

NOTICE TO STUDENTS

The provisions of this publication are not to be construed as a contract between the student and Okaloosa-Walton Community College. The college reserves the right to change any provision or requirement when such action becomes necessary. Official announcements are available through the Office of the Vice President for Instruction, posted in the Student Services Center, and when possible, listed in the Schedule of Classes. Students are responsible for meeting, in full, the appropriate requirements for graduation or program completion and are advised to work closely with the counselors/advisors in planning of a program of study. Students are expected to familiarize themselves with all rules and regulations of the college.

Falsification of information on any admission, financial aid, or other materials submitted to the college may result in denial of admission or immediate dismissal from the college.



"Okaloosa-Walton Community 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 age, color, creed, handicap, marital status, national origin, race, religion, or sex in its employment practices or in the admission and treatment of students." The Okaloosa-Walton Community College Equity Coordinator may be contacted through the office of the Director of Human Resources, Niceville Campus, (850-729-5365). The Equity Coordinator is also Coordinator of Title IX of the Education Amendment of 1972.

OKALOOSA-WALTON COMMUNITY COLLEGE

CATALOG AND STUDENT HANDBOOK

2001-2002

ACCREDITED BY

THE COMMISSION ON COLLEGES OF THE
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
1866 Southern Lane, Decatur, Georgia 30033-4097
Telephone Number (404) 679-4501
To Award Associate Degrees, Certificates and Diplomas

FLORIDA STATE DEPARTMENT OF EDUCATION

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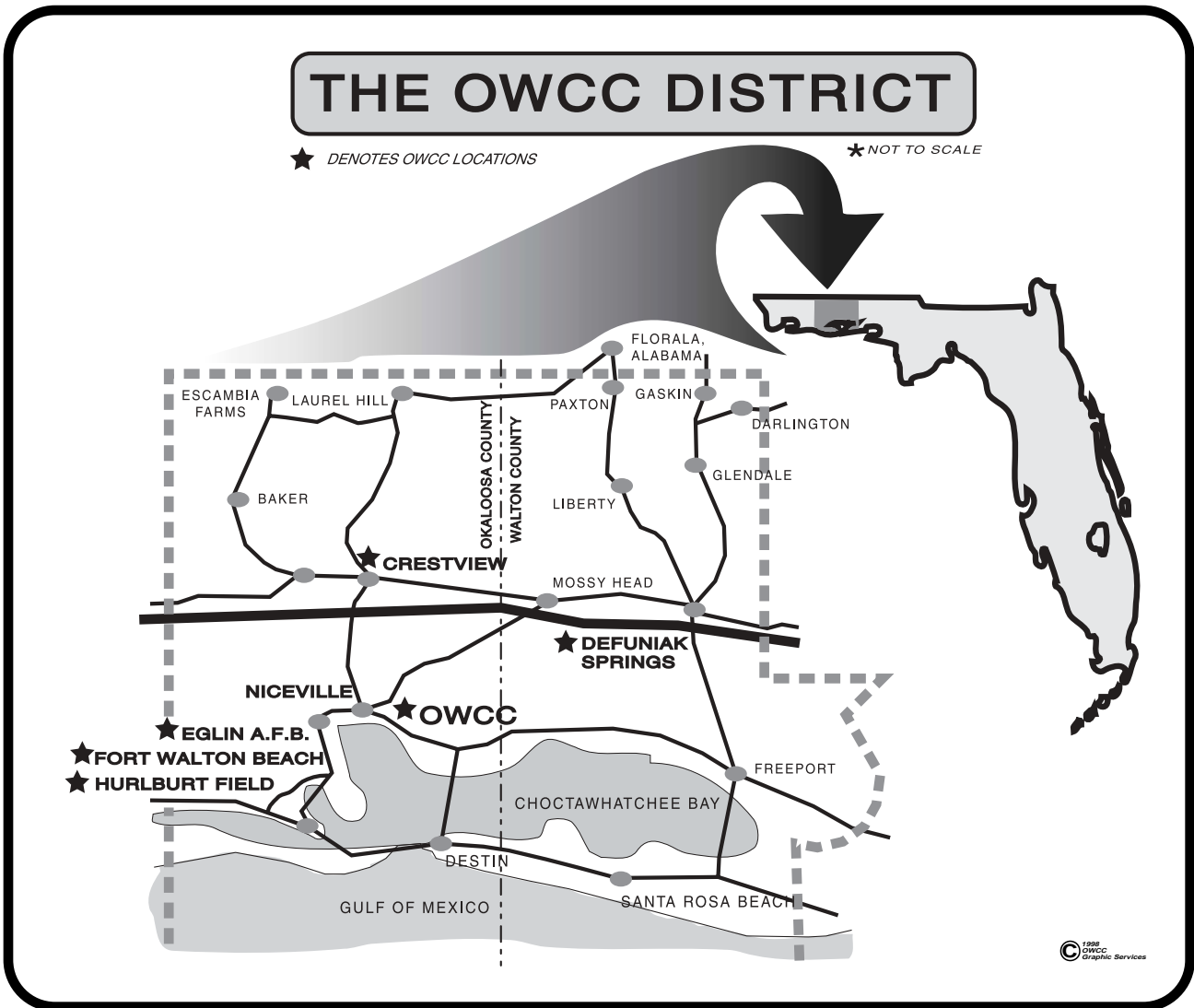
Okaloosa-Walton Community College
100 College Boulevard • Niceville, Florida 32578-1295
<http://www.owcc.cc.fl.us>

CENTERS	(Area Code 850)	NUMBERS
Niceville		678-5111
(from Walton County)		892-8190
(from North Okaloosa County)		689-7870
OWCC/UWF Fort Walton Beach Campus		
(Day)		863-6500
(Night)		863-6520
OWCC Chautauqua Center, DeFuniak Springs	892-8100 or 729-5344	
OWCC Robert L.F. Sikes Education Center, Crestview	689-7911 or 729-5346	
OWCC Eglin AFB Center	678-1717 or 729-5343	
OWCC Hurlburt Field Center	884-6296 or 729-5345	

Telephone Device for the Deaf (TDD) #'s:

Florida Telecommunication Relay Service	
Voice	1-800-955-8770
TDD	1-800-955-8771

Student Employment Job Line	729-5264
Enrollment Services Information	729-OWCC (729-6922)





Leadership training. . . A smart career move. . . Scholarships. . . All are great reasons to consider the new ROTC program at Okaloosa-Walton Community College. The Reserve Officers' Training Corps at OWCC provides an outstanding opportunity for high school graduates who have participated in ROTC to attend college and to continue their military leadership training. Students may also begin ROTC leadership training at the college level.

GENERAL INFORMATION

❖ Mission Statement

The mission of Okaloosa-Walton Community College is to provide quality educational programs and services whereby students may achieve their goals and the community is enhanced through academic, vocational, cultural, economic, and personal development opportunities.

❖ Goals

- To provide an environment that promotes equity and access to college programs for all members of the community.
- To provide student services and activities that enhance student success.
- To provide freshman and sophomore courses leading to baccalaureate degrees.
- To provide associate degrees and occupational programs that prepare students for employment and careers in the public and private sectors.
- To provide leadership and support for the economic and workforce development of Okaloosa and Walton counties.
- To provide college preparatory and basic skills instruction, literacy programs, English for speakers of other languages (ESOL), adult secondary education and vocational preparatory instruction.
- To provide social, cultural and co-curricular opportunities in Okaloosa and Walton counties.
- To provide a variety of continuing education and distance learning opportunities.
- To promote understanding, application, and use of technology.

❖ Background

Located in the coastal heart of Northwest Florida, Okaloosa-Walton Community College has earned a reputation for educational excellence and community involvement. As one of Florida's network of 28 public community colleges, OWCC offers post-secondary education opportunities within reach of every Okaloosa and Walton County citizen. The college's two-county service district stretches from the Gulf of Mexico to the Alabama state line and encompasses a population in excess of 190,000 permanent residents.

In addition to a 264 acre campus in Niceville, OWCC operates a joint campus with the University of West Florida in Fort Walton Beach, the

Chautauqua Center in DeFuniak Springs, the Robert L.F. Sikes Education Center in Crestview and full-time centers at Eglin Air Force Base and Hurlburt Field.

When its doors first opened in August of 1964 in a temporary campus of vacant buildings in Valparaiso, OWCC had a faculty of ten instructors, three support personnel and five administrators for the 309 full-time and 458 part-time students on hand. Now, more than thirty years later, approximately 77 full-time and 228 part-time instructors, as well as 275 support staff and 12 administrators (including 4 instructional department administrators) serve more than 14,500 students annually at the college's six campuses and centers. Since its inception, more than 200,000 persons have been served by Okaloosa-Walton Community College.

Originally named Okaloosa-Walton Junior College, the college remained at the temporary Valparaiso Campus until December 1968 when the college moved to the permanent Niceville Campus. Located between State Roads 85 and 285, the 264 beautifully wooded acres of the Niceville Campus were transferred to the college from the Eglin Air Force Reservation by an act of Congress in January 1966. OWJC changed its name to Okaloosa-Walton Community College in 1988 in order to more accurately reflect the college's scope and mission in the local community.

A unique "2+2" program was established with the University of West Florida in 1982, and an act of Congress designated a permanent site for the OWCC/UWF Fort Walton Beach Campus in 1989. The 156 acre Fort Walton Beach Campus now boasts a fully combined program from the freshman year through graduate school and annually serves a combined enrollment of approximately 7,500 students.

Throughout the college's history, OWCC has maintained a consistent record of educational excellence. The median grade point average for OWCC students who transfer to the state university system consistently ranks among the top five in the state. OWCC instructors have been recognized with numerous state and national level awards for instructional excellence. The college's Forensics Debate team has achieved four state and three national championships in the last decade. OWCC students and student athletes are also consistently named to the All-Florida Academic Teams. In addition, various instructional departments routinely achieve recognition in their respective fields, such as OWCC Musical Theater, which has ranked first in the state for the past ten years.

In addition to a record of regional and national accolades, OWCC offers state-of-the-art student computer labs, a top-rated sports complex and a full program of intercollegiate and intramural sports,

a child development center, and a criminal justice training center. A 120,000 square foot fine and performing arts center on the Niceville Campus provides students the finest in instructional facilities for dance, music, theater, the visual arts and the Humanities.

❖ **Facilities**

The Niceville Campus of Okaloosa-Walton Community College (OWCC) is located between State Roads 85 and 285 on 264 beautifully wooded acres. Associate degrees, adult basic education, technical certificates, college and vocational preparatory programs, GED preparation and testing, and continuing education programs are offered in both day and evening classes.

The Niceville Campus includes the following permanent facilities:

Administration (A): houses the executive and administrative offices, including instructional services, administrative and financial services, marketing/community relations, the college foundation and the OWCC Alumni Association.

Technical Laboratories (B): contains electronics, drafting and design, laboratories for computer-assisted drafting and computer-aided manufacturing, computer engineering technology, and the local Cisco Academy. The Veterans Upward Bound Program is also housed in this location.

Student Services Center (C-1): houses admissions, registration, counseling, financial aid advisement services, and Veteran's Affairs.

Business & Student Support Services (C-2): provides facilities for instructional programs in business education, business administration, computer science, and mid-management. Testing services, the Student JOBS Center, and the Women's Resource Center are also housed in this location.

Science (D): comprised of classrooms and laboratory facilities for programs in biology, physics, physical sciences, and chemistry.

Learning Resources Center (E): located on the two center floors and the south mezzanine of Building "E". It contains a collection of more than 84,991 books, 10,800 audio-visual items, 365 magazines and newspapers, and 2,500 online full-text periodicals. A computer network provides access to the library holdings of all 10 state universities and 28 community colleges, numerous CD-ROM databases and worldwide information sources through Internet.

The upper north mezzanine levels house the Academic Success Center, three computer labs/classrooms and the Division of Communications and Social Sciences office. The Periodicals/Audio/Visual sections of the LRC are on the

south side. The first floor level contains faculty offices, a computer lab, and classrooms. A conference center and classrooms are located on the ground level.

Athletics and Physical Education (F): contains offices, classrooms, and storage facilities for the Division of Athletics and Physical Education, and houses the Wellness Center.

Reserve Officers' Training Corps (ROTC) (F-1): contains ROTC offices and classrooms.

Utilities, Maintenance, and Receiving (G) and (G-1): houses the air conditioning and heating equipment, central services, maintenance, custodial, grounds functions and security office.

Gymnasium (H): a multi-purpose facility used to house all indoor physical education activities and indoor sports events.

The Arts Center (J): consists of two theaters, two art galleries, a dance studio, recital hall, and choral and musical studios.

College Mall (K): contains student activities, food services, the College Store, lounges, meeting rooms, recreational areas, and houses the Continuing Education Department.

Mathematics/Public Safety (L): provides offices, classrooms, and specialized laboratories for the mathematics department and facilities, and forensics photo lab, for programs offered by the Florida Criminal Justice Training Center No. 21.

Visual Arts (M): houses instructional art programs in pottery and drawing.

Child Development & Education Center and Collegiate High School (P): houses the Mary Lou O'Connor Child Development Education Center, the Early Childhood Education staff and classrooms, and the Collegiate High School offices, classrooms and labs.

Graphic Arts Building (Q): houses Graphic Services and the Instructional Graphic Communications programs. Facilities for the Public Safety Division are also housed in this location as are the Adult General Education classes.

Computer Services (R): provides laboratories and related instructional facilities for the computer science program. The college's Information Technology staff is located in this facility.

The Sports Complex: The sports complex is located west of the Niceville Campus and contains a golf course, field houses for men's and women's baseball and softball, two diamonds, bleachers, and a Strength Training Center.

Observatory (D-2): located on the northwest corner of the Niceville Campus, the Observatory houses an 18" automated reflective telescope, complete with a CCD camera and software to allow the location and recording of events in the sky. This 18" telescope is comparable to the finest telescopes in the southeastern USA. The observatory includes a state-of-the-art classroom and fiber-optic connection to the OWCC campus.

OWCC operates instructional sites throughout the two county area, making the programs and services of the college easily accessible to the entire community.

The Okaloosa-Walton Community College and the University of West Florida Fort Walton Beach Campus is a fully combined joint campus which provides higher education opportunities ranging from Associate to Doctoral degree programs, as well as non-credit and adult basic education programs. In addition, the campus houses OWCC's various economic development programs including: the Economic Development Council of Okaloosa County, the Technology Coast Manufacturing & Engineering Network, the Gulf Coast Alliance for Technology Transfer, the Quality Institute, the Northwest Florida Manufacturing Technology Center and the Institute for Professional Development. The campus also houses the college's Distance Learning program.

The OWCC/UWF campus is located on a 156-acre wooded site on Martin Luther King, Jr. Boulevard, and includes the following permanent facilities:

Administration (1): houses administrative offices and the business and registration offices of both institutions, a large community meeting room, and two conference rooms.

Student Services (2): contains the campus College Store, student center and student government offices.

Classroom Building (3): houses classrooms and the Career Assessment Center.

Classroom Building (4): comprised of faculty offices, classrooms, a reading improvement laboratory, Math and English tutoring services and counseling offices.

Utilities and Maintenance Building (5): houses the air conditioning and heating equipment, central services, maintenance, and custodial/grounds functions for the campus.

Science Building (6): contains science laboratory facilities for programs in earth science, biology, chemistry, and physics.

Computer Labs (7): houses computer laboratories, classrooms, and OWCC's various Economic Development programs.

Library, Fitness Center, Auditorium (8): contains a 14,391 volume graduate level library, fitness center, dance studio, and a 230 seat lecture auditorium.

The OWCC Chautauqua Center (N): located on 90 wooded acres along Highway 90 West in DeFuniak Springs, offers a full range of college services and programs. Diversified college credit and non-credit programs including 2-year degrees, adult education/GED preparation, college preparatory, and recreational/leisure courses are offered in day and evening classes. The center provides admissions/registration, financial aid information, placement testing and academic counseling services. The center houses three computer labs, small conferencing facilities as well as a Title 20 Child Care Center.

The Robert L.F. Sikes Education Center (I) in Crestview is located on Highway 90 East. The full-service center offers college credit, adult basic education and other courses and provides placement testing, advising and program planning, registration, and financial aid services. The center houses two computer labs, six classrooms, and administrative/student services space.

OWCC Eglin Air Force Base and OWCC Hurlburt Field Centers: offer college credit and noncredit programs for military and civil service personnel and the general public. Both centers provide admissions/registration, financial aid information, placement testing and counseling services. Also offered are courses specifically geared toward the Community College of the Air Force (CCAF) studies, English as a Second Language (ESL), General Education Development (GED), and other courses designed to meet the needs of individual military units, base contractors, and individuals who are retiring from the military.

❖ OWCC Foundation

The Okaloosa-Walton Community College Foundation, Inc. is a non-profit organization which seeks tax deductible contributions to help OWCC promote academic excellence through scholarships, instructional improvements, and educational equipment acquisition.

The OWCC Foundation was established in 1988 to give individuals, organizations and businesses the opportunity to directly invest in the educational mission of OWCC. As an IRS 501 (c)(3) organization, donations to the OWCC Foundation are tax deductible and may be eligible for matching funds.

4 ❖ GENERAL INFORMATION

The Florida Academic Improvement Trust Fund matches private contributions to community colleges for endowments on a \$4 to \$6 ratio. The OWCC Foundation has a 23 member Board of Directors comprised of business and community leaders in Okaloosa and Walton counties.

The OWCC Foundation is vitally important to the quality and diversity of higher education in our community. The foundation operates under the philosophy of building principal and using the interest to support various college endeavors. To further the mission of the college, no donations to the OWCC Foundation are used for the foundation's operating expenses. Annual pledges of \$50 to the Foundation President's Club help underwrite these operational expenses. For information, contact the OWCC Foundation office at (850) 729-5357 or visit www.owccfoundation.org.

❖ OWCC Alumni Association

The Okaloosa-Walton Community College Alumni Association provides all former students and graduates with an organization to promote the interests of OWCC. Alumni help support causes which enhance educational opportunities and perpetuate the friendships made while attending OWCC.

Membership in the OWCC Alumni Association is open to all graduates of the college and to any student who has attended OWCC.

The Alumni Association, in cooperation with the college, participates in various activities and sponsors events. It encourages creation of OWCC Alumni chapters at senior institutions. The association attempts to provide resources to help in scholarships and other program support beneficial to OWCC.

For additional information about the OWCC Alumni Association contact the OWCC Foundation and Alumni office at (850) 729-5357.

❖ Year-Round Opportunity

The college's programs of continuing study vary considerably in their timing. Enrichment programs, workshops, institutes, and numerous community services and certificate programs are offered on demand as sufficient requests occur. Special programs are announced as they are developed. The public is especially invited to request short or extended offerings in areas of need or interest.

❖ Composition of Student Body

Okaloosa-Walton Community College is a coeducational institution serving approximately 14,500 students annually. Students age 16 to 24 comprise

52 percent of the student body. Students age 25 to 34 comprise 23 percent and students 35 to 49 comprise 21 percent. Other age students comprise the remainder of the student population.

❖ Accreditation

Okaloosa-Walton Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award associate degrees, certificates and diplomas.

❖ Equal Rights

Okaloosa-Walton Community 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 age, color, creed, handicap, marital status, national origin, race, religion, or sex in its employment practices or in the admission and treatment of students. The OWCC Equity Coordinator may be contacted through the Office of the Director of Human Resources, Niceville Campus, extension 6365. The coordinator is designated to coordinate compliance with the Florida Educational Equity Act and information about the availability of the OWCC Grievance Procedure. The Equity Coordinator is also Coordinator of Title IX of the Education Amendments of 1972.

❖ Student Records and Transcripts

Student Records

The Office of Enrollment Services oversees both admissions and registration at Okaloosa-Walton Community College. All permanent, official, and final records of students who have attended the college are housed in and released by this office located on the Niceville Campus. A student who submits an application for admission and official transcripts to the college yet fails to enroll within 3 years must re-submit original documents upon re-entry to the college. Information is released only upon the written request of the student in accordance with federal laws.

Student Transcripts

Transcripts and other student information will not be released if the student has an outstanding obligation to the college (financial obligation or an incomplete admission file). Under most circumstances, a student may obtain a copy of his/her transcript within 24 hours after the request. Transcripts will be sent within seven (7) working days of the request. All requests must be in writing

by the student. A student may request a copy of the academic record by completing the Transcript Request Form or by submitting a signed statement of request to the Office of Enrollment Services in person or via U.S. Mail or by fax. E-mail requests do not include an original signature and therefore cannot be honored.

Release of Student Information

The following information may be released at the discretion of the college. **Directory Information: Name, address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, enrollment status, degrees and awards received, and the most previous education agency or institution attended. In addition to directory information, the college is required by law to release to the United States Armed Forces student recruiting information which may include the student's name, address, phone number, date and place of birth, level of education, most recent previous institution attended, major field of study, and degrees received.**

Access & Review of Records

A student or parent* will be accorded access to the student's record within a reasonable time after the submission of a written request to the custodian of that record. Suitable arrangements will be made to permit the record to be reviewed in the presence of a representative of the custodian of the record.

*Rights of parents: Once a student reaches the age of eighteen, or is enrolled in a post-secondary program, parents no longer have any rights under the privacy act unless:

- The student gives written consent to release the information to the student's parents, or
- The parents provide evidence that the student is a dependent of the parents as defined in section 152 of the Internal Revenue Code of 1954.

Protection of Privacy

Under the Family Education Rights and Privacy Act of 1974, (Public Law 93-380) students may request that no information, including "Directory Information", be released except as required by law, by obtaining a *Notification to Deny Disclosure of Directory Information Form* from the Dean of Students. This form must be signed and submitted to the Dean. **Note:** A student's request to prevent the release of any informational items may result in preventing the publication of all items including

graduation, honors, and awards. Students are encouraged to contact the Dean of Students or the Director of Enrollment Services/Registrar with any concerns about confidentiality of records and release of information.

The 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 except as required by the President in the discharge of his duties as authorized by law, the state, and the board.

Enrollment Verification

The college utilizes the services of the National Student Loan Clearinghouse to automatically process enrollment verifications for student loans.

Address Change

It is the student's responsibility to keep information current by officially notifying the college. The student's signature is required to make such changes in person or students may make changes electronically by using the OWCC RaiderNet system and a PIN (personal ID number). Forms to change residence, mailing address, telephone number, etc. are available from the Office of Enrollment Services, 729-5374.

❖ College Internet Site

The OWCC Internet Site (<http://www.owcc.cc.fl.us>) supports the mission of the college by providing worldwide access to college information, registration, student services, distance learning instruction and support, academic resources, and more. The OWCC web site is the gateway to subordinate web sites affiliated with the college such as those maintained by individual college instructors or organizations. The privacy of users is upheld through the standards in force for public institutions in Florida, and privacy policies are posted on the site.

❖ RaiderNet

RaiderNet is the OWCC student on-line information and registration system. This computer based system provides students on-line access to register for classes, view their term grade report, view financial information such as payment due dates and fees owed, and allows students to update directory information such as change of address to protect privacy. RaiderNet provides access via a personal identification number (PIN) that ensures that the student alone will have access to his or her own

student information. The system is available via the Internet worldwide through the OWCC internet site at <http://www.owcc.cc.fl.us>. Questions regarding RaiderNet should be referred to 729-OWCC (6922).

❖ **FACTS**

FACTS, the Florida Academic Counseling and Tracking for Students system, allows access to student services and resources for Florida public community colleges and universities, and many private institutions. OWCC students can view their student transcripts, run a degree audit, track progress toward graduation or apply for admission. FACTS can be accessed either through the college internet site or directly through the FACTS web site at <http://www.facts.org>.

❖ **Drug-Free Workplace**

Okaloosa-Walton Community College is firmly committed to maintaining a drug-free workplace. Employees and consultants are prohibited from engaging in unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace while officially representing the college. Violation of this policy will subject the employee or consultant to appropriate disciplinary

action up to and including termination of employment. Violators may also be required to participate in an approved drug abuse assistance or rehabilitation program. Compliance with this policy statement is a condition of employment with Okaloosa-Walton Community College as an organization receiving federal grants and contracts.

❖ **Copyright Statement for College Publications**

College policy (Policy No. 6Hx17-9.03) states that employees and students will comply with the U.S. Copyright Law (Title 17, U.S. Code, Section 101). Employees and students may use, perform, or reproduce copyrighted works when authorized by (1) licenses or written permission from copyright owner; (2) the fair-use guidelines (available from the OWCC Learning Resources Center); (3) the principle of fair use; (4) specific documented exemptions in the copyright law. Copyright items include print, video, electronic data, performances, music, and computer software.

Employees and students who willfully disregard this policy or the specific provisions set forth in the College Copyright Manual (available in the OWCC Learning Resources Center) are subject to state and federal penalties as well as college disciplinary action. The college will refuse to grant a request to copy material if fulfillment of the request might lead to a violation of the copyright law. Further information is available from the Office of the Director of the Learning Resources Center, 729-5392.



OWCC academic counseling and advising staff are ready to help new and returning students plan a program of study at OWCC.

ADMISSIONS

❖ **General Information**

In general, OWCC is an open-door institution. However, depending on the student's program of study, certain admission criteria must be met. In most cases a student must be able to provide documentation that he/she is no longer enrolled in a K-12 system and is at least 16 years old.

Applicants for courses or programs offered by OWCC may obtain appropriate admission forms from any OWCC location, at any high school in the OWCC district, or on the OWCC internet site (<http://www.owcc.cc.fl.us>). Each applicant will be notified of acceptance or non-acceptance for admissions.

Steps in Applying for Admission:

1. Complete an *Application for Admission & Residency* form.
2. Request official transcripts, as applicable, which could include the following: high school transcript, GED diploma, Home Educated Affidavit, official college and/or university transcripts from all institutions attended, and official score reports from CLEP, AP, or IB.
3. Either submit placement test scores (ACT, SAT, FCPT, MAPS, ASSET) or take the placement test (FCPT) at OWCC.
4. Complete an Orientation/Advising Session and meet with an Advisor, Counselor or Faculty Advisor.
5. Register for classes.

Readmission

Any student who has previously attended Okaloosa-Walton Community College, and who has not been in attendance within one year, may need to submit a Change of Status form to the Office of Enrollment Services to update personal data, verify educational goals and residency, or receive a registration appointment. If the student attended another institution in the interim period, an official transcript must be submitted from that college or university.

The student will complete requirements for graduation under the catalog in effect at the time of re-entry.

Transfer Students

A student who has attended any college or university prior to enrolling at OWCC is considered a transfer student. Such a student must request that an official transcript(s) of all previous college work be sent directly to OWCC's Office of Enrollment Services.

All forms and supporting documents must be submitted in sufficient time to permit processing and notification of admission status prior to registration. In unusual cases where this is not feasible, applicants may be conditionally enrolled as provided below. (This does not apply to dual enrollment and international student applicants.)

Conditional Admissions

An applicant who has completed admission forms, yet has not attended an Orientation/Advising Session nor has been fully accepted for admissions due to a delay in the receipt of official transcripts may be permitted to attend in a "Conditional Admission" Status for one (1) term to allow for the these requirements to be met. During this time, any course credit "earned" will not be released until all outstanding requirements have been met and the applicant is fully admitted to the college. Neither grades, transcripts nor financial aid will be released for any courses in which the applicant is enrolled. Conditions attached to any enrollment must be satisfied before the end of the term in order for the conditional enrollee to become fully admitted to the college. Should data received cause the applicant to be inadmissible, actions taken will be based on that data and not the student's performance while on conditional enrollment.

Any applicant may be denied admission or be admitted with restrictions if evidence indicates that he/she has participated in activities that violate standards provided in the Statement of Student Rights and Responsibilities (see page 23). Falsification or failure to furnish correct information on admissions papers will subject applications to denial of admission or immediate dismissal.

One of the opportunities available to high school seniors about to graduate is Conditional Enrollment at OWCC for the Summer Term. Under this specialized enrollment, graduating seniors may enroll at their own expense in courses at the college during May of the year they are to graduate. Dual Enrollment, Federal Financial Aid and most scholarship opportunities are not available under Conditional Enrollment status.

Entry-level testing:

First-Time-In-College (FTIC) students, who have not received a state of Florida College-Ready diploma, seeking admission to the Associate of Arts degree, the Associate of Science degree and/or the Associate of Applied Science programs are required to participate in the **placement testing program** prior to registering for their first term. No

student will be permitted to enroll in any college credit English, humanities, or mathematics course – or any course having an English, mathematics or reading prerequisite – without meeting the state of Florida mandated minimum scores on the placement test. OWCC administers the Florida College Placement Test (FCPT) as the primary placement test. Students who have completed the Scholastic Assessment Test (SAT), the American College Testing (ACT), or other approved placement tests within the past two years of the date of admission may request that these scores be accepted as a substitute for the FCPT if these scores meet the established cut-off scores specified by state rules. Students whose ACT or SAT scores do not meet established cut-off scores must retest on the FCPT. Testing is for placement purposes only and is not a criterion for admission. Students who possess a four year degree or transfer students who have satisfactorily completed college level English, humanities, or mathematics courses are NOT required to take the placement test.

❖ ***Associate of Arts, Associate of Science and Associate of Applied Science Degree Programs***

An applicant for admission to the Associate of Arts, Associate of Science and Associate of Applied Science Degree Programs must be a **high school graduate** and may be admitted with one of the following:

- A. Standard High School Diploma**
High school graduates must have earned a standard high school diploma. An official high school transcript with high school graduation date is required for admission.
- B. College-Ready Diploma**
Students who have received the State of Florida College-Ready diploma, are entitled to admission to the Associate of Arts, Associate of Science and Associate of Applied Science degree programs without placement testing for up to three (3) years after earning the diploma.
- C. State Equivalency Diploma (GED)**
Students who have received the General Education Diploma are entitled to admission to all degree programs. An official transcript of the GED results or a copy of the diploma is required for admission.
- D. Home Educated Students**
Home-educated students must complete an Affidavit for Home-Educated Students form verifying high school graduation. These forms may be obtained from OWCC's Office of Enrollment Services.

Applicants who have earned the Florida Certificate of Completion or the Florida Special Diploma may contact the Office of Enrollment Services to discuss alternative admissions options.

❖ ***Certificate and Applied Technology Diploma Programs***

An applicant for admission to Applied Technology Diploma (ATD) or college credit or vocational credit certificate programs may be admitted without the standard high school diploma or GED high school equivalency diploma provided the program to which the student is applying does not require the high school diploma or equivalent. High school transcripts or GED diploma and, if a transfer student, a copy of transcripts from all previously attended postsecondary institutions must be provided.

❖ ***Programs with Additional or Other Admission Requirements***

In order to meet selected programmatic certification and professional accreditation standards, certain OWCC programs carry additional admissions requirements. Students should contact the appropriate department or division office for details.

Criminal Justice Training Programs

The Law Enforcement Basic and Corrections Basic Vocational Certificate Programs are sanctioned through the Florida Department of Law Enforcement. OWCC is designated as the Florida Criminal Justice Training Center Number 21 and students enrolling in these two certificate programs must meet FDLE requirements, possess a high school diploma or its equivalent, as well as satisfy all other OWCC admission standards. Students should contact the Division of Public Safety for additional information.

Fine and Performing Arts

Some Fine and Performing Arts classes are open only by audition. Students should contact the Fine and Performing Arts Department for additional information.

Nursing Program

The Registered Nursing (RN) program begins at OWCC in Fall 2001 under provisional approval by the Florida Board of Nursing. Full approval of the program is expected following graduation of the first class and successful passing of the RN licensure examination by the graduates of the first class. Applicants to the nursing program will be provided

with requirements for RN licensure as published by the Florida Board of Nursing and with program standards.

Graduates of the program receive an Associate of Science in Nursing Degree and become eligible to apply to write the licensing examination to become a Registered Nurse (RN).

The Associate of Science Degree in Nursing is a limited admission program. Students should contact the Nursing Department for additional information.

Reserve Officer Training Corps (ROTC)

A U.S. Army Reserve Officers' Training Corps (ROTC) program begins on the Niceville Campus in Fall 2001. This program will provide an outstanding opportunity for high school students who have participated in ROTC to attend college and continue their military leadership training. Students may also begin leadership training at the college level.

Participation in the program does not require a commitment to enter the U.S. Army for non-scholarship students. Additionally, the four courses in the program are transferable to any ROTC program in different branches of the military, and participants in the program will be able to transfer seamlessly to the University of West Florida for upper division studies or to programs at other universities. Students in the OWCC program will be considered part of the UWF Corps of Cadets.

To enroll, a student must be physically and morally qualified, a full-time degree-seeking student at OWCC and a U.S. citizen. Students should contact the ROTC Office for additional information.

❖ Transient Students

Currently enrolled OWCC students may request approval from the Vice President for Instruction to concurrently enroll at another college or university under limited extenuating circumstances. Students should complete an *Application for Transient Study* form prior to enrolling at the other institution. These forms can be obtained from any OWCC Center/Campus or from the Office of Enrollment Services at the Niceville Campus.

❖ Non-Degree Students

Applicants who do not wish to earn a degree or certificate from OWCC and wish to take college or vocational credit courses may not need to provide evidence of prior educational work. However, students seeking enrollment in courses with prerequisites or other admissions requirements, or students seeking financial assistance may be required to provide evidence of prior educational work. Many students attend college to upgrade employment

skills, for transfer credit, or for personal interest and enjoyment. Non-degree applicants only need to provide a completed *Application for Admission and a Florida Residency* form. Upon changing to degree-seeking status at OWCC, high school/college transcripts, as appropriate, will be required.

Interim-study students (i.e. transient students who normally seek enrollment only for one term and whose enrollment is to be only as part of their pursuit of a degree at another institution) are advised to obtain, preferably in writing, their parent institution's authorization of course selection.

❖ Adult General Education

This program leads to the completion of elementary and secondary studies, including basic reading, writing and mathematics. Adult General Education classes are designed for adults who need to develop skills in reading, writing and arithmetic. It includes other subjects related to gainful employment, such as obtaining the Florida high school diploma (through the GED test), or learning to speak English. Eligibility requirements are as follows:

- Applicants must be 16 years old.
- Applicants normally must NOT have received a standard high school diploma or passed the General Education 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; other applicants may enroll on a fee-paying basis.)

❖ International Students

Okaloosa-Walton Community College welcomes international students. However, the international student should begin the admissions process at least four months prior to the beginning of any college semester. International mail delays, transcript verifications, international monetary transfers, consular appointments, travel, housing and advisement/testing requirements must be anticipated many months in advance of enrollment. International students seeking college credit on the F-1 or M-1 visa must satisfy all requirements for admission as a regular student and meet the following requirements:

1. *Application for Admission and Residency* form.
2. Transcripts: Official copies of all secondary school records in the original language and, when applicable, accompanied by a certified translation in the English language. Requests for the acceptance of college/vocational level

transfer work will be referred to a college approved outside evaluation service at the student's expense. Recommendations from the evaluation service will be considered in determining what courses may transfer.

3. **Financial Support:** An official statement from the applicant's (or sponsor's) bank or other financial institution or government agency verifying the availability of sufficient funds for tuition, matriculation, books, living expenses, etc., must be submitted. (Approximately: \$15,000 for the 2001-2002 academic year.)
4. **Language Proficiency:** Test of English as a Foreign Language (TOEFL) results are required of applicants for whom English is not the primary language. The minimum required score is 500 for the paper-based TOEFL and 173 for the computer-based TOEFL. Transfer students, who have evidence of English proficiency in lieu of a 500 TOEFL score, may petition the Admissions Committee for consideration. NOTE: OWCC does NOT give the TOEFL test.
5. **Health Information:** As a prerequisite to admission, applicants must provide official documentation of good health as shown by a physical examination conducted by a qualified physician. In addition, health insurance with hospitalization coverage is required. This insurance should be obtained prior to the international student's first registration.

When all admissions documents, academic credentials, and test results are on file and meet minimum standards for the college, an acceptance letter will be sent along with the U.S. Immigration Form I-20. The Form I-20 is the document required to obtain the Student (F-1 or M-1) Visa.

OWCC does NOT provide on campus housing; therefore, international students must arrange housing accommodations in the community. The U.S. Immigration and Naturalization Service (INS) regulations require that foreign students enroll in a full-time course of study during two of the yearly terms. INS regulations also restrict work opportunities for such students. International students should consult with the International Student Advisor and present his/her student visa and evidence of health insurance before registration.

❖ OWCC Collegiate High School

OWCC operates an innovative charter high school on the Niceville Campus. This public school is part of the Okaloosa County School District. Through this unique high school/college program, students may earn both a high school diploma and

a two-year college degree at the same time through full-time study at OWCC. The OWCC Collegiate High School is free of charge and operates under guidelines established by Florida statute.

Admission is open to any public, private or home school student in Okaloosa County who is of high school age for grades 10, 11, or 12.

Collegiate school students enroll in regular OWCC college courses and earn both high school and college credit for these classes. Students follow an approved program of study designed by the student, his/her parents, and an OWCC educational advisor. The program of study meets the Florida statutory requirements for both a high school diploma and an associate degree. A pre-collegiate track assists students who are not completely prepared to directly enter a full program of college-level classes. For more information, call the OWCC Collegiate School Office at 729-4949 or visit www.owcharterhigh.org.

❖ Simultaneous Enrollment for High School Students

OWCC has simultaneous enrollment programs to provide a means for educational acceleration for academically superior high school students. These include the admission categories listed below.

Please note the terms of these high school enrollment programs are defined by state regulation and current articulation agreements. As such, they are subject to change. Prospective students should consult the Dual Enrollment Office at 729-5205 for the most current information and procedures.

1. **CONCURRENT ENROLLMENT** allows qualified high school students to enroll in certain courses at any OWCC location. College credits earned through concurrent enrollment, unlike dual enrollment, do not apply to the students' high school diploma (see Dual Enrollment below for simultaneous credit options). Students concurrently enrolled pay standard college registration, laboratory and special tuition fees where applicable. Credits earned under this enrollment category count only for college degree-credit purposes and do not carry simultaneous high school unit credits (See category #2 for simultaneous credit options). Criteria to be applied for students taking courses at the college while concurrently enrolled with their own high schools are as follows:
 - a) Acknowledgement that the student is in good standing at his/her current school.
 - b) Candidates must be high school students (grades 10 through 12 whose grades averaged 2.0 or higher in grades 9 through 11

along with the authorization by their high school principal. Grade point average is not applicable for enrollment in noncredit courses.)

- c) Students may enroll at the college for a maximum of eleven (11) semester hours of college credit work or fifteen (15) contact hours per week of noncredit courses each term.
 - d) Students must comply with all rules and regulations of the college and must maintain a "C" average or better. Substandard 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.
 - e) Any student enrolled under these provisions will be required to sign a statement that he or she understands that the college credits earned while 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.
 - f) High school students may concurrently enroll for audit or for a grade. Middle school students must enroll for audit only.
- 2. PART-TIME DUAL CREDIT ENROLLMENT** is a special program designed for public, private high school and home educated students in Okaloosa and Walton Counties who meet the eligibility criteria specified in their governing articulation agreement. Dual credit classes may be offered during and after normal high school class hours, on-site in high school facilities, and in other regularly scheduled college classes within the two-county district served by OWCC. The agreements between OWCC and the public and private schools in Okaloosa and Walton Counties are coordinated through the office of the Vice President for Instruction at the college and the offices of the superintendents of the respective school systems. These persons, or their designees, work cooperatively with college department chairs and school principals in the implementation of this program. Criteria to be applied for students taking courses for high school/college credit are as follows:
- a) Students shall:
 - 1. be classified as secondary students as approved in the college-school system dual credit agreements,
 - 2. have a cumulative grade point average of 3.5 or higher on all academic coursework beginning with grade nine through current high school grading period (or have permission of the high school principal), and
 - 3. be recommended by the principal of his or her own high school.
 - b) Qualified home educated dual credit students who will be at or above grade ten, have established a successful academic record, and be at least 15 years of age but not yet 18 years of age by August 1 of the academic year in which they plan to enroll at OWCC. The student must score at or above the cutoff on the appropriate subtests of a state-designated college placement test (FCPT, ACT, and SAT). Students without previously transcribed high school or dual credits may need to complete the full FCPT for advising purposes. Course and laboratory fees are not charged for these dual enrollment registrations; however, costs for textbooks and nonconsumable materials are the responsibility of the student/home school.
 - c) Courses to be offered shall be standard college degree-credit courses, exclusive of activity physical education courses. Determination of offerings and arrangements for scheduling such offerings in school facilities shall be made cooperatively with the principal and such other officials of the school system and of the college as are pertinent. Students may also enroll for college classes offered at any OWCC location.
 - d) The 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 and shall be limited to a maximum of eleven (11) credit hours per term.
 - e) Students enrolling in college credit courses under this program will be classified as "Limited Enrollment" college students, and they will be limited specifically to college credit courses offered under the Dual Credit Enrollment Program until such time as they become eligible for unconditional admission to the college.
 - f) No fees shall be charged to students enrolled in the Dual Enrollment Program. Textbooks and nonconsumable workbooks will be provided to public school students by the respective public school

system. Such books are the property of the public school system, and they must be returned by the student at the end of each course prior to the release of grades or credits. Eligible nonpublic school students, including home-educated students, are responsible for purchasing their own textbooks and materials.

- 3. FULL-TIME DUAL CREDIT ENROLLMENT** will admit a limited number of highly-qualified applicants after completion of their junior year in an accredited high school. To be considered for this program, students must earn passing scores on ALL subtests of a state-designated college placement test (FCPT, ACT, SAT). Students must also have a cumulative grade point average of 3.5 or higher on all academic coursework beginning with grade nine through the current high school grading period (or have permission of their high school principal), have the unqualified consent of their parents or legal guardian, and present the favorable recommendation of their principal. Approval of the Dual Enrollment Coordinator based on a personal interview is also required before a final decision is made. All admission requirements for full-time dual enrollment must be met prior to the regular registration period for the term in which the applicant expects to enter. Applicants who are accepted will be placed in appropriate courses totaling twelve (12) or more credit hours each term of enrollment for which they are qualified.

❖ ***Servicemembers Opportunity College (SOC)***

Okaloosa-Walton Community College, through the Servicemembers Opportunity College (SOC), extends to United States servicemembers (and their dependents) stationed throughout the world an opportunity to contract with OWCC to earn degrees. Students are allowed ten years to complete program requirements. The remaining credits can be earned through successful completion of regular college courses at regionally accredited institutions. Interested personnel should consult with OWCC's educational advisors at Eglin Air Force Base and Hurlburt Field for complete details regarding SOC.

❖ ***Effective Catalog Policy***

Students who maintain continuous OWCC enrollment by completing at least one college preparatory, college credit or vocational credit course

each academic year beginning with the student's first term of enrollment have the option of graduating under either the catalog in place at the time the continuous enrollment begins or the catalog in place at the time graduation requirements are completed, provided no more than five academic years have elapsed since the student's first term of enrollment in the program. If the continuous enrollment requirement is not met, or if the time period exceeds five academic years, the student must comply with the catalog in effect at the time of readmittance or the catalog in effect at the time of graduation. Requests for exception to this policy may be submitted in writing through the Director of Enrollment Services to the Vice President for Instruction.

❖ ***Evaluation of Transfer Credit***

Credits earned at other colleges or universities accredited by one of the six regional accrediting associations may be accepted by OWCC and placed on the student's permanent record (transcript) if the credit is in an area and level normally considered within the first two years of college. Credits awarded at institutions not regionally accredited may be accepted by OWCC and placed on the transcript if the credits represent collegiate level coursework relevant to the program of study, with course credit and level of instruction resulting in student competencies at least equivalent to those of students enrolled in comparable instruction at OWCC.

When evaluating credits, OWCC reserves the right to delay recording the transfer credits on the student's permanent record (transcript) until the student has successfully completed college-level coursework at OWCC, satisfied OWCC residency requirements, and/or provided appropriate documentation or verification of student competencies.

Credits with a grade of "C" or above from a college or university accredited by the appropriate regional accrediting association will generally be accepted at OWCC. Credits with a grade of "D" from an accredited institution of higher education may be accepted on a provisional basis, except for selected courses where OWCC students are required to earn a grade of "C" or higher. The student must bring the GPA up to at least 2.00 while at OWCC. The acceptability of college courses for transfer credit at OWCC shall be at the discretion of the Director of Enrollment Services, in consultation with the appropriate instructional personnel.

Acceptance of Transfer Credits from Non-Accredited Institutions

Acceptance of credits from non-accredited institutions of higher education will be based upon recommendation from the OWCC instructional

department responsible for the subject(s) in question. The recommendation will be submitted to the Director of Enrollment Services for final determination. The review will be predicated on the following factors:

- Age of credits;
- Recommendations through other established credit assessment bodies (e.g. ACE);
- The institution's accreditation via other professional assessment/accrediting bodies (e.g. AMA, ASCB, NLN, state agency);
- Analysis of course content and requirements, such as syllabi, texts, testing requirements, clinical/lab assessments, reading lists, projects, etc.;
- Availability of secondary documentation of course competencies (e.g. professional licensure, standardized test scores, etc.).
- Qualifications and experience of the faculty member(s) providing the instruction.

Final award of the credits or posting of credits to the student's permanent record (transcript) may be contingent upon one or more of the following:

- Completion of OWCC residency requirement;
- Completion of higher level course(s) in the same or a related subject area;
- Completion of subsequent courses in the subject course sequence;
- Demonstration of specific lab/clinical skills or other applied competencies;
- Completion of additional independent/directed study in the subject area.

The Director of Enrollment Services shall coordinate evaluation of transfer credits from non-accredited institutions.

Guidelines for Evaluating and Awarding Credits for Students Entering the Dual Enrollment Program

College credits earned by non-high school graduates as part of another Florida dual enroll program pursuant to F.S. 240.116 and documented under the Florida Common Course Numbering System will be evaluated and credited according to standard Florida articulation procedures. College credits earned by non-high school graduates as part of an early admission, university articulation program, or other similar arrangement not governed by F.S. 240.116 and not documented under the Florida Common Course Numbering System will be individually evaluated per the following factors:

- Accreditation status of the postsecondary institution awarding the credits,

- Student's placement level on the applicable section of the FCPT (required of all students wishing to participate in the dual enrollment program),
- Student's performance on other appropriate assessment activities (writing sample, etc.)
- Equivalency of course content, depth, breadth, and rigor to comparable OWCC course(s).

College level credits will not be awarded for Gordon Rule/general education courses without verification of equivalency; however, the student may be awarded elective credits in the appropriate subject area. Evaluation of such credits may be appealed per the procedures as outlined under the Appeal of Transfer Credit Denial policy under this section of the college catalog.

Appeal of Transfer Credit Denial

A student may appeal the denial of transfer credits by written request to the Vice President for Instruction. Credits in question will be reviewed by a subject area expert(s) from the instructional department normally responsible for the subject matter involved. The review process will parallel that applied to the evaluation of credit from non-accredited institutions; however, the final determination will be made by the Vice President for Instruction in consultation with the Director of Enrollment Services. Normally such appeals will be considered only if submitted before the end of the term in which notification of the denial was made to the student.



The annual student enrollment at OWCC is approximately 14,500 students. About fifty percent of OWCC students are age 16 to 24, twenty-five percent are age 25 to 34, twenty-one percent are age 35 to 49 and four percent are over age 50.

FINANCE

❖ Finance / General Information

Full payment of fees is required when registering for classes at Okaloosa-Walton Community College. Payment due dates are available from the Office of Enrollment Services and are printed on the student's registration receipt, displayed/printed using on-line web registration, or transmitted via telephone registration system. For your convenience, payment may be made using either Mastercard, Visa or Discover credit cards. Students who have not paid their fees will not be admitted to classes. The Comptroller and the College President may grant deferments as specifically defined and limited by Florida Statutes.

❖ Financial Assistance

The college offers a variety of financial aid programs. Inquiries concerning financial aid should be directed to the Student Financial Aid Office.

❖ Residency Classification

To assess fees, students are classified as Florida residents or as non-Florida residents. Criteria for determining residency status are detailed in the Florida Statutes and the administrative rules of the State Board of Education. Information for Residence Classification and Residency Declaration forms are available in the Office of Enrollment Services. Completed Florida Residency Declaration forms are required of all new students.

A student's "residency classification" is determined at the time of initial registration. A non-resident student may petition the Director of Enrollment Services for a change in residency status after establishing residency in Florida as defined by law. To petition, students should complete and submit a new Florida Residency Declaration form.

Active-duty military personnel (including dependent members of their immediate families) stationed in Florida are classified as Florida residents.

Providing false residency information is a violation of Florida state law and could result in disciplinary action being initiated. The college will correct the fees assessed those students who misrepresent their place of legal residence. An invoice will be issued for the increase in tuition.

❖ Military Assistance

Active-duty military personnel who enroll in college-credit programs through base education offices may be eligible for financial assistance. The

college has Military Assistance Agreements in effect with both Eglin and Hurlburt Field Air Force Bases. Contact the base education office for details.

❖ Veterans Benefits and Assistance

Refer to the Financial Aid section of this catalog. VA deferments may be available on a limited basis for qualifying students. Students should consult OWCC Veterans Affairs (729-5375) in the Financial Aid Office for further information. Financial assistance for college preparatory classes and books is provided for participants in the Veterans Upward Bound program. Call 729-4999.

❖ Refund Policy

Refunds resulting from course adjustments are processed at the end of the registration period. Students are responsible for completing the proper withdrawal or drop/add forms obtained from the Office of Enrollment Services. Students may also transact drop/add actions within the schedule adjustment period via the on-line web or telephone registration systems with proper authorization and PIN number. No refunds or financial credit will be granted after the schedule adjustment period ends. Registration and refund dates are published each term in the Schedule of Classes.

Refunds will be disbursed in the same method as was originally received unless otherwise determined by the College Business Office. If payment was received by check, money order, or cash the refund will be returned by check. Amounts received by check or money order will be held 10 business days from the date of receipt. Checks will be mailed to the student's most current local address on file with the Office of Enrollment Services. **IT SHALL BE THE RESPONSIBILITY OF THE STUDENT TO KEEP OWCC INFORMED OF A CORRECT MAILING ADDRESS AT ALL TIMES.** Refund checks will only be issued for overpayments of \$5.00 and more. Refunds of less than \$5.00 will be paid in cash upon presentation of proper identification at an OWCC Business Office.

Full financial credit will be granted for cancelled classes. Students can select alternate classes to which the fees can be applied. A refund will be processed automatically if replacement classes are not selected.

Any refunds for dropping classes after the end of the last day of registration are implemented through the Senior Vice President of Administrative Services' office. Refunds are authorized for administrative errors, for change of status from out-of-state



More than 1,000 students graduate from OWCC annually, earning the Associate of Arts, Associate of Science, or Associate of Applied Science degree or a certificate. To help students complete their education, OWCC awards more than \$8 million annually in financial aid and scholarships.

to in-state (as confirmed by the Director of Enrollment Services), and for the death of a student during the term of current enrollment. Refunds may be made until mid-term for the following: serious illness or incapacity (confirmed in writing by a physician) or for transfer of military personnel and dependents (confirmed by military orders). Refunds are NOT authorized for changes in work schedules or for enrollment status changes due to illegal activities.

Testing Fees Refund Policy

Individuals who have paid the registration fees to take the GED exam, CAT CLAST, CLEP, or TABE (non-OWCC students) and who are unable to test at the scheduled date and time, may request to re-schedule the test or may request a refund.

A request to re-schedule must be made by calling the Testing Center at the Niceville Campus (729-6922) as soon as a person knows that he/she will be able to take the scheduled test. The re-scheduled test date must occur within ninety (90) days of the **first** scheduled test date.

Individuals who are unable to re-schedule a test may request a refund within ninety (90) days after the scheduled test date. Requests for refunds must be submitted in writing via the Vice President for Administrative Services at OWCC and can be requested only for the following reasons:

- Administrative college error
- Death of student

- Serious illness or incapacity (confirmed in writing by a physician)
- Transfer of military personnel and dependents (confirmed by military orders)

Refunds are NOT authorized for changes in work schedules. If a request for a refund is not made within ninety (90) days to either re-schedule the test or request a refund, then all testing fees paid shall be forfeited.

The above policy applies only if an entire exam was missed. No re-scheduling or refunds shall be issued for portions of tests missed.

❖ Dishonored Check Policy

Checks returned by the bank will be processed as follows:

1. The student will be notified by certified mail that their check was dishonored by the bank. A \$25 return check charge will be applied to the student's account.
2. The student will have seven calendar days to pay for the check and the return check charge. Payment must be in the form of cash or certified funds. Failure to make the payment will result in cancellation of enrollment.
3. Reinstatement after enrollment cancellation will be considered only after full payment.
4. Students who have written two or more bad checks will be subject to disciplinary action even though their checks have been paid. The college will also suspend their check writing privileges.
5. The college will forward unpaid dishonored checks, returned check charge, and related information about the student to a collection agency within 35 days.

❖ Student Loans

The college offers students a short-term, no-interest loan program to assist in the payment of fees. Additional details on the loan program are contained in the Financial Aid section of this catalog.

Students are required to repay loans at specified intervals as prescribed in the promissory note. Thirty-five percent of the total fees must be paid at the time of registration. A non-refundable processing fee is assessed on all loans. (Subject to change as announced in the Schedule of Classes.)

The College Student Loan program approved by the District Board of Trustees requires that payments be made by the designated date. Students not meeting their scheduled payment dates will be administratively withdrawn from all their classes. Students will be considered for reinstatement within a limited time period only after paying the FULL loan amount.

Students withdrawn from their classes are not released from the obligation to repay their loans. All loans that remain unpaid after the due date will be referred to a collection agency.

A student who does not comply with the terms of the loan program will lose the right to receive future loans.

❖ Fines, Penalties, and Indebtedness

Students may avoid being assessed fines and penalties by becoming familiar with established policies and procedures contained in this catalog. Failure to comply with the college's regulations can result in fines being assessed. All unpaid debts with the college will result in the withholding of grades, transcripts, diplomas, certificates, and other official documents. Students will also not be allowed to re-register until all debts are paid in full. Students may also be subject to liabilities not only for the principal but also for collection costs and reasonable attorney's fees. The college will also withhold transcripts and deny registration privileges to students in DEFAULT STATUS on their Federal Guaranteed Student Loan until such time as the student achieves satisfactory repayment status as determined by the lending institution.

OWCC tuition and fees are among the lowest in Florida of any public or private college or university. Financial aid is available and about 80 percent of last year's graduating class received some form of financial assistance to attend OWCC. Many scholarships are also sponsored by various community groups.

❖ Inconsequential Checks and Debts

Some governmental regulations require the "rounding" of awards which often create minor amounts, less than \$1, due to students or due from students. The college will not write checks for these minor amounts, nor bill students or customers, for amounts less than \$1. Any funds remaining will be part of supplemental financial aid scholarships. Students may, however, make a special request for their amounts in person, and obtain the rounding residual cents amount in cash.

❖ Parking Fines

Operating a private vehicle on OWCC campuses is a privilege and not a right. Individuals who show poor judgement or lack of consideration for the rights and safety of others may have this privilege revoked. Violating the college's parking regulations may result in parking fines being assessed or the vehicle being towed at the owner's expense. Repeat offenders are subject to disciplinary action by the college.

Complete parking and traffic regulations are published on page 22 and 23. Note: All OWCC students and staff must register their vehicles with the college and display an OWCC parking decal when parked on college property. Visitors may obtain a parking permit from the Campus Information Center for the duration of their visit or park in spots designated as visitor parking.

❖ Fee Changes

All fees are subject to change without notice. Contact the Business Office or the Office of Enrollment Services for additional information or consult the OWCC website "Notices and Policy Updates" page, <http://www.owcc.cc.fl.us>.



❖ **Fee Schedule**

These fees are subject to change by the Florida Legislature and the District Board of Trustees. Current fees are available from the OWCC Business Office and are published in the 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 by the Board of Trustees. Active Duty Military and their dependents pay only Florida Resident, in-state fees. The fees listed below are for the 2001-2002 academic year. Fee payment may be made by cash, check, VISA, MasterCard, Discover Card or by approved Financial Aid. Fees noted are per credit hour and/or credit hour equivalent.

	<u>Matriculation Fee</u>	<u>Tuition Fee</u>	<u>Financial Aid Fee</u>	<u>Total Fee</u>
Florida Residents				
Advanced & Professional (College Credit)	\$41.16	–	\$2.16	\$43.32
Postsecondary Vocational (College Credit)	\$41.16	–	\$2.16	\$43.32
College Preparatory	\$41.16	–	\$2.16	\$43.32
Vocational Preparatory*	\$40.80	–	\$2.14	\$42.94
Postsecondary Adult Vocational (Vocational Credit)	\$40.80	–	\$2.14	\$42.94
Supplemental Vocational	\$70.00	–	\$3.50	\$73.50
Adult Basic & Adult Secondary*	\$18.60	–	\$0.98	\$19.58

Laboratory and Special Tuition Fees are to cover unique costs related to a given course. The amount is determined course-by-course on the costs for each. A fee schedule is on file in the Business Office and is printed in the class schedule each session.

Non-Florida Residents

Advanced & Professional (College Credit)	\$41.16	\$123.48	\$2.16	\$166.80
Postsecondary Vocational (College Credit)	\$41.16	\$123.48	\$2.16	\$166.80
College Preparatory	\$41.16	\$123.48	\$2.16	\$166.80
Vocational Preparatory*	\$40.80	\$122.10	\$2.14	\$165.04
Postsecondary Adult Vocational (Vocational Credit)	\$40.80	\$122.10	\$2.14	\$165.04
Supplemental Vocational	\$70.00	\$ 70.00	\$3.50	\$143.50
Adult Basic & Adult Secondary*	\$18.60	\$ 55.20	\$0.98	\$ 74.78
Laboratory and Special Tuition Fees – See note above.				

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

❖ **Other Fees**

Returned Check Fee	\$25.00
College Student Loan Processing Fee	3% of amount borrowed (nonrefundable)
Computer Adaptive CLAST Test for Non-OWCC Students	\$30.00
GED Test	
Total Test Battery	\$35.00
Individual Test Re-Takes	\$ 7.00
Writing Test Re-Takes	\$ 8.00
TABE Test for Non-OWCC Students	\$10.00
Special Service Charges	At Cost
Recreational & Leisure Courses	At Full Cost of Instruction
Comprehensive Examination	
Testing Fee	\$35.00
Tech Prep Assessment Fee	\$10.00

Directed Independent Study Course Fees:

All regular fees apply to DIS courses in addition to a special fee of \$25 per credit hour which would be assessed for each registration in specially designated sections.

Full Cost of Instruction:

College credit, vocational credit and preparatory course enrollments beginning with the third attempt and other enrollments beginning with the third attempt in the same course pay the full cost of instruction (based on action by the Florida Legislature). Fees will be implemented when released by the Department of Education.

College Level Examination Program (CLEP)	
Testing Fee	\$12.00
Education Testing Service Fee	\$46.00
Total Fee:	\$58.00

❖ **Cost Summary**

The range of basic charges for a typical full-time college-credit student, per session, registered for 16 credit hours are noted below. Food, housing, and travel costs depend upon the individual student's circumstances.

Florida Resident	Non-Florida Resident
Fees	Fees
Books and Supplies	Books and Supplies

\$693.12
\$512.14

\$2,668.80
\$ 512.14

STUDENT SERVICES / STUDENT HANDBOOK

❖ Academic Assistance

Academic Advising and Orientation is available to help students make academic decisions. This service is provided by faculty, counselors, and educational advisors. Upon declaring a major area of study, each student is assigned a faculty advisor. This person is responsible for providing academic advice about the declared major. Students are encouraged to schedule an appointment with their advisor at the earliest opportunity.

For students who have not chosen a major, experienced college counselors and educational advisors are available to help make that choice. Counselors are located in the Student Services Building, "C-1" on the Niceville Campus and Building "4" on the Fort Walton Beach Campus. Educational advisors are also located at each center. An appointment is advisable, but walk-ins will be served if possible. These services are intended to ensure that each student has the opportunity and the information to decide what is best for them. Computerized advising information and a web-based orientation session are also available to assist students, faculty, and staff in the advising process. OWCC provides an on-line summary of the college's various academic and tutorial resources and links to numerous academic resources nationwide on the college website at www.owcc.cc.fl.us. Select Academic Resources - Learning & Tutorial Support.

The Academic Success Center (ASC) is located in the North Mezzanine of the Learning Resources Center, Building "E", Room 149, on the Niceville Campus. The ASC provides free learning support services for all OWCC students. The ASC offers tutoring in many subjects, writing assistance, CLAST (College Level Academic Skills Test) review, tutoring for learning disabled students and ESOL (English for Speakers of Other Languages) students, computer tutorials, a video library with tapes available in a variety of subjects, Internet access and computers for student use. Tutoring is on a one-on-one basis and is provided at no cost to any registered OWCC student. Tutoring is available on a walk-in basis; however, students are encouraged to make appointments. The ASC also offers telephone tutoring at 678-5111, ext. 6663, and tutoring through e-mail at asctutor@owcc.net. Limited ASC services are also available at the Fort Walton Beach Campus. For more information, call the Academic Success Center at 729-5389.

Math Laboratories, which are located in the Math-Public Safety Building, "L", Room L-131, on the Niceville Campus and in Building "4", Room 403

on the Fort Walton Beach Campus are open to all students and provide free walk-in tutoring for all mathematics courses from Developmental Arithmetic to Differential Equations as well as for the mathematics subtest of CLAST. Computer tutorials and video tapes are available for most courses. The hours are posted on the lab doors.

❖ Career Planning Assistance

Students who are undecided about their future career plans are encouraged to make an appointment with their faculty advisor, an educational advisor, or a counselor, or to visit the Student JOBS Center in Building "C-2" on the Niceville Campus to discuss career opportunities. Research indicates that students who have made career decisions are more likely to be academically successful than are those who have not.

The Career Development/Student JOBS Center offers numerous career assessment services, including career counseling, computerized career exploration programs (eCHOICES), books and pamphlets on national, state, and local job opportunities, and web-based career planning information. The Career Development/Student JOBS Center Services also maintains information on college-wide career focus workshops, job fairs, occupational information linked to OWCC degree and certificate programs and professional speakers appearing on campus. Selected career-related services are also available at the Ft. Walton Beach Campus, and the Chautauqua and Robert L.F. Sikes Education Centers.

The Women's Resource Center, Building "C-2" on the Niceville Campus, provides additional career planning assistance for students, primarily women, who are returning to school because of divorce, separation, or the death of a spouse. The program assists students with education and training so they can enter the workforce with marketable skills. The program provides skills assessment, a support system, textbook loans, career information, tuition assistance and other services. Call (850) 729-5291.

Veterans Upward Bound assists U.S. Armed Services veterans with a variety of free services designed to help prepare for success in college or other training beyond the high school level. Academic refresher courses, career and employment counseling, an analysis of transferable skills, free academic tutoring and other assistance are available for veterans. The program is sponsored by OWCC and the U.S. Department of Education

and serves veterans throughout Okaloosa and Walton Counties. The one-stop Veterans Upward Bound office is located on the Niceville Campus, Building "B", Room 112. Call 729-4999.

❖ Testing Services

The Testing Center is located in Building "C-2", Room C-200, at the Niceville Campus. Various tests are administered by the center. The FCPT test is given at all OWCC campuses and centers. Please contact each center for exact times and location or refer to the current OWCC Schedule of Classes for a listing. Other tests, such as CLEP, CLAST, CAT CLAST, SAT, ACT, and GED are administered by the Testing Center. Exact dates and times are listed in the 2001-2002 testing schedule available from the Office of Enrollment Services. Contact 729-4909 for a listing of test dates and times.

❖ Employment Placement Services

Students seeking assistance in securing employment while enrolled at OWCC or upon completion of their studies may utilize several OWCC resources, including faculty advisors, counselors, and the Financial Aid Office.

The Student JOBS Center, however, is the primary resource for student employment services. Located on the Niceville Campus, Building "C-2", the Student JOBS Center is open to all currently enrolled students. Services include a Student Job Line (729-5264), Job Seekers Registry, resume writing and interview skill workshops, job referrals to local employers, career fairs, online job search capabilities and information on local, state, and federal job opportunities. The Center offers several on-line and web-based job search services including *America's Job Bank*, *JOBS Direct*, and *Florida's Job Bank*. Center staff members are available to assist students in using the various on-line career services and will help students develop targeted job searches. Special career counseling is also available for eligible veterans on an appointment basis.

❖ Governance

Campus governmental processes are shared by elected and selected members of the faculty, student body, administration, and college staff.

The College-Wide Council provides input into the governance and decision-making processes of the college. It is responsible for advising and

recommending programs, policies, and approaches to the college's president. Part of the membership is elected, and the rest is selected because of job responsibilities or elected position. The president of the Student Government Association is a member and represents the student body.

The Student Government Association represents the student body of the college. Every student of OWCC is a member of this association. The governing body of the SGA is the Student Senate. Senators are elected to serve one year terms. They are responsible for making and implementing decisions concerning monies allotted for student activities. Projects in the past have included buying picnic tables, game room equipment, the monitor system in the College Mall, and table games for check-out use. The SGA sponsors and staffs picnics, entertainment, food drives for the needy, blood drives, and chili suppers.

All students are encouraged to support their SGA. Any student who is interested in assisting with these activities is encouraged to run for office. The SGA Senate is housed in the College Mall, Building "K", Room K-136. The SGA president may be reached at telephone extension 6786 in his/her office.

The Inter-Club Council promotes 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. Members of the council are the chief officers of all student organizations. The vice-president of SGA is the presiding officer.

The Student Traffic Court will adjudicate appeals of parking violations for students. This appellate group will review the circumstances and recommend to the Dean that the ticket be overturned or the decision upheld. Students may pick up an appeals packet from the office of the Dean of Students or from the Student Activities office in the College Mall, Building "K", Room K-136 on the Niceville Campus.

❖ Health Services

First aid and emergency services are available to students by qualified college personnel during the weekdays and evenings. On weekends, the security force should be contacted at 729-5335 or ext. 6335 on the Niceville Campus and at 863-6535 at the Fort Walton Beach Campus.

AIDS information and Counseling will be provided by a counselor in the Student Services areas on the Niceville and Fort Walton Beach Campuses. Every student is encouraged to make use of this information to protect themselves and others. Contact with the AIDS counselor is confidential.

Students with AIDS and HIV-positive test results are strongly encouraged to contact a counselor during the first week of classes at 729-5372.

Alcohol and Drug Abuse information is available to all students from a counselor located in Student Services on the Niceville and Fort Walton Beach Campuses. Call a counselor at 729-5372. The physical and emotional risks associated with substance abuse can be very severe. This counselor maintains information on local treatment programs and their locations. The college will refer for prosecution any violation of local, state, or federal laws.

Students are warned that the use, manufacture, distribution, sale, or possession of alcoholic beverages or illicit drugs on campus or at any college-sponsored event or activity is prohibited by college policy, except as provided in Florida Statute 561.01(17). Violation of this policy will subject a student to disciplinary action.

❖ Textbooks and College Store Services

OWCC operates two college stores. The store on the Niceville Campus is located in the College Mall, Building "K". The Fort Walton Beach Campus Store is located in the Student Services Building. The Niceville Campus College Store is a full-service store offering textbooks, supplies, college clothing, gift items, hardware, and software. The Fort Walton Beach Store is a scaled-down version of the Niceville store offering textbooks for classes offered at the Fort Walton Beach Campus and Hurlburt Center, supplies, and some software. The Niceville College Store can be reached at (850) 729-5384 and the Fort Walton Beach Store at (850) 863-6511. Regular store hours are 9 a.m.-6:30 p.m. Monday-Thursday, and 9 a.m.-4 p.m. on Friday. Special registration hours are held at the beginning of each session to accommodate students. Call for special registration hours.

Students can order textbooks at the OWCC online bookstore at www.bookstore.owcc.net.

The OWCC College Stores provide a textbook buy back service to students. Buy back dates are always at the end of the term usually beginning the day before finals begin and ending the day after finals end. The College Stores are committed to purchasing as many textbooks at the best price as possible.

Students are advised that rapid changes in information and technology require frequent changes of textbooks and instructional materials.

❖ Photocopies

Coin-operated and prepaid "swipe" card operated copy machines are available for student use at the locations listed below. Most of the machines have the capability to enlarge or reduce copies.

Niceville Campus: The Learning Resources Center, Building "E"

Fort Walton Beach Campus: Library

Eglin Center: Administrative Offices Area

Chautauqua Center: Administrative Offices

❖ Food Service/Cafeteria

The College Cafeteria and Short Order Grill, located in the College Mall, Building "K", on the Niceville Campus, is open Monday through Friday from 7:30 a.m. to 2:00 p.m. during the fall and spring terms and Monday through Thursday from 7:30 a.m. to 1:15 p.m. during the summer term. Vending machines and limited commercial food service are available at the Fort Walton Beach Campus in the Student Services Building. Vending machines are also available in the student lounge areas at the Chautauqua and Sikes Centers.

❖ Dress Code

Students should dress safely and comfortably. Except where safety or other program restrictions mandate special attire, the only college requirement is that students, faculty, and staff are expected to dress in a manner which is suitable to and will enhance the educational experience.

❖ Smoking

All OWCC Buildings are designated SMOKE-FREE. Smoking is permitted outside ONLY away from entryways.

❖ Audiovisual Services

Information about the use of audiovisual equipment should be referred to the Audiovisual Services Office in "E" Building on the Niceville Campus. During the fall and spring terms, the office is open Monday through Thursday from 7:30 a.m. to 9:30 p.m., Fridays from 7:30 a.m. to 4:30 p.m., and

Saturdays from 9:00 a.m. to 1:00 p.m. Hours vary during the summer terms. For questions or additional information, call 729-5318.

❖ Child Care

The **OWCC Mary Lou O'Connor Child Development and Education Center** provides comprehensive, quality care for children ages 2 to 5. The center is nationally accredited and is open to dependents of OWCC students, staff, faculty and members of the community on a space available basis. The center is located in Building "P" on the Niceville Campus and is open Monday through Friday from 7:30 a.m. to 5:30 p.m. Call 729-6081.

