

# OKALOOSA-WALTON COLLEGE

## CATALOG AND STUDENT HANDBOOK

---

**2004-2005**

### **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 and Bachelor Degrees, Certificates and Diplomas

FLORIDA STATE DEPARTMENT OF EDUCATION

### **MEMBER**

AMERICAN ASSOCIATION OF COMMUNITY JUNIOR COLLEGES

SOUTHERN ASSOCIATION OF JUNIOR COLLEGES

FLORIDA COMMUNITY COLLEGE ACTIVITIES ASSOCIATION

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

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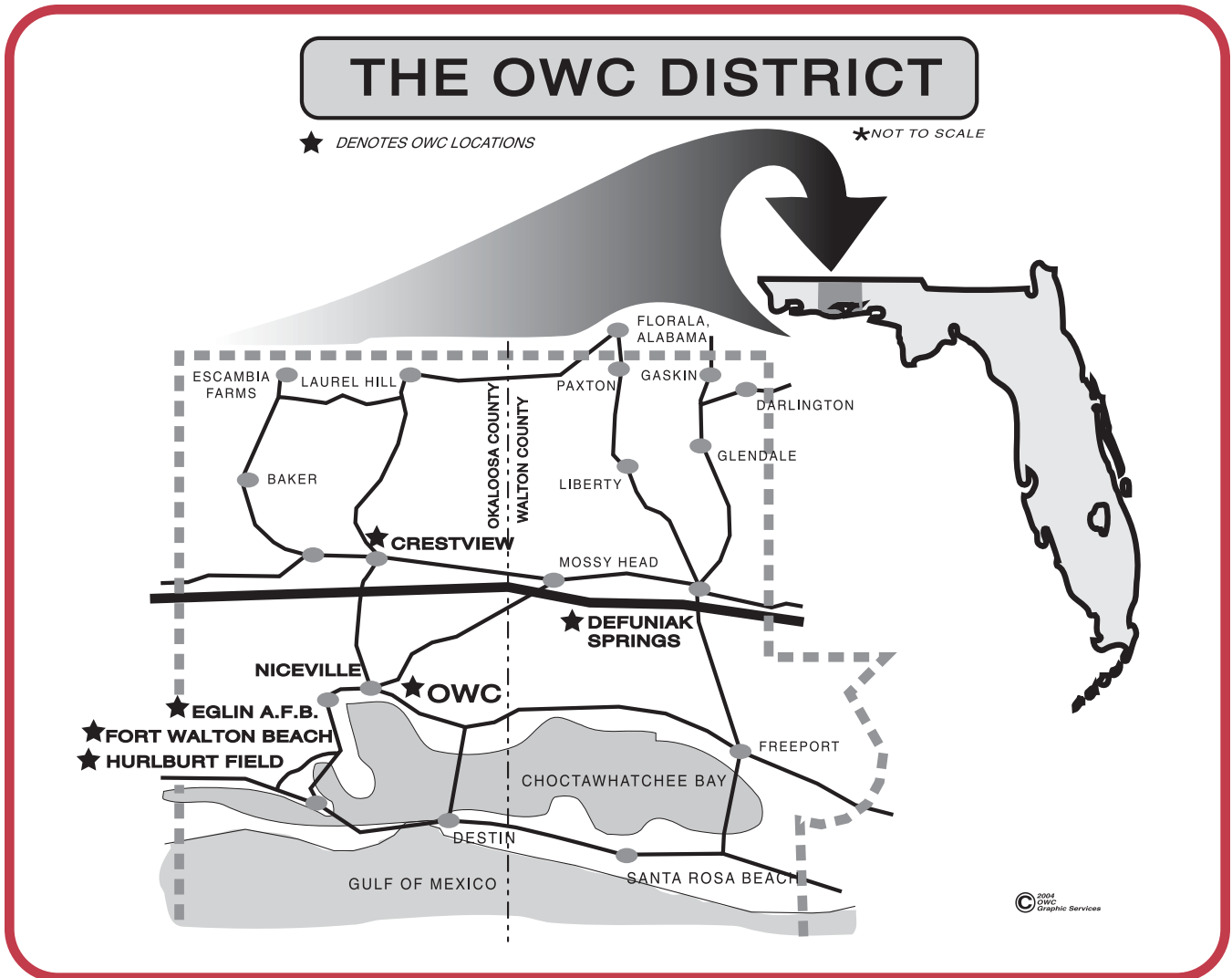
**Okaloosa-Walton College**  
**100 College Boulevard • Niceville, Florida 32578-1295**  
**www.owc.edu**

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

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

Florida Telecommunication Relay Service		
Voice .....		711 or 1-800-955-8770
TDD .....		711 or 1-800-955-8771

<b>Student Employment Job Line</b> .....	729-5264
<b>Enrollment Services Information</b> .....	729-6922



# OKALOOSA-WALTON COLLEGE ACADEMIC CALENDAR • 2004-2005

	FALL 2004			SPRING 2005			SUMMER 2005		
	<u>Session 1</u>	<u>Session 2</u>	<u>Session 3</u>	<u>Session 1</u>	<u>Session 2</u>	<u>Session 3</u>	<u>Session 1</u>	<u>Session 2</u>	<u>Session 3</u>
Faculty Returns	August 16			January 4			May 9		
Staff Returns				January 3					
Classes Begin	August 23	August 23	October 14	January 5	January 5	February 28	May 9	May 9	June 21
Schedule Adjustment (Drop/Add) Period Ends	August 30	August 30	October 21	January 12	January 12	March 7	May 16	May 16	June 28
Mid-Term Advisory Grades Due in Registrar's Office	October 20	n/a	n/a	March 4	n/a	n/a	n/a	n/a	n/a
Last Day to Withdraw With a "W" or Change to "Audit"	November 3	September 27	November 18	March 18	February 9	April 15	July 5	June 7	July 20
Final Exams	December 11-16	October 13	December 10	April 28-30 May 2,3	February 25	Apr 27	August 2	June 20	August 2
Last Day of Classes	December 10	October 13	December 10	April 27	February 25	April 27	August 2	June 20	August 2
Last Day of Term for Students	December 16	October 13	December 10	May 3	February 25	April 27	August 2	June 20	August 2
Last Day of Term for Faculty	December 17	October 14	December 17	May 4	February 28	May 4	August 3	June 21	August 3
Final Grades Due in Registrar's Office	December 17	October 14	December 17	May 4	February 28	May 4	August 3	June 21	August 3
Graduation Application Deadline	December 3			April 8			July 22		
CLAST Registration Deadline	September 3			January 21			May 6		
CLAST Examination	October 2			February 19			June 4		
Graduation Ceremony	n/a			May 5			n/a		
Student Holidays	Sept, 6 (Labor Day) Nov, 11 (Veteran's Day) Nov, 24-27 (Thanksgiving) Dec, 18-Jan 4 (Holiday)			Jan. 17 (M.L. King Day) Mar. 26-Apr. 1 (Spring Break)			May 30 (Memorial Day) July 4 (Independence Day)		
College Closed	Sept, 6 (Labor Day) Nov, 11 (Veteran's Day) Nov, 24-27 (Thanksgiving) Dec, 18-Jan 2 (Holiday)			Jan. 17 (M.L. King Day) Mar. 30-Apr. 1 (Spring Break)			May 30 (Memorial Day) July 4 (Independence Day)		

## WHERE TO GO FOR ASSISTANCE

[www.owc.edu](http://www.owc.edu)

**Student Services (850) 729-6922; FAX: (850) 729-5323**

### Academic Advising

Web .....	<a href="http://www.owc.edu">www.owc.edu</a> or <a href="http://www.FACTS.org">www.FACTS.org</a>
Chautauqua Center, DeFuniak Springs/Advising .....	892-8100
Eglin AFB Center/Advising .....	678-1717
Fort Walton Beach Campus/Advising .....	863-6508
Hurlburt Field Center/Advising .....	884-6296
Niceville Campus/Advising, Bldg, C-1 .....	729-6922
Sikes Education Center, Crestview/Advising .....	689-7911

### Academic Standing, Probation, Suspension, Reinstatement

Collegewide/Director Enrollment Services, Niceville Campus, Bldg C-1, Room 106 .....	729-4901
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### Adult General Education & Literacy

Niceville Campus, A Bldg .....	729-5387
Chautauqua Center, DeFuniak Springs .....	892-8100
Ft. Walton Beach Campus, Bldg 3, Room 305 .....	863-6534

### Alumni Association

Collegewide, Niceville Campus, Bldg. A .....	729-5357
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### American's with Disability Act (ADA) Coordinator

Niceville Campus, Bldg. A .....	729-5364
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### AmeriCorp/Service Learning

Niceville Campus, Bldg K, Room 154 .....	729-6037
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### Adding, Dropping, Changing or Withdrawing from a Course

Web .....	<a href="http://www.owc.edu">www.owc.edu</a>
Chautauqua Center, DeFuniak Springs/Registration .....	892-8100
Eglin AFB Center/Registration .....	678-1717
Fort Walton Beach Campus/Registration, Bldg 1 .....	863-6504
Hurlburt Field Center/Registration .....	884-6296
Niceville Campus/Registration, Bldg C-1 .....	729-6922
Sikes Education Center, Crestview/Registration .....	689-7911

### Admissions, Registration, Academic Records

Web .....	<a href="http://www.owc.edu">www.owc.edu</a>
Chautauqua Center, DeFuniak Springs/Registration .....	892-8100
Eglin AFB Center/Registration .....	678-1717
Fort Walton Beach Campus/Registration, Bldg 1 .....	863-6504
Hurlburt Field Center/Registration .....	884-6296
Niceville Campus/Registration, Bldg C-1 .....	729-6922
Sikes Education Center, Crestview/Registration .....	689-7911

### AIDS Information

Collegewide/Coordinator of Special Needs Services, Niceville Campus, Bldg C-1 .....	729-6079
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### Allied Health Programs

Collegewide/Director of Nursing, Niceville Campus, Bldg E .....	729-6400
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### Athletics

Web .....	<a href="http://raider.owc.edu">http://raider.owc.edu</a>
Collegewide/Dean of Students/Director of Athletics, Niceville Campus, Bldg F, Room 101 .....	729-5379

### Baccalaureate Programs

Web .....	<a href="http://www.owc.edu/Bachelor/">www.owc.edu/Bachelor/</a>
BAS – Bachelor of Applied Science in Project & Acquisitions Management, Office of Professional & Technical Programs, Niceville Campus, Bldg A, Room A-0207 .....	729-4900
BSN – Bachelor of Science in Nursing, Director of Nursing, Niceville Campus, Bldg. E .....	729-6400

### Books & Classroom Supplies

Web .....	<a href="http://www.bookstore.owc.edu">www.bookstore.owc.edu</a>
Fort Walton Beach Campus/College Store, Bldg 2 .....	863-6511
Niceville Campus/College Store, Bldg K .....	729-5384

### Campus Security

"911" .....	At any location "9+911"
Niceville Campus Security .....	582-9119
FWB Campus Security .....	582-9112
Crestview Center (Security Guard on Campus 5:00 pm – 10:00 pm) .....	682-2055 or 911
Chautauqua Center, DeFuniak Springs (Security Guard on campus 2:00 pm – 10:00 pm) .....	892-8513 or 911
Hurlburt (night monitor) .....	884-6296 or 911
Eglin, Security Police .....	882-2502

### Career Information

Web .....	<a href="http://www.FACTS.org">www.FACTS.org</a>
Collegewide/Student Jobs Center, Niceville Campus, Bldg C-2, Room 201 .....	729-5227
Chautauqua Center/DeFuniak Springs, Bldg 2, Room #204 .....	892-8100

### Catalogs

Web .....	<a href="http://www.owc.edu">www.owc.edu</a>
Chautauqua Center, DeFuniak Springs/Registration .....	892-8100
Eglin AFB Center/Registration .....	678-1717
Fort Walton Beach Campus/Registration, Bldg 1 .....	863-6504
Hurlburt Field Center/Registration .....	884-6296
Niceville Campus/Registration, Bldg C-1 .....	729-6922
Sikes Education Center, Crestview/Registration .....	689-7911

### Change of Address

Web .....	<a href="http://www.owc.edu">www.owc.edu</a>
Chautauqua Center, DeFuniak Springs/Registration .....	892-8100
Eglin AFB Center/Registration .....	678-1717
Fort Walton Beach Campus/Registration, Bldg 1 .....	863-6504
Hurlburt Field Center/Registration .....	884-6296
Niceville Campus/Registration, Bldg C-1 .....	729-6922
Sikes Education Center, Crestview/Registration .....	689-7911

**Change of Major**

Chautauqua Center, DeFuniak Springs/Advising .....892-8100  
 Eglin AFB Center/Advising .....678-1717  
 Fort Walton Beach Campus/Advising Bldg 4, Room 417 .....863-6508  
 Hurlburt Field Center/Advising .....884-6296  
 Niceville Campus/Advising, Bldg, C-1 .....729-6922  
 Sikes Education Center, Crestview/Advising .....689-7911

**Change of Name**

Chautauqua Center, DeFuniak Springs/Registration .....892-8100  
 Eglin AFB Center/Registration .....678-1717  
 Fort Walton Beach Campus/Registration, Bldg 1 .....863-6504  
 Hurlburt Field Center/Registration .....884-6296  
 Niceville Campus/Registration, Bldg C-1 .....729-6922  
 Sikes Education Center, Crestview/Registration .....689-7911

**Clubs, Organizing or Joining**

Collegewide, Student Activities, Niceville Campus,  
 Bldg K, Room 136 .....729-5348

**Child Care Center**

Collegewide, Niceville Campus, Bldg M .....729-6081

**Collegiate High School**

Web ..... [www.owcollegiatehigh.org](http://www.owcollegiatehigh.org)  
 Collegewide, Niceville Campus, Building P .....729-4949

**Community Relations & Marketing**

Collegewide, Office of Marketing/Community Relations,  
 Niceville Campus, Bldg A .....729-5362

**Computer/Learning Labs/Tutoring**

E-mail/Help Online ..... [asctutor@owc.edu](mailto:asctutor@owc.edu)  
 Web ..... <http://learningsupport.owc.edu/>  
*Chautauqua Center, DeFuniak Springs*  
 Skills Lab, Room 202 .....729-5344 or 892-8100  
*Fort Walton Beach Campus*  
 Computer Lab Bldg 7, Room 752 .....863-6530  
 English Tutor, Bldg 4, Room 421 .....863-6520  
 Math Lab, Bldg 4, Room 403 .....863-6520  
*Niceville Campus*  
 Academic Success Center, Bldg E, Room 149 .....729-5389  
 Computer Lab, Bldg R, Room 102 .....729-5330  
 CAD Lab, Bldg B, Room 108 .....729-5218  
 CISCO Lab, Bldg B, Room 120 .....729-5217  
 Math Lab, Bldg L, Room 131 .....729-5377  
 Networking Lab, Bldg B, Room 103 .....729-5217  
 Science Computer Tutorial Lab, Bldg D, Room 120 .....729-5376  
*Sikes Education Center, Crestview*  
 Computer Lab, Rooms 109 & 303 .....729-5346 or 689-7911

**Continuing Education**

Collegewide, Office of Continuing Education,  
 Niceville Campus, Bldg K .....729-6085

**Criminal Justice Center**

Collegewide, Public Safety Building,  
 Niceville Campus, Building L .....729-5378

**Disability Support Services**

Collegewide/Niceville Campus, Coordinator for Students  
 With Special Needs, Building C-1 .....729-6079

**Distance Learning**

Web ..... [www.distancelearning.owc.edu](http://www.distancelearning.owc.edu)  
 Collegewide/Niceville Campus, LRC Bldg,  
 Room 113-114 .....729-6464

**Dual Enrollment**

Web ..... [www.owc.edu/dual](http://www.owc.edu/dual)  
 Collegewide/Niceville Campus, Dual Enrollment,  
 Bldg C-1 .....729-5205

**Enrollment Verification**

Collegewide/Niceville Campus, Office of  
 Enrollment Services, Bldg C-1 .....729-4901

**Equal Access-Equal Opportunity**

Collegewide/Niceville Campus, Human Resources,  
 Bldg A .....729-5365

**Financial Aid**

Web ..... [www.owc.edu](http://www.owc.edu)  
 Financial Aid E-mail ..... [financialaid@owc.edu](mailto:financialaid@owc.edu)  
 Collegewide, Niceville Campus, Office of  
 Financial Aid, Bldg C- 1 .....729-5370

**Foundation, OWC**

Collegewide, Niceville Campus, Bldg. A .....729-5357

**Graduation**

Chautauqua Center, DeFuniak Springs/Advising .....892-8100  
 Eglin AFB Center/Advising .....678-1717  
 Fort Walton Beach Campus/Advising .....863-6508  
 Hurlburt Field Center/Advising .....884-6296  
 Niceville Campus/Advising .....729-6922  
 Sikes Education Center, Crestview/Advising .....689-7911

**I.D. Cards**

Collegewide, Student Activities Office,  
 Niceville Campus, Bldg K .....729-5348  
 Fort Walton Beach, Bldg 1 .....863-6504

**International Student Services**

Collegewide, Enrollment Services, Niceville Campus,  
 Bldg C-1 .....729-5319

**Intramurals**

Collegewide, Athletics, Health & Fitness,  
 Niceville Campus, Bldg "F" .....729-5379

**Kids on Campus Summer Program (KOC)**

Collegewide, Office of Continuing Education,  
 Niceville Campus, Bldg K .....729-6086

**Libraries (Learning Resource Centers)**

Web ..... [www.owc.edu](http://www.owc.edu)  
 Help Online (ask-a-Librarian) ..... [www.lrc.owc.edu](http://www.lrc.owc.edu)  
 Niceville Campus .....729-5318  
 Fort Walton Beach Campus .....863-6578

**Lost & Found**

Collegewide, Student Activities Office, Niceville Campus,  
 Bldg K .....729-5348  
 Fort Walton Beach Campus, Bldg 1 .....863-6504

**Orientation**

Web.....	<a href="http://www.owc.edu">www.owc.edu</a>
Chautauqua Center, DeFuniak Springs/Advising.....	892-8100
Eglin AFB Center/Advising.....	678-1717
Fort Walton Beach Campus/Advising.....	863-6508
Hurlburt Field Center/Advising.....	884-6296
Niceville Campus/Advising.....	729-6922
Sikes Education Center, Crestview/Advising.....	689-7911

**Parking Permits**

Collegewide, Student Activities Office, Niceville Campus, Bldg K.....	729-5348
Chautauqua Center, DeFuniak Springs/Registration.....	892-8100
Eglin AFB Center/Registration.....	678-1717
Fort Walton Beach Campus/Registration Bldg 1.....	863-6508
Hurlburt Field Center/Registration.....	884-6296
Sikes Education Center, Crestview/Registration.....	689-7911

**Payment for Classes/Obligations**

Web.....	<a href="http://www.owc.edu">www.owc.edu</a>
Business Office E-mail.....	<a href="mailto:businessoffice@owc.edu">businessoffice@owc.edu</a>
Chautauqua Center, DeFuniak Springs/Cashier.....	892-8100
Eglin AFB Center/Cashier.....	678-1717
Fort Walton Beach Campus/Business Office, Bldg 1.....	863-6504
Hurlburt Field Center/Cashier.....	884-6296
Niceville Campus/Business Office, Bldg A.....	729-5385
Sikes Education Center, Crestview/Cashier.....	689-7911

**PRIME Time Program**

Collegewide, Office of Continuing Education, Niceville Campus, Bldg K.....	729-6085
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**Prometric Testing**

Niceville Campus, Manufacturing & Technology Department, Bldg B, Room 100A.....	729-6499 or 729-5218
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**Registration**

Web.....	<a href="http://www.owc.edu">www.owc.edu</a>
Registrar E-mail.....	<a href="mailto:registrar@owc.edu">registrar@owc.edu</a>
Chautauqua Center, DeFuniak Springs/Registration.....	892-8100
Eglin AFB Center/Registration.....	678-1717
Fort Walton Beach Campus/Registration, Bldg 1.....	863-6504
Hurlburt Field Center/Registration.....	884-6296
Niceville Campus/Registration, Bldg C-1.....	729-6922
Sikes Education Center, Crestview/Registration.....	689-7911

**Reserving College Facilities**

Collegewide, Niceville Campus, Bldg. A.....	729-5357
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**Scholarships**

Web.....	<a href="http://www.owc.edu">www.owc.edu</a>
Collegewide, Niceville Campus, Office of Financial Aid, Bldg C- 1.....	729-5370
OWC Foundation, Niceville Campus, Bldg A.....	729-5357

**Student Grievances/Harassment**

Collegewide, Dean of Students, Niceville Campus, Bldg F.....	729-5379
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**Student Work Off Campus**

Collegewide/Student Jobs Center, Niceville Campus, Bldg C-2, Room 201.....	729-5227
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**Student Work On Campus**

Collegewide, Niceville Campus, Office of Financial Aid, Bldg C- 1.....	729-5370
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**Technical/Vocational Education**

Collegewide, Niceville Campus, Office of Professional & Technical Programs, Bldg. A.....	729-5366
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**Testing (Placement, CLEP, TABE, CLAST etc.)**

Web.....	<a href="http://www.owc.edu">www.owc.edu</a>
Chautauqua Center, Defuniak Springs/Registration.....	892-8100
Eglin AFB Center/Registration.....	678-1717
Fort Walton Beach Campus/Registration, Bldg 1.....	863-6504
Hurlburt Field Center/Registration.....	884-6296
Niceville Campus/Testing Center, Bldg C-1.....	729-6922
Sikes Education Center, Crestview/Registration.....	689-7911

**Transcripts**

Web.....	<a href="http://www.owc.edu">www.owc.edu</a>
E-Mail (between institution requests).....	<a href="mailto:www.transcript@owc.net">www.transcript@owc.net</a>
Official: Collegewide/Niceville Campus, Office of Enrollment Services, Bldg C-1.....	729-4901
<i>Transcript Requests may be obtained &amp; submitted at any College Location</i>	

**Transient Student**

Collegewide/Niceville Campus, Office of Enrollment Services, Bldg C-1.....	729-4901
<i>Transient Student Forms may be obtained &amp; submitted at all College Locations</i>	

**Vehicle Registration**

Collegewide, Student Activities Office, Niceville Campus, Bldg K.....	729-5348
Chautauqua Center, DeFuniak Springs/Registration.....	892-8100
Eglin AFB Center/Registration.....	678-1717
Fort Walton Beach Campus/Registration, Bldg 1.....	863-6508
Hurlburt Field Center/Registration.....	884-6296
Sikes Education Center, Crestview/Registration.....	689-7911

**Veteran's Affairs**

Collegewide, Niceville Campus, Office of Financial Aid, Bldg C- 1.....	729-5375
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**Veteran's Upward Bound**

Collegewide, Niceville Campus, Bldg K.....	729-4999
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**Vocational Testing (Hogan, FBAT, Critical Thinking Skills)**

Collegewide, Assessment Center, Niceville Campus, Bldg C-2.....	729-6059
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**Women's Educational Resource Center**

Collegewide, Niceville Campus, Bldg C-2.....	729-5291
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## GENERAL INFORMATION

### Mission Statement

The mission of Okaloosa-Walton College is to provide quality educational programs and services which enable students to achieve their goals and which enhance the community 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 courses leading to approved associate and baccalaureate degrees.
- To provide certificate and degree 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 College has earned a reputation for educational excellence and community involvement. As one of Florida's network of 28 public community colleges, OWC 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 200,000 permanent residents.

In addition to a 264 acre campus in Niceville, OWC 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, OWC 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, forty years later, approximately 77 full-time and 151 part-time instructors, as well as 338 support staff and 10 administrators serve more than 15,000 students annually at the college's six campuses and centers. Since its inception, more than 200,000 persons have been served by Okaloosa-Walton 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. In December 2003, OWCC was accredited as a bachelor's degree granting institution and in May 2004, the Florida Legislature officially changed the college name to Okaloosa-Walton College.