❖ New Student Orientation

All degree-seeking students who are new to the college are expected to participate in a New Student Orientation. During orientation, students receive valuable information about college policies, procedures, and academic programs. Students can meet this requirement through one of the following options:

- Attend an in-person New Student Orientation, which is offered during Registration. Contact Student Services 729-OWCC (6922) to make an appointment, OR
- Participate in a computerized New Student Orientation, which is available at any OWCC Center or Campus, or through the OWCC Web Site at <http://www.owcc.cc.fl.us>.

❖ Services to Students with Special Needs

OWCC is committed to providing equal opportunities for education to all students. A counselor is available in the Student Services Office on the Niceville Campus to assist students with disabilities, limited English proficiency, and with impairments or special needs. In accordance with the Florida State Board of Education Rule 6H-1.041, students with disabilities may present support documentation and request reasonable substitution for admission and/or graduation requirements.

Students who identify themselves and provide documentation of their disability may be eligible for support services such as note-takers, scribes, untimed testing, readers, or interpreters.

Students with disabilities should contact Student Services on the Niceville Campus or other college locations prior to the beginning of each term for assistance in registering and for information concerning services that may be available, including maps indicating campus accessibility routes.

All students are encouraged to make known any disability that may affect their presence at OWCC. All information is kept confidential. Disabilities can be identified by completing the proper form in the Office of Student Services, Office of Enrollment Services, the Fort Walton Beach Campus, or the Eglin, Hurlburt, Crestview or DeFuniak Springs Centers.

Students with special needs should contact the designated counselor located in the Student Services Center. Information is available by calling 729-5372.

Telephone Device for the Deaf (TDD)#'s are:
Florida Telecommunication Relay Service

Voice.....1-800-955-8770

TDD.....1-800-955-8771

Persons who feel that the college did not accommodate or respond to their particular disability requirements are encouraged to show the college the particulars of that complaint. Students should discuss the problem with the Coordinator of Special Needs Services located in the Student Services Center, Bldg. "C-1" on the Niceville Campus or the center or campus administrator at other locations. Copies of the "Accessibility Grievance Procedure" are posted on bulletin boards at all centers and campuses.

Okaloosa-Walton Community 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 age, color, creed, disability, marital status, national origin, race, religion or sex in its admission and treatment of students.

❖ Graduation Regalia

Graduation regalia (caps, gowns, tassels) are available at the OWCC College Stores approximately four weeks prior to graduation. There is no charge to students for those wishing to participate in the graduation ceremony. Graduates will receive information from Student Services about graduation and picking up their regalia. For additional information concerning graduation regalia, please call the Niceville College Store at 729-5384.

❖ AmeriCorps

AmeriCorps is a component of the National Service Network. Its goal is to engage Americans of all ages and backgrounds in service to help meet communities' critical education, public safety, environmental, and other human needs. AmeriCorps is often referred to as the "*Domestic Peace Corps*".

At OWCC, two teams of AmeriCorps members are sponsored whereby teams of AmeriCorps members are trained to tutor, mentor, and coach

area K-12 students. Full-time members serve a minimum of 1700 hours per service year. They receive a modest living allowance and a \$4,725 education award voucher at the end of the service year. Other benefits include health care insurance and childcare for those qualified. Students are encouraged to apply for AmeriCorps service to tutor reading in grades K-5 or mentor students in grades 6-12.

For more information, contact the AmeriCorps OWCC (K-5) office at 729-6037 or 729-4902, and OWCC's AmeriCorps Florida Mentors (6-12) office at 729-4921.

❖ Athletics

OWCC is an active member of the National Junior College Athletic Association (NJCAA) and the Florida Community College Activities Association (FCCAA) which is composed of all public community colleges in Florida.

Intercollegiate Sports at OWCC operate under the rules and regulations of NJCAA and FCCAA. Varsity athletes enjoy the privilege, honor, and social distinction of representing the college in the field of athletic competition.

Representation of the college is open by competitive selection to all students provided they meet the eligibility requirements of the FCCAA. Intercollegiate sports at OWCC include basketball for men and women, baseball for men, and fast-pitch softball for women.

Intramural Activities at OWCC include team sports such as flag football, volleyball, softball, tennis, and basketball, as well as individual and recreational sports such as tennis, racquetball, chess, backgammon, and golf. Classes, clubs, organizations and independent groups are encouraged to form teams and compete.

Awards are given to winning teams and players. The President's High Point Plaques are presented to the woman and the man with the highest number of points each year. Often, the winning teams in basketball, volleyball and flag football will meet other winning teams from colleges within Region I to determine an overall winner.

Times, schedules, and places of meeting for activities are posted on the bulletin boards located in the College Mall and throughout the Niceville Campus. Most intramural activities are held on Tuesday and Thursday at 2:00 p.m.

❖ Identification Cards

ID/Debit cards will be issued to students at the time of fee payment. These cards serve as identification and are necessary for checking out books, audiovisual materials, and computer software from

the Library, for identification at the Business Office and the College Store, and for attending OWCC events at no charge. ID cards are updated during registration. Lost cards may be replaced for a fee.

❖ Parking and Traffic Regulations

The operation of a private vehicle on the OWCC campus is a privilege and not a right. Individuals who show poor judgment or a lack of consideration for the rights, privileges and safety of others may have this privilege revoked. Vehicle operators are responsible for complying with the college's parking and traffic regulations whenever they bring a vehicle on campus. The following regulations are always in effect and will be enforced by designated college personnel.

A. Parking Permits. All college students and employees must display a parking decal on the left rear of the vehicle when parking in designated student, faculty and staff parking areas. Parking decals are available at the time of registration and throughout the year at all OWCC locations. Temporary permits are required if using a vehicle other than the one bearing the permanent decal.

B. Designated Parking Areas. All parking areas are color coded to designated authorized use.

1. **White Lines – Student Parking**
2. **Yellow Lines – Faculty/Staff Parking**
3. **Blue Lines – Disabled Parking**
4. **Green Lines – Visitors (“A” Building)**

NOTE:

1. Parking on unsurfaced or grass areas is prohibited unless specifically authorized by a posted sign.
2. Parking is not allowed on campus between the hours of 11:00 p.m. and 6:00 a.m. except during scheduled college events or by special authorization from the Director of Physical Plant.
3. Vehicles inappropriately parked will be ticketed.
4. The college cannot assume responsibility for private vehicles or vehicle contents while on college premises.
5. Disabled Parking. All vehicles parked in designated disabled spaces **MUST** display on the rear view mirror an official, state-issued disabled tag. Vehicles that are not properly identified as authorized to park in such spaces **WILL BE TICKETED AND TOWED AT THE OWNER'S EXPENSE.**

C. Parking and Safety Obstructions.

Obstructing fire lanes, fire hydrants, drive-ways, loading zones, walkways, or other

parked vehicles is considered a parking violation. In these situations, vehicles may be towed at the owner's expense or will issued a parking ticket and rendered inoperable by the attachment of a tire device to one of the vehicle's wheels. The device will be removed once the parking ticket and device removal fee are paid at the college Business Office.

D. Parking Violation Penalties. Listed below are the penalties for violating the college's parking regulations.

No Decal Fee	\$10.00
Parking Ticket	\$10.00
Tire Boot Removal Fee ...	\$10.00 plus parking ticket of \$10.00
Towing and Storage	Actual charges/cost

NOTE: Unpaid parking tickets will result in grades, transcripts, diplomas, certificates, and other official documents from the college being withheld. In addition, students may not be permitted to register for classes unless all parking tickets have been paid.

Owners of towed vehicles will be required to deal directly with the towing company to obtain the release of their vehicle.

❖ **Statement of Student Rights and Responsibilities**

Okaloosa-Walton Community College serves all persons legally out of grades K-12 without regard to age, color, creed, disability, marital status, national origin, race, religion, or sex. However, the college reserves the right to deny admission to any program. By applying for admission to Okaloosa-Walton Community College, the student agrees upon enrollment to abide by college policies and regulations published in its policy statements, current catalog, official manuals, and publications. Students are expected to be committed to the common good of the college community and to comply with local, state and federal law.

Each member of the college community is expected to participate seriously and purposefully in college life. While the freedom to express ideas and beliefs will be respected, conduct and behavior that result in the defacement of property, intimidation of others, or the disruption of any college activity will not be tolerated or permitted and will be subject to penalty. Instructors explain classroom requirements, and students are expected to assume full responsibility for their actions.

Classroom Activity, Behavior, and Attendance. The college recognizes that a thoughtful and reasoned search for truth can be conducted only in an atmosphere free of intimidation and coercion. Students are expected to respect the rights and welfare of all members of the college community and to exercise common sense, good taste, and applied reason when testing their knowledge.

Students are free to take reasonable exception to data and views offered in the classroom and to reserve judgment about matters of opinion, but they are responsible for satisfying the requirements of any course for which they are enrolled. So long as it is consistent with the goals and established policies of the college, the instructor has final authority in all matters relating to course content, grading practices, and classroom procedures.

Grades. Because the awarding of course grades is the responsibility of the instructor, it is essential that faculty members keep students informed of their progress in each course. A student has a right to a course grade that represents the instructor's professional judgment of the student's performance in the course, without personal prejudice. An instructor has a right to expect that the work presented for evaluation or submitted as classroom projects are that of the student acting alone without benefit of any aids or practices that are generally considered academically dishonest.

Grade Grievances. If a student believes that he/she has not been graded fairly in a course, an appeal may be lodged. Any appeal must be initiated within thirty (30) days of the date the grade was issued by the Office of Enrollment Services. The student should first make an informal appeal to the instructor. If a complaint is not resolved to the student's satisfaction, an appeal without prejudice to the student's position may be made to the department or division chairperson. The next level of appeal is to the Vice President for Instruction who may, if it is deemed advisable, refer the matter to an ad hoc hearing committee to assist in evaluating the appeal. Any further appeal may be made to the President, whose decision shall be final. Hearing procedures and time limits parallel those of the Student Services Grievance Process.

A student has a right to protection against the improper disclosure of information concerning grades, beliefs, or character which an instructor acquires in the course of the professional association with the student. An instructor has a right to deal with what is perceived to be academic dishonesty and such behavior may result in disciplinary action.

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 Vice President for

Instruction a withdrawal grade whenever absences become excessive. Three consecutive day class absences, two consecutive evening class absences, or three absences in a month will be reported to the Office of Enrollment Services as excessive. Further, each time a student has been tardy three times to a class, it will count as one absence.

Behavior. An instructor has the obligation to maintain order in the classroom to preserve the integrity of the learning environment. If the instructor feels that the behavior of a student is disturbing or otherwise interfering with instruction, then the student may be asked to leave the class. The student may be allowed to return to the next class meeting after consultation with the instructor. The instructor may have further consultation with the department chair and the Vice President for Instruction to determine if dismissal should be recommended. The student may appeal a dismissal decision to the President, whose ruling will be final. Furthermore, disruptive behavior may result in additional disciplinary action.

Summary of Reported Campus Crimes. This information is provided to all students and employees each year beginning with this report, in compliance with The Federal Student Right-to-Know and Campus Security Act. Questions about this report or Campus Security in general may be directed to the Director of Physical Plant Department or the Dean of Students.

A. On campus crimes **reported** to Physical Plant Department by major category:

	1998		1999		2000	
	Total Stats	Hate Crime Stats	Total Stats	Hate Crime Stats	Total Stats	Hate Crime Stats
1. Homicide Offenses	0	0	0	0	0	0
2. Sex Offenses, Nonforcible	0	0	0	0	0	0
3. Sex Offenses, Forcible	0	0	0	0	0	0
4. Robbery	0	0	0	0	0	0
5. Aggravated Assault	0	0	0	0	0	0
6. Burglary/Breaking & Entering	0	0	1	0	3	0
7. Larceny/Theft Offenses	10	0	11	0	10	0
8. Motor Vehicle Theft	0	0	0	0	0	0
9. Liquor Law Violations	0	0	0	0	0	0
10. Drug Abuse Violations	0	0	0	0	0	0
11. Weapon Possessions	0	0	0	0	0	0

12/31/00

Student Discipline. Academic and personal behavior of OWCC students shall be governed by policies contained in the college catalog, and such other policies as may be approved by the Board of

Trustees on recommendation of the President and by pertinent provisions of Florida Statutes and FAC Rules. Any act or behavior by a student which tends to interfere with or otherwise disrupt the orderly conduct, process, functions and/or interests of the college is prohibited. Such acts and behaviors include but are not limited to the following:

1. Cheating in any form, including plagiarism (such behavior may result in academic penalty and/or course failure at the discretion of the instructor, which may be appealed by the student);
2. Gambling;
3. Theft, vandalism or destruction of college property, or property of members of the college community;
4. Falsification of personal or college records;
5. The use, manufacture, distribution, sale, or possession of alcoholic beverages or illicit drugs on campus or at any college-sponsored event or activity;
6. Violence, including but not limited to sexual assault, robbery, murder or battery against any member or guest of the college community;
7. Hazing; and Harassment.

Instances of prohibited student behavior, which may include cheating and plagiarism, will be referred to the Dean of Students for resolution.

A member of Student Services will be appointed to make inquiries into the circumstances of the matter to determine if it has been handled through the proper channels. The inquiry will be completed within seven (7) working days of the submission date. This person may recommend that the matter be dismissed, settled informally, or be the subject of formal charges.

All reports of sexual assault and/or harassment are to be treated as confidential. The member of the college staff receiving the complaint should treat the victim with respect and consideration. It is important that confidentiality be extended to the accused as well as the victim. All persons involved in this procedure are directed not to discuss the matter except with college personnel involved in the process, attorneys for the victim and/or the accused, law enforcement personnel and other authorized agencies.

Informal settlement will be at the discretion of the Dean of Students who may do one or more of the following: give oral or written warning and/or admonition; require restitution or counseling. The informal settlement will take place within seven (7) working days of the inquiry recommendation.

Formal charges, in writing, will be prepared by the Dean of Students within five (5) working days and presented to the accused student. The charges will include:

1. The accused student's name, address, and social security number.
2. A description of the alleged violation that includes dates, times, and places.
3. The names of any witnesses and a description of any physical or written evidence that was known at the time that formal charges were prepared.

At the time of notification of formal charges, the Dean of Students will offer the student his/her choice of hearing settings:

1. An administrative hearing which will be conducted by the Dean of Students who will decide guilt or innocence and the appropriate action or sanction: dismissal of the charges, placing the student on disciplinary probation, or recommending to the President suspension or dismissal.
2. A Student Conduct Committee hearing which will decide guilt or innocence. The committee will be comprised of the Dean of Students (Chair), two other members of Student Services, two faculty members appointed by the Vice President for Instruction, and two students appointed by the Dean of Students upon recommendation of the Student Government Association president. After the presentation of evidence (against and in defense of the student), if the committee decides that there is clear and convincing evidence that the student is guilty, it will recommend the action or sanction to be taken. If the committee decides that the student is not guilty, it will recommend that the charges be dismissed. The Dean of Students will make the final decision and recommendation, then inform the student of the decision, the procedures of review and the grounds for appeal.

In both hearing settings the following will apply:

1. The accuser and the accused are entitled to have the same opportunities to have others present.
2. Both the accuser and the accused will be informed of the outcome of any disciplinary hearing or an appeal of the findings.
3. Persons serving as legal counsel may not participate in disciplinary hearings.
4. Adult students may not seek advice from any person while a disciplinary hearing is in progress.

5. The participation of a parent or legal guardian of the accuser or of the accused student who is a minor may be limited by the Dean of Students, at his/her discretion.
6. All other rules of procedure for the hearing will be outlined at the beginning of the hearing by the Dean of Students.

Seven days after the student has been notified of the findings and recommendations, the Vice President for Instruction will review the records, evidence and findings of all hearings before the recommendation for suspension or dismissal goes forward to the President. If the Vice President decides that published disciplinary procedures were not followed, the matter will be returned to the Dean of Students for rehearing.

Students who are found guilty in either hearing setting may, within seven (7) days of notification of the findings and recommendations, appeal in writing to the Vice President for Instruction on the basis of one of the following:

1. The discovery of new evidence.
2. The recommended penalty would impose unusual and severe hardship on the student.
3. Published disciplinary procedures were not followed.

The Vice President for Instruction will hear the appeal and do one of the following:

1. Uphold the original hearing findings, and forward to the President:
 - a. the recommendation to suspend or dismiss, or
 - b. recommendation to impose a lesser sanction.
2. Based upon new evidence, dismiss the charges, or
3. Return the matter to the original hearing setting for rehearing if published disciplinary procedures were not followed.

A student may appeal the decision of the Vice President for Instruction to uphold the original findings and recommendations only on the basis of new evidence. This appeal must be submitted to the President, in writing, within seven days after notification to the student of the Vice President for Instruction's decision.

No student shall be suspended or dismissed from OWCC without approval by the President. The President shall have the authority to temporarily suspend, while awaiting the disciplinary procedures outcome, any student whose behavior is judged by him to be detrimental, or potentially detrimental, to the college community.

Upon recommendation, and after implementation of the hearing process, a student may be suspended or dismissed by the President for behavior which is prohibited or otherwise unacceptable. The Board of Trustees shall be advised of dismissal actions at its next regular meeting following such actions.

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, or any other official college publication.
2. Avoidance of involvement in actions or activities which could be considered disruptive to the education process or detrimental to the health, welfare, and safety of any member of the college community.
3. No participation in any student extracurricular 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 Students for review of compliance with the terms of disciplinary probation.

Disciplinary suspension terminates a student's enrollment at OWCC for a specified period.

Dismissal 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.

Students who become ineligible for enrollment because of disciplinary action may not continue their education through any programs, activities, or offerings of OWCC until such time as they may be readmitted to the college.

Weapons and/or Firearms at College Locations and Activities. Students are expected to be committed to the common good of the college community and to comply with local, state and federal law. Possession or use of firearms or other dangerous weapons at any college location or activity except by authorized law enforcement officers in the performance of their duties is prohibited behavior and will subject the offender to the disciplinary procedures of the college as well as appropriate action by civil authorities.

Student Grievance Procedures. Okaloosa-Walton Community College student grievance procedures are designed to provide effective means

for resolving legitimate issues that are subject to the grievance process. State Board Rules and College Policies are not grievable; only the application or interpretation of rules or policies may be grieved. (Also see "Grade Grievances" on page 23.)

Resolution of Grievances. Any student who believes that he/she has been done an injustice through the action of another student, a college employee, or other person acting for the college may initiate a grievance under these procedures.

OWCC's student grievance procedures apply to all complaints on the part of students which may arise in matters of instruction and general student services when they involve rights provided for under the college's Equal Access/Equal Opportunity Plan and the Florida Educational Equity Act and when they directly affect the personal interests and well-being of individual students.

Complaints which do not directly affect the personal interests and well-being of individual students and which are not otherwise covered by these procedures shall ordinarily be referred to the Dean of Students for resolution.

The President of the college shall be the final arbiter where a dispute exists as to whether a particular matter is subject to coverage by these procedures. In making a decision, the President will interpret the coverage of these procedures liberally, denying their application only when the matter in question clearly concerns issues of rule or policy in which the complaining party has no direct interest, where there is good reason to believe that a grievance has been brought in bad faith for political or similarly inappropriate reasons, or for circumstances in which use of these procedures would clearly endanger their effectiveness as an instrument for the redress of grievances.

Informal Grievance Procedures. The college's informal student grievance procedures shall be implemented in the following sequence:

1. The aggrieved student shall first discuss his/her complaint with the instructor or faculty advisor concerned for resolution.
2. If the grievance remains unresolved, the student should refer it to the appropriate department or organizational unit head for resolution.
3. If the circumstances of the grievance preclude the use of steps 1 and 2, or if the department or organizational unit head does not resolve the grievance within ten (10) working days, the student should discuss the grievance with the Dean of Students, who will bring the matter to the attention of the President of the college.

If the grievance resulted from violation of college policies, the College Equity Plan, or FAC Rules, the President shall take, or cause to be taken, appropriate measures to ensure compliance with the policies, statutes or rules, and resolve the grievance.

If the grievance involves a question of judgment or opinion not covered by college policies, by the College Equity Plan, or the FAC Rules, the President or his designee shall counsel with the student, the faculty advisor, or the department or organizational unit head, and the appropriate principal administrator, in an endeavor to resolve the grievance.

Formal Grievance Procedures. If a grievance is not resolved by the informal procedure, the aggrieved student should submit a request, in writing, to the President of the college via the Dean of Students for a formal student grievance hearing. It shall set forth the nature of the grievance, the person(s) involved, and the resolution desired. It shall also include the nomination of one disinterested SGA Senator who is willing and available to serve as a member of the student grievance hearing committee.

If the request for a hearing is disapproved, the President shall state the reasons in writing. If approved, he shall appoint a student grievance hearing committee composed of the following members:

1. The SGA Senator named in the original request for the hearing or a substitute satisfactory to the grievant.
2. A college employee nominated by the Dean of Students.
3. An additional college employee who shall be nominated by mutual agreement of the other two members, who is a regular, full-time employee, and who, with the approval of the President, shall be designated chairperson. If the two members cannot agree on a nominee for chairperson, the chairperson will be appointed by the President.
4. The Dean of Students or his/her designee will serve as recording secretary to the committee but shall have no vote. If the grievance involves an equity issue, the College Equity Coordinator shall appoint a representative to serve as an advisor to the committee.

The committee shall, within seven (7) days of being constituted, meet to hear the grievance and interview such witnesses as it deems pertinent to the matter.

The committee shall report its findings and recommendations for resolution of the matter, in writing, to the President within four (4) working days of the close of the hearing.

The President shall advise all pertinent parties of his action on the grievance within three (3) working days after receipt of the committee's report.

The action by the President is final, except for cases of student expulsion, which may be appealed by the aggrieved student, in writing, to the Board of Trustees within three (3) working days of receipt of the decision. The decision of the Board in such matters is final.

Grievance Time Limits. A grievance must be filed in a timely fashion. If a student is filing a grievance, it must involve a specific event or incident occurring within thirty (30) days of filing the grievance.

Nothing in this procedure is intended to create any due process rights nor does it entitle the individual to seek redress in any court or administrative proceeding.

❖ Student Organizations

The college has chartered several student organizations. These include 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 for those particular groups which are selective on the basis of scholarship.

The following groups are recognized OWCC student organizations:

African-American Student Association strives to promote black awareness and to be of service to the college and the community. Membership is open to all students.

Baptist Student Union is open to all students for the purpose of guiding them in Christian witness and fellowship.

Brain Bowl Team is OWCC's academic team, which participates in 2-3 tournaments annually. The areas of concentration for competition are mathematics, humanities, social sciences, and natural sciences. Students must maintain at least a 2.0 GPA and be registered for at least 6 hours. The faculty sponsor selects members, and scholarships are available.

Career Paths has as its purpose the goal to put business majors in contact with business leaders on local, state, and national levels. Career Paths is considered a stepping stone to future business endeavors of business majors and is an organization that wishes to aid the pursuance of business careers. Membership is open to all students.

Creative Dramatics, Imagineers, a traveling troupe creating world folklore on stage for area elementary schools.

Delta Psi Omega is a large, national honorary fraternity whose purpose is to stimulate interest in dramatic activities.

Entertainment Club members plan, fund, and aid in the organization of student entertainment and recreational activities. The Entertainment Club also offers students who are artistically and musically gifted the opportunity to share their skills and talents with the student body of OWCC.

Environmental Club is dedicated to creating awareness of the importance of protecting the environment.

Forensics Team is divided into three major areas: speech, debate, and dramatic interpretation. The area of speech includes extemporaneous, impromptu, informative, persuasive, speech to entertain, and communicative analysis. The area of debate includes CEDA (cross-examination), Lincoln-Douglas, and Parliamentary. The area of dramatic interpretation includes prose, poetry, drama, program oral interpretation, duo, and Reader's Theater (group). Students must maintain a 2.0 GPA and be registered for at least 9 semester hours to participate in the 6-10 annual tournaments. OWCC has a solid reputation in the Forensics network with several state and national championships. The faculty sponsor and coaches select members, and scholarships are available.

Geology Club brings together people who hold a common interest in Geology, and to further that interest by means of study groups and field trips.

International Club was formed at OWCC to increase student awareness of different cultures. This organization acknowledges and welcomes people of different cultures and celebrates diversity. Membership is open to all students.

Jazz Singers, an auditioned, four-part mixed vocal performing ensemble limited to 16-20 members with good music-reading skills. Music studied consists of moderate to very difficult jazz arrangements of styles including blues, swing, skat, classic (early) pop, ballads, mellow gospel and original contemporary tunes.

Madrigals is a small, by audition-only, mixed choir. The group specializes in a cappella music from the Renaissance to the modern.

Music Theatre produces at least one Broadway-style musical annually. Participation is open by audition to all students and members of the community.

The Northwest Florida Symphony Chorus is open by audition to all students, staff, and interested members of the community. The chorus performs major choral compositions during the fall and spring term of each year and maintains a membership of sixty or more auditioned singers.

The Northwest Florida Symphony Orchestra of OWCC is open by audition to all OWCC students, staff, and interested members of the community who have a demonstrable performance skill with an orchestral instrument. The Orchestra draws its membership of more than sixty players from throughout the Panhandle and South Alabama.

OWCC Dance Ensemble is open by audition to those students whose dance training has prepared them to meet the demands of stage performance. Students have the opportunity to study with guest artists in master classes, workshops and residency programs. Performance opportunities such as the Medieval Feast, Northwest Florida Symphony, 5th Grade Concerts, Dance Facets, The Soundsations and Summer Musical Theatre, enable the dancers to reflect, study and evaluate their work and the work of others.

OWCC Jazz Combo is a small ensemble open to any student instrumentalist who wants to develop performance and improvisational skills in the jazz idiom. All students enrolled will be auditioned for placement. This ensemble performs throughout the community during the year.

OWCC Show Choir is a small, by audition-only mixed choir, comprised of college students who are enrolled full-time. The group specializes in up-tempo, contemporary, entertainment oriented music ranging from jazz tunes of the 40's to the latest pop tunes, as well as show-stopping selections from Broadway and Hollywood. Choreography is incorporated into each performance.

Phi Theta Kappa is a national honor society whose goal is to honor students who have attained a high scholastic standing, and to provide them with the opportunity to congregate and sharpen their intellects. Service projects and social activities are available to the membership.

PRIME TIME Computer Club provides an opportunity for learning, sharing and enjoying computer knowledge. Membership is open to individuals who have taken at least one PRIME TIME (Positive Retirement through Imaginative Education) computer course.

Proscenium Playhouse is the drama group of the Fine and Performing Arts Department. Its goals are to foster an interest in and an appreciation of the theatre arts, to produce plays, and to provide an outlet for the creative abilities of the students and community members.

Rock and Jazz Ensemble in big band, combo and rock groups is open by audition to any student instrumentalist who wants to develop professional performance abilities. Students must have some experience in high school bands, etc.

There are other chartered organizations which are not currently active such as **Association of Visual Artists, Circle K, College Republicans, ENUF, Jefferson Democratic Association, Phi Beta Lambda Business Education Fraternity, Phi Lambda Alpha, Pre-Law Society, Reader's Theatre, and Veterans**. If you are interested in reactivation of one of these organizations, check with the Student Activities Office in the College Mall to learn how this may be accomplished.

Students are encouraged to participate in student activities and enjoy them as long as they do not interfere with their studies.

Student Organization Rules. Students enrolled at the college are free to organize and are encouraged to join associations which promote their common interests, so long as the following apply:

1. The purposes, principles, and policies of the organization are consistent with the general philosophies and principles of the college;
2. Membership in the organization is open to all currently-enrolled college students in good standing without regard to age, color, creed, national origin, handicap, marital status, race, religion, or sex except for those particular groups which are selective on the basis of scholarship;
3. The purpose, criteria for membership, rules or procedures, and a current list of officers are filed with the Coordinator of Student Activities;
4. The policies and actions of the organization are determined only by those individuals who hold bona fide membership in the organization;
5. A faculty sponsor has been appointed by proper authority;
6. The Student Senate has recommended, and the President of the college has approved recognition of the organization, and
7. The organization is in compliance with the general and specific policies enumerated in the Handbook for Student Organizations.

❖ **Hazing**

Florida Statute 240.326 prohibits hazing at community colleges. "Hazing" means "any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or

affiliation with any organization operating under the sanction of a community college," which organization is hereafter referred to as a "community college organization." Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the individual, and also includes any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the individual. For the purposes of this section, any activity as described above upon which the initiation or admission into or affiliation with a community college organization is directly or indirectly conditioned shall be presumed to be a "forced activity," the willingness of any individual to participate in such activity notwithstanding.

No form of hazing shall be permitted in connection with any initiations and/or activities of any college organization or group.

❖ **Harassment**

Harassment of OWCC students is prohibited.

Harassment of college employees by OWCC students is prohibited.

Harassment is considered to be any repeated or unwelcome verbal or physical abuse which causes the recipient discomfort or humiliation or which interferes with the recipient's academic performance.

Harassment related to an individual's race, color, sex, religion, national origin, age, marital status, or disability is a violation of this policy.

Unwelcome or uninvited conduct with sexual overtones, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment, including, but not limited to instances when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic achievement, or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting a student or college employee, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive academic environment.

The President of the college may act directly or through a designee to investigate and report harassment claims. Due process and/or Student Grievance procedures shall be followed in connection with such claims.

Okaloosa-Walton Community 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 age, color, creed, disability, marital status, national origin, race, religion or sex in its admission and treatment of students.

❖ Children On Campus

Okaloosa-Walton Community College values family life and has worked to develop policies that are supportive of families. However, it is the policy of OWCC that employees, students and visitors should not use the college in lieu of a childcare provider. Accordingly, minor children of employees, students, or visitors may be on campus only under the special circumstances outlined below.

1. Minor children are permitted on campus when the purpose of their visit is to participate in activities, classes, or events specifically scheduled for their benefit (e.g. Kids on Campus, Children's Fine Arts Series, Child Development and Education Center)
2. Minor children are permitted on campus when with a parent or responsible adult who is conducting routine business at the college (e.g. registration)
3. In no case are minor children permitted in labs, shops, construction/repair sites, classrooms, offices, labs, or other areas where potential hazards exist, unless enrolled in classes or activities scheduled at the site.
4. In an emergency or other compelling situation, students or staff may bring children to class or the workplace on an incidental, individual basis, provided advance approval is obtained from the appropriate administrator. In such cases, the children must be directly supervised by the parent/adult and must not disrupt or distract the flow of college work, services or instruction.
5. Minor children on campus must be directly supervised at all times. Individuals who bring minor children to campus are responsible for their supervision; leaving children unattended in the LRC, College Mall or other public area does not meet this standard.

❖ Guest Speakers

The freedoms of speech and assembly guaranteed by the first and fourteenth amendment to the Constitution shall be enjoyed by the students of the college with regard to the opportunity to hear "off-campus" speakers on the college campus. Students at the college are expected to accept fully the responsibilities that accompany the freedoms of speech and assembly which they enjoy. When inviting a guest speaker, a student organization is charged with the responsibility of making a choice that reflects the students' genuine concern for the best interests and welfare – not only of the student organization – but of the college and the community as well.

The extension of invitations to guest speakers who are not of the college community shall be governed as follows:

1. Guest speakers may be invited and sponsored only by recognized student organizations.
2. No invitation shall be extended to a guest speaker without the prior written approval of the President or his designee, the Dean of Students. Approval or disapproval will be based on consideration of the appropriateness and availability of times, dates, and facilities.
3. Permission to invite a guest speaker shall be requested in writing at least two weeks prior to the proposed speaking engagement by the president of the student organization sponsoring the program. This request shall contain the name of the sponsoring organization, the proposed time, date and location of the program, the expected size and nature of the anticipated audience, and the topic of the speech.

❖ Posting, Circulating, and Exhibiting Printed Matter and Filmed Material

Students are expected to use mature judgment and a sense of discretion in their selection, publication, display, presentation and circulation of any printed or filmed materials at any college location, and to realize that they must accept responsibility individually and collectively in the consequences of their choices on these matters. **The appearance of the college name, seal or insignia on printed matter which is not published by the college is not authorized and does not imply college approval, support, or endorsement of the contents.**

❖ **Notices**

Notices may be posted by students and recognized student organizations on appropriate bulletin boards. Notices and posters are not to be taped, glued, or pasted on painted or finished wood surfaces. All such posting must be cleared in advance by the Coordinator of Student Activities at the Niceville Campus and the Provost at the Fort Walton Beach Campus. This will provide the best use of available facilities.

The general distribution of notices is prohibited by anyone other than instructional and staff personnel in the performance of their duties or by recognized student organizations to advertise an approved event.

❖ **Motion Pictures**

Recreational motion pictures that are approved as part of a proposed student organization sponsored-event may be shown at any college location. The Dean of Students will consider for approval, only those films rated "G" and "PG" by the Motion Picture Association of America. Any college employee may restrain the display of any unauthorized film or motion picture.

❖ **Student Publications**

Student publications (which may include videotaped newscasts) are intended to foster an atmosphere of free and responsible discussion and intellectual exploration. They are a means of bringing student concerns to the attention of faculty and staff members, and of formulating student opinion on various issues at the college and in the surrounding community.

The editorial freedom of student editors entails the corollary responsibility to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

Student publications shall contain a statement to the effect that the opinions expressed therein are not necessarily those of the faculty, staff or student body of the college.

❖ **Policy Formulation**

A student who wishes to suggest a change in any policy of the college should submit a written recommendation to the Student Senate for evaluation. If favorably received by the Senate, the proposal shall be submitted by the Student Senate to the College-Wide Council or the appropriate standing committee/subcommittee of the college for consideration.

❖ **Solicitation/Promotions**

Agencies or organizations that request permission to display, distribute, or present programs must be sponsored by an OWCC recognized student organization or the college. Permission to sponsor an agency must be requested in writing at least two weeks prior to the proposed activity by the president of the sponsoring student organization. This request shall contain the name of the sponsoring organization, the proposed time, date, and location, and the topic of the items to be displayed or distributed. Submittal shall be to the Coordinator of Student Activities for approval by the college president or his designee. The college reserves the right to determine the time, place, and manner of the presentation.



OWCC intercollegiate sports include women's fastpitch softball and basketball, and men's baseball and basketball.

FINANCIAL AID

❖ Student Financial Aid

Okaloosa-Walton Community College's mission is to serve everyone who can benefit from a college education. No one should hesitate to apply for admission because of financial need. OWCC offers a variety of financial assistance for students. The chart within this section gives a brief description of all of the programs that are available for students at OWCC and the Financial Aid Office has hand-outs available that offer more detail on the three basic types of financial aid – Grants, Loans and Work Programs. These handouts, along with the Free Application for Federal Student Aid (FAFSA) are available either by mail, at the guidance office of any Okaloosa or Walton county high school, or at any of the OWCC locations throughout the two-county area.

❖ Purpose of OWCC's Financial Aid Program

The purpose of financial aid is to make up the difference between what you can afford to pay and the actual cost of your education. This difference is what we call a student's financial need. The amount of financial assistance a student receives is generally determined by the results of the application process and the availability of funds from federal, state, institutional and private sources. The final decision as to the types of aid received rests with the Director of Financial Aid.

Financial assistance administered by OWCC 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.

❖ College Costs

Okaloosa-Walton Community College's fees are designed to make college affordable for most students. Allowance should be added to these figures for room and board, personal expenses, medical insurance, transportation and supplies. Dependent students (living at home) usually have parental support, reducing direct education costs. Students should refer to the college schedule of classes each term for offerings which involve special fees.

❖ Steps in Applying for Financial Aid

Entering students seeking financial assistance should contact the Student Financial Aid Office which is located in the Student Services Center on the Niceville campus. The following procedures need to be followed when applying for financial aid at OWCC:

1. Complete the OWCC Application for Admission and return it to the Office of Enrollment Services.
2. Request appropriate supporting documents for admission (i.e. high school transcript, GED, college transcripts) as specified by the Enrollment Services personnel. If you have previously attended any other postsecondary institutions during the 2001-2002 school year, a Financial Aid Transcript must be requested and received by OWCC before the college can determine your eligibility for aid.
3. Complete the Free Application for Federal Student Aid (FAFSA) packet. Packets are available in area high schools or at any OWCC location.
4. After mailing the FAFSA, the student will receive a Student Aid Report (SAR) in approximately four weeks. The SAR must be reviewed by the student for accuracy.
5. Complete the OWCC Application for Financial Aid.
6. Additional information/forms might be requested by the Financial Aid Office (i.e. Income Tax forms) if the student is selected for a process called Verification.
7. If a student's financial aid file has been considered to be "complete", then an award letter will be mailed to the student by OWCC's Financial Aid Office. Awards listed on a student's award letter are tentative and are not final. Awards can be either adjusted or cancelled at any time due to enrollment, academic standing or availability of funds.

Students needing assistance in completing application forms should contact the Financial Aid Office. Students have a right to understand how their financial aid award is determined. OWCC's Financial Aid Office is always willing to discuss financial aid decisions with students and parents to promote a better understanding of financial aid opportunities.

❖ **Deadlines for Applying for Financial Aid at OWCC**

Applications for financial aid should be made well in advance of registration. The PRIORITY CONSIDERATION DEADLINES for applying for financial aid at OWCC for 2001-2002 year for each term are:

- Fall Term.....April 1, 2001
- Spring TermOctober 1, 2001
- Summer Term.....February 1, 2002

STUDENTS NOT MEETING THE PRIORITY DEADLINE MAY STILL QUALIFY FOR FINANCIAL AID BUT MAY EXPERIENCE LENGTHY DELAYS IN RECEIVING FINANCIAL AID.

The absolute deadline for determining enrollment status (i.e. part-time, three-quarter time, or full-time) is the last day to register for Session 1 courses during each term. (These dates are listed in the Schedule of Classes each term and the calendar section of this catalog.)

All applications for the Florida Student Assistance Grant dated May 15, 2001 or earlier will be given first priority in determining eligibility. All applications for the Federal Work-Study Program and the Federal Supplemental Education Grant dated April 1, 2001 or earlier will be given first priority in determining eligibility.

❖ **Enrollment Status**

The amount of Title IV aid a student is eligible to receive at OWCC is dependent on the student's enrollment status each term based on the following table. Credits are computed using all of the vocational, college prep and college credits in which the student is enrolled.

- Full-Time
Enrollment12 or more credit hours
- Three-Quarter Time
Enrollment9-11 credit hours
- Half-Time
Enrollment6-8 credit hours
- Less Than Half-Time
Enrollment1-5 credit hours

Financial aid award status (full-time, three-quarters time, or half-time) will be based on the number of credit hours at the END OF LATE REGISTRATION FOR EACH TERM. For award letters sent after these dates, status will be determined by the number of credit hours in which a student is enrolled at the time the award letter is sent. If not enrolled for the appropriate number of credit hours at that time, a student's award will be revised

downward to reflect this change. Awards will not be revised upward if students add classes after the end of late registration. NOTE: The end of late registration is considered to be the last day to register for Session 1 courses during each term (Fall, Spring and Summer), as listed in the College Catalog. These dates are firm.

For other types of aid, the enrollment status for block time, condensed or off-term classes will be determined by the Director of Financial Aid in consultation with the Vice President for Instruction and the Director of Enrollment Services.

❖ **Student Eligibility**

FEDERAL PROGRAMS

For a student to be eligible for federal financial aid at OWCC –

- A student must be a regular student, accepted for enrollment in an approved PROGRAM OF STUDY, and
- A student must be a U.S. CITIZEN, or an eligible non-citizen, and
- A student must maintain satisfactory academic progress standards. Financial Aid Standards of Academic Progress includes the following three standards:
 1. Satisfactory grade point average on all college work. OWCC uses the following scale in determining eligibility:

Credit Hours Attempted	Grade Point Average
0-11	n/a
12-23	1.50
24-35	1.70
36-47	1.80
48-59	1.90
60 +	2.00

2. Progression within a time frame towards adequate completion of all college coursework. OWCC requires students to successfully complete (A, B, C or D) 67% of all college coursework, whether or not financial aid was received. Only the final attempt of a repeated course will count towards a student's rate of successful completion.
3. There is a maximum time frame in which the student must complete his or her education or objective (degree or certificate). The maximum time frame is 150% of the credits required for the educational objective. A degree requiring 60 credits hours has a limit of 90 credit hours of attempted college coursework. This includes all college coursework, whether or not financial aid was received.

- A student must NOT OWE A REFUND or REPAYMENT on a federal grant at any institution, and
- A student must NOT BE IN DEFAULT on a federally-funded or insured student loan.

STATE OF FLORIDA PROGRAMS

For a student to be eligible for State of Florida financial aid (i.e. FSAG) at OWCC –

- A student must have demonstrated a FINANCIAL NEED (Complete the FASFA application), and
- A student must have met the ADVERTISED DEADLINE, and
- A student must have been a RESIDENT OF FLORIDA for one-year, and
- A student must have a 2.0 or higher GRADE POINT AVERAGE on all previous college work, and
- A student must have earned 24 CREDIT HOURS of college work during the terms of the academic year in which aid was received, and
- A student must enroll as a full-time student (minimum 12 credit hours). Students with documented disabilities for whom part-time enrollment is a necessary accommodation are eligible for state financial assistance.

NOTE: An applicant who believes State of Florida financial aid has been wrongly denied has a right to appeal. The applicant may appeal if he believes an error has been made in determining eligibility. The OWCC Financial Aid Office will provide information concerning the appeal process.

❖ Additional Information and Requirements

Financial Aid Suspension. Students who do not meet eligibility standards shall be suspended from federal financial aid until they have regained eligibility in accordance with the Academic Standards of Progress. (See FEDERAL PROGRAMS eligibility criteria listed under Standards of Academic Progress on previous page in this section for more information.)

Notification. The Financial Aid Office will send a letter to all current financial aid recipients who are to be suspended. This letter goes to students not meeting standards of satisfactory progress or academic good standing. Suspended students will not receive financial aid for the following term even if already enrolled. The notice will be addressed to

the student's most current local address on file with the Office of Enrollment Services. IT SHALL BE THE RESPONSIBILITY OF THE STUDENT TO KEEP OWCC INFORMED OF A CORRECT MAILING ADDRESS AT ALL TIMES. The cost of enrollment during financial aid ineligibility must be borne by the student. Financial aid will not be available.

Reinstatement and Appeals Process. A student who loses eligibility has an opportunity to appeal through an appeal process. The appeal must be submitted to the Director of Financial Aid IN WRITING by the student. (Special appeals forms are available in the Financial Aid Office.) Members of the Student Financial Aid Committee will act as an appeals committee. The appellant is required to provide documentation as necessary for determination of financial aid eligibility and shall fulfill reasonable requests by the committee with reference to time of meeting, personal appearance, and supporting evidence. The committee will determine if mitigating circumstances exist. Mitigating circumstances are 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 circumstances of a substantial nature or 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 term, after which the general standards will apply. Further restoration to satisfactory standing may occur only if progress during the subsequent term(s) clearly gives sound, documented evidence of progress, as determined by the Student Financial Aid Committee.

Incomplete Grades. A grade of "I" will not affect a student's grade point average in determining financial aid eligibility. The "I" grade will revert to an "F" grade if not removed by the last class day in the next 16-week term. Such a grade may contribute to suspension of financial aid eligibility. A grade of "I" will affect a student's progression within a time frame towards adequate completion of all college coursework and the maximum time frame in which the student must complete his or her educational objective in determining financial aid eligibility.

Repeated Courses. A student may use financial aid to repeat a course in which an "N", "D", or "F" has been earned. A student may not repeat a course for credit in which a grade of "C" or better was earned (unless permission of the Vice President for Instruction is obtained). The student

may improve a grade in a course and the repeat credit(s) will be included in the total number of credits when determining enrollment status. The student must be making satisfactory progress.

College Preparatory Courses. Okaloosa-Walton Community College approves college preparatory courses for the use of financial aid and includes college preparatory courses where necessary when determining a student's enrollment status. Admission placement testing requirements will determine if college preparatory courses are needed in a student's degree program.

Verification. The U. S. Department of Education randomly flags a student's Student Aid Report (SAR) for verification. Students selected must provide all the necessary documents needed for this process (i.e. income tax forms, W-2 forms). Okaloosa-Walton Community College's Financial Aid Office retains the right to request supporting documents it deems necessary from any student to determine financial aid eligibility. For this reason, OWCC suggests that students do not file financial aid applications until the tax forms for the family are complete and correct. Inaccurate estimates of income and taxes paid may require extensive processing delays and verification of corrected data. All financial information reported **MUST BE CORRECT**. Penalties or delays may occur if the data is incorrect or incomplete.

❖ ***Return of Title IV Financial Aid Funds***

When a student awarded federal Title IV aid withdraws from or ceases attendance in **ALL COURSES** prior to completing more than 60% of a term, a portion of the student's Title IV aid must be returned to the federal programs. Title IV aid includes the Federal Pell Grant, Federal SEOG, Federal Stafford Loans, and other grant assistance authorized by Title IV. Federal Work-study aid and FSAG aid are not included. OWCC must determine the percentage of Title IV aid earned by the student. Up to the 60% point of the term, the percentage of earned aid is equal to the percentage of the term completed based on the day the student withdraws from or ceases attendance in **ALL COURSES**. After the 60% point of the term, the percentage of aid earned is 100%. If the student received more Title IV aid than the amount earned, the unearned amount is considered an overpayment and must be returned to the Title IV programs. OWCC will be responsible for returning to the Title IV programs the lesser of the unearned amount of Title IV aid or the institutional charges (tuition & fees) incurred for the term, multiplied by the percentage of unearned aid. The student will be responsible for returning to the Title IV programs the unearned amount of aid

(overpayment) minus the amount OWCC returns, and the amount of any unpaid institutional charges to OWCC. **In most cases, when a student receives federal Title IV aid greater than the amount of institutional charges (tuition & fees), he or she will have to return a portion of the federal funds. A student will lose Title IV eligibility unless he or she returns the amount of unearned aid (overpayment) in full to OWCC within 45 days from the date OWCC notifies him/her of the overpayment, or signs a repayment agreement with the U.S. Department of Education.**

Note: This policy is derived from new provisions of federal law and may be subject to further clarification. Students should contact the OWCC Financial Aid Office regarding the latest information on this policy. Students receiving Title IV aid should consult with the OWCC Financial Aid Office prior to withdrawing from any or all classes.

❖ ***OWCC Student Leave of Absence Policy***

The OWCC Student Leave of Absence Policy is designed to provide financial aid students with the ability to withdraw from all classes for an approved period of time without financial penalty during the term of withdrawal. Students receiving federal financial aid at OWCC who withdraw from all courses prior to the 60% point of a term may be required to repay a portion of their financial aid awards. Students who have been granted an approved leave of absence and return to resume course work following the expiration of this approved leave are exempt from federal financial aid repayment requirements.

A leave of absence may be approved only under extraordinary circumstances. A written request, including reasons for requesting the leave and an estimate of its duration must be submitted to the Office of the Vice President for Instruction. The request must be submitted during the term of withdrawal. The duration of a leave of absence may not exceed a total of 180 days in any 12-month period. If a leave of absence is approved, a grade of "W" will appear on the student's transcript for all courses during the term of withdrawal, and these grades will be considered "attempts" for purposes of full cost regulations, repeat course rules, and Financial Aid Standards of Progress. Students are expected to return to OWCC and resume course work following an approved leave of absence. Failure to do so may result in a financial debt to the college and the inability to access federal financial aid in the future.

❖ ***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 OWCC 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, there upon, 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. Because 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 VA purposes, training time is usually computed as follows:

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

For the summer term and any accelerated session of any term, training time is computed differently. Veterans are advised to contact the Veterans Affairs Office before registering for summer term and accelerated term classes to determine training status.

Any student-veteran enrolled in a Non-College Degree Program (NCD) who is absent three consecutive class sessions or school days without pre-notifying the Veterans Affairs Office (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 Veterans Affairs office to request the VA payments be resumed.

A veteran who wishes to receive VA benefits should notify the OWCC Veterans Affairs Office prior to registration to expedite the request for subsistence allowance. Veterans, widows of veterans, and war orphans desiring information about benefits, requirements, and registration procedures should contact OWCC's Veterans Affairs Office at 729-5375 or the VA Regional Office at 1-800-827-1000. For financial assistance with college preparatory courses, contact the Veterans Upward Bound program at 729-4999 or visit Room B-112 on the Niceville campus.

❖ ***Veterans' Fee Deferment Policy***

Any eligible veteran or other person who wishes to pursue an approved program of education or training at Okaloosa-Walton Community College (within the meaning of Chapter 32, 34, or 35, Title 38, United States Code) and who meets the conditions stated in 240.345(2)(b)1 shall, in the first term of enrollment in any fiscal year, be granted upon request a sixty (60) day deferment for full payment of fees from the last date to pay fees, provided the period of deferment shall not extend beyond 10 days before the end of the term.

VA deferments are available on a limited basis for half-term courses offered during the fall, spring and summer terms.

Deferment of fee payment for eligible persons after the first enrollment period in any fiscal year is not authorized. An eligible person who can document a substantial, unique financial hardship may petition the Financial Aid Office to seek special consideration for a 60-day deferment. This must have the approval of the Director of Financial Aid.

Under no circumstances shall any person be allowed to enroll or re-enroll at OWCC who has unpaid fee deferment. A student who does not comply with the terms of the deferment policy will lose the right to receive future deferments.



OWCC operates full-time centers at Eglin Air Force Base and Hurlburt Field.

FINANCIAL AID ADMINISTERED BY OKALOOSA-WALTON COMMUNITY COLLEGE

	Name of Program	Funding Source	Qualifications	Min/Max Awards	Application Procedures	Application Priority Deadlines	Special Information
G R A N T S	Federal Pell Grant	Federal	Available to students in a program of study, who are citizens or eligible non-citizens; must not have a baccalaureate degree, must follow standards of academic progress and incremental progress.	\$400 – \$3750 (estimated per year)	2001 – 2002 FAFSA	Fall – 4/1/01 Spring – 10/1/01 Summer – 2/1/02	Foundation Aid Program. Basic Component of most Student Financial Aid.
	Federal Supplemental Educational Opportunity Grant (FSEOG)	Federal	Applicant must have a high need.	\$200 – \$500 per year	2001 – 2002 FAFSA	4/1/01	Very limited; generally goes to those applicants with a very high need.
	Florida Student Assistant Grant (FSAG)	State	Applicant must be a full-time student who is a resident of Florida for at least one year and demonstrates a need.	\$200 – \$1000 estimated per year	2001 – 2002 FAFSA	5/15/01	Early application is recommended since state funding may be limited.
L O A N S	Federal Stafford Student Loan	Federal	Available to students in a program of study. Must be enrolled at least half-time. The Office of Student Financial Assistance Ombudsman is available to assist students dissatisfied with the servicing of their federal student loans. Toll free: 1-877-557-2575.	\$2625 – Freshman \$3500 – Sophomore	2001 – 2002 FAFSA and Loan Application	At least 12 weeks before the end of the term the student plans to attend.	Six month grace period after student stops attending school.
	Okaloosa-Walton Community College Short-Term Loan	OWCC	Available to students who maintain a minimum 2.0 grade point average (returning students) or incoming freshmen who have a need and an ability to repay the loan.	Partial tuition and books	OWCC Student Loan Contract	Normally completed during registration	Students may borrow up to 65% for fees and a set contract rate per credit hour for books. A 3% non-refundable processing fee is assessed. Repayment on balance is required via installment(s), as prescribed in the promissory note. Full balance is due generally no later than mid-term. (See Financial Section of the Catalog for collection procedures)
W O R K	Federal College Work Study Program (FWSP)	Federal	Applicant must be at least half-time with a financial need.	\$500 – \$3000 per year	2001 – 2002 FAFSA and OWCC Student Employment Contract	4/1/01	Jobs are on and off campus. Most positions are either 10, 15, or 20 hours per week.
	Student Assistants	OWCC	Student employment category available to all students at OWCC who have maintained a minimum 2.0 GPA.	\$100 – \$3000 per year	2001 – 2002 FAFSA and OWCC Student Employment Contract	Normally completed just prior to the start of each term.	Positions are usually 10 hours per week on campus. Pay is federal minimum wage.

FINANCIAL AID ADMINISTERED BY OKALOOSA-WALTON COMMUNITY COLLEGE

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Name of Program	Funding Source	Qualifications	Min/Max Awards	Application Procedures	Application Priority Deadlines	Special Information
Honors Scholarship	OWCC	Applicant must be a top-ranked student from one of OWCC's nine area public high schools (scholarship passes to next ranked student in class).	Full Tuition & Fees for 60 credit hours	OWCC Scholarship Application	4/15/01	High School Principal's and Senior Counselor's Recommendations. Two scholarships per each district high school.
Minority Honors Scholarship	OWCC	Applicant is top Afro-American Student academically from each of OWCC's nine area public high schools (scholarship passes to next ranked student in class).	Full Tuition & Fees for 60 credit hours	OWCC Scholarship Application	4/15/01	High School Principal's and Senior Counselor's Recommendations. Two scholarships per each district high school.
Fine & Performing Arts Scholarship	OWCC	Auditions held each Spring by Fine & Performing Arts Division Director. Scholarships awarded in Show Choir, Orchestra, Theatre, Jazz Band, Visual Arts and Madrigals.	Varies	OWCC Scholarship Application	Open	High School Choir and/or Band Director's Recommendations. This scholarship can be renewed.
Athletic Scholarships	OWCC	Qualified applicants are recommended to contact OWCC's Athletic Director for more information.	Full Tuition & Fees (may include room & board)	NJCAA Form and Letter of Intent	Deadlines Vary	Athletic Scholarships at OWCC include basketball, softball, and baseball.
Forensics Team and Brain Bowl Team Scholarships	OWCC	Recipients are selected by the Coordinator of Student Activities.	Varies	OWCC Scholarship Application	Open	Recipients participate on the OWCC Forensics Team and Brain Bowl Team.
Leadership Award	OWCC	Each area high school receives a minimum of three and a maximum of eight per school depending on senior class size. 45 awarded annually in district.	\$300 Fall Term Tuition Award	OWCC	4/15/01	High School Principal's and Senior Counselor's Recommendations.
Directed Work Study Scholarship	OWCC	Recommendation of Department Chair/ Division Director and approval of Vice President for Instruction.	No financial award. Fees paid by scholarship.	Directed Work Study Application	NLT Last day of term registration.	One credit hour per term can be earned.
Student Government Association (SGA) President	OWCC	Student elected to the office of President of Student Government Association.	Full tuition and fees for 30 credit hours.	OWCC Scholarship Application	When Elected to Office	Contact Student Services for more information.

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Name of Program	Funding Source	Qualifications	Min/Max Awards	Application Procedures	Application Priority Deadlines	Special Information
Regional Science and Engineering Fair/ OWCC Scholarship	OWCC	Awarded to thirteen Senior Grand Award winners and Senior Alternate selected yearly at area Science Fair.	Full tuition & fees for 60 credit hours	OWCC Scholarship Application	Annual Science Fair	Must attend OWCC immediately upon high school graduation.
ACT-SO Scholarship	OWCC`	Awarded to gold medal winners in the Okaloosa County ACT-SO Competition	Full tuition & fees for 60 credit hours	OWCC Scholarship Application	Annual ACT-SO Competition	Must attend OWCC immediately upon high school graduation.
Designated & Undesignated Donor Scholarship	Local Community Org. & OWCC Foundation	Various selection criteria established by the donors.	Varies	Applications provided by donors and OWCC Foundation	Dates set by donors and OWCC Foundation	A large number of scholarships are available. Best source of applications is OWCC's Financial Aid Office, High School Guidance Office and local organizations.
Pacesetters Scholarship	OWCC	Awarded to outstanding Afro-American males graduating from Okaloosa and Walton County schools.	\$1000 per year	OWCC Scholarship Application	4/15/01	Five awards shall be made to students selected for this program. Recipients must attend full-time.
First "500" Scholarship	OWCC & OWCC Foundation	Awarded to first "500" graduating seniors who are recipients of Florida Bright Futures Merit & Gold Seal Scholarship.	Portion of tuition and fees not covered by state scholarship	Florida Bright Futures Eligibility	Open	Limited to 500 students each year. Used in conjunction with 75% funding provided by State of Florida Bright Futures Scholarships.
AmeriCorps Scholarship	Federal	Complete one year of the AmeriCorps Program.	\$4725	AmeriCorp application provided by OWCC	7/10/01	Students receive a \$4725 educational award in exchange for one year of service as an AmeriCorps member.

FINANCIAL AID ADMINISTERED BY OKALOOSA-WALTON COMMUNITY COLLEGE

The Office of Financial Assistance Ombudsman is available to assist you in the event you are dissatisfied with the servicing of your federal student loan. Call toll free at 877-557-2575 or visit Ombudsman on line at www.ombudsman.ed.gov.

INSTRUCTIONAL STANDARDS & REGULATIONS

❖ Academic Advising

OWCC offers academic advising and educational planning for students through a variety of means. Educational Advisors and Counselors are available at the following locations:

- OWCC Niceville Campus - Counseling Office
- OWCC Fort Walton Beach Campus, Building "4", Room 417
- OWCC Eglin Center, Building 251
- OWCC Hurlburt Field Center
- OWCC Chautauqua Center, DeFuniak Springs
- OWCC Robert L. F. Sikes Education Center, Crestview

Educational Advisors and Counselors will help students with program planning, course selection, and graduation or transfer requirements. Students interested in pursuing a degree are strongly urged to make an appointment with an advisor or counselor during their first term at OWCC to further explore educational goals and the various programs offered by the college. It is extremely helpful to have one's academic program fully planned not later than the beginning of the second term.

Students who have already committed to a particular program or know the major area of study they wish to pursue may receive advising in that discipline through the appropriate department. Depending on the particular major, a student can be assigned a faculty advisor by contacting the following Department/Division Chairs:

<u>Program Area & Chair</u>	<u>Location</u>	<u>Phone</u>
<i>Athletics, Health & Fitness</i>		
Mr. Mickey Englett	Bldg. "C-1"	729-5371
<i>Business & Computer Technology</i>		
Ms. Natalie Smith	Bldg. "C-2"	729-5366
<i>Communications & Social Sciences</i>		
Dr. Joyce Goldstein	Bldg. "E"	729-5391
<i>Early Childhood Education</i>		
Ms. Beverly Sandlin	Bldg. "P"	729-5386
<i>Elementary & Secondary Education</i>		
Dr. Joyce Goldstein	Bldg. "E"	729-5391
<i>Engineering & Mathematics</i>		
Ms. Mary Henderson	Bldg. "L"	729-5377
<i>Humanities, Fine & Performing Arts</i>		
Dr. Cliff Herron	Bldg. "J"	729-5382
<i>Manufacturing/Drafting/Technology</i>		
Mr. Ray Rickman	Bldg. "B"	729-5218
<i>Nursing & Allied Health</i>		
Ms. Linda Whitenton	Bldg. "A"	729-4928
<i>Public Safety & Law Enforcement</i>		
Mr. Ken Kuhn	Bldg. "L"	729-5378
<i>Science & Pre-Medical/Pharmacy</i>		
Mr. Ross Hamilton	Bldg. "D"	729-5239

In addition, a computerized advising system is also available to aid department heads, faculty, educational advisors, counselors and students in understanding program requirements and progress toward graduation. The system is available via the college web site at <http://www.owcc.cc.fl.us>.

Student Development Classes

Several courses focusing on college and personal success strategies are offered throughout the college year:

- SLS 1101 College Success
- SLS 1201 Service Learning Seminar
- SLS 1301 Career and Life Planning
- SLS 1340 Professional Portfolio Building
- SLS 1341 Job Search Techniques
- SLS 1501 Effective Study

These courses are credit courses that can be used as an elective in most degree programs. OWCC Presidential Scholarship students are required to enroll in SLS 1201. SLS 1101 is a required course for all students enrolled in the first level of preparatory instruction of reading and English.

❖ Registration

Registration is the process of enrolling in courses and obtaining your schedule for the next term. Registration is required before a student can attend classes. Specific information about registration for a particular term is given in the Schedule of Classes which is available about four weeks prior to the beginning of the term.

Returning Student: If you are a returning student you may register by telephone, by computer via the OWCC web site or in person. A returning student is a student who has taken a class within the last academic year at the college. Returning students are assigned an appointment for early registration through telephone and web registration. Appointments are assigned on a priority basis as determined by the number of credit hours a student has earned. Any student who has previously attended OWCC, and who has not been in attendance within one academic year, may need to submit a Change of Status Form to the Office of Enrollment Services to update personal data, verify education goals, and will need to contact the Admissions Office to obtain a registration appointment.

New Student: As a new student, you may be authorized access to telephone or computer registration after participating in a New Student Orientation/Advisement session. For more information about New Student Orientation/Advisement sessions contact Student Services at 729-OWCC (6922).

Telephone Registration: Returning students may register for OWCC courses from a touch-tone telephone during the advertised registration times through RaiderNet by calling 729-1100. Detailed instructions are provided in the Schedule of Classes or in a flyer found at each campus or center.

Web/Computer Registration: Returning students may register for OWCC courses either from a home computer or by using computer terminals available at each campus or center via the OWCC Web site <http://www.owcc.cc.fl.us> during the advertised registration times. A flyer (with detailed instructions) is available showing specific locations for the self-operated terminals at each campus or center.

Payment of Fees: The payment of fees is subject to a “due date”. When a student’s registration has been completed, a student is given a date by which to pay fees. It is the student’s responsibility to obtain this information and honor this due date. Fees may be paid immediately, or by the due date that is assigned. Students who fail to meet this due date will be dropped from all classes. Although the student is free to re-register, the student may not be automatically reinstated in the canceled classes. In some instances, scheduled classes may be canceled due to the lack of adequate enrollment, or may be full. Students with certain obligations, such as overdue library materials or parking fines, may be “blocked” from registration until the outstanding obligation is satisfied. Likewise, students with unmet pre/co requisites courses may be restricted from registering for courses for which they are academically ineligible. If a student is already preregistered for the next term, and fails a prerequisite course, the student will be disenrolled from the course(s) for which the prerequisite is required.

❖ Full-Time and Part-Time Status

Students are considered to be full-time or part-time according to the course load at the time of registration. A student enrolled in twelve (12) or more college, vocational, or college prep credits during the term is considered a full-time student. For adult basic education, ESL, and GED students, full-time is defined as enrolled in twenty-four (24) or more contact hours per week. Full-time and part-time status for students attending special condensed sessions, block-time programs, or off-term classes will be determined by the Director of Enrollment Services.

❖ Academic Load

The maximum load that may be carried by a student each term is eighteen (18) credit hours. Students seeking to enroll in more than eighteen

(18) college prep, vocational, and/or college credits in a single term must have the prior approval of an advisor, department head, division director, or appropriate program coordinator. Factors to weigh in granting approval include the following: student’s GPA and past record, nature and level of courses, total course time requirements, student’s work schedule and/or other outside commitments.

❖ Audit Status

A student registering in a college-credit course on a “not-for-credit” basis will be enrolled in an audit status. Upon completion of the course, an “X” grade will be awarded with no impact on the student’s GPA. Students auditing a class are not required to complete examinations but are expected to attend classes and participate in other activities and requirements on the same basis as students seeking credit. Excessive absences for audit students are treated the same as for credit students; the instructor may recommend to the Vice President for Instruction that the student be dropped from the course with a “W” grade.

Audit students must meet the same admission standards as credit students and must pay the same fees. Some occupational courses may not be available on an audit basis. A student wishing to audit an occupational course must obtain permission *in advance* from the appropriate department head or division director. Audit enrollment in studio art classes is permitted on a space-available basis only. A list of these courses is available from the Division of Fine and Performing Arts and the Office of Enrollment Services. Students whose placement scores require enrollment in college preparatory instruction may not enroll for audit status in any required college preparatory course. Only students voluntarily enrolling in college preparatory courses for personal enrichment or review may enroll with audit status provided declaration deadlines and approvals have been satisfied.

Students may register or declare audit status at any time during regular registration, as well as through the end of the Drop/Add period. After close of the Drop/Add period, students may not change from audit status to credit status or from credit status to audit status unless they obtain both the written permission of the instructor and the approval of the Vice President for Instruction.

If a student declares audit status prior to the close of the Drop/Add period, the enrollment will not be counted as an attempt for purposes of full cost or repeat course regulations. If a student changes to audit status after the close of the Drop/Add period, the enrollment will be considered an attempt under such regulations.

Students receiving financial aid or veterans benefits should consult with a financial aid advisor prior to enrolling in a course as audit status.

❖ ***Schedule Changes***

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 term. Any such change can be accomplished either in person, by completing and processing the required forms through the registration area at any one of the OWCC campuses or centers, by telephone through RaiderNet, 729-1100, or the OWCC Web site at <http://www.owcc.cc.fl.us>.

❖ ***Withdrawing From Courses***

Student Initiated Withdrawal (Drop) during the Drop/Add Period

If a student withdraws from a course within the established Drop/Add Period, the transaction is considered dropping a course and no record of the enrollment will appear on the student's transcript, nor will the enrollment count as an attempt for purposes of full cost and repeat rules. Requests to drop a course must be either submitted in writing on the appropriate form, signed, presented at the registration desk at any OWCC campus or center, OR through the RaiderNet telephone registration, OR through the OWCC Web site, by the established deadline for the term of enrollment.

Student who are required by Florida Statute and college policy to enroll in college preparatory courses are not permitted to drop such courses without prior approval of the Vice President for Instruction or the Director of Enrollment Services.

Student Initiated Withdrawal after the Drop/Add Period

Students are permitted a maximum of two withdrawals per course in college credit, vocational credit, or college preparatory courses; upon the third and any subsequent attempt in such a course, the student will not be permitted to withdraw and will receive a grade for the course (A,B,C,D,F, or P).

A student-initiated withdrawal must be submitted in writing on the appropriate form, signed, and presented at the registration desk at any OWCC campus or center by the established deadline for the term of enrollment. If these conditions are met and the student has not exceeded the approved number of withdrawals, the student will receive a grade of "W" on his/her final grade report and transcript.

Students unable to withdraw under one of the three conditions above must contact the Director of Enrollment Services on the Niceville Campus to officially notify the college of their intent to withdraw. A withdrawal form will be mailed to the student to collect the appropriate signatures.

Withdrawals after the established deadline may be approved only under extraordinary circumstances; normally, late withdrawals will not be processed after the end of the current term. A written request, including justification and appropriate documentation, must be submitted to the Office of the Vice President for Instruction. If approved, a grade of "W" will appear on the student's transcript. Student initiated withdrawals are considered "attempts" for purposes of full cost and repeat course regulations.

Student receiving financial aid or veterans benefits should consult a financial aid advisor before withdrawing from a class.

Withdrawals for Non-Attendance

A student with excessive absences under OWCC attendance policy may be withdrawn from class for non-attendance. Withdrawal for non-attendance prior to the established withdrawal deadline will appear as "W" on the student's transcript. If the student incurs excessive absences beyond that date, he or she will be withdrawn from the class and the grade appearing on the transcript will be determined by the instructor according to the grading policies of the course; normally the grade will be "F". Withdrawals under these circumstances will be counted as "attempts" for purposes of full cost and repeat course rules.

❖ ***Directed Independent Study***

Directed independent study provides opportunities for students to earn college credits in standard courses by working with an OWCC instructor on an independent basis. Students enrolling for courses under Directed Independent Study (DIS) are expected to accomplish the goals and objectives as specified in the course syllabus and are expected to attend such class meetings, group sessions, and working conferences as specified by the instructor. Courses are scheduled on a flexible basis as approved by the instructor, the department chair, and by the Vice President for Instruction with the understanding that final exams will be taken and grades awarded during the term in which they begin.

DIS course enrollments are authorized under the following conditions: (1) a documented need exists for the student(s) to enroll for the course immediately rather than taking an alternate course or

waiting until the next term in which the desired course would be offered; (2) the student is able to identify an instructor who is willing to teach the course as DIS; (3) the student understands the extensive burden which he or she is undertaking; (4) the student agrees to pay any applicable fee; (5) enrollment is approved by the Department Chair and Vice President for Instruction, and (6) when it is not feasible for the course/section to be scheduled concurrently and taught at the same time and locations as another course/section.

All regular fees apply to DIS courses in addition to the established DIS special fee.

❖ Class Attendance

Students are expected to attend all of their scheduled classes. The effect of absences upon grades is determined by the instructor. Excessive absences incurred before the established withdrawal date may result in a "W" grade on the transcript. Excessive absences incurred after the established withdrawal date may result in a grade of "F" on the transcript. Arranging to make up 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% or more of the total class hours) without approval of the Department Chair and the Vice President for Instruction.

Attendance is recorded by the instructor who will report immediately to the Office of Enrollment Services each student who has accumulated three consecutive day class absences or two (2) consecutive evening absences from class or three absences in a month. Further, each time a student has been tardy three times in a class, it will count as one absence. Each set of consecutive absences will be reported. Veterans are subject to the same attendance requirements as all other students (see page 36).

❖ Incomplete Grades

At the instructor's discretion, a grade of "I" may be given when a student is unable to complete the required work because of clearly documented extenuating circumstances and if the student has a reasonable chance of making a passing grade. The instructor files with the department chair and with the student concerned an outline of the work that must be completed, including an estimate of the student's grade standing for work already completed during the term. Work for the removal of the

"I" must be completed prior to the LAST CLASS DAY in the next 16-week term immediately following. The grade will revert to an "F" on the official transcript if not removed by that time. A student will not be permitted to re-enroll in a course for which he/she has an outstanding grade of "I" or in a course for which the "I" grade is a course pre-requisite.

A deferred incomplete grade of "V" may be assigned by the teacher when approved absences preclude satisfactory course completion by the end of the next 16-week term of enrollment.

❖ Final Examinations

Final examinations for both traditional and distance learning classes are held at the end of each term and must be taken at the scheduled time unless other arrangements are *approved in advance* by the appropriate division director or department head. Final exam schedules are printed in the Schedule of Classes and on the OWCC Web site for each term. If a student is absent from a final examination because of an emergency, substantive illness, or other compelling reason, a late examination may be given.



Instructional labs and classrooms at OWCC utilize the latest in computer technology to aid student learning.

❖ Grades

Grades are awarded in all college, vocational, and college prep courses, as well as in certain non-credit courses. OWCC maintains permanent records for all students registering for courses; grade reports are provided approximately five days following the published date that grades are due in the Office of Enrollment Services for each term. A cumulative record of the student's grades appears on the transcript. Letter grades are assigned according to the following Grades Table.

Grade Point Average (GPA)

The student's permanent record also contains grade point average (GPA) calculations. The student's GPA is used in determining academic standing, graduation readiness, eligibility for the President's and Dean's Lists, and in other academically related decisions. In general, a GPA is computed as follows.

$$\frac{\text{Total Grade Quality Points Earned}}{\div \text{Total Hours Pursued}}$$

Grade quality points are awarded as follows.

<u>Grade</u>	<u>Grade Quality Points</u>
A	4
B	3
C	2
D	1
F	0

Credit hours pursued is defined as those credits in which a grade of A-F has been awarded. Grades of S, P, U, I, V, N, W, and X, do not carry grade quality points. In general, credits for these grades do not count in hours pursued. However, in certain other circumstances, such as determination of repeat enrollments, and in computation of certain specialized GPA's, credits which carry these grades may be included in the GPA computation. An information sheet on calculating grade point average is available from the Office of Enrollment Services.

❖ Repeating Courses

Repeating a Course to Improve the Grade

If a student receives a grade of D, F, W, or U in a college credit, vocational credit, or college preparatory course, he/she may repeat the course to improve the grade. Students are permitted a maximum of three enrollment attempts in such courses. A fourth attempt may be allowed only through an academic appeal process based on major extenuating circumstances. Any attempt to

enroll in a course for a fourth attempt should be directed to either the Vice President for Instruction or the Director of Enrollment Services. On the third attempt, and any subsequent attempts, the student will be awarded the letter grade earned (A, B, C, D, F, S, U, or P) and will not be allowed to withdraw from the course or to repeat the course. If a course withdrawal (drop) is processed prior to the close of the Drop/Add period, or if audit status is declared prior to the end of the Drop/Add period, the enrollment will not count as one of the attempts. Normally, once a student has successfully completed a course (received a grade of A, B, C,) he/she will not be permitted to repeat the course. In certain special or compelling circumstances, it may be possible to re-enroll after successful completion, but advance written approval must be obtained from the Vice President for Instruction.

For any course repeated, whether at OWCC or elsewhere, only credit from the last attempt will be used in the computation of the student's grade point average and for meeting program requirements. Repeating a course results in an adjusted grade point average; however, if a course is repeated after the student has earned his/her A.A. degree, the student's grade point average will not be changed or recomputed. Students should be aware that some private colleges and universities, as well as out-of-state institutions, may not accept the revised GPA or treat the repeated course in the same manner.

In certain circumstances, students may be allowed to repeat a course in which a satisfactory grade has already been earned. Such circumstances include, for example, teacher recertification, license renewal, and mandated professional development. Grades earned in this manner will not replace grades earned in prior enrollments but will appear on the transcript. Advance permission must be obtained from the Vice President for Instruction.

Per Florida statute, after the second attempt in a college preparatory course, college credit or vocational credit, a student will be required to pay the full cost of instruction (approximately four times the usual matriculation fees) to repeat the course. In documented cases of financial hardship or extenuating and compelling circumstances, the full cost requirement may be appealed through the Office of the Vice President for Instruction or the Office of Enrollment Services.

Students receiving financial aid or veterans benefits should consult with a financial aid advisor before repeating a course; benefits and aid may not be available for certain repeat enrollments.

GRADES TABLE

Academic Grade ¹	General Meaning	How Grade Appears On Roster/Grade Mailer	How Grade Appears On Transcript	Grade Points Assigned Per Credit (Quality Points) ²	Credit Count Toward Graduation?	Does Credit Transfer? ³	Can Be Repeated To Improve GPA For Graduation? ⁴	Does It Affect Cumulative GPA?	Does It Count As "Attempted Credits" For Students Academic Progress?
A	Excellent	A	A	4.0	Yes	Yes	No	Yes	Yes
AW ⁵	Administrative Withdrawal	AW	W	0.0	No	No	Yes	No	Yes
B	Good	B	B	3.0	Yes	Yes	No	Yes	Yes
C	Average	C	C	2.0	Yes	Yes	No	Yes	Yes
D	Poor/Passing	D	D	1.0	Yes ⁶	Sometimes	Yes	Yes	Yes
F ⁷	Failure	F	F	0.0	No	No	Yes	Yes	Yes
I ⁸	Incomplete	I	I	0.0	No	No	No	No	No
IP	In Progress	IP	IP	0.0	No	No	No	No	No
IW ⁹	Instructor Withdrawal	IW	W	0.0	No	No	Yes	No	Yes
N	No Grade	N	N	0.0	No	No	Yes	No	No
P ¹⁰	Passing	P	P	0.0	Yes	Yes	No	No	No
S ¹¹	Satisfactory	S	S	0.0	No	No	No	No	No
U ¹¹	Unsatisfactory	U	U	0.0	No	No	No	No	No
V ¹²	Deferred Incomplete	V	V	0.0	No	No	No	No	No
W ¹³	Withdraw	W	W	0.0	No	No	Yes	No	Yes
WF ¹⁴	Withdraw Failing	WF	F	0.0	No	No	Yes	Yes	Yes
X ¹⁵	Audit	X	X	0.0	No	No	Yes	No	No

¹ Final grades are based upon daily work, special reports, research papers, laboratory and fieldwork, tests, and final examinations.
² Grade points are assigned as listed for all college credit classes. Grades earned through college preparatory courses are not used in grade point calculations.
³ Upon written request, transcripts will be furnished without charge.
⁴ Courses with final grades of P, or C or higher, cannot be repeated for credit or to improve one's GPA without permission of the Vice President for Instruction or if so designated as a repeatable course in the Catalog course description. Beginning Fall Term 1997, Florida Statutes may impact the fees/tuition you will be charged for classes you repeat. (See page 44 of the Catalog for more information.)
⁵ AW grades appear only on the grade roster and/or student mailer and are a result of an administratively initiated or approved withdrawal (e.g. withdrawal for non-payment of fees, withdrawal for disciplinary action, or by the Vice President for Instruction approved withdrawal after the end of the "last day to withdraw with a W grade" period.) AW grades "convert" to W grades on the official transcript.
⁶ D grades DO NOT count towards graduation under the Associate of Arts and Associate of Science degrees for English, mathematics or humanities general education requirements.
⁷ F grades can either be earned, assigned by an instructor for non-attendance, or if a student withdraws past the advertised "last day to withdraw with a W grade" each term an F grade will be assigned and appear on the official transcript.
⁸ I grades may be awarded only by mutual agreement between the student and the instructor. An I grade will become an academic F if course requirements are not completed by the end of the next sixteen-week term.
⁹ IW grades appear on the grade roster and/or student mailer and are a result of an Instructor Withdrawal from a course after the end of the "drop/add period" and before the advertised "last day to withdraw with a W grade" period each term due to excessive absences. (See page 42 of the Catalog for more information.) IW grades "convert" to W grades on the official transcript.
¹⁰ Credits earned by examination such as Advanced Placement (AP) and International Baccalaureate (IB), College Examination (CLEP), and the Institutional Course Challenge Examination Option show a grade of P. These credits or scores are not included in these calculations of grade point averages. They count as credits toward graduation and are counted as meeting certain course requirements.
¹¹ Assigned in non-credit courses.
¹² V (Deferred Incomplete) grades must be approved by the Vice President for Instruction and are assigned only for approved extended absences beyond the normal Incomplete time frame (i.e. military deployments, serious illness).
¹³ W grades are received if a student withdraws from a course after the end of the "drop/add period" and before the advertised "last day to withdraw with a W grade" period each term.
¹⁴ WF grades appear only on the grade roster and/or student mailer and are a result of a late withdrawal by the student after the advertised "last day to withdraw with a W grade" period each term. The WF grades "convert" to F grades on the official transcript.
¹⁵ Not to be assigned by instructor. A student may elect to audit a course at registration, before drop/add ends, or until the advertised deadline each term (usually around mid-term.) If a student registers as an audit before the end of the drop/add period, the course will NOT count as an attempt toward full cost of instruction/repeat rules. If the student changes to audit status after the "drop/add period", the course WILL count as an attempt toward full cost of instruction/repeat rules.

Repeating a Course for Credit toward Graduation

Certain courses, such as those in the fine and performing arts areas, physical education, and communications areas, may be repeated for credit toward graduation. The specific courses and the number of allowable repeat enrollments are provided in the course description section of this catalog. Only those courses designated as repeatable for credit fall into this category.

When a course is repeated under these circumstances, the full cost of instruction rule is not applicable until the maximum number of creditable repeats has been reached. All grades and credits associated with the allowable number of repeats will be considered in the student's GPA and will be considered in determining the credits for program completion. Once the maximum number of enrollments has been reached, additional enrollments will be treated as specified in the previous section on course repeats and may be subject to the full cost rule.

Repeating Non-credit Courses

Courses taken through Continuing Education, PRIME TIME, the Institute for Professional Development, Kids on Campus, or other similar non-academic or self-support instructional options are generally not subject to repeat rules.

Enrollment in certain Adult Education courses, including ABE, GED, and ESL offerings, may be subject to certain restrictions.

❖ Recognition of Academic Achievement

When the quality of a student's work is superior, the college is pleased to honor such work through recognition as follows:

PRESIDENT'S LIST. Any student with nine (9) or more credits in the term and a term grade-point average of 3.80 – 4.00 in college level courses is placed on the President's List.

DEAN'S LIST. Any student with nine (9) or more credits in the term and a term grade-point average of 3.50 – 3.79 in college level courses is placed on the Dean's List.

At the time of graduation, a student's total academic record is reviewed to determine eligibility for recognition of outstanding academic achievement. If the student's cumulative grade point average for all college and vocational credit courses completed

at OWCC and at other prior institutions of higher education meets the standards, and if the student meets all other graduation requirements, he or she will be graduated with the appropriate level of recognition. The recognition will be posted on the diploma and the transcript. The levels of recognition include:

Highest Honors Cumulative GPA of 4.00
High Honors Cumulative GPA of 3.80 – 3.99
Honors Cumulative GPA of 3.50 – 3.79

❖ Standards of Academic Progress

The college has set academic standards ranging from recognition of excellence for superior progress to discontinuance of enrollment for inadequate progress towards these standards. In determining academic progress, college credit and vocational credit are combined. The standards apply to full and part-time students. They apply to those students who are seeking a degree or award and those who are not. A student's cumulative grade-point averages (CGPA) will include all work which is transferred from any previously attended institutions of higher education and not just selected courses. For part-time college-credit students, the cumulative grade-point average will not be computed for sub-standard academic performance until the student has attempted a minimum of twelve (12) cumulative college credit hours and thereafter, will be computed every term in which the student is enrolled.

Good Standing. A student is considered in academic good standing as long as the student maintains the appropriate cumulative grade-point average (GPA) specified in the following schedule for satisfactory academic progress. However, students who complete less than 50% of their attempted course work may be subject to additional advising requirements prior to future registration. Students on academic suspension are not considered to be in good standing:

<u>Credit Hours Attempted</u>	<u>Minimum Required CGPA</u>
12	1.50
24	1.70
36	1.80
48	1.90
60 or over	2.00

Not in Academic Good Standing. When students fail to achieve the schedule of credit hours with the appropriate cumulative GPA, the college may place certain restrictions on their future registrations and the courses for which they may enroll.

The college will notify the students of their standing via a statement on the grade mailer. In order to return to “Academic Good Standing”, a student must increase his/her cumulative grade point average for all work attempted to at least the level specified for “Academic Good Standing.” Students “Not in Academic Good Standing” are encouraged to take advantage of the tutorial services offered in the Academic Success Center.

There are three states of being while “Not in Academic Good Standing” and the following regulations apply to these states:

Academic Warning: The first time students fail to achieve “Academic Good Standing” (after twelve [12] credits have been accumulated), they will be placed on “Academic Warning”. They will be notified of this action and their records will be coded to reflect this status. Students who are placed into this status should meet with a counselor or academic advisor to determine what course of action will return them to “Academic Good Standing”. This will probably include repeating certain courses in which the student was unsuccessful or the timely scheduling of courses so as not to overtax the student’s time available for academic requirements.

Academic Probation: Students who are in the status of “Academic Warning” and fail to achieve “Academic Good Standing” at the end of that term, will be placed on “Academic Probation”. They will be notified and their records will be coded to reflect this status. Students who are placed into this status should meet with a counselor or academic advisor to determine what course of action will return them to “Academic Good Standing.” This will probably include repeating certain courses in which the student was unsuccessful or the timely scheduling of courses so as not to overtax the student’s time available for academic requirements. The student has one term to return to “Academic Good Standing.” Students who during this term achieve a semester GPA of “C” will be continued in this status one more term; however, veteran students are ineligible for VA benefits beyond two consecutive terms if they are on academic warning/academic probation. Veteran students who are removed from VA benefits following the second term of their academic warning/academic probation period may be recertified for veteran benefits only after attaining the minimum required grade point average.

Academic Suspension. Any student who has for one term been in the status of “Academic Probation” and has not attained a term GPA of “C” or better during that term shall be considered as not making satisfactory progress and will be suspended for a term. If the student is registered for credit courses in the next term, he/she will be administratively withdrawn from those courses and a refund will

be processed for any tuition/fees paid for term. In this status, a student is eligible to register only for non-credit continuing education courses. After the terms of the suspension have been met, upon return to the college, the student will be placed on “Academic Probation” and subject to the regulations under that state.

Students may appeal the decision of “Academic Suspension” through the Admissions Committee. Contact the Office of Enrollment Services (729-5373) for details. If approved, the student will meet with a counselor or an academic advisor to determine what course of action will return them to “Academic Good Standing”, and the student will be placed on “Academic Probation” and subject to the regulations under that state.

❖ ***Academic History: Grade Relief Option***

A student whose credits are ten or more years old may seek relief from the effect of those credits on his/her grade point average at OWCC by submitting a written request to the Vice President for Instruction. If the request is granted, it will apply to *all* credits and grades earned at OWCC prior to the date specified, and the student will not be permitted to count any of those credits toward graduation or program completion. The courses and grades will remain on the student’s permanent record (transcript), but will not be considered in grade point average computations at OWCC.

A student requesting this option should be aware that the relief may not be honored by other colleges and universities; other institutions may continue to consider the older credits and grades in evaluating the student’s work. Relief through this process does not excuse the student from restrictions related to repeating courses or from compliance with other applicable college policies.

❖ ***Credit by Alternative Means of Study***

OWCC will award credit for certain types of non-traditional study or credits earned through alternative means study. No more than 45 alternative study credits may be earned toward graduation in an A.A., A.A.S. or A.S. degree program; no more than 75% of the credits in a certificate program may be earned by alternate study. Alternative study methods covered under these limits include: Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Military Service School Credits, Correspondence Credits, OWCC Course Challenge Exam Option, and Credits through Prior

Learning Assessment. Credits for accelerated mechanisms defined under Florida rules and regulations will be awarded in accordance with Florida Administrative Code.

(AP) Advanced Placement Credits: Okaloosa-Walton Community College participates in the Advanced Placement Program conducted by the College Board. Advanced Placement Tests may be taken at participating high schools or centers. Upon receipt of official score reports from the College Board, college credits will be awarded as determined by the Registrar. Scores of 3, 4, and 5 will be accepted for credit. No credit will be allowed for scores of 1 or 2.

(CLEP) College Level Examination Program: College credits may be earned through the successful completion of general and subject level examinations. A 50th percentile score is required for credit. Upon receipt of official score reports from the College Board, specific courses in which credit may be awarded is determined by the Registrar under guidelines established by the State Board of Education. Application for CLEP exams may be made through OWCC's Testing Center, located in Student Services on the Niceville Campus.

(IB) International Baccalaureate: Students receiving the International Baccalaureate (IB) diploma will receive up to 30 college credits for scores of 4 or higher on both higher level and subsidiary level examinations. Students who do not receive the IB diploma will receive credit for scores of 5 or higher on higher level examinations only. Upon receipt of an official score report from the College Board, college credit will be awarded as determined by the Registrar.

Military Credit: A student enrolled in a recognized program and wishing to translate military service school credits into college credits should contact the Office of Enrollment Services. Active duty personnel must submit an official copy of the Department of Defense Form 295. Retired military personnel must submit a certified copy of the Department of Defense Form 214 (DD214). Students requesting credit for military schools completed in the Air Force must have an official transcript sent to the Office of Enrollment Services from the Community College of the Air Force (CCAF). Credits for military experiences will be granted according to the recommendations of the American Council on Education (ACE) as published in the latest edition of the *Guide to the Evaluation of the*

Educational Experience in the Armed Services. The final determination of credit is made by the Director of Enrollment Services. Most credits earned in this manner are not transferable to upper division schools and are not applicable to the A.A. degree.

**Course Challenge Examination Option
(Comprehensive Examination for Credit):**

Eligible students may earn credit in designated vocational and college credit courses through successful completion of an OWCC Course Challenge Examination. The comprehensive examination is intended to verify skills and knowledge acquired through prior learning experiences and is available for designated courses. Normally this examination is not available for credit in courses for which a CLEP examination is available; the challenge exam option is not available for college preparatory instruction or general education courses. To be eligible for a course challenge exam, the student:

- a) must be currently or previously enrolled at OWCC;
- b) must be in good academic standing at OWCC;
- c) must be otherwise eligible for enrollment in the course (e.g. have met placement and prerequisite standards, be within the allowable number of course attempts);
- d) must not be currently enrolled in the course;
- e) must not previously have received a grade in the course (except "W");
- f) must not have been enrolled in the course for at least one full term previous to the request term;
- g) must not previously have attempted to challenge the course;
- h) must have completed the appropriate request forms, obtained the appropriate approvals, and paid the established fee.

If the student passes the examination, he/she will receive full credit for the course with a transcript grade of "S"; if the student fails the exam, no grade will be recorded on the transcript. Credits will be withheld from the transcript until or unless the student meets the OWCC residency requirement.

❖ ***Articulation of Vocational Courses/Credits***

OWCC may award credit for certain types of non-traditional study such as Tech Prep, Certified Professional Secretary Exam, Child Development Associate Certification, Licensed Practical Nurse (LPN) Bridge, External PSAV to PSV or Internal PSAV to PSV agreements, or other such agreements. Credits awarded through these means will be documented on the OWCC Articulation Analysis form, which will reside in the student's permanent file in Enrollment Services. Credits received through these methods may not be transferable or applicable to the A.A. degree.

Students who complete a diploma or certificate from a vocational or technical school at less than the college level may receive credit toward partial completion of a related technical program at OWCC. Credit is awarded based upon the nature of the training, current skill levels, and relationship to OWCC program standards. The amount of credit awarded will depend upon established articulation agreements, skill assessment and departmental recommendations. Students receiving credit under this option must complete fifteen credits in residence at OWCC before the alternate credits will appear on the student's permanent record (transcript). Additional minimum grade or course requirements, as well as demonstration of competencies may also be required.

Students who complete a vocational school certificate program, which is contained in an approved articulation agreement with OWCC, will receive credit toward completion of a related technical program at the college per the details of the agreement. Credits received in this manner may not be transferable to upper division schools nor be applicable to the A.A. degree.

Students who complete a vocational credit certificate at OWCC may receive credit toward partial completion of a related technical program at the college according to the credit/competency equivalents established by the College Curriculum Committee.

❖ ***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 and vocational-technical courses may apply only toward an A.A.S., A.S.

degree or Technical 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 OWCC Registrar according to the ACE Guide. DANTES/USAFI credits will be evaluated by the OWCC Registrar in keeping with the state of Florida Articulation Agreement between community colleges and universities. Credits received in this manner may not be transferable nor be applicable to the A.A. degree.

❖ ***Servicemembers Opportunity College***

Okaloosa-Walton Community College subscribes to the principles of the Servicemembers Opportunity College 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-duty service persons (maximum 45 credit hours). Active-duty personnel stationed at Eglin Air Force Base and Hurlburt Field who have earned a minimum of 15 approved degree credits from OWCC may transfer other approved credits back to OWCC from any accredited college or university to be applied toward the associate degree. Interested personnel should consult with Okaloosa-Walton Community College's educational advisor in the college's on-base office or with their Education Services Officer for complete details regarding the SOC.

❖ ***Distance Learning***

OWCC offers students the flexibility of earning course credits through various forms of distance learning. Through a creative mix of textbooks, television, Internet, study guides, written assignments, exams, e-mail, and ongoing communications with faculty, students may take control of their own education by working and learning at times and places convenient to them.

Both general education and elective courses are offered as distance learning. Students choose courses designed in the following instructional delivery methods:

- On-line, Internet-based classes
- Text-based classes
- Television/Video classes
- Text-based classes with on-line instructional support options

All OWCC distance learning courses are taught by faculty who hold credentials in the relevant subject matter. Distance learning courses may be applied toward graduation requirements, are transferable, and offer the same credits as their traditional classroom counterparts. Distance learning courses are subject to the same rules as traditional, in-class courses for refunds, prerequisites, placement, withdrawal, repeat rules, grading, and other academic policies, and distance learning students have access to the same college services (LRC, tutorial labs, computer labs, advising, etc.) that are available to traditional classroom students.

Depending on student eligibility, financial assistance is generally available for distance learning courses in the same manner as it is for traditional courses.

For more information, contact the Distance Learning Office at (850) 863-0701 or consult the OWCC Web site.

❖ ***College Preparatory Instruction***

College preparatory courses are provided for high school graduates who are identified as needing additional academic background or refresher work in computation and/or communications skills before pursuit of college credit courses. These courses provide competency-based instruction in the areas of reading, English/writing, and mathematics. College prep courses do not apply toward A.A., A.S., A.A.S., A.T.D. or certificate program requirements, but may meet prerequisites for continued pursuit of college credit courses.

Required Enrollment in College Prep Courses

Students whose entry level placement scores are below the levels specified in Florida Administrative Code are required to enroll in the appropriate college prep courses before attempting college credit work in those areas. Students whose placement scores fall below the minimum in the computation area must satisfy the appropriate college preparatory mathematics requirement prior to enrollment in any college credit mathematics course or in any college credit course for which a college credit math course is a prerequisite. Students whose placement scores fall below the minimum in the English area must satisfy the appropriate college prep English requirement prior to enrollment in any college credit English or Gordon Rule writing courses. (Refer to "Entry-Level Testing" on page 7 of the Admissions Section of this catalog.)

Once the college preparatory requirement is satisfied, the student may progress to college credit courses in the subject area. Successful completion of the college preparatory requirement is defined as:

a) a grade of "C" or higher in each required college prep course *and* b) attainment of a passing score on each required college prep exit examination (see page 51). A student may also progress to college credit work if he/she demonstrates a satisfactory placement exam score in the appropriate subject area.

Full-time degree-seeking students **must** begin prep instruction in their first term of enrollment as a degree-seeker and continue in the appropriate college prep sequence until they have successfully satisfied all preparatory requirements. Part-time students who have accumulated twelve (12) or more credits **must** begin their college prep courses and continue in the appropriate college prep sequence until they have satisfied all prep requirements. Once required to begin college prep instruction, the student must enroll in at least one college prep course each term of enrollment until the prep requirement is satisfied. In certain circumstances, attainment of the appropriate placement score may be sufficient to permit the student to progress to college credit courses.

Students enrolled in college prep courses may, at the same time, take college credit courses for which they are qualified. In this manner, a student may begin earning credits that apply toward his/her program of study while completing college prep requirements.

Non-degree seeking students, students who have successfully completed appropriate college credit course work in English, mathematics, and/or reading, and students who have already completed an A.A. or higher level degree may be excused from college preparatory instruction. In such cases, official verification of previous course work or degree is required.

Required Enrollment for College Preparatory Students in Credit Student Development Classes

Several courses focusing on college and personal success strategies are offered throughout the college year. These credit courses can be used as an elective in most degree programs. SLS 1101 is a required course for all students enrolled in the first level of preparatory instruction of reading and English. Students whose entry level placement scores in either the English or reading sub-test of the FCPT place them in the first level of instruction in reading and/or English must take SLS 1101 during their first term of enrollment.

Alternatives for Traditional College Preparatory Instruction

Florida law requires that all students whose placement test scores indicate the need for remediation be given the opportunity to satisfy the remediation

requirement through traditional college preparatory instruction or through alternate instructional options. Examples of alternate options include independent study, non-credit courses, and instruction through other colleges and private providers. Students who elect to pursue an alternate option may enroll in up to twelve credits of other college courses. To continue enrollment after completion of twelve credits, the student must 1) retake the FCPT and demonstrate an appropriate cut-off score, 2) provide official transcripts showing successful completion of an equivalent college preparatory course at another accredited institution, or 3) enroll in traditional college preparatory course(s) at OWCC. A detailed list of alternate options is available through the Office of Instruction or at any OWCC placement testing site or student services office.

Students who elect to pursue one of the alternate options must meet with an OWCC advisor prior to discuss the impact of the choice on his/her degree progress. In addition, student should be aware of the following.

- **OWCC can certify and recommend on those instructional options offered through OWCC and does not endorse, recommend, evaluate or rank any other providers or alternative.**
- **Students who pursue options other than college preparatory classes must retake and pass the college placement test before advancing to college courses.**
- **Students who are receiving financial aid, military tuition assistance, or VA benefits should consult with the financial aid office regarding the impact of alternate options on their benefits.**

College Preparatory Exit Examination

Beginning with the Fall 1998 Term, Florida Statutes require that a student successfully complete a college preparatory exit examination at the close of each college prep course sequence in which he/she is required to enroll. Accordingly, an exit examination will be administered in each prep subject area in coordination with the final course in the college prep English, mathematics, and reading sequences. In order to proceed into college credit course work in the subject area, a student must successfully complete *both* the college prep course and the appropriate exit examination.

Elective Enrollment in College Prep Courses

Students whose placement scores are above the established minimum level may still enroll in college preparatory courses if such enrollment would enhance future academic success. Many students

find the courses an excellent way to refresh skills learned in the past. However, as college prep courses do not apply toward program completion, students are advised to enroll in prep courses only after very careful consideration. Students receiving financial aid or veterans benefits should consult with an advisor prior to enrolling in college prep courses in these circumstances.

Repeat Enrollments/Attempts in College Preparatory Courses

Per Florida Statute, a student is eligible for no more than three attempts to successfully complete a given college preparatory course. All official enrollments after summer of 1997 are considered attempts, regardless of the grade received. However, if a withdrawal is processed prior to the close of the Drop/Add period, or if audit status is granted prior to the close of the Drop/Add period, the enrollment will not be counted as an attempt. Students may not audit a college prep course unless advance approval is granted through the Office of the Vice President for Instruction. If a student receives a grade of D, F, W, X, or U in a college preparatory course, he/she may repeat the course to improve the grade and meet prep requirements. On the third attempt, however, the student will be awarded the letter grade earned (A, B, C, D, F, S, U, or P) and will not be allowed to withdraw or to re-enroll. The prohibition for re-enrollment extends to any public postsecondary institution in Florida.

Once a student has exhausted his/her course attempts in a given college prep area, the only ways to satisfy the prep requirement are: a) retake the placement examination and demonstrate a score above the established minimum for that subject area, or b) provide documentation of successful completion of an equivalent or higher-level course at a private postsecondary institution.

Students not eligible to re-enroll in a given college prep course may, however, continue enrollment at OWCC in other prep courses, or in other courses for which they are eligible. In the latter case, an appeal through the Office of Instruction may be necessary to continue enrollment. College prep students should work closely with an advisor to determine the best plan under such circumstances.

Florida Statutes also mandate that after the second attempt in a given college preparatory course, a student will be required to pay the full cost of instruction (approximately four times the usual matriculation fees) to repeat the course. In documented cases of financial hardship or extenuating circumstances, an

exception to the full cost requirement may be granted. Exceptions must be appealed through the Office of the Vice President for Instruction or the Office of Enrollment Services prior to registration.

Alternatives for Students No Longer Eligible for College Prep Enrollment

Once a student has exhausted his/her course attempts in a given college prep area, the only ways to satisfy the prep requirement are: a) retake the placement examination and demonstrate a score above the established minimum for that subject area, or b) provide documentation of successful completion of an equivalent or higher-level course at a private postsecondary institution.

OWCC is committed to student success and has developed several strategies for students in this circumstance. The student should work closely with an advisor to identify alternatives for which he/she is eligible and to develop a plan for continued study. These strategies are also appropriate for an individual who is subject to the full cost requirement and is unable to afford the increased cost of enrollment.

1. The student may continue enrollment in other appropriate college prep courses, or continue enrollment in other appropriate college prep and college credit courses and pursue one of or a combination of the following strategies. After an appropriate skill-building effort, the student may then retake the placement exam.
 - Enroll in an appropriate alternate college prep course in the subject area
 - Enroll in an OWCC adult basic education class(es) to build skills in the given area
 - Pursue individualized study in the OWCC Academic Success Center and/or Math Lab to build skills in the given area
 - Work with an OWCC tutor to build skills in the given area
 - Enroll in an OWCC non-credit basic skill refresher course in the given subject/skill area
 - Attend an OWCC Skill Refresher Workshop(s) in the given subject/skill area

2. The student may consider a revised program of study which does not carry a college preparatory requirement. OWCC offers several college credit and vocational credit certificates for which placement testing and college prep instruction are not applicable. Students pursuing an A.S. degree may wish to change to a companion college credit certificate which offers the technical skills needed for employment. After completion of the certificate courses, the student may acquire sufficient skills to perform better on the placement examination and eventually progress to an associate degree program of study. See the "Certificates" section of this catalog.
3. The student may temporarily "stop-out" of credit courses, concentrate on skill development, through his/her own resources, then retake the placement examination.
4. The student may enroll in an equivalent or higher level course in the subject area at a private postsecondary institution. Upon successful completion of that course work, the student may transfer the course back to OWCC and/or re-take the placement exam. Students wishing to pursue this option should work closely with an advisor to be sure the alternate course(s) selected will satisfy the prep



The Associate of Arts degree program provides full transfer of credit for students who wish to pursue a bachelor's degree.

requirement. Ideally, the student should submit a transient study form and secure advance approval. Depending on the nature and level of the transfer course, the student may still need to demonstrate minimum skills through the placement exam.

❖ **English Course Sequence**¹

Students with FCPT English scores¹ greater than or equal to 83 and less than 92 may be required to enroll in LIN 1670 Writing and Grammar. LIN 1670 is a college credit course that serves as a prerequisite to other higher level college credit English courses. LIN 1670 may be used as an elective, but does not meet Gordon Rule requirements for A.A. transfer students. LIN 1670 may be used to meet general education requirements by non-transfer A.A.S. students.

Students with FCPT English scores of 92 or higher may enroll in ENC 1101 English Composition I.

Students with FCPT English placement scores of less than 83 must enroll in college preparatory courses as prerequisite to enrolling in any college credit English or humanities courses.

❖ **Mathematics Course Sequence**¹

Students with FCPT math scores greater than or equal to 72 and less than 90 must enroll in MAT 1033A Intermediate Algebra. MAT1033A is a college credit course that serves as a prerequisite to other higher level college credit math courses. MAT 1033A may be used as an elective, but does not meet Gordon Rule requirements for A.A. or A.S. transfer students.

MAT 1033A Intermediate Algebra, MTB 1103 Business Mathematics, MTB 1321 Technical Math I or MTB 1132 Technical Math II may be used to meet general education requirements only by non-transfer A.A.S. students (see page 76).

Students with FCPT math scores greater than or equal to 90 should consult with an advisor to determine the mathematics courses most appropriate for their background and program of study. Students with FCPT math placement scores of less than 72 must enroll in college preparatory courses as prerequisite to enrolling in college credit mathematics courses.

❖ **Reading Course Sequence**¹

Students with FCPT reading scores of less than 83 must enroll in college preparatory reading courses. Students with FCPT reading scores of 83 or higher may enroll in any college credit reading course.

❖ **College Level Academic Skills Test (CLAST)**

The CLAST tests communication and computation skills judged by state university and community college faculty to be associated with successful performance in higher education. The test is administered to students seeking an Associate of Arts degree, those seeking the Associate in Science Degree and are seeking admission to upper division programs in state universities in Florida, as well as to university students. It is required by Florida Statutes and by Administrative Rules of the State Board of Education. In order to receive an Associate of Arts degree, or be classified as an upper division university student, a student must either pass all subtests of the CLAST, be granted a waiver, or be exempt from the testing requirement under the CLAST Alternative rule (see CLAST Alternative). CLAST is required for all K-12 teachers seeking employment in Florida. Students seeking transfer to an upper division teacher education program in Florida must successfully complete the CLAST. A student may register for CLAST upon completion of 18 college credit hours under the conditions listed below:

First Time Test Takers

Communications: Students will be eligible to register for the Essay, Reading, and English Language Skills subtests when they have successfully completed or are currently enrolled in ENC 1102 English Composition II.

Mathematics: Student will be eligible to register for Mathematics subtest when they have successfully completed six hours of Gordon Rule math courses or when they are enrolled in their second Gordon Rule course.

¹At catalog press time placement cut-off scores were under review and may change. Consult the Schedule of Classes for the most current information.

Retesting

Communications and Mathematics: Successful completion of the appropriate CLAST review course or pre-approved equivalent supervised review program is required prior to retesting. The actual requirements will be determined on an individual basis by representatives from the math and communications departments. Individual prescriptions for preparation will be written for each student who wishes to prepare for retesting.

Effective for any term beginning after August 1, 1984, the State Board of Education established minimum CLAST score standards for the award of the Associate in Arts degree and admission to upper division status in state universities in Florida. Beginning October 1, 1992, the following minimum scores were established; Reading 295, Writing 295, Mathematics 295, and Essay 6.

Waiver

Students who have taken any of the four (4) subtests of the CLAST at least four (4) times and have not earned a passing score on the subtest but have otherwise earned a minimum grade point average of 2.0 in all college credit courses in that same subject area and met the requirements defined in Rule 6A 10.030, FAC., for that area may appeal to the CLAST Waiver Committee for a waiver from that subtest. In considering a request for a waiver from any subtest, the CLAST Waiver Committee shall determine whether the student has demonstrated sufficient effort to pass the subtest and has satisfactorily completed remediation studies related to the failed subtest.

Students with a documented learning disability may request a waiver of one or more sections of the CLAST, depending on their disability. All requests must be submitted in writing, along with verification of the learning disability, to the Vice President for Instruction.

The Office of Student Services on the Niceville Campus and the counselors/advisors at all other locations provide information on how and when to apply to take the CLAST. The Vice President for Instruction can provide a list of CLAST skills and identify where the communication and computation skills are taught in the curriculum.

❖ CLAST Alternative

Florida Administrative Code (F.A.C. Rule 6A-10.0311), which was passed by the State Board of Education October 21, 1997, allows a student to be exempt from selected CLAST subtests under the following circumstances:

1. Students who have earned a grade point average of 2.5 or above in selected postsecondary level courses shall be exempt from one or more sections of CLAST as follows:
 - To exempt the *English Language Skills, Reading and Essay* sections of CLAST, the student must have earned a 2.5 grade point average in ENC 1101 and ENC 1102.
 - To exempt the *Computation* section of the CLAST, the student must have earned a 2.5 grade point average in two (2) A.A. general education mathematics courses listed on page 61.
2. Students who have earned the following score(s) on either *the Scholastic Achievement Test (SAT-I)*, or the *American College Testing Program (ACT)* shall be exempt from one or more sections of CLAST as follows:
 - To exempt the English Language Skills, and Essay sections of CLAST, the student must have a score of 500 on the SAT-I or a 21 on the ACT English examination.
 - To exempt the Reading Section of the CLAST, the student must have a score of 500 on the SAT-I or a 22 on the ACT reading examination.
 - To exempt the Computation section of the CLAST, the student must have a score of 500 on SAT-I or a 21 on the ACT mathematics examination.

❖ CLAST Dates

The CLAST test will be given on the times listed below. Notices regarding CLAST application deadlines are published in the College Calendar, the Schedule of Classes each term, the OWCC Connection, and on the college Internet site.

Test Date

October 6, 2001
February 16, 2002
June 1, 2002

Deadline to Register

September 1, 2001
January 18, 2002
May 3, 2002

CLAST Computer-Adaptive-Testing (CAT) is administered weekly. Contact 729-OWCC (6922) for more information.

❖ **Test of Adult Basic Education (TABE)**

The TABE Test is required for students enrolling in most vocational credit certificate programs (PSAV) and is administered at the Niceville campus. Students who are registered to take the TABE test for programs other than OWCC programs, should contact the Testing Center at 729-6922 regarding test administration dates and times. There is a \$10 testing fee for individuals who take the TABE test for non-OWCC programs.

❖ **Graduation Requirements**

General requirements for graduation from Okaloosa-Walton Community College must be met by all students seeking a degree or certificate without regard to the specific degree/certificate to be awarded. Final responsibility for all graduation requirements rests with the student. If the student is in doubt about course, program, or college requirements, he/she should contact an advisor for clarification and guidance. During the next to last term of enrollment, the student should contact an advisor or the Office of Enrollment Services to ensure all graduation requirements can be met as expected.

Effective Catalog Policy

Students who maintain continuous OWCC enrollment by completing at least one college preparatory, college credit or vocational credit course each academic year beginning with the student's first term of enrollment have the option of graduating under either the catalog in place at the time the continuous enrollment begins or the catalog in place at the time graduation requirements are completed, provided no more than five academic years have elapsed since the student's first term of enrollment in the program. If the continuous enrollment requirement is not met or if the time period exceeds five academic years, the student must comply with the catalog in effect at the time of readmittance or the catalog in effect at the time of graduation. Requests for exception to this policy may be submitted in writing through the Director of Enrollment Services to the Vice President for Instruction.

Graduation Requirements for All Degrees and Certificates

Students seeking an Associate of Arts, Associate of Science or Associate of Applied Science Degree or a Technical Certificate (Applied Technology Diploma, College Credit Certificate or Vocational

Credit Certificate) must meet all of the following graduation requirements.

1. Complete the requirements as specified in the program of study from which the student wishes to graduate, as well as satisfy any other applicable state or college requirements.
2. Satisfy all outstanding obligations, financial or otherwise, to the college.
3. Complete all applicable admissions requirements.
4. Make application for graduation by the deadlines established.

Additional Graduation Requirements for the Associate of Arts Degree

In addition to the general college graduation requirements, students seeking the Associate of Arts degree must also meet the following requirements.

1. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued at OWCC.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at OWCC or by transfer.
3. Satisfy the College Level Academic Skills Test (CLAST) requirement.
4. Complete A.A. General Education requirements, including all Gordon Rule course requirements with minimum grades ("C").
5. Complete a minimum of sixty (60) college credits applicable toward the A.A. Degree.
6. Complete at least fifteen (15) credits in residence at OWCC. Normally these credits will be completed in the final term of enrollment.

Additional Requirements for the Associate of Science Degree

1. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued at OWCC.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at OWCC or by transfer.
3. Complete A.S. General Education requirements, including all Gordon Rule course requirements with minimum grades ("C").
4. Complete at least fifteen (15) credits in residence at OWCC. Normally these credits will be completed in the final term of enrollment.

Additional Requirements for the Associate of Applied Science Degree

1. Maintain a cumulative grade point average of not less than 2.00 in all college credit course work pursued for the degree.
2. Maintain a cumulative grade point average of not less than 2.00 in all college credit course work pursued at OWCC, unless an exception is granted by formal appeal to the Office of Instruction.
3. Complete the A.A.S. General Education requirements as appropriate.
4. Complete at least fifteen (15) program credits in residence at OWCC. Normally these credits will be completed in the final term of enrollment.

Additional Requirements for Applied Technology Diploma and College and Vocational Credit Certificates

1. Maintain a cumulative grade point average of not less than 2.00 in all coursework pursued for the certificate or diploma.

2. Complete at least 25% of the certificate or diploma course work in residence at OWCC. Normally these credits will be completed in the final term of enrollment.
3. For the vocational certificate only, meet the basic communications, reading, and mathematics skill levels specified for the program of study.

Graduation Check

Contact your advisor or counselor by mid-term of the term prior to the one in which graduation is anticipated. You should have at least 40 hours completed toward your degree at the time you schedule an appointment to have your records checked.

Diplomas

Diplomas are available approximately three (3) weeks after students graduate. Diplomas will be mailed or, by special arrangement, can be picked up at the Office of Enrollment Services after showing a pictured I.D.



The two AmeriCorps programs at OWCC are part of the AmeriCorps national service network. In Okaloosa and Walton counties AmeriCorps members focus on reading and school success, and are trained to tutor K-5 students and mentor 6-12 students.

PROGRAMS OF STUDY

Okaloosa-Walton Community College offers three types of degree programs and several certificate options, as well as adult education, high school equivalency instruction, and non-credit continuing education. A program of study may also be custom developed to meet the needs of an individual student. Many of the program options are designed to provide educational ladders for students who wish to alternate their college studies with employment or to work while attending college.

❖ *Associate of Arts Degree (A.A. Degree)*

The A.A. Degree represents the first two years of the four-year bachelor's degree and is generally referred to as the two-year transfer degree. Completion of the A.A. Degree, which consists of 36 general education credits and 24 college credit electives, prepares the student to continue studies at the university level. Although the number of credits and specific courses required for a bachelor's degree may vary across upper-division schools, the Florida community colleges and universities enjoy an articulation agreement which guarantees certain transfer rights for students who complete the A.A. Degree. See the "Student Bill of Rights" and the A.A. Degree requirements later in this section.

❖ *Associate of Science Degree (A.S. Degree)*

The A.S. Degree provides students with college credit curricula designed to prepare them for employment in various semi-professional, technical, and supervisory fields. The A.S. Degree programs include a minimum of 60 college credit hours, of which at least 18 are general education courses. Students may earn multiple A.S. Degree programs. The A.S. Degree is not generally intended for transfer, however, many students eventually pursue upper division study after completing the A.S. Degree. In recognition of this practice, the general education courses required for the A.S. Degree meet all applicable Gordon Rule standards and minimum grade requirements; all are transferable as general education credits to upper division institutions in the Florida State University System. Many of the technical courses in the A.S. degree are also transferable, but students should work closely with an advisor in selecting technical courses if transfer is an eventual goal. Students may earn multiple A.S. Degrees provided the program requirements are satisfied for each separate degree.

❖ *Associate of Applied Science Degree (A.A.S. Degree)*

The A.A.S. Degree is a two-year, non-transfer college credit curricula designed to prepare students for employment in various technical and semi-professional fields. The A.A.S. degree consists of a minimum of 60 college credits, of which at least 18 are general education courses. Because the A.A.S. Degree is not intended for transfer, the selection of general education and technical courses is broader and more flexible than that of the A.S. Degree. Students may earn multiple A.A.S. Degrees provided the program requirements are satisfied for each separate degree.

❖ *Certificate Technical Education Programs*

OWCC offers a variety of short-term programs referred to as certificates or diplomas. All are designed to provide students with the skills necessary for entry into employment. A **College Credit (Technical) Certificate** is awarded for the completion of a program of instruction of fewer than 60 credits of college-level courses, which are a part of any A.S. Degree program offered in the State of Florida. Many technical certificates represent all or part of the non-general education requirements for a specific A.S. or A.A.S. Degree and can serve as the first step toward completion of that degree. An **Applied Technology Diploma (ATD)** is awarded for the completion of a specific short term program of study approximately 30 college credits in length. All ATD courses are applicable to the A.A.S. Degree or A.S. Degree in the same subject/career area. A **Vocational Certificate** is awarded for the completion of the vocational credits prescribed in a planned program of study in a specific professional, technical, or career area. Normally, a vocational certificate is a short-term program designed to be completed in less than a year.

❖ Achievement Award

A student who has successfully completed a given set of skill courses within a particular degree or certificate program may be recognized for his/her mastery of these competencies with an OWCC Achievement Award. Although the award does not indicate completion of an official, approved program of study, it does verify the student's proficiency with a specified group of skills. Achievement awards are not noted on the student's transcript or permanent record, however the student will receive an OWCC achievement certificate that may be presented to an employer or agency as a record of this educational milestone.

❖ Adult General Education

OWCC offers a comprehensive program of non-credit instruction designed to improve the employability and life skills of adult students. Courses are offered in literacy, adult basic education, English-as-a-Second-Language, GED preparation, basic skills review, and vocational preparatory skills. Call 729-5387.

❖ Continuing Education and Professional Development

Non-credit continuing education courses provide an opportunity to increase occupational efficiency, enhance leisure time, or pursue personal development goals. Typical subjects range from computer skills, insurance, and supervision, to painting, gardening, cooking, and exercise. Instruction is offered through a variety of programs, including *PRIME TIME* (Positive Retirement through Imaginative Education) and the *Institute for Professional Development*. Continuing Education Units (CEU's) may be earned upon completion of certain continuing education courses. CEU's allow individuals to accumulate, update, and transfer their records of professional development. Call 729-6085.

❖ Distance Learning

OWCC offers students the flexibility of earning course credits through various forms of distance learning. Through these fully accredited courses, students may take control of their own education by working and learning at times and places convenient to them. Distance learning courses may be transferable, applied toward graduation requirements, and offer the same credits as their traditional classroom counterparts.

Both general education and elective courses are offered as distance learning. Students choose courses designed in several instructional delivery methods, including on-line, Internet-based classes, text-based classes, television/video classes, and text-based classes with on-line instructional support options. Call the Distance Learning office at the Fort Walton Beach campus at 863-0701 or e-mail distancelearning@owcc.net.

❖ Bachelor of Arts

Through a joint program with the University of West Florida, a Bachelor of Arts in Interdisciplinary Arts/Humanities is offered at the OWCC Arts Center in Niceville. Students may choose from various areas of concentration, including visual arts, dance, music, theater, technical theater, music performance, commercial music, humanities, arts administration and environmental studies. The program is designed for graduating high school and community college students who wish to earn a bachelor's degree without leaving the Arts Center. Call 729-4933.



Distance Learning at OWCC includes a variety of courses taught via the internet.

GENERAL EDUCATION PROGRAM

All Okaloosa-Walton Community College degree programs contain both specialized courses and general education courses. Associate of Arts students complete at least thirty-six (36) general education credits from five subject area categories. Associate of Science and Associate of Applied Science students complete at least eighteen (18) general education credits from five (5) subject areas. The general education component of each program is designed to further the mission and goals of the college by providing students with the opportunity to develop:

- skills for effective oral and written communication, computation, and computer technology;
- analytical, problem-solving and critical thinking skills;
- the foundation knowledge and skills on which the student may build professional or occupational competence;
- an understanding of and respect for society, the physical environment, and the scientific, cultural, and aesthetic aspects of the world; and
- the desire and foundation for lifelong learning.

The OWCC General Education Program is designed to conform to all applicable regional accreditation criteria, Florida State Board of Education Rules, and the Florida Statewide Articulation Agreement. To that end, the program incorporates a computer technology component, an oral communication requirement, and minimum grade and writing requirements as stipulated in Florida's "Gordon Rule."

❖ Technology-Across-the-Curriculum

Competence in basic computer technology skills is an essential component of twenty-first century life. Accordingly, OWCC has incorporated computer technology throughout its programs and courses. Each two-year degree program contains at least one course which requires the student to demonstrate fundamental computer skills. All ENC 1101 (English Composition) classes are taught in a computer classroom and students are required to complete assignments and other activities via the personal computer. CGS 1100 (Microcomputer Applications) is a requirement or prerequisite course in many A.S. and A.A.S. degrees. Other courses such as BSC 1085C (Anatomy and Physiology I), ACG 2001 (Accounting I), EME 2040 (Introduction to Educational Technology), and MUT 1121 Music Theory are either taught in a computer lab or specify computerized learning activities. In support of the computer technology requirement, OWCC offers student access to open computer labs at all college sites.

A.A. and A.S. degree-seeking students will meet the computer technology skill requirement through completion of ENC 1101 and/or CGS 1100 and may encounter more advanced computer skills in other elective, technical or general education courses. A.A.S. degree-seeking students will meet the computer technology skill requirement through completion of ENC 1101, CGS 1100, or another designated course among the technical credits for the specific degree program. See the course descriptions section of this catalog for the courses designated as part of the Technology-Across-the-Curriculum program.

❖ Writing-Across-the-Curriculum

All associate degree students must complete at least one three-credit writing class as part of their general education program. Additional writing activities are required in all general education humanities courses. Associate of Arts students must complete at least 24,000 words in graded writing activities through successful completion of twelve (12) to fourteen (14) college credits from the general education communication and humanities subject areas.

❖ Oral Communication – Speaking Across-the-Curriculum

Oral communication is an integral part of the OWCC general education program, thus several general education courses include graded activities designed to build speaking and communication skills. All A.A., A.S., and A.A.S. degree-seekers must satisfy an oral communication requirement and may do so by completing at least one of the general education courses designated as part of the Speaking-Across the-Curriculum component of the General Education Program. Students who successfully complete other speech, forensics, or oral interpretation courses may request that such courses be used to satisfy this requirement. See page 63 and 64 for specific courses.

❖ ***Minimum Grades in General Education Courses***

Florida's "Gordon Rule" includes a legislative mandate that all associate of arts graduates successfully complete specific math and writing requirements. A.A. graduates must have successfully completed at least 24,000 words of graded writing assignments and at least six credits of mathematics at the college algebra or higher level. Accordingly, all A.A. and A.S. degree-seekers must earn a grade of "C" or higher in each communications or humanities course used to satisfy general education requirements, whether the credits are earned at OWCC or elsewhere; and all A.A. and A.S. degree-seekers must earn a grade of "C" or higher in each mathematics course used to satisfy general education requirements, whether the credits are earned at OWCC or elsewhere.



OWCC operates two campuses and four centers in Okaloosa and Walton Counties. The Fort Walton Beach Campus is a joint campus with the University of West Florida.

ASSOCIATE OF ARTS (A.A.) DEGREE

The Associate of Arts Degree is equivalent to the first two years of a bachelor's degree program and is offered for those students planning to transfer to a four-year institution to complete the last two years of a bachelor's degree program. The A.A. Degree is awarded upon satisfactory completion of 60 credit hours of general education and college credit electives, attainment of the appropriate minimum grade point averages, CLAST requirements, and completion of all other applicable college graduation requirements, including the Speaking-Across-the-Curriculum and computer literacy requirements.

A.A. Degree students should work closely with a counselor or faculty advisor to select the appropriate courses to meet their degree goals.

❖ A.A. Degree Requirements

The A.A. Degree curriculum requires the following.

1. Complete a minimum of 60 college credits per the following distribution.
 - A. Complete 36 credit hours of general education courses distributed appropriately across the Communications, Humanities, Social Sciences, Mathematics, and Natural Sciences, and General Education Elective Categories presented on pages 63 & 64.
 - B. Complete 24 credit hours of college credit electives. (Students should consult with a counselor or advisor to select the electives most appropriate to their intended baccalaureate program.)
2. Meet the minimum grade and writing requirements specified in FAC Rule 6A-10.030 (the "Gordon Rule"):
 - Attain a grade of "C" or higher in each Gordon Rule writing course (any general education course from the Communications or Humanities Categories), whether credits in such courses are earned at OWCC or elsewhere.
 - Complete the 24,000 word Gordon Rule writing requirement; (students who complete 6-7 credits each from the Communications and Humanities Categories will satisfy this requirement).
 - Attain a grade of "C" or higher in each Gordon Rule mathematics course (any course from the Mathematics Category that is used to meet A.A. general education requirements), whether credits in such courses are earned at OWCC or elsewhere.
3. Satisfy the College-Level Academic Skills Test (CLAST) requirements.
4. Complete at least 15 credits at OWCC; (normally, an A.A. Degree seeking student will

be required to complete his/her last fifteen credits at OWCC).

5. Maintain minimum GPA standards as specified in the graduation requirements section of this catalog.
6. Meet all general college graduation requirements.

Custom Designed Associate of Arts Degree Programs. Students who wish to pursue a planned program of transfer studies customized to meet the requirements of a specific program or upper-division school may request development of a customized A.A. Degree plan by submitting a written request to the Vice President for Instruction. If approved, the student will work with an advisor from the specialty area to develop his/her sequence of courses. Customized plans must accommodate the OWCC general education requirements, as well as all applicable college graduation policies.

Transferring to a Four-Year College or University within the State of Florida. OWCC faculty members, counselors and advisors will gladly assist students in achieving a smooth transfer to senior institutions in Florida. Liaison representatives from the respective public institutions in the state are eager to help OWCC. Several of the liaisons make regular visits to campus and will meet directly with students to answer questions. The names of the liaisons and dates of upcoming visits are available in the Office of Enrollment Services. In addition, Common Prerequisite Manuals for the Florida State University System, as well as many university catalogs are available in the Learning Resources Center and the student services areas at each college location.

It is desirable that students transferring to a senior institution plan their program so that common prerequisites can be completed for the upper-division transfer school for their major. It is best for the student to complete the entire two-year degree program prior to transfer, as A.A. graduates who transfer to one of the institutions in the Florida State University System enjoy certain protections under

the statewide articulation agreement. These rights are presented in the "Student Bill of Rights" below.

While OWCC offers the necessary prerequisites for all of the State of Florida University Baccalaureate Programs beginning on page 65, degree plans for the most common A.A. transfer programs and the articulation agreement between OWCC and Florida A & M University (FAMU) pre-architecture program are listed beginning on page 68. Students are encouraged to consult a current catalog from the upper-division school where they plan to transfer in addition to meeting with an OWCC advisor or faculty member to acquire an official program plan of study for their intended major.

Special Foreign Language Requirements for Entry into Upper-Level Florida Universities.

Effective August 1, 1990, according to requirements of the Florida Board of Regents, new applicants to any of the state universities must have completed two years of one foreign language in high school, or eight-ten credit hours in one foreign language at the college level. There are two exceptions to this requirement: 1) students who received an A.A. Degree prior to September 1, 1989, or 2) students who enrolled in a program leading to an A.A. Degree prior to August 1, 1989 and maintained continuous enrollment. Students who are not exempt but fail to satisfy the requirement, **may** be admitted to the university as part of the 5% admissions exceptions group but will be required to complete eight-ten credit hours in one foreign language as a graduation requirement, regardless of the requirements in the student's major. Students transferring into the Florida SUS without an A.A. Degree or fewer than 60 transferable credits must meet this foreign language requirement before going on to the upper division. OWCC offers the necessary coursework in French, Spanish, and American Sign Language (ASL) to meet the Florida SUS admission requirements.

❖ Student Bill of Rights

Florida Community College Associate of Arts graduates are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

1. Admission to one of the state universities, except to limited access* programs.
2. Acceptance of at least 60 credit hours by the state university toward the baccalaureate degree.
3. Adherence to university requirements and policies based on the catalog in effect at the

time the student first entered a community college, provided the student maintains continuous enrollment.

4. Transfer of equivalent courses under the Statewide Course Numbering System.
5. Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, AP, PEP, Dual Enrollment, Early Admission and International Baccalaureate).
6. No additional General Education Core requirements.
7. Advance knowledge of selection criteria for limited access programs.
8. Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right of appeal. Each state university and community college shall make available established appeal procedures through the respective articulation officers. At OWCC, students may contact the Vice President for Instruction or the Dean of Students.

* Limited Access is the designation given to programs that require additional admission requirements which are more selective than general admission requirements. These may include the following: increased total GPA and test scores; additional courses and prerequisites; and auditions and portfolios.



OWCC students may audition to be part of the cast of one of OWCC's popular annual student productions.

A.A. DEGREE GENERAL EDUCATION REQUIREMENTS

Associate of Arts students must complete sixty (60) college credits to complete the degree. Thirty-six (36) of these credits must be general education credits distributed across five subject area categories. A student must satisfy the minimum number of credits in each category. No more than one credit (1) may be selected from the list of General Education Electives (category F). The remaining twenty-four (24) elective credits should be selected in consultation with an advisor, who will assist the student in selecting college credits most advantageous to the student's educational goals.

COURSES MEETING GENERAL EDUCATION REQUIREMENTS

Numbers in parentheses represent the minimum and maximum credit hours in each category allowable toward the total 36 general education credits. If the maximum is taken in one category, the lower number becomes the maximum allowable in the other disciplines. See Section "F" for one-credit electives.

A. Communications Skills (6-7)*

ENC 1101	English Composition 13
ENC 1102	English Composition 23

B. Mathematics (6-7): Two general education Gordon Rule mathematics courses.**

MAC 1105	College Algebra3
MAC 1140	Pre-Calculus Algebra3
MAC 1114	Trigonometry3
MAC 1147	Precalculus Algebra/Trig.4
MAC 2311	Calculus I4
MAC 2312	Calculus II4
MAC 2313	Calculus III4
MAC 2233	Calculus for Business3
MAP 2302	Differential Equations3
MAS 2103	Linear Algebra3
MGF 1106	Math for Liberal Arts I3
MGF 1107	Math for Liberal Arts II3
STA 2023	Statistics3

C. Humanities (6-7): Two general education Gordon Rule humanities courses.*

AML 2000	Survey of American Literature3
AML 2020	Survey of American Literature II3
ARH 1000	Humanities Art3
ARH 2050†‡	Art History: Pre-Renaissance3
ARH 2051†‡	Art History: Renaissance – 18th Century Neo-Classicism3
ARH 2060†‡	Architecture History3
ARH 2411†	Art History: Modern Art3
ENL 2000	English Literature I3
ENL 2022	English Literature II3
HUM 1020†	Humanities – Introduction3
HUM 2700‡	Humanities – Foreign Study3
LIT 2090‡	Contemporary Literature3
LIT 2100‡	World Literature3
MUH 1011†	Humanities – Music3
PHI 2010‡	Humanities – Philosophy3
PHI 2600†‡	Humanities Ethics3
REL 2300‡	Humanities – Comparative Religion3
THE 2000†	Humanities – Theatre3
THE 2071†	Humanities – Cinema Appreciation3
THE 2300†	Dramatic Literature3



Chemistry lab at the OWCC Science Department.

* Communications and humanities courses listed on this page and under General Education Electives meet the 6000 word writing assignment as required by FAC Rule 6A-10.030. Credits earned in these courses in the Fall term of 1982 or later at OWCC 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. Credits earned in the Fall term of 1982 or later at OWCC or by transfer that are applicable toward A.A. general education require a minimum grade of "C."

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

‡ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

D. Natural Sciences (11-12): Two 4-credit courses, one each in biological and physical sciences plus a 3-credit Wellness course OR three 4-credit science courses, at least one each from biological and physical sciences.

Biological Science: (Choose one)

BOT 1010C	Botany	4
BSC 1005	Biology	4
BSC 1010C	Principles of Biology I	4
BSC 1011C	Principles of Biology II	4
BSC 1085C	Anatomy & Physiology I	4
BSC 1086C	Anatomy & Physiology II	4
PCB 2011C	Cell Biology	4
ZOO 1010C	Zoology	4

Physical Science: (Choose one)

AST 1002	Astronomy	4
CHM 1020	Chemical Science	4
CHM 1045C	College Chemistry I	4
CHM 1046C	College Chemistry II	4
GLY 1001	Earth Science	4
GLY 1010C	Physical Geology	4
GLY 1100C	Historical Geology	4
MET 1010	Introduction to Meteorology	4
OCE 1005C	Introduction to Oceanography	4
PHY 1020	Physical Science	4
PHY 1053C	Physics I	4
PHY 1054C	Physics II	4
PHY 2048C	College Physics I	4
PHY 2049C	College Physics II	4

PLUS: (Choose one additional science course from either the Biological Science or Physical Science list above or:)

HLP 1081	Wellness: Practice/Theory	3
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E. Social Sciences (6):

AMH 2010	American History I	3
AMH 2020	American History II	3
AMH 1041	American Civilization	3
ANT 2000‡	Introduction to Anthropology	3
ANT 2100‡	Introduction to Archaeology	3
ECO 2013	Economics I	3
GEA 1000‡	World Regional Geography	3
POS 1041	American Government	3
POT 1002	History/Ideas of Political Science	3
PSY 2012	Psychology	3
SYG 2000‡	Sociology	3
SYG 2010‡	Social Problems	3
WOH 1012‡	World Civilization I	3
WOH 1022‡	World Civilization II	3
WOH 2040‡	Twentieth Century	3

F. General Education Electives (Maximum of 1 credit in the total 36 required for the A.A. Degree)

ART 1905/MUS 1905/THE 1905/HUM 1905	1
May be used in conjunction with CLEP credit to complete the Humanities general education requirement. Minimum grade of "C" required.	
BSC 1005L	Biology Lab 1
or	
BSC 1905	Independent Study/Biology 1
when a lab is needed to complete the minimum four credit or for transfer	
BSC 1250C	Tropical Biology 1 of 4*
ENG 1001	Research Papers 1
May be used in conjunction with CLEP credit to complete the Communications Skills general education requirement. Minimum Grade of "C" required.	
GLY 1001L	Earth Science Lab 1
or	
PSC 2905	Independent Study/Phy. Sci. 1
may be used when a lab is needed to complete the minimum four credits or for transfer.	
HUM 2920	Humanities/Colloquium 1
HUN 2201	Nutrition 1 of 3*
ISS 1905	Independent Study/Soc. Sci. 1
LIS 1001	Library Skills 1
LIS 2004	Internet Research 1
PHY 2105	Modern Physics 1 of 3*
REL 2163‡	Science, Religion and Nature 1 of 3*
SPC 1006†	Essentials of Speech 1
SPC 1600†	Speech 1 of 3*
SLS 1501	Effective Study 1

* Only 1 credit of the total credits for this course may apply toward A.A. Degree general education; the remaining credits may be counted toward the twenty-four credit electives required for the A.A. degree.

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

‡ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

State programs are distributed in the following categories to assist students in designing OWCC programs. Program changes, additions or deletions are mandated through the Florida Department of Education. For the most current program listings, contact the Office of Enrollment Services. Information on appropriate prerequisite courses for each program are listed in the Florida Common Prerequisites Manual available in the Student Services offices at all OWCC sites.

State of Florida University Baccalaureate Programs

Agribusiness & Agriculture

Agricultural Business/Operations
Agriculture (Food and Resource) Economics
Agriculture Science
Agronomy & Crop Science
Animal Science
Dairy Science
Food Science & Technology – 2 Tracks
 Dietetics/Nutritional Science
 Food Science & Nutritional Sciences
Horticulture Science
Landscape Operations & Management
Plant Sciences
Poultry Science
Soils Science

Architecture & Environmental Design

Architecture
Construction/Building Technology – Universities
Design in Architecture Studies
Separate:
 FAMU – Construction Engineering Technology
 FIU – Construction Management
 UF – Building Construction

Area & Ethnic Studies

African-American (Black) Studies
American Studies (USA)
Asian Studies
Jewish Studies
Latin American Studies
Russian & East European Studies
Women's Studies

Business & Management

Accounting
Business Administration & Management
Business Managerial Economics
Business Marketing Management
Business, General
Finance, General
Financial Services
Hospitality Administration/Management
Human Resources Management
Insurance & Risk Management
International Business Management
Management Science
Mgmt. Info Systems/Business Data Processing
Real Estate
Transportation Management

Computer & Info Sci. & Computer Engineering

Computer & Information Science – 2 Tracks
 Computer & Information Sciences
 Computer Science
Computer Engineering – 2 Tracks
 Computer & Information Engineering
 Computer Engineering
Information Sciences & Systems

Criminal Justice

Criminal Justice Studies

Education

Agricultural Teacher Education (Vocational)
Art Teacher Education
Business Teacher Education (Vocational)
Education of the Emotionally Handicap
Education of the Mentally Handicapped
Education of Blind & Visually Handicapped
Education of Specific Learning Disabled
Elementary Teacher Education
English Teacher Education
Foreign Languages Teacher Education
Health Teacher Education
Home Economics Teacher Education
(Vocational)
Junior High/Middle School Teacher Education
 Mathematics Teacher Education
 Science Teacher Education
Mathematics Teacher Education – Middle
Mathematics Teacher Education – Secondary
Music Teacher Education
Physical Education Teaching & Coaching
Pre-Elementary/Early Childhood Teacher Educa.
Science Teacher Education – 5 Tracks
Secondary Science/Math Teaching
Secondary Teacher Education
 Biology Teacher Education
 Chemistry Teacher Education
 Earth/Space Teacher Education
 Mathematics Teacher Education
 Physics Teacher Education
Social Studies Teacher Education
Special Education, General
Trade & Industrial Teacher Education
(Vocational)
 Occupational Services Training
 Technical Education
 Vocational Industrial Education

Engineering

Aerospace Engineering
 Agricultural Engineering
 Biological Systems Mgmt. & Environmental
 Sys. Mgmt.
 Production Management/Manufacturing
 Processes
 Chemical Engineering
 Civil Engineering
 Civil Technology
 Coastal & Ocean Engineering
 Design Engineering Technology
 Electrical, Electronics Engineering
 Electronic Engineering Technology
 Engineering, General
 Engineering Technology
 Environmental Health Engineering
 Industrial & Systems Engineering
 Industrial/Manufacturing Engineering
 Industrial/Manufacturing Technology
 Materials Engineering
 Mechanical Engineering
 Nuclear Engineering
 Surveying

Foreign Languages

Classics & Classical Language
 East Asian Language/Literature
 Foreign Language, Multiple
 French
 German
 Greek, Classical
 Italian
 Latin
 Linguistics
 Portuguese
 Russian
 Spanish

Health Professions & Related Science

Dietetics/Nutritional Services
 Health Services Administration
 Health Information Management
 Medical Technology
 Nursing (Generic)
 Occupational Therapy
 Pharmacy
 Physical Therapy
 Respiratory Therapy
 Speech Pathology & Audiology
 Vocational Rehab Counseling

Law

Legal Assisting

Letters

English, General
 English, Literature

Liberal/General Studies

Humanities
 Independent Studies
 Liberal Arts & Sciences
 New College

Life Sciences & Environmental Studies

Biochemistry
 Biology, General
 Botany, General
 Ecology (Limnology)
 Entomology
 Environmental Science – 2 Tracks
 B.S. Program
 B.A. Program
 Marine/Aquatic Biology
 Microbiology/Bacteriology
 Plant Pathology
 Zoology

Mass Communication & Rhetoric

Advertising
 Communication (Mass)
 Journalism
 Magazine Production
 Public Relations & Organizational
 Communication
 Radio & TV Broadcasting
 Rhetorical Speech & Communication

Mathematics & Statistics

Applied Math/Math Sciences
 Mathematics, General
 Statistics

One-Institution Programs

Biological & Physical Sciences
 Biological and Physical Sciences
 Biology and Chemistry
 Biology and Computer Science
 Biology and Earth Science
 Biology and Mathematics
 Biology and Physics
 Chemistry and Computer Science
 Chemistry and Earth Science
 Chemistry and Mathematics
 Chemistry and Physics
 Computer Science and Earth Science
 Computer Science and Mathematics
 Computer Science and Physics
 Earth Science and Mathematics
 Earth Science and Physics
 Mathematics and Physics

One-Institution Programs, continued

Environmental Management
 Economics & Policy Specialization
 Human Resources Development
 Waste Mgmt. & Utilization & Land
 Water Mgmt.
 Forest Resources & Conservation
 Forest Resources & Conservation
 Wildlife Ecology and Conservation
 Gerontology
 Health Science – 4 Tracks
 Addictions Studies
 Community Health
 Health Administration
 Nutrition & Dietetics
 Home Economics, General
 Home & Family Life – 2 Tracks
 Home & Family Life – Family & Child Science
 Home & Family Life – Housing
 Independent/Interdisciplinary Studies
 Interdisciplinary Natural Sciences
 Landscape Architecture
 Music Therapy
 Physician Assistant
 Radiologic (Medical) Technology
 Rehabilitative Services
 Textiles & Clothing – 3 Tracks
 Apparel Design Technology
 Merchandising
 Textiles

Parks & Recreation

Exercise Science/Wellness
 Parks & Recreation Management – 5 Tracks
 Leisure Services Management
 Leisure Services – Professional
 Natural Resources
 Recreation Program Delivery
 Therapeutic Recreation

Philosophy & Religion

Philosophy
 Philosophy & Religion
 Religious Studies

Physical Sciences

Atmospheric Science & Meteorology
 Astronomy
 Chemistry
 Chemical Sciences
 Clinical Chemistry
 Geology
 Physics
 Forensic Science
 Radiation Physics

Psychology

Psychology, General
 Social Psychology

Public Administration & Social Work

Public Administration
 Social Work, General

Social Sciences

Anthropology
 Economics – 2 Tracks
 Economics – Business
 Economics – Social Sciences
 Geography
 History
 International Relations
 Political Science & Government
 Social Sciences, General
 Sociology

Visual & Performing Arts

Art, General
 Art History & Appreciation
 Dance – 2 Tracks
 B.A. Track
 B.F.A. Track
 Dramatic Arts
 Graphics Arts Technology
 Photography
 Printing Production
 Graphic Design
 Interior Design
 FIU
 FSU
 UF
 Jazz Studies
 Motion Picture, TV, Recording Arts
 Motion Picture & TV Technology
 Music, General
 Music Composition
 Music History & Appreciation
 Music Performance
 Music/Music Theory
 Studio/Fine Art

COMMON A.A. TO STATE UNIVERSITY SYSTEM (SUS) TRANSFER PROGRAMS

Through the Associate of Arts (A.A.) degree, OWCC offers preparation for the nearly 200 Florida State University System (SUS) majors listed on pages 65 - 67, and an individual A.A. transfer program plan can be written for you for each of these majors. The following pre-majors represent some of the most common transfer programs for OWCC students receiving an A.A. degree: Business, Computer Science, Criminal Justice, Elementary Education, Engineering, Health Sciences (i.e. Physical Therapy) and Pharmacy. In addition, the college has an articulation agreement with the Florida A & M University (FAMU) School of Architecture. To assist students, the common prerequisites for these programs have been provided.

It is highly recommended that, in addition to following the common prerequisites listed for each program, students should consult the current catalog from the upper-division university they plan on attending. Some SUS programs have restricted access or are considered a limited access program. Students are responsible for completing the specific requirements of the institution to which they will transfer, as completion of the common prerequisites does not guarantee admission to an upper-division program. In general, restricted access means there are admission requirements in addition to the A.A. degree, and, if those requirements are met, the student will qualify for admission to the program. The additional requirements might include the completion of certain courses, a separate application, an early application date, a minimum grade point average, minimum test scores, auditions and/or portfolios. It is the student's responsibility to learn if a particular major is designated limited access or restricted access at the specific upper-division university to which the student wants to transfer.