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 OWC/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, OWC has maintained a consistent record of educational excellence. The median grade point average for OWC students who transfer to the state university system consistently ranks among the top five in the state. OWC instructors have been recognized with numerous state and national level awards for instructional excellence. The college's Forensics Debate team has achieved numerous state championships and five national championships. OWC students and student athletes are also consistently named to the All-Florida Academic Teams.

In addition to a record of regional and national accolades, OWC offers state-of-the-art student computer labs, a top-rated sports complex and a full program of intercollegiate and intramural sports, an ROTC program, 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 College (OWC) is located between State Roads 85 and 285 on 264 beautifully wooded acres. Baccalaureate degrees, 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 OWC Alumni Association.

**Technical Laboratories (B):** contains drafting and design, laboratories for computer-assisted drafting and computer-aided manufacturing, computer engineering technology, and the local Cisco Academy.

**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 and Career Development Center, and the Women's Educational 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.

**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 and a classroom for Astronomy classes.

**Learning Resources Center (LRC):** contains a collection of more than 100,000 items. There are 88,614 books, 11,000 audiovisual items, 393 magazine and newspaper subscriptions, and 327 electronic databases and websites with over 5,000 online full-text periodicals. A statewide network provides access to the holdings of all 10 state university libraries and 28 community college learning resources centers, numerous electronic databases and worldwide information sources through the Internet. The LRC also contains conference room

facilities and the college's Distance Learning program offices.

**Classroom Building (E):** The upper north mezzanine levels house the Academic Success Center, three computer labs/classrooms and the Division of Communications and Social Sciences office. The first floor level contains faculty offices, a computer lab, and classrooms. The college's Health Technology programs; registered nursing, surgical technology and dental assisting are located in this building. The Graphics Technology instructional program will move to building E during the 2004-05 academic year.

**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.

**Firing Range:** The firing range is located behind building (M) on the northeast corner of the Niceville campus.

**Driving Range:** The driving range for the Public Safety program is located north of the softball field.

**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. An amphitheater is located adjacent to The Arts Center's Visual Arts Building.

**Visual Arts (J):** a unique circular building in The Arts Center complex that houses instructional art programs in pottery, drawing, painting.

**College Mall (K):** contains the Student Activities offices including Student Government, food services, the College Store, lounges, meeting rooms, recreational areas, the Veterans Upward Bound Program, and houses the Continuing Education Department.

**Mathematics & Public Safety (L):** provides offices, classrooms, and specialized laboratories for the mathematics department as well as facilities, offices, classrooms, and specialized laboratories for programs offered by the Florida Criminal Justice Training Center No. 21 and the college's Public Safety Division.

**Child Development & Education Center (M):** the Mary Lou O'Connor Child Development Education Center.

**Collegiate High School (P):** the Collegiate High School offices, classrooms and labs.

**Graphic Arts & Adult General Education Classes (Q):** houses Graphic Services and the instructional Graphic Technology program as well as 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.

OWC 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 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 OWC's various economic development programs including: the Economic Development Council of Okaloosa County, the Technology Coast Manufacturing & Engineering Network, the Quality Institute, the Northwest Florida Manufacturing Technology Center and the Institute for Professional Development. The OWC/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 OWC's various Economic Development programs.

**Library, Fitness Center, Auditorium (8):** contains a 14,391 volume graduate level library operated by the University of West Florida, a fitness center, and a 230 seat lecture auditorium.

**The OWC 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, classrooms, and administrative/student services space.

**OWC Eglin Air Force Base and OWC Hurlburt Field Centers:** offer college credit and noncredit programs for military and civil service personnel. 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 for Speakers of Other Languages (ESOL) and other courses designed to meet the needs of individual military units, base contractors, and individuals who are retiring from the military.

### **OWC Foundation**

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

The OWC Foundation was established in 1988 to give individuals, organizations and businesses the opportunity to directly invest in the educational mission of OWC. As an IRS 501 (c)(3) organization, donations to the OWC Foundation are tax deductible and may be eligible for matching funds. The Dr. Philip Benjamin Matching Grant Program matches private contributions to community colleges for endowments on a \$4 to \$6 ratio. The OWC Foundation has a 23 member Board of Directors comprised of business and community leaders in Okaloosa and Walton counties.

The OWC 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 OWC 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 OWC Foundation office at (850) 729-5357 or visit [www.owcfoundation.org](http://www.owcfoundation.org).

### **OWC Alumni Association**

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

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

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

For additional information about the OWC Alumni Association contact the OWC 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 College is a coeducational institution serving approximately 15,000 students annually. Students age 16 to 24 comprise 53 percent of the student body. Students age 25 to 34 comprise 22 percent and students 35 to 49 comprise 22 percent. Other age students comprise the remainder of the student population.

### **Accreditation**

Okaloosa-Walton College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor and associate degrees, certificates and diplomas. The Commission on Colleges of the Southern Association of Colleges and Schools may be contacted at 1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501.

### **Equal Rights**

Okaloosa-Walton 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 OWC 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 OWC 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 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 one year 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

A transcript of a student's academic record is kept in electronic files, filed in a permanent record folder or housed on an archival record medium in the Office of Enrollment Services. Transcripts that are being sent directly to another educational institution may be requested by submitting a written request to the Office of Enrollment Services, an e-mail to [transcript@owc.edu](mailto:transcript@owc.edu) or at [www.owc.edu](http://www.owc.edu). Students requiring a personal copy of their transcript, or a copy for a third party other than an educational institution, must submit their request in writing by completing the Transcript Request Form or by submitting a signed statement to the Office of Enrollment Services in person, via U.S. Mail or by fax. E-mail requests for other than an educational institution will not be honored since they do not include an original signature.

Transcripts and other official 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, transcript requests are processed within 24 hours after the request. However, transcripts will be sent within seven (7) working days of the request.

### 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 OWC 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 Web Site**

The OWC Web Site ([www.owc.edu](http://www.owc.edu)) supports the mission of the college by providing worldwide access to college information, registration, financial aid, student services, distance learning instruction and support, academic resources, and more. The OWC 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 OWC 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, financial aid status, 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 OWC internet site at [www.owc.edu](http://www.owc.edu). Questions regarding RaiderNet should be referred to 729-6922.

### **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. OWC students may apply for admission, register for classes, view their student transcripts, run a degree audit or track progress toward graduation. FACTS can be accessed either through the college internet site or directly through the FACTS web site at [www.facts.org](http://www.facts.org).

### **Drug-Free Workplace**

Okaloosa-Walton 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 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 OWC 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 OWC 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.

# ADMISSIONS

## General Information

In general, OWC 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 OWC may obtain appropriate admission forms from any OWC location, at any high school in the OWC district, on the OWC web site [www.owc.edu](http://www.owc.edu) or by applying via an electronic admission form at [www.facts.org](http://www.facts.org). 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, DANTES, AP, or IB.
3. Either submit placement test scores (ACT, SAT, FCPT) or take the Florida College Placement Test (FCPT) at OWC. (NOTE: 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.)
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 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 OWC is considered a transfer student. Such a student must request that an official transcript(s) of all previous college work be sent directly to OWC'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 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 official 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 25). 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 OWC 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 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, mathematics, or Gordon Rule social science course – or any course having an English, mathematics or reading prerequisite – without meeting the state of Florida mandated minimum scores on the placement test. OWC 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 or 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. 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.
- C. 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 OWC's Office of Enrollment Services.

Applicants who have earned the Florida Certificate of Completion or the Florida Special Diploma should 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.

### ***Baccalaureate Degree Programs***

Okaloosa-Walton College is approved by the State of Florida Board of Education and accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer a bachelor's degree in Project and Acquisitions Management and to provide upper division coursework for a bachelor's degree in Nursing. Both programs begin Fall 2004.

### ***Bachelor of Applied Science in Project and Acquisitions Management***

The new Bachelor of Applied Science degree program in Project and Acquisitions Management is designed to provide a career-ladder for those who have already completed an associate degree and who wish to continue their education at the bachelor's level.

An applicant for admission to the Bachelor of Applied Science (BAS) in Project and Acquisitions Management degree program may be admitted with the following:

- Completion of OWC admission and residency materials and the BAS Supplemental Application.
- Completion of an Associate of Science (AS) or an Associate of Applied Science (AAS) degree (with a minimum of 60 semester hours) in a professional/technical field. AA degreed students may be asked to complete additional credits in a professional area (e.g., accounting, computer science, general business, etc.) in lieu of the additional general education required of the AS/AAS student.



- Completion of a minimum of 15 credit hours of transferable general education credit hours.
- Completion of the standard Florida foreign language upper division admission requirement. If a student has not completed two years of the same foreign language in high school or eight credits in college, the student may be admitted but will need to complete eight credits of foreign language before completing the program.
- Completion of Florida CLAST requirements. If, at the time of admission, the student has not completed CLAST requirements, the student will need to meet this criterion by the completion of 36 upper division credit hours at OWC, or enrollment in future credits may be restricted.

### **Bachelor of Science in Nursing**

A new Okaloosa County based Bachelor of Science in Nursing degree is a joint program between OWC and the University of West Florida, with all coursework available in Okaloosa or Walton Counties. It is designed as an AS to BS degree career ladder and is open to applicants who currently hold a valid Florida Registered Nursing license and have completed an accredited ADN program. OWC will provide upper division instruction (3000 and 4000 level courses) for a majority of the clinical courses as well as for a portion of the theory classes. The University of West Florida awards the degree. Admission to the bachelor's degree nursing program is currently limited to 24 applicants annually.

Program admission requirements parallel the State of Florida AS to BS Articulation Agreement and the University of West Florida AS to BS admission standards, as well as incorporate the special aspects of the "Okaloosa Track" within those programs and include the following:

- Documentation of current Florida RN licensure
- Completion of all admission forms for both OWC and UWF by the established deadline.
- Submission of all official transcripts by the established deadline.
- Minimum cumulative Grade Point Average (GPA) of 2.75 in all college credit course work and a minimum grade of "C" in all Florida Common Course Prerequisites applicable to the AS to BSN degree program.
- Completion of the standard Florida foreign language upper division admission requirement (If, at the time of admission, the student has not completed two years of the same foreign language in high school or eight credits in college, the student will need to complete eight credits of foreign language before completing the program.)

- Completion of Florida CLAST requirements (If, at the time of admission, the student has not completed CLAST requirements, the student will need to meet this criterion by the completion.)

*(Additional pre-enrollment conditions (e.g. proof of immunizations, CPR verification, etc.) must be satisfied prior to registration.)*

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

In order to meet selected programmatic certification and professional accreditation standards, certain OWC 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. OWC is designated as the Florida Criminal Justice Training Center Number 21 and students enrolling in these two certificate programs must meet FDLE requirements (including fingerprinting and background check), possess a high school diploma or its equivalent, as well as satisfy all other OWC admission standards. Students should contact the Division of Public Safety for additional information at (850) 729-5378.

#### **Dental Assisting Program**

The Dental Assisting program began at OWC in Spring 2003. The program is accredited by the Commission on Dental Accreditation. The Commission on Dental Accreditation is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or 211 East Chicago Avenue, Chicago, IL 60611. The program is a limited admission vocational credit program. Applicants must possess a high school diploma or its equivalent, as well as satisfy other admission criteria. Students should contact the Dental Assisting Coordinator or the Nursing and Allied Health Department for more information at (850) 729-6444.

#### **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 at (850) 729-5382.

### **Medical Coder Advance Technology Diploma (ATD) Program**

Medical coder specialists are technicians who assign a code to each diagnosis and procedure documented in a patient's medical record. The need for competent medical coders is increasing with the growth of health care in the United States. According to the U.S. Department of Labor, the program prepares students for employment in hospitals, medical offices, home health care agencies, and medical services. Applicants for employment in this field must be high school graduates; therefore, students enrolling in this program must possess a high school diploma or its equivalent, as well as satisfy all other OWC admission standards. Students should contact the Division of Business and Computer Technology for additional information at (850) 729-5369.

### **Nursing Program**

The Registered Nursing (RN) program is fully approved by the Florida Board of Nursing. 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.

The Associate of Science Degree in Nursing is a limited admission program. Students enrolling in this program must meet matriculation criteria (including fingerprinting, a background check and a drug screen). A certain number of slots are reserved for beginning students and a certain number of slots are reserved for licensed practical nurses (LPN's). Beginning students will apply for admission to the program in the Spring term and are admitted for enrollment in the Fall term. LPN's will apply for admission in the Spring term and be admitted for enrollment in the Summer term. After successfully completing an orientation course, LPN's will join the sophomore nursing students.

Graduates of the program receive an Associate of Science in Nursing Degree and may become eligible to apply to write the licensing examination to become a Registered Nurse (RN). Students should contact the Nursing Department for additional information at (850) 729-6400.

### **Reserve Officer Training Corps (ROTC)**

The U.S. Army Reserve Officers' Training Corps (ROTC) program provides an outstanding opportunity for 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 are able to transfer seamlessly for upper division studies.

To enroll, a student must be physically and morally qualified, a full-time degree-seeking student at OWC and a U.S. citizen. Students should contact the ROTC Office for additional information at (850) 729-6022.

### **Surgical Technology**

The Surgical Technology Program will begin at OWC in Fall 2004 and is a limited access, 12-month, vocational program leading to a Certificate in Surgical Technology. Graduates will be strongly encouraged to take the national certification examination given by the Association of Surgical Technologists to receive the Certified Surgical Technologist (CST) credential. Applicants must possess a high school diploma or its equivalent, as well as satisfy other admission criteria. Student should contact the Surgical Technology Program or the Nursing and Allied Health Department for more information at (850) 729-6400.

### **Transient Students**

Currently enrolled OWC 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 OWC Center/Campus or from the Office of Enrollment Services at the Niceville Campus. Approval of transient study requests is determined by the Director of Enrollment Services and the Vice President for Instruction according to established guidelines. Guidelines are available from the Office of Instruction or Enrollment Services.

### **Non-Degree Students**

Applicants who do not wish to earn a degree or certificate from OWC 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 all 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 OWC, 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 College welcomes international students. However, the international student should begin the admissions process at least four months prior to the beginning of any college term. 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: \$16,500 for the 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 passing TOEFL score, may petition the Admissions Committee for consideration. NOTE: OWC does NOT give the TOEFL test.
5. **Health Information:** Health insurance with hospitalization coverage and a repatriation clause 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. Final approval for Visa is determined by the American Embassy or consulate representative.

OWC does NOT provide on campus housing; therefore, international students must arrange housing accommodations in the community. The Bureau of Citizenship and Immigration Service (BCIS) regulations require that foreign students enroll in a full-time course of study during two of the yearly terms. BCIS 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.

### **OWC Collegiate High School**

OWC 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 OWC. The OWC 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 OWC 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 OWC 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 OWC Collegiate School Office at 729-4949 or visit [www.owcollegiatehigh.org](http://www.owcollegiatehigh.org).

### **Simultaneous Enrollment for High School Students**

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

**Dual Enrollment** provides the opportunity for qualified high school students from Okaloosa and Walton Counties to enroll in Okaloosa-Walton College courses while simultaneously enrolled in high school. Students receive both high school and college credit for these courses. Dual Enrollment students are exempt from tuition, matriculation, and laboratory fees. Public school students have books provided by the student's high school. Private and home school students must purchase their own college textbooks. Eligibility criteria and enrollment procedures comply with Florida law and regulations, and are defined in the appropriate District Articulation Agreement. Prospective students and their parents should consult the Dual Enrollment Office at 729-5205 or visit [www.owc.edu/dual](http://www.owc.edu/dual) for the most current admission information and procedures, and a list of approved college courses.

**Early Admissions**, a form of dual enrollment, provides the opportunity for qualified high school students from Okaloosa and Walton Counties, who are not currently taking classes in high school, to enroll in Okaloosa-Walton College courses on a full-time basis, taking courses that are applicable toward the high school diploma and the associate degree. Early Admission courses are taught on the college campus and students must meet special admission criteria.

**Concurrent Enrollment** provides the opportunity for qualified high school students from Okaloosa and Walton Counties to enroll in Okaloosa-Walton College courses while simultaneously enrolled in high school. Unlike the dual enrollment, college credits earned through concurrent enrollment do not apply to the student's high school diploma. Credits earned under this enrollment category count only for college degree credit purposes and do not carry simultaneous high school unit credits. Students concurrently enrolled pay standard college tuition, matriculation, laboratory and textbook fees.

Please note the terms and eligibility criteria of these high school enrollment programs are defined by state regulation, college policies and procedures

and current articulation agreements, and may vary between Okaloosa and Walton counties, private and home schooled students. As such, they are subject to change.

Students must meet the admission requirements in order to enroll in either the Dual, Early Admission or Concurrent Enrollment programs. Student success in these programs is dependent upon both academic readiness and social maturity. Prospective students should consult the Dual Enrollment Office at 729-5205 for the most current admission information and procedures or visit [www.owc.edu/dual](http://www.owc.edu/dual).

### **Florida Residency Classification**

To assess fees, students are classified as Florida residents, Border State 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 with supporting documentation. A student may appeal the decision by written request to the Office of the Vice President for Instruction.

#### **Basic Provision**

The law allows U.S. Citizens and Lawful Permanent Residents to be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant's parent/legal guardian has been a legal resident of the State for at least 12 months preceding the first day of classes of the term for which Florida residency is sought.

#### **Dependent/Independent**

A dependent student is any student who is eligible to be claimed as a dependent for Internal Revenue purposes and for these students, a parent or legal guardian must complete the Residency Declaration form. A copy of the student's most recent tax return or other documentation may be requested to establish dependent/independent status.

#### **Exceptions/Qualifications**

Florida statutes permit certain applicants who do not meet the 12-month legal residency requirement

to be classified as Florida residents for tuition purposes. These exceptions are listed below.

**Note:** Documentation in support of these exceptions is required.

1. A student who intends to make Florida his/her permanent home and is married to an individual who meets the requirements for classification as a resident for tuition purposes.
2. Active duty servicemembers of the U.S. stationed in Florida (spouse and dependent children included).
3. Active duty servicemembers of the U.S. not stationed in Florida but whose legal state of residence certificate (DD2058) is Florida (spouse and dependent children included).
4. Full-time instructional and administrative personnel employed by the State public schools system, community college system, or university system (spouse and dependent children included).
5. A dependent child who has lived with an adult relative (who is not a parent or legal guardian) for at least five years.
6. Persons who were enrolled as Florida residents at a state institution of higher learning but who abandon Florida residency for less than one year.
7. Latin American/Caribbean Scholars.
8. U. S. citizens living on the Isthmus of Panama who have completed 12 consecutive months of college-level coursework at the FSU Panama Canal Branch (spouse and dependent children included).
9. Full-time employees of state agencies or political subdivisions of the State when the student fees are paid by the agency or subdivision for the purpose of job-related law enforcement or corrections. Training.
10. Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program as provided in Florida statute.
11. A dependent child whose parents are divorced, separated, or otherwise living apart, will be considered a resident for tuition purposes if either parent is a legal resident of Florida, regardless of which parent claims the minor for tax purposes.
12. Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, including spouses and dependent children, attending a community college or university within 50 miles of the military establishment where they are stationed.

The law allows non-U.S. Citizens such as lawful permanent residents, temporary permanent residents, asylees, parolees, and refugees who have applied for and been approved for such status and who otherwise meet the 12 month legal residence requirements, to be eligible to establish Florida residency for tuition purposes. For a list of nonimmigrant categories (visa categories and INS classifications) eligible to establish Florida residency for tuition purposes contact the Office of Enrollment Services or consult the Residency Guidelines under Admissions on [www.facts.org](http://www.facts.org).

### Documentary Evidence

To qualify as a resident for tuition purposes an applicant or the dependent applicant's parent/legal guardian must have established and maintained legal residence in Florida for at least 12 months prior to the first day of classes of the term for which residency status is sought. The following hard copy documentation may be requested, considered, and/or subsequently recorded as evidence of establishing a residence for tuition purposes in Florida. **NO SINGLE DOCUMENT SHALL BE CONCLUSIVE** and the determinative hard copy documents must be dated at least 12 months before the first day of class for the term in which residency is sought.

- Proof of purchase of permanent primary Florida home.
- Professional/Occupational license in Florida
- Full-time, nontemporary employment in Florida (e.g., W-2 forms, letter from employer).
- Purchase of Florida real property.
- Part-time permanent employment in Florida
- Proof of membership in Florida organizations.
- Proof of acceptance of permanent employment in Florida
- Family ties in Florida
- Florida incorporation.
- Florida voter's registration
- Declaration of domicile in Florida.
- Florida vehicle registration.
- Florida driver's license.
- Absence of evidence of establishing a legal residence elsewhere.
- Transcripts from Florida schools for multiple years.
- Proof of homestead exemption.

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.

### **Servicemembers**

#### **Opportunity College (SOC)**

Okaloosa-Walton College, through the Servicemembers Opportunity College (SOC), extends to United States servicemembers (and their dependents) stationed throughout the world an opportunity to contract with OWC 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 OWC's educational advisors at Eglin Air Force Base and Hurlburt Field for complete details regarding SOC.

#### **Effective Catalog Policy**

Students who maintain continuous OWC 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**

All credits attempted at the freshman and sophomore level at other colleges or universities accredited by one of the six regional accrediting bodies will be recorded as transfer credit and placed on the student's permanent record (transcript). Credits awarded at institutions not regionally accredited may be accepted by OWC 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 OWC.

The acceptability of college courses for transfer credit at OWC shall be at the discretion of the Director of Enrollment Services, in consultation with the instructional personnel as appropriate.

The following factors will be considered in the evaluation of credits for transfer. The factors will be used in determining whether the course is transferable at all and in determining whether course is recorded as a specific or unclassified course.

- Breadth, depth and rigor of course content as evidenced by course syllabi, prerequisites, placement test scores, exit requirements, student portfolios, textbooks, writing or oral communication requirements, grading standards, catalog descriptions, etc.
- Qualifications of the faculty member(s) providing the instruction
- Age of Credits
- Recommendations through other established credit assessment bodies (e.g. ACE)
- Institutional accreditation via other professional assessment/accrediting bodies (e.g. AMA, NLN, state agency)
- Secondary documentation of course competencies (e.g. professional certification, standardized exam scores, etc.)

#### **Recording Transfer Credits on the Student's Permanent Record (Transcript)**

When evaluating credits, OWC reserves the right to delay recording the transfer credits on the student's permanent record until the student has successfully completed college-level coursework at OWC, satisfied OWC residency requirements and/or provided documentation or verification of student competencies. Final award or posting of credits to the student's permanent record may be contingent upon successful completion of one or more of the following requirements:

- a) OWC residency requirement;
- b) higher-level courses in the same or a related subject area;
- c) subsequent courses in the subject/course sequence;
- d) demonstration of specific lab/clinical skills or other applied competencies;
- e) additional independent/directed study in the subject area.

Once accepted, transfer credits will be recorded on the student's permanent record as externally awarded and will indicate the original institution awarding the credit. Where appropriate, an equivalent OWC course number may also be indicated. When OWC does not offer an equivalent course or if the course differs substantively from the suggested OWC course, the transfer credits may be listed on the transcript as an "unclassified" course. The unclassified credits will be further described as an open elective, a subject area elective, a general education elective or a general education subject area course, as appropriate.

### **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 OWC instructional department responsible for the course subject area(s). The recommendation will be submitted to the Director of Enrollment Services for final review and recommendation.

### **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 in question. The review process will parallel that applied to the general evaluation of credits for transfer; 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.



*OWC serves students of all ages. About 25% of students are age 19 and under, 40% are age 20 to 29, about 18% are age 30 to 39, and 16% are age 40 and above. The average student age is 30.*

## FINANCE

### **Finance / General Information**

Full payment of fees is required when registering for classes at Okaloosa-Walton College. Payment due dates are available from the Office of Enrollment Services and are printed on the student's registration receipt, or displayed/printed using on-line web registration. For your convenience, payment may be made using Mastercard, Visa or Discover credit cards. Students who have not paid their fees will not be admitted to classes and will be dropped from their classes on their payment due date. 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.