NOTE: Consulting with an OWCC Advisor in the development of your educational plan will minimize problems and greatly enhance the transfer process.

Associate of Arts Degree with a Pre-Major in

Business

(Minimum 60 college credits)

Program Goal: To enable students to earn an Associate of Arts degree that could qualify them for entrance to the upper-division university program in Accounting, Finance, Management, Hospitality Management, Real Estate, Marketing, Business Economics and Management Information Systems.

Please consult the Course Description section of the catalog for description and prerequisites of all courses taken to satisfy the requirements of this program; and the Graduation Requirements section of this catalog for additional graduation requirements.

GENERAL EDUCATION

Undesignated GE courses are to be selected from the General Education Requirements listed on pages 63 - 64 for the A.A. degree.

ENC 1101, ENC 11026
GE/Humanities *6
MAC 1105, STA 2023, MAC 22339
GE/Social Science **6
BSC 1005, GLY 1001, HLP 108111
TOTAL HOURS38

* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 63.

** Including ECO 2013

PROGRAM ELECTIVES

ACG 20013
ACG 20113
ACG 20713
ECO 20233
CGS 11003
A.A. Electives7
TOTAL HOURS22

Associate of Arts Degree with a Pre-Major in

Computer Science
(Minimum 60 college credits)

Program Goal: To enable students to earn an Associate of Arts degree that could qualify them for entrance to the upper-division university program in Computer Sciences.

Please consult the Course Description section of the catalog for description and prerequisites of all courses taken to satisfy the requirements of this program; and the Graduation Requirements section of this catalog for additional graduation requirements.

GENERAL EDUCATION

Undesignated GE courses are to be selected from the General Education Requirements listed on pages 63 - 64 for the A.A. degree.

ENC 1101, ENC 1102	.6
GE/Humanities *	.6
MAC 2311, MAC 2312	.8
GE/Social Science	.6
BSC 1010C, PHY 2048C, PHY 2049C	.12
TOTAL HOURS	.38

* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 63.

PROGRAM ELECTIVES

CIS 1000	.3
ENC 2210	.3
Science for Science Majors (Biological or Physical)	.4
COP XXXX Introductory Programming Course	.3
A.A. Electives **	.9
TOTAL HOURS	.22

** See an advisor for options.

Associate of Arts Degree with a Pre-Major in

Criminal Justice
(Minimum 60 college credits)

Program Goal: To enable students to earn an Associate of Arts degree that could qualify them for entrance to the upper-division university program in Criminology, Criminal Justice, Law Enforcement, Corrections, Probation and Parole and Juvenile Justice.

Please consult the Course Description section of the catalog for description and prerequisites of all courses taken to satisfy the requirements of this program; and the Graduation Requirements section of this catalog for additional graduation requirements.

GENERAL EDUCATION

Undesignated GE courses are to be selected from the General Education Requirements listed on pages 63 - 64 for the A.A. degree.

ENC 1101, ENC 1102	.6
GE/Humanities *	.6
GE/Mathematics	.6
GE/Social Science **	.6
BSC 1005, CHM 1020, HLP 1081	.12
TOTAL HOURS	.38

* PHI 2010 and PHI 2600 recommended

** SYG 2000 and SYG 2010 recommended

*** Juvenile Justice and Probation & Parole majors should take BSC 1010C to fulfill the biological science requirement of the natural science category.

PROGRAM ELECTIVES

CCJ 1020	.3
CCJ 1210	.3
CCJ 1230	.3
CCJ 2200	.3
A.A. Electives	.10
TOTAL HOURS	.22

Associate of Arts Degree with a Pre-Major in

Elementary Education
(Minimum 60 college credits)

Program Goal: To enable students to earn an Associate of Arts degree that could qualify them for entrance to the upper-division university program in Elementary Education.

Please consult the Course Description section of the catalog for description and prerequisites of all courses taken to satisfy the requirements of this program; and the Graduation Requirements section of this catalog for additional graduation requirements.

GENERAL EDUCATION

Undesignated GE courses are to be selected from the General Education Requirements listed on pages 63 - 64 for the A.A. degree.

ENC 1101, ENC 11026
GE/Humanities *6
MAC 1105, STA 2023, MGF 11069
PSY 2012, AMH 20106
BSC 1005, GLY 1010C, HLP 108111
TOTAL HOURS38

* PHI 2010 and one (1) Fine Arts GE/Humanities Course

PROGRAM ELECTIVES

EDF 10053
EDG 27013
EME 20403
SPC 16003
International Diversity‡3
Social Science (2 Courses)6
A.A. Elective3
TOTAL HOURS24

‡ Select one course that qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

Associate of Arts Degree with a Pre-Major in

Engineering
(Minimum 60 college credits)

Program Goal: To enable students to earn an Associate of Arts degree that could qualify them for entrance to the upper-division university program in Engineering at the Junior level.

Please consult the Course Description section of the catalog for description and prerequisites of all courses taken to satisfy the requirements of this program; and the Graduation Requirements section of this catalog for additional graduation requirements.

GENERAL EDUCATION

Undesignated GE courses are to be selected from the General Education Requirements listed on pages 63 - 64 for the A.A. degree.

ENC 1101, ENC 11026
GE/Humanities *6
MAC 2311, MAC 23128
GE/Social Science9
BSC 1005, CHM 1045C, PHY 2048C12
TOTAL HOURS41

* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 63.

PROGRAM ELECTIVES

CIS 10003
COP XXXX Programming in C, C++ **3
ENC 22103
MAC 23134
MAP 23023
PHY 2049C4
TOTAL HOURS20

** Check with your advisor about requirements for your transfer institution.

Associate of Arts Degree with a Pre-Major in

Health Sciences
(Minimum 60 college credits)

Program Goal: To enable students to earn an Associate of Arts degree that could qualify them for entrance to the upper-division college or university bachelor of science in Health Sciences or Physical Therapy.

Please consult the Course Description section of the catalog for description and prerequisites of all courses taken to satisfy the requirements of this program; and the Graduation Requirements section of this catalog for additional graduation requirements.

GENERAL EDUCATION

Undesignated GE courses are to be selected from the General Education Requirements listed on pages 63 - 64 for the A.A. degree.

ENC 1101, ENC 1102	.6
GE/Humanities *	.6
MAC 1114, STA 2023	.6
GE/Social Science **	.6
BSC 1010C, BSC 1011C, CHM 1045C	.12
TOTAL HOURS	.36

* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 63.

** Including PSY 2012

PROGRAM ELECTIVES

CGS 1100	.3
CHM 1046C	.4
DEP 2004	.3
PHY 1053C	.4
PHY 1054C	.4
A.A. Electives	.6
TOTAL HOURS	.24

Associate of Arts Degree with a Pre-Major in

Pharmacy
(Minimum 60 college credits)

Program Goal: To enable students to earn an Associate of Arts degree that could qualify them for entrance to the upper-division college or university programs in Pre-Pharmacy.

Please consult the Course Description section of the catalog for description and prerequisites of all courses taken to satisfy the requirements of this program; and the Graduation Requirements section of this catalog for additional graduation requirements.

GENERAL EDUCATION

Undesignated GE courses are to be selected from the General Education Requirements listed on pages 63 - 64 for the A.A. degree.

ENC 1101, ENC 1102	.6
GE/Humanities *	.6
MAC 1114, MAC 2311	.7
GE/Social Science	.6
BSC 1010C, BSC 1011C, CHM 1045C	.12
TOTAL HOURS	.37

* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 63.

PROGRAM ELECTIVES

CHM 1046C	.4
CHM 2210C	.4
CHM 2211C	.4
PHY 1053C	.4
PHY 1054C	.4
A.A. Elective	.3
TOTAL HOURS	.23

Associate of Arts Degree with a Pre-Major in

Pre-Architecture
(Minimum 60 college credits)

Program Goal: An articulation agreement between OWCC and Florida A & M University (FAMU) School of Architecture. To enable students to earn an Associate of Arts degree that could qualify them for entrance to the upper-division of the Bachelor of Science in Architectural Studies degree program at FAMU.

Please consult the Course Description section of the catalog for description and prerequisites of all courses taken to satisfy the requirements of this program; and the Graduation Requirements section of this catalog for additional graduation requirements.

GENERAL EDUCATION

Undesignated courses are to be selected from the General Education Requirements listed on pages 63 - 64 for the A.A. degree.

ENC 1101, ENC 1102	.6
LIT 2090, ARH 2060	.6
MAC 1114 or 1147, MAC 2311	.7
GEA 1000, SYG 2010	.6
BSC 1005, PHY 1053C, HLP 1081	.11
TOTAL HOURS	.36

PROGRAM ELECTIVES

ART 1201C	.3
ART 1203C	.3
ART 1300C	.3
ARC 2303A	.4
ARC 2304	.4
ARC 2472	.3
ETD 1310	.3
TAR 2121C	.3
TOTAL HOURS	.26

FACTS

Florida Academic Counseling and Tracking
for Students

www.facts.org

WHAT IS IT?

A computer-based statewide, electronic student advising system for Florida.

WHAT CAN IT DO FOR ME?

FACTS provides access via the World Wide Web to the following services at Florida public universities and colleges:

- Institution and degree program information
- A list of the common prerequisites you need to take within your A.A. degree at OWCC to transfer to an upper-division Florida SUS
- Academic Advising
- Access to registration and student records

❖ **OWCC/UWF A.A. to B.A.
Interdisciplinary Studies
University of West Florida
Bachelor of Arts Degree**

Interdisciplinary Studies: Arts and Humanities

The Interdisciplinary Studies Program: Arts and Humanities (IA-IH) is a joint effort between the University of West Florida and Okaloosa-Walton Community College. The program may be fully completed at the OWCC Arts Center and leads to a Bachelor's degree in Interdisciplinary Arts/Humanities.

This program provides an interdisciplinary and collaborative perspective on the fine and performing arts/humanities emphasizing aspects that unify the arts in culture and society. It is designed for students who would like to gain a well-rounded insight into humanities and the arts. This approach prepares students for a wide and diverse range of career opportunities.

Program of Study Contract

Students complete the IA-IH major by developing an individual program of study tailored to particular interests and areas of emphasis. Developed and completed in consultation with the

Interdisciplinary Arts and Humanities Director, a Program of Study Contract (PSC) represents a complete, coherent program of study consistent with the goals of the individual student. Contracts should include courses outlined in the IA-IH core requirements, IA-IH core electives and sufficient IA-IH electives to provide for grounding in two or more of the Fine and Performing Arts area. Contracts should be developed no later than the first term of study but may be altered by mutual consent at any time afterwards. The student and the IA-IH Director will periodically review contracts.

Artistic Ability

Students are expected to have the artistic ability necessary for upper level study in the chosen areas of specialization. As students may enter the program with varied backgrounds, the IA Program Director may identify deficiencies upon the student's entrance into the program. These deficiencies upon the student's entrance into the program may be resolved through private study, additional courses, etc.

Consult UWF's catalog for specific requirements. For more information call 729-4933.



Students may concentrate in a variety of areas in the A.A. to B.A. program including Dance.

ASSOCIATE OF SCIENCE (A.S.) DEGREE AND ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREE

The Associate of Science (A.S.) and Associate of Applied Science (A.A.S.) Degrees are designed to prepare students for employment in a technical or semi-professional capacity. Both the A.S. and A.A.S. Degrees are two-year programs containing a general education component of at least 18 general education courses in five subject area categories and at least 42 college credits in a specific technical or professional skill area. Although neither program is generally intended for transfer, many students elect to pursue upper division studies after completing the A.S. or A.A.S. Degree. To that end, the general education requirements for the A.S. Degree are restricted to transferable credits which also satisfy Gordon Rule standards and minimum grade requirements for the Florida State University System. General education courses for the A.A.S. Degree are broader and more flexible.

❖ **A.S. & A.A.S. Degrees Offered at OWCC**

Okaloosa-Walton Community College offers nineteen separate A.S. and A.A.S. programs, several of which contain specialization options.

Associate of Applied Science Degrees

- Architectural Design and Construction Technology
 - Architectural Design Option
 - Building Construction Option
- Business Administration and Management
 - Business Administration Option
 - Marketing Management Option
 - Quality Management Option
- Child Development and Education
- Computer Engineering Technology
 - Computer Network Engineering Option
 - CISCO Academy Option
 - TIA A+ Option
- Criminal Justice Technology
 - Criminal Justice Option
 - Law Enforcement/Corrections Academy Option
- Customer Service Technology
- Drafting and Design Technology
 - CAD/CAM Option
 - Mechanical Design Option
 - Technical Illustration Option
- Graphic Design Technology
 - Commercial Design Option
 - Computer Graphics Option
 - Visual Artist Option
- Industrial Management Technology
- Manufacturing Technology
- Multimedia Technology
- Networking Services Technology

- Office Systems Technology
 - General Office Systems Option
 - Legal Secretary Option
 - Medical Secretary Option
- Recording Arts Technology
- Theater and Entertainment Technology
 - Acting Option
 - Dance Option
 - Musical Theater Option
 - Technical Production Option

Associate of Science Degrees

- Accounting Technology
- Computer Information Technology
- Computer Programming and Analysis
- Recreation Technology
- Nursing

❖ **Companion Certificate Programs**

Many of the technical certificate programs offered by OWCC provide the initial step in meeting selected course requirements for an A.S. or an A.A.S. degree in a related area. Courses from those certificates are the same as or equivalent to comparable courses in the companion degree program. Likewise, courses used in the degree program may be applied to a certificate in a related area; in many cases, completion of the technical courses in the degree program can automatically qualify the student to receive the companion certificate or A.T.D. Students should work closely with an advisor to plan their studies in order to take advantage of both curricular options.

❖ ***A.S. and A.A.S. Degree Program Requirements***

A.S. degree students must satisfy the following requirements.

1. Complete the A.S. or A.A.S. general education courses as appropriate to the program of study, including Speaking-Across-the-Curriculum and computer literacy requirements. (Note: A.S. Degree seekers must also meet Gordon Rule course and minimum grade requirements.)
2. Complete the technical core courses and technical elective courses specified in the degree program.
3. Complete at least fifteen credits of the program at OWCC.
4. Maintain minimum GPA standards as specified in the graduation requirements section of this catalog.
5. Satisfy all other program and college graduation requirements.

Note: A.S. students who intend to transfer to an upper-division institution in the Florida system must also satisfy College Level Academic Skills Test (CLAST) requirements.

❖ ***Customizing an A.S. or A.A.S. Degree Program to Meet a Specific Career Goal***

In order to provide a student with the strongest technical background feasible, some technical courses within a given degree program may be adjusted to meet the student's targeted career goal. In these special cases, course substitutions may be approved upon request of the appropriate department chair to the Vice President for Instruction.



OWCC offers small classes and personalized instruction by faculty who are experts in their teaching disciplines.

A.S. and A.A.S. DEGREE GENERAL EDUCATION REQUIREMENTS

All A.S. and A.A.S. degree programs at OWCC require a minimum of eighteen (18) college credits in general education. Unless otherwise specified in the program requirements, students must complete one course from each of the following categories to meet general education requirements. A.S. degree-seeking students must also meet Gordon Rule course and minimum grade requirements. **A.S. and A.A.S. degree seekers must also satisfy the general education oral communication and computer literacy requirements described on page 59.**

A.S. AND A.A.S. DEGREE GENERAL EDUCATION COURSE REQUIREMENTS

General Education Category	Number of College Credits Required	Course Selections ¹
Communication Skills	3	ENC 1101, ENC 1102, ENC 2210 , LIN 1670 , LIN 1742
Humanities	3	HUM 1020, ARH 1000, MUH 1011, AML 2000, AML 2020, ENL 2000, ARH 2060, ENL 2022, ARH 2050, ARH 2051, ARH 2411, PHI 2010, PHI 2600, REL 2300, LIT 2090, LIT 2100, THE 2000, THE 2071, HUM 2700, THE 2305
Mathematics	3	MAT 1033 , MAT 1033A , STA 2023, MAC 1105, MTB 1103 , MTB 1321 , MTB1322 , MGF 1106, MGF 1107, or any A.A. General Education Mathematics Course listed on page 63.
Science	4	CHM 1020, PHY 1020, GLY 1001, PHY 1053C, REL 2163 , PHY 1054C, BSC 1005, BSC 1010C, GLY 1010C, MET 1010, or any A.A. General Education Natural Science course listed on page 64 under the Biological or Physical Sciences category (does <u>not</u> include HLP 1081).
Social Science	3	AMH 2010, AMH 2020, AMH 1041, WOH 1012, WOH 1022, WOH 2040, POT1002, POS 1041, INR 2002, PSY 2012, SYG 2000, SYG 2010, GEA 1000, ANT 2000, ANT 2100, ECO 2013
General Education Electives	2	CGS 1060, CGS 1100, SPC 1600, ENC 2210 , BSC 1080 , or an A.A. General Education Course listed on pages 63 and 64.
Total General Education Credits Required	18	

¹**NOTE:** Courses printed in **Bold Italic** type are applicable to A.A.S. programs only and will not meet general education requirements for the A.S. degree.

In addition to the courses listed above, courses from the A.A. Humanities, Mathematics, Science, and Social Science categories on pages 63 and 64 may also be used to meet A.S. general education requirements in corresponding categories. (Exception: HLP 1081 may not be used to meet Science requirement.)

ASSOCIATE OF SCIENCE (A.S.) AND ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREE PROGRAMS

ACCOUNTING TECHNOLOGY A.S.

Students who successfully complete 27 core/technical credits in this degree program may be eligible to receive the college credit certificate in Accounting Applications.

GENERAL EDUCATION

Select one course from each category; see page 76.

		College Credits
_____	Communications	3
_____	Humanities	3
_____	Mathematics	3
_____	Science	4
_____	Social Science	3
_____	General Education Electives.....	2

Total General Education Credits Required 18

CORE COURSES

CGS 1100	Microcomputer Applications	3
MTB 1103	Business Math	3
ECO 2013	Economics I	3
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
ACG 2071	Managerial Accounting	3
ACG 2450	Computer Applications in Accounting ..	3
ACO 1806	Payroll Accounting	3
GEB 1011	Introduction to Business	3
CGS 1570	Computer Applications for Business ...	3
TAX 2000	Federal Income Tax	3

Total Core Credits Required 33

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 13 credits from the following:

CGS 2564	Introduction to Windows	3
ECO 2023	Economics II	3
BUL 2241	Business Law I	3
BUL 2242	Business Law II	3
GEB 2441	Business Ethics	3
ENC 1200	Effective Business Writing or	
OST 2335	Business Communications	3
MAN 2021	Management	3
STA 2023	Statistics	3
CDA 2500	Network Technology	3
GEB 1940	Internship-Business	3
_____	Approved College Credit Course(s) ...	—

Total Technical Elective Credits Required 13

Total Program Credits Required 64

ARCHITECTURAL DESIGN AND CONSTRUCTION TECHNOLOGY A.A.S.

GENERAL EDUCATION

Select one course from each category; see page 76.

		College Credits
_____	Communications	3
_____	Humanities	3
_____	Mathematics (MAT 1033A, MAC 1105, or MTB 1321 or Higher level math)	3
_____	Science	4
_____	Social Science	3
_____	General Education Electives.....	2

Total General Education Credits Required 18

CORE COURSES

ETD 1100	Introduction to Technical Drawing	3
ETD 1310C	Auto CAD I	3
EGS 1110C	Engineering Graphics	3
BCN 1230	Building Construction Materials & Processes	3
BCN 1272	Blueprint Reading for Commercial Construction	3
BCT 2600	Construction Estimating	3
SUR 2100C	Surveying I	3
ARC 2303A	Design 2.1	4

Total Core Credits Required 25

ARCHITECTURAL DESIGN OPTION

With the approval of an advisor, select 21 credits from the following:

BCN 2231	Building Construction Materials & Processes II	3
ARC 2201	Theory of Architecture	3
ARC 2304	Design 2.2	4
BCN 2721	Construction Management/Planning ...	3
EGS 1130C	Descriptive Geometry	3
ETD 1311C	Auto CAD II	3
ETD 2352C	Auto CAD III	3
ETD 1350C	Auto CAD 3D Modeling I	3
ETD 2281C	Introduction to Microstation	3
ETD 2355C	Auto CAD 3D Modeling II	3
ETD 1842C	Computer Rendering I	3
ETD 2843C	Computer Rendering II	3
CET 1251	Basic Computer Operations and Maintenance	3
CGS 2564	Introduction to Windows	3
SUR 2140C	Surveying II	3
TAR 2121C	Architectural Drafting	3
_____	Approved College Credit Course(s) ...	—

Total Technical Elective Credits Required 21

Total Program Credits Required for Architectural Design Option 64

BUILDING CONSTRUCTION OPTION

With the approval of an advisor, select 21 credits from the following:

BCN 2231	Building Construction Materials & Processes II	3
BCN 2721	Construction Management/Planning . . .	3
BCN 2560	Mechanical Systems in Construction . .	3
BCN 1520	Electrical Systems in Construction . . .	3
BCN 1567	Plumbing and Gas Construction Practices	3
BCT 2611	Structural Systems in Construction . . .	3
BUL 2241	Business Law I	3
CET 1251	Basic Computer Operations and Maintenance	3
ETD 2542	Structural Drafting I	3
ETD 2543C	Structural Drafting II	3
ETD 2843C	Computer Rendering II	3
SUR 2140C	Surveying II	3
CGS 2564	Introduction to Windows	3
TAR 2121C	Architectural Drafting	3
_____	Approved College Credit Course(s) . . .	_____

Total Technical Elective Credits Required 21

Total Program Credits Required for Building Technology Option 64

BUSINESS ADMINISTRATION AND MANAGEMENT A.A.S.

Students who successfully complete 30 core/technical credits in this degree program may be eligible to receive the college credit certificate in Business Management and/or the college credit certificate in Marketing.

GENERAL EDUCATION

Select one course from each category; see page 76.

	College Credits	
_____	Communications	3
_____	Humanities	3
_____	Mathematics	3
_____	Science	4
_____	Social Science	3
_____	General Education Electives	2

Total General Education Credits Required 18

CORE COURSES

GEB 1011	Introduction to Business	3
BUL 2241	Business Law I	3
CGS 1100	Microcomputer Applications	3
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
MAN 2021	Management	3
ECO 2013	Economics I	3
CGS 1570	Computer Applications for Business . . .	3

Total Core Credits Required 24

BUSINESS ADMINISTRATION AND MANAGEMENT OPTION

With the approval of an advisor, select at least 22 credits from the following:

ENC 1200	Effective Business Writing or	
OST 2335	Business Communications	3
MNA 2100	Organization Behavior	3
MAR 2011	Introduction to Marketing	3
ACG 2071	Managerial Accounting	3
BUL 2242	Business Law II	3
MTB 1103	Business Math	3
MAN 2300	Personnel Management	3
CGS 2564	Introduction to Windows	3
GEB 2441	Business Ethics	3
MKA 2021	Professional Selling	3
MKA 2401	Retail Management	3
GEB 1940	Internship-Business	3
_____	Approved College Credit Course(s) . . .	_____

Total Technical Electives Required 22

Total Program Credits Required For Business Administration Option 64

MARKETING MANAGEMENT OPTION

With the approval of an advisor, select at least 22 credits from the following:

ENC 1200	Effective Business Writing or	
OST 2335	Business Communications	3
MKA 2021	Professional Selling	3
MKA 2511	Advertising	3
ACG 2071	Managerial Accounting	3
BUL 2242	Business Law II	3
MAR 2011	Introduction to Marketing	3
MTB 1103	Business Math	3
MAN 2300	Personnel Management	3
CGS 1570	Computer Applications for Business . . .	3
CGS 2564	Introduction to Windows	3
GEB 2441	Business Ethics	3
MKA 2041	Retail Management	3
GEB 1940	Internship-Business	3
_____	Approved College Credit Course(s) . . .	_____

Total Technical Electives Required 22

Total Program Credits Required for the Marketing Management Option 64

QUALITY MANAGEMENT OPTION

With the approval of an advisor, select at least 22 credits from the following:

MNA 2100	Organizational Behavior	3
MAR 2011	Introduction to Marketing	3
MAN 2300	Personnel Management	3
GEB 2441	Business Ethics	3
ETI 2117	Introduction to Total Quality	3
ETI 2118	Implementing Total Quality	3
ETI 2114	Just-in-Time Inventory	3
ETI 2115	Benchmarking	3
ETI 2116	Statistical Process Control or	
ETI 2110	Quality Tools I	3
GEB 1940	Internship-Business	3
STA 2023	Statistics	3
_____	Approved College Credit Course(s)	_____
Total Technical Electives Required		22

**Total Program Credits Required for the
Quality Management Option 64**

**CHILD DEVELOPMENT
AND EDUCATION A.A.S.**

Students who successfully complete 36 core/technical credits in this degree program may be eligible to receive the college credit certificate in Child Development.

GENERAL EDUCATION
Select one course from each category; see page 76.

		College Credits
_____	Communications	3
_____	Humanities	3
_____	Mathematics	3
_____	Science	4
_____	Social Science	3
_____	General Education Electives	2
Total General Education Courses Required		18

CORE COURSES

DEP 2100	Child Growth and Development I	3
CHD 1430	Observing and Recording Child Behavior	3
HUN 2410A	Child Nutrition and Health	3
CHD 2322	Programs for Young Children	3
CHD 2432A	Curriculum for Young Children I	3
CHD 1312	Infant and Toddler	3
CHD 1800	Early Childhood Program Administration	3
CHD 1223	Guidance for Young Children	3
CHD 1941	Internship-Child Development	3
CHD 2332A	Curriculum for Young Children II	3
CHD 2334A	Curriculum for Young Children III	3
CHD 2337A	Curriculum for Young Children IV	3
CHD 1531	Parenting Education	3
Total Core Credits Required		39

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 6 credits from the following:

HSC 1400	First Aid	3
CHD 1230	Child Growth and Development II	3
FAD 1123	Adults in a Changing Society	3
EEX 2010	Introduction to Exceptional Children	3
CHD 2433	Child Development Seminar	3
CHD 1941	Internship – Child Development	3-6 (can be completed two times for credit)
EDF 1005	Introduction to Education	3
EDG 2701	Teaching Diverse Populations	3
EME 2040	Introduction to Educational Technology	3
Total Technical Elective Credits Required		6

Total Program Credits Required 63

**COMPUTER ENGINEERING
TECHNOLOGY A.A.S.**

GENERAL EDUCATION
Select one course from each category; see page 76.

		College Credits
_____	Communications	3
_____	Humanities	3
_____	Mathematics	3
_____	Science	4
_____	Social Science	3
_____	General Education Electives	2
Total General Education Credits Required		18

CORE COURSES

CET 1251	Computer Operations and Maintenance	3
CIS 1000	Introduction to Computer Science	3
CDA 2500	Network Technology	3
CGS 1550	Intro to the WWW	3
CET 1255C	Adv Comp Ops & Maintenance	3
CET 2497	TCP/IP	3
CGS 1100	Microcomputer Applications	3
COP _____	Programming (Vbasic, C, etc.)	3
Total Core Credits Required		24

A.S. & A.A.S.
DEGREE PROGRAMS

COMPUTER NETWORK ENGINEERING OPTION

With the approval of an advisor, select at least 26 credits from the following:

CIS 1940	Internship in Computer Studies	3
CET 2114C	Digital Fundamentals	4
CET 2123C	Microprocessor Fundamentals	4
CET 2173C	Microcomputer Servicing	4
CET 2154C	Microcomputer Troubleshooting and Networking.	4
CET 2186C	Monitor and Laser Printer Maintenance.	4
COP ___	Programming Elective (s)	___
CDA ___	Networking Elective (s)	___
CIS ___	Computer Science Elective (s)	___
CET ___	Approved Certification Elective(s)	___
___ ___	Approved College Credit Electives	___

Total Technical Credits Required 26

Total Program Credits Required for the Computer Engineering Option 68



CISCO Networking Academy Program (CNAP)

In just 4 terms, CNAP will teach you the skills you need to design, build and maintain small to medium size computer networks. Certification as Cisco Certified Network Associate (CCNA) provides you with the opportunity to enter the workforce or further your training in the computer networking field. These courses also serve as electives in the Computer Engineering Technology A.A.S. degree.

CISCO ACADEMY (CCNA) OPTION

The first four courses listed under the technical requirements comprise the Cisco Academy curriculum. Successful completion of these twelve credits is designed to prepare the student for CCNA certification. The remaining fourteen credits in this option will allow the student to complete the A.A.S. degree program.

TECHNICAL REQUIREMENTS

CET 1600C	Network Fundamentals	3
CET 1610C	Router Theory	3
CET 2615C	Advanced Router Theory	3
CET 2620C	Project Based Routing Design and Administration	3

Total Technical Requirements 12

TECHNICAL ELECTIVES

With the approval of an advisor, select 14 credits from the following:

CIS 1940	Internship in Computer Studies	3
CET 2114C	Digital Fundamentals	4
CET 2123C	Microprocessor Fundamentals	4
CET 2173C	Microcomputer Servicing	4
CET 2154C	Microcomputer Troubleshooting and Networking.	4
CET 2186C	Monitor and Laser Printer Maintenance.	4
CDA 2524	Novell Admin I	3
CDA 2529	Novell Admin II.	3
CDA 2521	NT Admin I.	3
CDA 2525	NT Admin II	3
COP ___	Programming Elective (s)	___
CIS ___	Computer Science Elective (s)	___
___ ___	Approved College Credit Electives	___

Total Technical Electives Required 14

Total Technical Credits Required 26

Total Program Credits Required for the Cisco Academy Certification Option 68

TIA A+ CERTIFICATION OPTION

The first two courses listed under the technical requirements comprise the TIA A+ curriculum. Successful completion of these six credits is designed to prepare the student for TIA A+ certification. The remaining twenty credits in this option will allow the student to complete the A.A.S. degree program.

TECHNICAL REQUIREMENTS

CET 1171C	PC Hardware A+	3
CET 1173	PC Operating System	3

Total Technical Requirements 6

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 20 credits from the following:

CIS 1940	Internship in Computer Studies	3
CET 2114C	Digital Fundamentals	4
CET 2123C	Microprocessor Fundamentals	4
CET 2173C	Microcomputer Servicing	4
CET 2154C	Microcomputer Troubleshooting and Networking.	4
CET 2186C	Monitor and Laser Printer Maintenance.	4
CDA 2524	Novell Admin I	3
CDA 2529	Novell Admin II.	3
CDA 2521	NT Admin I.	3
CDA 2525	NT Admin II	3
COP ____	Programming Elective (s)	__
CIS ____	Computer Science Elective (s)	__
____ ____	Approved College Credit Electives	__

**Total Technical Electives
Required 20**

**Total Technical Credits
Required 26**

**Total Program Credits Required for the
Comp TIA A+ Certification Option 68**

**COMPUTER INFORMATION
TECHNOLOGY A.S.**

Students who successfully complete at least 33 credits from this program of study may be eligible to receive the college credit certificate in Computer Programming.

GENERAL EDUCATION
Select one course from each category; see page 76.

		College Credits
____ ____	Communications	3
____ ____	Humanities.	3
____ ____	Mathematics	3
____ ____	Science	4
____ ____	Social Science	3
____ ____	General Education Electives.	2

**Total General Education Courses
Required 18**

CORE COURSES

CIS 1000	Introduction to Computer Science.	3
CGS 1100	Microcomputer Applications	3
CDA 2500	Network Technology	3
CGS 1550	Introduction to the World Wide Web	3
CGS 2564	Introduction to Windows.	3
CGS 1570	Computer Applications for Business	3
COP 2010	Visual Basic.	3

Total Core Credits Required 21

TECHNICAL ELECTIVES

With the approval of an advisor, select 24 credits from the following:

CDA 2524	Novell Administration I	3
CDA 2525	NT Administration II	3
CIS ____	Approved College Credit CIS Course(s)	__
COP ____	Approved College Credit COP Course(s)	__
CET ____	Approved College Credit CET Course(s)	__
CGS ____	Approved College Credit CGS Course(s)	__
CDA ____	Approved College Credit CDA Course(s)	__
CIS 1940	Internship in Computer Studies	3
GEB 1940	Internship-Business	3
OST ____	Approved College Credit OST Course(s)	__
____ ____	College Credit Elective(s).	6

**Total Technical Electives
Required 24**

Total Program Credits Required 63

**COMPUTER PROGRAMMING
AND ANALYSIS A.S.**

Students who successfully complete at least 33 credits from this program of study may be eligible to receive the college credit certificate in Computer Programming.

GENERAL EDUCATION
Select one course from each category; see page 76.

		College Credits
____ ____	Communications	3
____ ____	Humanities.	3
____ ____	Mathematics	3
____ ____	Science	4
____ ____	Social Science	3
____ ____	General Education Electives.	2

**Total General Education Credits
Required 18**

A.S. & A.A.S.
DEGREE PROGRAMS

CORE COURSES

CIS 1000	Introduction to Computer Science	3
MAC 1140	Pre-Calculus Algebra or Higher level mathematics	3
CDA 2500	Network Technology	3
CGS 1550	Introduction to the World Wide Web	3
CGS 2564	Introduction to Windows	3
COP 2220	Programming in C	3
COP 2800	Java	3
COP 2224	C++	3
COP 2010	Visual Basic	3

Total Core Credits Required 27

TECHNICAL ELECTIVES

With the approval of an advisor, select 18 credits from the following:

COP 2210	Programming in Pascal	3
COP 2120	COBOL Programming	3
COP 2200	Fortran Programming	3
COP 2400	Assembler	3
_____	Advanced Visual Basic	3
CIS 1940	Internship in Computer Studies	3-6
_____	(can be completed two times for credit)	
CDA _____	Approved College Credit CDA Course(s)	_____
COP _____	Approved College Credit COP Course(s)	_____
CIS _____	Approved College Credit CIS Course(s)	_____
CET _____	Approved College Credit CET Course(s)	_____
_____ _____	Approved College Credit Electives . .	3-6

**Total Technical Electives
Required 18**

Total Program Credits Required 63

**CRIMINAL JUSTICE
TECHNOLOGY A.A.S.**

GENERAL EDUCATION

Select one course from each category; see page 76.

_____ _____	College Credits	
_____ _____	Communications	3
_____ _____	Humanities	3
_____ _____	Mathematics	3
_____ _____	Science	4
_____ _____	Social Science	3
_____ _____	General Education Electives	2

**Total General Education Credits
Required 18**

CRIMINAL JUSTICE OPTION

TECHNICAL COURSES

CCJ 1020	Introduction to Criminal Justice	3
CCJ 1000	Introduction to Criminology	3
CCJ 1500	Juvenile Delinquency	3
CCJ 1935	Criminal Justice Seminar	3
CCJ 1210	Criminal Law	3
CCJ 1230	Criminal Procedures	3

With approval of an advisor, select 28 credits from the following courses:

CJT 2140	Introduction to Criminalistics	3
CCJ 1121	Crime Prevention	3
CCJ 1192	Crisis Intervention	3
CCJ 1400	Police Organization & Administration . .	3
CCJ 1611	Child Abuse	3
CCJ 1941	Internship – Criminal Justice	3
CCJ 2330	Introduction to Probation and Parole	3
CJD 2605	Traffic Homicide	3
CCJ 2200	Courts/Criminal Process	3
CCJ 2300	Introduction to Corrections	3
CJT 2340	Police Operations	3
SYG 2010	Social Problems	3
PLA 2263	Rules of Evidence	3
_____ _____	Approved College Credit Course(s) . . .	_____

**Total Technical Credits
Required 46**

**Total Program Credits Required for the
Criminal Justice Option 64**

**LAW ENFORCEMENT/CORRECTIONS
ACADEMY OPTION**

TECHNICAL COURSES

With the approval of a Public Safety Advisor, select 46 credits from the following courses:

CJD 1700	Criminal Justice Legal I	3
CJD 1701	Criminal Justice Legal II	3
CJD 2720	Law Enforcement Legal II	3
CJD 1702	Criminal Justice Communications	3
CJD 1703	Criminal Justice Interpersonal Skills I . .	3
CJD 1740	Corrections Interpersonal Skills II	3
CJD 1722	Law Enforcement Traffic	3
CJD 1721	Law Enforcement Patrol	3
CJD 1724	Law Enforcement Investigation	4
CJD 2254	Criminal Justice Medical	3
CJD 1705A	Criminal Justice Weapons	3
CJD 1704	Criminal Justice Defensive Tactics	4
CJD 1723	Law Enforcement Vehicle Operations . .	2
CJD 1741	Corrections Emergency Preparedness . .	2
CJD 1742	Corrections Operations	4
_____ _____	Approved College Credit Course(s) . . .	_____

**Total Technical Credits
Required 46**

**Total Program Credits Required for the Law
Enforcement/Corrections Academy Option 64**

CUSTOMER SERVICE TECHNOLOGY A.A.S.

Students who successfully complete from 24-30 credits from the technical courses in this program may be eligible to receive the Business Management and/or Office Systems Specialist College Credit Certificates.

GENERAL EDUCATION
Select one course from each category; see page 76.

		College Credits
_____	Communications	3
_____	Humanities	3
_____	Mathematics	3
_____	Science	4
_____	Social Science	3
_____	General Education Electives.....	2
Total General Education Credits Required		18

CORE COURSES

MAN 1161	Customer Service	3
GEB 1011	Introduction to Business.....	3
MAR 2011	Introduction to Marketing	3
ENC 1200	Effective Business Writing	3
or		
OST 2335	Business Communications.....	3
MNA 2100	Organizational Behavior.....	3
GEB 2441	Business Ethics	3
CGS 1100	Microcomputer Applications	3
CGS 1570	Computer Applications for Business	3
CGS 1550	Introduction to the World Wide Web	3
Total Core Credits Required		27

TECHNICAL ELECTIVES
With the help of an advisor, select at least 17 credits from the following:

GEB 1940	Internship-Business.....	3-6
(can be completed two times for credit)		
BUL 2241	Business Law.....	3
MKA 2041	Retail Management	3
MAN 2300	Personnel Management	3
MKA 2021	Professional Selling	3
MAN 2021	Management	3
_____	Other College Credit Elective(s)	6
Total Technical Electives Required		17

Total Program Credits Required..... 62

DRAFTING AND DESIGN TECHNOLOGY (CAD/CAM) A.A.S.

GENERAL EDUCATION
Select one course from each category; see page 76.

		College Credits
_____	Communications	3
_____	Humanities	3
_____	Mathematics	3
(MAT 1033A, MAC 1105 or MTB 1321 or Higher level math) ...		
_____	Science	4
_____	Social Science	3
_____	General Education Electives.....	2
Total General Education Credits Required		18

CORE COURSES

ETD 1100	Introduction to Technical Drawing	3
ETD 1310C	Auto CAD I.....	3
ETD 1311C	Auto CAD II	3
ETD 2352C	Auto CAD III.....	3
ETD 1350C	Auto CAD 3D Modeling I	3
ETD 2355C	Auto CAD 3D Modeling II.....	3
Total Core Credits Required		18

CAD/CAM OPTION
With the approval of an advisor, select at least 26 credits from the following:

EGS 1100C	Engineering Graphics.....	3
EGS 1130C	Descriptive Geometry.....	3
ETD 1710	Fundamentals of Geometric Dimensioning & Tolerancing	4
ETD 2218	Geometric Dimensioning and Tolerancing.....	4
ETD 2219	Adv. Geometric Dimensioning and Tolerancing	4
ETD 2250	Tolerance Stacks I	4
ETD 2251	Tolerance Stacks II.....	4
ETD 2365C	Mechanical Desktop I.....	3
ETD 2366C	Mechanical Desktop II	3
ETI 2110	Quality Tools I	3
ETI 2111	Quality Tools II	3
ETI 1411	Advanced Manufacturing Processes.....	3
CET 1251	Basic Computer Operations and Maintenance.....	3
EET 1606C	Soldering/PC Board Techniques	2
_____	Approved College Credit Course(s)	_
Total Technical Elective Credits Required		26

Total Program Credits Required for CAD/CAM Option 62

A.S. & A.A.S. DEGREE PROGRAMS

MECHANICAL DESIGN OPTION

With the approval of an advisor, select at least 26 credits from the following:

ETD 1111	Drafting I	6
ETD 1221	Drafting II	6
ETD 1700	Drafting III	6
ETD 1710	Fundamentals of Dimensioning & Tolerancing	4
ETD 2218	Geometric Dimensioning and Tolerancing	4
ETD 2219	Adv. Geometric Dimensioning and Tolerancing	4
ETD 2250	Tolerance Stacks I	4
ETD 2251	Tolerance Stacks II	4
ETD 2365C	Mechanical Desktop I	3
ETD 2366C	Mechanical Desktop II	3
ETD 2705	Advanced Mechanical Drafting	3
ETI 2110	Quality Tools I	3
ETI 1411	Advanced Manufacturing Processes	3
_____	Approved College Credit Course(s)	_____

Total Technical Elective Credits Required 26

Total Program Credits Required for Mechanical Design Option 62

TECHNICAL ILLUSTRATION OPTION

MTB 1103 is acceptable for general education math in this option. With the approval of an advisor, select at least 26 credits from the following:

EGS 1110C	Engineering Graphics	3
EGS 1130C	Descriptive Geometry	3
ETD 1801	Technical Illustrations	3
ETD 2801	Technical Illustrations II	3
ETD 1811C	Corel Draw I	3
ETD 1842C	Computer Rendering I	3
ETD 2843C	Computer Rendering II	3
GRA 1121C	Desktop Publishing I	3
GRA 1122C	Desktop Publishing II	3
GRA 2100C	Computer Graphics I	4
GRA 2156C	Computer Graphics II	4
_____	Approved College Credit Course(s)	_____

Total Technical Elective Credits Required 26

Total Program Credits Required for Technical Illustration Option. 62

GRAPHIC DESIGN TECHNOLOGY

A.A.S.

GENERAL EDUCATION

Select one course from each category; see page 76.

		College Credits
_____	Communications	3
_____	Humanities	3
_____	Mathematics	3
_____	Science	4
_____	Social Science	3
_____	General Education Electives	2

Total General Education Credits Required 18

COMMERCIAL DESIGN OPTION

CORE COURSES

GRA 1121C	Desktop Publishing I	3
ART 1600C	Computer Art I	3
GRA 2100C	Computer Graphics I	4
ART 2602C	Digital Imaging I	4

Total Core Credits Required 14

TECHNICAL ELECTIVES

With the approval of an advisor, select 32 credits from the following:

GRA 1122C	Desktop Publishing II	3
GRA 2156C	Computer Graphics II	4
GRA 2210C	Pre-press Assembly	4
ART 1495C	Corporate Imagery	4
ART 2601C	Computer Art II	3
ART 2603C	Digital Imaging II	4
_____	Any College Credit ART or GRA course	_____
_____	Approved College Credit Electives	_____

Total Technical Credits Required . . . 32

Total Program Credits Required for the Commercial Design Option. 64

COMPUTER GRAPHICS OPTION

CORE COURSES

GRA 1121C	Desktop Publishing I	3
ART 1600C	Computer Art I	3
GRA 2100C	Computer Graphics I	4
ART 2602C	Digital Imaging I	4

Total Core Credits Required 14

TECHNICAL ELECTIVES

With approval of an advisor, select 32 credits from the following:

GRA 1122C	Desktop Publishing II	3
GRA 2156C	Computer Graphics II	4
GRA 2210C	Pre-press Assembly	4
GRA 1123C	Desktop Publishing III	3
GRA 2144C	Web Design/Graphics	4
GRA 2164C	Advanced Graphics Projects	4
_____	Approved College Credit Electives	_____

**Total Technical Electives
Required 32**

**Total Program Credits Required for the
Graphic Design Option 64**

VISUAL ARTIST OPTION

CORE COURSES

ARH 2050	Art History Pre-Renaissance	3
ARH 2051	Art History Renaissance to 18th Century Neo-Classicism	3
ART 1201C	Two Dimensional Design	3
ART 1203C	Three Dimensional Design	3
ART 1300C	Drawing I	3
ART 1301C	Drawing II	3
ART 2500C	Painting I	3
HUM 2920	Humanities Colloquium OR	
ART 1905	Independent Study in Art	1

**Total Core Credits
Required 22**

TECHNICAL ELECTIVES

With the approval of an advisor, select 24 credits from the following:

ART 1700C	Pottery I	3
ART 1751C	Pottery II	3
ART 1701C	Sculpture I	3
ART 1702C	Sculpture II	3
ART 2501C	Painting II	3
ART 2540C	Water Color I	3
ART 2541C	Water Color II	3
ART 2955C	Portfolio Development	3
_____	Approved College Credit Electives	_____

**Total Technical Credits
Required 24**

**Total Program Credits Required for the
Visual Artist Option 64**

**INDUSTRIAL MANAGEMENT
TECHNOLOGY**

A.A.S.

Students who successfully complete 30 core/technical credits in this degree program may be eligible to receive the college credit certificate in Business Management.

GENERAL EDUCATION

Select one course from each catalog; see page 76.

_____	_____	College Credits
_____	_____	Communications 3
_____	_____	Humanities 3
_____	_____	Mathematics 3
_____	_____	Science 4
_____	_____	Social Science 3
_____	_____	General Education Electives 2

**Total General Education Credits
Required 18**

CORE COURSES

With the help of an advisor, select 12 credits from the following courses.

MAN 2021	Management	3
MAN 2300	Personnel Management	3
MNA 2100	Organizational Behavior	3
MNA 1016	ISO 9000 Industrial Management	3
MNA 1345	Industrial Supervision	3
ETI 2117	Introducing Total Quality	3
ETI 2118	Implementing Total Quality	3
CGS 1100	Microcomputer Applications	3
CGS 2564	Introduction to Windows	3
_____	Approved computer-related course	3
ENC 1200	Effective Business Writing or	
OST 2335	Business Communications	3
GEB 1940	Internship-Business 3-9 (can be completed three times for credit)	
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
ACG 2071	Managerial Accounting	3
GEB 1011	Introduction to Business	3
GEB 2441	Business Ethics	3
_____	Approved College Credit Elective(s)	3

TECHNICAL ELECTIVES

With the approval of an advisor select at least 30 college credit electives or other articulated credits.

**Total Technical Elective Credits
Required 30**

Total Program Credits Required 60

A.S. & A.A.S.
DEGREE PROGRAMS

MANUFACTURING TECHNOLOGY **A.A.S.**

GENERAL EDUCATION
Select one course from each category, see page 76.

		College Credits
_____	Communications	3
_____	Humanities	3
_____	Mathematics	3
_____	Science	4
_____	Social Science	3
_____	General Education Electives.....	2
Total General Education Credits Required		18

CORE COURSES

ETI 2110	Quality Tools I	3
ETI 2111	Quality Control II	3
EET 1606C	Soldering PC Board Techniques	2
ETI 1411	Advanced Manufacturing Processes... 3	
EGS 1110C	Engineering Graphics	3
ETD 1710	Basic Machine Drafting	3
ETD 2655	Advanced Printed Circuit Board Drafting	3
EET 1015C	Basic Electricity/Electronics I	4
EET 1141C	Devices and Circuits I	4
ETD 2218	Geometric Dimensioning and Tolerancing	3
ETD 2219	Advanced Geometric Dimensioning and Tolerancing	3
ETD 1310	Introduction to Computer Drafting	3
ETD 1654	Intermediate PCB Drafting	3
Total Core Credits Required		40

TECHNICAL ELECTIVES
With approval of an advisor, select 4 credits.

_____	Approved College Credit Electives	6
Total Program Credits Required		64

MULTIMEDIA TECHNOLOGY **A.A.S.**

GENERAL EDUCATION
Select one course from each category; see page 76.

		College Credits
_____	Communications	3
_____	Humanities	3
_____	Mathematics	3
_____	Science	4
_____	Social Science	3
_____	General Education Electives.....	2
Total General Education Credits Required		18

CORE COURSES

GRA 1121C	Desktop Publishing I	3
ART 1600C	Computer Art I	3
GRA 2100C	Computer Graphics I	4
ART 2602C	Digital Imaging I	4
GRA 2140C	Multimedia I	4
GRA 2141C	Multimedia II	4

Total Core Credits Required 22

TECHNICAL ELECTIVES
With the approval of an advisor, select 24 credits from the following:

ART 1495C	Corporate Imagery	4
ART 2603C	Digital Imaging II	4
GRA 2144C	Web Design/Graphics	4
GRA 2164C	Advanced Graphics Projects	4
_____	Any College Credit ART or GRA Course	—
_____	Approved College Credit Electives	—

Total Technical Electives Required 24

Total Program Credits Required 64

NETWORK SERVICES TECHNOLOGY **A.A.S.**

Students may apply selected credits from this program to the requirements of the college credit Computer Programming Certificate.

GENERAL EDUCATION
Select one course from each category, see page 76.

		College Credits
_____	Communications	3
_____	Humanities	3
_____	Mathematics	3
_____	Science	4
_____	Social Science	3
_____	General Education Electives.....	2

Total General Education Credits Required 18

CORE COURSES

CIS 1000	Introduction to Computer Science	3
CGS 2564	Introduction to Windows	3
CGS 1550	Introduction to the World Wide Web	3
CDA 2500	Network Technology	3
CDA 2521	NT Administration I	3
CDA 2524	Novell Administration I	3
CET 2497	TCP/IP	3

Total Core Credits Required 21

TECHNICAL ELECTIVES

With the help of an advisor, select 24 credits from the following:

COP 2220	Programming in C	3
COP 2010	Visual Basic	3
COP 2800	Java	3
CDA ____	Any College Credit CDA Prefix Course(s)	—
CET ____	Approved College Credit CET Prefix Course(s)	—
EET ____	Approved College Credit EET Prefix Course(s)	—
CIS 1940	Internship-Computer Science	3-6 (can be taken two times for credit)
GEB 1940	Internship-Business	3
____	Approved College Credit Elective(s)	—

Total Technical Credits Required 24

Total Program Credits Required 63

NURSING (Limited Admission Program) A.S.

This program is a limited admission program subject to additional program policies and licensure requirements stipulated in the “Nursing Program Student Handbook”. Policies are strictly enforced and students should work with the Nursing Program staff rather than self-advise. Admissions information is available from the Office of Technical Education.

GENERAL EDUCATION

	College Credits
ENC 1101	Communications 3
PHI 2600	Ethics 3
MAC 1105	College Algebra 3
	or
STA 2023	Statistics 3
BSC 1085C	Human Anatomy and Physiology I 4
BSC 1086C	Human Anatomy and Physiology II 4
SYG 2000	Sociology 3

Total General Education Credits Required 20

CORE COURSES

HUN 2201	Nutrition	3
DEP 2004	Human Growth and Development	3
MCB 2010C	Microbiology	4
NUR 1105	Nursing Process I	6
NUR 1105C	Nursing Process I Clinical Experience	4
NUR 1235	Nursing Process II	5
NUR 1235C	Nursing Process II Clinical Experience	4
NUR 1251C	Pharmacologic Principles in Nursing	1
NUR 2166	Nursing Process III	6
NUR 2166C	Nursing Process III Clinical Experience	4
NUR 2276	Nursing Process IV	5
NUR 2276C	Nursing Process IV Clinical Experience	4
NUR 2283C	Nursing Clinical Practicum	3

Total Core Credits Required 52

TECHNICAL ELECTIVES (Not Required)

NUR 1333C	Nursing Clinical Externship	3
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Total Program Credits Required 72

OFFICE SYSTEMS TECHNOLOGY

A.A.S.

Students who successfully complete 30 credits, including the core of this program, are eligible to receive the college credit Office Systems Specialist Certificate.

GENERAL EDUCATION

Select one course from each category, see page 76.

	College Credits
____	Communications 3
____	Humanities 3
____	Mathematics 3
____	Science 4
____	Social Science 3
____	General Education Electives 2

Total General Education Credits Required 18

CORE COURSES

CGS 1100	Microcomputer Applications	3
CGS 1570	Microcomputer Applications for Business	3
GEB 1011	Introduction to Business	3
ENC 1200	Effective Business Writing or	
OST 2335	Business Communications	3
OST 2401	General Office Management	3
OST 1355	Records Management	3
OST 1107	Word Processing I	3
OST 2117	Word Processing II	3

Total Core Credits Required 24

A.S. & A.A.S. DEGREE PROGRAMS

GENERAL OFFICE SYSTEMS OPTION

With the help of an advisor, select 21 credits from the following:

CGS 2564	Introduction to Windows	3
CGS 1550	Introduction to the World Wide Web . . .	3
MTB 1103	Business Math	3
GEB 1940	Internship-Business	3-6
	(can be completed two times for credit)	
ACG 2001	Accounting I	3
BUL 2241	Business Law I	3
MNA 1345	Supervision	3
GEB 2441	Business Ethics	3
_____	Other Approved College Credit	
_____	Elective(s)	6

Total Technical Credits Required . . . 21

Total Program Credits Required for the General Office Systems Option 64

LEGAL SECRETARY OPTION

With approval of an advisor, select 21 credits from the following:

PLA 1013	Introduction to the Legal System	3
PLA 1005	Legal Terminology	3
GEB 1940	Internship-Business	3-6
	(can be completed two times for credit)	
BUL 2241	Business Law I	3
BUL 2242	Business Law II	3
PLA 1203	Introduction to Civil Law	3
PLA 1103	Legal Research	3
PLA 1104	Case Analysis and Legal Writing	3
PLA 2263	Evidence	3
PLA 1804	Family Law	3

Total Technical Credits Required . . . 21

Total Program Credits Required for the Legal Secretary Option 63

MEDICAL SECRETARY OPTION

With approval of an advisor, select 21 credits from the following:

HSC 1531	Medical Terminology*	3
HSC 1100	Health Education	3
HIM 1000	Introduction to Health Information Management* ¹	3
HSC 1400	First Aid	3
OST 2401	General Office Management* ¹	3
BUL 2241	Business Law I	3
GEB 2441	Business Ethics	3
GEB 1940	Internship-Business	3-9
	(can be completed three times for credit)	
_____	Approved college credit HSC, HIM or OST course	_____

Total Technical Credits Required . . . 21

Total Program Credits Required for the Medical Secretary Option 63

* Required courses for this option.

¹ HIM 1000 and OST 2401 will replace Medical Office Procedures I and Medical Office Procedures II.

RECORDING ARTS TECHNOLOGY

A.A.S.

GENERAL EDUCATION

Select one course from each category; see page 76.

	College Credits
_____	Communications 3
_____	Humanities 3
_____	Mathematics 3
_____	Science 4
_____	Social Science 3
_____	General Education Electives 2

Total General Education Credits Required 18

CORE COURSES

MUM 2300	Introduction to the Music Industry	3
MUM 2600	Recording Techniques I	3
MUM 2601	Recording Techniques II	3
MUM 2604	Multi-Track Mixdown	3
	(Post Production)	
MUM 2600L	Recording Lab	2
MUT 1121	Music Theory I	3
MUT 1122	Music Theory II	3
MUT 2126	Music Theory III	3
MUT 2127	Music Theory IV	3
MUH 1011	Humanities – Music	3
MVV 1211	Applied Voice	2-4
	(can be completed four times for credit)	
MVK 1211	Applied Piano	2-4
	(can be completed four times for credit)	
_____	Approved College Credit Course(s)	_____

Total Core Credits Required 46

Total Program Credits Required 64

RECREATION TECHNOLOGY A.S.

GENERAL EDUCATION

Select one course from each category; see page 76.

		College Credits
_____	Communications	3
_____	Humanities.	3
_____	Mathematics	3
_____	Science	4
_____	Social Science	3
_____	General Education Electives.	2
Total General Education Credits Required		18

CORE COURSES

PET 1000	Introduction to Physical Education	3
PET 2622	Care and Prevention of Athletic Injuries.	3
HSC 1100	Health Education	3
HLP 1081	Wellness	3
PEM 1131A	Strength Training	3
HSC 1400	First Aid	3
HUN 2201	Nutrition	3
_____	Selected Activity Courses.	4
Total Core Credits Required		25

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 21 credits from the following:

SLS 1501	Effective Study	1
CGS 1100	Microcomputer Applications.	3
SPC 1600	Speech	3
THE 2000	Humanities – Theatre.	3
SYG 2000	Sociology	3
DEP 2004	Human Growth and Development. . . .	3
MNA 2100	Organizational Behavior	3
FAD 1123	Adults in a Changing Society	3
ORI 2000	Oral Interpretation	3
SYG 2010	Social Problems.	3
EDF 1005	Introduction to Education	3
_____	Approved College Credit Course(s) . . .	3
_____	Selected Activity Courses.	4
Total Technical Elective Credits Required		21

Total Program Credits Required. 64

THEATER AND ENTERTAINMENT TECHNOLOGY A.A.S.

GENERAL EDUCATION

Select one course from each category, see page 76.

_____	Communications	3
_____	Humanities.	3
_____	Mathematics	3
_____	Science	4
_____	Social Science	3
_____	General Education Electives.	2
Total General Education Credits Required		18

ACTING SPECIALIZATION OPTION

CORE COURSES

THE 2000	Humanities Theatre	3
THE 2300	Dramatic Literature.	3
TPA 1210	Stagecraft	3
TPP 2110	Acting I	3
TPP 2111	Acting II	3
TPP 2310	Directing I	3
TPP 1190	Rehearsal and Performance I.	3
HUM 2920	Humanities Colloquium	1
MVV 1211	Voice	2-4 (can be completed four times for credit)
DAA _____	Ballet, Modern, Jazz, Tap	2-4

Total Core Credits Required 26-30

TECHNICAL ELECTIVES

With the approval of an advisor, select 16-20 credits from the following:

THE 2071	Humanities Cinema Appreciation	3
THE 2080	Amateur Theatre	3
THE 2320	Introduction to Creative Dramatics . . .	3
TPA 1190	Technical Theatre I (Scenic)	3
TPA 2220	Technical Theatre II (Lighting)	3
TPA 2232	Introduction to Costuming.	3
TPP 2112	Acting III	3
TPP 2113	Acting IV	3
TPP 1191	Rehearsal and Performance II	3
TPP 1192	Rehearsal and Performance III.	3
TPP 2311	Directing II	3
_____	Other Approved College Credit Electives	_____

Total Technical Elective Credits Required 16-20

Note: A proficiency exam may be required in major emphasis area(s).

Total Program Credits Required. 64

A.S. & A.A.S. DEGREE PROGRAMS

DANCE SPECIALIZATION OPTION

CORE COURSES

DAA 1200	Beginning Ballet I	4-8
	(can be completed four times for credit)	
DAA 1201	Intermediate Ballet	4-8
	(can be completed four times for credit)	
DAA 2202	Advanced Ballet	4-8
	(can be completed four times for credit)	
DAA 1100	Beginning Modern Dance	4-8
	(can be completed four times for credit)	
DAA 1101	Intermediate Modern Dance	4-8
	(can be completed four times for credit)	
DAA 2610	Composition and Improvisation.	2
DAA 2683	Dance Performance	2-4
	(can be completed two times for credit)	

Total Core Credits Required 20-38

TECHNICAL ELECTIVES

With the approval of an advisor, select 8-26 credits from the following:

DAA 1681	Dance Ensemble.	1-4
	(can be completed four times for credit)	
DAA 1500A	Beginning Jazz Dance	1-4
	(can be completed four times for credit)	
DAA 1501	Intermediate Jazz Dance.	1-4
	(can be completed four times for credit)	
DAA 1580	Musical Theatre Dance I	1-4
	(can be completed four times for credit)	
DAA 2581	Musical Theatre Dance II	1-4
	(can be completed four times for credit)	
DAA 1750	Dance Conditioning.	1-4
	(can be completed four times for credit)	
DAA 2220	Pointe.	1-4
	(can be completed four times for credit)	
DAA 1520	Beginning Tap	1-4
	(can be completed four times for credit)	
TPA 1210	Stagecraft	3
TPA 2232	Introduction to Costuming.	3
TPA 2220	Technical Theatre II	3
___ ___	Other Approved College	
	Credit Elective(s)	___

Total Technical Elective Credits Required 8-26

Note: A proficiency exam may be required in major emphasis area(s).

**Total Program Credits Required
Dance Specialization Option 64**

MUSICAL THEATER OPTION

CORE COURSES

MUT 1121	Music Theory I	3
MUT 1122	Music Theory II	3
MUT 2126	Music Theory III	3
MUT 2127	Music Theory IV	3
MVK 1211	Applied Piano I	2-4
	(can be completed four times for credit)	
MVK 2221	Applied Piano II	2-4
	(can be completed four times for credit)	
HUM 2920	Humanities Colloquium I	1
MUN ____	Music Ensembles.	4

Total Core Credits Required 21-24

TECHNICAL ELECTIVES

With the approval of an advisor, select 22-25 credits from the following:

MUN 1000	Summer Ensemble I.	3
MUN 1001	Summer Ensemble II	3
MUN 1002	Summer Ensemble III.	3
MUN 1003	Summer Ensemble IV	3
MUT 1001	Fundamentals of Music	3
MUT 1641	Jazz Improvisation I	2
MUT 2642	Jazz Improvisation II	2
MUT 2351	Jazz Theory & Arranging	3
MUN ____	Music Ensembles (as needed)	4-12
M__ ____	Applied Music	4-12
DAA ____	Ballet, Jazz, Modern	4-12
___ ____	Other Approved Elective(s).	___

Total Technical Elective Credits Required 22-25

Note: A proficiency exam may be required in major emphasis area(s).

**Total Program Credits Required
Musical Theatre Specialization Option. 64**

TECHNICAL PRODUCTION OPTION

CORE COURSES

THE 2000	Humanities Theatre	3
THE 2300	Dramatic Literature.	3
TPA 1210	Stagecraft	3
TPA 1290	Technical Theatre I (Scenic).	3
TPA 2220	Technical Theatre II (Lighting)	3
TPP 2110	Acting I	3
TPP 2600	Stage Management	3
HUM 2920	Humanities Colloquium	1

Total Core Credits Required 22

TECHNICAL ELECTIVES

With the approval of an advisor, select 24 credits from the following:

THE 2071	Humanities Cinema Appreciation	3
THE 2080	Amateur Theatre	3
THE 2320	Introduction to Creative Dramatics	3
TPA 2232	Introduction to Costuming.	3
TPP 2211	Acting II	3
TPP 2112	Acting III	3
TPP 2113	Acting IV	3
TPP 1190	Rehearsal and Performance I.	3
TPP 1191	Rehearsal and Performance II	3
TPP 1192	Rehearsal and Performance III.	3
TPP 2311	Directing II	3
_____	Other Approved Elective.	_____

**Total Technical Elective Credits
Required 24**

Note: A proficiency exam may be required in major emphasis area(s).

Total Program Credits Required. 64

❖ Nursing – Program Partnership with Pensacola Junior College

OWCC has an agreement with Pensacola Junior College for a Nursing Career Mobility Program designed for Licensed Practical Nurses. All General Education requirements for this program may be completed at OWCC. For additional information, contact OWCC Counseling, or call the PJC Department of Nursing at (850) 484-2278.

A.S. & A.A.S.
DEGREE PROGRAMS

The new Health Technology Program at OWCC currently includes Registered Nursing. OWCC will begin Dental Assisting in Fall 2002 and Surgical Technician in Fall 2003.



CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA PROGRAMS

Certificate Programs are designed to prepare students for employment in selected professional, technical, and occupational skill areas. OWCC offers three types of certificate programs, college credit certificates, vocational credit certificates and the Applied Technology Diploma (ATD). All are technically oriented and require less time to complete than do the two-year degree programs.

❖ College Credit Certificates and Applied Technology Diplomas

College credit certificates and the ATD range from twenty-four (24) to sixty (60) credits in length, although most are comprised of thirty (30) credits, and require approximately one academic year to complete. Courses in these certificates include professional and technical skills, with an emphasis on practical application. Most college credit certificate programs include an internship option through which students may gain on-the-job experience as they study.

Each of the OWCC college credit certificates is paired with a companion A.S. or A.A.S. Degree Program. Upon successful completion of the college credit certificate, the student may receive credit toward approximately 45% to 50% of the course requirements in the companion degree program. Conversely, students who successfully complete the technical credits within a companion degree program may qualify for graduation from the appropriate certificate program. In this manner, students may receive two graduation credentials from the college. **Students should work closely with an advisor to plan their studies in a way to take advantage of this opportunity.**

College Credit Certificates and ATD Programs Offered at OWCC

- Accounting Applications (Certificate)
- Business Management (Certificate)
- Computer Programming (Certificate)
- Customer Service (ATD)
- Early Childhood/Early Intervention (Certificate)
- Office Systems Specialist (Certificate)
- Marketing (Certificate)
- Medical Coder Specialist (ATD)
- *At catalog press time, a number of additional short-term college credit programs were under consideration and development by OWCC. Students interested in pursuing a field of study not listed above should contact the Office of the Vice President for Instruction or the Office of Enrollment Services to check on the status of additional short term college credit options.*

❖ Vocational Credit Certificates

Vocational credit certificates are comprised of vocational credits, as distinct from college credits. The certificates are generally less than one year in length and are designed to prepare students for employment in selected occupational skill areas. Most vocational certificates contain an internship option through which students may gain on-the-job experience as they study. The curriculum is heavily oriented toward problem solving and skill application. In certain circumstances, the skills acquired through completion of a vocational credit certificate may be articulated into comparable college credit work and applied to college credit certificates or A.S. Degree programs. **Students should work closely with an advisor to plan their studies in a way to take advantage of this opportunity.**

Vocational Credit Certificates Offered at OWCC

- Accounting Operations
- Administrative Assistant
- Blueprint Reading and Estimation
- Corrections Basic
- Customer Assistance
- Customer Service Representative
- Early Childhood Education
- Law Enforcement Basic
- Legal Secretary
- Occupational Safety and Health Technology
- Office Software Specialist
- *At catalog press time, a number of additional vocational credit certificates were under consideration and development by OWCC. Students interested in pursuing a field of study not listed above should contact the Office of the Vice President for Instruction or the Office of Enrollment Services to check on the status of additional certificate options.*

❖ ***Graduation Requirements for Certificate and ATD Programs***

To successfully complete a college or vocational credit certificate, the student must meet the following requirements.

1. Complete the courses and other requirements as specified in the program of study. (With advance approval, college credit courses may be substituted for equivalent vocational credit courses in any vocational credit certificate.)
2. Complete at least 25% of the certificate coursework in residence at OWCC.
3. Maintain a cumulative GPA of not less than 2.00 in all coursework pursued for the certificate.
4. Satisfy all other college graduation requirements.

In addition, students wishing to complete a vocational certificate must demonstrate minimum skill levels in reading, communications, and mathematics, as measured by the TABE. The levels vary for each program of study.



OWCC provides a variety of student activities and groups. Contact the Student Activities Office at 729-5277 for information on clubs and groups.

ACCOUNTING APPLICATIONS

College Credit Certificate

Students who successfully complete this certificate will have completed 27 credits applicable to the Accounting Technology A.S. Degree or to the Business Administration and Management A.A.S. Degree programs.

CORE COURSE

	College Credits
GEB 1011 Introduction to Business	3
CGS 1100 Microcomputer Applications	3
ACG 2001 Accounting I	3
ACG 2011 Accounting II	3
ACG 2071 Managerial Accounting	3
CGS 1570 Computer Applications for Business . . .	3
ACG 2450 Computer Applications in Accounting . .	3
ACO 1806 Payroll Accounting	3
_____ Other College Credit Elective(s)	3

Total Program Requirements 27

ACCOUNTING OPERATIONS

Vocational Credit Certificate

CORE COURSE¹

	Vocational Credits
OTA 0112 Word Processing with Windows I	1
CGS 0513 Using Spreadsheets I	1
CGS 0517 Using Spreadsheets II	1
MTB 0102 Math for Business I	2
COM 0101 Office Communication	2
ACO 0511 Electronic Bookkeeping	2
_____ Approved Accounting/Business	12

Total Core Credits Required 21

TECHNICAL ELECTIVES²

Select at least 9 credits from the following courses:

OTA 0940 Office Internship I	2-4
(can be completed two times for credit)	
OTA 0948 Office Internship II	2-4
(can be completed two times for credit)	
OTA 0949 Office Internship III	2-4
(can be completed two times for credit)	
_____ Approved CGS, MNA, GEB, BUL, MAN, OST, ACO, ACG, or other business course(s)	_____

Total Technical Electives Credits Required 9

Total Program Credits 30

¹ College credit courses with the APA, ACG, or ACO prefix may be substituted for vocational credit courses in the core as appropriate; the college credit equivalent of any vocational course may be substituted for a core course(s); credit requirements within the core may be adjusted to accommodate substitution of college credit classes or of other vocational credit courses, however, **at least 18 program credits must be in accounting skill courses.**

² Technical electives may be vocational or college credit as appropriate to the individual student's career goals.

ADMINISTRATIVE ASSISTANT

Vocational Credit Certificate

Students who complete 20-30 credits from this program, including the core, may be eligible to receive the Office Software Specialist, Customer Service Representative and/or Customer Assistance vocational credit certificates.

CORE COURSES

	Vocational Credits
OTA 0119 Introduction to Word Processing	3
(OR: OTA 0103, OTA 0112 and OTA 0113)	
MNA 0107 Fundamentals of Human Relations and Communication	3
(OR: MNA 0100, MNA 0105 and COM 0____ Communication Skills I)	
OTA 0420 Office procedures and Records Maintenance	3
(OR: OTA 0421 and OTA 0401)	
CGS 0____ Exploring Windows	2
(OR: CGS 0561 and CGS 0562)	
CGS 0____ Using Windows Spreadsheets	2
(OR: CGS 0516 and CGS 0517)	
CGS 0____ Fundamentals/Presentation Software . . .	2
(OR: CGS 0520 and CGS 0522)	
MTB 0102 Mathematics for Business	2
OTA 0036 Desktop Publishing	3
ACO 0511 Electronic Bookkeeping	2
COM 0101 Office Communications	2
CGS 0530 Database Essentials	1

Total Core Credits Required 25

TECHNICAL ELECTIVES

Select at least 10 credits from the following courses:

MNA 0161 Serving the Customer	1
CGS 0549 Database Essentials II	2
OTA 0118 Word Processing with Windows III	3
CGS 0823 Essential of the Internet	1
_____ Introduction to Business Management . .	2
OTA 0940 Office Internship I	2-4
(can be completed two times for credit)	
OTA 0948 Office Internship II	2-4
(can be completed two times for credit)	
_____ Other approved elective(s)	1-6

Total Technical Electives Required 10

Total Program Credits Required¹ 35

¹ With advance approval, college credit courses may be substituted for equivalent vocational credit courses and the total number of program credits required may be adjusted accordingly.

BLUEPRINT READING AND ESTIMATION

Vocational Credit Certificate

	Vocational Credits
_____ Blueprint Reading *	2
_____ Construction Estimating *	1
_____ Construction Management/Planning *	1
_____ Industrial Blueprint Reading *	1

* Students may also receive this certificate by substituting the following college credit courses BCN 1272, BCT 2600, and ETD 2011, which also apply to the Architectural Design and Construction Technology A.S. Degree.

Total Program Credits Required 5

BUSINESS MANAGEMENT

College Credit Certificate

Students who successfully complete this certificate will have completed 27 credits applicable to the Accounting Technology A.S. Degree or to the Business Administration and Management A.A.S. Degree programs.

CORE COURSES

	College Credits
GEB 1011 Introduction to Business	3
CGS 1100 Microcomputer Applications	3
ACG 2001 Accounting I	3
MAN 2021 Management	3
Total Core Credits Required 12	

TECHNICAL ELECTIVES

With the help of an advisor, select 15 credits from the following:

OST 2335 Business Communications	3
ACG 2011 Accounting II	3
ACG 2071 Managerial Accounting	3
CGS 1570 Computer Applications for Business	3
GEB 2441 Business Ethics	3
MAN 2300 Personnel Management	3
BUL 2241 Business Law I	3
GEB 1940 Internship – Business	3
_____ Other Business/College Credit Elective(s)	1-9

Total Technical Elective Credits Required 15

Total Program Credits Required 27

COMPUTER PROGRAMMING

College Credit Certificate

Students who successfully complete this program may apply these credits as appropriate to the Computer Information Technology, Networking Services Technology and/or Computer Programming and Analysis degree programs.

CORE COURSES

	College Credits
CIS 1000 Introduction to Computer Science	3
CGS 2564 Introduction to Windows	3
CGS 1550 Introduction to the World Wide Web	3
CDA 2500 Introduction to Networking	3
COP 2220 Programming in C	3
COP 2800 Java	3
COP 2010 Visual Basic	3

Total Core Credits Required 21

TECHNICAL ELECTIVES

CIS 1940 Internship in Computer Studies	3-6 (can be completed two times for credit)
GEB 1940 Internship-Business	3-6 (can be completed two times for credit)
COP _____ Approved College Credit COP Course(s)	_____
CIS _____ Approved College Credit CIS Course(s)	_____
CGS _____ Approved College Credit CGS Course(s)	_____
CDA _____ Approved College Credit CDA Course(s)	_____
CET _____ Approved College Credit CER Course(s)	_____

Total Technical Elective Credits Required 12

Total Program Credits Required 33

CORRECTIONS BASIC

Vocational Credit Certificate

CORE COURSES

	Vocational Credits
CJD 0710	Criminal Justice Legal I* 2
CJD 0711B	Criminal Justice Legal II* 1
CJD 0712B	Criminal Justice Communications 2
CJD 0733B	Interpersonal Skills I 3
CJD 0704	Criminal Justice Defensive Tactics 4
CJD 0705	Criminal Justice Weapons 3
CJD 0254	Criminal Justice Medical 2
CJD 0773	Interpersonal Skills II 2
CJD 0741	Emergency Preparedness 1
CJD 0752	Correctional Operations 3

Total Program Credits Required 23

* Law Enforcement and Corrections academy students who plan to apply for the A.A.S. Degree in Criminal Justice Technology program may wish to enroll in the college credit equivalents of C.J. Legal I, (CJD 1700), Legal II (CJD 1701), Law Enforcement Legal III (CJD 2720).

NOTE: Entry into Criminal Justice Certificate Programs requires meeting the standards as established by the Criminal Justice Advisory Board and the Florida Department of Law Enforcement, Division of Criminal Justice Standards and Training for employment. A copy of these requirements will be furnished by the Public Safety Division at OWCC. In addition, students must comply with Rule 6A-10.040 of the Department of Education. A copy of this rule will be furnished by the Public Safety Division of OWCC.

CUSTOMER ASSISTANCE

Vocational Credit Certificate

Students who successfully complete this program may apply these credits to the Administrative Assistant, Customer Service Representative, Hotel Operations and Supervision, and/or Office Software Specialist Vocational Certificates.

CORE COURSES

	Vocational Credits
OTA 0119	Introduction to Word Processing 3 (OR: OTA 0103, OTA 0112 and OTA 0113)
MNA 0107	Fundamentals of Human Relations and Communications 3 (OR: MNA 0100, MNA 0105 and COM 0__)
OTA 0420	Office Procedures and Records Maintenance 3 (OR: OTA 0421 and OTA 0401)
CGA 0__	Exploring Windows 2 (OR: CGS 0501 and CGA 0502)
COM 0101	Office Communications 2
MNA 0161	Serving the Customer 1

Total Core Credits Required 14

TECHNICAL ELECTIVES

Select at least 6 credits from the following courses:

MTB 0102	Mathematics for Business 2
CGS 0516	Using Spreadsheets with Windows I . . . 1
CGS 0823	Essentials of the Internet 1
CGS 0530	Database Essentials I 1
OTA 0940	Office Internship I 2-4 (can be completed two times for credit)
_____	Other approved elective(s) 1-4

Total Technical Elective Required . . . 6

Total Program Credits Required¹ 20

¹ With advance approval, college credit courses may be substituted for equivalent vocational credit courses and the total number of program credits required may be adjusted accordingly.

CUSTOMER SERVICE REPRESENTATIVE

Vocational Credit Certificate

Students who successfully complete this program may apply these credits to the Administrative Assistant, Customer Service Assistance, Hotel Operations and Supervision, and/or Office Software Specialist Vocational Certificates

CORE COURSES

	Vocational Credits
MNA 0107	Fundamentals of Human Relations and Communications 3 (OR: MNA 0100, MNA 0105 and COM 0__)
MNA 0161	Serving the Customer 1
_____	Professional Selling 1
COM 0101	Office Communications 2
_____	Basic Business Law and Ethics 1

Total Core Credits Required 8

TECHNICAL ELECTIVES

Select at least 12 credits from the following courses:

OTA 0119	Introduction to Word Processing 3 (OR: OTA 0103, OTA 0112 and OTA 0113)
OTA 0420	Office Procedures and Records Maintenance 3 (OR: OTA 0421 and OTA 0401)
MTB 0102	Mathematics for Business 2
ACO 0511	Electronic Bookkeeping 2
CGS 0516	Using Windows Spreadsheets I 1
CGS 0823	Essentials of the Internet 1
CGS 0530	Database Essentials I 1
OTA 0940	Office Internship I 2-4 (can be completed two times for credit)
OTA 0948	Office Internship II 2-4 (can be completed two times for credit)
_____	Other approved elective(s) 1-4

Total Technical Elective Credits Required 12

Total Program Credits Required¹ 20

¹ With advance approval, college credit courses may be substituted for equivalent vocational credit courses and the total number of program credits required may be adjusted accordingly.

CUSTOMER SERVICE TECHNOLOGY

Applied Technology Diploma

Students who successfully complete this ATD program may apply the credits to the Customer Service, Business Management and Administration, or Office Systems Technology A.A.S. Degree programs.

CORE COURSES

	College Credits
GEB 1011 Introduction to Business	3
CGS 1100 Microcomputer Applications	3
OST 2335 Business Communications	3
MNA 1161 Customer Service	3
MAR 2011 Introduction to Marketing	3
CGS 1550 Introduction to the World Wide Web	3

Total Core Credits Required 18

TECHNICAL ELECTIVES

With the help of an advisor, select at least 12 credits from the following:

GEB 2441 Business Ethics	3
MNA 2100 Organizational Behavior	3
GEB 1940 Internship-Business	3-9
	(can be completed three times for credit)
SPC 1600 Speech	3
_____ Other Approved College Credit Electives	_

**Total Technical Electives
Credits Required 12**

Total Program Credits Required 30

EARLY CHILDHOOD/ EARLY INTERVENTION

College Credit Certificate

Students who successfully complete this certificate may receive 36 credits toward the requirements of the Child Development and Education A.A.S. Degree program.

The Florida Department of Children and Families recognizes this certificate as an equivalent to the national CDA credential.

CORE COURSES

	College Credits
CHD 1223 Guidance for Young Children	3
DEP 2100 Child Growth and Development I	3
CHD 1430 Observing and Recording Child Behavior	3
CHD 2432A Curriculum for Young Children I	3
HUN 2410A Child Nutrition and Health	3
CHD 2322 Programs for Young Children	3
CHD 1531 Parenting Education	3
CHD 1941 Child Development Internship	3
EEX 2010 Introduction to Exceptional Children	3

Total Core Credits Required 27

TECHNICAL ELECTIVES

With the approval of an advisor, select 9 credits from the following:

CHD 2332A Curriculum for Young Children II	3
CHD 2334A Curriculum for Young Children III	3
CHD 2337A Curriculum for Young Children IV	3
MTB 1103 Business Math	3
CHD 1941 Internship – Child Development	3-9
	(can be completed three times for credit)
CHD 1312 Infant & Toddler	3

**Total Technical Elective
Credits Required 9**

Total Program Credits Required 36

EARLY CHILDHOOD EDUCATION

Vocational Credit Certificate*

	Vocational Credits
HEV 0115 Introduction to Early Childhood Education	1
HEV 0116 The Early Childhood Profession	4
HEV 0183 Early Childhood Internship I	10
HEV 0184 Early Childhood Internship II	5

*** With the approval of an advisor, students may substitute selected college credit courses (with the CHD prefix) for certain of these vocational credits.**

Total Program Credits Required 20

LAW ENFORCEMENT BASIC

Vocational Credit Certificate

CORE COURSES

	Vocational Credits
CJD 0710	Criminal Justice Legal I* 2
CJD 0711A	Criminal Justice Legal II* 2
CJD 0730	Law Enforcement Legal III* 2
CJD 0712A	Criminal Justice Communications 2
CJD 0713A	Interpersonal Skills I 3
CJD 0704	Criminal Justice Defensive Tactics 4
CJD 0705	Criminal Justice Weapons 3
CJD 0254	Criminal Justice Medical 2
CJD 0731	Law Enforcement Patrol 3
CJD 0732	Law Enforcement Traffic 2
CJD 0723	Vehicle Operations 2
CJD 0734	Law Enforcement Investigations 3

Total Program Credits Required 30

NOTE: Entry into Criminal Justice Certificate Programs requires meeting the standards as established by the Criminal Justice Advisory Board and the Florida Department of Law Enforcement, Division of Criminal Justice Standards and Training for employment. A copy of these requirements will be furnished by the Public Safety Division at OWCC. In addition, students must comply with Rule 6A-10.040 of the Department of Education. A copy of this rule will be furnished by the Public Safety Division of OWCC.

* Law Enforcement and Corrections academy students who plan to apply for the A.A.S. Degree in Criminal Justice Technology program may wish to enroll in the college credit equivalents of C.J. Legal I, (CJD 1700), Legal II (CJD 1701), Law Enforcement Legal III (CJD 2720).

LEGAL SECRETARY

Vocational Credit Certificate

Core Courses

	Vocational Credits
OTA 0119	Introduction to Word Processing 3 (OR: OTA 0103, OTA 0112 and OTA 0113)
OTA 0420	Office Procedures and Records Maintenance 3 (OR: OTA 0421 and OTA 0401)
CGS 0__	Exploring Windows 2 (OR: CGS 0561 and CGS 0562)
CGS 0__	Using Windows Spreadsheets 2 (OR: CGS 0516 and CGS 0517)
CGS 0__	Fundamentals of Presentation Software 2 (OR: CGS 0520 and CGS 0522)
MTB 0102	Mathematics for Business 2
CGS 0823	Essential of the Internet 1
OTA 0036	Desktop Publishing with Word 3
COM 0101	Office Communications 2
_____	Approved Legal Electives 8 (BUL, LEA, PLA, CCJ, CJT, CJD Prefix courses)

Total Core Credits Required 29

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 6 credits from the following courses:

MNA 0161	Serving the Customer 1
ACO 0511	Electronic Bookkeeping 1
CGS 0530	Database essentials 1
CGS 0549	Database Essentials II 2
_____	Introduction to Business Management . 2
OTA 0940	Office Internship I 2-4 (can be completed two times for credit)
OTA 0948	Office Internship II 2-4 (can be completed two times for credit)
_____	Other approved elective(s) 1-6

Total Technical Elective Credits Required 6

Total Program Credits Required¹ 35

¹ With advance approval, college credit courses may be substituted for equivalent vocational credit courses and the total number of program credits required may be adjusted accordingly.

MARKETING

College Credit Certificate

Students who successfully complete this certificate may receive thirty (30) credits toward completion of the Business Management and Administration A.A.S. Degree program.

CORE COURSES

	College Credits
GEB 1011	Introduction to Business 3
MAR 2011	Introduction to Marketing 3
MKA 2021	Professional Selling 3
MNA 2100	Organizational Behavior 3
CGS 1100	Microcomputer Applications 3
GRA 1121C	Desktop Publishing 2
CGS 2564	Intro. to Windows 3
ENC 1200	Effective Business Writing

or

OST 2335	Business Communications 3
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Total Core Credits Required 24

TECHNICAL ELECTIVES

With approval of an advisor, select six credits from the following:

ACG 2001	Accounting I 3
BUL 2241	Business Law I 3
MKA 2511	Advertising 3
MTB 1103	Business Math 3
CGS 1570	Computer Applications for Business . . 3
MKA 2041	Retail Management 3
HFT 2210	Hospitality Management 3
CGS 1554	Introduction to Internet 1
GEB 1940	Internship-Business 3-6 (can be completed two times for credit)

Total Technical Elective Credits Required 6

Total Program Credits Required 30

MEDICAL CODER SPECIALIST

Applied Technology Diploma

HSC 1531	Medical Terminology	3
HIM 1000	Introduction to Health Information Management	3
BSC 1080	Essentials of Anatomy & Physiology . . .	3
HIM 1270C	Medical Billing	2
HIM 1282	Basic Coding for Medical Records . . .	4
HIM 2283C	Advanced Coding for Medical Records	5
HIM 2433	Pathophysiology	4
HSA 1101	Introduction to Health Care	2
Total Program Credits Required		26

OCCUPATIONAL SAFETY AND HEALTH TECHNOLOGY

Vocational Credit Certificate

		Vocational Credits
ETI 0930	Occupational Safety I *	1
ETI 0932	Occupational Safety II *	1

* Students may substitute any two of the following college credit courses for the above and meet certificate requirements: ETI 1710, ETI 1713, ETI 1715.

Total Credits Required 2

OFFICE SOFTWARE SPECIALIST

Vocational Credit Certificate

* Students who complete this certificate may apply 30 credits toward the Administrative Assistant vocational credit certificate.

CORE COURSES

		Vocational Credits
OTA 0119	Introduction to Word Processing	3
		(OR: OTA 0103, OTA 0112 and OTA 0113)
CGS 0__	Using Windows Spreadsheets	2
		(OR: CGS 0516 and CGS 0517)
CGS 0__	Fundamentals/Presentation Software . . .	2
		(OR: CGS 0520 and CGS 0522)
OTA 0036	Desktop Publishing	3
ACO 0511	Electronic Bookkeeping	2
CGS 0530	Database Essentials	1
MNA 0161	Serving the Customer	1
CGS 0823	Essentials of the Internet	1
COM 0101	Office Communications	2
Total Core Credits Required		17

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 13 credits from the following:

OTA 0420	Office Procedures and Records Maintenance	3
		(OR: OTA 0421 and OTA 0401)
OTA 0118	Word Processing with Windows	3
_____	MOUS Certification Review	1
_____	Introduction to Business Management . .	2
CGS 0549	Database Essentials II	2
OTA 0940	Office Internship I	2-4
		(can be completed two times for credit)
OTA 0948	Office Internship II	2-4
		(can be completed two times for credit)
_____	Approved Elective(s)	2-6

Total Technical Elective Credits Required 13

Total Program Credits Required¹ 30

¹ With advance approval, college credit courses may be substituted for equivalent vocational credit courses and the total number of program credits required may be adjusted accordingly.

CERTIFICATE & ATD PROGRAMS



Vocational and College Credit Certificates are offered at OWCC in a variety of computer fields.

OFFICE SYSTEMS SPECIALIST

College Credit Certificate

Students who successfully complete this certificate may receive thirty (30) credits toward the requirements of the Office Systems Technology A.A.S. Degree program.

CORE COURSES

	College Credits
OST 1107	Word Processing I 3
OST 2117	Word Processing II. 3
OST 2401	General Office Management. 3
	or
OST 2402	Secretarial Office Management 3
ENC 1200	Effective Business Writing
	or
OST 2335	Business Communications 3
CGS 2564	Introduction to Windows 95 3
CGS 1100	Microcomputer Applications 3
	Total Core Credits Required 18

TECHNICAL ELECTIVES

With the approval of an advisor, select 12 credits from the following:

GEB 1940	Internship – Business 3-6	(can be completed two times for credit)
MAN 2021	Management 3	
MTB 1103	Business Math 3	
OST 1601	Machine Transcription 3	
ACG 2001	Accounting I. 3	
OST 1335	Records Management 3	
BUL 2241	Business Law I. 3	
GEB 1011	Introduction to Business. 3	
CGS 1570	Microcomputers for Business 3	
— — — —	Approved Electives <u>3-9</u>	

Total Technical Elective Credits Required 12

Total Program Credits Required 30



OWCC Certificate Programs prepare students for immediate job entry in select professional, technical and occupational skills areas.

ADULT GENERAL EDUCATION

Okaloosa-Walton Community College offers a comprehensive adult general education program, including courses in literacy, English-as-a-Second-Language (ESL) or English for Speakers of Other Languages (ESOL), adult basic education (ABE), vocational preparatory/job readiness skills, and General Educational Development (GED), including a GED testing program. Courses are tuition free for qualifying adults sixteen (16) years and older. Materials are provided at no cost to the student. Other adult students may elect to enroll in these classes on a fee-paying basis. Students may enroll throughout the year, at any time during the semester. Classes are offered day and evening at all OWCC campuses and centers, as well as at selected community sites in Okaloosa and Walton Counties.

❖ **Adult Basic Education**

Adult Basic Education at OWCC 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. ABE classes are designed for students who want to improve their basic skills in reading, writing, and mathematics. The curriculum is divided into four literacy courses, including beginning, basic, intermediate and advanced levels. Classes are free to adults whose academic skills are assessed at below the ninth grade level. Students may progress at their own speed, but are limited to a maximum number of instructional hours per state regulation.

❖ **General Education Development (GED)**

GED classes prepare students to take the General Education Development examination, which leads to a State of Florida High School Equivalency Diploma. Instruction is targeted to the secondary level with subject content in the areas of writing, social studies, science, reading, and mathematics. Classes are free to students who do not have a high school diploma or equivalency and have academic skills assessed at or above the ninth grade level.

The OWCC Testing Center offers the GED Examination throughout the academic year. Students must register in advance for the exam and pay an examination fee. Testing is offered at the Niceville and Fort Walton Beach campuses, the Sikes Center in Crestview, and the Chautauqua Center in DeFuniak Springs.

Free Adult Education at OWCC includes courses for students whose primary language is not English. English-as-a-Second Language classes begin throughout the year and students may enroll at any time.

GED Prep Seminars

Special GED Prep Seminars are available for students to attempt the GED Practice Exam. The results of the practice test will tell students if they are ready for the actual exam or would benefit from additional academic preparation. In addition to this assessment, the two-day GED Seminar introduces students to test-taking strategies, effective study skills, career counseling, and post-secondary financial aid information.

❖ **English for Speakers of Other Languages (ESOL)**

The ESOL curriculum at OWCC is designed to build the student's oral and written English language skills. There are four levels of ESOL classes, including Beginning, Basic, Intermediate and Advanced Levels. Students progress at their own speed, but are limited to a maximum number of hours of enrollment per state regulations. Courses are free to eligible adult students and are held at OWCC's Education Centers at Eglin AFB and Hurlburt Field, and at other sites as needed.



CONTINUING EDUCATION PROGRAMS

Okaloosa-Walton Community College offers a variety of non-credit instructional options for individuals and groups wishing to pursue their educational goals outside of the traditional credit programs that lead to degrees and certificates. Courses offered through these options range from personal enrichment, recreation, leisure, and crafts to professional development and customized business/industry training. Courses offered through these options are non-credit and may not be used toward any OWCC degree or certificate program. Students enrolled in non-credit courses receive all of the benefits of the regular students, including use of the library, access to special events, and free parking.

❖ ***Institute for Professional Development***

The Institute for Professional Development (IPD), coordinated from the Fort Walton Beach campus, is dedicated to serving the specialized training needs of business, industry, government, agencies, and other local entities. The IPD offers custom training programs developed to meet the needs of a specific business, professional group, or other organization, as well as professional development classes for individuals wishing to upgrade their job skills, seek certification in a particular occupation, maintain licensure requirements, or refresh their professional skills in anticipation of an employment change.

Certain classes offered through the Institute carry Continuing Education Units (CEUs). For non-credit courses containing structured, sequential content with appropriate learning objectives targeted to the needs of a specific group or profession, the college may award one CEU for each ten hours of instruction or equivalent. CEU courses are distinct from other non-credit classes and may require additional fees, special eligibility enrollment standards, minimum attendance hours, or other special considerations.

Course fees vary with the type of course offered.

OWCC's Institute for Professional Development offers customized training programs for business and industry.

❖ ***Recreation and Leisure (Personal Enrichment)***

A variety of non-credit personal enrichment courses are available throughout the year. Topics range from computer skills, fitness, gardening, nutrition, and travel tips, to painting, cooking, foreign languages, safety and first aid, and consumer education. Fees vary with the length and type of course offered; most classes are held on the Niceville campus.

❖ ***PRIME TIME (Positive Retirement through Imaginative Education)***

The PRIME TIME Program offers a wide selection of non-credit courses targeted toward the interests of the 50-plus population. The course offerings are planned by a special PRIME TIME Curriculum Committee, which considers topics and suggestions of past enrollees and of community members. Fees vary with the length and type of course; enrollments are open to all adults, regardless of age.



COURSE NUMBERING

❖ *Florida 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 Florida's postsecondary institutions who made suggestions and criticisms to be incorporated into the system.

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

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SYG-010 at a community college, he/she cannot be required to repeat SYG-010 at a community college 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 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 the first numbers does not affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.

A first digit of "0" indicates a vocational credit or college preparatory credit course. (See "Credits" section below.)

❖ *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 will carry the same prefix and last three digits; that is what identifies them as equivalent.

❖ *Credits*

Course numbers beginning with a "1" or "2" are college credit. Courses with a prefix of ENC, MAT, or REA and a number beginning with "0" (zero) are college prep credit; all other course numbers beginning with "0" (zero) are vocational credit.

College prep courses may not be used to meet degree or certificate requirements.

❖ 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 OCB-013C (lecture & lab combined) with lab

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-046). 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

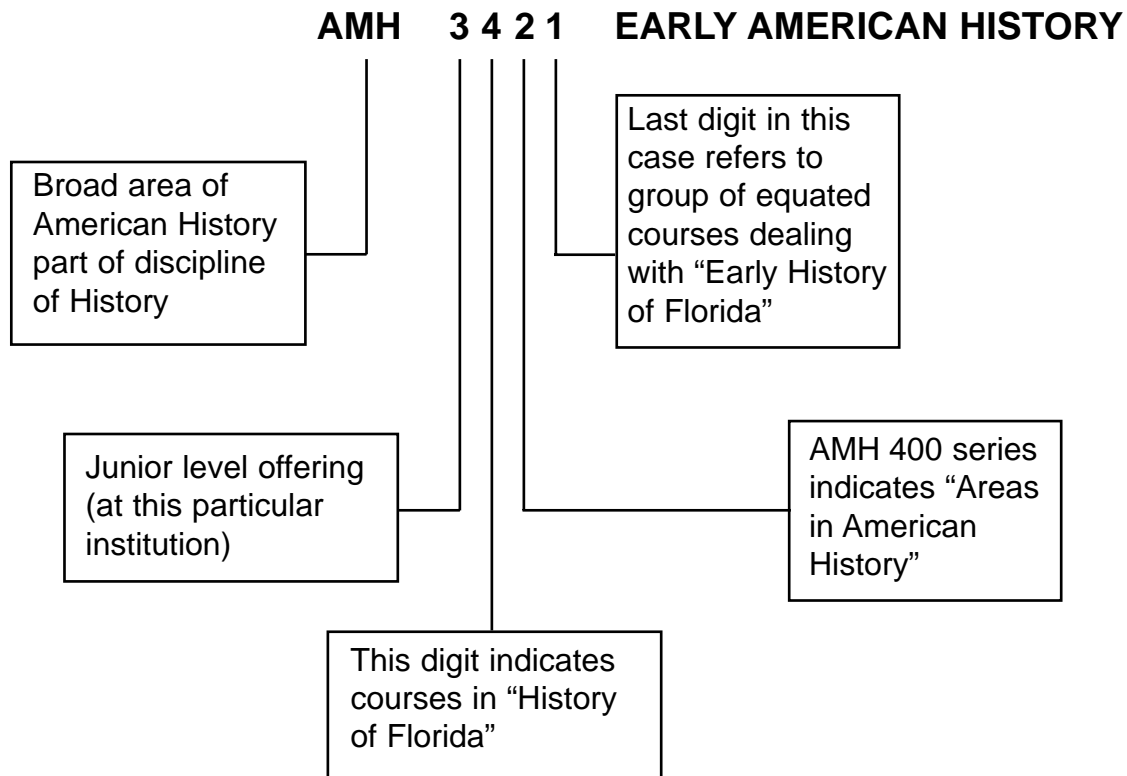
Prefixes and numbers in the course numbering system are not chosen at random; they are designed to describe course content in an organized fashion within a classification system developed for each subject matter area.

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; EUHM 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.

OWCC operates two art galleries at The Arts Center and displays art in the College Mall Gallery in Building “K” on the Niceville campus. Exhibits are free and open to the public.





❖ **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 (example 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 in State Board of Education Rule 6A-10.024(14) which states:

(14) 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 number system faculty task forces 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 in these institutions on the same basis as native students.

DEPARTMENT/PROGRAM AREA	COURSE PREFIXES
Athletics, Health, and Fitness 729-5379	DAA, HLP, HSC, PEL, PEM, PEO, PET
Business 729-5369	ACO, ACG, APA, BAN, BUL, COM, DES, ECO, FIN, GEB, HFT, HIM, HSA, HSC, MAN, MAR, MKA, MNA, MTB, OTA, OST, PLA, REE, RMI, SLS, TAX
Child Development 729-5735	CHD, FAD, HEV
Communications 729-5390	AML, CRW, ENC, ENG, ENL, ESL, FRE, FRW, GER, GEW, JOU, LIS, LIT, ORI, REA, SLS, SPA, SPC
Computer Science 729-5369	CDA, CGS, CIS, COP
Humanities, Fine & Performing Arts 729-5382	ARH, ART, HUM, MUH, MUM, MUN, MUS, MUT, MVB, MVK, MVP, MVS, MVV, MVW, PGY, PHI, REL, THE, TPA, TPP
Manufacturing and Technology 729-5218	ARC, ART, BCN, BCT, CET, EET, EGS, ETD, ETG, ETI, GRA, PMT, SUR
Mathematics 729-5253	MAC, MAP, MAS, MAT, MGF, MTB, STA
Military Science (ROTC) 729-6022	MIS
Nursing 729-4928	NUR
Public Safety 729-5260	CCJ, CJD, CJT
Sciences 729-5239	AST, BOT, BSC, CHM, GLY, HUN, MCB, MET, OCE, PCB, PHY, PSC, ZOO
Social Sciences 729-5390	AMH, ANT, CLP, DEP, EDF, EDG, EDP, EEX, FAD, GEA, INR, ISS, POS, POT, PSY, WOH

SUBJECT AND COURSE PREFIX LISTING

Accounting ACO, ACG, APA,
FIN, TAX

Anthropology ANT

Art ART, PGY

Art History ARH

Astronomy AST

Biology BOT, BSC, MCB,
OCE, PCB, ZOO

Botany BOT

Building Construction BCN

Business GEB

Business Law BUL

Chemistry CHM

Communications JOU

Computer Science CDA, CGS, CIS,
COP, CET

Criminal Justice CCJ, CJT

Dance DAA, PEM

Dental Hygiene DES

Drafting BCN, EGS, ETD, ETG

Early Childhood/Family CHD, FAD, HEV

Economics ECO

Education EME, EDF, EDG, EEX

Electricity/Electronics CET, EET, EST, ETD

Engineering Technology ETD, ETG

English CRW, ENC, ENG,
LIN, REA

English as Second
Language ESL

Environmental Science PCG

Finance FIN

French FRE

Journalism JOU

Geography GEA

Geology GLY

German GER, GEW

Graphic Design ART, GRA

Health Education HSC

History AMH, WOH

Hospitality Management HFT

Humanities HUM

Insurance RMI

Legal Assisting PLA

Legal Secretary OST

Library Science LIS

Literature AML, ENG, ENL, LIT

Management MAN, MNA

Manufacturing ETI, EST, PMT

Marketing MAR, MKA

Mathematics MAC, MAP, MAS, MAT,
MGF, MTB, STA

Medical Office Skills OST, HSC, HIM, HSA

Medical Reporting OST, HSC, HIM, HSA

Meteorology MET

Military Science (ROTC) MIS

Multimedia ART, GRA

Music MUH, MUN, MUS,
MUT, MVB, MVK,
MVP, MVS, MVV, MVW

Nursing NUR

Nutrition HUN

Oceanography OCE

Office Skills CGS, OST, OTA, COM

Paramedic EMS

Philosophy PHI

Photography PGY

Physical Education HLP, PEM, PEO,
PET, PEL

Physical Science PSC, PHZ

Physics PHY

Political Science INR, POS

Psychology CLP, DEP, EDP
FAD, PSY

Religion REL

Theatre THE, TPA, TPP

Safety and
Quality Control ETI

Sign Language SPA

Spanish SPN

Speech and Debate ORI, SPC

Sociology SYG

Surveying SUR

Wellness HUN, HLP, PEM

Zoology ZOO

ADULT GENERAL EDUCATION COURSES

XAB ____ ***ABE Comprehensive**

This course provides individual and small group instruction in reading, comprehension, math, basic computation, English and writing skills for adults who need to complete their elementary and secondary studies.

XEL 01 ____ ***ESOL I**

This course provides small group and individualized instruction in both oral and written English communication skills at the beginning level. The course is designed for non-native English speakers.

XEL 02 ____ ***ESOL II**

This course provides small group and individualized instruction in both oral and written English communication skills at the basic level. The course is designed for non-native English speakers.

XEL 03 ____ ***ESOL III**

This course provides small group and individualized instruction in both oral and written English communication skills at the intermediate level. The course is designed for non-native English speakers.

XEL 04 ____ ***ESOL IV**

This course provides small group and individualized instruction in both oral and written English communication skills at the intermediate level. The course is designed for non-native English speakers.

XEL 05 ____ ***ESOL V**

This course provides small group and individualized instruction in both oral and written English communication skills at the advanced level. The course is designed for non-native English speakers.

XEL 06 ____ ***ESOL VI**

This course provides small group and individualized instruction in both oral and written English communication skills at the advanced level. The course is designed for non-native English speakers.

XEL 07 ____ ***ESOL VII**

This course provides small group and individualized instruction in both oral and written English communication skills at the advanced level. The course is designed for non-native English speakers.

XGE ____ ***GED Comprehensive Preparation**

This course provides skill and knowledge building for each of the GED subject areas of math, science, reading, social studies, and English.

XOR ____ ***GED Orientation and Assessment**

A short seminar style course designed to provide student with an orientation to adult education, including study skills, career counseling, and effective test-taking strategies; student skills are assessed for placement in the appropriate instruction level; a practice GED test is available as well.

* Course number varies with number of instructional contact hours.



Facilities for intercollegiate and intramural sports are located at the Niceville campus.

COLLEGE PREPARATORY COURSES

ENC 0020*

College Preparatory English A, 4 college prep credits, 60 lec. (Fall, Spring, Summer)

College Preparatory English A, 4 college prep credits, 60 lec. (Fall, Spring Summer)

This course is designed to develop written language skills for students whose entry level placement scores fall below the minimum. Basic sentence structure, paragraph organization, grammatical concepts, usage, and elementary punctuation will be emphasized. Approximately one-third of instruction will be focused on composing coherent, well-structured paragraphs. Prerequisite: Placement score of 20-68 on FCPT. Co-requisite: SLS 1101.

ENC 0080*

College Preparatory English B, 4 college prep credits, 60 lec. (Fall, Spring, Summer)

The course includes practice in writing sentences and paragraphs and provides a survey of grammar and mechanics with emphasis on the State Exit Test skills. Placement is determined (1) by a grade of "C" or better in ENC0020 or (2) by a score of 69-82 on the Florida College Placement Test or (3) on an elective basis with a score of 83 or above on the Florida College Placement Test.

MAT 002A*

College Preparatory Math, 2 college prep credits, 30 lec. (Offered as needed)

This course is designed for students whose entry level placement test scores do not meet requirements for degree credit (does not meet graduation requirements.) Students not fulfilling competency requirements may repeat course. (By State Board Rule, students are limited to three registrations in this course.) It is designed to reinforce knowledge of operations with fractions, decimals, percents and signed numbers with applications.

MAT 0024*

College Preparatory Algebra, Level I, 4 college prep credits, 75 lec. (Fall, Spring, Summer)

This course is designed for students whose entry level placement test scores do not meet requirements for degree credit (does not meet graduation requirements.) Students not fulfilling the competency requirements may repeat this course. (By State Board Rule, students are limited to three registrations in this course.) Topics include operations with real number properties, linear equations and inequalities and factorization.

REA 0001*

College Preparatory Reading, Level 1, 3 college prep credits, 45 lec., 30 lab. (Fall, Spring, Summer)

A college preparatory reading course (not applicable for degree completion) conducted in a lecture/lab setting designed to improve reading speed, vocabulary, rate of comprehension, listening, and study skills. Also covered (at a basic level) are the skills that conform to CLAST/FCPT standards. Activities and materials are individualized to meet the students specific needs as determined by diagnostic instruments. Course must be repeated by students not fulfilling competency requirements. However, State Education rules limit students to three registrations in this course. Prerequisite: Score of 0-63 on the FCPT. Co-requisite: SLS 1101.

REA 0002*

College Preparatory Reading, Level 2, 3 college prep credits, 30 lec., 45 lab. (Fall, Spring, Summer)

This course is designed to increase the student's ability to comprehend college level written material. Emphasis is placed on the development of the higher level reading skills needed for literal and critical interpretation of passages similar to those used in college textbooks. Students may exit from College Prep Reading II only after passing the course work and obtaining a passing score on the State Constructed Reading Comprehension test. Credits are not applicable toward the A.A. or A.S. degrees. Prerequisite: Score of 64 – 82 on the FCPT, and/or students who have successfully completed College Prep Reading 1.

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

VOCATIONAL CREDIT COURSES

ACO 0511*

Electronic Bookkeeping, 3 Vocational Credits, 90 lec. (Offered as needed)

Electronic Bookkeeping using problems and simulations of a "real" business combined with computer practice and practical experience.

CGS 0516*

Using Windows Spreadsheets I, 1 Vocational Credit, 30 lec./lab (Offered as needed)

Begins with launching a spreadsheet program and continues to introduce the fundamental skills needed to create a worksheet; manipulate cells of a worksheet by entering text, numbers, formatting, and mathematical functions; and creating charts, maps, graphics and reports.

CGS 0517*

Using Windows Spreadsheets II, 1 Vocational Credit, 30 lec./lab (Offered as needed)

Continuation of Using Windows Spreadsheets I. Develops skills in advanced formatting, using charts, maps, graphs, managing multiple worksheets and workbooks, personalizing the Excel workspace, using Excel with other programs, automating tasks with macros, managing data, designing forms, creating reports, using pivot tables, using data analysis techniques, and sharing workbooks on the network. Prerequisite: CGS 0516.

CGS 0520*

Essentials of Presentation Software, 1 Vocational Credit, 30 lec./lab (Offered as needed)

Begins with launching a presentation program and continues to introduce the fundamental skills needed to create a presentation; such as modifying content, format alignment, and appearance; color, making speaker notes and handouts, copying and pasting between programs, inserting clip art, pictures, and using advanced drawing techniques. Prerequisite: Knowledge of windows and basic typing skills would be helpful.

CGS 0522*

Essentials of Presentation Software II, 1 Vocational Credit, 30 lec./lab (Offered as needed)

A continuation of slide show presentations to include: creating charts, using templates, color, and preparing presentations for the World Wide Web. Prerequisite: CGS 0520.

CGS 0530*

Data Base Essentials, 1 Vocational Credit, 30 lec./lab (Offered as needed)

A thorough course in database as it begins with launching and moves into basic concepts and skills; such as, opening, closing, creating, printing, modifying, saving and others. Prerequisite: Knowledge of windows and basic typing skills would be helpful.

CGS 0549*

Data Base Essentials II, 1 Vocational Credit, 30 lec./lab (Offered as needed)

A continuation in Data Base using more advanced concepts and skills such as making queries, forms, reports, creating and defining table relationships, merging with other applications, graphics, pictures, customizing input screen, using color, automation of features, mail merge techniques, and creating web pages using HTML. Prerequisite: CGS 0530.

CGS 0561*

Exploring Windows I, 1 Vocational Credit, 30 lec., (Offered as needed)

A general introduction to Windows operating system.

CGS 0562*

Exploring Windows II, 1 Vocational Credit, 30 lec., (Offered as needed)

Continuation of Exploring Windows I. Uses three methods of data exchange using more Windows accessories, applications, and methods of protecting data. Prerequisite: CGS 0561.

CGS 0823*

Essentials of the Internet, 1 Vocational Credit, 30 lec./lab (Offered as needed)

An introduction to the required hardware, software, procedures and uses of the World Wide Web and the Internet.

CJD 0254D*

Criminal Justice Medical, 2 Vocational Credits, 60 contact hours, 48 lec./12 TBA (Offered as needed)

The course is designed to familiarize officer's to their role as first responders to medical emergencies; to include: knowledge of first responder techniques, overview of the human body, diagnostic signs of patient examination airway care and pulmonary resuscitation, cardiopulmonary resuscitation, shock, bleeding, and primary patient care. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0704D*

Law Enforcement Defensive Tactics, 4 Vocational Credits, 120 contact hours, 60 lec./46 lab/14 TBA (Offered as needed)

Instruction includes the techniques used for an officer's personal safety and those necessary to subdue, search, and then transport resisting individuals. The use of restraining devices, impact weapons, and pressure points are covered. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.

CJD 0705D*

Criminal Justice Weapons, 3 Vocational Credits, 90 contact hours, 20 lec./44 lab/26 TBA (Offered as needed)

Criminal Justice Weapons includes instruction in the use of officer firearms including handguns and shotguns. Safety procedures and ammunition use are covered in lecture. Instructions includes the use of chemical agents, with practical exercises included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0710*

Criminal Justice Legal I, 2 Vocational Credits, 60 contact hours, 46 lec./14 TBA (Offered as needed)

Criminal Justice Legal I provides an introductory overview of the Criminal Justice System and a history of law. The foundation and basic components of law are studied with specific focus upon officer application. Court procedure and testimony are examined. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0711A*

Criminal Justice Legal II, 2 Vocational Credits, 60 contact hours, 48 lec./12 TBA (Offered as needed)

Constitutional Law and its application to the public and officers are examined. Law – including evidence procedures, arrest laws, search and seizure, and various statutory laws that are common of Police and Correctional Officers are studied. Emphasis is given to elements of various crimes. Various civil law applications are covered. Civil and criminal liability of officers is studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0711B*

Criminal Justice Legal II, 1 Vocational Credit, 30 contact hours, 22 lec./8 TBA (Offered as needed)

Constitutional Law and its application to the public and officers are examined. Law – including evidence procedures, arrest laws, search and seizure, and various statutory laws that are common of Police and Correctional Officers are studied. Emphasis is given to elements of various crimes. Various civil law applications are covered. Civil and criminal liability of officers is studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0712A*

Criminal Justice Communications, 2 Vocational Credits, 60 contact hours, 56 lec./4 TBA (Offered as needed)

The report-writing process – from the interview statement taking, and note-taking, through the final report product – is covered with practical exercises included. The differences between interviewing and interrogation are explored. Interpersonal skills in communication are covered along with radio and telephone procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0712B*

Criminal Justice Communications, 2 Vocational Credits, 60 contact hours, 42 lec./18 TBA (Offered as needed)

The report-writing process – from the interview statement taking, and note-taking, through the final report product – is covered with practical exercises included. The differences between interviewing and interrogation are explored. Interpersonal skills in communication are covered along with radio and telephone procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0713A*

Interpersonal Skills I, 3 Vocational Credits, 90 contact hours, 66 lec./24 TBA (Offered as needed)

Community relations techniques and courtesy are addressed with emphasis given to crime prevention. The needs of the various groups within society are addressed including: juveniles; the elderly; ethnic and cultural groups; the mentally ill and retarded; the physically handicapped; substance abusers. Intervention techniques for various situations including: suicide; domestic violence; and other crises are studied, with practical exercises. Stress recognition and reduction are included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0713B*

Interpersonal Skills I, 3 Vocational Credits, 90 contact hours, 62 lec./28 TBA (Offered as needed)

Community relations techniques and courtesy are addressed with emphasis given to crime prevention. The needs of the various groups within society are addressed including: juveniles; the elderly; ethnic and cultural groups; the mentally ill and retarded; the physically handicapped; substance abusers. Intervention techniques for various situations including: suicide; domestic violence; and other crises are studied, with practical exercises. Stress recognition and reduction are included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0723D*

Law Enforcement Vehicle Operations, 2 Vocational Credits, 60 contact hours, 20 lec./12 lab./28 TBA (Offered as needed)

The components of the police environment are explored, and practical exercises on the driving range are conducted. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.

CJD 0730D*

Criminal Justice Legal III, 2 Vocational Credits, 60 contact hours, 32 lec./28 TBA (Offered as needed)

Various criminal laws and their elements are studied. Emphasis is placed upon those laws specific to Police application. Traffic and driver's license laws are studied. Legal considerations of officer vehicle operation are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0731*

Law Enforcement Patrol, 3 Vocational Credits, 90 contact hours, 44 lec./20 lab./26 TBA (Offered as needed)

Law Enforcement Patrol addresses the skills and techniques that are needed by officers daily to do patrol tactics and respond to various types of calls. Methods of approach to various high-risk situations are explored, with practical exercises included. Unusual occurrence events, including fire-fighting and crowd control are addressed. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0732*

Law Enforcement Traffic, 2 Vocational Credits, 60 contact hours, 46 lec./14 hours TBA (Offered as needed)

Law Enforcement Traffic studies traffic enforcement and control, with the inclusion of DUI offenses and enforcement. Traffic accident investigation, scene management, and reporting procedures are studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0734*

Law Enforcement Investigation, 2 Vocational Credits, 90 contact hours, 64 lec./26 TBA (Offered as needed)

Law Enforcement Investigations addresses investigations of various crimes, including property crimes, persons crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents, and death investigations. Techniques are developed from the initial observation methods through the processing of the crime scene and case preparation. Florida's computer network is studied as an information source. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0741D*

Correctional Emergency Preparedness, 1 Vocational Credit, 30 contact hours, 26 lec./4 TBA (Offered as needed)

Skills needed for riot and disturbance control and fire-fighting are studied and practiced. Lecture includes methods of riot prevention, handling of unusual occurrences, what to do if taken hostage, and emergency procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0750*

Interpersonal Skills II, 2 Vocational Credits, 60 contact hours, 50 lec./10 TBA (Offered as needed)

The interpersonal skills needed by officers to understand the incarcerated society are explored, with emphasis upon supervision methods. Inmate adjustment and the various segments of the society are studied. This course includes the study of homosexuality, female inmates, deception and manipulation by inmates, and institutional criminalities. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0752*

Correctional Operations, 3 Vocational Credits, 90 contact hours, 64 lec./26 TBA (Offered as needed)

The operation of correctional facilities is studied – including the intake of new inmates, all aspects of their daily care, institutional procedures, and techniques utilized by officers to do daily tasks. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

COM 0101*

Office Communications, 2 Vocational Credits, 60 lec./lab (Offered as needed)

A comprehensive course in all forms of office communications; emphasis is placed on interpersonal communication skills, writing resumes, letters, and other business documents, verbal and non-verbal communication, style, tone, and the psychology of effective office communication. Prerequisite: OTA 0115 Wordprocessing with Windows I.

ETI 0702*

Occupational Safety I, 1 credit, 30 lec. (Offered as needed)

A basic course in occupational safety and health covering such topics as: theories of accident causation; workplace hazards; hazard analysis and prevention; accident reporting; OSHA, ergonomics, product safety; workers' compensation; and stress on the job.

ETI 0703*

Occupational Safety II, 1 credit, 30 lec. (Offered as needed)

A course that covers strategies for implementing and managing safety programs.

HEV 0115*

Introduction to Early Childhood Education, 1 Vocational Credit, 30 lec. (Fall, Spring, Summer)

This course covers the 30 hour competencies for the Department of Children and Families. Students will acquire competence in state child care rules and regulation, nutrition, health and safety, reporting of child abuse and neglect, principle of child development, observation and recording.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.

HEV 0116***The Early Childhood Profession, 4 Vocational Credits, 90 lec., 30 lab. (Fall, Summer, Spring)**

This course covers competencies of the National Child Development Associate credentials. These competencies include: establishing and maintaining a safe, healthy, learning environment; advancing physical and intellectual competence; supporting social and emotional development, and providing positive guidance; establishing positive relationships with families; ensuring a well-run, purposeful program responsive to participant needs; maintaining a commitment to professionalism.

HEV 0183***Early Childhood Internship I, 10 Vocational Credits, 300 lab. (Fall, Spring)**

This course provides students with practice as preschool teachers. Students will acquire competence in activities and development of infants, toddlers, preschoolers, school age children to age eight, and special needs children. Prerequisite: HEV 0115.

HEV 0184***Early Childhood Internship II, 5 Vocational Credits, 150 lab. (Fall, Spring)**

This course provides practice in management skills of a preschool teacher. Students will acquire competence in the area of child development theories, current trends and issues, legislation, heredity, classroom management, developmentally appropriate curriculum and environments, multiculturalism, and teacher resource files. Prerequisite: HEV 0183.

MNA 0103***Human Relations in the Business Environment, 1 Vocational Credit, 30 lec. (Offered as needed)**

Covers the strategies and techniques required for growth in human relations on the job. For example, working well in one-on-one situations, groups and business organization as a whole.

MNA 0105***Interpersonal Relations in the Workplace, 1 Vocational Credit, 30 lec. (Offered as needed)**

Explores the skills needed to develop self-esteem, a positive attitude toward self and others, to work harmoniously with others, and to manage personal stress.

MNA 0107***Fundamentals of Human Relations and Communications, 3 Vocational Credits, 90 lec., (Offered as needed)**

Explores the strategies and techniques required for effective human relations and communication skills in the workplace.

MNA 0161***Serving the Customer, 1 Vocational Credit, 30 lec./lab (Offered as needed)**

Includes the critical skills necessary to be a dynamic and successful customer service representative; emphasis is placed upon interpersonal communication skills, strategies to create positive customer relationships and practical approaches to minimizing customer dissatisfaction.

MTB 0102***Mathematics for Business I, 2 Vocational Credits, 60 lec. (Offered as needed)**

Course designed to present the basic principles used to solve everyday business problems. Acquaints the student with terminology of business and ways one can benefit as a consumer by increasing awareness of business transactions. Course includes units on basic arithmetic transactions, percents, discounts, banking services, credit card transactions, bank statement reconciliation, account services, markup and markdown procedures, simple and compound interest.

OTA 0036***Desktop Publishing with WORD, 3 Vocational Credits, 90 lec. (Offered as needed)**

Use of WORD's more advanced features to create professional-looking documents. The process of planning, designing, and evaluating documents as well as decision-making and problem-solving skills are integrated throughout this course.

OTA 0103***Beginning Keyboarding, 1 Vocational Credit, 30 lec./lab. (Offered as needed)**

Basic keyboarding skills and techniques.

OTA 0112***Word Processing with Windows I, 1 Vocational Credit, 30 lec./lab. (Offered as needed)**

Integration of basic keyboarding and word processing – learning the keyboard, creating, editing, saving, proof-reading, and other word-processing functions. Prerequisite: OTA 0103.

OTA 0113***Word Processing with Windows II, 1 Vocational Credit, 30 lec./lab. (Offered as needed)**

Advanced integration of keyboarding and word processing – improving speed and production time. Prerequisite: OTA 0112.

OTA 0118***Word Processing with Windows III, 3 Vocational Credits, 90 lec./lab. (Offered as needed)**

Advanced integration of keyboarding and word processing – improving speed and production time. Prerequisite: OTA 0113.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.

OTA 0119***Introduction to Word Processing, 3 Vocational Credits, 90 lec./lab. (Offered as needed)**

Integration of keyboarding and word processing techniques.

OTA 0401***Maintaining Records, 1 Vocational Credit, 30 lec., (Offered as needed)**

Methods and systems of filing used in business offices and filing equipment. Filing practice sets are used.

OTA 0420***Office Procedures and Records Management, 3 Vocational Credits, 90 lec./lab. (Offered as needed)**

The integration of skills, activities, and procedures used in a small business office to include telephone techniques, mail handling, making appointments, basic bookkeeping, and methods and systems of filing used in business offices and filing equipment. Prerequisite: OTA 0119.

OTA 0421***Professional Office Procedures, 2 Vocational Credits, 60 lec./lab**

Presentation of general office practices and procedures including office management, telephone techniques, mailing procedures, telegraph services, travel arrangements. Banking activities, scheduling, planning and sequencing techniques, time management, confidentiality, customer service issues, and business ethics. Prerequisites: COM 0101 Office Communication and OTA 0112 Word Processing with Windows I strongly advised.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.

OTA 0931***MOUS Certification Review, 1 Vocational Credit (Offered as needed)**

Detailed skill building for Microsoft Office User Specialist (MOUS) certification examinations in Word, Access, Excel and PowerPoint software. May be taken four times for credit. Prerequisite: Completion of appropriate MOUS certification course(s).

OTA 0935***Professional Seminar: Customer Service and Workplace Math, 3 Vocational Credits, 90 lec., (Offered as needed)**

Customer Service and Workplace Math is designed to build and maintain the critical skills necessary to be a dynamic and successful professional who can work with customers every day and develop strategies to create positive customer relationships and employ basic mathematical principles to solve everyday business problems.

OTA 0940***Office Internship I, 2 Vocational Credits (Offered as needed)**

Designed to allow skill building through individualized work-based learning and on-the-job experiences; specific learning objectives are dependent upon the job location and the student's skill level at the time. May be taken four times for credit. Prerequisite: OTA 0112 and OTA 0421.

OTA 0948***Office Internship II, 2 Vocational Credits (Offered as needed)**

A second level of individualized work-based learning experiences designed to provide on-the-job opportunities to refine office skills; specific learning objectives are dependent upon the job location and the student's skill level at the time. May be taken four times for credit. Prerequisite: OTA 0940.

OTA 0949***Office Internship III, 2 Vocational Credits (Offered as needed)**

Work-based learning experiences for students with higher level office skills; specific learning objectives are dependent upon the job location and the student's skill level at the time. May be taken four times for credit. Prerequisites: OTA 0948.



OWCC provides training in law enforcement and corrections through programs sanctioned by the Florida Department of Law Enforcement.

COLLEGE CREDIT COURSES

ACG 2001 Δ

Accounting I, 3 credit hours, 45 lec. (Offered as needed)

Accounting information system; double entry system, income and adjustments; accounting cycle completion; merchandise and special journals; internal control and voucher system; short-term liquid assets; inventory methods; liabilities and payroll; acquire, depreciate, and dispose of assets; capital or expenditures; asset depletion and amortization; code of professional ethics. Prerequisites: although not required, MTB 1103 is highly recommended.

ACG 2011

Accounting II, 3 credit hours, 45 lec. (Offered as needed)

Accounting for corporations; long-term liabilities, using future values and present values; statement of cash flows; financial statement analysis, and international accounting. Prerequisite: ACG 2001.

ACG 2071

Managerial Accounting, 3 credit hours, 45 lec. (Offered as needed)

The basic principles of accounting techniques for the preparation of internal reports related to the management of the firm and the interpretation of financial data useful in the decision-making process within the economic framework of the firm. Prerequisites: ACG 2011 or ACG 2021.

ACG 2450 Δ

Computer Applications for Accounting, 3 credit hours, 45 lec. (Offered as needed)

An introductory course in computerized integrated accounting procedures found in the microcomputer environment. Includes application of software designed for general ledger, accounts payable and receivable, financial statement analysis, purchasing and sales order processing, fixed assets, payroll, inventory and departmental accounting. Prerequisite: ACG 2001.

ACO 1806*

Payroll Accounting, 3 credit hours, 45 lec. (Offered as needed)

Introduction to the theory, laws and procedures related to payroll activities of a business. Topics include payroll and personnel records, federal payroll laws, payroll operations, computerized payroll systems, and preparation of payroll registers, earnings records, and payroll tax forms. Prerequisite: ACG 2001.

AMH 1041

American Civilization, 3 credit 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 credit 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 credit 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.

AMH 2061

Southern Cultural History, 3 credit hours, 45 lec. (Offered as needed)

Southern Cultural History – describing the social, political, and economic development of the South. Particular emphasis on Southern community, music, folk art, folklore and other elements associated with the American South from the Civil War to the present.

AMH 2070

Florida History, 3 credit hours, 45 lec., (Offered as needed)

A survey of Florida history from the colonial period through the 20th century.

AMH 2071

Survey of Early History of Florida, 3 credit hours, 45 lec. (Offered as needed)

A survey of Florida history from pre-Columbian populations through the Territorial Period.

AML 2000

Survey of American Literature, 3 credit hours, 45 lec. (Offered as needed)

A survey course in American Literature from the Colonial period to the Civil War. This course may be used for Humanities credit. Prerequisite: ENC 1101.

AML 2020

Survey of American Literature II, 3 credit hours, 45 lec. (Offered as needed)

A survey of American Literature from Civil War to present. This course may be used for Humanities credit. Prerequisite: ENC 1101.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the Curriculum Course

ANT 2000%

Introduction to Anthropology, 3 credit hours, 45 lec. (Offered as needed)

Introduction to the fundamental principles, concepts, methods and theories in Anthropology. Includes a brief introduction to the subdisciplines of Anthropology: Cultural Anthropology, Physical Anthropology, Archaeology, and Linguistics. A cross-cultural perspective will be paramount in the study of Anthropology.

ANT 2100%

Introduction to Archaeology, 3 credit hours, 45 lec. (Offered as needed)

Introduction to the fundamental principles, methods, and theories in Archaeology. Includes a history of the development of Archaeology, and examination of the nature of Archaeological data and research, an introduction to archaeological data and analysis, and an examination of approaches to synthesis and interpretation. North and South American archeology is studied, but nonwestern examples are also studied to enhance an understanding of the development of the discipline in Europe and the Americas.

ANT 2159C

Florida Southeast US Archaeology, 3 credit hours, 15 lec., 60 lab. (Offered as needed)

Introduction to special topics in anthropology and archaeology. Example: field experience in archaeology, brief introduction to prehistoric native American cultures in Florida and the southeastern United States and field experience excavating a prehistoric site in Okaloosa County.

ANT 2930

Special Topics in Anthro/Archaeology, 3 credit hours, 45 lec. (Offered as needed)

Introduction to special topics in anthropology and archaeology. Example: Survey and introduction to pre-historic and early historic Native American cultures in Florida and the Southeast U.S. Prerequisite: permission of instructor.

ARC 2201

Theory of Architecture, 3 credit hours, 45 lec. (Offered as needed)

An introduction to architectural theory, selected contemporary architectural theories and movements, their evolution and historical basis. This course is designed as part of an articulation agreement with Florida A & M University; students interested in transferring to another upper division school should consult with an advisor.

ARC 2303A

Design 2.1, 4 credit hours, 30 lec., 60 lab. (Offered as needed)

Application of two-and-three-dimensional design principles learned in first-year design, in preparation for whole building design in third year. Small building projects adding programmatic responsibilities to the design agenda. Emphasis on programmatic issues internal to the building such as function, circulation structure, resolution of form, space and place making. This course is designed as part of an articulation agreement with Florida A & M University; students interested in transferring to another upper division school should consult with an advisor.

ARC 2304

Design 2.2, 4 credit hours, 30 lec., 60 lab. (Offered as needed)

Application of two- and three-dimensional design principles learned in first-year design, in preparation for whole building design in third year. Small building projects adding programmatic responsibilities to the design agenda. Emphasis on programmatic issues internal to the building such as function, circulation structure, resolution of form, space and place making, and human behavior. Prerequisite: ARC 2303A.

ARC 2472

Introduction to the Technology of Architecture, 4 credit hours, 60 lec. (Offered as needed)

This course is the beginning of the technology sequence in the areas of structures, environment technology, and materials and methods of construction. It introduces themes such as the response of buildings to the natural environment, the strength, stiffness, and durability in building materials, and the quantitative method of analysis and design of building assemblies and support systems. It explores the relationship between building technology and the social, aesthetic, environmental and economic aspects of the settings in which buildings are located, and how these factors relate to the process of architectural design. Prerequisite: any college credit physics course. This course is designed as part of an articulation agreement with Florida A & M University; students interested in transferring to another upper division school should consult with an advisor.

ARC 2501

Architectural Structures I, 3 credit hours, 45 lec. (Offered as needed)

The emphasis of the course is on the development of the principles of statics and the application of these principles to the analysis and design of structural systems, primarily column, beam, slab systems, and the truss systems. The course builds on the basic ideas of structural form and material properties developed in Introduction to the Technology of Architecture. Prerequisite: any college level physics or calculus course, and concurrent enrollment in ARC 2472. This course is designed as part of an articulation agreement with Florida A & M University; students interested in transferring to another upper division school should consult with an advisor.

⌘ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

ARC 2701

Survey of History of Architecture, Part I, 3 credit hours, 45 lec. (Offered as needed)

A critical exploration of the history and theory of architecture from pre-history through the end of the 13th Century. Examination of the making and intent of significant buildings and sites tracing the developments that have given meaning to the built environment and brought order to the tectonics of architecture. This course is designed as part of an articulation agreement with Florida A & M University; students interested in transferring to another upper division school should consult with an advisor.

ARH 1000

Humanities Art, 3 credit hours, 45 lec. (Fall, Spring, Summer)

This course offers a study in the basic concepts of art, including function, style and structure with emphasis on the interaction of medium and meaning and problems of art criticism. This class does not fulfill the art history requirements for art majors, but complements the art major's course of study as an elective. The student will satisfy the Gordon Rule Requirement in this course.

ARH 2050†‡

Art History: Pre-Renaissance, 3 credit hours, 45 lec. (Fall, Spring, Summer)

Survey of significant contributions in art from prehistoric through Renaissance. Art will be considered in terms of stylistic qualities as well as iconography and historical context. The student will satisfy the Gordon Rule Requirement in this course.

ARH 2051†‡

Art History: Renaissance-18th Century Neo-Classicism, 3 credit hours, 45 lec. (Fall, Spring, Summer)

Survey of significant contributions in art from Renaissance through Contemporary. Art will be considered in terms of stylistic qualities as well as iconography and historical context. This course satisfies the Gordon Rule requirement.

ARH 2060†‡

Architecture History, 3 credit hours, 45 lec. (Fall, Spring, Summer)

Survey of significant contributions in architecture from prehistoric to modern times. Architecture will be considered in terms of stylistic qualities, structural type, and intended usage. Topics will be addressed according to historical content, societal background, and geographical location. This course satisfies the Gordon Rule requirement.

ARH 2411†

Art History: Modern Art, 3 credit hours, 45 lec., (Summer and as needed)

Surveys and analyzes the major artistic periods and movements from 18th century Neo-Classicism to present. Required for all Art majors.

ART 1201C

Two-Dimensional Design, 3 credit hours, 15 lec., 60 lab. (Fall, Spring, Summer)

An introductory course, both theoretical and applied, dealing with the principles of organization and the elements of design in a two-dimensional format. This is a foundation course for all of the graphic arts: painting, printmaking, and the two-dimensional crafts. See page 41 regarding audit enrollment.

ART 1203C

Three-Dimensional Design, 3 credit hours, 15 lec., 60 lab. (Fall, Spring, Summer)

Basic three-dimensional form design. Introduction to the concepts by which shape, texture, value, color space, various materials and surfaces are used to explore 3-D form in art. Art core class. Prerequisite: ART 1201C. See page 41 regarding audit enrollment.

ART 1300C

Drawing I, 3 credit hours, 15 lec., 60 lab., (Fall, Spring, Summer)

Basic drawing course covering different drawing media, line, form, shape, value and spatial relationships. Drawing problems involving a variety of subject matter will be explored. Emphasis is on value, drawing techniques, spatial relationships between shapes and composition. See page 41 regarding audit enrollment.

ART 1301C

Drawing II, 3 credit hours, 15 lec., 60 lab. (Fall, Spring, Summer)

Continued study of drawing techniques explored in Drawing I. Provides experience with more complex drawing problems. Emphasis is on self-expression, value, color theory, and composition. A variety of subject matter and drawing media will be explored. Prerequisite: ART 1300C. See page 41 regarding audit enrollment.

ART 1495C

Corporate Imagery, 4 credit hours, 30 lec., 60 lab. (Offered as needed)

A beginning course that introduces students to the procedures and aesthetics of developing photographic illustrations for industrial and advertising use. Students will gain experience using the view camera, electronic lighting, and digital applications of their work.

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

‡ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

ART 1600C* Δ**Computer Art I, 3 credit hours, 30 lec., 30 lab. (Offered as needed)**

A beginning course to develop basic technical and conceptual skills with a focus on an industry-standard vector-based drawing program. Students will create logos and illustrations typical of graphic design challenges.

ART 1701C**Sculpture I, 3 credit hours, 15 lec., 60 lab. (Fall, Spring, Summer)**

An introductory course in the technical and aesthetic consideration of sculptural forms. Includes a wide range of materials and expressions, representing past and present sculptural methods. Prerequisite: ART 1203C. See page 41 regarding audit enrollment.

ART 1702C**Sculpture II, 3 credit hours, 15 lec., 60 lab. (Fall, Spring, Summer)**

Allows continued experience in more complex three-dimensional techniques; emphasis on individual projects and conceptual approach. Prerequisite: ART 1701C. See page 41 regarding audit enrollment.

ART 1750C**Pottery I, 3 credit hours, 15 lec., 60 lab. (Fall, Spring)**

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. See page 41 regarding audit enrollment.

ART 1751C**Pottery II, 3 credit hours, 15 lec., 60 lab. (Fall, Spring)**

Continues hand building of Pottery I, but major emphasis is placed upon development skills utilizing the potter's wheel. Additional glazing experimentation is also emphasized. Prerequisite: ART 1750C. See page 41 regarding audit enrollment.

ART 1905**Independent Study – Art, 1 credit hour (Fall, Spring, Summer)**

A defined independent study which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which maybe of a specialized nature and not available through the college schedule. The student may be required to write a 6,000 word paper with a minimum satisfactory grade of "C". This class maybe taken up to 4 times for credit. Prerequisite: Departmental approval required. See page 41 regarding audit enrollment.

ART 2330C**Figure Drawing I, 3 credit hours, 15 lec., 60 lab. (Fall, Spring, Summer)**

The development of technical skills and self-expression through drawing The Figure; course begins with anatomy studies, progresses to conceptualization of human form. Prerequisite: ART 1300C. See page 41 regarding audit enrollment.

ART 2331C**Figure Drawing II, 3 credit hours, 15 lec., 60 lab. (Fall, Spring, Summer)**

This class is a continuation of Figure Drawing I. Emphasis is on composition and self-expression in relation to the human figure. Exploration of media and content will be encouraged. Prerequisite: ART2330C. See page 41 regarding audit enrollment.

ART 2400C**Introduction to Printmaking I, 3 credit hours, 15 lec., 60 lab. (Fall, Spring, Summer)**

Introduction to various printmaking techniques possibly including block printing calligraphy, monotype, etching, and serigraphy. Content varies according to instructor. Two-dimensional design is recommended. Invites to all students. See page 41 regarding audit enrollment.

ART 2401C**Printmaking II, 3 credit hours, 15 lec., 60 lab. (Offered as needed)**

This class is a continuation of printmaking techniques including blockprinting, calligraphy, monotype, etching and serigraphy. Emphasis is on composition, exploration of printing methods and individual expression. Content varies according to instructor. Intro to Printmaking required. Prerequisite: ART 2400C. See page 41 regarding audit enrollment.

ART 2500C**Painting I, 3 credit hours, 15 lec., 60 lab. (Fall, Spring, Summer)**

Course will include design elements, composition and spatial relationships. Emphasis is on color theory, color mixing, and execution thereof within a variety of subject matter. See page 41 regarding audit enrollment.

ART 2501C**Painting II, 3 credit hours, 15 lec., 60 lab. (Fall, Spring, Summer)**

This course is a continuation of Painting I ART2510C with emphasis on further exploration of student's personal style and original techniques. Further experimentation in abstraction and emotional aspects of form and color are explored and expressed. Prerequisites: ART 1300C, ART 1201C, and ART 2500C. See page 41 regarding audit enrollment.

ART 2540C**Water Color I, 3 credit hours, 15 lec., 60 lab. (Fall, Spring, Summer)**

An introduction to transparent watercolor techniques applied to various subject matter through demonstrations and various lab experiences. Open to all students. See page 41 regarding audit enrollment.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the Curriculum Course

ART 2541C

Water Color II, 3 credit hours, 15 lec., 60 lab. (Fall, Spring, Summer)

Allows continued experience in more complex water color technique and subject mater. Emphasis is on composition and individual expression. Prerequisite: ART 2540C. See page 41 regarding audit enrollment.

ART 2601C* Δ

Computer Art II, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

An advanced graphic design course building upon the skills covered in Computer Art I; the course includes increased challenges relating to conceptual skills and multi-software integration relating to typical print-based design problems. *Access to a 35 mm camera is required.* Prerequisite: ART 1600C.

ART 2602C* Δ

Digital Imaging I, 4 credit hours, 30 lec., 60 lab. (Offered as needed)

A digital illustration production course with a strong emphasis on concept development and image making skills. Students will create complex imagery based on manipulations of photographs or traditional drawings and paintings with an industry-standard image editing/manipulation software. Access to a 35 mm camera is required.

ART 2603C* Δ

Digital Imaging II, 4 credit hours, 30 lec., 60 lab. (Offered as needed)

A continuing course which expands upon the technical and conceptual foundation laid in Digital Imaging I. Students will explore advanced software techniques and greater challenges of personal or commercial expression in digital media. Prerequisite: ART 2602C.

ART 2834C

Gallery Practices, 3 credit hours, 30 lec., 30 lab., (Offered as needed)

The principles of Art Gallery practices and operations. Both theoretical and practical experiences will be obtained through lectures, field trips and class projects.

ART 2955

Portfolio Development, 3 credit hours, 15 lec., 60 lab. (Offered as needed)

Development of a working portfolio through studio project aimed at fulfilling the general requirements the average company, university, art school or advertising agency looks for in a portfolio presentation. Prerequisite: ART 1201C, ART 1300C.

AST 1002

Astronomy, 4 credit hours, 60 lec. (Fall, Spring, Summer)

A one-term course of lectures and demonstrations designed to meet the general education requirements in physical science of non-science majors, for students who need a preparatory course prior to taking physics, and for students in related scientific fields that need a scientific elective. The course includes topics in elementary physics, naked-eye astronomy, the moon, sun, solar system, stars, and galaxies. A working knowledge of arithmetic and simple algebra is required.

BCN 1230

Building Construction Materials and Processes, 3 credit hours, 45 lec. (Offered as needed)

Course designed to introduce the student to terminology, methods, procedures, materials, and processes used in the construction industry. Corequisite: BCN 1272.

BCN 1272*

Blueprint Reading for Commercial Construction, 3 credit 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. Corequisite: BCN 1230.

BCN 1520*

Electrical Systems in Construction, 3 credit hours, 45 lec. (Offered as needed)

A course to familiarize students with electrical terminology, practices, methods, code requirements and safety and health in construction.

BCN 1567*

Plumbing and Gas Construction Practices, 3 credit hours, 45 lec. (Offered as needed)

A course to familiarize students with Plumbing and Gas code requirements, terminology, methods, practices, processes and safety and health used in building construction.

BCN 2231

Building Construction Materials and Processes II, 3 credit hours, 45 lec. (Offered as needed)

Course designed to introduce the student to terminology, methods, procedures, materials, and processes used in the construction industry. The focus of the course will cover Divisions 9 through 16 of the construction industry.

BCN 2560*

Mechanical Systems in Construction, 3 credit hours, 45 lec. (Offered as needed)

A course to familiarize students with mechanical trades terminology, methods, practices, code requirements processes, and safety and health criteria in mechanical construction.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the Curriculum Course

BCN 2721***Construction Management/Planning, 3 credit hours, 45 lec. (Offered as needed)**

The course covers project development and organization from pre-construction site investigation to final completion. The course will include the management of project estimates, plans, schedules, operations and safety. The student will become knowledgeable about documents used in the construction industry for bid, contracts, zoning, permits, bonds, loans specifications and drawings. Cost engineering, procurement, value engineering and quality assurance will be covered. Cost management through job cost analysis and purchase order systems will also be covered. Prerequisite: BCT 2600.

BCT 1706***Construction Documentation, 3 credit 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, specification, insurance and bid bonds.

BCT 2600***Construction Estimating, 3 credit hours, 45 lec. (Offered as needed)**

A course in estimating as it relates to the construction industry covering references, estimating methods, take-off organization and presentation; material take-off, cost estimating in heavy construction, mathematical formulas for estimating, quantity take-off from plan review, and computer estimating overview. Prerequisites: BCN 1230 and BCN 1272.