### **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 OWC 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 registration system 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 OWC 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 OWC 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 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 during the 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- OWC 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 OWC 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. If any portion of the dishonored check funds includes payment of tuition and fees, failure to make the payment will result in cancellation of enrollment.
3. Reinstatement after enrollment cancellation will be considered only after full payment which will include an additional \$25.00 reinstatement fee.
4. The student's record at the college will reflect the obligation as an outstanding debt which will result in the withholding of transcripts, diplomas, certificates, and other official documents. Students will also be prohibited from any future registrations until all debts are paid in full.
5. 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, and may report to other colleges and credit reporting agencies.
6. The college will forward unpaid dishonored checks, returned check charge, and related information about the student to a collection agency within 35 days.

### **Student Tuition Payment Plan**

A student tuition payment plan is available on the OWC website through Tuition Installment Plan (TIPS) provided by FACTS Tuition Management. Students receiving federal or state financial aid may assign their right to the funds to OWC to be paid, on their behalf, to the Tuition Management Company. OWC will hold academic transcripts and refuse re-enrollment to any student who is delinquent on their TIPS agreement from any preceding semester until all amounts owed on prior agreements are paid or the student is released by the Tuition Management Company. Please refer to the OWC website for additional information or to apply for this service.

### **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 transcripts, diplomas, certificates, and other official documents. Students will also be prohibited 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.

### **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 amount in cash.

## Parking Fines

Operating a private vehicle on OWC campuses is a privilege and not a right. Individuals who show poor judgment 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, or "booted" at the owner's expense. For a listing of parking fines see page 19. Repeat offenders are subject to disciplinary action by the college.

Complete parking and traffic regulations are published on page 24 and 25. Note: All OWC students and staff must register their vehicles with the college and display an OWC parking decal when parked on college property. Parking fees may apply and decals must be renewed annually. 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 OWC website "Notices and Policy Updates" page, [www.owc.edu](http://www.owc.edu).

## Fee Schedule

These fees are subject to change by the Florida Legislature and the District Board of Trustees. Current fees are available from the OWC 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 2004-2005 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>Tuition Fee</u>	<u>Out-of-State Fee</u>	<u>Financial Aid Fee</u>	<u>Total</u>	<u>Border State Fee**</u>
<b>Florida Residents</b>					
Baccalaureate (College Credit)	\$57.94	–	\$2.90	\$60.84	\$1.00
Advanced & Professional (College Credit)	\$48.48	–	\$2.42	\$50.90	\$1.00
Postsecondary Vocational (College Credit)	\$48.48	–	\$2.42	\$50.90	\$1.00
College Preparatory	\$48.48	–	\$2.42	\$50.90	\$1.00
Vocational Preparatory*	\$46.50	–	\$2.35	\$48.85	\$1.00
Postsecondary Adult Vocational (Voc. Credit)	\$46.50	–	\$2.35	\$48.85	\$1.00
Supplemental Vocational	\$81.90	–	\$4.10	\$86.00	\$1.00
Adult Basic & Adult Secondary*	\$23.10	–	\$1.15	\$24.25	\$1.00

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

Baccalaureate (College Credit)	\$57.94	\$173.82	\$2.90	\$234.66
Advanced & Professional (College Credit)	\$48.48	\$145.44	\$2.42	\$196.34
Postsecondary Vocational (College Credit)	\$48.48	\$145.44	\$2.42	\$196.34
College Preparatory	\$48.48	\$145.44	\$2.42	\$196.34
Vocational Preparatory*	\$46.50	\$139.50	\$2.35	\$188.35
Postsecondary Adult Vocational (Voc. Credit)	\$46.50	\$139.50	\$2.35	\$188.35
Supplemental Vocational	\$81.90	\$ 81.90	\$4.10	\$167.90
Adult Basic & Adult Secondary*	\$23.10	\$ 69.00	\$1.15	\$ 93.25

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.

\*\* Residents of Alabama who are OWC students pay In-State Fees plus the Border State Fee.

**Other Fees**

Returned Check Fee .....	\$25.00
Student I.D. Card Replacement Fee .....	\$10.00
Parking Fines	
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
Library Fines	
Daily Rate .....	\$ 0.20
Lost Book Charge .....	Actual cost of
replacement (if available)	
or \$25.00 plus \$5.00 processing fee	
College Student Loan Processing Fee.....	3% of
amount borrowed (non-refundable)	
Computer Adaptive CLAST Test for	
Non-OWC 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-OWC Students.....	\$15.00
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
FBAT Test for Non-OWC Students .....	\$30.00
Distance Learning Testing for	
Non-OWC Students.....	\$30.00
Reinstatement Fee .....	\$25.00
After the last day to register for a given term,	
students who request to be reinstated in a	
<b>class will be charged a \$25 reinstatement</b>	
<b>fee if they receive an administrative</b>	
<b>withdrawal</b> from the class due to: late	
payment or non-payment of fees, loans	
or deferments or due to a dishonored check.	

**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).

College Level Examination Program (CLEP)

Testing Fee.....	\$15.00
Education Testing Service Fee.....	\$55.00
 Total Fee: .....	 \$70.00

**Cost Summary**

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

<b>Florida Resident</b>	<b>Alabama Border-State Resident</b>	<b>Non-Florida Resident</b>
Fees .....	Fees .....	Fees .....
Books and Supplies .....	Books and Supplies .....	Books and Supplies .....
<u>\$2,366.80</u>	<u>\$2,398.80</u>	<u>\$7,020.88</u>

## 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. OWC provides an on-line summary of the college's various academic and tutorial resources and links to numerous academic resources nationwide on the college web site at [www.owc.edu](http://www.owc.edu). Select Learning & Tutorial Support.

**The Academic Success Center (ASC)** is located in the North Mezzanine of Building "E", Room 149, on the Niceville Campus. The ASC provides free learning support services for all OWC 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 OWC 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 [astutor@owc.net](mailto:astutor@owc.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 Career Development/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 OWC 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 Educational Resource Center**, Building "C-2" on the Niceville Campus, provides additional career planning assistance for students, primarily women aged 35 and older, who are returning to school because of divorce, separation, or the death of a spouse. The program assists students with education and training that will enable them to reenter the workforce with marketable skills. The program provides skills assessment, a support system, career information, and other services. Call (850) 729-5290.

**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 OWC 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 "K", College Mall. 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 entry level placement FCPT test is given at all OWC campuses and centers. Please contact each center for exact times and location or refer to the current OWC Schedule of Classes for a listing. Other tests, such as CLEP, CLAST, CAT CLAST, SAT, ACT, FBAT, TABE and GED are administered by the Testing Center. Exact dates and times are listed in the 2004-2005 testing schedule available from the Office of Enrollment Services. Contact 729-4909 for test information or visit [www.owc.edu/testing](http://www.owc.edu/testing).

## Employment Placement Services

Students seeking assistance in securing employment while enrolled at OWC or upon completion of their studies may utilize several OWC 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 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. Students may access web-based job search resources including America's Job Bank, JOBS Direct, and Florida's Job Bank. Center staff are available to assist students in using the various career resources 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 OWC 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** convenes, as needed, to adjudicate written appeals of parking violations for students. After deliberation, adjudication results are forwarded to the Dean of Students with the court's recommendation that the citation be either upheld or overturned. Appeal forms are available from the Dean of Students Office in Building "F" or the Student Activities Office in Building "K", both 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 729-6079.

**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 729-6079. 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**

OWC 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 8:30 a.m. – 5:00 p.m. Monday, Wednesday, Thursday, 8:30 a.m. – 6:30 p.m., Tuesday and 8:30 a.m. – 4:30 p.m., Friday. The stores maintain special registration hours during in-person registration through the end of the schedule adjustment period. Call for special registration hours.

Students can order textbooks at the OWC online bookstore at [www.bookstore.owc.net](http://www.bookstore.owc.net).

The OWC 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. All machines have the capability to enlarge or reduce copies.

- Niceville Campus: The Learning Resources Center
- Fort Walton Beach Campus: Library
- Eglin Center: Administrative Offices Area
- Chautauqua Center: Administrative Offices

### **Food Service/The Raider Café**

The Raider Café, located in the College Mall, Building "K", on the Niceville Campus, is open Monday through Friday from 7:15 a.m. to 2:00 p.m. during the fall and spring terms and Monday through Thursday from 7:30 a.m. to 1:30 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 are expected to dress safely and comfortably in attire which is nondistractive and appropriate to the educational environment. Except where safety or other programs/course restrictions mandate special attire, students, faculty and staff are expected to dress in a manner that is suitable to and that will enhance the educational experience.

### **Smoking/Tobacco Use**

All OWC Buildings, including common areas, are designated SMOKE-TOBACCO FREE. Common area means any hallway, corridor, aisle, water fountain area, restroom, stairwell, entryway, or breezeway. Smoking, and the use of tobacco products, are permitted outside ONLY, and are prohibited within 30 feet of entryways.

### **Library Services**

Information about the use of library and audio-visual services should be referred to the LRC on the Niceville Campus. During the fall and spring terms, the library is open Monday through Thursday from 7:30 a.m. to 9:00 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 OWC 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 OWC students, staff, faculty and members of the community on a space available basis. The center is located in Building "M" 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 may meet this requirement through one of the following options:

- Attend an in-person New Student Orientation, which is offered during Registration. Contact Student Services 729-6922 to make an appointment, OR
- Participate in a computerized New Student Orientation, which is available at any OWC Center or Campus, or through the OWC Web Site at [www.owc.edu](http://www.owc.edu).

## **Services to Students with Special Needs**

OWC 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 special needs. In accordance with the Florida State Board of Education Rule 6A-1.041, students with special needs may present support documentation and request reasonable substitution for admission and/or graduation requirements.

Students who identify themselves and provide documentation of their special needs may be eligible for support services such as note-takers, scribes, untimed testing, course substitutions, 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 OWC.** 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..... 711 or 1-800-955-8770  
TDD..... 711 or 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 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 OWC 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 and homeland security. AmeriCorps is often referred to as the "*Domestic Peace Corps*".

OWC sponsors a team of AmeriCorps members trained to tutor reading for K-8 students. Full-time members serve a minimum of 1700 hours per service year. They receive a taxable living allowance and a \$4,725 education award voucher at the end of the service year. Half-time members and Federal work Study students may also serve to receiving a reduced living allowance and education award. Other benefits include health care insurance, and student loan deferment for those qualified.

For more information, contact the AmeriCorps OWC offices at 729-6037 or 729-4902.

## Athletics

OWC 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 OWC 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 OWC include basketball for men and women, baseball for men, and fast-pitch softball for women.

**Intramural Activities** at OWC 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 and other materials from the Library and for accessing electronic information databases via the Internet. They are also for identification at the Business Office and the College Store, and for attending OWC events at no charge. ID cards are updated during registration. Lost cards may be replaced for a \$10.00 fee. Call the Student Activities Office for locations and times when ID cards can be issued.

## Parking and Traffic Regulations

The operation of a private vehicle on the OWC 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 OWC 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 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**

***At catalog press time, a number of policies and procedures within the Student Handbook were under consideration and revision by OWC. Students should contact the Office of the Vice President for Instruction, the Dean of Students, or the Office of Enrollment Services to receive updated information.***

Okaloosa-Walton 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 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 and to comply with local, state and federal law.

Each member of the college 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 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 is that of the student acting alone without benefit of any aids or practices that are generally considered academically dishonest.

**Grade Changes/Errors.** If a student believes there is an inadvertent error in the recording or the computation of his/her grade, the student should contact the instructor or the appropriate department office immediately. If an error has occurred, an adjustment to the student's permanent record (transcript) will be made within approximately ten (10) working days. The student is responsible for reporting such concerns within thirty (30) days of the close of the term in which the grade was awarded.

If a student has documentation of extraordinary or emergency circumstances which warrant recording a course withdrawal ("W") after the usual deadline, he/she must submit a written request for such change to the Office of Instructional Services. If an adjustment is warranted, the change will be made within approximately ten (10) days. The student is responsible for requesting such changes within thirty (30) days of the term in which the original grade was awarded.

**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 for sixteen week classes. Three consecutive day class absences, two evening class absences, or three absences in a month will be reported to the Office of Enrollment Services as excessive absences. Excessive absences for Fast-Track, weekend, blended classes and similar formats are determined on a proportionate basis. 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. 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. On campus crimes **reported** to Physical Plant Department by major category:

	2001		2002		2003	
	Total Stats	Hate Crime Status	Total Stats	Hate Crime Status	Total Stats	Hate Crime Status
1. Homicide Offenses	0	0	0	0	0	0
2. Sex Offenses, Nonforcible	0	0	0	0	0	0
2. Sex Offenses, Forcible	0	0	0	0	0	0
4. Robbery	0	0	0	0	0	0
5. Aggravated Assault	2	0	0	0	0	0
6. Burglary/Breaking & Entering	2	0	2	0	0	0
7. Larceny/Theft Offenses	9	0	12	0	7	0
8. Motor Vehicle Theft	2	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

12/31/03

Federal and State law requires a person designated as a “sexual predator or offender” to register with the Florida Department of Law Enforcement (FDLE). The FDLE then is required to notify the local law enforcement agency where the registrant resides or attends an institution of higher learning. Information regarding sexual predators or offenders attending an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular OWC campus or center, or by calling the FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at [www.fdle.state.fl.us/sexual\\_predators](http://www.fdle.state.fl.us/sexual_predators).

**Bluelight Emergency Phones:** Emergency Tower Phones (Bluelights) are available at Niceville campus for enhanced security. The emergency phones are located between college buildings and in the parking lots, they are positioned on white poles with the word “Emergency” and have a blue light on top. The “Bluelight” phones are to be used solely for REAL emergencies and NOT for calls such as keys locked in cars, vehicles out of gas, or to obtain directions to classrooms, etc.

**Student Discipline.** Academic and personal behavior of OWC 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. At catalog press time this procedure was under consideration for revision. Please contact the Office of the Dean of Students or the Office of the Vice President for Instructional Services for the most current information. 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;
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;
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 OWC 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.

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.
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 OWC 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 OWC 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 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 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 25.)

**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.

OWC'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 in appropriate 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 OWC 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 OWC'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.

**Circle K** has as its purpose Service Leadership. The organization is sponsored by the program of Kiwanis International and shares the focus of serving the children of the world. The organization encourages members to address the issues facing children ages 6-13 and to find solutions through service for addressing these issues. Through the mission and vision of the organization, Circle K International is dedicated to the realization of human potential. The potential of Circle K International lies in its ability to positively influence members of society. The objective of Circle K is to instill in college students a lifelong commitment to community service worldwide and a commitment to children's causes.

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

**Early Childhood Student Association** promotes professional growth and knowledge in early childhood education, provides opportunity for early childhood students to associate with each other and professionals in their field, practices advocacy for children and their families, and participates in community service activities, particularly on behalf of young children and their families.

**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. OWC 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 OWC 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 combined 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 OWC** is open by audition to all OWC 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.

**OWC 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.

**OWC 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.

**OWC 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 Beta Lambda Business Fraternity** assists students enrolled in business programs to develop vocational competencies and acquire a sense of civic responsibility. The OWC Chapter of Phi Beta Lambda is designed to be an extension of the instructional program, thus being an integral part of the business curriculum.

**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, College Republicans, Entertainment Club, ENUF, Environmental Club, Jefferson Democratic Association, Phi Beta Lambda Business Education Fraternity, Phi Lambda Alpha, Pre-Law Society, and Reader's Theatre**. 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 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 college," which organization is hereafter referred to as a "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 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 OWC students is prohibited.

Harassment of college employees by OWC 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 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 College values family life and has worked to develop policies that are supportive of families. However, it is the policy of OWC 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.

### **Student Fundraising**

The college does not approve fundraising activities by students and/or student organizations unless the specific purpose of the activity is to support institutional scholarships. Students/Student Organizations must have the approval of the Dean of Students for scholarship fundraising at least one month prior to the activity's scheduled date. The Dean of Students may also approve special fundraising projects, such as those supporting humanitarian/charitable efforts, on an individual project basis; approval must be obtained at least one month in advance of the activity.

### **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 OWC 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.

## FINANCIAL AID

### **Student Financial Aid**

Okaloosa-Walton 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. OWC offers a variety of financial assistance for students. The chart within this section gives a brief description of programs available for students at OWC and the Financial Aid Office has handouts available that offer more detail on the three basic types of financial aid – Grants (Scholarships), 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 OWC locations throughout the two-county area. Detailed information is also available on OWC's web site.

### **Purpose of OWC'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 the 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 and amounts of aid received rests with the Financial Aid Office, in accordance with federal, state and institutional guidelines.

Financial assistance administered by OWC does not discriminate on the basis of race, sex, age, national origin, religion, marital status or handicap. Specific non-discriminatory criteria and academic standing may be required for particular assistance or scholarships.

### **College Costs**

Okaloosa-Walton College's fees are designed to make college affordable for most students. Other direct education costs may include room and board, personal expenses, medical insurance, transportation and supplies. Dependent students usually have parental support, reducing direct education costs. Students should refer to the college schedule of classes each term for special fees associated with courses.

### **Steps in Applying for Financial Aid**

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

1. Complete the OWC 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 attended any other postsecondary institutions during the 2004-2005 academic year, notify the Financial Aid Office. OWC will request award information from the USDOE, and this must be received by OWC 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 OWC location, via the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
4. After mailing the FAFSA or submitting it via the Internet, the student will receive a Student Aid Report (SAR) in approximately two to four weeks. The SAR must be reviewed by the student for accuracy.
5. Additional information/forms may be requested by the Financial Aid Office (i.e. Income Tax forms, OWC Application for Financial Aid) if the student is selected for a process called Verification.
6. If a student's financial aid file has been considered to be "complete", then an award letter will be mailed to the student by OWC'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. OWC's Financial Aid Office is always willing to discuss financial aid decisions with students to promote a better understanding of financial aid opportunities.

## **Deadlines for Applying for Financial Aid at OWC**

Applications for federal financial aid should be made well in advance of registration by submitting the Free Application for Federal Student Aid (FAFSA). The PRIORITY CONSIDERATION DEADLINES for applying for federal financial aid at OWC for the 2004-2005 year for each term are:

Fall Term .....May 1, 2004  
Spring Term .....October 1, 2004  
Summer Term.....February 1, 2005

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 FAFSA applications for the Florida Student Assistance Grant (FSAG) dated June 1, 2004 or earlier will be given first priority in determining FSAG eligibility. All FAFSA applications for the Federal Work-Study Program (FWS) and the Federal Supplemental Educational Opportunity Grant (FSEOG) dated May 1, 2004 or earlier will be given first priority in determining FWS and FSEOG eligibility.

## **Enrollment Status**

The amount of federal financial aid a student is eligible to receive at OWC 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  
Enrollment .....12 or more credit hours  
Three-Quarter Time  
Enrollment.....9-11 credit hours  
Half-Time  
Enrollment .....6-8 credit hours  
Less Than Half-Time  
Enrollment .....1-5 credit hours

A student's enrollment status (full-time, half-time, etc.) will be based on the number of credit hours the student is enrolled for at the END OF THE SCHEDULE ADJUSTMENT PERIOD EACH TERM. If not enrolled full-time or for the appropriate number of credit hours at that time, a student's award will be reduced, according to the enrollment status. Awards will not be increased if students add courses after the end of the Schedule Adjustment Period. A student must begin attendance in all of

his or her courses to retain an enrollment status and award amounts based on this enrollment status. A student is considered to have begun attendance if he or she attends at least one class for each course included in the enrollment status, or for Distance Learning courses, attends the course orientation, submits course assignments to the instructor, or initiates contact with the instructor concerning course requirements. Failure to begin attendance in any course will result in a lower enrollment status and an award reduction. For initial award letters sent after the Schedule Adjustment Period, the enrollment status will be determined by the number of credit hours in which a student was enrolled on the date a student's eligibility is verified. NOTE: The end of the Schedule Adjustment Period 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 (state, private, etc.), the enrollment status and award amounts each term will be determined according to the requirements of each fund. For all 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 OWC –

- A student must be a regular student, accepted for enrollment in an approved PROGRAM OF STUDY, have a high school diploma or the recognized equivalent, or for certain certificate and Applied Technology Diploma (ATD) programs, have passing scores on an approved ability-to-benefit (ATB) test), and
- A student must be a U.S. CITIZEN, or an eligible non-citizen, and
- 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, and
- A student must maintain satisfactory academic progress standards. Financial Aid Standards of Academic Progress includes the following three standards:

#### **1. Grade Point Average**

A student must meet the following grade point average on all college credits and vocational credits attempted, which includes credits attempted at OWC and all transfer credits.

<u>Credit Hours Attempted</u>	<u>Grade Point Average</u>
0-11.99	N/A
12-24.99	1.50
25 & Over	2.00

Students are given a grace period until 12 credits are attempted. Once the student attempts 12 or more credits, the required GPA will apply for all college credits and vocational credits attempted.

Grades used in GPA calculation: A, B, C, D, F, WF – Grades not used in GPA calculation: AW, I, IP, IW, N, P, S, U, V, W, X

Repeating Courses – Only credit from the last attempt of a course will be used in the calculation of a student's GPA.

## 2. Successful Completion Rate

A student must meet the following successful completion rate on all college credits and vocational credits attempted, which includes credits attempted at OWC and all transfer credits.

<u>Credit Hours Attempted</u>	<u>Successful Completion Rate</u>
0-11.99	N/A
12-24.99	50%
25 & Over	67%

Students are given a grace period until 12 credits are attempted. Once the student attempts 12 or more credits, the required completion rate will apply for all college credits and vocational credits attempted.

Successful grades: A, B, C, D, P, S – Unsuccessful grades: AW, F, I, IP, IW, N, U, V, W, WF, X

Repeating Courses – Only the grade from the last attempt of a course will be used to determine if a student successfully completed a course. All previous attempts are considered unsuccessful grades.

## 3. Maximum Time Frame – 150% Rule

OWC is required to establish a maximum time frame in which students are reasonably expected to complete their educational objectives. Students can't attempt more than 150% of the total credit hours required for completion of their degree or certificate program. For example, a student working toward an A.A. degree needs 60 college credit hours to graduate. Once that student completes 90 college credit hours he/she is no longer eligible for financial aid (60 hours x 150% = 90 hours). Students enrolled in a one-year certificate program CANNOT ATTEMPT more than 150% of the total number of college credits and/or vocational credits required for their

certificate. Transfer credits WILL be included in the maximum number of credits allowed.

Grades used to calculate the maximum time frame (150% Rule): A, AW, B, C, D, F, I, IP, IW, N, P, S, U, V, W, WF, X

Repeating Courses – All attempts are used to calculate the maximum time frame.

### Ability-To- Benefit (ATB) Test

A student without a high school diploma or the equivalent enrolled in certain certificate or ATD programs can still qualify for federal aid by passing a USDOE approved ability-to-benefit test. OWC administers approved ATB tests: Contact the Financial Aid Office for further information.

## STATE OF FLORIDA PROGRAMS

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

- A student must have demonstrated a FINANCIAL NEED (Complete the FAFSA application), and
- A student must have met the ADVERTISED DEADLINE, and
- A student must have been a RESIDENT OF FLORIDA for one-year or be classified as a Florida resident by Enrollment Services, and
- A student must be degree-seeking (enrolled in an AA, AS, or AAS program), and
- A student must have a 2.0 or higher GRADE POINT AVERAGE on all previous college work, and
- A student must have earned credit hours equivalent to his/her enrollment status during each term of the prior academic year in which state aid was received, (12 credit hours for each term of full-time enrollment, 9 credit hours for each term of three-quarter-time enrollment and 6 credit hours for each term of half-time enrollment), and
- A student enrolled as a full-time student (minimum 12 credit hours) or enrolled in programs of study for which institutional policy states a student is considered full-time when enrolled in less than 12 credit hours is eligible for a full-time FSAG award. A student enrolled part-time (6 to 11 credit hours per term) is eligible for a part-time FSAG award. Part-time awards will be prorated according to enrollment status. FSAG awards will be offered until the limited funds are exhausted.