BCT 2611***Structural Systems in Construction, 3 credit hours, 45 lec. (Offered as needed)**

A course to familiarize students with structural terminology, practices, methods, code requirements and safety and health criteria in construction.

BOT 1010C**Botany, 4 credit hours, 45 lec., 45 lab. (Spring)**

A course designed to give the student an introduction to knowledge about botany with emphasis on the flowering plants, and to show our dependence on plants to sustain not only human life but all other living organisms.

BSC 1005 Δ**General Biology, 4 credit 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).

BSC 1005L**Biology Lab, 1 credit hour, 30 lab. (Offered as needed)**

Laboratory for general biology. Experimental methodology and technique. Not recommended for biology majors. Pre- or corequisite: BSC 1005 or equivalent.

BSC 1010C Δ**Principles of Biology I, 4 credit hours, 45 lec. 45 lab. (Offered as needed)**

A study of the structure and function of the major biological molecules and the organization of these molecules at the subcellular level; of cellular growth including bioenergetics, metabolism and its control, and the movement and incorporation of macromolecules as related to cell expansion and repair; and the study of the control of cellular growth including both genetic and biochemical control mechanisms. Required for Biology, Pre-Med, and most Pre-Professional Science majors. Prerequisites: high school biology and chemistry or CHM 1020 and eligibility to enroll in MAC 1105.

BSC 1011C**Principles of Biology II, 4 credit hours, 45 lec., 45 lab., (Offered as needed)**

A continuation of BSC 1010C. A survey of organisms with emphasis on plants and animals. A survey of vertebrate systems with emphasis on applied physiology. Evolution, inheritance and ecology in major phyla or divisions will be included. Emphasis on man's role in shaping the biosphere. Required for Biology, Pre-Med, and most Pre-Professional Science majors. Prerequisite: BSC 1010C.

BSC 1080**Essentials of Anatomy and Physiology, 3 credit hours, 45 lec. (Offered as needed)**

This course surveys basic structure and function of the human body with emphasis on terminology and anatomy. This course may be used as a General Educational elective for A.A.S. students only.

BSC 1085C Δ**Anatomy & Physiology I, 4 credit hours, 45 lec., 30 lab. (Fall, Spring, Summer)**

A study of the human organism to include cells, tissues, skeleton, muscular system and nervous system.

BSC 1086C**Anatomy & Physiology II, 4 credit hours, 45 lec., 30 lab. (Fall, Spring, Summer)**

A study of the human organism to include the cardiovascular system, the fluid electrolyte balance, and the respiratory, excretory, endocrine, reproductive, gastrointestinal and immune systems. Prerequisite: BSC 1085C.

BSC 1250C**Introductory Tropical Biology, 4 credit hours, 45 lec., 30 lab. (Offered as needed)**

An introduction to the Estuarine and Marine biota of tropical regions to include saltmarsh, mangrove, sandy, and coral shorelines. Emphasis will be placed on energy transfer and zonation. Prerequisite: one college level science course.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the Curriculum Course

BSC 1905

Independent Study – Biology, 1 credit hour, 15 lec. (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. This course may be taken up to four (4) times for credit.

BSC 2946

Directed Work Study – Biology, 1 credit 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. Course fees may be waived. May be taken four (4) times for credit. Departmental approval following interview is required.

BUL 2241

Business Law I, 3 credit 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 business degree students.

BUL 2242

Business Law II, 3 credit hours, 45 lec. (Fall, Spring, Summer)

Course context explores laws relative to Negotiable Instruments, Agency, Partnerships, (includes study of Uniform Partnership Act), Corporation Law, Creditors Rights, Consumer Protection and Insurance. Based on Uniform Commercial Code.

CCJ 1000*

Introduction to Criminology, 3 credit 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. This course may be used in transfer to UWF and may be accepted at other upper division schools. Students should consult the department for program planning.

CCJ 1020

Introduction to Criminal Justice, 3 credit hours, 45 lec. (Fall, Spring, Summer)

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 credit 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 credit 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.

CCJ 1210

Criminal Law, 3 credit hours, 45 lec. (Offered as needed)

Fundamentals of Criminal Law to include historical background and development, jurisdiction, the criminal act and responsibility. Classification and analysis of Florida Statutes.

CCJ 1230

Criminal Procedure, 3 credit 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 credit 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 credit 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. This course may be used in transfer to UWF and may be accepted at other upper division schools. Students should consult the department for program planning.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

CCJ 1500*

Juvenile Delinquency, 3 credit hours, 45 lec. (Offered as needed)

A study of the nature and cause 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. This course may be used in transfer to UWF and may be accepted at other upper division schools. Students should consult the department for program planning.

CCJ 1611*

Child Abuse and Neglect, 3 credit hours, 45 lec. (Offered as needed)

This course was designed to provide the student with an enhanced awareness of child abuse symptoms and patterns, including information and case studies on specific abuse and social problems.

CCJ 1650*

Introduction to Narcotics Investigation, 3 credit 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 traffic. 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 1671*

Women in Criminal Justice, 3 credit hours, 45 lec. (Offered as needed)

This course is designed to provide students with a wide perspective of female roles in the criminal justice system.

CCJ 1935*

Criminal Justice Seminar, 3 credit hours, 45 lec. (Offered as needed)

Exploration, development and discussion of contemporary problems in the Criminal Justice System.

CCJ 1941*

Internship – Criminal Justice, 3 credit hours, 225 hours (Offered as needed)

On-the-job training in the programs in which the student is enrolled. The student is under the supervision at work of a qualified supervisor appointed by the respective agency. 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 2 weeks prior to the close of the semester. This course may be repeated twice for a total of 6 semester hours.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the Curriculum Course

CCJ 2070* Δ

Computer Applications in Criminal Justice, 3 credit 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 prepackaged 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 2200

Courts and the Judicial Process, 3 credit hours, 45 lec. (Offered as needed)

This course is designed to teach the student the major structures and basic legal concepts of the American criminal court system. The students shall learn the components, personnel, and inherent social issues in our present criminal court system.

CCJ 2300*

Introduction to Corrections, 3 credit 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. This course may be used in transfer to UWF and may be accepted at other upper division schools. Students should consult the department for program planning.

CCJ 2330*

Introduction to Probation & Parole, 3 credit hours, 45 lec. (Offered as needed)

This course reviews the theories and practices of probation and parole within a community setting. The study of probation and parole as it is used as a behavior modification process is considered. This course may be used in transfer to UWF and may be accepted at other upper division schools. Students should consult the department for program planning.

CCJ 2680*

Domestic Intervention, 3 credit hours, 45 lec. (Offered as needed)

This course is a part of the Criminal Justice Standards and Training Commission Approved Advanced Training Program. This course is designed to provide the officer with an enhanced awareness of domestic intervention symptoms and techniques, including information and case studies on specific domestic and social problems. Prerequisites: Basic Recruit Training Course.

CCJ 2681*

Introduction to Domestic Intervention, 1 credit hour, 15 lec. (Offered as needed)

This is an introductory course dealing with domestic issues, including violence. It is designed to provide the student with an enhanced awareness of domestic intervention symptoms and techniques, including information and case studies in specific domestic and social problems.

CCJ 2682*

Introduction to Workplace Violence Awareness, 1 credit hour, 15 lec. (Offered as needed)

A general overview of the growing problem of violence in the workplace, what managers/supervisors need to be aware of when dealing with potential violent employees as well as what steps they can take to protect not only themselves but other employees.

CCJ 2905*

Independent Study – Criminal Justice, 1 credit hour, 45 lab. (Fall, Spring)

Directed study and individual projects to meet the student's interests in a specialized area of Criminal Justice for which present course availability is limited.

CDA 2500* Δ

Network Technology, 3 credit hours, 45 lec. (Offered as needed)

Network Technology is designed to introduce students to the terminology and concepts of the network industry to include data communications and network services, OSI Model, topology, network media, connectivity devices, security, and general networking methods, including the model for network protocols. Prerequisite(s): CGS 2564 or CIS 1000 or equivalent.

CDA 2521* Δ

NT Administration I, 3 credit hours, 45 lec. (Offered as needed)

Local Area Network Administration and Management. This course is designed to provide instruction in all aspects of Network Administration. Included are physical setup, user accounts, supervision accounts, system workload and efficiency, file and directory management, user rights, server console skills, print server and Network backup. Prerequisite: CDA 2500 or equivalent.

CDA 2524* Δ

Novell Administration I, 3 credit hours, 45 lec. (Offered as needed)

This course will provide students with the opportunity to develop the knowledge and skills necessary for the design and implementation of a Netware System to include: network service and support various network technologies; Netware printing, as well as Netware administration, installation and configuration. Prerequisites: CDA 2500 with grade of "C" or higher, or equivalent.

CDA 2525* Δ

NT Administration II, 3 credit hours, 45 lec. with lab. (Offered as needed)

To provide advanced concepts of Network Administration to the students in network services, network media, connectivity equipment, and general network methods, including network protocols. Prerequisite: CDA 2521.

CDA 2529* Δ

Novell Administration II, 3 credit hours, 45 lec. (Offered as needed)

To provide advanced concepts of Network Administration, using Novell Network Operating System software. Prerequisite: CDA 2524 with a grade of "C" or better.

CET 1171C* Δ

PC Hardware A+, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

This course is designed to prepare the student to take the A+ Certification exam, by teaching the student basic technical skills needed to understand the function and operation of the major elements of personal computer systems, and how to localize and correct common hardware and software problems.

CET 1173C* Δ

PC Operating Systems A+

This course is designed to prepare the student to take the A+ Certification exam by making the student proficient in personal computer operating systems, including DOS, Win 95/98, and Win NT. Major topics include disk, file and memory management, system configurations, menu driven processing, graphical user interfaces, boot files, disk caching, virtual memory, device drivers, TSRs, and basics system errors. Co-requisite: CET 1171C recommended.

CET 1251* Δ

Basic Computer Operation and Maintenance for Technology, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

Basic course covering the operation of the IBM and IBM compatible personal computer. Topics covered include: fundamental DOS commands, basic computer maintenance covering hard and floppy disc drives, plug-in cards, cables, monitors, and printers. Information on upgrading techniques will cover memory upgrades, installation of disc drives and mother boards.

CET 1255C* Δ

Advanced Computer Operation and Maintenance for Technology, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

Advanced course covering the operation, setup, configuration, and user maintenance of IBM-PC compatible computer systems. Topics covered include boot process, memory management, hardware and software interrupts, port addresses and viruses, conflict resolution for interrupts and port addresses and special topics on managing computer resources. Prerequisites: CET 1251 or equivalent.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the Curriculum Course

CET 1600C* Δ

Networking Fundamentals, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

This course introduces the student to the basics of internetworking technology. This is also the first of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study Networks and Layers, Networking Devices, IP Addressing, ARP, and RARP, Media and Design, Topology, Structured Cabling, Electricity, and Electronics and Network Management. Prerequisites: CGS 1100 and CGS 2564, or equivalent.

CET 1610C* Δ

Router Theory, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

Basic Router terminology and configurations are studied in this course. The student will study Router Components, Router Configuration, IOS, TCP/IP, IP Addressing, and Router Protocols. This is one of the four courses designed to prepare a student to take the Cisco Certified Network Associate Exam (CCNA). Prerequisite: CET 1600C.

CET 2114C*

Digital Fundamentals I, 4 credit hours, 30 lec., 60 lab. (Offered as needed)

This course introduces the basics of logic and its application to electronic circuits. The student will develop the skill of changing a problem into a logic expression and then simplifying the expression. Both Boolean algebra and Karnaugh mapping are used for simplification. Subjects studied include: gates, flip-flops, counters, registers, arithmetic circuits, Multiplexers, demultiplexers, and representative digital systems.

CET 2123C*

Microprocessor Fundamentals, 4 credit hours, 30 lec., 60 lab. (Offered as needed)

This course introduces the architecture, instruction set, and machine level programming of an 8-bit microprocessor. Subjects covered include: programming, signal analysis, input/output, and fault analysis. The student will use an oscilloscope to verify the presence of correct data on the bus structure. A logic analyzer will also be used for signal verification, timing, and for fault isolation. Students will also develop a program which will permit the microprocessor to control some processes outside of the computer, through use of the I/O controller.

CET 2152C* Δ

Computer/Analysis & Troubleshooting, 4 credit hours, 30 lec., 60 lab. (Offered as needed)

This course will expand on the knowledge acquired in the Microprocessor Fundamentals course (CET 2123C). Topics covered will include: troubleshooting techniques, memory (RAM, DRAM, EPROM) organization and troubleshooting, input/output interfacing and troubleshooting. A more advanced level of digital system troubleshooting will be introduced including the use of logic analyzers, signature analyzers, and oscilloscope multiplexing. Prerequisite: CET 2123C or equivalent.

CET 2154C* Δ

Microcomputer Troubleshooting and Networking, 4 credit hours, 30 lec., 60 lab. (Offered as needed)

This course introduces advanced PC system troubleshooting and also requires the student to upgrade the PC system to a multimedia system by installation of the CD-ROM and soundcard. Configuration and utilization of the multimedia components will also be studied. This course will also include installation and maintenance of local area networks. Prerequisite: CET 2173C, or equivalent.

CET 2173C* Δ

Microcomputer Servicing, 4 credit hours, 30 lec., 60 lab. (Offered as needed)

This course introduces the PC system, how it works and how the operating system controls it. Also studied are the components which make up the PC system, how to use multimeters and logic probes to make measurements and troubleshoot the system with the aid of diagnostic software. Students will perform fault analysis of simulated PC defects. In addition, students will learn to disassemble and reassemble/modify the PC hardware components.

CET 2179* Δ

A+ Certification Preparation, 1 credit hour, 15 lec. (Offered as needed)

This course uses an interactive, Windows-based, format which allows students to test their knowledge in all the subject areas covered by the certification exam. The software then identifies areas of strength and suggests areas for further study. The course, like the certification exam, covers the area of PC servicing, PC troubleshooting, monitors, printers and multimedia. Prerequisites: CET 1171C and CET 1173C or CET 2173C, CET 2154C and CET 2186C or equivalent.

CET 2186C*

Monitor and Laser Printer Maintenance, 3 credit hours, 30 lec., 30 lab (Offered as needed)

Combined lecture and laboratory experiences designed to develop the knowledge and skills necessary to troubleshoot and repair color monitors and laser printers. Prerequisite: CET 2173C, EET 1142C, or equivalent.

CET 2497* Δ

TCP/IP, 3 credit hours, 45 lec. (Offered as needed)

A course designed as an intermediate level course in the Transmission Control Protocol/Internet Protocol stack which will give the students an understanding and working knowledge of each protocol within the stack. Students completing the course will be able to configure and operate networks using this "de facto" standard network protocol suite. Prerequisite: CDA 2500.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the Curriculum Course

CET 2615C* Δ

Advanced Router Theory, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

This course introduces the student to fundamentals of LAN configurations. This is also the third of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study LAN Switching, VLANs, LAN Design, IGRP, Access List, and IPX. Prerequisite: CET 1600C and CET 1610C.

CET 2620C* Δ

Project Based Routing Design and Administration, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

This course introduces the student to advanced router configurations. This is also the fourth of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study LAN Switching, VLANs, LAN Design, IGRP, Access List, and IPX. Prerequisites: CET 1600C, CET 1610C, CET 2615C.

CGS 1100 Δ

Microcomputer Applications, 3 credit hours, 45 lec. (Offered as needed)

The discussion and practical applications of Windows operating systems, word processing, spreadsheets, database management, presentation software, and various communications topics.

CGS 1525* Δ

Microsoft PowerPoint, 1 credit hour, 15 lec. (Offered as needed)

An introduction to the use of Microsoft's PowerPoint 4.0 for the creation of graphic presentations.

CGS 1550* Δ

Introduction to World Wide Web, 3 credit hours, 45 lec. (Offered as needed)

An introduction to the required hardware, software, procedures, uses and building of pages on the World Wide Web and the Internet.

CGS 1570 Δ

Computer Applications for Business, 3 credit hours, 45 lec. (Offered as needed)

A hands-on course using computer software (Word processor, spreadsheet and database) to facilitate the activities involved in the business environment. Prerequisite: CGS 1100 or competency exam.

CGS 2564* Δ

Introduction to Windows, 3 credit hours, 45 lec. (Fall, Spring, Summer)

An introduction to operating systems in general with emphasis on Windows.

CHD 1223*

Guidance for Young Children, 3 credit hours, 45 lec. (Spring and as needed)

A study of principles, methods, guidance and discipline techniques used to promote positive social development in young children; influence of environment and developmental level of child on social behavior.

CHD 1230*

Child Growth and Development II, 3 credit hours, 45 lec. (Fall, Spring, Summer)

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 1312*

Infant and Toddler, 3 credit hours, 45 lec. (Fall and as needed)

This course provides the student with information pertinent to the care of infants and toddlers. Special attention is given to selection of developmentally appropriate curriculum. Course work satisfies the Child Development Associate competency standards for infant/toddler.

CHD 1430*

Observing and Recording Child Behavior, 3 credit hours, 30 lec., 30 lab. (Fall, Spring, Summer)

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 1531*

Parenting Education, 3 credit hours, 30 lec., 45 lab. (Offered as needed)

This course is comprehensive in scope, emphasizing skills and concepts of parenting which include: adjustment to parental roles; parent-child communication, care, growth, and development of children; cultivating strong families; special concerns; alternative family structures; educational institutions working effectively with parents; and agencies and legislation affecting children and parents.

CHD 1800*

Early Childhood Program Administration, 3 credit hours, 45 lec. (Fall, Spring, Summer)

This course provides the student with management and administrative skills related to child care services. Instruction includes: director responsibilities; staff selection, supervision, and evaluation; planning for budget, nutritional services, facility maintenance, health, and safety; and marketing techniques.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the Curriculum Course

CHD 1941*

Internship, Child Development, 3 credit hours, 90 lab. (Fall, Spring, Summer)

On-the-job training in Applied Associate of Science degree or College Credit 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 OWCC 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. OWCC 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. Prerequisites: CHD 2322, CHD 2432A, DEP 2100.

CHD 2322*

Programs for Young Children, 3 credit hours, 45 lec. (Fall, Spring, Summer)

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 2332A*

Curriculum for Young Children II, 3 credit hours, 15 lec., 60 lab. (Fall and as needed)

Study of and development of effective skills and techniques used in program planning and use of creative media for young children. Prerequisite: CHD 2432A.

CHD 2334A*

Curriculum for Young Children III, 3 credit hours, 15 lec., 60 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. Prerequisite: CHD 2432A.

CHD 2337A*

Curriculum for Young Children IV, 3 credit hours, 15 lec., 60 lab. (Summer and as needed)

Study of the basic concepts, methods, and materials of mathematics and science appropriate to the education of young children. Identification of the role of staff members in the center for the education of young children. Assignment with young children in community agencies. Prerequisite: CHD 2432A.

CHD 2432A*

Curriculum for Young Children I, 3 credit hours, 15 lec., 60 lab. (Fall, Summer, Spring)

Study of the techniques of using language arts, science, art, social studies, music, mathematics, and physical activities with young children. Participation in Child Development Education Center.

CHD 2433*

Child Development Seminar, 3 credit hours, 45 lec. (Offered as needed)

This course focuses on current trends and issues in the field of early childhood education. The topic will vary based on current trends and issues.

CHM 1020

Chemical Science, 4 credit hours, 60 lec. (Fall, Spring, Summer)

Fundamental principles and theories of matter and energy. Atomic theory, periodicity, properties, structure, kinetic molecular theory, bonding, solutions, scientific method, carbon compounds. This course serves as an introduction to chemistry for non-science majors, satisfying the General Education requirement for the A.A. degree; and as a preparatory course for students intending to enter college chemistry.

CHM 1045C

College Chemistry 1, 4 credit hours, 45 lec., 45 lab. (Fall, Spring, Summer)

Quantitative approach to modern theoretical and descriptive chemistry with appropriate development of laboratory technique. Includes symbols, formulas, equations, atomic structure, bonding, states of matter, stoichiometry, thermo-chemistry, solutions, colloids, molecular orbitals, periodicity and properties. A two semester sequence in general chemistry with laboratory exercises and demonstrations. University transfer credit. Prerequisite: MAC 1102 or MAC 1105, High School Chemistry or Physics, CHM 1020 or PHY 1020.

CHM 1046C

College Chemistry II, 4 credit hours, 45 lec., 45 lab. (Fall, Spring, Summer)

Continuation of CHM1045C. Includes kinetics, chemical equilibrium, acids and bases, thermo-dynamics, non-metals and their compounds, electrochemistry, redox, the atmosphere, hydrocarbons, biochemistry, nuclear chemistry, coordination compounds, and qualitative analysis. Prerequisite: CHM 1045C.

CHM 2210C

Organic Chemistry I, 4 credit hours, 45 lec., 45 lab (Fall)

This course will present the correlation between structure and physical and chemical properties of organic compounds. The principle types of mechanisms involved in organic reactions will be discussed on aliphatic and aromatic hydrocarbons, alkyl halides, alcohols and ethers. Laboratory exercises illustrate these topics. Prerequisite: CHM 1046C.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

CHM 2211C**Organic Chemistry II, 4 credit hours, 30 lec., 30 lab. (Spring)**

In continuation of Organic Chemistry I (CHM 2210) the relationships between functional groups and properties of organic compounds will be discussed. Infrared -, NMR-, and mass spectroscopy will be used for identification of organic compounds and for structure analysis. The transition state theory is applied to interpret the nucleophilic addition reactions the carbonyl condensation reactions, the interconversions of carbonyl compounds and the nucleophilic acyl substitution of carboxylic acids and their derivatives. Biochemical topics, i.e. lipids, carbohydrates, amino acids and proteins are included. Prerequisite: CHM 2210C.

CIS 1000 Δ**Introduction to Computer Science, 3 credit hours, 45 lec. (Offered as needed)**

A broad survey of computing and computer science topics appropriate for computer science, computer engineering, and information systems students. Includes an introduction to structured programming. Math placement at the college algebra level strongly advised.

CIS 1940* Δ**Internship in Computer Studies, 3 credit hours, 90 lab. (Offered as needed)**

On-the-job training in the Associate of Science and Associate of Applied Science degree programs in which the student is enrolled. The student is under the direction of a full-time faculty member and under the supervision at work of a qualified supervisor. The faculty member in concert with the student and the student's supervisor will design a plan of study. The faculty member will periodically meet with the student and the supervisor to evaluate and if necessary modify the plan as deemed appropriate. 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 term. May be taken four times for a total of 12 credit hours. Prerequisite: Permission of the instructor.

CJD 1250***Interviews and Interrogations, 3 credit 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 1468***Youthful Offenders, 3 credit hours, 45 lec. (Offered as needed)**

A course designed to provide the student with an overview and awareness of Florida youthful offender programs to include; facilities and specialized programs, staff-inmate relations, one-way/two-way communications and effective communications and effective communications skills, positive characteristics for staff working with youthful offenders; the helping relationship inventory, local treatment programs, opportunities and alternatives, treatment problem solving and other techniques relating to youthful offenders.

CJD 1602***Drug Awareness, 3 credit hours, 45 lec. (Offered as needed)**

This course is a part of the Criminal Justice Standards and Training Commission approved Advanced Training Program. It is designed to familiarize students with common drug abuse terms, classes of drugs, pharmacological information relating to commonly used and abused chemicals and their effects, an overview on use patterns and characteristics of drug abusers, how to troubleshoot and deal with problems that develop among abusers and effective presentation skills.

CJD 1604***Injury and Death Investigation, 3 credit hours, 45 lec., (Offered as needed)**

This course is designed to qualify in-service law enforcement and correctional officers and support personnel in the area of injury and death investigations, to include: medical-legal aspects, evidence from wounds, physical evidence and laboratory analysis, crime scene investigations and other technical aspects of injury and death.

CJD 1610***Criminal Investigative Techniques, 3 credit hours, 34 lec. (Offered as needed)**

This course in Criminal Investigative Techniques for Law Enforcement Officers is an Advanced Course primarily designed for Florida law enforcement officers and has been approved by the Florida Criminal Justice standards and Training Commission. With permission of the instructor, it may be offered to other students enrolled in the CJ Program. It is designed to provide the student with instruction in Florida investigative concepts and techniques, use of evidence and related matters.

CJD 1615***Police Radar Operator, 3 credit hours, 45 lec. (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 the basic knowledge and skills needed for proper operation of radar speed measurement devices.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the Curriculum Course

CJD 1617A*

Basic Laser Certification, 3 credit hours, 30 lec., 15 lab. (Offered as needed)

This course is designed to qualify students and especially in-service law enforcement officers in the use, principles, and overviews of using a Laser Speed Measurement Device. It will include instruction on the relationships of speed offenses and motor vehicle crashes, the principles of laser based speed measurements, as well as courtroom testimony, case law, and a classroom practicum. Prerequisite: Certified Law Enforcement Officer.

CJD 1618*

Radar to Laser Operations, 1 credit hour, 15 lec., 15 lab. (Offered as needed)

This is a course for radar certified law enforcement officers in the use, principles, and overviews of a Laser Speed Measurement Device. It will include instruction on the relationship of speed offenses and motor vehicle crashes, the principles of laser based speed measurements, as well as courtroom testimony, case law, and classroom practice. Prerequisite: CJD 1615, Police Radar Operator or equivalent.

CJD 1621*

Officer Survival Techniques, 2 credit hours, 30 lec. (Offered as needed)

This course is part of the Criminal Justice Standards and Training Commission specialized Training Program. It is designed to prepare law enforcement officers for police operations involving street survival techniques and procedures to include (but not limited to) firearms training, hostage situations, raids, individual survival techniques, special survival exercises.

CJD 1625*

Special Tactical Problems for Law Enforcement, 3 credit hours, 45 lec. (Offered as needed)

This course is a part of the Criminal Justice Standards and Training Commission Advanced Training Program. It is designed to prepare law enforcement officers for police operations which involve special tactical situations and will include; importance of physical well-being in the Criminal Justice setting, an overview of Florida local disaster procedures, civil disorder patterns, special task force unit operations, special crime areas and practical exercises.

CJD 1700*

Criminal Justice Legal I, 3 credit hours, 45 lec. (Offered as needed)

Criminal Justice Legal I provides an introductory overview of the Criminal Justice System and a history of law. The foundation and basic components of law are studied with specific focus upon officer application. Court procedure and testimony are examined. Objectives are addressed as specified by the Criminal Justice Standards Training Commission.

CJD 1701*

Criminal Justice Legal II, 3 credit hours, 45 lec. (Offered as needed)

Constitutional Law and its application to the public and officers are examined. Law – including evidence procedures, arrest laws, search and seizure, and various statutory laws that are common to Police and Correctional officers – are studied. Emphasis is given to elements of various crimes. Various civil law applications are covered. Civil and criminal liability of officers is studied. Objectives are addressed as specified by the Criminal Justice Standards and Training commission.

CJD 1702*

Criminal Justice Communications, 3 credit hours, 45 lec. (Offered as needed)

The report-writing process – from the interview, statement taking, and note-taking, through the final report product – is covered with practical exercises included. The differences between interviewing and interrogation are explored. Interpersonal skills in communication are covered along with radio and telephone procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1703*

Criminal Justice Interpersonal Skills I, 3 credit hours, 45 lec. (Offered as needed)

Community relations techniques and courtesy are addressed with emphasis given to crime prevention. The needs of various groups within society are addressed including: juveniles, the elderly, ethnic and cultural groups, the mentally ill and retarded, the physically handicapped, and substance abusers. Intervention techniques for various situations including: suicide, domestic violence, and other crises are studied, with practical exercises. Stress recognition and reduction are included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1704*

Criminal Justice Defensive Tactics, 4 credit hours, 45 lec., 30 lab. (Offered as needed)

Instruction includes the techniques used for an officer's personal safety and those necessary to subdue, search, and then transport resisting individuals. The use of restraining devices, impact weapons, and pressure points are covered. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1705A*

Criminal Justice Weapons, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

Criminal Justice Weapons includes instruction in the use of officer firearms including handguns and shotguns. Safety procedures and ammunition use are covered in lecture. Instruction includes the use of chemical agents, with practical exercises included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

CJD 1721*

Law Enforcement Patrol, 3 credit hours, 45 lec. (Offered as needed)

Law Enforcement Patrol addresses the skills and techniques that are needed by officers daily to do patrol tactics and respond to various types of calls. Methods of approach to various high-risk situations are explored, with practical exercises included. Unusual occurrence events, including fire-fighting and crowd control are addressed. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1722*

Law Enforcement Traffic, 3 credit hours, 5 lec. (Offered as needed)

Law Enforcement Traffic studies traffic enforcement and control, with the inclusion of DUI offenses and enforcement. Traffic accident investigation, scene management, and reporting procedures are studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1723*

Law Enforcement Vehicle Operation, 2 credit hours, 20 lec., 40 lab. (Offered as needed)

The components of the police driving environment are explored, and practical exercises on the driving range are conducted. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1724*

Law Enforcement Investigations, 4 credit hours, 60 lec. (Offered as needed)

Law Enforcement Investigations addresses investigation of various crimes, including property crimes, persons crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents, and death investigations. Techniques are developed from the initial observation methods through the processing of the crime scene and case preparation. Florida's computer network is studied as an information source. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1740*

Criminal Justice Interpersonal Skills II, 3 credit hours, 45 lec. (Offered as needed)

The interpersonal skills needed by officers to understand the incarcerated society are explored, with emphasis upon supervision methods. Inmate adjustment and the various segments of the society are studied. The course includes the study of homosexuality, female inmates, deception and manipulation by inmates, and institutional criminalities. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1741*

Correctional Emergency Preparedness, 2 credit hours, 30 lec. (Offered as needed)

Skills needed for riot and disturbance control and fire-fighting are studied and practiced. Lecture includes methods of riot prevention, handling of unusual occurrences, what to do if taken hostage, and emergency procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1742*

Correctional Operations, 4 credit hours, 60 lec. (Offered as needed)

The operation of correctional facilities is studied – including the intake of new inmates, all aspects of their daily care, institutional procedures, and techniques utilized by officers to do daily tasks. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1930*

Human Diversity Workshop, 2 credit hours, 30 lec. (Offered as needed)

This course is designed to enhance the participant's awareness of their own cultural rules and predispositions and how these cultural influences come into play in common interactions with others. This awareness is used to develop the participants' understanding of issues related to human diversity: gender, race, ethnicity, etc. The program also presents basic skills and knowledge related to interacting with diverse individuals and groups.

CJD 1956*

Post Pursuit Tactics, 3 credit hours, 30 lec., 15 lab. (Offered as needed)

Course is designed to instruct public safety professionals how to combat post pursuit stress syndrome and to effectively channel stress in a positive manner at the termination of a high speed pursuit. Prerequisite: Must be a certified law enforcement officer.

CJD 1957*

Post Pursuit Trainer Techniques, 1 credit hour, 15 lec. (Offered as needed)

Course is designed to instruct public safety professionals how to teach methods to combat post-pursuit stress syndrome and to effectively channel stress in a positive manner at the termination of a high speed pursuit. Prerequisite: Must be a certified law enforcement officer.

CJD 2254*

First Responder for Law Enforcement, 3 credit hours, 45 lec. (Offered as needed)

This course is designed primarily to qualify in-service law enforcement and correctional officers in the area of first responder to medical emergencies to include: introduction to first responder training, overview of the human body, diagnostic signs of patient examination, airway care & pulmonary resuscitation, cardiopulmonary resuscitation, shock, bleeding, primary patient care and injuries. Objectives are addressed as specified by the Criminal Justice Standards & Training Commission.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

CJD 2301*

Ethics in Criminal Justice, 3 credit hours, 45 lec. (Offered as needed)

An overview of ethical considerations applied to the criminal justice profession.

CJD 2310*

Criminal Justice Supervision, 5 credit hours, 80 lec. (Offered as needed)

A career development course for full time police officers designed to train the line supervisor.

CJD 2320*

Criminal Justice Management, 5 credit hours, 80 lec. (Offered as needed)

An advanced course designed to train criminal justice supervisors in the techniques and procedures necessary for middle managers.

CJD 2470*

Emergency Preparedness for Correctional, 3 credit hours, 45 lec. (Offered as needed)

This course is designed to qualify in-service correctional officers and correctional support personnel in the area of emergency preparedness, to include; emergency plans, specifics on disturbances and disorder planning, hostage plans and situations, factors affecting emergency planning and management and leadership.

CJD 2603*

Sex Crimes, 3 credit hours, 45 lec. (Offered as needed)

This course is designed to provide the student with the knowledge and expertise to effectively deal with various sex offenders. It deals with the magnitude of the problem, investigation and physical evidence. It also addresses victim considerations and legal aspects through court presentation. Prerequisite: Certified Law Enforcement or Corrections Officer.

CJD 2605*

Traffic Homicide Investigation, 5 credit hours, 60 lec., 20 lab. (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 2626*

Hostage Negotiations for Criminal Justice, 3 credit hours, 45 lec. (Offered as needed)

This course is designed to qualify in-service law enforcement and correctional officers and support personnel in the area of hostage negotiations, to include; introduction to the problem, types of hostage negotiations principles, communications principles, intelligence gathering, abnormal behavior and participant performance exercises.

CJD 2630*

Firearms Instructor, 2 credit hours, 15 lec./30 lab (Offered as needed)

This course is designed to provide the student with knowledge and expertise to instruct untrained students in the proper use of firearms, range safety, and weapon maintenance. The student shall also be instructed in legal aspects and range management.

CJD 2632*

Field Training Officer Techniques, 3 credit 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 2670*

Confidential Informants, 3 credit hours, 45 lec. (Offered as needed)

This course is designed for in-service law enforcement, correctional officers and support personnel to qualify them in the area of development of confidential informants and other sources of information, to include; definition and management of an informant program, legal aspects of dealing with informants, and the development of other sources of investigative information.

CJD 2681*

Court Case Preparation and Court Presentation, 3 credit 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.

CJD 2691*

Stress Awareness and Resolution, 3 credit 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.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

CJD 2720*

Law Enforcement Legal III, 3 credit hours, 45 lec. (Offered as needed)

Various criminal laws and their elements are studied. Emphasis is placed upon those laws specific to police application. Traffic and driver's license laws are studied. Legal considerations of officer vehicle operation are addressed as specified by the Criminal Justice Standards and Training Commission.

CJT 1120*

Crime Scene Procedures, 3 credit 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 1230*

Chemical Tests for Intoxication, 3 credit hours, 45 lec. (Offered as needed)

Background and history of alcohol on motor coordination; operation and maintenance of breathalyzer equipment; court testimony; legal aspects of laws governing DUI. Required course for state certification.

CJT 2100*

Criminal Investigation, 3 credit 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 followup.

CJT 2140*

Introduction to Criminalistics, 3 credit hours, 45 lec. (Offered as needed)

The scientific aspects of investigation and crime scene technology, crime laboratory functions, ballistics, dactyloscopy and latent print development, scientific methods of criminal identification.

CJT 2220*

Law Enforcement Photography, 3 credit hours, 45 lec. (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 CJT 1120.

CJT 2340*

Police Operations, 3 credit hours, 45 lec. (Fall, Spring)

Responsibilities, powers and duties of the uniformed patrolman; patrol techniques and procedures; field interrogation and notetaking; mechanics of arrest and search; handling of the mentally ill; transportation of prisoners; crime scene procedures; elements of property protection; fundamentals of community relations; mob and riot control; dealing with domestic violence, gangs and drug crime; civil liability of officers and departments.

CJT 2350*

Writing and Reviewing Reports, 3 credit 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.

CLP 1002

Personal Adjustment, 3 credit 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 credit 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: PSY 2012.

COA 2100*

Consumer Education, 3 credit hours, 45 lec. (Fall, Spring, Summer)

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.

COP 2010 Δ

Visual Basic Programming, 3 credit hours, 45 lec. (Offered as needed)

This course introduces programming in Visual Basic. The student will learn to create innovative and useful windows programs. Topics to be discussed include variables, string handling, loops and arrays, formatting techniques, labels, buttons, menus, loading and saving, error handling, graphics, and linking applications. Although not a prerequisite, CGS 2564, Introduction to Windows is highly recommended. Prerequisite: CIS 1000 or equivalent.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the Curriculum Course

COP 2011 Δ**Advanced Applications Programming in Visual Basic, 3 credit hours, 45 lec. (Offered as needed)**

This course introduces the advanced features of Visual Basic. The student will learn to create advanced versions of innovative and useful windows programs. Topics to be discussed include: basic and advanced graphical user interface development; sequential file processing; advanced object-oriented programming; ActiveX components; advanced database management development including interfacing to external applications and Visual Basic's internal database manager; multimedia, networking; and advanced data structures. Prerequisite: COP 2010.

COP 2120 Δ**COBOL Programming, 3 credit hours, 45 lec. (Offered as needed)**

A survey of automatic data processing and an introduction to COBOL programming. Historical development, general concepts and state of the art. COBOL is introduced with emphasis on problem solving. Emphasis on methods of analyzing business problems for computer adaptation. Prerequisite: CIS 1000.

COP 2210 Δ**Pascal Programming, 3 credit hours, 45 lec. (Offered as needed)**

Expands on the concepts and programming techniques begun in Introduction to Computer Science. Includes such topics as top-down design, structured programming, sorting, searching, file processing, and dynamic data structures. Prerequisite: CIS 1000 or equivalent.

COP 2200 Δ**FORTRAN Programming, 3 credit hours, 45 lec. (Offered as needed)**

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. Prerequisite: CIS 1000.

COP 2220 Δ**Programming in C, 3 credit hours, 45 lec. (Offered as needed)**

An introduction to C programming language using microcomputers. Prerequisite: CIS 1000 or equivalent.

COP 2224 Δ**Programming in C++, 3 credit hours, 45 lec. (Offered as needed)**

An introduction to C++ programming using microcomputers. Prerequisite: CIS 1000 and COP 2220 or equivalent.

COP 2800 Δ**Introduction to JAVA Programming, 3 credit hours, 45 lec. (Offered as needed)**

An introduction to programming using the Java language. Students will develop and apply individual programs. Prerequisite: CIS 1000 or equivalent demonstrated skills.

CRW 2000**Creative Writing I, 3 credit hours, 45 lec. (Offered as needed)**

Instruction and practice in writing various forms of poetry, short story, drama, and/or other modes and in submitting for publication.

CRW 2002**Creative Writing II, 3 credit hours, 45 lec. (Offered as needed)**

Advanced work in poetry and prose modes. Student creativity in prose, poetry, and drama. Students submit creative work to publisher market. Prerequisite: CRW 2000 or equivalent or demonstrated publication at equivalent or higher level.

CRW 2100**Introduction to Fiction Writing, 3 credit hours, 45 lec. (Offered as needed)**

This course offers extensive practice writing fiction. Students will develop a body of original creative work under the supervision of the instructor and will submit works for publication. Upon agreement with the instructor, students may elect to develop either individual short stories or novel chapters with synopsis. Prerequisites: None, but CRW 2000 and CRW 2002 recommended.

CRW 2300**Introduction to Poetry Writing, 3 credit hours, 45 lec. (Offered as needed)**

This course offers extensive practice writing poetry. Students will develop a body of original creative work under the supervision of the instructor and will submit works for publication. Prerequisites: None, but CRW 2000 and CRW 2002 recommended.

CRW 2600**Writing Scripts for Film and Television, 3 credit hours, 45 lec., (Offered as needed)**

This course offers an introduction to the theory and practice of writing scripts for television and film. Students will develop a body of original work with a goal toward publication.

DAA 1100**Modern Dance, 2 credit hours, 15 lec., 30 lab. (Offered as needed)**

The beginning Modern Dance class is designed to affect an understanding of the art of the modern dance. It includes a brief history of the dance; instruction and practice in basic dance techniques, improvisation, and dance forms. This course may be taken four (4) times for credit.

DAA 1101**Intermediate Modern Dance, 2 credit hours, 15 lec., 30 lab. (Offered as needed)**

The intermediate modern dance class is designed to affect understanding the art of the modern dance at an intermediate level. It includes a continued historical analysis of modern dance; instruction and practice in intermediate dance techniques, improvisation, and dance forms. This course may be taken up to four (4) times for credit.

DAA 1200

Beginning Ballet, 2 credit hours, 15 lec., 30 lab. (Offered as needed)

A beginning dance course designed to serve as an introduction to the tradition and discipline of the art of classical ballet. Physical development of body as an expressive instrument for ballet movement will be stressed as strength, flexibility, balance, agility, alignment, turn-out, control, elevation and sensitivity to line are studied. This course may be taken up to four (4) times for credit.

DAA 1201

Intermediate Ballet, 2 credit hours, 15 lec., 30 lab. (Offered as needed)

Intermediate Ballet is designed to train the more advanced student in the tradition and discipline of the art of the classical ballet beyond the basics. Physical development of the body as an expressive instrument for ballet movement will continue to be stressed as strength, flexibility, balance, agility, alignment, turn-out, control, elevation, and sensitivity to line are improved. This course may be taken up to four (4) times for credit.

DAA 1500A

Beginning Jazz, 1 credit hour, 30 lab. (Offered as needed)

This course includes a brief history of the jazz dance and instruction and practice in jazz dance techniques exploring popular dance idioms. This course may be taken up to four (4) times for credit.

DAA 1501

Intermediate Jazz Dance, 1 credit hour, 30 lab. (Offered as needed)

A continuation of Beginning Jazz. This course may be taken up to four (4) times for credit.

DAA 1520

Beginning Tap, 1 credit hour, 30 lab. (Offered as needed)

Instruction in beginning techniques of tap dance. This Course may be taken up to four (4) times for credit.

DAA 1580

Musical Theatre Dance I

The study of Musical Theatre dance techniques and styles as related to a specific performance experience. Students must participate in rehearsals and performances. Prerequisite: Level of competency determined by audition. This course may be taken up to four (4) times for credit.

DAA 1680

Dance Workshop, 1 credit hour, 30 lab. (Offered as needed)

Instruction and participation in dance as required by specific productions, i.e., Theatre/Show Choir. This course may be taken up to four (4) times for credit.

DAA 1681

Dance Ensemble, 1 credit hour, 30 lab. (Offered as needed)

The student shall participate in the preparation and performance of original dance compositions to include dance line performances. This course may be taken up to four (4) times for credit.

DAA 1750

Dance Conditioning, 1 credit hour, 30 lab. (Offered as needed)

To increase technical skills through conditioning skills appropriate for dancers. Dance conditioning is an excellent course to improve fundamentals for the beginning/intermediate student. This course may be taken up to four (4) times for credit.

DAA 1905

Directed Individual Study - Dance, 1 credit hour, 30 lab. (Offered as needed)

A defined independent study in dance which is pursued under supervision of a faculty dance instructor and recorded through departmental procedures. Designed to permit a student to pursue non-scheduled dance activity work which may be of a specialized nature and not available through classes or courses available in a college schedule. Prerequisite: Departmental approval is required. This course may be taken up to two (2) times for credit.

DAA 2202

Advanced Ballet, 2 credit hour, 15 lec./30 lab. (Offered as needed)

Advanced Ballet is a two-credit academic course. It meets for three hours per week and can be taken for credit four times. The student must have reached a high level of physical strength, mastery of skills, and technical knowledge in order to be eligible for placement in this section. Prerequisites: DAA 1201 and/or appropriate level of competency. This course may be taken up to four (4) times for credit.

DAA 2220

Pointe, 1 credit hour, 30 lab. (Offered as needed)

Pointe is a one-credit academic course. It meets two hours per week and can be taken for credit four times. The student must already have mastered advanced terminology and movement vocabulary for ballet in order to be prepared for the physical demands of dancing on Pointe. Prerequisite: DAA 2202 and/or appropriate competency level. This course may be taken up to four (4) times for credit.

DAA 2581

Musical Theatre Dance II, 1 credit hour, 30 lab. (Offered as needed)

The continued study of Musical Theatre dance techniques and styles as related to a specific performance experience. Students must participate in rehearsals and performances. Prerequisite: Level of competency determined by audition. This course may be taken up to four (4) times for credit.

DAA 2610

Dance Composition, 2 credit hours, 15 lec./30 lab. (Offered as needed)

This course encourages the student to explore and compose dance by improving technical skills, developing improvisation and choreographic skills, and enhancing performance skills. Prerequisites: At least one semester of Modern Dance or department audition. This course may be taken up to four (4) times for credit.

DAA 2682

Dance Workshop II, 1 credit hour, 30 lab. (Offered as needed)

Continued instruction and participation in dance as required by specific Music Theatre productions. This course may be taken up to four (4) times for credit. Prerequisite: A demonstration of competence required. This course may be taken up to four (4) times for credit.

DAA 2683

Performance Dance (Repertory and/or Original Choreography)

DAA2683 involves the continuation of study and practice of selected works of dance repertory and/or original choreography culminating in public performance. May be taken four (4) times for credit. Prerequisite: Demonstration of competence required.

DEP 2004

Human Growth and Development, 3 credit 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.

DEP 2100

Child Growth and Development I, 3 credit hours, 45 lec. (Fall, Spring, Summer)

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.

ECO 2013

Economics I, 3 credit 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. Basic math skills required.

ECO 2023

Economics II, 3 credit 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. Prerequisite: ECO 2013 or equivalent.

EDF 1005

Introduction to Education, 3 credit hours, 45 lec. (Fall, Spring)

A study of the history, philosophy and social context of education. The course will help the student think critically about the process of education and his/her role as an educator. Student will observe and participate in the educational settings of local schools. (Plus 30 hours field experience.)

EDG 2701 ‡

Teaching Diverse Populations, 3 credit hours, 45 lec. (Fall, Spring)

This course will provide the student with the opportunity to explore personal values and attitudes toward cultural diversity. Designed for the prospective educator, the theoretical component will examine the issues of teaching in culturally diverse classrooms. Field experience and examination of educational materials will enhance the student's understanding of multiculturalism. (Plus 30 hours field experience) Prerequisite: EDF 1005.

EDP 2002

Educational Psychology, 3 credit 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, 4 credit hours, 30 lec., 60 lab. (Offered as needed)

This course 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. Laboratory safety is emphasized and extensive practice is given in the use multimeters.

EET 1018*

Direct Current Network Analysis, 1 credit hour, 15 lec. (Offered as needed)

This course reviews basic circuit formulas and calculations such as Ohm's Law and Kirchoff's laws. It also enables students to develop an understanding of the analysis of multisource circuits using Millman's theorem, superposition mesh currents, nodal analysis, Thevenin's theorem and Norton's theorem. Prerequisite: Completion of vocational program containing DC circuits without analysis.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

‡ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

EET 1025C*

Electricity/Electronics II, 4 credit hours, 30 lec., 60 lab. (Offered as needed)

This course introduces alternating current and the circuit properties of inductance and capacitance. Subjects covered are inductors, capacitors, the theory and analysis of RL, RC, RLC, and resonant circuits, filters and complex notations. Laboratory safety will continue to be emphasized and extensive practice given in use of the oscilloscope. Prerequisite: EET 1015C or equivalent.

EET 1028*

Alternating Current Network Analysis, 1 credit hour, 15 lec. (Offered as needed)

This course reviews basic circuit formulas and calculations such as Ohm's Law and Kirchoff's laws. It also enables students to develop an understanding of the techniques to analyze AC circuits. The techniques include: network theorems, transient analysis in RL and RC circuits, the effects of loading on transformers, and the use of complex numbers in RLC circuit analysis. In addition, Faraday's Law of induced voltages and mutual inductance will be analyzed. Prerequisite: Completion of vocational program containing AC circuits without analysis.

EET 1141C*

Devices and Circuits I, 4 credit hours, 30 lec., 60 lab. (Offered as needed)

This course introduces semiconductor and PN junction theory. Devices studied include: the diode, the bipolar junction transistor, JFETs and MOSFETs. Circuits studied include: diode circuits, power supplies, transistor biasing, small signal amplifiers, and power amplifiers. Circuits studied in this course will be constructed and tested in the laboratory. Students will also perform the calculations necessary to design both power supply and amplifier circuits. Prerequisite: EET 1025C or equivalent.

EET 1142C*

Devices and Circuits II, 4 credit hours, 30 lec., 60 lab. (Offered as needed)

This course continues the study of electronic devices and circuits to include SCR's, DIAC's, TRIAC's, Shockley diodes, silicon controlled switches (SCS), and optoelectronic devices. Circuits studied include the Op Amp, oscillators, voltage regulators, active filters, and differential amplifiers. Prerequisite: EET 1141C or equivalent.

EET 1149*

Design and Analysis of Discrete Solid State Circuits, 1 credit hour, 15 lec. (Offered as needed)

This course begins with a review of basic diode and transistor characteristics. Then it incorporates methods of design and analysis of power supplies, filters and regulators. The design and analysis of bipolar junction transistor circuits is also studied. Prerequisite: Completion of vocational program containing solid state circuits without analysis and design.

EET 1606C*

Soldering/PC Board Techniques, 2 credit hours, 15 lec., 30 lab. (Offered as needed)

This course enables the student to develop the knowledge and skills needed for high reliability soldering. The student will work with and practice maintenance of high quality soldering. The student will work with and practice maintenance of high quality soldering stations.

EET 2215C*

Electronic Instrumentation, 4 credit hours, 30 lec., 60 lab. (Offered as needed)

This course covers the science of electronic measurements including terminology, errors, accuracy and tolerance, units, and standards. In addition, measurement methods and problems are covered. Also covered are test equipment theory, design, maintenance, are covered including DC meters, AC meters, analog, digital, strip recorders, AC and DC bridges, transducers oscilloscopes and probes, waveform generators and analyzers, fiber optic measurements, logic analyzers and complete instrumentation systems including ATE. Prerequisite: EET 1142C.

EET 2322C*

Electronic Communications, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

This course introduces the student to telecommunications technology. It includes modulation techniques (amplitude, angle and pulse) AM, FM and single-sideband transmitters and receivers. It also introduces antenna systems, transmission lines, waveguides, the basic principles of Laser communications and basic radar. Prerequisite: EET 1142C or equivalent.

EET 2355C*

Digital Communications, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

This course is a study of digital communications which includes coding and decoding, transmission, and error detection. PAM, TDM, PCM, and FSK systems will be studied. Prerequisite: EET 1142 or equivalent.

EEX 2010⌘

Introduction to Exceptional Children, 3 credit 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.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

⌘ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

EGS 110C**Engineering Graphics, 3 credit hours, 30 lec., 30 lab. (Offered as needed)**

Use of instruments, lettering practice; geometric construction; multiview projection and conventions, auxiliary views, section views, axonometric and oblique projections, rotation, patterns and development, and methods of reproduction. Prerequisite: ETD 1100 or equivalent: prerequisite only applies to Architectural Drafting and Design students.

EGS 1130C**Descriptive Geometry, 3 credit 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, axonometric and oblique projection, and practical problems. Prerequisite: EGS 1110C or equivalent.

EME 2040 Δ**Introduction to Educational Technology, 3 credit hours, 45 lec. (Fall, Spring Summer)**

This course will develop competencies necessary to integrate technology into classroom instruction. Students will survey a variety of instructional technology materials, software, and systems, as well as learn to use these in the classroom environment.

ENC 1101 Δ**English Composition I, 3 credit hours, 45 lec. (Fall, Spring, Summer)**

Instruction and intensive practice in expository and argumentative writing including a documented paper. Prerequisite: A passing score on a standardized test measuring communications/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of "C" or better.

ENC 1102**English Composition II, 3 credit hours, 45 lec. (Fall, Spring, Summer)**

Interpretative and critical reading of fiction (novel, novella, short story), drama, and poetry. Practice in the writing of analytic discourse. Practice in writing the research paper. Prerequisite: Completion of English Composition I or an equivalent course with a grade of "C" or better.

ENC 1104**CLAST Review: Essay Skills, 1 credit hour, 15 lec. (Offered as needed)**

A short course specifically designed to prepare students to write fifty-minute timed essays that conform to CLAST standards. The course is conducted as a self-study under the supervision of the CLAST Coordinator.

ENC 1105**CLAST Review: English Language Skills, 1 credit hour, 15 lec. (Offered as needed)**

A short course designed to prepare students to take or retake the CLAST English Language Skills sub-test. The course is conducted as a self-study utilizing the tutorial services in the Academic Success Center.

ENC 2210**Technical Report Writing, 3 credit hours, 45 lec. (Offered as needed)**

This course covers the fundamentals of technical report writing, mechanics, and style. Various types of reports are prepared, and criteria for evaluating the adequacy of the various components of these reports are utilized. The course also includes reading and analysis of technical literature as well as oral reporting. Prerequisite: passing score on placement test.

ENG 1001**Research Papers, 1 credit 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 documented paper in accordance with a standard system.

NOTE: If this course is used to satisfy writing requirements for transfer course to OWCC, a minimum grade of "C" is required. Student may use this course to satisfy deficiency in 6,000 word Gordon Rule writing requirement, but it may not be used in lieu of traditional Gordon Rule courses, such as ENC 1101.

ENL 2000**English Literature I, 3 credit hours, 45 lec. (Offered as needed)**

A study of English literature from the Old English period, Beowulf, through the late Eighteenth century, the Age of Enlightenment, focusing on major works and their authors with an emphasis upon the literature as a significant reflection of and contribution to the political, cultural, social, religious, and economic milieu of each age. This course may be used as a Humanities credit. Prerequisite: ENC 1101.

ENL 2022**English Literature II, 3 credit hours, 45 lec. (Offered as needed)**

A study of English literature from the Romantics through the Twentieth century focusing on major works and their authors with an emphasis upon the literature as a significant reflection of and contribution to the political, cultural, social, religious, and economic milieu of each age. This course may be used as a Humanities credit. Prerequisite: ENC 1101.

ETD 1100***Introduction to Technical Drawing, 3 credit hours, 30 lec., 30 lab. (Offered as needed)**

A course in the fundamental principles of the graphic language (the language of industry) and is developed for students without previous mechanical drawing experience. Topics include: use and care of instruments, lettering, geometric construction, multiview projection, sketching techniques, inking, and methods of reproduction.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the Curriculum Course

ETD 1111*

Drafting I, 6 credit hours, 15 lec., 150 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. Prerequisite: ETD 1100 and ETD 1710 or equivalent.

ETD 1221*

Drafting II, 6 credit hours, 15 lec., 150 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, auxiliary views, related mathematics, precision dimensioning and inking practices. Prerequisite: ETD 1111 or equivalent.

ETD 1310C* Δ

AutoCAD I, 3 credit hours, 30 lec, 30 lab. (Offered as needed)

A basic course on the use of AutoCAD Software to include; Introduction to AutoCAD, drawing commands, display and inquiry commands, modify commands, dimensioning and annotation, data exchange and output files. Prerequisite: ETD 1100 or equivalent.

ETD 1311C* Δ

AutoCAD II, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

The second course in a series designed to develop skill and proficiency in the use of AutoCAD software to include: additional drawing commands, editing commands, modify commands, advanced display and inquiry commands, advanced dimensioning and annotation, advanced layering, block, attributes and X-Ref, paper space, UCS, data exchange and output files. Prerequisite: ETD 1310C* or equivalent.

ETD 1312C* Δ

AutoCAD LT I, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

A basic course on the use of AutoCAD LT Software to include; Introduction to AutoCAD LT, drawing commands, display and inquiry commands, modify commands, dimensioning and annotation, data exchange and output files. Prerequisite: ETD 1100 or equivalent.

ETD 1313C* Δ

AutoCAD LT II, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

The second course in a series designed to develop skill and proficiency in the use of AutoCAD LT software to include: additional drawing commands, editing commands, modify commands, advanced display and inquiry commands, advanced dimensioning and annotation, advanced layering, block, attributes and X-Ref, paper space, UCS, data exchange and output files. Prerequisite: ETD 1312C or equivalent.

ETD 1350C* Δ

AutoCAD 3-D Modeling, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

A basic course in mechanical design using basic computer geometry techniques. Topics will include: orthographic projections, space relationships of points, lines, planes and revolution of objects. Additional coverage will include principles of surface generation, intersections, wire modeling, and solid modeling techniques. Prerequisite: ETD 1311C or equivalent.

ETD 1614*

Electromechanical Drafting, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

A course in the fundamentals of electronics drafting covering such topics as: using electronic symbols, schematic diagrams, connection diagrams, block and logic diagrams, WW board drawings, chassis drawings, and pictorial drawings. Prerequisite: ETD 1111 or equivalent.

ETD 1653*

PCB Drafting, 3 credit 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, multi-layer boards, art-masters, fabrication drawings, and silkscreen masters. Prerequisite: ETD 1310C or equivalent.

ETD 1654*

Intermediate Printed Circuit Board Drafting, 3 credit hours, 15 lec., 60 lab. (Offered as needed)

A course to teach students principles of printed design and documentation through the use of a computer. Prerequisite: ETD 1653 or equivalent.

ETD 1700*

Drafting III, 6 credit hours, 15 lec., 150 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. Prerequisite: ETD 1311C, and ETD 2218 or equivalent.

ETD 1710*

Fundamentals of Dimensioning & Tolerancing, 4 credit hours, 60 lec. (Offered as needed)

A course designed to help students develop the basic fundamentals of dimensioning and tolerancing. Topics include: dimensioning systems such as; metric, decimal, fractional-inch, foot and inch, tolerancing methods, limits and tolerances, tolerancing accumulation, dimensioning practices, and standards fits. Prerequisite: for Drafting and Design student course should be taken with ETD 1100.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the Curriculum Course

ETD 1801C*

Technical Illustration, 3 credit 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: ETD 1221 or EGS 1130C, and ETD 1311C.

ETD 1811C Δ

Corel Draw I, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

Class will focus on organization of two-dimensional space in regard to the plane. Study and hands-on projects both in artistic media and on computer will include the following: Comprehensive usage of this vector-based drawing program to create professional artwork – from single logos to intricate technical illustrations. Topics such as perspective and the creation of depth on the two dimensional surface will be included as well. Students will investigate the use of computer graphics disciplines emphasizing illustration and the principles of color and design. Students will also be expected to complete five individual projects related to the coursework. The presentation of these projects to the class will include both written and visual materials. Students will generate a portfolio of computer art and are encouraged to broaden perspectives and to think creatively. Class will serve as introduction to use of Corel Draw.

ETD 1842C*

Computer Rendering I, 3 credit hours, 30 lec. 30 lab. (Offered as needed)

A basic course in rendering techniques using accuren-der software. Topics include: The walkabout window, AutoCAD views, move in the Ray Trace View, viewing the model, Rendering the model, assigning materials, lighting your model and printing. Prerequisite: ETD 1350C.

ETD 2011*

Industrial Print Reading, 1 credit 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 2218*

Geometric Dimensioning & Tolerancing, 4 credit hours, 60 lec. (Offered as needed)

An introductory course in geometric dimensioning and tolerancing using the geometric method nationally accepted according to ASMEY14.5M. Topics covered include: definition and terms, symbols, datum referencing, locational tolerancing, form tolerancing, profile tolerancing, orientation and runout tolerancing, and math for positional tolerancing. Prerequisites: ETD 1710 and ETD 1221 or equivalent.

ETD 2219*

Advanced Geometric Dimensioning & Tolerancing, 4 credit hours, 60 lec. (Offered as needed)

An advanced course in geometric dimensioning and tolerancing using the geometric method nationally accepted according to ASMEY14.5M. Topics covered include: definitions and terms, symbols, datum referencing, locational tolerancing, form tolerancing, profile tolerancing, orientation and runout tolerancing, math for positional tolerancing, quality assurance methods and techniques, and manufacturing methods and techniques. Prerequisite: ETD 2218 or equivalent.

ETD 2250*

Tolerance Stacks I, 4 credit hours, 60 lec. (Offered as needed)

A course for engineers, designers, inspectors and other engineering personnel. This course consists of learning how to perform tolerance accumulation studies within a part or assembly to include: Coordinate dimension stacks and stacks involving geometric tolerancing. Prerequisite: ETD 2218 or equivalent.

ETD 2251*

Tolerance Stacks II, 4 credit hours, 60 lec. (Offered as needed)

A second course for engineers, designers, inspectors and other engineering personnel. The course continues the learning and add more advanced concepts relative to performing tolerance accumulation studies within a part or assembly to include: coordinate dimension stacks and stacks involving geometric tolerancing. Prerequisite: ETD 2219 and ETD 2250 or equivalent.

ETD 2328C* Δ

Introduction to MicroStation, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

A basic course in mechanical design using basic computer geometry techniques. Topics will include orthographic projections, space relationships of points, lines, planes and revolution of objects. Additional coverage will include principles of surface generation, intersections, wire modeling, and solid modeling techniques. Prerequisite: ETD 1100 or EGS 1110C or equivalent.

ETD 2352C* Δ

AutoCAD III, 3 credit hours, 30 lec., 30 lab. (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, explanatory drawings, multiview projections, exploded assemblies, pictorial drawings, auxiliary views, sections, details, geometric dimensioning and tolerancing, and CADD concepts. Prerequisites: ETD 1311 and ETD 1221 or EGS 1130C.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the Curriculum Course

ETD 2355C* Δ**AutoCAD 3-D Modeling II, 3 credit hours, 30 lec., 30 lab. (Fall, Spring)**

An advanced course in mechanical design using advanced computer techniques. Contents will include: 3D concepts, wire modeling, surface generation techniques, and solid modeling techniques. Prerequisite: ETD 1350C or equivalent.

ETD 2356C***MicroStation II, 3 credit hours, 30 lec., 30 lab. (Offered as needed)**

A second course in mechanical design using basic and intermediate computer geometry techniques. Topics will include: Orthographic projections, space relationships of points, lines, planes and revolution of objects. Additional coverage will include principles of surface generation, intersections, wire modeling, and solid modeling techniques. Prerequisites: ETD 2328C or equivalent.

ETD 2365C***Mechanical Desktop I, 3 credit hours, 30 lec., 30 lab., (Offered as needed)**

A basic course in Parametric Solid Design, using AutoCAD Mechanical Desktop Software. Topics include: Basic concepts of Parametric Sketching, Part Creation, Surface Creation and Editing, Basic Concepts of Combining Parts. Prerequisite: ETD1350C or equivalent.

ETD 2366C***Mechanical Desktop II, 3 credit hours, 30 lec., 30 lab., (Offered as needed)**

The second course in a series designed to develop skill and proficiency in Parametric Solid Design, using AutoCAD Mechanical Desktop Software. Topics include: Creating Drawing Views, Creating Table Driver Parts, Creating Shells; and assembling parts. Prerequisite: ETD 2365C or equivalent.

ETD 2534***Construction Drafting, 6 credit 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: EGS 1110C or ETD 1111 or equivalent.

ETD 2542***Structural Drafting, 3 credit 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. Prerequisite: TAR 2121C or equivalent.

ETD 2543C***Structural Drafting II, 3 credit hours, 15 lec., 60 lab. (Offered as needed)**

An advanced course in structural drafting covering prestressed concrete drafting, structural steel drafting, and poured-on-site concrete drafting for large commercial and industrial buildings as well as bridges, parking decks, towers, and stadiums. Prerequisite: ETD 2542 or equivalent.

ETD 2655***Advanced Printed Circuit Board Drafting, 3 credit hours, 15 lec., 60 lab. (Offered as needed)**

A course to teach students advanced principles of printed design and documentation through the use of a computer. Prerequisites: ETD 1654 or equivalent.

ETD 2705***Advanced Mechanical Drafting, 3 credit hours, 30 lec., 30 lab hours. (Offered as needed)**

An advanced course covering mechanical drafting, machine design, advanced dimensioning and tolerancing, and working drawings according to MIC and ASME standards. Prerequisites: ETD 1700, ETD 2218, or equivalent.

ETD 2802C***Technical Illustration II, 3 credit hours, 30 lec., 30 lab. (Offered as needed)**

The purpose of this course is to help students develop advanced skills, knowledge, and attitudes necessary as technical illustrators, to include oblique, and axiometric projections, perspective and exploded pictorial drawings, and related techniques. Prerequisites: ETD 1801C and ETD 1311C or equivalent.

ETD 2843C* Δ**Computer Rendering II, 3 credit hours, 30 lec., 30 lab., (Offered as needed)**

An advanced course in rendering techniques using accurender software. Topics include: Radiosity, landscape for realism, decals, backgrounds, environments, panoramas and animation. Prerequisite: ETD 1842C, Corequisite: ETD 2355C.

ETD 2905***Independent Study – Drafting, 1 credit 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. Prerequisites: EGS 1110C and ETD 1111 or permission of instructor. This course may be taken up to four (4) times for credit.

ETG 1110***Electronics Computations, 4 credit 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: MAT 1033A or equivalent.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the Curriculum Course

ETG 1941***Internship I – Technical Education, 3 credit hours, 225 lab hours (Offered as needed)**

On-the-job training in the Applied Associate of Science Degree program in which the student is actively enrolled. The student works under a qualified supervision on a job related to his/her degree program. 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 two weeks prior to the end of the semester.

ETG 1942***Internship II – Technical Education, 3 credit hours, 225 lab hours (Offered as needed)**

On-the-job training in the Applied Associate of Science Degree program in which the student is actively enrolled. The student works under a qualified supervisor on a job related to his/her degree program. 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 two weeks prior to the end of the semester. On the job experience is built upon experiences gained through course ETG 1941. Prerequisite: ETG 1941.

ETG 1943***Internship III – Technical Education, 3 credit hours, 225 lab hours (Offered as needed)**

On-the-job training in the Applied Associate of Science Degree program in which the student is actively enrolled. The student works under a qualified supervisor on a job related to his/her degree program. 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 two weeks prior to the end of the semester. On the job experience is built upon experiences gained through this course ETG 1942. Prerequisite: ETG 1942.

ETG 1944***Internship IV – Technical Education, 3 credit hours, 225 lab hours (Offered as needed)**

On-the-job training in the Applied Associate of Science Degree program in which the student is actively enrolled. The student works under a qualified supervisor on a job related to his/her degree program. 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 two weeks prior to the end of the semester. On the job experience is built upon experiences gained through course ETG 1943. Prerequisite: ETG 1943.

ETG 2905***Independent Study – Electronics, 1 credit hour (Offered as needed)**

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. This course may be taken up to four (4) times for credit. Instructor or department chair approval is required.

ETI 1411***Advanced Manufacturing Processes, 3 credit hours, 45 lec. (Offered as needed)**

This course presents the numeric and computer numeric control of various machining processes and the use of computer programming in the machine shop. Included are shop safety, program preparation, milling, drilling, subroutines, coordinate systems and other related topics.

ETI 1710***Occupational Safety, 3 credit hours, 45 lec. (Offered as needed)**

A basic course in occupational safety and health covering such topics as: theories of accident causation; workplace hazards; hazard analysis and prevention; accident reporting; OSHA, ergonomics; product safety; workers' compensation; and stress on the job.

ETI 1713***Implementing Total Safety, 3 credit hours, 45 lec. (Offered as needed)**

A course on implementing the total Safety Management (TSM) approach to workplace safety and health. Major topics include the TSM Steering Committee, TSM Facilitator, and improvement project teams (IPTs).

ETI 1715***Environmental Safety, 3 credit hours, 45 lec. (Offered as needed)**

A course on protecting the environment from hazardous processes, products, and by-products of business and industry. The primary focus of the course is the ISO 14000 standard.

ETI 2110***Quality Tools I, 3 credit hours, 45 lec. (Offered as needed)**

This is a comprehensive course designed to increase the students' knowledge and skill in all aspects of quality control. The course provides a variety of the basic skills that contribute to the outgoing quality in the mechanical trades. Included are quality functions, quality personnel, shop mathematics, understanding blueprints, measuring tools, their use and other related topics.

ETI 2111***Quality Control II, 3 credit hours, 45 lec. (Offered as needed)**

This course is a continuation of Quality Tools I with an emphasis on inspection methods and layout techniques. Included also are quality costs, planning, probability, statistical control and other related topics.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

ETI 2117*

Introduction to Total Quality, 3 credit hours, 45 lec. (Offered as needed)

This course covers the fundamentals of Total Quality including the following: quality culture, customer focus, employee empowerment, team building, decision making, problem solving, conflict management, quality tools, benchmarking, continuous improvement, quality function deployment, Statistical Process Control, Just-In-Time Manufacturing, and Implementing Total Quality.

ETI 2118*

Implementing Total Quality, 3 credit hours, 45 lec. (Offered as needed)

This course covers all 20 steps required to implement Total Quality in any type of organization. Emphasis is placed on specific requirements for implementation, the critical role of executive level leaders, and variation among organizations. Prerequisite: ETI 2117.

ETI 2131*

Statistical Process Control, 3 credit hours, 45 lec. (Offered as needed)

A course covering the fundamentals of SPC. Major topics include: rationale for SPC, inhibitors of SPC, management's role in SPC, the quality tools, and control charts.

ETI 2940*

Directed Work Study-Industrial-Technical, 1 credit hour, 45 lab. (Offered as needed)

Directed experience in instructional, laboratory and/or materials assistance in a designated industrial-technical area. This course may be taken up to four (4) times for credit. Department chair approval required.

FAD 1123

Adults in a Changing Society, 3 credit 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.

FRE 1120

French I, 4 credit hours, 60 lec. (Fall term only)

Pronunciation and grammatical structures of French, with emphasis upon balanced development of all four skills—listening, speaking, reading, and writing. Covers all basic structures of the language.

FRE 1121

French II, 4 credit hours, 60 lec. (Spring term only)

Pronunciation and grammatical structures of French, with emphasis upon balanced development of all four skills – listening, speaking, reading and writing. Covers all basic structures of the language. Prerequisite: FRE 1120 or its equivalent.

FRE 2200

French III, 4 credit hours, 60 lec. (Fall term only)

Intermediate level review of grammar, readings in French Literature, and development of conversational and writing skills. Prerequisite: FRE 1121 or its equivalent.

FRE 2201

French IV, 4 credit hours, 60 lec. (Spring term only)

Completion of intermediate level review of grammar, readings in French literature, and development of conversational and writing skills. Prerequisite: FRE 2200 or its equivalent.