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

## **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 Financial Aid Standards of Academic Progress. (See FEDERAL PROGRAMS eligibility criteria listed under Financial Aid 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 IS THE RESPONSIBILITY OF THE STUDENT TO KEEP OWC INFORMED OF A CORRECT MAILING ADDRESS AT ALL TIMES. The student is responsible for the cost of enrollment during suspension from financial aid. 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, at any OWC campus or center, or on OWC's web site at [www.owc.edu](http://www.owc.edu).) The Student Financial Aid Committee will review student appeals. 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 submitting the appeal before the published deadlines and the submission of supporting documents. ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED OR THE APPEAL FORM WILL NOT BE ACCEPTED. The committee will determine if mitigating circumstances justify a student's academic record. 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 student's academic record.
3. Special circumstances of a substantial nature or of a unique kind as determined by the committee.

After reviewing the written appeal and all documentation, the student will be notified of the committee's decision in writing. A student will not be awarded financial aid or have suspended financial

aid reinstated unless a mitigating circumstance exists and the appeal request is approved. 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.

**Incomplete & Audit Grades.** A grade of "I" or "X" 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" or "X" 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 "AW", "D", "IW", "F", "N", "U", "W", "WF", or "X" 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.

**College Preparatory Courses.** Okaloosa-Walton 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 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, OWC 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. OWC 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. OWC 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 OWC returns, and the amount of any unpaid institutional charges to OWC. **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 OWC within 45 days from the date OWC notifies him/her of the overpayment, or signs a repayment agreement with the U.S. Department of Education.**

**NOTE: This policy is derived from provisions of federal law. Students should contact the OWC Financial Aid Office regarding detailed information on this policy. Students receiving Title IV aid should consult with the OWC Financial Aid Office prior to withdrawing from any or all classes.**

## **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 OWC should consult with the Veterans Affairs Office well in advance of registering. The veteran must complete a VA form (available in the Veterans Affairs Office), which is required by the Veterans Administration for initial certification. The veteran (student) assumes 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. Even if "advanced payment" is requested, the first check is sometimes delayed. The veteran should 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 OWC 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 OWC's Veterans Affairs Office at 729-5375 or the VA Regional Office at 1-888-442-4551 (1-888-GIBILL1). For financial assistance with college preparatory courses, contact the Veterans Upward Bound program at 729-4999 or visit Room K-149 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 College (within the meaning of Chapter 30, 32, 34, or 35, Title 38, United States Code, or Chapter 1606, 10 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.

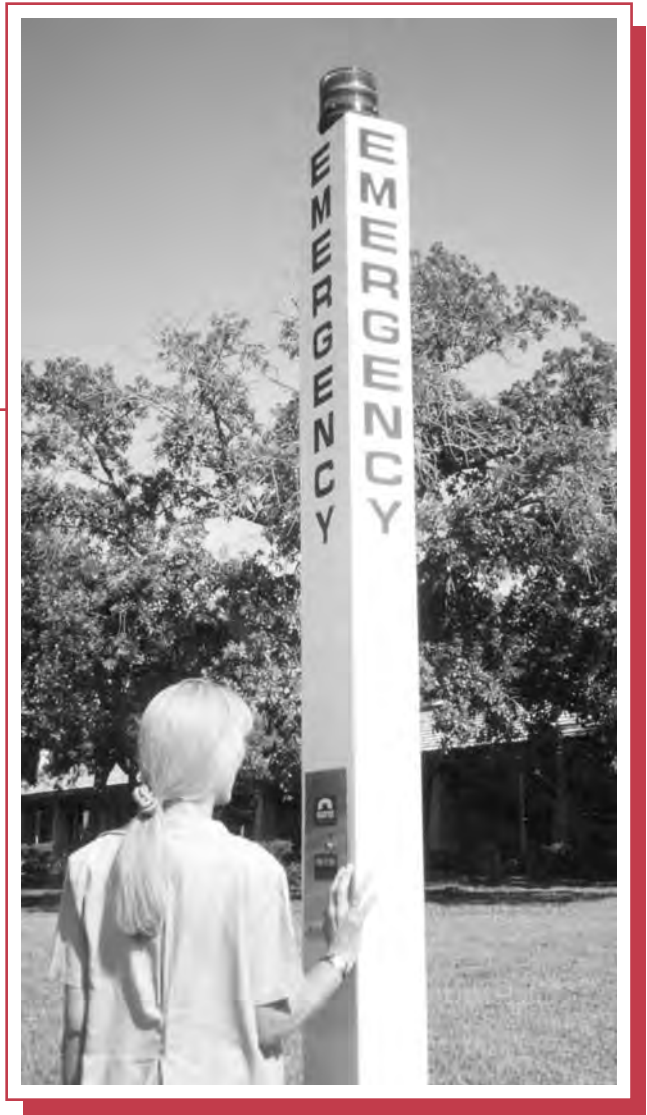
Deferment of fee payment for eligible persons after the first enrollment period in any fiscal year is not authorized. Under no circumstances shall any person be allowed to enroll or re-enroll at OWC who has unpaid fee deferment. A student who does not comply with the terms of the deferment policy will lose the right to receive future deferments.

## **Bluelight Emergency Phones**

*Emergency Tower Phones (Bluelights) are available at the Niceville campus for enhanced personal security. The emergency phones are located between college buildings and in the parking lots, they are positioned on white poles with the word "Emergency" and have a blue light on top.*

*The "Bluelight" phones are to be used solely for REAL emergencies and NOT for calls such as keys locked in cars, vehicles out of gas, or to obtain directions to classrooms, etc.*

*To use the "Bluelight", just press the button on the phone and you will hear the speakerphone dialing college security. At the same time the light at the top will start flashing a bright strobe light. When answered, the phone will announce the location of the tower twice and conversation may begin with security.*



**FINANCIAL AID ADMINISTERED BY OKALOOSA-WALTON COLLEGE**

Name of Program	Funding Source	Qualifications	Min/Max Awards	Application Procedures	Application Priority Deadlines	Special Information
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 meet Financial Aid Standards of Academic Progress.	\$400 – \$4050	2004 – 2005 FAFSA	Fall – 5/1/04 Spring – 10/1/04 Summer – 2/1/05	Need-based Financial Aid Program.
Federal Supplemental Educational Opportunity Grant (FSEOG)	Federal	Applicant must have a high need.	\$100 – \$500 Annual Awards	2004 – 2005 FAFSA	5/1/04	Very limited; generally goes to those applicants with a very high need.
Florida Student Assistant Grant (FSAG)	State	Applicant must be a degree-seeking (AA, AS, AAS or BAS), half-time student who is a resident of Florida for at least one year, and demonstrates a need..	\$200 – \$1480 Annual Awards	2004 – 2005 FAFSA	6/1/04	Early application is recommended since state funding may be limited.
Federal Stafford Loan	Federal	Available to students in a program of study. Must be enrolled at least half-time.  The Office of Student Financial Assistance Ombudsmen is available to assist students dissatisfied with the servicing of their Federal student loans. Toll Free: 1-877-557-2575.	\$2625 – First Year Student \$3500 – Second Year Student \$5,500 – Third & Fourth Year Student	2004 – 2005 FAFSA and Loan Application	At least 12 weeks before the end of the term the student plans to attend.	Repayment starts six months after student stops attending school or drops below half-time.
Okaloosa-Walton College Tuition Installment Plan	TIPS Tuition Mgmt. Co.	Available to students with no financial holds or unpaid balances, and with a need and an ability to repay the loan.	Student's cost of attendance minus other aid  Partial tuition and books \$750 – in state per semester \$2,000 – out of state	2004-2005 FAFSA & Credit Application  TIPS Tuition Management Contract	At least 12 weeks before the end of the term the student plans to attend.  Normally completed during registration.	Repayment starts 60 days after loan is fully disbursed.  Students may borrow up to \$750 in-state, \$2,000 out-of-state, per semester, for fees & books. A non-refundable \$30/\$35/\$40 processing fee is assessed. Repayment of balance is required as prescribed in the promissory note. All applicants must register via the TIPS web link.
Federal Work Study (FWS)	Federal	Applicant must be an enrolled OWC student with a financial need.	\$500 – \$3000 per year	2004 – 2005 FAFSA and OWC Student Employment Contract	5/1/04	Jobs are on and off campus. Most positions are either 10, 15, or 20 hours per week.
Student Assistants	OWC	Student employment category available to all students at OWC who have maintained a minimum 2.0 GPA.	\$100 – \$3000 per year	2004 – 2005 FAFSA and OWC Student Employment Contract	Normally completed just prior to the start of each term.	Positions are usually 10 hours per week on campus.

**G R A N T S**

**L O A N S**

**W O R K**



**FINANCIAL AID ADMINISTERED BY OKALOOSA-WALTON COLLEGE**

<b>Name of Program</b>	<b>Funding Source</b>	<b>Qualifications</b>	<b>Min/Max Awards</b>	<b>Application Procedures</b>	<b>Application Priority Deadlines</b>	<b>Special Information</b>
Honors Scholarship	OWC	Applicant must be a top-ranked student from one of OWC's district public high schools.	In-state tuition & fees for 60 credit hours	OWC Scholarship Application	4/16/04	High School Principal's and Senior Counselor's Recommendations. Two scholarships per district high school.
Minority Honors Scholarship	OWC	Applicant must be top-ranked African-American student from one of OWC's district public high schools.	In-state tuition & fees for 60 credit hours	OWC Scholarship Application	4/16/04	High School Principal's and Senior Counselor's Recommendations. One scholarship per district high school.
Fine & Performing Arts Scholarship	OWC	Auditions held each Spring by Fine & Performing Arts Division Director. Scholarships awarded in Show Choir, Orchestra, Theatre, Jazz Band, Visual Arts and Madrigals.	Varies	OWC Scholarship Application	Open	High School Choir and/or Band Director's Recommendations. This scholarship can be renewed.
Athletic Scholarships	OWC	Qualified applicants are recommended to contact OWC's Athletic Director for more information.	Full tuition & fees (may include room & board)	NJCAA Form and Letter of Intent	Deadlines Vary	Athletic Scholarships at OWC include basketball, softball, and baseball.
Forensics Team and Brain Bowl Team Scholarships	OWC	Recipients are selected by the Coordinator of Student Activities.	Varies	OWC Scholarship Application	Open	Recipients participate on the OWC Forensics Team and Brain Bowl Team.
Leadership Award	OWC	Each area high school receives a minimum of three and a maximum of eight per school depending on senior class size. 48 awarded annually in district.	\$300 Tuition Award	OWC Scholarship Application	4/16/04	High School Principal's and Senior Counselor's Recommendations.
Directed Work Study Scholarship	OWC	Recommendation of Department Chair/ Division Director and approval of Vice President for Instruction.	No financial course 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	OWC	Student elected to the office of President of Student Government Association.	In-state tuition & fees for 30 credit hours.	OWC Scholarship Application	When Elected to Office	Contact Student Services for more information.

**S C H O L A R S H I P S**

**FINANCIAL AID ADMINISTERED BY OKALOOSA-WALTON COLLEGE**

Name of Program	Funding Source	Qualifications	Min/Max Awards	Application Procedures	Application Priority Deadlines	Special Information
Regional Science and Engineering Fair/ OWC Scholarship	OWC	Awarded to thirteen Senior Grand Award winners and Senior Alternate selected yearly at area Science Fair.	In-state tuition & fees for 60 credit hours	OWC Scholarship Application	Annual Science Fair	Must attend OWC immediately upon high school graduation.
ACT-SO Scholarship	OWC	Awarded to gold medal winners in the Okaloosa County ACT-SO Competition	In-state tuition & fees for 60 credit hours	OWC Scholarship Application	Annual ACT-SO Competition	Must attend OWC immediately upon high school graduation.
Designated & Undesignated Donor Scholarship	Local Community Org. & OWC Foundation	Various selection criteria established by the donors.	Varies	Applications provided by donors and OWC Foundation	Dates set by donors and OWC Foundation	A large number of scholarships are available. Best source of applications is OWC's Financial Aid Office, High School Guidance Office and local organizations.
Pacesetters Scholarship	OWC	Awarded to outstanding African-American males graduating from Okaloosa and Walton County schools.	\$1000 per year	OWC Scholarship Application	4/16/04	Five awards will be given to students selected for this program. Recipients must attend full-time.
AmeriCorps Education Award	Federal	Complete the AmeriCorps Program.	\$4725 - full-time \$2362 - half time \$1000 - For students who serve 300 hours	AmeriCorps application provided by OWC	6/1/04	Students receive an educational award in exchange for one year of service as an AmeriCorps member.

**S C H O L A R S H I P S**

**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](http://www.ombudsman.ed.gov).**

## INSTRUCTIONAL STANDARDS & REGULATIONS

### **Academic Advising**

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

- OWC Niceville Campus - Advising Center, Student Services, Building "C-1"
- OWC/University of West Florida Fort Walton Beach Campus, Building "4", Room 417
- OWC Eglin Center, Building 251
- OWC Hurlburt Field Center
- OWC Chautauqua Center, DeFuniak Springs
- OWC 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 OWC 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 &amp; Chair</u>	<u>Location</u>	<u>Phone</u>
<i>Athletics, Health &amp; Fitness</i> Mr. Mickey Englett	Bldg. "F"	729-5379
<i>Bachelor of Applied Science in Project &amp; Acquisitions Management</i> Ms. Natalie E. Williams	Bldg. A	729-4900
<i>Business &amp; Computer Technology</i> Ms. Suzanne Oliver	Bldg. C-2	729-5369
<i>Communications &amp; Social Sciences</i> Dr. Joyce Goldstein	Bldg. "E"	729-5391
<i>Early Childhood Education</i> Ms. Beverly Sandlin	Bldg. "M"	729-5386
<i>Dental Assisting</i> Ms. Mary Thomas	Bldg. "E"	678-2850
<i>Elementary &amp; Secondary Education</i> Dr. Joyce Goldstein	Bldg. "E"	729-5391
<i>Engineering &amp; Mathematics</i> Dr. Mary Henderson	Bldg. "L"	729-5377
<i>Humanities, Fine &amp; Performing Arts</i> Dr. Cliff Herron	Bldg. "J"	729-5382

<u>Program Area &amp; Chair</u>	<u>Location</u>	<u>Phone</u>
<i>Manufacturing/Drafting/Technology</i> Mr. Ray Rickman	Bldg. "B"	729-5218
<i>Nursing &amp; Allied Health</i> Ms. Linda Whinton	Bldg. "E"	729-4928
<i>Public Safety &amp; Law Enforcement</i> Dr. Ginger Haddad	Bldg. "Q"	729-5378
<i>Sciences &amp; Pre-Medical/Pharmacy</i> Dr. Jon Bryan – Physical & Natural Sciences	Bldg. "D"	729-5376
Dr. Darryl Ritter – Biological Sciences	Bldg. "D"	729-5376
<i>Surgical Technology</i> Ms. April Carter	Bldg. "E"	729-4928

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 [www.owc.edu](http://www.owc.edu) or [www.FACTS.org](http://www.FACTS.org).

### **Student Development Classes**

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

- SLS 1101 College Success
- SLS 1102 Freshman Seminar
- 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. OWC 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 or 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 in print or at the OWC web site at [www.owc.edu](http://www.owc.edu) about four weeks prior to the beginning of the term.

**Returning Student:** If you are a returning student you may register by computer via the OWC 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 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 OWC, 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 computer registration after participating in a New Student Orientation session. For more information about New Student Orientation sessions contact Student Services at 729-6922.

**Web/Computer Registration:** Returning students may register for OWC courses either from a home computer or by using computer terminals available at each campus or center via the OWC web site [www.owc.edu](http://www.owc.edu) during the advertised registration times.

**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 have not met their fee obligations by the established deadline are not permitted to attend class.** 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 re-enrolled in his/her original class schedule. 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 (dropped) 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.

### **Classification of Students**

Students are classified according to the number of semester hours they have earned. At OWC the lower level classifications are:

**Freshman:** A student who has fewer than 24 hours of earned credit toward their program and has been accepted for admission to a lower level college program.

**Sophomore:** A student who has 24 hours or more of earned credit toward their program and has been accepted for admission to a lower level college program.

Students in the upper division categories must have completed an associate degree or 60 hours, to include all appropriate general education course requirements, and received approval from the Director of Enrollment Services/Registrar and Senior Vice President of Instruction for admission to a baccalaureate program at OWC. At OWC the upper level classifications are:

**Junior:** A student who has 60 to 89 hours of earned credit toward their program and has been accepted for admission to an upper division college program.

**Senior:** A student who has 90 or more of earned credit toward their program and has been accepted for admission to an upper division college program.

### **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 schedule adjustment period. After close of the schedule adjustment 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 schedule adjustment 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 schedule adjustment 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 schedule adjustment 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 OWC campuses or centers, or the OWC web site at site [www.owc.edu](http://www.owc.edu).

## **Withdrawing From Courses**

### **Student Initiated Withdrawal (Drop) prior to or during the Schedule Adjustment Period**

If a student withdraws from a course within the established schedule adjustment 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 OWC campus or center, OR through the OWC web site, by the established deadline for the term of enrollment.

**Students who are required by Florida Statute and college policy to enroll in college preparatory courses are not permitted to drop such courses without first meeting with an Advisor, Counselor or Center Director, and then obtaining prior approval of the Vice President for Instruction or the Director of Enrollment Services.**

### **Student Initiated Withdrawal after the Schedule Adjustment 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).

**Students who are required by Florida Statute and college policy to enroll in college preparatory courses are not permitted to drop such courses without first meeting with an Advisor, Counselor or Center Director, and then obtaining prior approval of the Vice President for Instruction or the Director of Enrollment Services. It is important to note that the student must remain enrolled in at least one college prep course each term of enrollment until the prep requirement is satisfied. The student will not be allowed to withdraw if it is the student's only prep course for the term.**

A student-initiated withdrawal must be submitted in writing on the appropriate form, signed, and presented at the registration desk at any OWC 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. See “Grade Change/Errors” section on page 25. 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.

Students 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 OWC 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 OWC 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 38).**

### **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 demonstrated through successful completion of a significant portion of the course requirement that he/she 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 except where course requirements mandate otherwise. Students completing course work to remove the “I” must do so outside the regular classroom setting. 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 which he/she has an outstanding grade of “I” or in a course for which the “I” grade is a course pre-requisite.

In extraordinary circumstances, a deferred incomplete grade of “V” may be awarded 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 OWC 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.

## Grades

Grades are awarded in all college, vocational, and college prep courses, as well as in certain non-credit courses. OWC 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 schedule adjustment period, or if audit status is declared prior to the end of the schedule adjustment 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 OWC 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 <sup>1</sup>	General Meaning	How Grade Appears On Roster/Grade Mailer	How Grade Appears On Transcript	Grade Points Assigned Per Credit (Quality Points) <sup>2</sup>	Credit Count Toward Graduation? <sup>3</sup>	Does Credit Transfer? <sup>3</sup>	Can Be Repeated To Improve GPA For Graduation? <sup>4</sup>	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 <sup>5</sup>	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 <sup>6</sup>	Sometimes	Yes	Yes	Yes
F <sup>7</sup>	Failure	F	F	0.0	No	No	Yes	Yes	Yes
I <sup>8</sup>	Incomplete	I	I	0.0	No	No	No	No	No
IP	In Progress	IP	IP	0.0	No	No	No	No	No
IW <sup>9</sup>	Instructor Withdrawal	IW	W	0.0	No	No	Yes	No	Yes
N	No Grade	N	N	0.0	No	No	Yes	No	No
P <sup>10</sup>	Passing	P	P	0.0	Yes	Yes	No	No	No
S <sup>11</sup>	Satisfactory	S	S	0.0	No	No	No	No	No
U <sup>11</sup>	Unsatisfactory	U	U	0.0	No	No	No	No	No
V <sup>12</sup>	Deferred Incomplete	V	V	0.0	No	No	No	No	No
W <sup>13</sup>	Withdraw	W	W	0.0	No	No	Yes	No	Yes
WF <sup>14</sup>	Withdraw Failing	WF	F	0.0	No	No	Yes	Yes	Yes
X <sup>15</sup>	Audit	X	X	0.0	No	No	Yes	No	No

<sup>1</sup> Final grades are based upon daily work, special reports, research papers, laboratory and fieldwork, tests, and final examinations.

<sup>2</sup> Grade points are assigned as listed for all college credit classes. Grades earned through college preparatory courses are not used in grade point calculations.

<sup>3</sup> Upon written request, transcripts will be furnished without charge.

<sup>4</sup> 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.)

<sup>5</sup> 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.

<sup>6</sup> 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.

<sup>7</sup> 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.

<sup>8</sup> 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.

<sup>9</sup> 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.

<sup>10</sup> 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.

<sup>11</sup> Assigned in non-credit courses.

<sup>12</sup> 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.)

<sup>13</sup> 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.

<sup>14</sup> 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.

<sup>15</sup> 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 ESOL 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 OWC 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 (CGPA) 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:

<b>Credit Hours Attempted</b>	<b>Minimum Required CGPA</b>
0-11.99	N/A
12-24.99	1.50
25 or over	2.00

**Not in Academic Good Standing.** When students fail to achieve the schedule of credit hours with the appropriate cumulative CGPA, 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 OWC 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 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 OWC.

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**

OWC 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 or baccalaureate 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), Excelsior College, Military Service School Credits, Correspondence Credits, OWC 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 FAC 6A-10 and the Articulation Coordinating Committee Credit-by-Exam equivalents adopted September 19, 2001.

**(AP) Advanced Placement Credits:** Okaloosa-Walton 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 under guidelines established by the State Board of Education. 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 OWC'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 under guidelines established by the State Board of Education.

**Excelsior College (formerly Regents or PEP):**

Okaloosa-Walton College will award credit through the Excelsior College exam program upon receipt of an official score report, as determined by the Registrar under the guidelines established by the State Board of Education.

**Cambridge (AICE) A-Level Exams:**

Okaloosa-Walton College will award credit through the AICE program upon receipt of an official score report, as determined by the Registrar under the guidelines established by the State Board of Education.

**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 OWC 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 most general education courses. To be eligible for a course challenge exam, the student:

- a) must be currently or previously enrolled at OWC;
- b) must be in good academic standing at OWC;
- 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 "P"; 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 OWC residency requirement.

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

OWC 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 OWC 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 OWC. Credit is awarded based upon the nature of the training, current skill levels, and relationship to OWC 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 OWC 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 OWC, 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 OWC 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, Army, Coast Guard, Marine or Naval Schools will be evaluated as stated on the official transcripts issued by the Community College of the Air Force (CCAF), the Sailor/Marine/ACE Registry Transcript (SMART), the Army/American Council on Education Registry Transcript System (AARTS) or the Military Education Transcript from the Coast Guard Institute. Credits for occupational and vocational-technical courses may apply toward an A.A.S., A.S. degree or Technical Certificate. Credits received in this manner may not be transferable nor be applicable to the B.A.S. or A.A. degree. CLEP and DANTES credits will be evaluated by the OWC Registrar in keeping with the state of Florida Articulation Agreement between community colleges and universities, upon receipt of official score reports from the College Board. Four (4) credits in Physical Education are awarded for basic military training as certified on the DD214 military form or from the military transcripts (CCAF, SMART, AARTS, Coast Guard) listed above.

### **Servicemembers Opportunity College**

Okaloosa-Walton College subscribes to the principles of the Servicemembers Opportunity College. Active-duty personnel stationed at Eglin Air Force Base and Hurlburt Field who have earned a minimum of 15 approved degree credits from OWC may transfer other approved credits back to OWC from any accredited college or university to be applied toward the associate degree. Interested personnel should consult with Okaloosa-Walton 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**

OWC offers students the convenience and flexibility of earning course credits through various forms of distance learning. Through a creative mix of textbooks, video, 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. Distance classes carry the same course numbers and credits as their traditional counterparts and appear on the student's transcript just like any other course; there is no designator identifying a course

as distance. Credits earned through distance learning are transferable and are applicable to graduation requirements in the same manner as traditional classes as well.

### **Distance Learning Courses**

Both general education and elective courses are offered as distance learning. Selected business, computer science, drafting, biological sciences, allied health, education, mathematics, and physical and social science courses, as well as general education courses, such as English Composition I and II, Art History, American Government, are offered in various delivery formats. Selected upper division nursing and business courses are also available to students pursuing the Bachelor of Science in Nursing and Bachelor of Applied Science in Project and Acquisitions Management programs. Students choose courses designed in the following instructional delivery methods:

- Online, Internet-based classes
- Text-based classes
- Text-based classes with e-mail support
- Television/video classes
- Text-based classes with online instructional support options

All OWC distance learning courses are taught by faculty who hold credentials in the relevant subject matter. The majority are full-time OWC faculty who also teach traditional classes and whom distance students can contact or visit during office hours.

### **Distance Learning Orientation**

Enrollment in a distance learning course carries a companion requirement for the student to complete a course orientation session. Orientation sessions are customized for each course distance learning course, and students are required to attend or to contact the instructor in advance to make alternate arrangements. Orientation sessions contain crucial information such as whether or not the course is self-paced, how to submit assignments, grading requirements, testing arrangements, and strategies for improving student success. Orientation sessions also provide not only the opportunity for students to meet other individuals enrolling in the same class, but also to evaluate enrollment in classes they might consider taking in the future. Institutional research has demonstrated that these orientation sessions are a considerable factor in the positive success rates of students participating in the OWC Distance Learning Program.

## **Distance Learning Support Services**

OWC is committed to offering students the same quality of education through distance learning as it offers in the classroom. To that end, distance students have full access to college services at all locations. Distance students may use on-campus resources, such as the Academic Success Center, the JOBS Center, advising services and computer labs. Many other services, such as library resources and databases, “Ask-a-Librarian,” inter-library loans, enrollment and fee payment services, financial aid applications, request forms for unofficial transcripts and grades, and ASK (a listing of remedial and supplemental resources, available throughout the OWC system) are all available both at all locations and online at <http://www.owc.edu>. In addition, distance faculty members maintain websites with syllabi and other resources for specific courses; these websites can be accessed from the Departments link on the <http://www.owc.edu> site, or through the Distance Learning website at <http://distancelearning.owc.edu>. Hard copies of distance learning course guides are also available for review at the Distance Learning Office in the Learning Resource Center on the Niceville campus.

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. 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) 729-6464 or consult the OWC website at <http://www.owc.edu>. The specific area for distance learning can be found at <http://distancelearning.owc.edu>.

## **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 B.A.S., 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 8 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 54). 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 OWC. A detailed list of alternate options is available through the Office of Instruction or at any OWC placement testing site or student services office.

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

- **OWC can certify and recommend on those instructional options offered through OWC 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 OWC 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.

OWC 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 OWC adult basic education class(es) to build skills in the given area
  - Pursue individualized study in the OWC Academic Success Center and/or Math Lab to build skills in the given area
  - Work with an OWC tutor to build skills in the given area
  - Enroll in an OWC non-credit basic skill refresher course in the given subject/skill area
  - Attend an OWC 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. OWC 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 OWC 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 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**

Students with FCPT English scores 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 B.A.S., A.A., or A.S. 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**

Students who score below 50 on the algebra subtest of the FCPT must take the arithmetic subtest to determine if they should be placed in MAT 0002A College Preparatory Math. Students scoring below an 83 on the arithmetic subtest are advised to take MAT 0002A before taking MAT 0024 College Preparatory Algebra. Students scoring an 83 or higher on the arithmetic subtest are advised to take MAT 00024 as a prerequisite to enrolling in college credit mathematics courses.

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 B.A.S., 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 for some non-transfer A.A.S. Programs. (See page 86.)

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.

## **Reading Course Sequence**

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 a Bachelor of Applied Science or 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). 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.

### **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) Gordon Rule general education mathematics courses listed on page 74.
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 paper-pencil 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 *OWC News You Can Use*, and on the college web site.

<u>Test Date</u>	<u>Deadline to Register</u>
October 2, 2004.....	September 3, 2004
February 19, 2005 .....	January 21, 2005
June 4, 2005.....	May 6, 2005

CLAST Computer-Adaptive-Testing (CAT) is administered daily. Contact 729-6922 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 OWC programs, should contact the Testing Center at 729-6922 regarding test administration dates and times. There is a \$15 testing fee for individuals who take the TABE test for non- OWC programs.

## Graduation Requirements

General requirements for graduation from Okaloosa-Walton 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 OWC 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 a Bachelor of Applied Science, 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 Bachelor of Applied Science Degree**

In addition to the general college graduation requirements, students seeking the Bachelor of Applied Science 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 OWC.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at OWC or by transfer, attempted for the program.
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. Successfully complete at least 40 credits of approved upper division coursework in the major.
6. Successfully complete the Florida foreign language requirement.
7. Complete a minimum of 120 college credits applicable toward the B.A.S. Degree.
8. Complete at least 30 program credits in residence at OWC.

#### **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 OWC.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at OWC 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 OWC. 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 OWC.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at OWC 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 OWC. 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 OWC, 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 OWC. Normally these credits will be completed in the final term of enrollment.

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

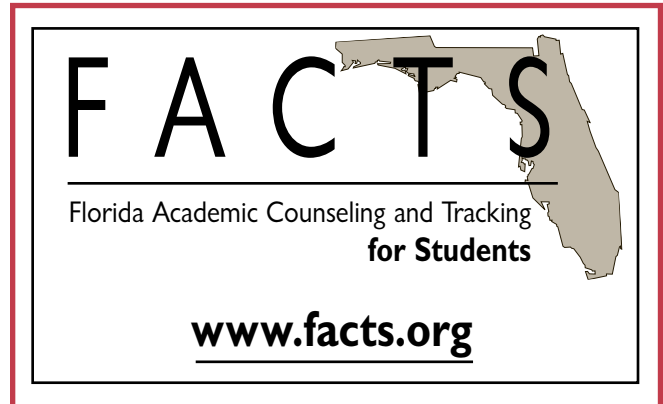
1. Maintain a cumulative grade point average of not less than 2.00 in all coursework pursued for the certificate or diploma.
2. Complete at least 25% of the certificate or diploma course work in residence at OWC. Normally these credits will be completed in the final term of enrollment.
3. For the vocational 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 to schedule an appointment to have your records checked.

### Diplomas

Diplomas are available approximately 6-8 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 picture I.D.



*More than 1,300 students graduate annually from OWC. Students may earn the Bachelor of Applied Science, Associate of Arts, Associate of Science or Associate of Applied Science degree, college-credit or vocational credit certificates, or the Applied Technology Diploma. OWC also offers courses in literacy, English-as-a-Second-Language, Adult Basic Education and GED Preparation.*

## PROGRAMS OF STUDY

Okaloosa-Walton College offers four 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.

### **Bachelor of Applied Science**

Okaloosa-Walton College is approved by the State of Florida Board of Education and accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer a Bachelor of Applied Science Degree in Project and Acquisitions Management (BAS).

The BAS degree in Project and Acquisitions Management offers students a unique opportunity to gain the skills and knowledge necessary for career advancement in a variety of areas. Program content has been developed with input from local employers and is reflective of traditional business management degrees, as well as of the technical skills identified by various professional organizations.

There are four pre-planned areas of emphasis in the BAS program and an option for developing a “customized” program plan that allows a student, in consultation with an advisor, to select the set of upper division courses most complementary to his or her education and career goals. Areas of specialization include:

- Acquisitions
- Project Management
- Quality Improvement
- Training & Development/Human Resources
- Customized Track

The BAS program provides a career-ladder for students who have already completed an associate’s degree and who wish to continue their education at the bachelor’s level or, beginning students may design a program of study for the degree as early as the freshman year if they have not yet obtained an associate’s degree.

In addition to the 36-credit general education requirement (1000 and 2000 level courses) for a baccalaureate degree, students build upon their associate’s degree coursework to complete a comprehensive 120-credit curriculum. The junior- and senior-level curriculum (3000 and 4000 level courses) consists of a 24-credit core and 18-credits of emphasis and elective courses.

Coursework for the degree is designed with the working student in mind and is offered in a flexible, non-traditional format. Approximately 50 percent of the instruction is offered as distance learning, with another 25 percent structured as “blended” classes (part traditional classroom and part nontraditional format). Classes are available evenings, week-ends, and in concentrated “fast-track terms”.

Coursework incorporates internships, seminars, and other work-based learning activities designed to ensure students acquire the latest skills and content. Students receive the full range of articulation and transfer rights guaranteed by Florida law through common course numbering and the statewide articulation agreement.

### **Bachelor of Science**

The Bachelor of Science in Nursing (BSN) program is a joint program of OWC and the University of West Florida. It is designed as an AS to BS degree career ladder and is open to applicants who currently hold a valid Florida Registered Nursing license and have completed an accredited ADN program. Admission to the program is limited.

The OWC-UWF Cooperative BSN offers nurses in Okaloosa and Walton Counties the opportunity to pursue a special “Okaloosa Track” within the UWF AS to BSN degree program. The entire program is available locally through courses offered at the Niceville and Fort Walton Beach Campuses of OWC, and clinical instruction conducted in local hospitals and health care facilities.

Students pursuing the Cooperative BSN are admitted to both institutions and enroll in selected upper division courses through both OWC and UWF. The BSN degree is awarded by UWF.

The BSN program capitalizes on the support from the local health care community and the existing expertise, facilities and academic resources of OWC and UWF to help meet the critical state and regional workforce need for nursing graduates.

### **Bachelor of Arts**

Through a joint program with the University of West Florida, a Bachelor of Arts in Interdisciplinary Humanities is offered at the OWC Arts Center in Niceville. See page 83 for details.

### **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 the next 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. degrees. 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**

OWC 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 OWC 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 OWC achievement certificate that may be presented to an employer or agency as a record of this educational milestone.

### **Adult General Education**

OWC 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.

### **Recreation and Leisure (Personal Enrichment)**

A variety of non-credit personal enrichment courses are offered 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.

### **Distance Learning**

OWC offers students the convenience and flexibility of earning course credits through various forms of distance learning. Through a creative mix of textbooks, video, 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. Distance classes carry the same course numbers and credits as their traditional counterparts and appear on the student's transcript just like any other course; there is no designator identifying a course as distance. Credits earned through distance learning are transferable and are applicable to graduation requirements in the same manner as traditional classes as well.

For more information, contact the Distance Learning Office at (850) 729-6464 or email [distancelearning@owc.edu](mailto:distancelearning@owc.edu).

*A variety of non-credit instructional programs are available at OWC for all ages through the college's extensive Continuing Education program.*



## GENERAL EDUCATION PROGRAM

All Okaloosa-Walton College degree programs contain both specialized courses and general education courses. Bachelor of Applied Science and 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 OWC 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, OWC 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, OWC offers student access to open computer labs at all college sites.

B.A.S., 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. Bachelor of Applied Science and Associate of Arts students must complete at least 24,000 words in graded writing activities through successful completion of twelve (12) to fifteen (15) college credits from the general education communication, humanities and selected social science subject areas.

### **Oral Communication – Speaking Across-the-Curriculum**

Oral communication is an integral part of the OWC general education program, thus several general education courses include graded activities designed to build speaking and communication skills. All B.A.S., 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 74 and 75 for specific courses.

### ***Minimum Grades in General Education Courses***

Florida's "Gordon Rule" includes a legislative mandate that all baccalaureate and associate of arts graduates successfully complete specific math and writing requirements. B.A.S. and 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 B.A.S., A.A. and A.S. degree-seekers must earn a grade of "C" or higher in each Gordon Rule communications, humanities or social science course used to satisfy general education requirements, whether the credits are earned at OWC or elsewhere; and all B.A.S., 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 OWC or elsewhere.



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



# BACHELOR OF APPLIED SCIENCE (BAS) DEGREE

The Bachelor of Applied Science in Project and Acquisitions Management (BAS) offers four pre-planned areas of emphasis: Acquisitions, Project Management, Quality Improvement, and Training & Development/Human Resources. There is also an option for developing a "customized" program plan that allows a student, in consultation with an advisor, to select the set of upper division courses most complementary to his or her education and career goals.

In addition to the 36-credit general education requirement (1000 and 2000 level courses) for a baccalaureate degree, students will build upon their associate's degree coursework to complete a comprehensive 120-credit curriculum. The junior and senior level curriculum (3000 and 4000 level courses) consists of a 24-credit core and 18-30 credits of emphasis and elective courses.

Most students will complete the core first, but some specialized courses may be taken prior to completion of the core. Students may select the area of emphasis that best fits his/her career goals. There are five areas of emphasis from which to choose, each requiring at least eighteen credits to meet degree requirements.

## **Bachelor of Applied Science Degree in Project and Acquisitions Management**

### **Admission Program Objective Code R100**

#### **LOWER DIVISION REQUIREMENTS\***

<b>General Education Course Requirements*</b>	<b>Credit Hours</b>
ENC 1101 English Composition I .....	3
ENC 1102 English Composition II .....	3
MAC 1105 College Algebra or other general education math.....	3
STA 2023 Statistics or other general education math.....	3
_____ General Education Humanities .....	6
_____ General Education Biological Science ...	4
_____ General Education Physical Science .....	4
_____ General Education Science Elective or HLP 1081 .....	3-4
_____ Social Science/History/Government.....	3
_____ Social Science/Behavioral Science.....	3
_____ General Education Elective.....	1

**Total General Education Credits.....36**

**Lower Division Electives\* .....24-42**

**TOTAL LOWER DIVISION (ASSOCIATE DEGREE) REQUIREMENTS .....60**

\*Students entering with an AS or AAS degree will have more than 24 elective credits and may need additional general education credits to meet the 36 general education credits required for the baccalaureate degree. Students entering with an AA degree may need additional electives to provide appropriate business and/or technical background for the baccalaureate program.

#### **UPPER DIVISION REQUIREMENTS\*\***

**Upper Division Core Course Requirements.....24**

**Additional Upper Division Course Requirements.....36**

**(Core course and specific emphasis courses are listed separately under each Area of Emphasis.)**

**TOTAL UPPER DIVISION ELECTIVE CREDITS REQUIRED\*\* .....60**

**TOTAL CREDITS REQUIRED FOR THE DEGREE .....120**

\*\* Depending on the student's associate degree, some lower division credits may be substituted for upper division electives; however, all students must complete at least 40 upper division credits to meet baccalaureate degree requirements.

**UPPER DIVISION STATUS:**

To be granted upper division status, a student must have completed an associate's degree or 60 hours, to include all appropriate general education course requirements, and received approval from the Director of Enrollment Services/Registrar and Senior Vice President of Instruction. The upper level classifications are:

- **Junior:** A student who has 60 to 89 hours of earned credit toward their program and has been accepted for admission to an upper division college program.
- **Senior:** A student who has 90 or more of earned credit toward their program and has been accepted for admission to an upper division college program.

**REQUIREMENTS FOR A CUSTOM PROGRAM PLAN**

Upper Division Core Course Requirements**	College Credits
GEB 3031 Contemporary Business Practices .....	3
ACG 3083 Accounting Concepts and Practice .....	3
MAN 3052 Management Philosophy and Practice .....	3
GEB 3434 Ethical Issues for Business Leaders .....	2
GEB 3213 Business and Administrative Communication .....	3
BUL 3320 Law and Business .....	3
FIN 4435 Financial and Economic Management ...	3
GEB 3933 Business Research .....	1
GEB 3449 Business Trends and Issues .....	3
<b>Total Core Courses .....</b>	<b>24</b>

**Required Courses for a Custom Program Plan**

MAN 3120 Leadership and Group Dynamics.....	3
MAN 4720 Strategic Planning and Management .....	3
<b>Total Required Emphasis Credits .....</b>	<b>6</b>

**ELECTIVES**

*With the approval of an advisor, select 30 credits from the following:*

BUL 4___ Contract Formation and Administration ..	3
BUL 4___ Acquisitions Law Seminar .....	3
GEB 4905 Special Topics: Project Management .....	3
GEB 4906 Special Topics: Acquisitions .....	3
GEB 4907 Special Topics: Quality Improvement .....	3
GEB 4908 Special Topics: Management .....	3
GEB 4940 Internship: Business .....	3
GEB 4___ Business in a High Technology Environment .....	3
MAN 4___ Applications Seminar: Acquisitions .....	3
MAN 3___ Acquisitions Management .....	3
MAN 3310 Issues and Human Resource Management .....	3
MAN 3330 Employee Staffing and Benefits .....	3
MAN 3350 Training and Development .....	3
MAN 3___ Project Management .....	3
MAN 4401 Labor Relations .....	3
MAN 4940 Internship: Management.....	3
MAN 4942 Contract Negotiations Seminar .....	3
MAN 4943 Best-Value Source Selection Seminar ...	3
MAN 4___ Applications Seminar: Project Management .....	3
MAN 4___ Logistics Management Seminar .....	3
MAN 4___ Quality Management .....	3
MAN 4___ Quality Certification: ISO 9000.....	3
___ ___ Other Approved Upper Division elective(s)** .....	3
___ ___ Other Approved Lower Division elective(s)** .....	3
<b>Total Upper Division Electives** .....</b>	<b>30</b>

**TOTAL UPPER DIVISION REQUIREMENTS\*\* .....**60

**TOTAL CREDITS REQUIRED FOR THE DEGREE..**120

**REQUIREMENTS FOR AN EMPHASIS IN ACQUISITIONS**

Upper Division Core Course Requirements**	College Credits
GEB 3031 Contemporary Business Practices .....	3
ACG 3083 Accounting Concepts and Practice .....	3
MAN 3052 Management Philosophy and Practice...3	
GEB 3434 Ethical Issues for Business Leaders .....	2
GEB 3213 Business and Administrative Communication .....	3
BUL 3320 Law and Business .....	3
FIN 4435 Financial and Economic Management ...3	
GEB 3933 Business Research .....	1
GEB 3449 Business Trends and Issues .....	3
<b>Total Core Courses .....</b>	<b>24</b>

**Required Courses for the Emphasis in Acquisitions**

BUL 4___ Contract Formation and Administration ..	3
BUL 4___ Acquisitions Law Seminar .....	3
MAN 4___ Applications Seminar: Acquisitions .....	3
MAN 3___ Acquisitions Management .....	3
<b>Total Emphasis Requirements .....</b>	<b>12</b>

**ELECTIVES**

*With the approval of an advisor, select 24 credits from the following:*

GEB 4905 Special Topics: Project Management .....	3
GEB 4906 Special Topics: Acquisitions .....	3
GEB 4907 Special Topics: Quality Improvement .....	3
GEB 4908 Special Topics: Management .....	3
GEB 4940 Internship: Business .....	3
GEB 4___ Business in a High Technology Environment .....	3
MAN 3120 Leadership and Group Dynamics.....	3
MAN 3310 Issues and Human Resource Management .....	3
MAN 3330 Employee Staffing and Benefits .....	3
MAN 3350 Training and Development .....	3
MAN 3___ Project Management .....	3
MAN 4401 Labor Relations .....	3
MAN 4720 Strategic Planning and Management .....	3
MAN 4940 Internship: Management.....	3
MAN 4942 Contract Negotiations Seminar .....	3
MAN 4943 Best-Value Source Selection Seminar ...	3
MAN 4___ Applications Seminar: Project Management .....	3
MAN 4___ Logistics Management Seminar .....	3
MAN 4___ Quality Management .....	3
MAN 4___ Quality Certification: ISO 9000.....	3
___ ___ Other Approved Upper Division elective(s) .....	3
___ ___ Other Approved Lower Division elective(s) .....	3
<b>Total Upper Division Electives** .....</b>	<b>24</b>

**TOTAL UPPER DIVISION REQUIREMENTS\*\* .....**60

**TOTAL CREDITS REQUIRED FOR THE DEGREE..**120

\*\* Depending on the student's associate's degree, some lower division credits may be substituted for upper division electives; however, all students must complete at least 40 upper division credits to meet baccalaureate degree requirements.

**REQUIREMENTS FOR AN EMPHASIS IN PROJECT MANAGEMENT**

Upper Division Core Course Requirements**	College Credits
GEB 3031 Contemporary Business Practices .....	3
ACG 3083 Accounting Concepts and Practice .....	3
MAN 3052 Management Philosophy and Practice...3	
GEB 3434 Ethical Issues for Business Leaders .....	2
GEB 3213 Business and Administrative Communication .....	3
BUL 3320 Law and Business .....	3
FIN 4435 Financial and Economic Management...3	
GEB 3933 Business Research .....	1
GEB 3449 Business Trends and Issues .....	3
<b>Total Core Courses .....</b>	<b>24</b>

**Required Courses for the Emphasis in Project Management**

BUL 4__ Contract Formation and Administration..3	
MAN 3__ Project Management .....	3
MAN 4__ Applications Seminar: Project Management .....	3
<b>Total Emphasis Requirements .....</b>	<b>9</b>

**ELECTIVES**

*With the approval of an advisor, select 27 credits from the following:*

BUL 4__ Acquisitions Law Seminar .....	3
GEB 4905 Special Topics: Project Management .....	3
GEB 4906 Special Topics: Acquisitions .....	3
GEB 4907 Special Topics: Quality Improvement .....	3
GEB 4908 Special Topics: Management .....	3
GEB 4940 Internship: Business .....	3
GEB 4__ Business in a High Technology Environment .....	3
MAN 4__ Applications Seminar: Acquisitions .....	3
MAN 3__ Acquisitions Management .....	3
MAN 3120 Leadership and Group Dynamics.....3	
MAN 3310 Issues and Human Resource Management .....	3
MAN 3330 Employee Staffing and Benefits .....	3
MAN 3350 Training and Development .....	3
MAN 4401 Labor Relations .....	3
MAN 4720 Strategic Planning and Management .....	3
MAN 4940 Internship: Management.....3	
MAN 4942 Contract Negotiations Seminar .....	3
MAN 4943 Best-Value Source Selection Seminar ...3	
MAN 4__ Logistics Management Seminar .....	3
MAN 4__ Quality Management .....	3
MAN 4__ Quality Certification: ISO 9000.....3	
____ Other Approved Upper Division elective(s) .....	3
____ Other Approved Lower Division elective(s) .....	3

**Total Upper Division Electives\*\* .....**27

**TOTAL UPPER DIVISION REQUIREMENTS\*\* .....**60

**TOTAL CREDITS REQUIRED FOR THE DEGREE..**120

**REQUIREMENTS FOR AN EMPHASIS IN QUALITY IMPROVEMENT**

Upper Division Core Course Requirements**	College Credits
GEB 3031 Contemporary Business Practices .....	3
ACG 3083 Accounting Concepts and Practice .....	3
MAN 3052 Management Philosophy and Practice...3	
GEB 3434 Ethical Issues for Business Leaders .....	2
GEB 3213 Business and Administrative Communication .....	3
BUL 3320 Law and Business .....	3
FIN 4435 Financial and Economic Management...3	
GEB 3933 Business Research .....	1
GEB 3449 Business Trends and Issues .....	3
<b>Total Core Courses .....</b>	<b>24</b>

**Required Courses for the Emphasis in Quality Improvement**

MAN 4__ Quality Management .....	3
MAN 4__ Quality Certification: ISO 9000.....3	
<b>Total Emphasis Requirements .....</b>	<b>6</b>

**ELECTIVES**

*With the approval of an advisor, select 30 credits from the following:*

BUL 4__ Contract Formation and Administration..3	
BUL 4__ Acquisitions Law Seminar .....	3
GEB 4905 Special Topics: Project Management .....	3
GEB 4906 Special Topics: Acquisitions .....	3
GEB 4907 Special Topics: Quality Improvement .....	3
GEB 4908 Special Topics: Management .....	3
GEB 4940 Internship: Business .....	3
GEB 4__ Business in a High Technology Environment .....	3
MAN 4__ Applications Seminar: Acquisitions .....	3
MAN 3__ Acquisitions Management .....	3
MAN 3120 Leadership and Group Dynamics.....3	
MAN 3310 Issues and Human Resource Management .....	3
MAN 3330 Employee Staffing and Benefits .....	3
MAN 3350 Training and Development .....	3
MAN 3__ Project Management .....	3
MAN 4401 Labor Relations .....	3
MAN 4720 Strategic Planning and Management .....	3
MAN 4940 Internship: Management.....3	
MAN 4942 Contract Negotiations Seminar .....	3
MAN 4943 Best-Value Source Selection Seminar ...3	
MAN 4__ Applications Seminar: Project Management .....	3
MAN 4__ Logistics Management Seminar .....	3
____ Other Approved Upper Division elective(s) .....	3
____ Other Approved Lower Division elective(s) .....	3

**Total Upper Division Electives\*\* .....**30

**TOTAL UPPER DIVISION REQUIREMENTS\*\* .....**60

**TOTAL CREDITS REQUIRED FOR THE DEGREE..**120

\*\* Depending on the student's associate's degree, some lower division credits may be substituted for upper division electives; however, all students must complete at least 40 upper division credits to meet baccalaureate degree requirements.