GEA 1000‡

World Regional Geography, 3 credit hours, 45 lec. (Offered as needed)

The course introduces the student to geographic regional studies. It will combine the concepts of physical geography and cultural, economic, and human geography as it applies to the differing regions of the world. It will show the relationships between the regional environment and the people who live there, between settlement patterns, economic patterns and cultural patterns within each region; and, using current events, it will show the impact of other phenomena upon those regions and their people. Relationships between the various regions will be highlighted, again using current events as the triggering element.

GEB 1011

Introduction to Business, 3 credit 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.

GEB 1940*

Internship-Business, 3 credit hours, 90 lab. (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 credit hours.

GEB 2441

Business Ethics, 3 credit hours, 45 lec. (Offered as needed)

This course addresses the legal, moral, and societal issues of ethical conduct in the business environment. Actual case studies are used to illustrate appropriate relationships among employers, employees, customers, stockholders, and other business stakeholders. Topics include: codes of ethics, laws and regulations related to ethics, conflict of interest, and moral philosophies associated with ethical conduct.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

‡ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

GLY 1001**Earth Science, 4 credit 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.

GLY 1001L**Earth Science Lab, 1 credit hour, 30 lab. (Fall, Spring, Summer)**

Laboratory experiences pertaining to the physical environment: observation, measurement, data analysis, mapping, map interpretation, properties of earth materials. This is an optional course serving students who transfer to universities which require a laboratory course to satisfy the General Education requirement in Physical Science. Pre- or corequisite: GLY 1001, OCE 1005C, or MET 1010.

GLY 1010C**Physical Geology, 4 credit hours, 45 lec., 30 lab. (Offered as needed)**

A study of the materials, surface feature, structure and processes of the solid earth. Labs in identification of rocks and minerals. Landforms will be analyzed from topographic and geologic maps. Actual landforms and processes will be studied on field trips and exercises.

GLY 1100C**Historical Geology, 4 credit hours, 45 lec., 30 lab. (Offered as needed)**

A study of the history of the earth, including the origin of continents, mountains and ocean basins as recorded in rocks and fossils. A survey of the fossil record and changes in animal and plant life throughout geological time will also be studied.

GRA 1121C* Δ**Desktop Publishing I, 3 credit hours, 30 lec., 30 lab. (Offered as needed)**

This beginning level publishing course on a Macintosh desktop computer will acquaint students with various software programs, clip-art, digital camera usage, and scanning; students will learn to produce flyers, ads, certificates, business cards, and other printed material.

GRA 1122C* Δ**Desktop Publishing II, 3 credit hours, 30 lec., 30 lab. (Offered as needed)**

This course is a continuation of Desktop Publishing I; the primary focus will be on the use of the software program *Pagemaker* for more advanced applications on a Macintosh computer. Prerequisite: GRA 1121C.

GRA 1123C* Δ**Desktop Publishing III, 3 credit hours, 30 lec., 30 lab. (Offered as needed)**

This course is a continuation of Desktop Publishing II. Advanced *Pagemaker* skills will be covered, including creation of Adobe PDF files. This is not a course for beginners. Prerequisites: GRA 1122C.

GRA 2100C* Δ**Computer Graphics I, 4 credit hours, 30 lec., 60 lab. (Offered as needed)**

This course provides instruction and practical exercises in the use of graphics software *Photoshop* to create, modify and generate color graphics to produce illustrations and charts on a Macintosh desktop publishing system.

GRA 2140C* Δ**Multimedia I, 4 credit hours, 30 lec., 60 lab. (Fall, Spring, Summer)**

An introductory course covering basic principles of design affecting interactive multimedia presentations. Students will learn an interactive media authoring software application and its interaction with other supporting software applications. Students will produce a complete interactive CD-ROM title. Prerequisites: ART 2602C and ART 1600C.

GRA 2141C* Δ**Multimedia II, 4 credit hours, 30 lec., 60 lab. (Offered as needed)**

An advanced course covering principles of design affecting interactive multimedia presentations. Students will learn advanced functions of an interactive media authoring software application and supporting software. Students will produce a finished interactive CD-ROM title. Prerequisite: GRA 2140C.

GRA 2144C* Δ**Web Design/Graphics, 4 credit hours, 30 lec., 60 lab. (Offered as needed)**

This course covers the designing, preparation, and the publishing of Home Pages using Hyper Text Markup Language (HTML) for the World Wide Web on the Internet, using *Netscape* as the browser. This course is taught from a graphics point-of-view using a Macintosh.

GRA 2145C* Δ**Advanced Web Design/Graphics, 4 credit hours, 30 lec., 60 lab., (Offered as needed)**

An advanced course where students will study an industry standard WYSIWYG web site development tool. Students will produce more sophisticated user interactivity and page layout in a large website project. This course is presented from a graphic perspective. Prerequisite: GRA 2144C.

GRA 2156C* Δ**Computer Graphics II, 4 credit hours, 30 lec., 60 lab. (Offered as needed)**

This course is a continuation of Computer Graphics I. Advanced *Photoshop* techniques and processes will be covered using a Power Macintosh desktop computer. This is not a beginning level course and requires prior knowledge/experience with *Adobe Photoshop*. Prerequisite: GRA 2100C.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the Curriculum Course

GRA 2164C* Δ

Advanced Graphic Projects, 4 credit hour, 30 lec., 60 lab. (Offered as needed)

This course is designed for the advanced graphics student. The student will call upon skills/knowledge previously gained in other courses and software programs to produce several QTVR projects. This course will be considered a capstone in the progression of learning and is not a beginning level course. Prerequisite: GRA 2100C.

GRA 2173C* Δ

Projects in Graphic Design, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

An advanced course utilizing the student's full complement of skills and abilities. The student will work under the advisement of the faculty member to produce a large multifaceted project of their own design. Prerequisites: GRA 1121C, ART 1600C, GRA 2100C, and ART 2602C.

GRA 2210C* Δ

Pre-Press Assembly, 4 credit hours, 30 lec., 60 lab. (Offered as needed)

Classroom and lab experiences using a computer to prepare both spot and process color images, colorize artwork, and print separations; students will produce an 8-page booklet from beginning to end. Prerequisites: GRA 1122C and GRA 2100C.

GRA 2900* Δ

Independent Study – Graphic Art, 1 credit hour, 30 lab. (Offered as needed)

Practical treatment of Graphics/Printing Technology. Emphasis on individual work projects.

GRA 2905* Δ

Independent Study – Graphics/Printing, 1 credit hour, 45 lab. (Offered as needed)

The student will initiate independent computer related work, utilizing various software and hardware. The course may be taken four times for credit.

GRA 2949* Δ

Directed Work Study – Graphics/Printing, 1 credit hour, 45 lab. (Offered as needed)

The student will complete computer-related work utilizing various computer-related hardware and software under the direct guidance of an instructor. This course may be taken four times for credit.

HFT 2210*

Hospitality Management I, 3 credit hours, 45 lec. (Offered as needed)

An introductory study of problems originating in the operation and administration of various segments of the hospitality industry. Prerequisite: MAN 2021.

HFT 2211*

Hospitality Management II, 3 credit hours, 45 lec. (Offered as needed)

A continuing study of the hospitality industry. Prerequisites: MAN 2021, HFT 2210.

HFT 2940*

Hospitality Management – Internship I, 3 credit hours, 90 lab. (Offered as needed)

A management internship program providing on-the-job management experiences in various phases of the hospitality industry.

HFT 2941*

Hospitality Management – Internship II, 3 credit hours, 90 lab. (Offered as needed)

A management internship program providing on-the-job management experiences in various phases of the hospitality industry.

HIM 1000*

Introduction to Health Information Management, 3 credit hours, 45 lec. (Fall)

Orientation to medical records history and professional associations. Confidentiality, filing, retrieving, indexing, numbering, storage and content of the medical record is also discussed. The course includes job search skills and professional job performance.

HIM 1270C*

Medical Billing, 2 credit hours, 15 lec., 30 lab. (Fall, Spring, Summer)

Introduction to computerized medical billing and reimbursement through various payors. Correct completion of HCFA 1500 forms will be emphasized. Prerequisite: HIM 1282, knowledge of basic computer & keyboarding skills.

HIM 1282*

Basic Coding for Medical Records, 4 credit hours, 60 lec. (Summer)

Development of nomenclature and classification systems and an introduction to ICD-9-CM and CPT coding. Introduces the student to Ambulatory Payment Classifications (APCs) and Diagnostic Related Groups (DRGs). Prerequisites: HSC 1531, BSC 1080.

HIM 2283C*

Advanced Coding for Medical Records with Lab, 5 credit hours, 60 lec. 30 lab. (Fall)

Advanced instruction in coding/ICD-9-CM diagnoses, and procedures in ICD-9-CM and CPT both manually and automated. Provides sequencing guidelines and rules and regulations in both the hospital and physician office setting. Prerequisites: HIM 1282, knowledge of basic computer and keyboarding skills.

HIM 2433*

Pathophysiology, 4 credit hours, 60 lec. (Fall)

Introduction to the nature, cause, and treatment of disease entities and the body's defense mechanisms. Commonly used drugs will also be introduced.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the Curriculum Course

HLP 1081**Wellness: Practice and Theory, 3 credit hours, 45 lec. (Fall, Spring, & Summer)**

A course designed to promote wellness through assessment, instruction and fitness programs which, if applied, will enable the individual to achieve and/or maintain a high quality of health and fitness throughout life. Based on assessment test results a physical examination by a physician may be recommended.

HSA 1101**Introduction to Health Care, 2 credit hours, 15 lec., 30 lab. (Offered as needed)**

Introduction to the health care delivery system and health related occupations. Also safety, security, and infection control procedures will be discussed.

HSC 1100**Health Education, 3 credit 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 credit 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, cardiopulmonary resuscitation, transportation of the injured, oral poisoning and other medical emergencies.

HSC 1531**Medical Terminology, 3 credit hours, 45 lec. (Offered as needed)**

An introduction to prefixes, suffixes, root words, combining forms, Latin and Greek forms, spelling, and pronunciation, with emphasis on building a working medical vocabulary based on body systems.

HUM 1020†**Humanities – Introduction, 3 credit hours, 45 lec. (Fall, Spring, Summer)**

Techniques, forms, and basic evaluative tools related to music, the visual arts, poetry, drama, the dance, film, and philosophy or religion. Art works are utilized as much as possible. Prerequisite: recommend one semester of English Composition.

HUM 1905**Independent Study – Arts and Humanities, 1 credit hour (Offered as needed)**

A defined independent study which is pursued under supervision of a faculty directing teacher and recorded through departmental procedures. Designed to permit a student to pursue nonscheduled 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. Departmental approval is required.

NOTE: If this course is used to satisfy writing requirements for transfer courses to OWCC, a 6,000 word paper with a minimum grade of "C" is required. This course may be taken up to four (4) times for credit.

HUM 2700‡**Humanities – Foreign Study, 3 credit hours, 15 lec., 60 lab. (Offered as needed)**

A variable humanities content course designed to allow students first-hand learning experiences outside the United States.

HUM 2905**Directed Work Study – Art Humanities, 1 credit hour, 45 hours (Offered as needed)**

Directed experience in instructional, laboratory and/or materials assistance in a designated Arts-Humanities area. This course may be taken up to four (4) times for credit.

HUM 2906**Tutorial – Arts and Humanities, 1 credit hour, 30 lab. (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 designed course and are supervised through the Counseling Office. May be taken four (4) times for credit.

HUM 2920**Humanities Colloquium – 1 credit hour, 5 lec., 20 lab. (Fall, Spring, Summer)**

Humanities Colloquium is a lab designed to introduce students to critical visual and listening skills to become an intelligent arts consumer. Initial lecture sessions are devoted to discussions of the elements of analysis of art works, music pieces, theatre performances, and dance presentations. Students will be required to attend selected OWCC Visual and Performance Arts presentations and to write a short critical review of each. Topics may vary.

HUN 2410A***Child Nutrition and Health, 3 credit hours, 45 lec. (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.

HUN 2201 Δ**Nutrition, 3 credit hours, 45 lec. (Fall, Spring, Summer)**

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.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the Curriculum Course

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

‡ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

ISS 1905**Independent Study – Social Science, 1 credit hour, 45 hours (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. This course may be taken up to four (4) times for credit.

LIN 1670**Writing and Grammar, 3 credit hours, 45 lec., (Fall, Spring, Summer)**

The course includes practice in writing short essays and encompasses a comprehensive review of grammar and mechanics. Placement is determined by (1) a grade of "C" or better in ENC 0080 or (2) by a score of 83 or above on the Florida College Placement Test. This course is strongly recommended for students scoring 83-91 on the FCPT. Prerequisites: ENC 0080 with a grade of "C" or better or placement scores of 83-91 on the FCPT.

LIN 1742**English Grammar and Style, 3 credit hours, 45 lec. (Offered as needed)**

Principles and rules of traditional and modern English grammar and effective style.

LIS 1001**Library Skills, 1 credit hour, 30 lab. (Offered as needed)**

A course creating learning situations in which individual students can become effective independent users of Learning Resources facilities. This course is recommended for all degree-seeking students in their first term.

LIS 2004 Δ**Introduction to Internet Research, 1 credit hour, 30 lab. (Offered as needed)**

Introduction to Internet Research is a one-credit hour course offered by the Florida Public Community College system. This course is delivered via the World Wide Web and Internet e-mail. The course focuses on methods of accessing information resources available through the Internet. Students will learn to design search strategies, retrieve, evaluate, and cite Internet resources. The World Wide Web, e-mail, discussion groups, chat, FTP, Gopher, and Telnet are some of the topics covered. Prerequisite: A full service Internet account, including an electronic mail address from an Internet Service Provider (ISP), or access through a corporate or educational institution prior to beginning the course.

LIT 2090⌘**Contemporary Literature, 3 credit hours, 45 lec. (Offered as needed)**

Studies in modern drama, prose, and poetry, focusing on their comments on modern man. May be used as Humanities credit. Prerequisite: ENC 1101.

Δ Technology-Across-the Curriculum Course

⌘ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

LIT 2100⌘**World Literature, 3 credit 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. May be used as a Humanities credit. Prerequisite: ENC 1101.

MAC 1105**College Algebra, 3 credit hours, 45 lec. (Fall, Spring, Summer)**

Function-based college algebra course which will include the following topics: functions; inverse functions; linear, quadratic, and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions, and equations; systems of equations and inequalities; and applications of functions (curve fitting, modeling, optimization, exponential/logarithmic growth and decay). Graphing calculators are required. Prerequisites: MAT 1033A "Intermediate Algebra" or equivalent with a "C" or better or suitable placement score.

MAC 1114**Trigonometry, 3 credit hours, 45 lec. (Fall, Spring, Summer)**

Typical modern trigonometry course. Graphing calculators are required. Prerequisite: MAC 1140 with a grade of "C" or better, or equivalent.

MAC 1140**Pre-Calculus Algebra, 3 credit hours, 45 lec. (Fall, Spring, Summer)**

First course in a two-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. Graphing calculators will be required. Prerequisite: Completion of MAC 1102 or MAC 1105 with a grade of "C" or better, or equivalent.

MAC 1147**Precalculus Algebra/Trigonometry, 4 credit hours, 60 lec. (Fall, Spring, Summer)**

This course reviews algebra and trigonometry. Topics include polynomial, rational, exponential, logarithmic, and trigonometric functions, inverse functions, trigonometric identities and equations, solutions of triangles, vector algebra, topics from analytical geometry, sequences, series, mathematical induction and the binomial theorem. Graphing calculators are required. Prerequisite: High School trigonometry with a "B" or better.

MAC 1154**Analytic Geometry, 3 credit hours, 45 lec. (Offered as needed)**

Typical modern analytic geometry course in two- and three-dimensional space. Prerequisite: Completion of MAC 1140 and MAC 1114 with a grade of C or better or equivalent.

MAC 2233

Calculus for Business, 3 credit 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. Graphing calculators are required. Prerequisite: Grade of "C" or better in MAC 1105 or equivalent.

MAC 2311

Calculus I, 4 credit hours, 60 lec. (Fall, Spring, Summer)

First course in a three-course sequence. Covers limits and continuity, rules of differentiation, the chain rule, derivatives of trigonometric functions, derivatives of logarithmic functions, derivatives of exponential functions, derivatives of inverse trigonometric functions, applications of derivatives to curve sketching, L'Hopital's Rule, indeterminate forms and maxima/minima problems, the mean value theorem, Rolle's theorem, the definite and indefinite integrals and the Fundamental Theorem of Integral Calculus, area, and applications of integrals. Graphing calculators are required. Prerequisite: Completion of MAC 1140 and MAC 1114 or MAC 1147 with a grade of "C" or better, or equivalent.

MAC 2312

Calculus II, 4 credit hours, 60 lec. (Fall, Spring, Summer)

Second course in a three-course sequence. Techniques for finding areas, volumes, and lengths and surface areas; applications using first order differential equations; methods of integration including integration by parts, trigonometric substitution, and partial fractions; improper integrals, conic sections with rotation of coordinates; graphing and area in polar coordinates; infinite sequences and series; tests for absolute and conditional convergence of series; power series. Graphing calculators are required. Prerequisite: Completion of MAC 2311 with a grade of "C" or better or equivalent.

MAC 2313

Calculus III, 4 credit hours, 60 lec. (Fall, Spring, Summer)

Third course in a three-course sequence. Vectors and vector functions; dot product, cross product, curvature, and motion in space; quadric surfaces; functions of two or more variables, partial derivatives, gradients, directional derivatives, tangent lines and planes, and application of partial derivatives to maxima/minima; Lagrange multipliers, Taylor's formula; multiple integrals in rectangular, cylindrical, and spherical coordinates, and their applications; line integrals; Green's theorem, surface area, the divergence theorem and Stokes's theorem. Graphing calculators are required. Prerequisite: Completion of MAC 2312 with a grade of "C" or better, or equivalent.

MAN 1161*

Customer Service, 3 credit hours, 45 lec. (Offered as needed)

Designed to build and maintain the critical skills necessary to be a dynamic and successful professional. Students and front-line individuals who work with customers every day will develop strategies to create positive customer relationships. This course provides a practical approach to the thorny issues of customer dissatisfaction and will enable managers to keep service personnel focused on the organization's goals and objectives.

MAN 2021

Management, 3 credit 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 knowledge and skills of managers, influences upon managerial decision-making process, and the psychological principles inherent in management.

MAN 2300

Personnel Management, 3 credit hours, 45 lec. (Offered as needed)

An introduction to personnel practices and procedures. Topics include the personnel management system, maximizing employee potential, organizational behavior, and labor management relations.

MAP 2302

Differential Equations, 3 credit hours, 45 lec. (Fall, Spring)

An introduction to ordinary differential equations with an emphasis on first and second order linear equations and applications. Prerequisite: Either completion of MAC 2312 or MAC 2313 with a "C" or better and concurrent enrollment in MAC 2313. Equivalent courses from other institutions may be used to meet the prerequisite.

MAR 2011

Introduction to Marketing, 3 credit 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.

MAS 2103

Linear Algebra, 3 credit hours, 45 lec. (Offered as needed)

An introductory course in Linear Algebra intended to give students enough insight to enable successful pursuit of more abstract mathematics courses. Graphing calculators are required. Prerequisite: MAC 2311 with a grade of "C" or better, or equivalent.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

MAT 1033A

Intermediate Algebra, 4 credit hours, 60 lec. (Fall, Spring, Summer)

An intermediate algebra course to prepare students for general education mathematics/statistics courses. This course emphasizes concepts, techniques, and applications of the following major topics; factoring, algebraic functions, radicals and rational exponents, complex numbers, quadratic equations, rational equations, two-variable linear equations/inequalities and their graphs, systems of linear equations and inequalities, and an introduction to functions. Prerequisite: suitable placement score or completion of MAT 0024 (or equivalent) with a grade of "C" or better and a passing score on the college prep algebra exit exam.

MAT 1930*

Special Topics in Math, 2 credit hours, 30 lec. (Offered as needed)

A course developed to upgrade basic academic skills through intensive individualized instruction. The course is designed for incoming college students to enhance their successful completion of college degree programs.

MAT 2905

Independent Study – Mathematics, 1 credit hour, 30 lab. (Fall, Spring, Summer)

A course designed to allow a student to complete part of a course taken elsewhere and thereby complete general education requirements or to go deeper into special areas of interest. Prerequisite: Passing score on placement exam.

MCB 2010C

Microbiology, Allied Health, 4 credit hours, 45 lec., 30 lab. (Fall, Spring, Summer)

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 recommended for biology, pre-med, pre-vet, and dentistry.

MCB 2013C

Microbiology, 4 credit hours, 30 lec., 60 lab. (Offered as needed)

A general survey of microbiology, the cultivation and observation of microorganisms and their chemical and biological relationships to water, food, industrial processes and disease. Prerequisite: BOT 1010C or ZOO 1010C and CHM 1045C.

MET 1010

Introduction to Meteorology, 4 credit hours, 60 lec. (Fall, Spring)

Structure of the atmosphere, weather processes, systems and phenomena; climate and climatic change, economic impact of weather.

MGF 1106

Mathematics for Liberal Arts, 3 credit hours, 45 lec. (Fall, Spring, Summer)

This course is designed for those students requiring only general education mathematics courses. It includes systematic counting, probability, statistics, and history of mathematics, geometry, sets and logic. Prerequisite: Completion of MAT 1033/1033A or higher mathematics course with a grade of "C" or better, or equivalent or suitable placement score.

MGF 1107

Mathematics for Liberal Arts II, 3 credit hours, 45 lec. (Fall, Spring, Summer)

This course is designed for those students requiring only general education mathematics courses. Topics include numeration and mathematical systems, number theory, linear and exponential growth, history of mathematics, voting techniques, graph theory, and consumer mathematics. Prerequisites: MAT 1033/1033A or higher level math with a grade of "C" or better or appropriate placement score.

MGF 2118

Math Preparation for CLAST, 1 credit 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.

MIS 1031

Introduction to Military Science, 1 credit hour, 15 lec., 15 lab. (Fall)

This course provides an understanding of the Army's organization, customs and traditions including Army Basic Drill and Ceremonies, and the Army's role in American society. Requires participation in a weekly one-hour leadership laboratory.

MIS 1620

Basic Leadership and Military Skills, 1 credit hour, 15 lec., 15 lab. (Spring)

This course studies and applies the principles of effective leadership. It supports individual leadership development in communicative skills and basic military skills to include: drill and ceremonies, map reading, land navigation, physical fitness and marksmanship. This course requires participation in a weekly one-hour leadership laboratory. Prerequisite: MIS 1031.

MIS 2400

Fundamentals of Leadership, 2 credit hours, 30 lec., 15 lab. (Fall)

This course provides: a study of basic leadership techniques and principles, senior-subordinate relationships, leadership problems, basic counseling and management techniques; familiarization with basic weapons and communications within a U.S. Army infantry platoon; the advancement of individual leadership development in communicative skills and basic military skills. This course requires participation in a weekly one-hour leadership laboratory. Prerequisite: MIS 1620. Note: Placement credit may be offered for JROTC experience or previous military service.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

MIS 2631

Application of Military Skills, 2 credit hours, 30 lec., 15 lab. (Spring)

This course teaches basic map reading and land navigation; theory and dynamics of the military team in tactical situations; and survival techniques in various environments. Practical exercises in land navigation, drill and ceremony, physical fitness training, counseling, and decision making form the leadership foundation training. Individuals lead and participate in advanced squad-level tactical training and small unit leadership. This course requires participation in a weekly one-hour leadership laboratory. Prerequisite: MIS 2400. Note: Placement credit may be offered for JROTC experience or previous military service.

MKA 2021*

Professional Selling, 3 credit hours, 45 lec. (Offered as needed)

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

MKA 2041*

Retail Management, 3 credit 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.

MKA 2511*

Introduction to Advertising, 3 credit 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.)

MNA 1016*

ISO9000 – Industrial Management, 3 credit hours, 45 lec. (Offered as needed)

The course presents the functions of a manager, the views, techniques, and responsibilities of management. Included also are planning, forecasting, organizing, theory, staffing, and other related topics.

MNA 1345*

Supervision I, 3 credit hours, 45 lec. (Offered as needed)

The course presents the functions of a personnel manager, philosophy of general management, organizational structure, employer socio-economic climate and career information. Included also are job descriptions and specifications, recruiting practices, applications, resumes, interviewing, placement, performance appraisals, wage and salary administration and other related topics.

MNA 1346*

Supervision II, 3 credit hours, 45 lec. (Offered as needed)

The course presents a continuing study of the functions of a personnel manager, philosophy of general management, employee socio-economic climate and other information. Included, also, are orientation, training, labor unions, safety, health and other related topics.

MNA 2100*

Organizational Behavior, 3 credit 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.

MNA 2141

Leadership Techniques, 3 credit hours, 45 lec., (Offered as needed)

This interdisciplinary course addresses leadership in a group setting and focuses on leadership development through discussion, readings, group and individual projects and other applied activities.

MNA 2141A

Interdisciplinary Leadership Development, 3 credit hours, 45 lec., (Offered as needed)

This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from history, natural science and the humanities, experiential exercises, films, and contemporary readings on leadership and related topics.

MTB 1103*

Business Mathematics, 3 credit 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.

MTB 1321*

Technical Math I, 3 credit hours, 45 lec. (Offered as needed)

This course will include a basic arithmetic and algebraic operations, converting between scientific and engineering notations; solving linear equations and inequalities, converting units of measure, using linear equations to solve problems in science and technology applications, and solving geometry applications by geometry of triangle concepts. Prerequisite: MAT 0024 with a grade of "C" or better, or appropriate test scores.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

MTB 1322*

Technical Math II, 3 credit hours, 45 lec. (Offered as needed)

This course will include solving linear and quadratic equations, solving systems of linear equations, solving trigonometric right triangle applications, graphing linear, quadratic, and trigonometric functions, computation of complex numbers, vectors, and phasors, conversion of rectangular and polar coordinates, and converting between binary and decimal systems. Prerequisite: MTB 1321 with a grade of "C" or better.

MUH 1011†

Humanities – Music, 3 credit 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.

MUM 2300

Introduction to the Music Industry, 3 credit hours, 45 lec. (Fall, Spring, Summer)

This course is as an introduction to the history, principles, and practices of the music industry. Topics will include music publishing, copyright, distribution, industry organization, producing, and general business functions.

MUM 2600

Recording Techniques I, 3 credit hours, 30 lecture, 30 lab. (Fall, Spring, Summer)

This course is designed as an introduction to basic audio engineering and studio practices. Listening exercises, psychoacoustics, microphone characteristics, and studio etiquette will be studied. In addition the student will study techniques and practices and procedures of multi-track recording, acoustical balancing, editing, and over dubbing in a variety of situations.

MUM 2600L

Recording Lab, 2 credit hour, 30 lab. (Fall, Summer, Spring)

This course is designed to provide students with "hands on" experience in conjunction with live performance activities. This course may be taken three (3) times for credit.

MUM 2601

Recording Techniques II, 3 credit hours, 30 lecture, 30 lab. (Fall, Spring, Summer)

This course explores advanced multi-track recording skills and audio production techniques, edits, use of outboard equipment and live multi-track recording. Prerequisite: MUM 2600; corequisite: MUM 2600L.

MUM 2604

Multi-Track Mixdown (Post Production), 3 credit hours, 30 lecture, 30 lab. (Fall, Spring, Summer)

This course explores the application of signal processing equipment as it relates to multi-track master mixdowns. In addition, software and hardware application of mixdown is applied to post-production practices. Prerequisite: MUM 2601; corequisite: MUM 2600L.

MUN 1000

Summer Ensemble Workshop, 3 credit hours, 15 lec., 60 lab. (Summer)

An ensemble workshop open to any student who desires to improve vocal and physical presentation skills. A variety of musical physical styles will be studied and performed. Students participating in Summer Ensemble Workshop will be expected to participate in several scheduled performances. Prerequisite: experience in high school or a desire to learn.

MUN 1001

Summer Ensemble Workshop II, 3 credit hours, 15 lec., 60 lab. (Summer)

An ensemble workshop and performance to improve vocal and physical presentation skills. A variety of musical physical styles will be studied and performed. Students participating in Summer Ensemble Workshop II will be expected to participate in several scheduled performances. Prerequisite: MUN 1000.

MUN 1002

Summer Ensemble Workshop III, 3 credit hours, 15 lec., 60 lab. (Summer)

An ensemble workshop open to any student who desires to improve vocal and physical presentation skills. A variety of musical physical styles will be studied. Students participating in Summer Ensemble Workshop will be expected to participate in several scheduled performances. Prerequisite: MUN 1001.

MUN 1180

OWCC Band (Community), 1 credit hour, 30 lab. (Offered as needed)

A music organization providing an outlet and learning experience for both college students and wind or percussion players to read and perform standard band literature, transcriptions and program selections. Required of all wind or percussion music majors and minors. May be taken four times (4) for credit. Prerequisites: Ability to read music and play a band instrument. Audition by Director or 1 year experience in a high school advanced band.

MUN 1210

OWCC Symphony Orchestra I, 1 credit hour, 45 lab. (Fall, Spring)

A music organization providing an outlet and learning experience to study and perform standard orchestra literature, to improve individual instrumental skills, and to sharpen ensemble techniques. The Symphony occasionally performs with guest artists, choral groups and theatre ensembles. This course may be taken four (4) times for credit. Prerequisite: experience in symphony orchestra or symphonic band.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

MUN 1310**OWCC Chorus I, 1 credit hour, 30 lab. (Offered as needed)**

A music organization open through auditions to any student having experience in reading music. A variety of musical styles will be studied and performed. Students electing OWCC Chorus will be expected to participate in scheduled performances. MUN1310 may be taken four times for credit. Prerequisite: Experience in high school choruses or choirs.

MUN 1340A**OWCC Show Choir I, 1 credit hour, 45 lab. (Fall, Spring)**

A study of the fundamental techniques and principles of integrating dance, voice, music and acting into a performance show choir. Training in voice, jazz movement, character interpretation and personality presentation is covered. Membership is open to all part-time or fulltime students on a credit or audit basis. All music majors and performance majors must participate. The show choir appears in public performances at frequent intervals throughout the year. Prerequisite: Audition, consent of Department, music or performance minor. This course may be taken four (4) times for credit.

MUN 1360**Madrigal Singers I, 1 credit hour, 45 lab. (Offered Fall, Spring)**

Course teaching madrigal styles to include a cappella, Renaissance madrigals (choral settings of love songs), as well as choral folk songs. May be repeated four times for credit. Prerequisites: audition based on vocal quality, musicianship and sight reading ability.

MUN 1390**Symphonic Chorus I, 1 credit hour, 45 lab. (Fall, Spring)**

A music organization open through auditions to any student. The Symphonic chorus will study and perform literature for the large sized chorus. Prerequisite: Audition or permission of instructor. May be taken up to four (4) times for credit.

MUN 1421**Flute Ensemble, 1 credit hour, 30 contact, 30 lab. (Fall, Spring)**

The study and performance of flute ensemble and flute choir music in a musical group. May be taken four (4) times for credit. Prerequisites: audition or instructor recommendation only.

MUN 1700**Jazz/Rock Laboratory, 1 credit hour, 30 lab. (Fall, Spring)**

A performance ensemble designed to develop the creative artistry of the musician, without the limitations of a particular style. Under faculty supervision this course will focus on the performance of original compositions by the Jazz/rock Laboratory Ensemble. Instrumentation: all instruments and voice. May be taken four (4) times for credit. Prerequisite: strong music performance background.

MUN 1710A**Rock and Jazz Ensembles I, 1 credit hour, 45 lab. (Offered as needed)**

Music performing organization open to any student who wants to develop his or her performance repertoire. Laboratory studies include techniques of performing music, literature, practices, styles and media applicable to designated organized ensemble. May be taken four times for credit. Prerequisite: Some experience in high school bands, etc. This course may be taken up to four (4) times for credit.

MUN 1711**Jazz Workshop, 1 credit hour, 30 lab. (Offered as needed)**

The study and performance of jazz music in the context of the small ensemble. This will be accomplished through the performance of both stock arrangements and student arrangements. Instrumentation: 5 wind, 4 rhythm, voice. This course may be taken up to four (4) times for credit. Prerequisite: Strong music performance background with basic knowledge of the jazz idiom.

MUN 1720A**Rock and Jazz Ensembles II, 1 credit hour, 45 lab. (Fall, Spring)**

Music performing organization open to any student who wants to develop his/her performance repertoire. Laboratory studies include techniques of performing music, literature, practices, styles and media applicable to designated organized ensemble. Prerequisite: Some experience in high school bands, etc. This course may be taken up to four (4) times for credit.

MUN 2120**OWCC Band Community II, 1 credit hour, 45 lab. (Offered as needed)**

A music organization providing an outlet and learning experience for both college students and wind or percussion players to read and perform standard band literature, transcriptions and program selections. Required of all wind or percussion music majors and minors. May be taken four times for credit. Prerequisite: MUN 1180.

MUN 2211**OWCC Symphony Orchestra II, 1 credit hour, 45 lab. (Fall, Spring)**

A music organization providing an outlet and learning experience to study and perform standard orchestra literature, to improve individual instrumental skills, and to sharpen ensemble techniques. The Symphony occasionally performs with guest artists, choral groups and theatre ensembles. This course may be taken four (4) times for credit.

MUN 2361**Madrigal Singers II, 1 credit hour, 45 lab. (Fall, Spring)**

Madrigal Singers is an advanced choral ensemble composed of approximately 12 to 14 singers. Maybe taken 4 times for credit. Prerequisite: MUN 1360.

MUN 2371

OWCC Show Choir II, 1 credit hour, 45 lab. (Fall, Spring)

A study of the fundamental techniques and principles of integrating dance, voice, music and acting into a performance show choir. Training in voice, jazz movement, character interpretation and personality presentation is covered. Membership is open to all part-time or fulltime students on a credit or audit basis. All music majors and performance majors must participate. The show choir appears in public performances at frequent intervals throughout the year. Prerequisite: MUN 1340A, Show Choir I. This course may be taken four (4) times for credit.

MUN 2392

Symphonic Chorus II, 1 credit hour, 45 lab. (Fall, Spring)

A music organization open through auditions to any student. The Symphony Chorus will study and perform literature for the large sized chorus. This course may be taken up to four (4) times for credit. Prerequisite: MUN 1390.

MUS 1905

Independent Study – Music, 1 credit hour (Offered as needed)

A defined independent study which is pursued under supervision of a faculty directing teacher and recorded through departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized or advanced nature and not available through classes or courses available on a college schedule. Departmental approval required. If this course is used to meet Gordon Rule requirements, a writing assignment of 1000-6000 words may be required. This course may be taken four (4) times for credit.

MUT 1001

Fundamentals of Music, 3 credit hours, 45 lec. (Fall, Spring)

A pre-theory course for the nonmusic major, or for the elementary education major. Included are the studies of reading clefs, rhythm, notation, scales, and doing simple keyboard and sight-singing exercises. The emphasis is on developing music reading skills.

MUT 1121 Δ

Music Theory I/Ear Training and Sight Singing, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

A study of the fundamentals of basic musicianship, music notation, understanding of simple rhythms, key situations, intervals, ear training, dictation, sightsinging, major and minor scales, intervals, triads, chords, polyphonic composition and elementary keyboard work. Prerequisite: Students wishing to take Music Theory I should have a strong background in music (high school chorus, bands, etc.).

MUT 1122 Δ

Music Theory II/Ear Training and Sight Singing, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

A continuation of MUT 1121. Basic musicianship, writing and reading of music, ear training, dictation, sightsinging will be studied, as well as major and minor scales, intervals, triads, seventh chords, inversions, cadences, periods and progressions in all keys. Two, three and four part chords and polyphonic composition. Prerequisite: MUT 1121.

MUT 1641

Jazz Improvisation I, 2 credit hours, 15 lec., 30 lab. (Fall, Spring)

A course designed to introduce the student to the concepts of Jazz Improvisation. Through active participation the student will develop the basic skills necessary to become a competent jazz soloist. This course may be taken two (2) times for credit. Prerequisite: MUT 1121.

MUT 2126

Music Theory III/Ear Training and Sight Singing, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

A continuation of MUT 1121 and MUT 1122. The harmonization and modulation of melodies through the use of nondominant harmony and the study of sequence writing. Incorporates keyboard harmony plus sight reading of chromatic melodies, large intervals, and advanced rhythms. Prerequisite: MUT 1122.

MUT 2127

Music Theory IV/Ear Training and Sight Singing, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

The continued study of harmonization of melodies, sequence writing, sight reading, intervals, advanced rhythms and structures. Prerequisites: MUT 2126.

MUT 2351

Introduction to Jazz Theory/Arranging, 3 credit hours, 45 lec. (Offered as needed)

A lecture-demonstration-workshop, approach to jazz/pop arranging open to any student who wants to begin or understand composing/arranging. Studies include jazz/pop harmonies, arranging fundamentals and techniques, and the use of jazz/pop instrumentation. Workshop practices include assigned arrangements with the arrangements played by the jazz ensemble, and other audio demonstrations. Prerequisite: MUT 1122.

MUT 2642

Jazz Improvisation II, 2 credit hours, 45 lec., 30 lab. (Fall, Spring)

A continuation of MUT 1641 Jazz Improvisation I. This course is designed to further develop the skills needed to become a competent soloist in the jazz idiom. This course may be taken two (2) times for credit. Prerequisite: MUT 1641.

MVB 1201

Applied Music Secondary – Brass I, 1 credit hour, 7.5 lab. (Offered as needed)

Private instruction: 1/2 hour private lesson per week. Minimum one hour daily practice. For nonmusic majors and music majors. Course may be taken four (4) times for credit.

Δ Technology-Across-the Curriculum Course

MVB 2202**Applied Music Secondary – Brass II, 1 credit hour, 7.5 lab. (Offered as needed)**

Private instruction: 1/2 hour private lesson per week. Minimum one hour daily practice. For nonmusic majors and music majors. Course may be taken four (4) times for credit. Prerequisite: MVB 1201.

MVK 1211**Applied Music – Piano I, 1 credit hour, 7.5 lab. (Fall, Spring, Summer)**

Private instruction in piano, as secondary instrument, consisting of one half-hour lesson per week. Minimum of one hour daily practice is required. Course may be taken four (4) times for credit.

MVK 2221**Applied Music – Piano II, 1 credit hour, 7.5 lab. (Offered as needed)**

Private instruction in piano, as a secondary instrument, consisting of one half-hour lesson per week. Minimum of one hour daily practice is required. Course may be taken four (4) times for credit. Prerequisite: MVK 1211.

MVP 1201**Applied Music Secondary – Percussion I, 1 credit hour, 7.5 lab. (Offered as needed)**

Private instruction in percussion instruments to develop the student's performance ability in an applied area. One half-hour private lesson per week. Minimum of one hour daily practice. Minimum of one hour daily practice is required. Course may be taken four (4) times for credit.

MVP 2202**Applied Music Secondary – Percussion II, 1 credit hour, 7.5 lab. (Offered as needed)**

Private instruction in percussion instruments to develop the student's performance ability in an applied area. One half-hour private lesson per week. Minimum of one hour daily practice. Course may be repeated four (4) times for credit. Prerequisite: MVP 1201.

MVS 1016**Applied Strings – Guitar I, 1 credit hour, 7.5 lab. (Fall, Spring, Summer)**

Private instruction on guitar. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four times for credit.

MVS 1017**Applied Strings – Bass Guitar I, 1 credit hour, 7.5 lab. (Fall, Spring, Summer)**

Private instruction in guitar. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four times for credit.

MVS 1111**Class Guitar, 1 credit hour, 15 lec. (Fall)**

The study of basic techniques for the beginning and continuing student.

MVS 1201**Applied Music Secondary – Strings I, 1 credit hour, 7.5 lab. (Offered as needed)**

Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For nonmusic majors and music majors. Course may be taken four (4) times for credit.

MVS 2026**Applied Strings – Guitar II, 1 credit hour, 7.5 lab. (Fall, Spring, Summer)**

Private instruction in guitar. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four times for credit. Prerequisite: MVS 1016.

MVS 2027**Applied Strings – Bass Guitar II, 1 credit hour, 7.5 lab. (Offered as needed)**

Private instruction in guitar. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four times for credit. Prerequisite: MVS 1017.

MVS 2202**Applied Music Secondary – Strings II, 1 credit hour, 7.5 lab. (Offered as needed)**

Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For nonmusic majors and music majors. Course may be taken four (4) times for credit. Prerequisite: MVS 1201.

MVV 1211**Applied Music – Voice I, 1 credit hour, 7.5 lab. (Fall, Spring, Summer)**

Private instruction in voice, as a secondary instrument, consisting of one half-hour session per week, with a minimum of one hour daily practice. Course may be taken four times for credit.

MVV 2221**Applied Music – Voice II, 1 credit hour, 7.5 lab. (Offered as needed)**

Private instruction in voice, as a secondary instrument, consisting of one half-hour lesson per week, with a minimum of one hour daily practice. Course may be taken four (4) times for credit. Prerequisite: MVV 1211.

MVW 1201**Applied Music Secondary – Woodwinds I, 1 credit hour, 7.5 lab. (Offered as needed)**

Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For nonmusic majors and music majors. Course may be taken four (4) times for credit.

MVW 2202**Applied Music Secondary – Woodwinds II, 1 credit hour, 7.5 lab. (Offered as needed)**

Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For nonmusic majors and music majors. Course may be taken four (4) times for credit. Prerequisite: MVW 1201.

NUR 1105**Nursing Process I, 6 credit hours, 90 lec. (Fall)**

This course introduces concepts and principles of holistic nursing care. Students will build on knowledge obtained in the biophysical and psychosocial sciences in the first of four required clinical nursing courses in the nursing curriculum. Theory content includes an introduction to the healthcare system; ethical-legal aspects of nursing practice; health and illness; functional health patterns of clients; stress-adaptation; professional behaviors (e.g., caring behaviors); communications and all steps of the nursing process with emphasis on assessment of clients. Students begin socialization into the role of the Associate Degree Nurse as a member of an interdisciplinary health care team. Six hours weekly. Prerequisite: Admission to the Nursing Program or permission of the Director of Nursing. Co-requisites: BSC 1085C or BSC 1086C, DEP 2004.

NUR 1105C**Nursing Process I Clinical Experience, 4 credit hours, 180 clin. (Fall)**

An introduction to the role of the associate degree nurse in providing direct, holistic nursing care to young, middle-aged and elderly adults who are hospitalized or receiving care in community settings. Emphasis is on applying all steps of the nursing process with focus on assessment skills. Critical thinking is an expected behavior along with skills in working effectively with peers and other health care professionals as a team member; demonstrate caring behaviors and therapeutic communication with clients as a provider of bedside, technical nursing care. The student is expected to demonstrate safe performance of basic nursing skills, eg., medication administration, physical assessment and comfort care. 12 hours weekly. Prerequisite: Admission to the Nursing Program or permission of the Director of Nursing. Co-requisite: NUR 1105

NUR 1235**Nursing Process II, 5 credit hours, 75 lec. (Spring)**

The nursing process continues with emphasis on the planning of nursing care for adult clients experiencing threats to functional health patterns, including women and infants within a significant support system (e.g., families). Basic concepts and principles of holistic nursing are built upon with interpersonal relationships focusing on the new parent, grandparents and elderly clients. Practice issues focus on legal-ethical cases related to maternal-child and family care. Professional behaviors, (e.g., therapeutic relationships) continue with students working with the elderly client through the life review process and with clients in crises. Students further develop critical thinking skills through seminars planned to provide students with problem-solving skills in analyzing, planning & prioritizing care for clients whose health problems are more acute or chronic; the client with psycho-emotional dysfunctions, dysfunctional support systems situations, grief & loss. Students learn basic management skills as a team member in caring for a limited number of clients in hospitals with emphasis on coordination of nursing care and discharge planning. Conflict management skills are highlighted as the student increases role as

client advocate. Five hours weekly. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 1105, NUR 1105C, BSC 1085C or BSC 1086C. Co-requisites: NUR 1235C, NUR 1251C, MCB 2010C, SYG 2000, BSC 1086C.

NUR 1235C**Nursing Process II Clinical Experience, 4 credit hours, 180 clin. (Spring)**

Continuation of the role of the associate degree nurse in providing direct, holistic nursing care for adult clients during the childbearing process and/or experiencing dysfunctional health patterns. Clinical experiences in hospitals, clinics, long term facilities and community settings provide students with opportunities to plan, prioritize and begin to evaluate the effectiveness of bedside nursing care of adult perioperative clients, elderly clients who benefit from a life review process, newborns and other clients experiencing situational and/or maturational crises. Students continue to develop management skills through conflict management and other professional behaviors. Students demonstrate safe performance of all basic and more complex nursing skills. 15 hours weekly. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 1105, NUR 1105C; BSC 1085C or BSC 1086C. Co-requisites: NUR 1235, NUR 1251C, MCB 2010C, SYG 2000, BSC 1086C.

NUR 1251C**Pharmacologic Principles in Nursing, 1 credit hour, 15 lec. (Spring)**

This course provides an introduction to concepts and principles of pharmacology related to safe administration of therapeutic agents by the nurse. Students learn major drug classifications and selected prototypes along with principles of safe, effective administration of drugs and other therapeutic agents. By the end of the course, students must apply computation skills to demonstrate administration of drugs without error in order to successfully pass the course and progress in the nursing program. One hour weekly. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 1105, BSC 1085C, BSC 1086C, DEP 2004. Co-requisites: NUR 1235, NUR 1235C; MCB 2010C, SYG 2000.

NUR 1305**Orientation to AD Nursing, 4 credit hours, 60 lec. (Summer)**

This course is designed for LPNs and other special students an opportunity for advanced placement in the nursing program via reviewing and validating prior learning. Course content includes review of functional health patterns of the childbearing adult, selected topics related to acute care of hospitalized adults, the geriatric client and the newborn; the nursing process, holistic care planning and pharmacologic principles of nursing. Critical thinking is stressed as students transition into the associate degree nursing student role. Five hours weekly. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, BSC 1085C, BSC 1086C, HUN 2201, SYG 2000, ENC 1101, DEP 2004 and LPN Licensure or equivalent education. Co-requisites: MCB 2010C, NUR 1305C.

NUR 1305C**Orientation to AD Nursing Clinical Experience, 2 credit hours, 90 clin. (Summer)**

This course is designed for LPNs and other special students an opportunity for advanced placement in the nursing program via reviewing and validating prior learning. Students will learn physical assessment skills, holistic care planning and demonstrate nursing skills at the bedside of clients in acute care settings, i.e., the perioperative client, the obstetrical client and newborn. Critical thinking is stressed as students transition into the associate degree nursing student role. Successful completion of this course will allow the student to progress to the second year of the nursing program. Nine hours weekly. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, BSC 1086C, HUN 2201, SYG 2000, ENC 1101, DEP 2004 and LPN licensure or equivalent education. Co-requisites: MCB 2010C, NUR 1305.

NUR 1333C**Nursing Clinical Externship, 3 credit hours., 126 clin. (Summer)**

This elective course is designed to offer students the opportunity to gain additional clinical skills practice between the first and second year of the program. Working with a preceptor and the nursing faculty, the student will be able to perform all skills learned in the first two nursing courses in area hospitals, clinics or nursing homes as arranged by the instructor. 36 hours weekly for six (6) weeks. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 1235/NUR 1235C; NUR 1251C.

NUR 2166**Nursing Process III, 6 credit hours, 90 Lec. (Offered Fall)**

Students transfer knowledge of the biophysical and psychosocial sciences and critical thinking in caring for adults and children whose health problems are more complex and/or chronic. Students gain proficiency in assessment and planning nursing care for a limited number of clients and their significant support persons. Professional behaviors include health teaching and referral of clients to community health resources. Six hours weekly. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 1235. Co-requisite: NUR 2166C.

NUR 2166C**Nursing Process III Clinical Experience, 4 credit hours, 180 lab. (Offered Fall)**

Students continue to apply knowledge and skills learned in previous nursing courses in providing nursing care for hospitalized adults and children whose health problems are more complex and/or chronic. Clinical sites include health departments, clinics, physician offices, schools and other community settings. Students adapt therapeutic skills to meet the needs of clients experiencing psycho-emotional dysfunctions to the extent that they may be hospitalized. Students apply conflict resolution skills as needed to meet client and/or peer learning goals; they also begin to practice delegation skills with their peers. Students demonstrate continuation of all previously learned nursing skills and must perform safely all advanced nursing skills in this course. 12 hours weekly. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 1235. Co-requisite: NUR 2166.

NUR 2276**Nursing Process IV, 5 credit hours, 75 lec. (Offered Spring)**

Students integrate knowledge and principles of the biophysical and psychosocial sciences to solve life-threatening problems that affect a limited number of critically ill clients in a variety of clinical settings. Students differentiate holistic nursing care therapies in primary, secondary and tertiary care settings. Students become proficient in applying all steps in the nursing process with emphasis on evaluating nursing care outcomes. Students apply critical thinking skills in exploring case-based practice situation and work together in learning seminars to select effective client care improvement processes. Self-evaluation is part of the socialization process to prepare students for the work world as competent, caring staff nurses. Nursing practice issues include licensure standards and continued professional development. Six hours weekly for 11 weeks. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 2166. Co-requisite: NUR 2276C.

NUR 2276C**Nursing Process IV Clinical Experience, 4 credit hours, 132 lab. (Offered Spring)**

Students apply knowledge and principles of the biophysical and psychosocial sciences to assess, plan, implement and evaluate holistic nursing care of critically ill adults in hospitals, nursing homes, ambulatory care settings, and the home. Students will expand on management of care skills in preparation for their 4-week clinical practicum prior to graduation from the program. Students will shadow a home health/hospice nurse in observing treatment and palliative care of adults and children. Other clinical experiences will include experiences in long-term care and rehabilitation facilities. Students must demonstrate competency in all behaviors required for an associate degree graduate. 12 hours weekly or 11 weeks. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 2166. Co-requisite: NUR 2276.

NUR 2283C

Nursing Clinical Practicum, 3 credit hours, 144 lab. (Offered Spring)

This mini-course provides a time during the last four weeks of the nursing program in which students begin to transition from the student role into the graduate role as associate degree nurses. Students work with an experienced registered nurse preceptor to provide holistic nursing care for a limited number of clients with potentially life threatening health problems. Clinical experiences may take place in a variety of clinical settings and work schedules. Students develop team-leading skills in the clinical setting, delegating and evaluating aspects of care to other health team members. Focus is on demonstration of all professional behaviors and competencies expected of the associate degree registered nurse graduate at entry level. 36 hours per week for four weeks. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 2276C.

NUR 2291L

Nursing Practice Readiness, 1 credit hour, 30 lab. (Offered Spring)

This one-hour elective laboratory course assists the nursing student to prepare for the RN licensure examination. Web-based instructional methodologies allow the student to complete the course within a self-paced time frame. Students practice test taking skills, use self-evaluation and other strategies to gain confidence in sitting for the NCLEX-RN. Two hours weekly. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 2276 or permission from nursing program director. Co-requisite: NUR 2283C.

OCE 1005C

Introduction to Oceanography, 4 credit hours, 45 lec., 30 lab. (Fall, Spring)

A survey of the physics, chemistry, geology and biology of the oceans. Interrelationships between the atmosphere and oceans, methods of measurement and research, processes of coastal change and marine conservation. May be used to satisfy A.A. requirements in physical science for career goals other than the sciences, engineering, and pre-professional health care.

ORI 2000

Oral Interpretation, 3 credit hours, 45 lec. (Offered as needed)

Oral interpretation of all genres of literature. Students read and research appropriate literature to cut, adapt, and present to the class as solo, duet, and group interpretations.

OST 1107 Δ

Typing and Word Processing, 3 credit hours, 45 lec. (Offered as needed)

Integration of basic keyboarding and word processing – learning the keyboard, creating, editing, saving, and other word processing functions.

OST 1131* Δ

Legal Word Processing, 3 credit hours, 75 lab. (Offered as needed)

Thorough analysis and formatting of legal documents.

OST 1355*

Records Management, 3 credit hours, 45 lec., (Offered as needed)

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

OST 2117 Δ

Typing and Word Processing II, 3 credit hours, 45 lec. (Offered as needed)

Continuation of Typing and Word Processing I – develop keyboarding and document processing using a microcomputer. Prerequisite: OST 1107 or equivalent.

OST 2127* Δ

Typing and Word Processing III, 3 credit hours, 45lec. (Offered as needed)

Development of occupational proficiency in business letter writing, legal papers, executive forms and papers, and manuscripts through the use of a word processor. Prerequisite: OST 2117 or equivalent.

OST 2335

Business Communications, 3 credit hours, 45 contact hours, 3 lec. (Offered as needed)

Business Communications is a comprehensive coverage of language structure and particular emphasis on writing superior business letters and reports. Instruction in principle, then illustration, and practice in applying the principles. A fundamental concept of the appearance, language and style, tone and psychology of effective business letters. Prerequisites: passing score on English placement test or passing grade of "C" in ENC 0080.

OST 2401*

General Office Management, 3 credit hours, 30 lec., 30 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: OST 2117.

PCB 2011C

Cell Biology, 4 credit hours, 45 lec., 45 lab. (Fall, Spring, Summer)

A study of the cell as the structural and functional unit of living organisms. To include the ultrastructure and biochemical aspects of the cell. Prerequisite: One year of High School chemistry.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the Curriculum Course

PEL 1121**Beginning Golf, 1 credit hour, 30 lab. (Offered as needed)**

Instruction in the fundamental technique and the development of personal skills through participation.

PEL 1212**Advanced Softball, 1 credit hour, 30 lab. (Offered as needed)**

Instruction, practice, and participation in advanced softball. The continuous development of physical skills is of major importance in this course. May be taken four (4) times for credit. (Athletes)

PEL 1217**Advanced Baseball, 1 credit hour, 30 lab. (Offered as needed)**

Instruction, practice, and participation in advanced baseball. The continuous development of physical skills is of major importance in this course. May be taken four (4) times for credit. (Athletes)

PEL 1321**Volleyball, 1 credit 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 credit hour, 30 lab. (Offered as needed)**

The history of tennis, the fundamental techniques and the development of personal skills through participation.

PEL 1441**Beginning Racquetball, 1 credit hour, 30 lab. (Offered as needed)**

Instruction and participation in the skills necessary for satisfactory competition in the sport of racquetball.

PEL 1622M**Advanced Basketball (Men), 1 credit hour, 30 lab. (Offered as needed)**

This course is a high intensity, drill-oriented program designed to increase the knowledge, skill ability, and endurance levels of individuals interested in basketball. Instruction includes various aspects of the game of basketball including rules and regulations, basic fundamentals, offensive set, defensive sets, and scouting procedures. Instruction will be given through classroom lectures, as well as on-the-court lectures and activities. It is strongly recommended that students participate in an exercise program outside of class hours. It may be recommended and in some cases required that the student obtain medical approval before participating in this course. May be taken up to four (4) times for credit.

PEL 1622W**Advanced Basketball (Women), 1 credit hour, 30 lab. (Offered as needed)**

This course is a high intensity, drill oriented program designed to increase the knowledge, skill ability, and endurance levels of individuals interested in basketball. Instruction includes various aspects of the game of basketball including rules and regulations, basic

fundamentals, offensive set, defensive sets, and scouting procedures. Instruction will be given through classroom lectures, as well as on-the-court lectures and activities. It is strongly recommended that students participate in an exercise program outside of class hours. It maybe recommended and in some cases required that the student obtain medical approval before participating in this course. May be taken up to four (4) times for credit.

PEL 1905**Independent Study – Physical Education, 1 credit 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. May be taken up to four (4) times for credit.

PEL 2442**Intermediate Racquetball, 1 credit 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 credit 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. May be taken up to four (4) times for credit.

PEM 1104**Body Conditioning, 2 credit hours, 15 lec., 30 lab. (Fall, Spring, & Summer)**

An in-depth and advanced continuation of the exercise component of HLP 1081. Using progressive goal setting techniques, the course is designed to assist the student in the development of a regular, systemized program of exercise into their daily life-style. Initially, the students' health and fitness levels are evaluated; progress of their personal exercise prescriptions monitored, and followed with a reevaluation at the termination of the course. Prerequisite: HLP 1081. May be taken up to two (2) times for credit.

PEM 1131A**Strength Training, 3 credit hours, 30 lec., 30 lab. (Offered as needed)**

This course is a high intensity lecture/demonstration and flexible lab hour weight training program designed to increase the size, strength, and endurance of the skeletal muscle system. Instruction includes, but is not limited to, weight training safety, etiquette, history, and nutrition. Instruction will be given in the design of progressive resistance programs to increase total body efficiency and to meet the objectives of the individual student. Students are responsible for determining fitness for training, and those with medical problems which restrict personal activities are encouraged to obtain medical clearance before enrolling in the course.

PEM 1171

Aerobic Dance, 1 credit 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 1173

Step Aerobics, 1 credit hour, 30 lab. (Offered as needed).

Instruction and participation in vigorous, low-impact program of aerobic exercise, with emphasis on correct techniques, safety, cardiovascular and muscle conditioning.

PEM 1174

Step Aerobics II, 1 credit hour, 30 lab. (Offered as needed).

Continuation of techniques and combinations from Step Aerobics for further cardiovascular and muscle conditioning. Prerequisite: PEM 1173.

PEM 2108

Fitness Lab, 1 credit hour, 30 lab. (Offered as needed)

Instruction and participation in an exercise program with emphasis on muscle endurance, strength and flexibility. May be taken up to four (4) times for credit. Prerequisite: HLP 1081 or approved wellness assessment by the department chair.

PEM 2172

Aerobic Dance II, 1 credit 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: PEM 1171.

PET 1000

Introduction to Physical Education, 3 credit hours, 45 lec. (Offered as needed)

A study of the history of physical education and sport with particular emphasis placed on present practices and trends.

PET 2622

Care and Prevention of Athletic Injuries, 3 credit hours, 45 lec. (Offered as needed)

Designed to provide students with a basic knowledge of the care, prevention, and rehabilitation of injuries received during participation in physical education activities.

PGY 1401C

Basic Photography, 3 credit hours, 15 lec., 30 lab. (Offered as needed)

A beginning course in black and white photographic and darkroom technique. Students will learn the functions of their camera and darkroom equipment. Students will apply their technical knowledge to various artistic challenges. Access to a 35mm camera with manual mode required.

PGY 1420C

Advanced Black & White Photography, 3 credit hours, 30 lec., 30 lab. (Fall, Spring, Summer)

An advanced course in black and white photography. Students will be presented with more demanding creative challenges and will be exposed to a variety of advanced procedures in the darkroom. Access to a 35mm camera with manual mode required. Prerequisite: PGY 1401C or equivalent.

PHI 2010‡

Humanities – Philosophy, 3 credit hours, 45 lec. (Fall, Spring, Summer)

Central concepts of philosophy are developed, including a description of the main philosophical problems involved through ancient, medieval, and contemporary thought.

PHI 2600†‡

Humanities Ethics, 3 credit hours, 45 lec. (Fall, Spring, Summer)

Central concepts of Ethics are developed. Philosophical theories from Aristotelian-Thomism to Existentialism and Phenomenology are presented in moral argumentative form.

PHY 1020

Physical Science, 4 credit hours, 60 lec. (Fall, Spring, Summer)

A one term course of lectures and demonstrations designed 1) to meet the general education requirements in physical science for non-science majors and 2) for students who need a preparatory course prior to taking physics. The course presents the fundamental classical and modern concepts of physics in the area of mechanics, energy, wave motion, electromagnetism, and atomic structure. Also topics in earth science and astronomy will be discussed.

PHY 1053C

Physics I, 4 credit hours, 45 lec., 45 lab. (Offered as needed)

The first half of a two term sequence of noncalculus physics designed for the nonphysical 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. Prerequisite: MAC 1114.

PHY 1054C

Physics II, 4 credit hours, 45 lec., 45 lab. (Offered as needed)

The second half of a two term sequence of noncalculus physics designed for the nonphysical 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 equivalent.

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

‡ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

PHY 2048C

College Physics I, 4 credit hours, 45 lec., 45 lab. (Offered as needed)

The first half of a two term 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 2311.

PHY 2049C

College Physics II, 4 credit hours, 45 lec., 45 lab. (Spring, or as needed)

The second term of a two term 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 and MAC 2312 or equivalent. MAC 2312 may be a co-requisite.

PHY 2105

Modern Physics, 3 credit hours, 45 lec. (Offered as needed)

This course will study topics in the physics of the twentieth century. The student will be introduced to basic quantum mechanics, including Bohr Theory of the Atom, the Schrodinger Equation, molecular structure, radiation, and x-ray spectra. Also, the student will be introduced to solid state physics and electronics, statistical mechanics and atomic and nuclear physics. Intended for science and engineering students and physics majors. Prerequisite: PHY 2048C College Physics I.

PLA 1003*

Introduction to Paralegalism, 3 credit hours, 45 lec. (Offered as needed)

Designed to give students a broad understanding of the nature of the paralegal professional and its responsibility.

PLA 1005*

Legal Terminology, 3 credit hours, 45 lec. (Offered as needed)

This course is designed to give an explanation of the common legal vocabulary involved in the broad, general principles of substantive and common law.

PLA 1013*

Introduction to the Legal System, 3 credit hours, 45 lec. (Offered as needed)

A practical introduction to the US legal system, types and sources of law, the courts, and related topics; a beginning course for students seeking careers in legal secretary technology or legal assisting.

PLA 1103*

Legal Research, 3 credit hours, 45 lec. (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.

PLA 1114*

Case Analysis and Legal Writing, 3 credit hours, 45 lec. (Offered as needed)

This course was designed to provide the student with necessary skills and knowledge required in case analysis and legal writing.

PLA 1203*

Introduction to Civil Law, 3 credit hours, 45 lec. (Offered as needed)

An insight into the system of dispute resolution for private parties and the government provided by the court systems of the various states and the Federal Government in a noncriminal setting.

PLA 1600*

Wills, Trusts, and Probate, 3 credit hours, 45 lec. (Offered as needed)

An introduction to estate planning, wills, and probate administration.

PLA 1800*

Introduction to Family Law, 3 credit hours, 45 lec. (Offered as needed)

An introduction to practice as they relate to family law.

PLA 2263*

Rules of Evidence, 3 credit hours, 45 lec. (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.

PLA 2273*

TORTS: Personal Injury Litigation, 3 credit hours, 45 lec. (Offered as needed)

This course is designed to provide the student with an introductory knowledge of tort law with objectives centered on personal injury torts.

PLA 2949*

Internship – Paralegal, 3 credit hours, 90 lab. (Offered as needed)

On-the-job training in the Associate of 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. Only three credits can be applied toward graduation. Prerequisites: Must have completed a minimum of 24 hours credit in the appropriate discipline.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

PMT 2405*

Production Technology, 3 credit hours, 45 lec. (Offered as needed)

Production Technology examines the new manufacturing technology that has resulted from the concepts of automation and integration in manufacturing. Some of the topics covered include: automated assembly, CAD/CAM, numerical control, industrial robots, lasers, flexible manufacturing, computer integrated manufacturing, and other related technologies.

PMT 2512*

Production Technology II, 3 credit hours, 45 lec., (Offered as needed)

Production Technology II continues to examine the new manufacturing technology that has resulted from the concepts of automation and integration in manufacturing. Some of the topics covered include: automated manufacturing, control solving processes, and other related technologies. Prerequisite: PMT 2405.

POS 1041

American Government, 3 credit 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.

POT 1002

History and Ideas of Political Science, 3 credit hours, 45 lec. (Offered as needed)

This course reviews classical ideas, political theory and institutions from a historical and comparative viewpoint. It examines the rise of the State, its organization, economic systems, the use of force, and persuasion.

PSC 2905

Independent Study – Physical Science, 1 credit hour, 15 lec. (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. Meets specific general education requirements. This course may be taken up to four (4) times for credit.

PSC 2906

Directed Work Study - Physical Science, 1 credit hour, 45 lab., (Offered as needed)

Practical experience with use – maintenance of lab equipment and materials. Participation in support activities and organizational routines of lab courses. Tuition may be waived. May be taken four (4) times for credit. Departmental approval following interview is required.

PSY 2012

Psychology, 3 credit 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 2105 Δ

Advanced Reading, 2 credit hours, 15 lec., 30 lab. (Fall, Spring, Summer)

An individualized approach designed to improve reading speed, comprehension, and critical analysis skills while reading various types of material for either educational or recreational purposes. Activities and materials are individualized to meet specific needs of students as determined through diagnostic instruments. Also used as a preparation course covering (at a more critical level) the skills tested on the CLAST. Helpful for those students whose speed, comprehension, and analysis skills are weak or inadequate for proper text book analysis.

REA 2305 Δ

CLAST Review: Reading Skills, 1 credit hour, 15 lec. (Fall, Spring, Summer)

A short course specifically designed to prepare students to take or retake the CLAST Reading Skills subtest. Through pre-testing, weak areas in CLAST skills are identified. These identified weak areas will be strengthened through drills, exercises, and/or other means.

REL 2163⌘

Science, Religion and Nature, 3 credit hours, 45 lec. (Fall, Spring, Summer)

The course will explore Eastern and Western religious conceptions of the natural world, and relate them to scientific ways of knowing. This includes a survey of major scientific discoveries and theories that both challenge and inform religious belief, including cosmology, evolution and global change. It also includes an overview of the ecumenical dimensions of Eastern and Western spiritual experience and expression. Emphasis is placed on integrating and harmonizing scientific and religious understandings to develop a meaningful, contemporary worldview.

REL 2300⌘

Humanities – Comparative Religion, 3 credit hours, 45 lec. (Offered as needed)

Principal religions of the world are compared and contrasted. Christianity is examined in its historical and contemporary forms.

RMI 1600*

General Insurance Lines, 12 credit hours, 180 lec., (Offered as needed)

This course is designed to prepare students to successfully pass the Qualification Examination for licensing in the State of Florida as a General Lines Agent.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the Curriculum Course

⌘ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

RMI 1641*

Life and Health Insurance I, 3 credit hours, 45 lec. (Offered as needed)

This course will prepare the student for the Qualification Examination to gain a license to conduct business in Florida as a Life and Health Insurance Agent.

SLS 1101

College Success, 3 credit hours, 45 lec., (Fall, Spring, Summer)

A course designed to focus on developing practical study skills to enhance academic success. Skills taught in this course are time management, concentration/memorization, listening, note taking, test taking, use of college resources, establishing goals, identifying learning styles, developing career choices and learning to cope with personal issues that face many college students.

SLS 1102

Freshman Seminar, 1 credit hour, 15 lec., (Offered as needed)

A seminar designed to orient entering students to OWCC, 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 recommended for all entering A.A. Degree seeking students in their first term.

SLS 1201

Service Learning Seminar, 1 credit hour, 5 lec., 20 lab. (Offered as needed)

A seminar course designed to enhance and reinforce the value of civic responsibility and to provide students with a community service program opportunity by volunteering in community agencies in the public and private sectors.

SLS 1301

Career and Life Planning, 1 credit 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.

SLS 1340*

Professional Portfolio Building, 1 credit hour, 15 lec. (Offered as needed)

This course is designed to increase student success through the development of a professional career portfolio that will help students document and showcase specific skill area achievements, competencies and career readiness for potential employers. The course will include a systematic study and review of the student's knowledge, skills and attitudes in their specific degree/certificate program. Students pursuing this course should have a declared program of study in A.S., A.A.S., A.T.D. or any other Certificate Program.

SLS 1341*

Job Search Techniques, 1 credit hour, 15 lec. (Offered as needed)

A course designed to assist students assess interests, aptitudes, abilities and acquire skills necessary to conduct a job search, obtain employment, and maintain employment. This course will cover such topics as current job search techniques, skills identification, resume writing, interview skills, job retention skills and career exploration.

SLS 1501

Effective Study, 1 credit 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. May be taken up to four (4) times for credit.

SLS 1505

Reading Skills/Effective Study Skills, 2 credit hours, 30 lec. (Offered as needed)

This course is designed to improve reading comprehension and vocabulary. Activities and materials are individualized to meet each student's specific needs as determined by diagnostic instruments. This course is also designed to improve note-taking, test-taking, memory/recall and time management skills.

SPA 1612

American Sign Language I, 4 credit hours, 60 lec. (Fall)

To introduce the student to the basic vocabulary and fingerspelling of American Sign Language. Emphasis will be on learning to express this language in a simple form and have a basic receptive language competency.

SPA 1613

American Sign Language II, 4 credit hours, 60 lec. (Spring)

To increase the student's ASL vocabulary and use more complex expression of thoughts, ideas, and emotions. To increase the receptive and expressive proficiency of the student in both sign and fingerspelling. Prerequisite: SPA 1612.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

SPC 1006†

Essentials of Speech, 1 credit hour, 15 lec. (Offered as needed)

This course can be used to satisfy missing transfer requirements and/or oral components required in certain programs. Individuals participate in the preparation and presentation of speeches.

SPC 1600†

Speech, 3 credit hours, 45 lec. (Fall, Spring, Summer)

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 2511

Discussion and Debate, 3 credit hours, 15 lec., 60 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: membership on forensic team.

SPN 1120

Spanish I, 4 credit hours, 60 lec. (Fall)

Pronunciation and grammatical structures of Spanish, with emphasis upon balanced development of all four skills—listening, speaking, reading, and writing. Covers all basic structures of the language.

SPN 1121

Spanish II, 4 credit hours, 60 lec. (Spring)

Pronunciation and grammatical structures of Spanish, with emphasis upon balanced development of all four skills – listening, speaking, reading and writing. Covers all basic structures of the language. Prerequisite: SPN 1120 or its equivalent.

SPN 2200

Spanish III, 4 credit hours, 60 lec. (Fall)

Intermediate level review of grammar, readings in Spanish Literature, and development of conversational and writing skills. Prerequisite: SPN 1121 or its equivalent.

SPN 2201

Spanish IV, 4 credit hours, 60 lec. (Spring)

Completion of intermediate level review of grammar, readings in Spanish literature, and development of conversational and writing skills. Prerequisite: SPN 2200 or its equivalent.

STA 2023

Statistics, 3 credit hours, 45 lec. (Fall, Spring, Summer)

General introduction to understanding and applying statistical concepts; topics include descriptive statistics, probability, random variables, distributions, estimations, hypothesis testing, two sample inferences, correlation and simple linear regression. Graphing calculators are required. Prerequisite: MAT1033A or equivalent with a "C" or better, or appropriate placement score.