**REQUIREMENTS FOR AN EMPHASIS IN TRAINING AND DEVELOPMENT/HUMAN RESOURCES**

**Upper Division Core Course Requirements\*\***

**College Credits**

GEB 3031	Contemporary Business Practices .....	3
ACG 3083	Accounting Concepts and Practice .....	3
MAN 3052	Management Philosophy and Practice....	3
GEB 3434	Ethical Issues for Business Leaders .....	2
GEB 3213	Business and Administrative Communication .....	3
BUL 3320	Law and Business .....	3
FIN 4435	Financial and Economic Management ...	3
GEB 3933	Business Research .....	1
GEB 3449	Business Trends and Issues .....	3
<b>Total Core Courses .....</b>		<b>24</b>

**Required Courses for the Emphasis in Training and Development**

MAN 3310	Issues in Human Resource Management .....	3
MAN 3120	Leadership and Group Dynamics.....	3
MAN 3350	Training and Development .....	3
<b>Total Emphasis Requirements .....</b>		<b>9</b>

**ELECTIVES**

*With the approval of an advisor, select 27 credits from the following:*

BUL 4__	Contract Formation and Administration..	3
BUL 4__	Acquisitions Law Seminar .....	3
GEB 4905	Special Topics: Project Management .....	3
GEB 4906	Special Topics: Acquisitions .....	3
GEB 4908	Special Topics: Management .....	3
GEB 4907	Special Topics: Quality Improvement .....	3
GEB 4940	Internship: Business .....	3
GEB 4__	Business in a High Technology Environment .....	3
MAN 3__	Project Management .....	3
MAN 4__	Applications Seminar: Acquisitions .....	3
MAN 3__	Acquisitions Management .....	3
MAN 3330	Employee Staffing and Benefits .....	3
MAN 4401	Labor Relations .....	3
MAN 4720	Strategic Planning and Management .....	3
MAN 4940	Internship: Management.....	3
MAN 4942	Contract Negotiations Seminar .....	3
MAN 4943	Best-Value Source Selection Seminar ...	3
MAN 4__	Applications Seminar: Project Management .....	3
MAN 4__	Logistics Management Seminar .....	3
MAN 4__	Quality Management .....	3
MAN 4__	Quality Certification: ISO 9000.....	3
___	Other Approved Upper Division elective(s) .....	3
___	Other Approved Lower Division elective(s) .....	3
<b>Total Upper Division Electives** .....</b>		<b>27</b>

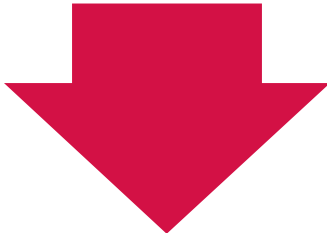
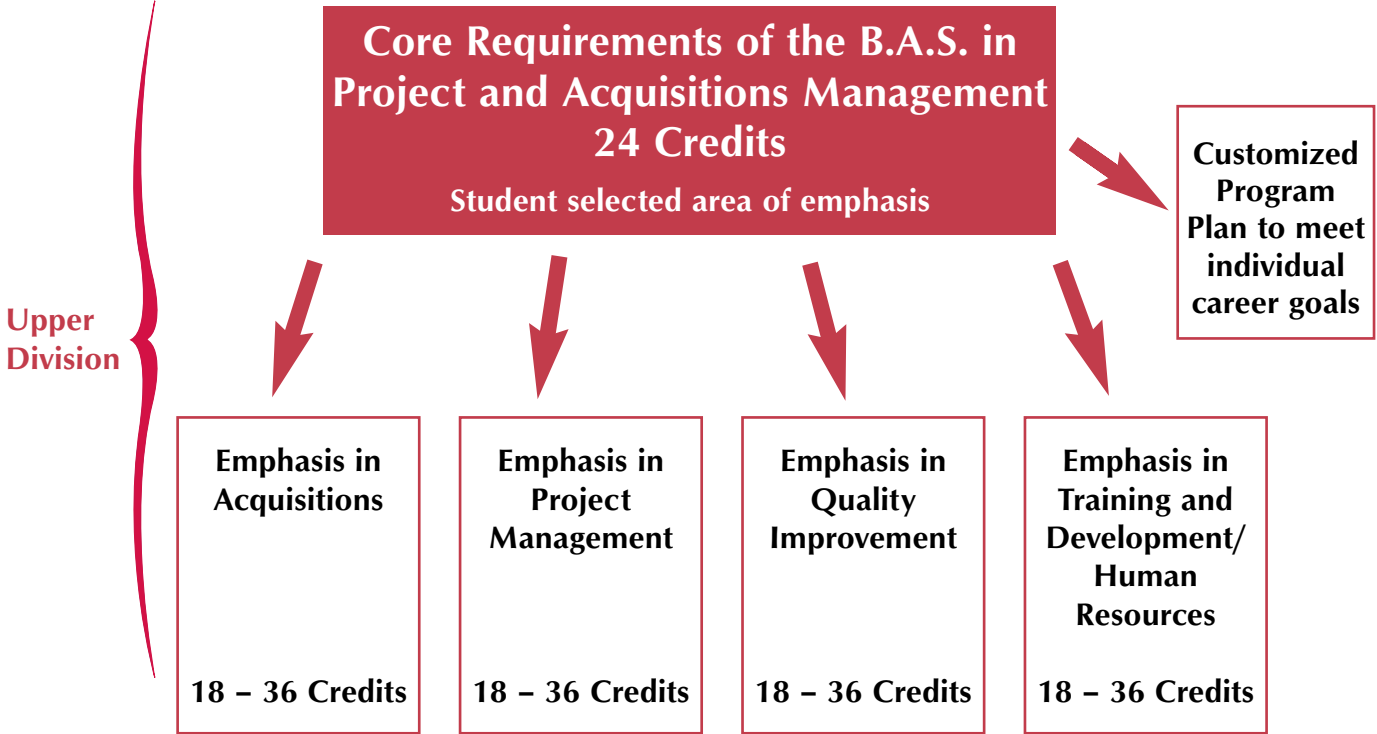
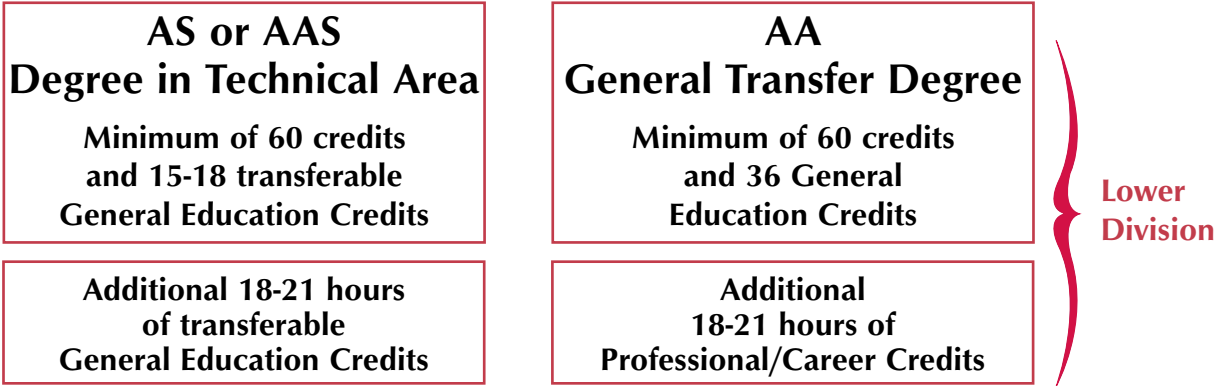
**TOTAL UPPER DIVISION REQUIREMENTS\*\* .....**60

**TOTAL CREDITS REQUIRED FOR THE DEGREE..**120

\*\* Depending on the student's associate's degree, some lower division credits may be substituted for upper division electives; however, all students must complete at least 40 upper division credits to meet baccalaureate degree requirements.

# Bachelor's Degree

## *Project & Acquisitions Management*



### 120-CREDIT BACHELOR OF APPLIED SCIENCE IN PROJECT AND ACQUISITIONS MANAGEMENT

## BACHELOR OF SCIENCE IN NURSING (BSN) DEGREE

Program content for the OWC-UWF Cooperative BSN Program meets Florida Board of Nursing curricular standards, as well as those specified in Florida's AS to BS Articulation Manual. Selected upper division nursing courses will be taught by OWC; others will be taught by UWF. All courses, however, will be available locally, and clinical instruction will target the specific needs of Okaloosa and Walton County health care providers.

### ***Bachelor of Science in Nursing (BSN) Degree***

#### **Lower Division Courses**

##### **General Education Courses**

##### **Semester Credit Hours**

Students may follow either the OWC or UWF General Education Requirements; some common pre-requisite courses may also satisfy general education requirements.....**36**

##### **BSN Common Pre-requisite Courses**

Some of the pre-requisite courses may also be used to meet general education requirements and/or lower division nursing-related courses, thus reducing the number of credits needed under the pre-requisite requirement.

BSC 1085C	Anatomy and Physiology I.....	3-4
BSC 1086C	Anatomy and Physiology II.....	3-4
CHM 1032	Chemistry for Life Sciences (or higher level Chemistry course) .....	4-6
DEP 2004	Human Growth and Development.....	3
HUN 2201	Nutrition (or NUR equivalent).....	3
MCB 2010	Microbiology.....	4
PSY 2012	Psychology.....	3
STA 2023	Statistics (or STA 2014) .....	3
SYG 2000	Sociology.....	3

##### **Foreign Language**

Credits must be earned in the same foreign language; the requirement may also be satisfied with two years of the same high school foreign language or appropriate score on an approved CLEP examination.....**8**

##### **Lower Division Nursing and Nursing-related Courses**

Generally, these are the NUR courses required in the associate degree nursing program; credits may vary depending on how many additional non-NUR credits are needed to meet associate degree requirements.....**44-52**

##### **Total Lower Division Credits**

Lower division credits may differ from this number depending on whether or not the student must complete additional pre-requisites or foreign language credits. ....**80**

#### **Upper Division Courses**

NUR 3116	Concepts for Nursing Practice .....	3
NUR 3145	Pharmacology .....	3
NUR 4165	Nursing Research .....	3
NUR 3065	Health Assessment .....	3
NUR 3065L	Health Assessment Lab .....	3
NUR 4165	Family & Community Health .....	3
NUR 4165L	Family & Community Lab.....	3
NUR _____	Nursing Elective .....	3
NUR 4827	Nursing Management & Leadership .....	3
NUR 4927	Nursing Management Lab.....	3
NUR 3837	Health Care Issues .....	2

**Total Upper Division Nursing Credits.....32**

##### **Upper Division Electives**

With advance approval, some lower division credits may be used to meet this requirement. ....**16**

**Total Minimum Upper Division Credits.....48**

**Total Minimum Credits For the BSN Degree.....128**

## ASSOCIATE OF ARTS (A.A.) DEGREE

### Admission Program Objective Code 1043

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 74 & 75.
  - B. Complete 24 credit hours of non-occupational 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, and those designated as Gordon Rule in the Social Science Category), whether credits in such courses are earned at OWC or elsewhere.
  - Complete the 24,000 word Gordon Rule writing requirement; (students who complete 6 credits each from the Communications and Humanities Categories, and an additional Gordon Rule Social Science course, 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 OWC or elsewhere.
3. Satisfy the College-Level Academic Skills Test (CLAST) requirements.
  4. Complete at least 15 credits at OWC; (normally, an A.A. Degree seeking student will be required to complete his/her last fifteen credits at OWC).
  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 OWC general education requirements, as well as all applicable college graduation policies.

**Transferring to a Four-Year College or University within the State of Florida.** OWC 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 OWC. 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, the student services areas at each college location or at [www.facts.org](http://www.facts.org).

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 OWC offers the necessary prerequisites for all of the State of Florida University Baccalaureate Programs beginning on page 76, degree plans for the most common A.A. transfer programs and the articulation agreement between OWC and Florida A & M University (FAMU) pre-architecture program are listed beginning on page 82. Students are encouraged to consult a current catalog from the upper-division school where they plan to transfer in addition to meeting with an OWC 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. OWC 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, DANTES, 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 OWC, 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.





*OWC offers several unique programs in partnership with the University of West Florida. OWC's 2+2 campus with the UWF in Fort Walton Beach offers academic programs from the associate degree to the doctorate level. A joint program with UWF at the Niceville campus Arts Center offers a Bachelor of Arts in Interdisciplinary Arts/Humanities. The Okaloosa county based Bachelor of Science in Nursing degree is a joint program between OWC and UWF with O-W offering upper division instruction (3000 and 4000 level courses) for a majority of the clinical courses as well as for a portion of the theory classes. The degree is awarded by UWF.*

*Even with an annual enrollment of more than 15,200 students, the park-like environment at OWC's Niceville and Fort Walton Beach campuses provide opportunity for quiet study.*



## 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 G). 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 "G" for one-credit electives.

#### A. Communications Skills (6)\*

ENC 1101Δ	English Composition I.....	3
ENC 1102	English Composition II.....	3

#### B. Mathematics (6-7): Select two general education Gordon Rule mathematics courses from the list below.\*\*

MAC 1105	College Algebra.....	3
MAC 1140	Pre-Calculus Algebra.....	3
MAC 1114	Trigonometry.....	3
MAC 1147	Precalculus Algebra/Trig.....	4
MAC 2311	Calculus I.....	4
MAC 2312	Calculus II.....	4
MAC 2313	Calculus III.....	4
MAC 2233	Calculus for Business.....	3
MAP 2302	Differential Equations.....	3
MAS 2103	Linear Algebra.....	3
MGF 1106	Math for Liberal Arts I.....	3
MGF 1107	Math for Liberal Arts II.....	3
STA 2023	Statistics.....	3

\* Communications 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 OWC 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 OWC or by transfer that are applicable toward A.A. general education require a minimum grade of "C."

\*\*\* Humanities courses listed on this page and under General Education Electives meet the 4000 word writing assignment as required by FAC Rule 6A-10.030. Credits earned in these courses in the Fall term or later at OWC or by transfer shall be based on 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.

Δ Technology-Across-the Curriculum Course

#### C. Humanities (6): Select two general education Gordon Rule humanities courses\*\*\* following either Plan A, B, or C:

- A. Choose one course from Area I, and one course from Area II, OR
- B. Choose two courses from Area II, and a SPC course from Category G to meet Speaking-Across-The-Curriculum (SATC) requirement.
- C. Choose two courses from Area I.

#### I. Speaking-Across-The Curriculum (SATC) Humanities

ARH 2050†❖	Art History: Pre-Renaissance.....	3
ARH 2051†❖	Art History: Renaissance – 18th Century Neo-Classicism.....	3
ARH 2060†❖	Architecture History.....	3
ARH 2411†	Art History: Modern Art.....	3
HUM 1020†	Humanities – Introduction.....	3
HUM 2251†❖	Humanities – A Contemporary Perspective.....	3
MUH 1001†	Humanities – Music.....	3
PHI 2600†❖	Introduction to Ethics.....	3
THE 2071†	Humanities – Cinema Appreciation.....	3
THE 2100†	Introduction to Theatre History.....	3
THE 2300†	Dramatic Literature.....	3

#### II. General Humanities

AML 2010	Survey of American Literature.....	3
AML 2020	Survey of American Literature II.....	3
ARH 1000	Humanities Art.....	3
ENL 2012A	English Literature I.....	3
ENL 2022	English Literature II.....	3
HUM 2700❖	Humanities – Foreign Study.....	3
LIT 2090❖	Contemporary Literature.....	3
LIT 2100❖	World Literature.....	3
PHI 2010❖	Introduction to Philosophy.....	3
REL 2300❖	Introduction to World Religions.....	3

**D. Natural Sciences (11-12):** Select one Natural Science course from each of the three areas below.

**I. Biological Science: (Choose one)**

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

**II. Physical Science: (Choose one)**

AST 1002	Astronomy	4
CHM 1020	Chemical Science	4
CHM 1032C	General Chemistry for Life Sciences	4
CHM 1045C	College Chemistry I	4
CHM 1046C	College Chemistry II	4
ESC 1000	Earth Science	4
GLY 2010C	Physical Geology	4
GLY 2100C	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

**III. Choose one additional science course from either Area I or Area II above OR:**

HLP 1081	Wellness: Practice/Theory	3
_____	<b>OR,</b> Any Biological or Physical Science Course from Area I or Area II above	4

**E. Social Sciences/History/Government (3):**

Select one general education Gordon Rule social science course\*\*\*\* from the list below:

AMH 2010	American History I	3
AMH 2020	American History II	3
AMH 1041	American Civilization	3
POS 1041	American Government	3
POT 1002	History/Ideas of Political Science	3
SYG 2010❖	Social Problems	3
WOH 1012❖	World Civilization I	3
WOH 1022❖	World Civilization II	3
WOH 2040❖	Twentieth Century	3

**F. Social Science/Behavioral Science (3):**

Select one general education social science course from the list below OR a second general education social science course from Category E:

ANT 2000❖	Introduction to Anthropology	3
ANT 2100❖	Introduction to Archaeology	3
ECO 2013	Economics I	3
GEA 1000❖	World Regional Geography	3
PSY 2012	Psychology	3
SYG 2000❖	Sociology	3

**G. 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
BSC 1005L	Biology Lab .....1
BSC 1050C	Environmental Studies .....1 of 4****
BSC 1250C	Tropical Biology .....1 of 4****
CHM 1020L	Chemical Science Lab .....1
ESC 1000L	Earth Science Lab .....1
ENG 1001	Research Papers .....1*
	or
HUM 2920	Humanities/Colloquium .....1
HUN 2201Δ	Nutrition .....1 of 3****
ISS 1905	Independent Study/Soc. Sci. ....1
LIS 1001	Library Skills .....1
LIS 2004Δ	Internet Research .....1
PHY 1020L	Physical Science Lab .....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

\*\*\*\* Social Science courses listed on this page meet the 4000 word writing assignment as required by FAC Rule 6A-10.030. Credits earned in these courses in the Fall 2002 term or later at OWC or by transfer shall be based on a minimum grade of "C".

\*\*\*\*\* 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.

**A.A. Degree Checklist – Let’s Review:**

- Have you completed a minimum of 60 credit hours in the following areas?
  - 36 Hours of General Education
  - 6 hours in Communications – Gordon Rule writing 12,000 words (minimum grade of "C")
  - 6 hours in Humanities – Gordon Rule writing 8,000 words (minimum grade of "C")
  - 6 hours in Social Science – Gordon Rule writing 4,000 words (minimum grade of "C")
  - 6 hours in Mathematics – Gordon Rule (minimum grade of "C")
  - 11-12 hours in Natural Science
  - 1 hour in General Education Elective - If above 5 areas do not equal 36
  - 24 Hours of College Credit AA Transferable Electives
- Have you completed at least 15 of the 60 credits at OWC?
- Have you completed the Speaking-Across-the-Curriculum requirement? (Look for courses marked with †)
- Have you completed the Writing-Across-the-Curriculum requirement (24,000 words)?
- Have you completed the Technology-Across-the-Curriculum requirement? (Look for courses marked with Δ)
- Have you met the CLAST requirement?
- Have you met the minimum GPA requirements for the AA?
- Have you Applied for Graduation by the advertised deadline?

State programs are distributed in the following categories to assist students in designing OWC 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 OWC sites or at [www.facts.org](http://www.facts.org).

## 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, OWC offers preparation for the nearly 200 Florida State University System (SUS) majors listed on pages 76-78, 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 OWC students receiving an A.A. degree: Business, Computer Science, 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 OWC 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 74-75 for the A.A. degree.

ENC 1101, ENC 1102	.6
GE/Humanities *	.6
MAC 1105, STA 2023, MAC 2233	.9
GE/Social Science **	.6
BSC 1005, ESC 1000, HLP 1081	.11
<b>TOTAL HOURS</b>	<b>.38</b>

\* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 74.

\*\* Select one Gordon Rule Social Science course from Category E on page 75, and ECO 2013.

#### **PROGRAM ELECTIVES**

ACG 2001	.3
ACG 2011	.3
ACG 2071	.3
ECO 2023	.3
CGS 1100	.3
A.A. Electives	.7
<b>TOTAL HOURS</b>	<b>.22</b>

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 74 - 75 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
<b>TOTAL HOURS</b>	<b>.38</b>

\* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 74.

**PROGRAM ELECTIVES**

COP 1006	.3
ENC 2210	.3
Science for Science Majors (Biological or Physical)	.4
COP XXXX Introductory Programming Course	.3
A.A. Electives **	.9
<b>TOTAL HOURS</b>	<b>.22</b>

\*\* See an advisor for options.

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 74 - 75 for the A.A. degree.

ENC 1101, ENC 1102	.6
GE/Humanities *	.6
MAC 1105, STA 2023, MGF 1106	.9
PSY 2012, AMH 2010	.6
BSC 1005, GLY 2010C	.8
Physical Science course or PHY 1020	.4
<b>TOTAL HOURS</b>	<b>.38</b>

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

**PROGRAM ELECTIVES**

EDF 1005	.3
EDG 2701	.3
EME 2040	.3
SPC 1600	.3
International Diversity ♦	.3
Social Science (2 Courses)	.6
A.A. Elective	.3
<b>TOTAL HOURS</b>	<b>.24</b>

♦ 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 74 - 75 for the A.A. degree.

ENC 1101, ENC 1102 .....	.6
GE/Humanities * .....	.6
MAC 2311, MAC 2312 .....	.8
GE/Social Science .....	.9
BSC 1005, CHM 1045C, PHY 2048C .....	.12
<b>TOTAL HOURS</b> .....	<b>.41</b>

\* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 74.

**PROGRAM ELECTIVES**

COP 1006 .....	.3
COP XXXX Programming in C, C++ ** .....	.3
ENC 2210 .....	.3
MAC 2313 .....	.4
MAP 2302 .....	.3
PHY 2049C .....	.4
<b>TOTAL HOURS</b> .....	<b>.20</b>

\*\* 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.**

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 74 - 75 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
<b>TOTAL HOURS</b> .....	<b>.36</b>

\* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 74.

\*\* Including PSY 2012

**PROGRAM ELECTIVES**

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

*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 74 - 75 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
<b>TOTAL HOURS</b> .....	<b>.37</b>

\* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 74.

**PROGRAM ELECTIVES**

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

*Associate of Arts Degree with a Pre-Major in*

**Pre-Architecture**  
(Minimum 60 college credits)

**Program Goal: An articulation agreement between OWC 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 74 - 75 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
<b>TOTAL HOURS</b> .....	<b>.36</b>

**PROGRAM ELECTIVES**

ARC1301C .....	.4
ARC1302C .....	.4
ARC1131 .....	.3
ARC2201 .....	.3
ARC2303A .....	.6
ARC2304 .....	.6
ARC2472 .....	.4
ART1300C .....	.3
ETD1310C .....	.3
<b>TOTAL HOURS</b> .....	<b>.36</b>

**OWC/UWF A.A. to B.A.  
Interdisciplinary Humanities  
University of West Florida  
Bachelor of Arts Degree**

### Interdisciplinary Humanities

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

### Degree Plan

Students complete the IH major by developing an individual degree plan tailored to particular interests and areas of emphasis. Developed and completed in consultation with the Interdisciplinary Humanities Director, a degree plan represents a complete, coherent program of study consistent with the goals of the individual student. Plans should include courses outlined in the IH core requirements, IH core electives and sufficient IH electives to provide for grounding in three or more of the Fine and Performing Arts areas. Plans 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 IH Director or advisor will periodically review contracts.

### The IH Degree Plan:

Core – 6 semester hours in REL/PHI

1st discipline .....18 semester hours  
2nd discipline .....12 semester hours  
3rd discipline .....9 semester hours  
plus 15 electives

### IH Disciplines:

Anthropology	Dance
Art	History
Communication Arts	Music
English	Philosophy
Environmental Humanities	Religious Studies
Foreign Language	Theatre

### 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 IH 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.**

ASSOCIATE OF ARTS  
(A.A.) DEGREE



*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 OWC

Okaloosa-Walton College offers twenty-one 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
  - e-Business Option
  - Management Option
  - Marketing Option
- Computer Engineering Technology
  - CISCO Academy Option
  - Computer Network Engineering Option
  - Microsoft IT Academy (MCSE/MCSA) Option
  - TIA A+ Option
- Criminal Justice Technology
  - Criminal Justice Option
  - Law Enforcement/Corrections Academy Option
- Customer Relationship Management
- Digital Media/Multimedia Technology
- Drafting and Design Technology
  - CAD/CAM Option
  - Mechanical Design Option
  - Technical Illustration Option
- Early Childhood Education
- E-Business Technology
- Graphics Technology
  - Commercial Design Option
  - Computer Graphics Option
  - Visual Artist Option
- Industrial Management Technology
- Manufacturing Technology
- Music Production Technology

- Networking Administrator
- Office Administration
  - General Office Administration Option
  - Legal Office Administration Option
  - Medical Information Coder/Biller Option
  - Medical Office Administration Option
- Theater and Entertainment Technology
  - Acting Specialization Option
  - Costuming Specialization Option
  - Dance Specialization Option
  - Musical Theater Option
  - Technical Theater Option

#### Associate of Science Degrees

- Accounting Technology
- Computer Information Administrator
- Computer Programming and Analysis
- Nursing (RN)
- Recreation Technology

### Companion Certificate Programs

Many of the technical certificate programs offered by OWC 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. & 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 OWC
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.A.S. and A.S. students who intend to transfer to an upper-division program 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.



*The OWC Surgical Technology Program is a limited access, 12-month program leading to a certificate in Surgical Technology. Students who successfully complete the program are eligible to take the national certification examination given by the Association of Surgical Technologists to receive the Certified Surgical Technologist (CST) credential. Call 729- 6400 for information.*

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

All A.S. and A.A.S. degree programs at OWC 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 63.**

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

General Education Category	Number of College Credits Required	Course Selections <sup>1</sup>
<b>Communication Skills</b>	3	ENC 1101, ENC 1102, <b>ENC 2210</b> , <b>LIN 1670</b> , <b>LIN 1742</b>
<b>Humanities</b>	3	ARH 2050, ARH 2051, ARH 2060, ARH 2411, HUM 1020, HUM 2251 MUH 1001, PHI 2600, THE 2100, THE 2071, THE 2300
<b>Mathematics</b>	3	MAC 1105, MAC 1140, MAC 1114, MAC 1147, MAC 2311, MAC 2312, MAC 2313, MAC 2233, MAP 2302, MAS 2103, <b>MAT 1033A</b> , MGF 1106, MGF 1107, <b>MTB 1321</b> , <b>MTB 1322</b> , STA 2023  <b>MTB 1103 can only be used for the following A.A.S. degrees:</b> <ul style="list-style-type: none"> <li>• <i>Criminal Justice Technology</i></li> <li>• <i>Digital Media/Multimedia Technology</i></li> <li>• <i>Early Childhood Education</i></li> <li>• <i>Graphics Technology</i></li> <li>• <i>Industrial Management Technology</i></li> <li>• <i>Music Production Technology</i></li> <li>• <i>Theater &amp; Entertainment Technology</i></li> </ul>
<b>Science</b>	4	AST 1002, BOT 1010C, BSC 1005, BSC 1010C, BSC 1011C, BSC 1085C, BSC 1086C, CHM 1020, CHM 1032C, CHM 1045C, CHM 1046C, ESC 1000, GLY 2010C, GLY 2100C, MET 1010, OCE 1005C, PCB 2011C, PHY 1020, PHY 1053C, PHY 1054C, PHY 2048C, PHY 2049C, <b>REL 2163</b> , ZOO 1010C
<b>Social Science</b>	3	AMH 1041, AMH 2010, AMH 2020, ANT 2000, ANT, 2100, ECO 2013, GEA 1000, POS 1041, POT 1002, PSY 2012, SYG 2000, SYG 2010, WOH 1012, WOH 1022, WOH 2040
<b>General Education Electives</b>	2	CGS 1060, CGS 1100, SPC 1600, <b>ENC 2210</b> , <b>BSC 1080</b> , SLS 1101, HUN 2201, BSC 1250C, or any other A.A. General Education Course listed on pages 74 and 75.
<b>Total General Education Credits Required</b>	<b>18</b>	

<sup>1</sup>**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.

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

## ACCOUNTING TECHNOLOGY A.S.

Admission Program Objective Code 2370

*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 86.

	College Credits
ENC 1101 Communications.....3 <small>or higher English course</small>	3
_____ Humanities .....	3
MAC 1105 Mathematics .....	3
<small>or higher/comparable math course</small>	
_____ Science.....	4
_____ Social Science.....	3
_____ General Education Electives .....	2
<b>Total General Education Credits Required.....</b>	<b>18</b>

### 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
<b>Total Core Credits Required.....</b>	<b>33</b>

### TECHNICAL ELECTIVES

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

CTS 2101 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
OST 2335 Business Communications.....	3
MAN 2021 Management .....	3
STA 2023 Statistics .....	3
CDA 2500 Network Technology.....	3
GEB 1940 Internship-Business.....	3
_____ Any Approved College Credit Course(s).....	_____
<b>Total Technical Elective Credits Required.....</b>	<b>13</b>

**Total Program Credits Required.....64**

## ARCHITECTURAL DESIGN AND CONSTRUCTION TECHNOLOGY A.A.S.

Admission Program Objective Code A540

### GENERAL EDUCATION

Select one course from each category; see page 86.

	College Credits
LIN 1670 Communications.....3 <small>or higher English course</small>	3
_____ Humanities .....	3
MAT 1033A Mathematics .....	3
<small>or higher math course</small>	
_____ Science.....	4
_____ Social Science.....	3
_____ General Education Electives .....	2
<b>Total General Education Credits Required.....</b>	<b>18</b>

### 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
TAR 2121C Architectural Drafting.....	3
ARC 2303A Design 2.1 .....	6
<b>Total Core Credits Required.....</b>	<b>27</b>

### ARCHITECTURAL DESIGN OPTION

Admission Program Objective Code A540A

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

SUR 2100C Surveying I .....	3
BCN 2231 Building Construction Materials & Processes II.....	3
ARC 1301C Design 1.1 .....	4
ARC 1302C Design 1.2 .....	4
ARC 2201 Theory of Architecture .....	3
ARC 2304 Design 2.2 .....	6
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 2328C Introduction to Microstation .....	3
ETD 2355C Auto CAD 3D Modeling II.....	3
ETD 1842C Computer Rendering I.....	3
ETD 2843C Computer Rendering II.....	3
ETD 2377C 3D Studio Max I.....	3
SUR 2140C Surveying II .....	3
ARC 1131 Architectural Presentations .....	3
_____ Any Approved College Credit Course(s).....	_____
<b>Total Technical Elective Credits Required.....</b>	<b>21</b>

**Total Program Credits Required  
for Architectural Design Option.....66**

**BUILDING CONSTRUCTION OPTION**

Admission Program Objective Code **A540B**

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
BCN 1730	Construction Safety and Health .....	3
BCT 2611	Structural Systems in Construction .....	3
BUL 2241	Business Law I.....	3
ETD 2542	Structural Drafting I .....	3
ETD 2543C	Structural Drafting II .....	3
SUR 2140C	Surveying II .....	3
_____	Any Approved College Credit Course(s).....	_____
<b>Total Technical Elective Credits Required.....</b>		<b>21</b>

**Total Program Credits Required for Building Technology Option .....66**

**BUSINESS ADMINISTRATION A.A.S.**

Admission Program Objective Code **A380**

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

**GENERAL EDUCATION**

Select one course from each category; see page 86.

		<b>College Credits</b>
LIN 1670	Communications.....	3
<small>or higher English course</small>		
_____	Humanities .....	3
MAT 1033A	Mathematics .....	3
<small>or higher math course</small>		
_____	Science.....	4
_____	Social Science.....	3
_____	General Education Electives .....	2
<b>Total General Education Credits Required.....</b>		<b>18</b>

**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
<b>Total Core Credits Required.....</b>		<b>24</b>

**MANAGEMENT OPTION**

Admission Program Objective Code **A380A**

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

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
CTS 2101	Introduction to Windows.....	3
GEB 2441	Business Ethics .....	3
MKA 2021	Professional Selling.....	3
MKA 2401	Retail Management .....	3
GEB 1940	Internship-Business.....	3
_____	Any Approved College Credit Course(s).....	_____
<b>Total Technical Electives Required.....</b>		<b>22</b>

**Total Program Credits Required For Management Option.....64**

**MARKETING OPTION**

Admission Program Objective Code **A380B**

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

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
CTS 2101	Introduction to Windows.....	3
GEB 2441	Business Ethics .....	3
MKA 2041	Retail Management .....	3
GEB 1940	Internship-Business.....	3
_____	Any Approved College Credit Course(s).....	_____
<b>Total Technical Electives Required.....</b>		<b>22</b>

**Total Program Credits Required for the Marketing Option.....64**

**e- BUSINESS OPTION**

Admission Program Objective Code **A380C**

**REQUIRED COURSES**

GEB 1136	Foundations of e-Business.....	3
GEB 2137	e-Business Models and Strategies.....	3
GEB 2138	e-Business Law and Ethics.....	3
CGS 1550	Introduction to the World Wide Web .....	3
<b>Total Core Credits Required For This Option .....</b>		<b>12</b>



With the approval of an advisor, select at least 10 credits from the following:

CGS 1843	Intro to E-Commerce.....	3
CGS 2820	Web Authoring with HTML .....	3
CGS 1172	Web-Based Programming I.....	3
CGS 2173	Web-Based Programming II.....	3
MAR 2011	Introduction to Marketing.....	3
MKA 2041	Retail Management .....	3
MKA 2511	Introduction to Advertising.....	3
OST 2335	Business Communication.....	3
GEB 1940	Internship – Business.....	3
CIS 1940	Internship – Computer Science.....	3

**Total Core and Technical Electives Required.....22**

**Total Program Credits Required for the e-Business Option.....64**

**COMPUTER ENGINEERING TECHNOLOGY A.A.S.**

Admission Program Objective Code A140

**GENERAL EDUCATION**

Select one course from each category; see page 86.

	<b>College Credits</b>	
LIN 1670 or higher English course	Communications.....	3
_____	Humanities .....	3
MAT 1033A or higher math course	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
	or	
COP 1006	Intro to Programming Concepts & Logic .....	3
CDA 2500	Network Technology .....	3
CET 2173C	Microcomputer Servicing.....	4
COP _____	Programming (VBasic, C, etc.).....	3

**Total Core Credits Required.....13**

**COMPUTER NETWORK ENGINEERING OPTION**

Admission Program Objective Code A140A

With the approval of an advisor, select at least 37 credits from the following:

CIS 1000	Introduction to Computer Science.....	3
	or	
COP 1006	Intro to Programming Concepts & Logic .....	3
CIS 1940	Internship in Computer Studies.....	3
CET 2114C	Digital Fundamentals.....	4
CET 2123C	Microprocessor Fundamentals.....	4
CET 2154C	Microcomputer Troubleshooting and Networking .....	4
_____	Any Approved College Credit CDA, CGS, CIS,CET, COP, ETG, or CTS Course(s) .....	_____
_____	Any Approved College Credit Electives .....	_____

**Total Technical Credits Required.....37**

**Total Program Credits Required for the Computer Engineering Option.....68**

**CISCO ACADEMY OPTION**

Admission Program Objective Code A140B

The first four courses listed under the technical requirements comprise the Cisco CCNA curriculum. Successful completion of these twelve credits is designed to prepare the student for CCNA certification. Students who complete these twelve technical requirements for this option may also be eligible to receive the Cisco CCNA college credit certificate. The remaining twenty-five credits in this option will allow the student to complete the A.A.S. degree program.

**TECHNICAL REQUIREMENTS**

**CCNA**

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

**Cisco Specialist Certifications**

CET 2854C	Fundamentals of Wireless LANs.....	3
CET 2685C	Fundamentals of Network Security .....	3

**Total Technical Requirements.....18**

A.S. & A.A.S. DEGREE PROGRAMS

**CISCO ACADEMY OPTION, continued**

**TECHNICAL ELECTIVES**

With the approval of an advisor, select 19 credits from the following:

CIS 1000	Introduction to Computer Science.....3
COP 1006	Intro to Programming Concepts & Logic .....3
CET 1630	Network Cabling (Copper Cabling) .....3
CET 1632	Fiber Cabling .....3
CIS 1940	Internship in Computer Studies.....3
CET 2114C	Digital Fundamentals.....4
CET 2123C	Microprocessor Fundamentals.....4
CET 2154C	Microcomputer Troubleshooting and Networking .....4
CDA 2524	Novell Admin I .....3
CDA 2529	Novell Admin II .....3
CDA 2523	Windows Client Operating System.....3
CDA 2525	Windows Server Environment.....3
CET 2625	CISCO Network Design .....3
_____	Any Approved College Credit COP, CGS, CIS, CGS Course(s).....
_____	Any Approved College Credit Course(s).....

**Total Technical Electives  
Required.....19**

**Total Technical Credits  
Required.....37**

**Total Program Credits Required for the  
Cisco Academy Certification Option.....68**

**MICROSOFT IT ACADEMY (MCSE) OPTION**

Admission Program Objective Code A140D

The first eight (8) courses listed under the technical requirements comprise the MCSE Academy curriculum. Two are part of the core portion of the Computer Engineering Technology degree. Successful completion of these twenty-four credits is designed to prepare the student for MCSE certification. The remaining sixteen credits in this option will allow the student to complete the A.A.S. degree program.

**TECHNICAL REQUIREMENTS**

CDA 2523	Windows Client Operating System.....3
CDA 2525	Windows Server Environment.....3
CET 2497	Windows Network Infrastructure .....3
CTS 2302	Windows Active Directory.....3
CTS 2310	Designing Security for Windows Network.....3
CTS 2300	Designing Active Directory and Network Infrastructure.....3
CTS 2320	Planning and Maintaining Windows Network Infrastructure .....3

**Total Technical Requirements.....21**

**TECHNICAL ELECTIVES**

With the approval of an advisor, select at least 16 credits from the following:

CIS 1940	Internship in Computer Studies.....3
CET 2114C	Digital Fundamentals.....4
CET 2123C	Microprocessor Fundamentals.....4
CET 2154C	Microcomputer Troubleshooting and Networking .....4
CGS 1760	Fundamentals of UNIX.....3
CGS 2763	UNIX Administration .....3
CDA 2524	Novell Admin I .....3
CDA 2529	Novell Admin II .....3
_____	Any Approved College Credit CGS, COP, CIS Course(s)
ETG _____	Technical Internship.....
_____	Any Approved College Credit Course(s).....

**Total Technical Electives  
Required.....16**

**Total Technical Credits  
Required.....37**

**Total Program Credits Required for the  
Microsoft IT Academy (MCSE) Option .....68**



*OWC is an Authorized Prometric Testing Center, providing students and the community official testing for various information technology (IT) certifications. The OWC Professional Certification Test Center is located on the Niceville campus in Building B. Exams available through the OWC test center include Microsoft, Cisco, CompTIA, Oracle, Intel, Novell and Citrix and many other IT industry sponsors.*

**COMP TIA A+ CERTIFICATION OPTION**  
**Admission Program Objective Code A140C**

The first two courses listed under the technical requirements comprise the COMP TIA A+ curriculum. Successful completion of these six credits is designed to prepare the student for COMP TIA A+ certification. The remaining thirty-one credits in this option will allow the student to complete the A.A.S. degree program.

**TECHNICAL REQUIREMENTS**

CET 2171C	PC Hardware A+ .....	3
CET 2178C	PC Operating System .....	3
<b>Total Technical Requirements.....</b>		<b>6</b>

**TECHNICAL ELECTIVES**  
**With the approval of an advisor, select at least 31 credits from the following:**

CIS 1000	Introduction to Computer Science.....	3
	or	
COP 1006	Intro to Programming Concepts & Logic .....	3
CET 1630	Network Cabling (Copper Cabling) .....	3
CET 1632	Fiber Cabling.....	3
CIS 1940	Internship in Computer Studies.....	3
CET 2114C	Digital Fundamentals.....	4
CET 2123C	Microprocessor Fundamentals.....	4
CET 2154C	Microcomputer Troubleshooting and Networking .....	4
CDA 2524	Novell Admin I .....	3
CDA 2529	Novell Admin II .....	3
CDA 2523	Windows Client Operating System .....	3
CDA 2525	Windows Server Environment.....	3
_____	Any Approved College Credit CGS, COP, CIS Course(s) .....	_____
_____	Any Approved College Credit Course(s).....	_____
<b>Total Technical Electives Required.....</b>		<b>31</b>
<b>Total Technical Credits Required.....</b>		<b>37</b>

**Total Program Credits Required for the  
 Comp TIA A+ Certification Option .....68**

**COMPUTER INFORMATION  
 ADMINISTRATOR A.S.**

**Admission Program Objective Code 2040**

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 86.**

		<b>College Credits</b>
ENC 1101	Communications.....	3
	or higher English course	
_____	Humanities .....	3
MAC 1105	Mathematics .....	3
	or higher/comparable math course	
_____	Science.....	4
_____	Social Science.....	3
_____	General Education Electives .....	2
<b>Total General Education Courses Required.....</b>		<b>18</b>

**CORE COURSES**

COP 1006	Intro to Programming Concepts and Logic .....	3
CGS 1100	Microcomputer Applications .....	3
CDA 2500	Network Technology .....	3
CGS 1550	Introduction to the World Wide Web .....	3
CTS 2101	Introduction to Windows.....	3
CGS 1570	Computer Applications for Business .....	3
COP 2010	Visual Basic.....	3
<b>Total Core Credits Required.....</b>		<b>21</b>

**TECHNICAL ELECTIVES**  
**With the approval of an advisor, select 24 credits from the following:**

CIS 1000	Introduction to Computer Science.....	3
CDA 2525	Windows Server Environment.....	3
CIS 1940	Internship in Computer Studies.....	3
GEB 1940	Internship-Business .....	3
_____	Any Approved College Credit OST, CIS, COP, CTS, CET, CGS, CDA Course(s).....	_____
_____	Any Approved College Credit Course(s).....	_____
<b>Total Technical Electives Required.....</b>		<b>24</b>

**Total Program Credits Required .....63**

A.S. & A.A.S.  
DEGREE PROGRAMS

**COMPUTER PROGRAMMING AND ANALYSIS** **A.S.**

Admission Program Objective Code 2045

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 86.

	<b>College Credits</b>
ENC 1101 Communications.....3 or higher English course	3
_____ Humanities .....	3
MAC 1105 Mathematics.....3 or higher/comparable course	3
_____ Science.....	4
_____ Social Science.....	3
_____ General Education Electives .....	2
<b>Total General Education Credits Required.....</b>	<b>18</b>

**CORE COURSES**

COP 1006 Intro to Programming Concepts & Logic .....	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
CTS 2101 Introduction to Windows.....	3
COP 2220 Programming in C .....	3
COP 2800 Java .....	3
COP 2224 C++.....	3
COP 2010 Visual Basic.....	3
<b>Total Core Credits Required.....</b>	<b>27</b>

**TECHNICAL ELECTIVES**  
With the approval of an advisor, select 18 credits from the following:

CIS 1000 Introduction to Computer Science.....	3
COP 2210 Programming in Pascal .....	3
COP 2120 COBOL Programming .....	3
COP 2200 Fortran Programming .....	3
COP 2011 Adv App Programming in Visual Basic...3	3
CIS 1940 Internship in Computer Studies.....3-6 (can be completed two times for credit)	3-6
_____ Any Approved College Credit CDA, COP, CIS, CTS, CET Course(s).....	_____
_____ Any Approved College Credit Course(s).....	_____
<b>Total Technical Electives Required.....</b>	<b>18</b>

**Total Program Credits Required.....63**

**CRIMINAL JUSTICE TECHNOLOGY** **A.A.S.**

Admission Program Objective Code A090

**GENERAL EDUCATION**  
Select one course from each category; see page 86.

	<b>College Credits</b>
LIN 1670 Communications.....3 or higher English course	3
_____ Humanities .....	3
MTB 1103 Mathematics.....3 or higher math course	3
_____ Science.....	4
_____ Social Science.....	3
_____ General Education Electives .....	2
<b>Total General Education Credits Required.....</b>	<b>18</b>

**CRIMINAL JUSTICE OPTION**  
Admission Program Objective Code A090A

**TECHNICAL COURSES**

CCJ 1020 Introduction to Criminal Justice.....	3
CCJ 1000 Introduction to Criminology .....	3
CJL 1100 Criminal Law.....	3
CJL 1400 Criminal Procedures.....	3
CJL 2500 Courts and the Criminal Process .....	3

With approval of an advisor, select 31 credits from the following courses:

CJE 1300 Police Organization & Administration .....	3
CCJ 1500 Juvenile Delinquency .....	3
CCJ 1941 Internship – Criminal Justice .....	3
CJD 1250 Interviews and Interrogations .....	3
CJD 1468 Youthful Offenders.....	3
CJD 1604 Injury and Death Investigation.....	3
CJD 2603 Sex Crimes Investigation .....	3
CJC 2162 Introduction to Probation and Parole.....	3
CJD 2605 Traffic Homicide.....	3
CJC 2000 Introduction to Corrections .....	3
CJT 2340 Police Operations .....	3
SYG 2010 Social Problems .....	3
CJD 2680 Domestic Intervention.....	3
CJD 1650 Narcotics Investigation .....	3
_____ Any Approved CJD, CCJ, CJC, CJL, CJE College Credit Course(s) ...	_____
PLA 1005 Legal Terminology .....	3
PLA 1013 Introduction to Law and the Legal System .....	3
PLA 1800 Introduction to Family Law .....	3
BUL 2241 Business Law I .....	3

**Total Technical Credits Required.....46**

**Total Program Credits Required for the Criminal Justice Option.....64**

**LAW ENFORCEMENT/CORRECTIONS  
ACADEMY OPTION**

Admission Program Objective Code **A090B**

**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
_____	Any Approved College Credit Course(s).....	_____

**Total Technical Credits  
Required.....46**

**Total Program Credits Required for the Law  
Enforcement/Corrections Academy Option.....64**

**CUSTOMER RELATIONSHIP  
MANAGEMENT A.A.S.**

Admission Program Objective Code **A570**

Students who successfully complete from 24-30 credits from the technical courses in this program may be eligible to receive the Management and/or Office Management College Credit Certificates.