SUR 2100C*

Surveying, 3 credit hours, 15 lec., 60 lab. (Fall, Spring)

Measurement of distances; elevations and angles; analysis of errors; adjustments of instruments; computation of positions, areas and volumes; contours; establishing grades; topographic mapping and land surveying. Prerequisite: MAC 1105 and EGS 1110C or equivalent.

SUR 2140C*

Surveying II, 3 credit hours, 15 lec., 60 lab. (Fall, Spring)

This course covers advanced surveying concepts. Topics will include: measurement of distances, elevations and angles, analysis of errors, and adjustment of instruments. Additional coverage will include computation of positions, areas and volumes; contours, determining grades; topographic mapping and land surveying. Prerequisite: SUR 2100C or equivalent.

SYG 2000‡

Sociology, 3 credit hours, 45 lec. (Fall, Spring, Summer)

Concentrates on the description of individual and group behavior. Basic concepts are related to the family and the city, individual, industrial, and political problem areas.

SYG 2010‡

Social Problems, 3 credit hours, 45 lec. (Fall, Spring, Summer)

Introduction to the sociological study of the nature of social problems to insure understanding of their impact on the individual, the group and social institutions in societal and cultural settings.

SYG 2430

The Family and Society, 3 credit 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.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

‡ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

TAR 2121C

Architectural Drafting, 3 credit 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. Prerequisite: ETD 1100 or ETD 1111 and BCN 1230 and BCN 1272 or equivalent.

TAX 2000

Federal Income Tax: Individual, 3 credit hours, 45 lec. (Offered as needed)

Federal Income Taxes. Determine income tax for individuals, interpretations of Internal Revenue Code and Regulation, 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 1905

Independent Study – Theatre, 1 credit hour (Fall, Spring, Summer)

A defined independent study which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule. The student may be required to write a 6,000 word paper with a minimum satisfactory grade of "C". This class may be taken 4 times for credit.

THE 2000†

Humanities – Theatre, 3 credit hours, 45 lec. (Fall, Spring, Summer)

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 2071†

Humanities – Cinema Appreciation, 3 credit hours, 45 lec. (Offered as needed)

An introduction to the origin, development, cultural aspects and analysis of cinema topics.

THE 2080

Amateur Theatre, 3 credit hours, 15 lec., 60 lab. (Offered as needed)

A course designed to help the theatre student to further examine the elements of performance, and to also assist those who may become active in community theatres or teachers in secondary schools who may be assigned the task to direct plays. Topic include studies in advanced acting and stage techniques, dramatic form and modes of expression as they relate to a specific performance.

THE 2300†

Dramatic Literature, 3 credit hours, 45 lec. (Offered as needed)

Survey of dramatic works from the Greeks to the 20th century, with emphasis on the plays of the 19th and 20th centuries; intensive investigation and script analysis with reports, lectures and discussions. This course fulfills the 6000 word writing requirement for the Gordon Rule.

THE 2820

Introduction to Creative Dramatics, 3 credit hours, 15 lec., 60 lab. (Offered as needed)

An introduction to creative dramatics and children's theatre. Topics span a wide range of interests; creative experience, children and theatre, workshop procedure, script selection, rehearsal and performance. Traveling to local elementary schools will be a part of the creative drama experience.

TPA 1210

Stagecraft, 3 credit hours, 15 lec., 60 lab. (Offered as needed)

This course is an introduction to the principles of stagecraft: stage terminology, stage safety, instruction in proper use of shop tools, basic theatre construction methods, understanding of theatrical rigging, and understanding of general background practices.

TPA 1290

Technical Theatre Lab I, 3 credit hours, 15 lec., 60 lab. (Offered as needed)

An introduction to technical theatre and scene technology. Topics include scene drawings, safety and health, stage facility, basic crafts, two- and three-dimensional scenery, scene painting, scene assembly, rigging, properties, special effects and shop organization. Prerequisite: TPA 1210.

TPA 2220

Technical Theatre Lab II, 3 credit hours, 15 lec., 60 lab. (Offered as needed)

An introduction to stage lighting. Topics include history of stage lighting, fundamentals of light and illumination, lighting control, and lighting practices. Prerequisite: TPA 1290.

TPA 2232

Introduction to Costuming Technology, 3 credit hours, 15 lec., 60 lab. (Offered as needed)

An introduction to costume techniques and wardrobe practices. Topics span a wide range: costume construction techniques, problems in costumes, costume history, construction styles, sewing machine practices, seam finishes, flat pattern layout and production techniques. This course is intended to develop practical experiences in theatre costumes.

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

TPA 2600

Stage Management, 3 credit hours, 15 lec., 60 lab. (Offered as needed)

This course is an introduction to the study and application of stage management as it relates to the manager portfolio, the stage manager morgue, rules and regulations relating to I.A.T.S.E.; rules related to contracts, competence in stage management, proper communication with directors, technical directors, designers, cast members and crews, competence in technical discussion areas and basic first aid.

TPP 1190

Rehearsal and Performance I, 3 credit hours, 15 lec., 60 lab. (Offered as needed)

An ensemble theatre performance experience open to any student who wishes to develop rehearsal and performance skills. Students must participate in scheduled rehearsals and performances. Prerequisite: Experience in high school or a desire to learn.

TPP 1191

Rehearsal and Performance II, 3 credit hours, 15 lec., 60 lab. (Offered as needed)

An ensemble theatre performance experience open to any student who wishes to develop rehearsal and performance skills. Students must participate in scheduled rehearsals and performances. Prerequisites: TPP 1190.

TPP 1192

Rehearsal and Performance III, 3 credit hours, 15 lec., 60 lab. (Offered as needed)

An ensemble theatre performance experience open to any student who wishes to develop rehearsal and performance skills. Students must participate in scheduled rehearsals and performances. Prerequisites: TPP 1191.

TPP 2110

Acting I, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

Through in-class performance the student will develop an understanding and proficiency of those skills of movement, voice, and expression which are required of a theatrical performer.

TPP 2111

Acting II, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

Through in-class performance, the student develops an understanding and proficiency in styles of acting from classic through modern. Prerequisite: TPP 2110.

TPP 2118

Acting III, 3 credit hours, 15 lec., 60 lab. (Offered as needed)

This course is a continuation of TPP 2111, Acting II, with specialization in characterization utilizing scripted materials and scene study. Prerequisite: TPP 2111.

TPP 2119

Acting IV, 3 credit hours, 15 lec., 60 lab. (Offered as needed)

This course is a continuation of TPP 2118, Acting III, with advanced study of acting skills and script analysis with specialization in performance. Prerequisite: TPP 2118.

TPP 2301

Directing I, 3 credit hours, 15 lec., 60 lab. (Offered as needed)

A beginning course in the study, development and training in directing for the theatre. Although not a prerequisite, students are encouraged to take Acting I and II before Directing I.

TPP 2302

Directing II, 3 credit hours, 15 lec., 60 lab. (Offered as needed)

Directing II is a continued study of the basic principles of directing for the theatre with emphasis in the continued study, development and training in directing for the theatre. Prerequisite: TPP 2301.

WOH 1012

World Civilization I, 3 credit 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 chronological facts.

WOH 1022

World Civilization II, 3 credit 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 chronological facts.

WOH 2040

Twentieth Century, 3 credit hours, 45 lec. (Offered as needed)

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 by the selection of a specific problem.

ZOO 1010C

Zoology, 4 credit hours, 45 lec., 45 lab. (Fall, Spring, Summer)

An introduction to the major concepts of animal life, to include the embryology and phylogeny of MAJOR animal groups.

⌘ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

PERSONNEL LISTING

❖ DISTRICT BOARD OF TRUSTEES

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 Elizabeth S. Campbell, 2001
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❖ PRESIDENT'S OFFICE

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 B.S., M.A., Ed.D. – University of Georgia
 Carolyne Laux, Executive Assistant to the President
 Certificate – Okaloosa-Walton Community College
 Edna Washington, Senior Staff Assistant to the President
 A.A. – Okaloosa-Walton Community College
 James P. Chitwood, Director, Institutional Resource Development
 A.A. – Okaloosa-Walton Community College
 B.A. – Saint Leo College
 M.P.A. – University of West Florida
 Sylvia P. Bryan – Director of Marketing & Community Relations
 B.S. – Florida State University
 Rita Atwood, Web Site Designer Specialist
 A.A. – Okaloosa-Walton Community College
 Becky Tislow, Senior Staff Assistant
 A.A. – Okaloosa-Walton Community College
 B.A. – University of West Florida
 Theresa A. Comeau, Graphic Services Manager
 Karen McKinney, Graphics Technician
 A.S. – Okaloosa-Walton Community College

❖ INSTRUCTIONAL SERVICES

Jill J. White, Vice President for Instruction
 B.A. – Ripon College
 M.P.Acc. – University of Texas at Austin
 Ed.D. – Florida State University
 Janice W. Henderson, Director, Research & Instructional Services
 B.S. – Spring Hill College
 M.S.L.S. – University of North Carolina
 Patricia Mann, Senior Staff Assistant
 A.S., A.A. – Okaloosa-Walton Community College
 Pamela Gotcher, Administrative Assistant
 B.A. – University of South Florida
 M.S.S.W. – University of Texas at Arlington
 Elizabeth Morgan, Research & Technology Specialist
 A.A. – Okaloosa-Walton Community College
 B.S., M.S.M. – Troy State University

Instructional Services, continued

Technical Education:

Ned R. Couey, Dean, Technical Ed. and Workforce Dev.
 B.S. – Bryan College
 M.A. – University of South Florida
 Ed.D. – Auburn University
 Karen Sigmon, Senior Staff Assistant
 Juda McAdoo, Project Director, Career Assessment
 B.G.S. – Auburn University
 M.S. – Troy State University
 Pamela Walters, Coordinator Tech. Prep Program and Women's Resource Center
 B.A. – University of West Florida

Collegiate High School:

Charla W. Cotton, Director Collegiate High School
 B.S., M.S. – Florida State University
 Sandra Caudill, Senior Staff Assistant
 Patricia Belote, Educational Advisor
 A.A. – Okaloosa-Walton Community College
 B.A. – University of West Florida
 Diane "De" Cook, Mathematics Instructor
 B.S. – University of Manitoba
 M.A.T. – University of Alaska Fairbanks
 Amy Riddell, English Instructor
 B.A., M.F.A. – University of Alabama

Continuing Education:

Amanda Barker, Coordinator, Continuing Education
 A.A. – Indian River Community College
 B.S., M.S. – Florida State University

Health Technology:

Linda Whitenton, Nursing Program Director
 B.S. – Murray State University
 M.S. – Mississippi University for Women
 Jeri Faircloth, Staff Assistant II
 RMA – American Medical Training Institute
 April Carter, Nursing Instructor
 B.S. – Bishop Clarkson College of Nursing
 M.S. – University of Texas Health Science Center

Veterans Upward Bound:

Patricia Young, Director
 A.A. – Community College of the Air Force
 B.S. – University of Maryland
 M.S. – Troy State University
 Brenda Smith, Coordinator/Advisor
 B.A. – Ottawa University
 M.P.A. – Troy State University
 Sheila Dorsey, Staff Assistant
 A.S. – Lurleen B. Wallace Jr. College
 Trina Jackson, Technical Specialist
 B.A., M.A. – University of West Florida

Workforce Development:

Gunnar Davis, Technical Specialist, Student Job Center
 A.A. – Pensacola Junior College
 Joanna Burnham, Technical Specialist, Workfare
 A.A. – Chipola Junior College
 B.S. – Florida State University

***Instructional Services, Workforce Development:
continued***

Angela McGuire, Technical Specialist, Workfare
B.A. – University of West Florida
Stephen Trotman, Technical Specialist, Workfare
B.A. – Florida Atlantic University
Laurie Von Kaenel, Technical Specialist, Workfare
B.S. – State University of New York

Business and Computer Technology

Natalie E. Smith, Division Director
B.S. – Fayetteville State University
M.A. – Ohio State University
Dixie C. Irwin, Staff Assistant II
A.A. – Okaloosa-Walton Community College
B.S. – University of West Florida
Jay Bhattacharya, Instructor, Economics
B.A. – Victoria College - India
M.A. – University of North Bengal
Ph.D. – University of Illinois
Charlotte A. Langley, Instructor, Computer Science
A.A. – Okaloosa-Walton Community College
B.S. – University of West Florida
M.S. – University of Southern Mississippi
Heidi R. Larrison, Instructor, Computer Science
B.S. – University of Maryland
M.S. – University of West Florida
George Lucas, Instructor, Accounting & Statistics
B.B.A., M.A. – Marshall University
Margaret "Meg" McManus, Instructor, Computer Science
A.A., A.A.S. – Okaloosa-Walton Community College
B.S., M.S. – University of West Florida
Carl Nyquist, Instructor, Economics
B.A. – University of Tampa
B.S. – University of Central Florida
M.B.A. – University of West Florida
Elizabeth Stallworth-Allen, Instructor, Computer Science
A.A. – Pensacola Junior College
B.S. – Troy State University
Suzanne du Toit, Instructor, Accounting
B.A., M.A. – University of West Florida

Communications

Joyce Goldstein, Division Director,
Communications/Social Science
B.A. – University of South Florida
M.A. – Our Lady of the Lake University
Ph.D. – St. Louis University
Amy Junger, Staff Assistant II (Communications and
Social Science)
Jon Brooks, Instructor, Communications
B.A., M.A. – University of South Dakota
Ph.D. – University of Alabama
Jennifer Clay, Instructor, Communications
B.A., M.A., Ed.S., Ed.D. – University of West Florida
Margaret A. Crozier, Instructor, Speech and English
B.A., M.A. – Louisiana Technical University
Jack Gill, Instructor, Communications, Coordinator,
Academic Success Center
B.A. – Berea College
M.A. – Eastern Kentucky University

Communications, continued

Beverly Holmes, Instructor, Communications
B.S. – Bowling Green State University
M.S.E. – University of Central Arkansas
M.A. – University of Denver
Vickie G. Hunt, Instructor, Communications
B.A. – Georgia State University
M.A., Ph.D. – Florida State University
Dianne F. Kostelny, Instructor, Reading
B.S. – Bob Jones University
M.Ed. – University of Cincinnati
Maria Helena López, Instructor, Spanish
B.A. – Interamerican University
A.B.D. – Florida State University
Julie Nichols, Instructor, Communications
B.A., M.A. – University of West Florida
Dory O'Brien, Instructor, English/Foreign
Languages and Forensics
B.A., M.A., Ph.D., – University of Iowa
Lucia Walton Robinson, Instructor, Communications
A.B. – Butler University
M.A. – Duke University
Anne Hay Southard, Instructor, Communications
B.A., M.A. – University of West Florida
James Suderman, Instructor, Communications
B.A. – Earlham College
M.A. – South Dakota State University
Lulu S. Watson, Instructor, Reading
B.A. – University of West Florida
M.S. – Troy State University

Early Childhood Education

Beverly Sandlin, Coordinator/Instructor, Child
Development
B.S. – Eastern New Mexico University
M.S. – Northwestern State University
Ed.S. – Florida State University
Teresa Voorhees, Staff Assistant
A.S. – Okaloosa-Walton Community College

Humanities, Fine and Performing Arts

Clifford Herron, Division Director, Humanities, Fine &
Performing Arts/Executive Director, Arts Center
A.A. – Lake Michigan College
B.S., M.A. – Western Michigan University
Ph.D. – Florida State University
Mary Lou Baker, Staff Assistant II
Jerrilyn "JB" Cobbs, Instructor, Art/Humanities
B.F.A. – Florida International University
M.Ed. – Southeastern Oklahoma State University
Armand C. Coutu, Jr., Instructor, Theatre & Costumer
B.F.A. – University of Southern Mississippi
Dirk Dunbar, Philosophy Instructor
B.A. – Eckerd College
B.S. – Central Michigan University
M.A. – University of West Florida
Ph.D. – Florida State University
Diane V. Edgington, Instructor, Applied Music-Voice
B.M.E. – Drake University
M.M.E., Ph.D. – University of Colorado

Humanities, Fine and Performing Arts, continued

Allison Everitt, Instructor, Music Theory & Applied Voice / Director of Symphonic Chorus
 A.A. – Okaloosa-Walton Community College
 B.A. – Florida State University
 M.A. – University of West Florida

Debbie Gosney, Office Specialist – Box Office

Guy Heath, Instructor, Music/Humanities
 B.A. – Southern California College
 M.A. – University of West Florida
 Ed.D. – Nova Southeastern University

John G. Leatherwood, Instructor in Humanities, Applied Music
 B.M. – Mars Hill College
 M.M. – George Peabody College for Teachers of Vanderbilt University

James Clint Mahle, Scenic Designer
 B.F.A., M.F.A. – University of Mississippi

Delores Merrill, House Manager
 A.S. – Wallace College
 B.S. – Troy State University
 M.F.A. – University of Alabama

David Ott, Artistic Director and Conductor, Northwest Florida Symphony Orchestra
 B.S. – University of Wisconsin
 M.M. – Indiana University
 D.M.A. – University of Kentucky

Sarah Paulk, Instructor, Humanities
 A.A. – Okaloosa-Walton Community College
 B.A., M.A., Ph.D., – Florida State University

Lyn Rackley, Art Instructor
 B.A. – Central Washington State University
 M.S. – Florida State University

Carolyn Schlatter, Music Instructor
 A.A. – Okaloosa-Walton Community College
 B.A., M.A. – University of West Florida

Melinda Stein, Associate Director, Arts Center
 A.A. – Okaloosa-Walton Community College
 B.A. – University of West Florida
 M.S. – Troy State University

Karen Valdés, Art Curator
 A.A. – Orange Coast Community College
 B.F.A. – University of California, Irvine
 M.F.A. – Florida State University

D. Ann Waters, Instructor
 A.A. – Chipola Junior College
 B.A. – University of West Florida
 M.A. – University of South Alabama

Robert Whittaker, Technical Theatre Supervisor
 B.F.A. – North Carolina School of the Arts

Learning Resources Center

Margaret T. Phillips, Interim Director, LRC
 A.A. – Emory-at-Oxford
 B.A. – University of Georgia
 M.A.L.S. – Emory University

Owen Adams, Reference Librarian
 A.A. – Gulf Coast Community College
 B.A. – Our Lady of the Lake University
 M.S.L.S. – Florida State University
 M.B.A. – University of West Florida

Deborah Crabtree, Library Technician I
 A.A. – Okaloosa-Walton Community College

Learning Resources Center, continued

Steve Fielding, Library Technician III
 A.A. – Okaloosa-Walton Community College

Julie Gettmann, Library Technician II
 A.A. – Okaloosa-Walton Community College

Judy Holzschuh, Staff Assistant II
 A.A. – Okaloosa-Walton Community College

Pamela R. Hynes, Library Technician III
 B.A. – Central Michigan University

Overia "Denise" Jones, Library Technician I
 A.S. – Okaloosa-Walton Community College

Edward M. Livingston, Jr., Media Services Manager
 A.A. – Okaloosa-Walton Community College

Sandra MacDonald, Library Technician II

Shelton W. Mann, Jr., Library Technician III
 A.A. – Okaloosa-Walton Community College
 A.S. – Vernon Regional Junior College
 B.S. – Wayland Baptist University

Kathy Richardson, Library Technician III
 B.A. – University of South Carolina

Ron Walls, Instructional Technology Specialist

Literacy Center and Adult Basic Education

Barbara M. Jones, Director
 B.S. – Tennessee Technological University
 M.A. – University of West Florida

Penny Cox, Coordinator of Adult Education and the Even Start Project
 B.A. – Coker College

Barbara Sue Flood, AmeriCorps Grant Supervisor
 B.A. – University of South Carolina
 M.A. – University of West Florida

Doris L. Johnson, Instructor, Adult Basic Education
 B.S., M.Ed. – Florida A&M University
 Ed.D. – Nova Southeastern University

Joanne Jones, Grant Coordinator, AmeriCorps Florida Mentors
 B.S. – University of Nebraska
 M.Ed. – University of Louisville

Diane Merkel, Technical Specialist, Literacy Cyberspace
 B.A. – Miami University

Dawn Savage, Staff Assistant, AmeriCorps
 A.A. – Okaloosa-Walton Community College

Robert Somers, Advising Technician, AmeriCorps
 A.B. – Duke University
 M.Ed. – Wayne State University
 M.S. – Troy State

Manufacturing & Technology

Raymond L. Rickman, Department Chair/Instructor, Drafting/Design
 A.A. – Okaloosa-Walton Community College
 B.S., M.Ed. – University of West Florida

Robert C. Atwood, Instructor, Graphic Communications
 A.A. – Palomar Junior College
 B.S. – San Diego State University
 M.A. – Michigan State University

Benjamin Gillham, Instructor, Graphic Communications
 B.A. – Albion College
 M.F.A. – Michigan State University

Manufacturing & Technology, continued

Agnes "Ginger" Maddox, Instructor, Computer Science/
Computer Engineering Technology
A.A. – Indian River Community College
B.S. – University of West Florida
M.S. – Naval Postgraduate School

Mathematics

Mary L. Henderson, Department Chair/Instructor,
Mathematics
B.A., M.A.T. – University of West Florida
Diana Chippis, Staff Assistant II
Karen Baker, Instructor, Mathematics
A.A. – Chipola Junior College
B.A., M.A. – University of West Florida
Douglas Dunbar, Instructor, Mathematics
B.S. – Auburn University
M.A. – California State University
Ronald Ethridge, Instructor, Mathematics
B.A., M.A. – University of West Florida
M.S. – Air Force Institute of Technology
Guangyu Liu, Instructor, Mathematics
M.S. – Nanjing University - China
Ph.D. – University of Connecticut
Victoria Martinez, Instructor, Mathematics
B.S. – University of Florida
M.S. – Florida State University
Mary "Priscilla" McAlister, Mathematics Lab Supervisor
B.S. – Oklahoma State University
M.A.T. – University of West Florida
Christopher R. Mizell, Instructor, Mathematics
B.A., B.S. – Union University
M.S. – University of Memphis
Robin Charles Olmstead, Instructor, Mathematics
B.S., M.S.T. – Georgia Southern College
Julia K. Polk, Instructor, Mathematics
B.S. – Southeastern Louisiana University
M.S. – Clemson University
Michelle Ragle, Instructor, Mathematics
A.A. – Okaloosa-Walton Community College
B.A., M.A. – University of West Florida
Rajalakshmi Sriram, Instructor, Mathematics
B.Sc., M.Sc. – University of Mysore
M.A. – State University of New York
Ph.D. – University of Texas

Public Safety

Phyllis Davis, Staff Assistant II
Virginia Haddad, Instructor
B.A. – University of Arkansas at Little Rock
J.D. – College of Law, University of Arkansas
at Little Rock
L.L.M. – George Washington University
Kenneth Kuhn, Training Center Coordinator
B.S. – New York Institute of Technology

Sciences

Ross E. Hamilton, Division Director, Biology
B.S. – William Carey College
M.S. – Northeast Louisiana State University
Deanna Simpson, Staff Assistant II
Certificate, A.A. – Okaloosa-Walton Community
College
Roger Adams, Instructor, Biology
B.S., M.S., Ph.D. – Florida State University
Jonathan R. Bryan, Instructor, Earth Science/Geology
B.S. – Florida State University
M.S. – University of Florida
Ph.D. – University of Tennessee
Marilee C. Caldwell, Instructor, Biology/Science
B.S., M.S., Ed.D. – Florida State University
Ralph Calhoun, Instructor, Physics
A.A. – Chipola Junior College
B.S. – University of West Florida
M.S., Ph.D. – Florida State University
Marily H. Lantz, Instructor, Chemistry
B.S. – Notre Dame College of Ohio
M.S., Ph.D. – Case Western Reserve University
Erica Mitchell, Grant Coordinator, Choctawhatchee
Basin Alliance
B.S. – Indiana University
M.A. – Brown University
M.S. – University of Rhode Island
Darryl Ritter, Instructor, Biology
B.S. – University of Illinois
M.S., Ph.D. – Southern Illinois University
Anthony Russo, Instructor, Physical Science, Physics
A.A. – Miami-Dade Community College
B.S., M.S. – Florida Atlantic University
Kurt A. Teets, Instructor, Chemistry
B.S. – Purdue University
Ph.D. – University of Southern California

Social Science

Joyce Goldstein, Division Director,
Communications/Social Science
B.A. – University of South Florida
M.A. – Our Lady of the Lake University
Ph.D. – St. Louis University
Amy Junger, Staff Assistant II (Communications and
Social Science)
Theodore (Ted) A. Barker, Instructor, Psychology
B.S., M.S., Ph.D. – Florida State University
Wendell Griffith, Instructor, Social Science
B.A. – Louisiana Tech University
M.A. – University of West Florida
Aven Lund, Instructor, Social Science
B.A., M.A.T. – College of Notre Dame
Cecelia Rivers, Instructor, Sociology
B.S. – Alabama State University
M.A. – University of South Alabama
David Schjott, Instructor, Sociology
B.A., M.A. – University of South Alabama
M.S. – Troy State University
Ed.D. – Nova Southeastern University
Ronald Senzig, Instructor, Social Science
B.S., M.A. – Indiana State University

Student Services/Athletics/ Health & Fitness

Michael "Mickey" Englett, Dean of Students/
Division Director of Athletics, Health & Fitness
B.S., M.A. – University of South Alabama
M.S. – University of West Florida
Kim Skaggs, Senior Staff Assistant
Charlotte McDonald-Williams, Administrative Assistant
A.S. – Okaloosa-Walton Community College

Athletics/Health & Fitness:

Dot Carter, Athletic Specialist
Johnny Matthews, Health/Fitness Assistant
Josh Blunt, Assistant Baseball Coach
B.A. – California Polytechnic State University
M.Ed. – Valdosta State University
Isaac Brown, Assistant Men's Basketball Coach
B.S. – Northeast Louisiana University
Becky Clark, Assistant Softball Coach
B.A., M.A., – University of Mobile
Jamie Fayard, Assistant Women's Basketball Coach
B.S. – Pennsylvania State University
David Garner, Head Baseball Coach
A.A. – Martin Junior College
B.S., M.S. – Middle Tennessee University
Lisa Hagen, Coordinator of Student Activities
A.A. – Valencia Community College
B.A. – University of Central Florida
M.A. – Florida State University
Frances S. Herron, Instructor, Dance
B.F.A., M.F.A. – Florida State University
Michelle Krassinger, Head Women's Softball Coach
B.S. – William Woods College
M.Ed. – N.E. Louisiana University
Nick Morken, Head Women's Basketball Coach
B.S. – University of Tennessee
M.Ed. – Trevecca Nazarene College
Gregory Peters, Coordinator of Athletics, Health
& Fitness
A.A. – Okaloosa-Walton Community College
B.S. – St. Cloud State University
Bruce Stewart, Head Men's Basketball Coach
A.A. – Marion Institute
B.S. – Jacksonville State University
B.S. – Auburn University
M.S. – Jacksonville State University

Enrollment Services/Registrar:

Christine C. Bishop, Division Director, Enrollment
Services/Registrar
A.A. – Alpena Community College
B.S. – Troy State University
M.S. – Central Michigan University
Cindy Bell, Office Specialist – Information Center
A.S. – Okaloosa-Walton Community College
Janice M. Coon, Coordinator of Testing
A.A. – Ball State University
B.A. – St. Leo College
M.P.A. – Troy State University
Carla Martin, Testing Specialist
A.A. – Okaloosa-Walton Community College
B.S. – University of West Florida

Enrollment Services, Continued

Bree Durham, Staff Assistant I – Admissions
June R. Gibson, Admissions Specialist
B.S. – Oklahoma State University
Gordon L. Jaspersen, Counselor/Dual Enrollment
Coordinator/Recruitment
B.S., M.S. – University of Wisconsin
Ed.S. – University of Wyoming
Elizabeth W. Kuntz, Transcript Specialist
B.A. – University of Cincinnati
Ethel Phelps, Office Manager
April Smithers Leake, Office Specialist
A.A. – Okaloosa-Walton Community College
B.A. – University of West Florida

Counseling/Advising:

Jody Swenson, Counselor/Coordinator of Services to
Students with Special Needs
B.S. – Florida International University
M.S. – Troy State University
Barbara Bishop, Educational Advisor
A.A. – Okaloosa-Walton Community College
B.A. – University of West Florida
Nancy DiBattista, Educational Advisor
B.A. – Wright State University
M.S. – Troy State University
Elizabeth "Betsy" Hanson, Educational Advisor
B.S. – Florida State University
Josette Horne, Educational Advisor
A.S. – Okaloosa-Walton Community College
Suzanne Johnson, Educational Advisor/Student Support
Specialist
B.S. – University of Rochester

Financial Aid:

Doug Savage, Division Director, Financial Aid/
Veterans Affairs
A.A. – Okaloosa-Walton Community College
B.S. – Florida State University
M.P.A. – Troy State University
Ed.S. – University of West Florida
Joan Baldwin, Financial Aid Specialist – Fiscal
Operations
A.A. – Okaloosa-Walton Community College
B.A. – University of West Florida
M.P.A. – Troy State University
Kathy Martin, Financial Aid Specialist – Scholarships
A.A. – Okaloosa-Walton Community College
B.S. – University of West Florida
Anthony Pannelli, Financial Aid Specialist/
Veterans Affairs
A.A. – Okaloosa-Walton Community College
B.A. – University of West Florida
Catherine Rickard, Financial Aid Specialist – Student
Employment & Federal Loans
A.A. – Okaloosa-Walton Community College
B.A. – University of West Florida
Aimee Watts, Financial Aid Specialist – Pell Grant
B.S. – Troy State University

Army ROTC – Military Science:

Stephen Duckworth, Major, United States Army
B.A. – University of South Alabama
Larry Zaben, Major, United States Army
B.A. – Auburn University

OWCC CENTERS**Chautauqua Center**

Barbara M. Jones, Director
 B.S. – Tennessee Technological University
 M.A. – University of West Florida
 Tammy D. Lawrence, Staff Assistant II
 Judy J. Metzger, Advising Specialist
 A.A. – Okaloosa-Walton Community College
 Glenn Hutchinson, Facilities Maintenance Specialist

Eglin Center

Inez W. Bailey, Director
 B.S. – Hampton University
 M.Ed. – Wayne State University
 Peggy A. Paplauskas, Staff Assistant II

Hurlburt Center

Rhonda Duryea, Director
 B.S. – Methodist College
 M.S. – Troy State University
 Charlotte Kelly, Staff Assistant II
 B.S. – Troy State University

Robert L.F. Sikes Education Center

Gail C. Kaltz, Director
 B.S., M.Ed. – University of West Florida
 Charles Griffin, Facilities Maintenance Specialist
 Marcee Cook, Staff Assistant I

OWCC-UWF Fort Walton Beach Campus

David L. Goetsch, Provost
 A.S. – Pensacola Junior College
 B.S., M.A. – University of West Florida
 M.S., M.A., M.S. (3) – Troy State University
 Ed.D. – Nova Southeastern University
 Faye Crawford, Administrative Assistant
 Joseph Accardi, Trades Specialist
 Dianne Faith Avillion, Counselor
 B.A. – Mansfield State College
 M.Ed., Ed.S. – University of Florida
 Myrtle B. Beavers, Instructor, Communications
 A.A. – Okaloosa-Walton Community College
 B.A., M.A., – University of West Florida
 Ph.D. – Florida State University
 Gaius Bruce, Instructor/Health and Physical Education
 B.S., M.S. – Memphis State University
 Ron Currington, Groundskeeper
 Wanda Edwards, Educational Advisor/Distance Learning
 A.A. – Okaloosa-Walton Community College
 B.A. – University of West Florida
 Edward Friese, Instructor, Business
 A.A. – St. Petersburg Junior College
 B.S. – University of Florida
 M.A.T. – University of South Florida
 Kenneth Goodwin, Groundskeeper

OWCC-UWF Fort Walton Beach Campus, continued

Floripes Jettner, Library Technician I
 A.A. – Okaloosa-Walton Community College
 Cynthia McGinnis, Instructor, Mathematics
 A.A. – Hillsborough Community College
 B.A., M.A. – University of West Florida
 Cheryl C. Powell, Instructor, English
 B.A. – Auburn University
 M.A., Ph.D. – Florida State University
 Maxine Randolph, Staff Assistant I
 A.A., B.A. – St. Leo College
 John R. Roberts, Skilled Craftsman
 A.A.S. – Okaloosa-Walton Community College
 Walter B. Shipley, Instructor, Humanities
 B.S. – Bethel College
 M.A. – Memphis State University
 George J. Tillis, Jr., Microcomputer Technician/
 Lab Assistant
 A.S. – Okaloosa-Walton Community College
 Rick Watson, Coordinator of Campus Operations
 A.A.S. – Community College of the Air Force
 A.A. – Okaloosa-Walton Community College
 B.S. – Florida State University
 M.S. – Troy State University
 Cornell Williams, Custodial Supervisor
 Mona Williams, Instructor, Earth Science, Geology
 A.S. – George C. Wallace Junior College
 B.S., M.S. – University of Alabama
 Patricia Woody, Staff Assistant I
 A.A. – Gulf Park Junior College
 B.A. – Sophie Newcomb College
 Richard Yocke, Groundskeeper

❖ INSTITUTIONAL SUPPORT SERVICES

Jeff Schembera, Senior Vice President
 B.S., M.S. – Florida State University
 Diane Baxter, Facility Planner
 Karen Wetherington, Senior Staff Assistant

Comptroller

Donna K. Utley, Comptroller
 B.S. – Texas Technological University
 M.S. – Texas A&M University
 C.P.A.
 Anne Puette, Staff Assistant II
 Patricia Baker, Accountant
 B.S. – Troy State University
 Sherry Baxley, Fiscal Assistant – Accounts Payable
 A.A. – University of Maryland
 Charles “Chuck” Brocketto, Senior Accountant
 James Duffie, Manager of Business Services
 A.A. – Palm Beach Community College
 B.A., M.A. – University of West Florida
 Elizabeth “Beth” Dunn, Office Specialist/Buyer
 Dena Gamble, Staff Assistant I
 Tonia E. Lawson, Coordinator of Purchasing
 A.A. – Okaloosa-Walton Community College
 Theresa H. Levesque, Payroll Specialist
 Dedria Lunderman, Accountant
 B.S. – Southern University
 M.S. – Troy State University

Comptroller, continued

Nancy Pyle, Fiscal Assistant
B.S. – Kansas State University
Teresa Sims, Fiscal Assistant – Accounts Receivable
B.S. – Arkansas Tech University

Information Technology

Donna B. Bouchard, Division Director
B.S. – University of Rhode Island
James W. Campbell, Mainframe Computer Technician
Robert Coache, Systems Programmer
James Douglas Craighead, Senior Network Specialist
Carol Elder, Network Specialist I
A.A., A.S. – Okaloosa-Walton Community College
Greg Eller, Senior Programmer Analyst
A.A. – Gulf Coast Community College
B.S. – University of West Florida
Kenneth Frazier, Senior Programmer Analyst
A.A. – Okaloosa-Walton Community College
B.S. – University of West Florida
Christoffel Froneman, Senior Programmer Analyst
B.S. – University of the Orange Free State
Jessie Graves, Network Specialist II
A.S. – Okaloosa-Walton Community College
Mark Hilton, Telecommunications Administrator
A.S. – Community College of the Air Force
John C. Hutson, Data Base Administrator
B.S. – Florida State University
E. Gregg Laird, Network Administrator
A.A. – Okaloosa-Walton Community College
B.S., M.B.A. – University of West Florida
Robin McNeill, Systems Programmer
A.A. – Lurlene B. Wallace State Junior College
B.S. – Troy State University
James Mulligan, Computer Operator
John Patten, Microcomputer Technician
A.A. – Okaloosa-Walton Community College

Human Resources

Nancy Murphy, Director of Human Resources
A.A. – Okaloosa-Walton Community College
B.A. – St. Leo College
Carol Hanley, Staff Assistant II
Shari Forfa, Human Resources Technician
A.A. – Okaloosa-Walton Community College
B.S. – University of West Florida
M.S. – Troy State University
Adrienne Thomas, Staff Assistant I

Physical Plant

Carl Younger, Director, Physical Plant
A.A.S. – Community College of the Air Force
B.S. – University of Maryland
M.S. – Troy State University
M.P.A. – Troy State University
John Rickard, Assistant Director, Physical Plant
A.A. – Okaloosa-Walton Community College
B.S. – Troy State University
Brenda J. Patten, Staff Assistant II
A.A. – Okaloosa-Walton Community College
B.A. – St. Leo College
Johnny Bell, Senior Custodian
Phillip “Beau” Bishop, Custodial Worker
Jerome Buechler, Custodial Worker
Eric Buharp, Trades Specialist
Matthew Buharp, Custodial Worker
Gary Cassell, Senior Custodial Worker
A.A. – Okaloosa-Walton Community College
Colandus Chatman, Jr., Custodial Worker
Michael Coleman, Custodial Worker
Marty Edwards, Groundskeeper

The OWCC Raider basketball team won the 2001 FCCAA State/NJCAA Region VIII men's championship and advanced to the national tournament, finishing sixth in the nation.



Physical Plant, continued

Heinz Falk, Trades Specialist
 Robert Freeman, Storekeeper (Central Services)
 A.A.S. – Community College of the Air Force
 A.A.S. – Okaloosa-Walton Community College
 Erin Glenn, Groundskeeper
 Elbert Gore, Trades Specialist
 Don Grace, Senior Groundskeeper
 Jean Harris, Custodial Worker
 Willis Henderson, Custodial Worker
 John Joplin, Custodial Supervisor
 James Kiely, Trades Specialist
 Jimmy Lawson, Groundskeeper
 Donald R. Levesque, Manager (Central Services)
 Certificate – Okaloosa-Walton Community College
 A.A.S. – Okaloosa-Walton Community College
 John Aveary Matthews, Custodial Worker
 Billy Maxcy, Skilled Craftsman
 Roy McGriff, Custodial Worker
 Phillip Mitchell, Trades Specialist
 Chubby Moore, Senior Custodial Worker
 Kevin Moore, Custodial Worker
 Sampson Moore, Custodial Worker
 Douglas Norman, Skilled Craftsman
 Michael Patenaude, HVAC Supervisor
 Chris Polazzo, Custodial Worker
 Certificate – Okaloosa-Walton Community College
 Herbert "Herb" Ringsdorf, Custodial Worker
 A.A. – Community College of the Air Force
 Richard Robley, Bus Driver/Vehicle Maintenance
 Tony Robertson, Custodial Worker
 Lee Roy Thomas, Custodial Worker
 Sonny Thornsberry, Groundskeeper
 Dewey Wells, Skilled Craftsman
 Raymond Wood, Office Worker (Central Services)

Auxiliary Services

Gwen J. Street, Business Manager, Auxiliary Services
 A.A., A.S. – Okaloosa-Walton Community College
 B.S. – Troy State University
 Juanita Chandler, College Store Specialist
 Kelly Miller, College Store Specialist
 Tami Van Dyke, Office Specialist (College Store)

Food Services:

James Breault, Interim Food Services Manager
 Certificate – Food Services
 Certificate – Applied Food Service Sanitation
 Lynn Mead, Food Service Supervisor
 B.S. – Northeastern University
 M.S. – Wayne State University
 Certified Executive Chef - American Culinary
 Federation
 Laurie Breault, Event Specialist
 Buatong (Sai) Carnathan, Food Service Worker

❖ Retired Faculty & Professional Staff

James Edward McCracken, Ph.D., 1964-1988,
 President Emeritus
 Henderson Adams, M.A., 1968-1981
 * Lucile Anderson, M.A., 1964-1972
 Hilda M. Anger, M.A., 1968-1991
 Vera Craiger Auerbach, M.A., 1968-1987
 * Jack Bartell, M.A., 1964-1971
 Roby A. Beal, Ed.D., 1967-1988
 Ernest Beasley, B.A., M.A., 1968-1992
 Eugene S. Benvenuti, B.S., M.A., 1970-1993
 * Harold Boone, 1972-1987
 Sue T. Bridges, B.S., M.Ed., Ph.D., 1988-1998
 Roy Bundy, Ph.D., 1968-1989
 * Louise Campbell, M.A., 1967-1970
 Herbert J. Cash, M.S., 1968-1989
 George Castle, M.A., 1972-1985
 Leigh Chapman, 1969-1979
 Grady Clark, 1973-1983
 Flora Conger, B.S., M.S., Ed.D., 1971-1992
 Jack Culwell, M.S., 1967-1987
 * Fanny-Fern Davis, Ph.D., 1965-1968
 * Reate Davis, B.G.S., M.S., 1984-1994
 James A. Durham, B.S., M.S., Ed. D., 1964-1997
 Dorothy Fernstrom, Ed.D., 1971-1986
 * Gerald Fowler, M.B.A., 1973-1988
 Edwin A. Gardner, B.A., M.A., 1971-1996
 James A. Graham, A.A., B.S., M.S., 1971-1998
 John Glasgow, M.S., 1964-1987
 William Grigsby, A.S., B.S., M.S.P.A., 1989-1995
 * Earl Gulledege, Ph.D., 1971-1984
 William T. Hall, B.S., M.S., 1986-1997
 * Arnie Hart, B.F.A., M.Ed., 1966-1999
 * Dorothy P. Harris, M.A., 1970-1991
 Ronald A. Head, B.S., M.A., Ph.D., 1965-1996
 Lanny Heath, B.S., M.A., 1964-1997
 Lewis Heckroth, B.A., M.S., 1964-1992
 Tom Hester, B.S., 1967-1985
 Rosa N. Hilton, M.A., 1965-1986
 Elizabeth Jones Hoefflin, M.S.L.S., 1968-1978
 James D. Holland, B.S., M.S., 1984-1997
 * Rietta Howard, A.B., M.A., 1968-1992
 Myron Howell, B.S.E., M.Ed., 1968-1993
 Dorothy Jackson, M.B.E., 1969-1991
 Annabelle James, B.A., M.A., 1984-2000
 Chilton Jensen, M.S., 1968-1976
 * Cecil Johnson, M.S., 1965-1985
 * Wesley Johnstone, B.S., 1984-1991
 Martha C. Jordan, B.A., M.S., 1967-1993
 Donald Kampwerth, B.S., M.S., 1980-1993
 Victoria Keller, 1964-1994
 Sybil King, 1980-1990
 * James LaRoche, M.A., 1968-1983
 Robert A. Larson, B.S.S., M.A., Ph.D., 1965-1995
 R. D. Lawson, M.S., 1970-1985
 Lionel O. Leon, Jr., B.S., M.S., Ed.D., 1965-1993
 Elizabeth Martin, M.A., 1965-1987
 * Joseph J. Matthews, B.A., M.A., Ph.D., 1964-1997
 Maurice Mettee, 1968-1982
 Robert Miller, B.S., M.B.A., 1985-2001
 George Muhlbach, M.A., 1969-1984

* deceased

Retired Faculty and Professional Staff, continued

- Albert Nudo, M.M., 1968-1985
- * David C. Owens, B.S., M.F.A., 1971-1997
- * Alfred S. Pell, B.S., 1977-1987
- Joel Perdue, M.B.A., 1984-1996
- Riley Perdue, 1973-1996
- Fred Phillips, 1973-1981
- Charles Pulley, B.S.R., M.P.E., 1965-1995
- * Laura N. Ray, M.A. L.S., 1965-1979
- Louan Rathke, B.A., M.Ed., 1967-1999
- * James Rhoades, M.S., 1967-1990
- * William S. Roberts, B.S., M.S., 1964-1993
- Hosmer W. Roberson, M.S., 1969-1996
- Ray H. Rudolph, M.B.A., 1965-1984
- * William T. Sadler, Ph.D., 1972-1985
- Edward T. Scofield, B.A., M.A., 1971-1998
- * Jean Sheppard, Ed.S., 1972-1989
- Naomi Shermer, R.N., 1971-1992
- * Bernice Shuler, M.S. L.S., 1969-1984
- Olivia Simmons, A.A., B.S., M.S., 1965-1993
- Lester S. Smith, B.S., M.S., 1976-1994
- Warren C. Smith, A.A., B.S., 1979-1999
- John W. Stair, B.S., M.S., 1965-1994
- Mary L. Stegall, B.S., M.S., Ph.D., 1967-1995
- Marty Steinberg, B.S., 1978-1992
- Merrill A. Symonds, Ph.D., 1967-1984
- Glenn Tripplett, B.A., M.S., 1990-2001
- David Vaughn, B.S., M.S., 1990-1998
- * Mamiruth Walter, M.Ed., 1964-1974
- J. Richard Warren, B.A., M.A., Ph.D., 1973-1993
- Lucy Warren, M.L.S., 1971-1990
- Eugenie Weathers, 1975-1994
- * C. Duque Wilson, B.A.E., M.Ed., 1964-1991
- Robert D. Wilson, Ph.D., 1970-1991
- William H. Wise, Sr., B.S., M.B.A., 1977-1991
- Joy P. Yarnall, B.S., M.A., 1971-1997
- Roswitha Zimmer, B.S., M.S., Ph.D., 1970-1998

* deceased

Honorary Chairs

- * Capp, Al
American Arts Chair – Artist-in-Residence, 1966
- * Carter, Hodding
American Arts Chair – Artist-in-Residence, 1966
- * Holzhauer, Emil
Honorary Chair in the Arts
- Myers, Gordon
American Arts Chair – Artist-in-Residence, 1966
- Schrader, Arthur
American Arts Chair – Artist-in-Residence, 1966
- * Sikes, Robert L. F.
Honorary Chair in Government

* deceased

Seaside Neighborhood School

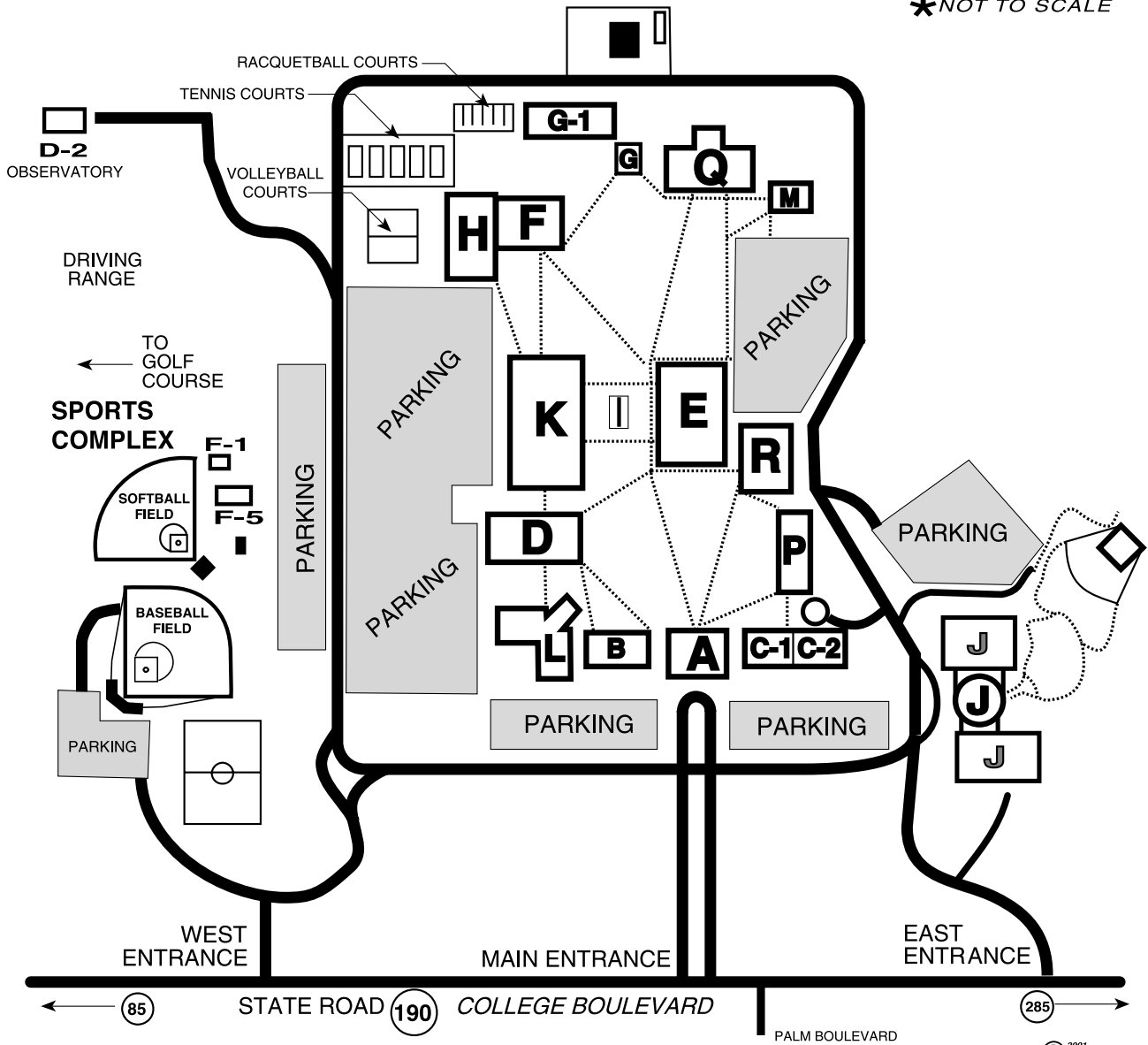
- Elizabeth Atkinson, Instructor
B.S. – Florida State University
- Neva Brubaker, Instructor
A.A. – St. Petersburg Junior College
B.A. – University of West Florida
M.Ed. – University of West Florida
- Kim Bullock, Instructor
M.S. – University of Kansas
- Jonathan Davignon, Instructor
B.S. – Florida State University
- Shirley Foster, Principal
B.S. – University of South Alabama
M.Ed. – University of West Florida
- Dawn Nicholson, Instructor
A.A. – Chipola Junior College
B.A. – University of West Florida
- Michelle Ray, Secretary
- Serena Richard, Instructor
B.S. – Valdosta State University



*Retired OWCC Faculty
Henderson Adams, Hosmer
Roberson and Jack Culwell*

NICEVILLE CAMPUS

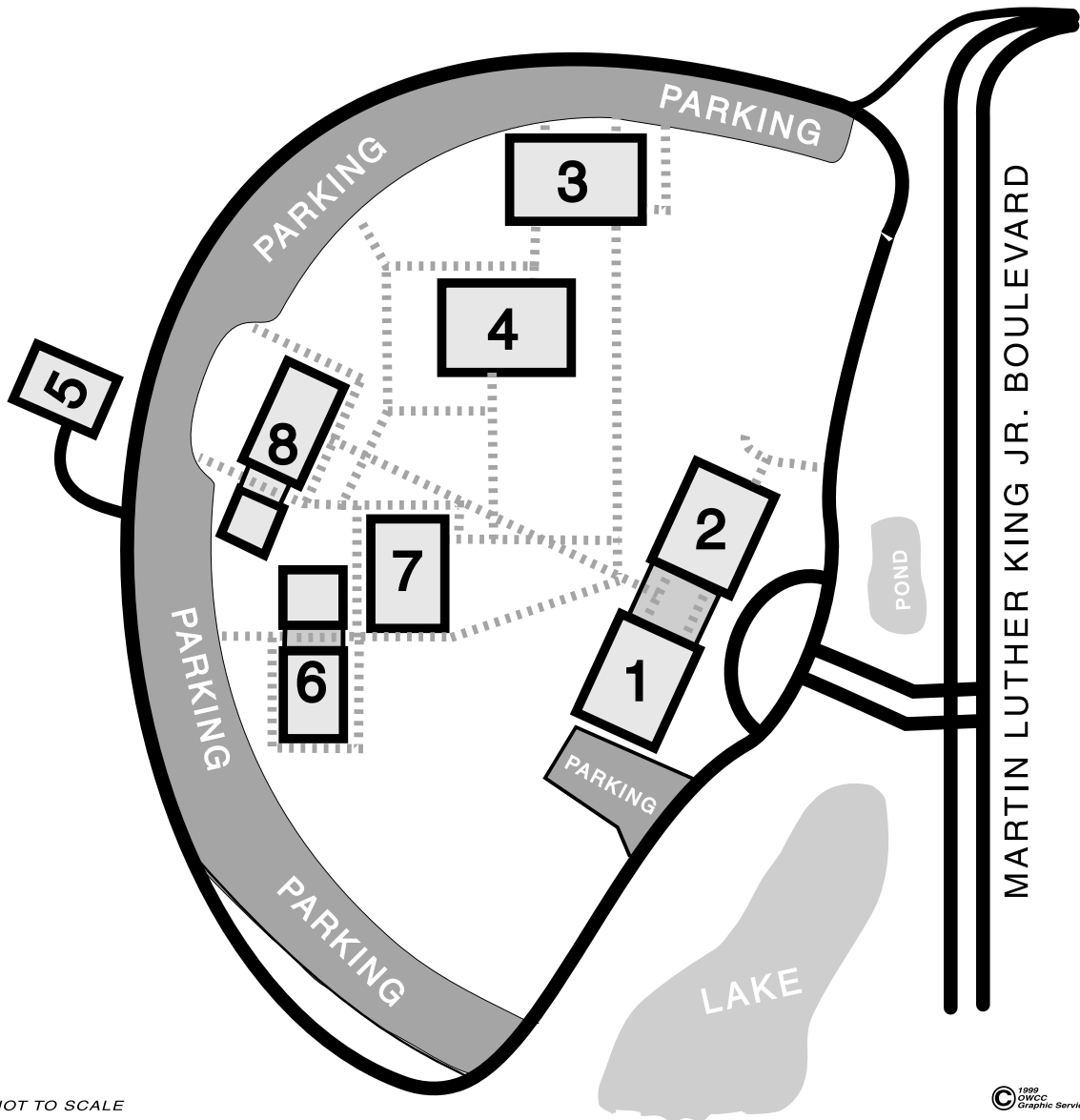
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KEY

Administration.....	A	Utilities.....	G
Tech Labs./Drafting/Electronics.....	B	Maintenance/Receiving.....	G-1
Student Services.....	C-1	Gymnasium/Wellness Center.....	H
Business.....	C-2	The Arts Center.....	J
Science.....	D	College Mall/College Store/SGA.....	K
Observatory.....	D-2	Math/Public Safety.....	L
Learning Resources Center.....	E	Visual Arts.....	M
Physical Education.....	F	Collegiate H.S./Child Development.....	P
ROTC.....	F-1	Graphic Arts/Graphic Services.....	Q
Strength Center.....	F-5	Computer Services.....	R

OWCC/UWF FORT WALTON BEACH CAMPUS



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KEY

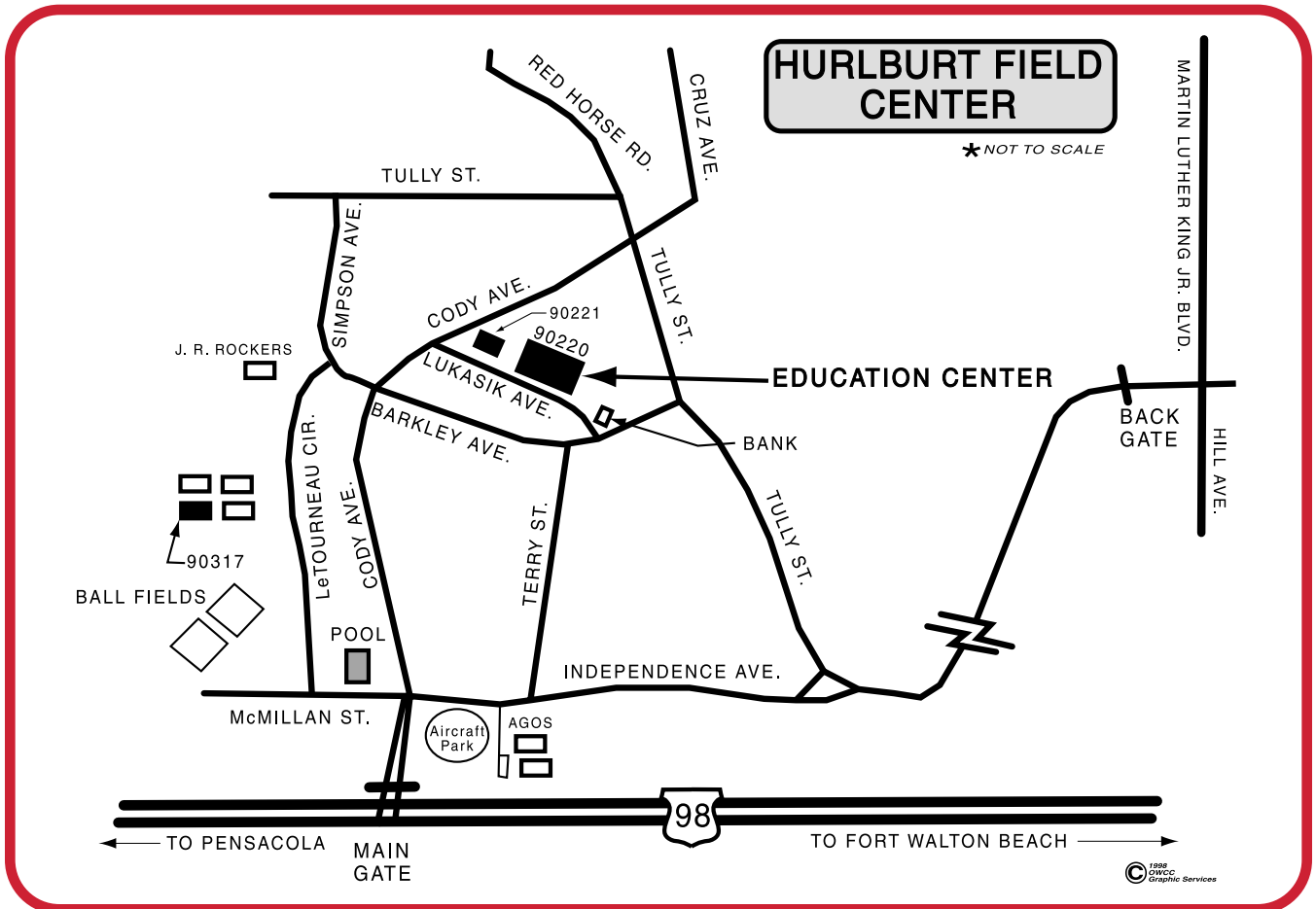
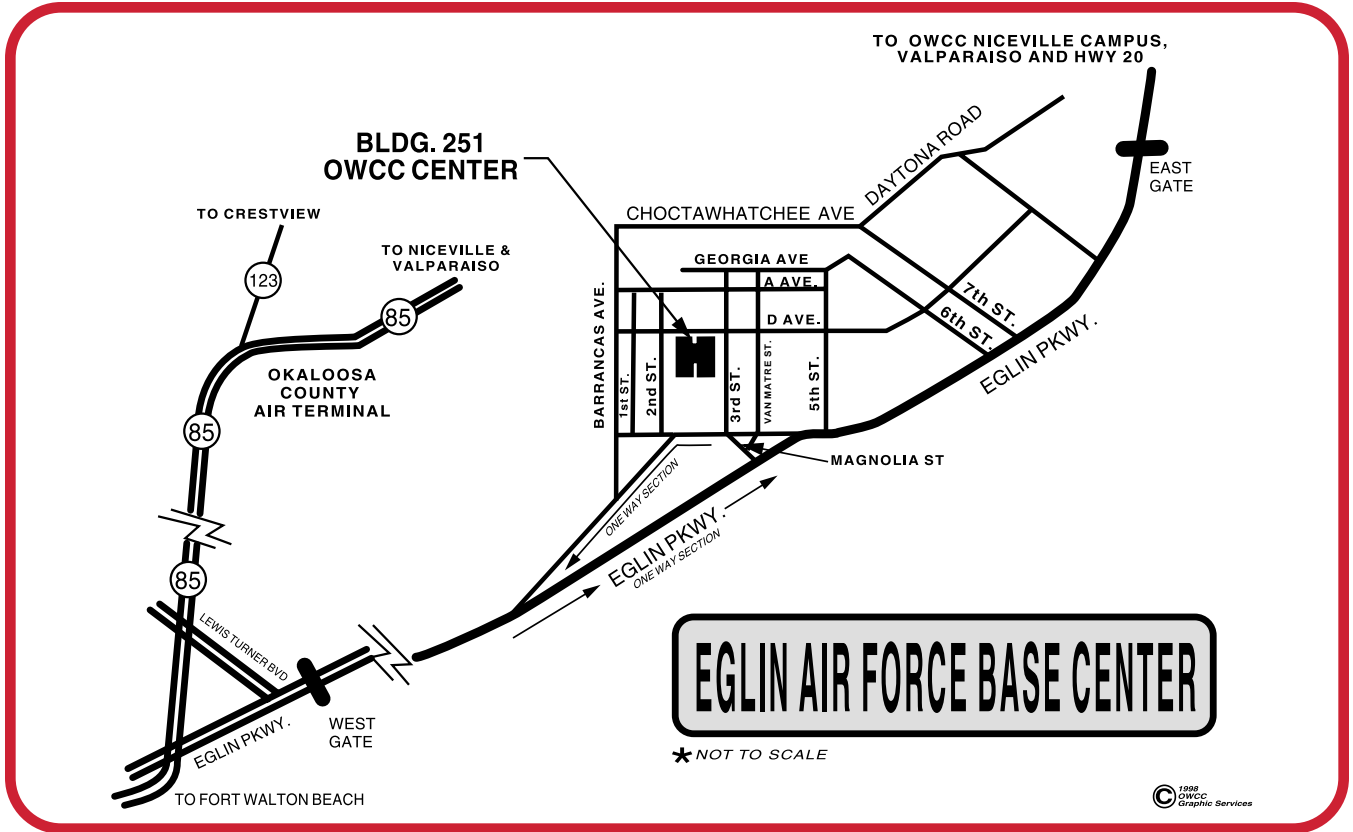
- Bldg. 1-Administration
- Bldg. 2-Student Services
- Bldg. 3-Classroom
- Bldg. 4-Faculty Offices/
Classroom

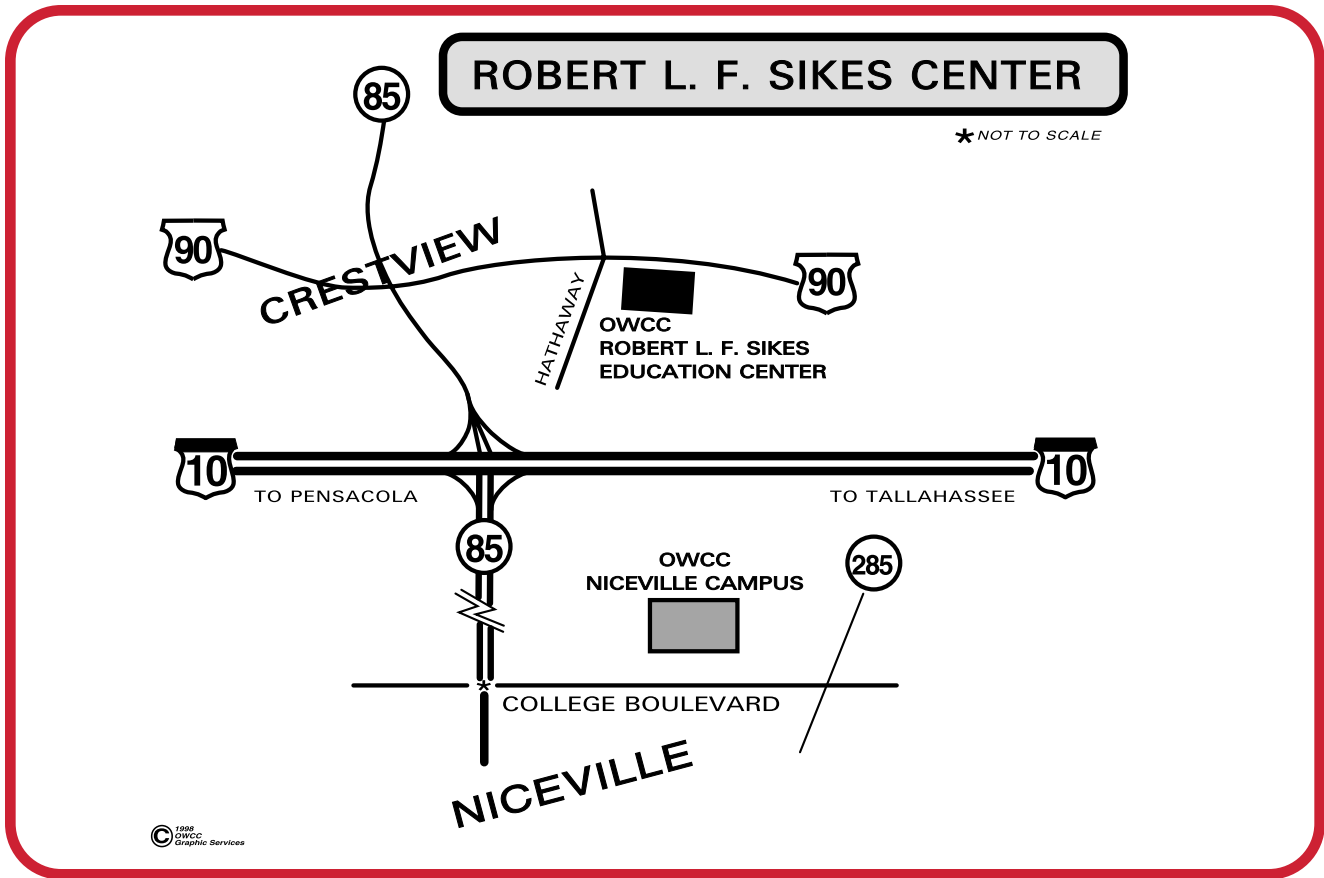
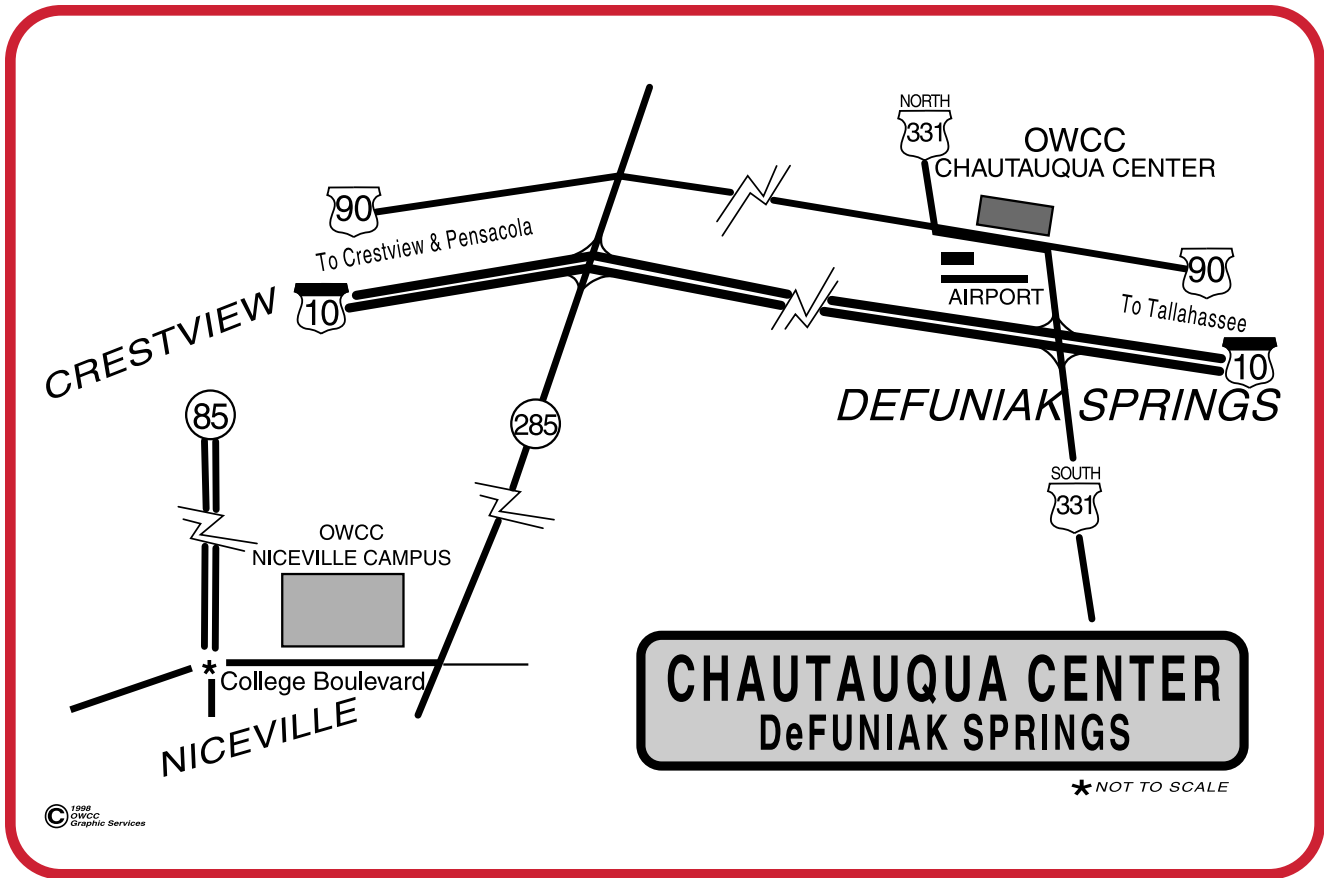
- Bldg. 5-Utility Service
- Bldg. 6-Science
- Bldg. 7-Technology
- Bldg. 8-Library, Fitness Center,
Auditorium

.... Sidewalks

□ Buildings

— Streets/Roads





REQUEST FOR INFORMATION

Would you like more information about Okaloosa-Walton Community College? If so, please complete the form below and we will send you an information packet.

Date _____

Name _____

Address _____
 (Street or P.O. Box)

(City) _____ (State) _____ (Zip Code) _____

E-mail (optional) _____

Information Requested:

(Please check all information required)

- Application for Admission & Residency Declaration Forms
- Additional copy of 2001-2002 College Catalog
- Schedule of Classes
- Financial Aid Application
- International Student Information
- Handicap/Special Needs Information
- Other (Please Specify) _____

(Please tear out and fold this page for mailing)

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