**GENERAL EDUCATION**

Select one course from each category; see page 86.

		<b>College Credits</b>
LIN 1670	Communications.....	3
or higher English course		
_____	Humanities.....	3
MAT 1033A	Mathematics.....	3
or higher math course		
_____	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
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 15 credits from the following:

GEB 1940	Internship-Business.....	3-6
(can be completed two times for credit)		
BUL 2241	Business Law I.....	3
MKA 2041	Retail Management.....	3
MAN 2300	Personnel Management.....	3
MAN 2021	Management.....	3
_____	Any Approved College Credit Course(s).....	_____

**Total Technical Electives  
Required.....15**

**Total Program Credits Required.....60**

**DIGITAL MEDIA/  
MULTIMEDIA TECHNOLOGY A.A.S.**

Admission Program Objective Code **A580**

Students who complete selected courses from the core and technical electives in this program may also be able to receive the college credit certificates in Digital Media/Multimedia Authoring, Digital Media/Multimedia Presentation, and/or Digital Media/Multimedia Production.

**GENERAL EDUCATION**

Select one course from each category; see page 86.

		<b>College Credits</b>
LIN 1670	Communications.....	3
or higher English course		
_____	Humanities.....	3
MTB 1103	Mathematics.....	3
or higher math course		
_____	Science.....	4
_____	Social Science.....	3
_____	General Education Electives.....	2

**Total General Education Credits  
Required.....18**

A.S. & A.A.S.  
DEGREE PROGRAMS

**DIGITAL MEDIA/MULTIMEDIA TECHNOLOGY, continued**

**CORE COURSES**

	<b>College Credits</b>
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
PGY 1801C Digital Photography I .....	4
<b>Total Core Credits Required.....</b>	<b>26</b>

**TECHNICAL ELECTIVES**

With the approval of an advisor, select 20 credits from the following:

ART 1495C Corporate Imagery .....	4
ART 2603C Digital Imaging II .....	4
GRA 1162C Intro to 3D Graphics .....	3
GRA 2142C Web Design/Graphics .....	4
GRA 2164C Advanced Graphics Projects .....	4
GRA 2905 Independent Study, Graphics Design.....	1
PGY 2802C Digital Photography II .....	4
_____ Any Approved College Credit ART or GRA Course .....	_____
_____ Any Approved College Credit Course(s).....	_____
<b>Total Technical Electives Required.....</b>	<b>20</b>

**Total Program Credits Required.....64**

**DRAFTING AND DESIGN TECHNOLOGY A.A.S.**

Admission Program Objective Code **A050**

Students who complete the AutoCAD course series may be eligible to receive the college credit certificate in AutoCAD Foundations.

**GENERAL EDUCATION**

Select one course from each category; see page 86.

	<b>College Credits</b>
LIN 1670 Communications.....	3
or higher English course	
_____ Humanities .....	3
MAT 1033A Mathematics .....	3
or higher math course	
_____ Science.....	4
_____ Social Science.....	3
_____ General Education Electives .....	2
<b>Total General Education Credits Required.....</b>	<b>18</b>

**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**

Admission Program Objective Code **A050A**

With the approval of an advisor, select at least 26 credits from the following:

EET 1003C Electronics for Drafters.....	3
EGS 1110C 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
_____ Any Approved College Credit Course(s).....	_____

**Total Technical Elective Credits Required.....26**

**Total Program Credits Required for CAD/CAM Option.....62**

**MECHANICAL DESIGN OPTION**

Admission Program Objective Code **A050B**

With the approval of an advisor, select at least 26 credits from the following:

EET 1003C Electronics for Drafters.....	3
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
_____ Any Approved College Credit Course(s).....	_____

**Total Technical Elective Credits Required.....26**

**Total Program Credits Required for Mechanical Design Option.....62**

**TECHNICAL ILLUSTRATION OPTION**

**Admission Program Objective Code A050C**

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:

EET 1003C	Electronics for Drafters.....	3
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
ETD 2377C	3D Studio Max I.....	3
_____	Any Approved College Credit Course(s).....	_____

**Total Technical Elective Credits  
Required.....26**

**Total Program Credits Required for  
Technical Illustration Option.....62**

**E-BUSINESS TECHNOLOGY A.A.S.**

**Admission Program Objective Code A150**

Students who complete selected technical courses for this degree may also be able to receive the college credit certificates in E-Business, E-Business Software, and/or E-Business Technology.

**GENERAL EDUCATION**

Select one course from each category; see page 86.

		<b>College Credits</b>	
LIN 1670	Communications.....	3	
	or higher English course		
_____	Humanities.....	3	
MAT 1033A	Mathematics.....	3	
	or higher math course		
_____	Science.....	4	
_____	Social Science.....	3	
_____	General Education Electives.....	2	

**Total General Education Credits  
Required.....18**

**CORE COURSES**

CGS 1843	Intro to E-Commerce.....	_____
	or	
GEB 1136	Foundations of e-Business.....	3
GEB 2137	e-Business Models and Strategies.....	3
GEB 2138	e-Business Laws and Ethics.....	3
CGS 1100	Microcomputer Applications.....	3
CGS 1570	Microcomputer Application for Business.....	3
GEB 1011	Introduction to Business.....	3
CGS 2930	E-Commerce Seminar.....	3

**Total Core Credits Required.....21**

**TECHNICAL ELECTIVES**

With the help of an advisor, select at least 25 credits from the following courses. Students desiring a more technical, computer-oriented background should select courses with the COP, CDA, CGS, or GRA prefix.

CDA 2500	Network Technology.....	3
ACG 2001	Accounting I.....	3
ACG 2011	Accounting II.....	3
MAR 2011	Introduction to Marketing.....	3
MAN 2021	Management.....	3
COP 1006	Introduction to Programming Concepts and Logic.....	3
CGS 2820	Web Authoring with HTML.....	3
COP 2800	Introduction to JAVA Programming.....	3
CGS 1172	Web-based Programming I.....	3
CGS 2541	Database Concepts.....	3
CGS 2840	E-Commerce Technologies.....	3
CGS 2844	E-Commerce Security.....	3
CGS 2173	Web-based Programming II.....	3
GRA 2142C	Web Design/Graphics.....	4
GRA 2143C	Advanced Web Design/Graphics.....	4
GEB 2441	Business Ethics.....	3
MKA 2021	Professional Selling.....	3
MKA 2041	Retail Management.....	3
MKA 2511	Introduction to Advertising.....	3
GEB 1940	Internship – Business.....	3
CIS 1940	Internship – Computer Science.....	3
_____	Any Approved College Credit Course(s).....	_____

**Total Technical Electives  
Required.....25**

**Total Program Credits Required.....64**

**EARLY CHILDHOOD  
EDUCATION A.A.S.**

**Admission Program Objective Code A020**

Students who successfully complete 36 core/technical credits in this degree program may be eligible to receive the college credit certificate in Child Development/Early Intervention.

**GENERAL EDUCATION**

Select one course from each category; see page 86.

		<b>College Credits</b>	
LIN 1670	Communications.....	3	
	or higher English course		
_____	Humanities.....	3	
MTB 1103	Mathematics.....	3	
	or higher math course		
_____	Science.....	4	
_____	Social Science.....	3	
_____	General Education Electives.....	2	

**Total General Education Courses  
Required.....18**

**EARLY CHILDHOOD EDUCATION, continued**

**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 (can be completed two times for credit)	3-6
EDF 1005	Introduction to Education	3
EDG 2701	Teaching Diverse Populations	3
EME 2040	Introduction to Educational Technology	3
_____	Any Approved College Credit Course(s)	_____

**Total Technical Elective Credits Required .....6**

**Total Program Credits Required .....63**

**GRAPHICS TECHNOLOGY A.A.S.**

**Admission Program Objective Code A440**

Students who complete selected technical courses for this degree may also be able to receive the college credit certificates in Graphics Design Production and/or Graphics Design Support.

**GENERAL EDUCATION**

Select one course from each category; see page 86.

**College Credits**

LIN 1670	Communications	3
_____	or higher English course	_____
_____	Humanities	3
MTB 1103	Mathematics	3
_____	or higher math course	_____
_____	Science	4
_____	Social Science	3
_____	General Education Electives	2

**Total General Education Credits Required.....18**

**COMMERCIAL DESIGN OPTION**

**Admission Program Objective Code A440A**

**CORE COURSES**

GRA 1121C	Desktop Publishing I	3
GRA 1162C	Intro to 3D Graphics	3
ART 1600C	Computer Art I	3
GRA 2100C	Computer Graphics I	4
ART 2602C	Digital Imaging I	4
PGY 1801C	Digital Photography I	4

**Total Core Credits Required.....21**

**TECHNICAL ELECTIVES**

**With the approval of an advisor, select 25 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
PGY 2802C	Digital Photography II	4
_____	Any Approved College Credit ART or GRA course	_____
_____	Any Approved College Credit Course(s)	_____

**Total Technical Credits Required.....28**

**Total Program Credits Required for the Commercial Design Option .....64**

**COMPUTER GRAPHICS OPTION**

**Admission Program Objective Code A440B**

**CORE COURSES**

GRA 1121C	Desktop Publishing I	3
GRA 1162C	Intro to 3D Graphics	3
ART 1600C	Computer Art I	3
GRA 2100C	Computer Graphics I	4
ART 2602C	Digital Imaging I	4
PGY 1801C	Digital Photography I	4

**Total Core Credits Required.....21**

**TECHNICAL ELECTIVES**

**With approval of an advisor, select 25 credits from the following:**

GRA 1122C	Desktop Publishing II	3
GRA 2156C	Computer Graphics II	4
GRA 2210C	Pre-press Assembly	4
GRA 2142C	Web Design/Graphics	4
GRA 2164C	Advanced Graphics Projects	4
PGY 2802C	Digital Photography II	4
_____	Any Approved College Credit Course(s)	_____

**Total Technical Electives Required.....28**

**Total Program Credits Required for the Graphic Design Option .....64**



**VISUAL ARTIST OPTION**

**Admission Program Objective Code A440C**

**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
<b>Total Core Credits Required .....</b>		<b>22</b>

**TECHNICAL ELECTIVES**

**With the approval of an advisor, select 24 credits from the following:**

ART 1750C	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 2955	Portfolio Development.....	3
_____	Any Approved College Credit Course(s).....	_____
<b>Total Technical Credits Required .....</b>		<b>24</b>

**Total Program Credits Required for the  
Visual Artist Option .....**64

**INDUSTRIAL MANAGEMENT  
TECHNOLOGY A.A.S.**

**Admission Program Objective Code A450**

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

**GENERAL EDUCATION**

**Select one course from each catalog; see page 86.**

<b>College Credits</b>		
LIN 1670	Communications.....	3
or higher English course		
_____	Humanities .....	3
MTB 1103	Mathematics .....	3
or higher math course		
_____	Science.....	4
_____	Social Science.....	3
_____	General Education Electives .....	2
<b>Total General Education Credits Required .....</b>		<b>18</b>

**CORE COURSES**

**With the help of an advisor, select 12 credits from the following courses.**

MNA 1161	Customer Service.....	3
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
CTS 2101	Introduction to Windows.....	3
_____	Approved computer-related course.....	3
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
_____	Any Approved College Credit Course(s).....	_____

**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

**MANUFACTURING  
TECHNOLOGY A.A.S.**

**Admission Program Objective Code A350**

**GENERAL EDUCATION**

**Select one course from each category, see page 86.**

<b>College Credits</b>		
LIN 1670	Communications.....	3
or higher English course		
_____	Humanities .....	3
MAT 1033A	Mathematics .....	3
or higher math course		
_____	Science.....	4
_____	Social Science.....	3
_____	General Education Electives .....	2

**Total General Education Credits  
Required .....**18

**MANUFACTURING TECHNOLOGY, continued**

**CORE COURSES**

EET 1003C	Electronics for Drafters.....	3
ETI 2110	Quality Tools I.....	3
ETI 2111	Quality Control II .....	3
ETI 1411	Advanced Manufacturing Processes.....	3
EGS 1110C	Engineering Graphics.....	3
ETD 1710	Fundamentals of Dimensioning and Tolerancing.....	4
ETD 2655	Advanced Printed Circuit Board Drafting .....	3
ETD 2218	Geometric Dimensioning and Tolerancing.....	4
ETD 2219	Advanced Geometric Dimensioning and Tolerancing.....	4
ETD 1310C	AutoCAD I .....	3
<b>Total Core Credits Required.....</b>		<b>33</b>

**TECHNICAL ELECTIVES**

With approval of an advisor, select 10 credits.

_____	Any Approved College Credit Course(s).....	13
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**Total Program Credits Required .....64**

**MUSIC PRODUCTION  
TECHNOLOGY A.A.S.**

Admission Program Objective Code **A560**

Students who complete selected technical courses in this program may be eligible to receive the college credit certificate in Audio Technology.

**GENERAL EDUCATION**

Select one course from each category; see page 86.

	<b>College Credits</b>	
LIN 1670	Communications.....	3
or higher English course		
_____	Humanities .....	3
MTB 1103	Mathematics .....	3
or higher math course		
_____	Science.....	4
_____	Social Science.....	3
_____	General Education Electives .....	2

**Total General Education Credits  
Required.....18**

**CORE COURSES**

MUM 1620	Audio and Acoustic Fundamentals.....	3
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 1001	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)		
_____	Any Approved College Credit Course(s).....	_____

**Total Core Credits Required ..... 45**

**Total Program Credits Required .....63**

**NETWORKING  
ADMINISTRATOR A.A.S.**

Admission Program Objective Code **A145**

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 86.

	<b>College Credits</b>	
LIN 1670	Communications.....	3
or higher English course		
_____	Humanities .....	3
MAT 1033A	Mathematics .....	3
or higher math course		
_____	Science.....	4
_____	Social Science.....	3
_____	General Education Electives .....	2

**Total General Education Credits  
Required.....18**

**CORE COURSES**

CIS 1000	Introduction to Computer Science.....	3
or		
COP 1006	Intro to Programming Concepts & Logic .....	3
CTS 2101	Introduction to Windows.....	3
CGS 1550	Introduction to the World Wide Web .....	3
CDA 2500	Network Technology .....	3
CDA 2523	Windows Client Operating System.....	3
CET 2497	Windows Network Infrastructure .....	3

**Total Core Credits Required.....18**

**TECHNICAL ELECTIVES**

With the help of an advisor, select 27 credits from the following:

CIS 1000	Introduction to Computer Science.....3
	or
COP 1006	Intro to Programming Concepts & Logic .....3
COP 2220	Programming in C .....3
COP 2010	Visual Basic.....3
COP 2800	Java.....3
_____	Any College Credit CTS, CDA, CET Course(s) .....
CIS 1940	Internship-Computer Science.....3-6 (can be taken two times for credit)
GEB 1940	Internship-Business.....3

**Total Technical Credits Required.....27**

**Total Program Credits Required.....63**

**NURSING (RN) A.S.**

**Admission Program Objective Code 2000**

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. The admission criteria and process are subject to change; students should contact the Office of Technical Education for the most current information.

**GENERAL EDUCATION**

	College Credits
ENC 1101	Communications.....3
_____	Humanities .....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
	<b>Total General Education Credits Required.....20</b>

**CORE COURSES**

HUN 2201	Nutrition.....3
DEP 2004	Human Growth and Development.....3
MCB 2010C	Microbiology .....4
NUR 1021	Nursing Process I.....6
NUR 1021L	Nursing Process I Clinical Experience...4
NUR 1231	Nursing Process II.....5
NUR 1750L	Nursing Process II Clinical Experience..4
NUR 1141C	Pharmacologic Principles in Nursing.....1
NUR 2233	Nursing Process III.....6
NUR 2233L	Nursing Process III Clinical Experience .....4
NUR 2241	Nursing Process IV .....5
NUR 2241L	Nursing Process IV Clinical Experience.....4
NUR 2811L	Nursing Clinical Practicum .....3
	<b>Total Core Credits Required.....52</b>

**TECHNICAL ELECTIVES (Not Required)**

NUR 1940L	Nursing Clinical Externship .....3
NUR 2930L	Nursing Practice Readiness.....1
NUR 2931	Special Topics in Associate Degree Nursing .....5
NUR 2931L	Special Topics in Associate Degree Nursing Laboratory.....4

**Total Program Credits Required.....72**

**OFFICE ADMINISTRATION A.A.S.**

**Admission Program Objective Code A100**

Students who successfully complete selected technical courses in this program may be eligible to receive the college credit certificates in Office Specialist and/or Medical Office Management.

**GENERAL EDUCATION**

Select one course from each category, see page 86.

	College Credits
LIN 1670	Communications.....3
	or higher English course
_____	Humanities .....3
MAT 1033A	Mathematics .....3
	or higher math course
_____	Science.....4
_____	Social Science.....3
_____	General Education Electives .....2
	<b>Total General Education Credits Required.....18</b>

**CORE COURSES**

CGS 1100	Microcomputer Applications .....3
CGS 1570	Microcomputer Applications for Business .....3
GEB 1011	Introduction to Business.....3
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
	<b>Total Core Credits Required.....24</b>

A.S. & A.A.S.  
DEGREE PROGRAMS

**OFFICE ADMINISTRATION A.A.S., continued**

**GENERAL OFFICE ADMINISTRATION OPTION**  
**Admission Program Objective Code A100A**

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

CTS 2101	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
_____	Any Approved College Credit Course(s).....

**Total Technical Credits Required.....21**

**Total Program Credits Required for the General Office Systems Option .....63**

**LEGAL OFFICE ADMINISTRATION OPTION**  
**Admission Program Objective Code A100B**

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 OFFICE ADMINISTRATION OPTION**  
**Admission Program Objective Code A100C**

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.....3
HSC 1400	First Aid .....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)
_____	Any Approved College Credit HSC, HIM or OST Course(s).....

**Total Technical Credits Required.....21**

**Total Program Credits Required for the Medical Secretary Option .....63**

\*Required courses for this option.

**MEDICAL INFORMATION CODER/BILLER OPTION**  
**Admission Program Objective Code A100D**

Complete the following technical credits:

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 Technical Credits Required ....20\***

**Total Program Credits Required for the Medical Information Coder/Biller Specialist Option ..... 63**

\*If BSC 1085C and BSC 1086C are used for the General Education Science requirement, they can be used as a substitute for BSC 1080 in the program requirements above. HIM 1000 can be used as a substitute for OST 1355.

**RECREATION TECHNOLOGY A.S.**

**Admission Program Objective Code 2480**

**GENERAL EDUCATION**

Select one course from each category; see page 86.

		<b>College Credits</b>
ENC 1101	Communications.....3	
_____	or higher English course	
_____	Humanities.....3	
MAC 1105	Mathematics.....3	
_____	or higher/comparable math course	
_____	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
_____	Any Approved College Credit Course(s) .....	_____
_____	Selected Activity Courses.....	4

**Total Technical Elective Credits  
Required.....21**

**Total Program Credits Required.....64**

***THEATER AND ENTERTAINMENT  
TECHNOLOGY* A.A.S.**

**Admission Program Objective Code A585**

Students who complete selected technical courses in the Technical Theater Option of this program may be eligible to receive the college credit certificate in Stage Technology.

**GENERAL EDUCATION**

Select one course from each category, see page 86.

LIN 1670	Communications.....	3
<small>or higher English course</small>		
_____	Humanities .....	3
MTB 1103	Mathematics .....	3
<small>or higher math course</small>		
_____	Science.....	4
_____	Social Science.....	3
_____	General Education Electives .....	2

**Total General Education  
Credits Required .....18**

**ACTING SPECIALIZATION OPTION**

**Admission Program Objective Code A585A**

**CORE COURSES**

THE 2100	Introduction to Theatre History .....	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
<small>(can be completed four times for credit)</small>		
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 1290	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
_____	Any Approved College Credit Course(s).....	_____

**Total Technical Elective Credits  
Required.....16-20**

**NOTE: A proficiency exam may be required in major emphasis area(s).**

**Total Program Credits Required.....64**

**COSTUMING SPECIALIZATION OPTION**

**Admission Program Objective Code A585E**

**CORE COURSES**

TPA 2232	Introduction to Costuming .....	3
<small>Technology</small>		
THE 2100	Introduction to Theatre History.....	3
THE 2300	Dramatic Literature.....	3
TPA 1210	Stagecraft .....	3
TPP 2110	Acting I .....	3
TPA 1290	Technical Theatre I (Scenic).....	3
TPA 2220	Technical Theatre II (Lighting).....	3
TPP 1190	Rehearsal and Performance I .....	3
THE 2930	Theater – Special Topics .....	3
TPP 2930	Theater Performance – Special Topics .....	3

**Total Core Credits Required.....30**

**TECHNICAL ELECTIVES**

With the approval of an advisor, select 16 credits from the following:

TPP 2310	Directing I .....	3
TPP 2111	Acting II .....	3
THE 2071	Humanities Cinema Appreciation .....	3
THE 2080	Amateur Theatre .....	3
THE 2320	Introduction to Creative Dramatics.....	3
TPP 2112	Acting III .....	3
TPP 1191	Rehearsal and Performance II .....	3
TPP 1192	Rehearsal and Performance III .....	3
TPP 2600	Stage Management.....	3
_____	Any Approved College Credit Course(s).....	_____

**Total Technical Elective Credits  
Required.....16**

**Total Program Credits Required.....64**

**DANCE SPECIALIZATION OPTION**

Admission Program Objective Code **A585B**

**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
_____	Any Approved College	
	Credit Course(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**

Admission Program Objective Code **A585C**

**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
_____	Any Approved College	
	Credit Course(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 THEATER OPTION**

**Admission Program Objective Code A585D**

**CORE COURSES**

THE 2100	Introduction to Theatre History .....	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
___	Any College Credit Course(s) .....	___

**Total Technical Elective Credits Required .....24**

**NOTE: A proficiency exam may be required in major emphasis area(s).**

**Total Program Credits Required .....64**



*OWC tuition and fees are among the lowest in Florida for 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 aid to attend OWC.*

*Shown: Bill and Bobbi Pennington of TYBRIN visit with scholarship recipients supported by the company's scholarship endowments.*

## CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA PROGRAMS

Certificate Programs are designed to prepare students for employment in selected professional, technical, and occupational skill areas. OWC 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 twelve (12) to thirty-six (36) 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 OWC**

- Accounting Applications (Certificate)
- Audio Technology (Certificate)
- AutoCAD Foundations (Certificate)
- Child Care Center Management (Certificate)
- Child Development/Early Intervention (Certificate)
- Cisco CCNA (Certificate)
- Computer Programming (Certificate)
- Computer Programming Specialist (Certificate)
- Computer Specialist (Certificate)
- Customer Service Technology(ATD)
- Digital Media/Multimedia Authoring (Certificate)
- Digital Media/Multimedia Presentation (Certificate)
- Digital Media/Multimedia Production (Certificate)
- Drafting (Certificate)
- E-Business (Certificate)
- E-Business Software (Certificate)
- E-Business Technology (Certificate)
- Graphics Design Production (Certificate)
- Graphics Design Support (Certificate)
- Infant/Toddler (Certificate)

- Information Technology Management (Certificate)
- Information Technology Technician (Certificate)
- Management (Certificate)
- Marketing Operations (Certificate)
- Medical Coder/Biller (ATD)
- Medical Office Management (Certificate)
- Microcomputer Repairer/Installer (Certificate)
- Office Management (Certificate)
- Office Specialist (Certificate)
- Preschool (Certificate)
- Stage Technology (Certificate)

### **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, A.A.S. 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 OWC**

- Accounting Operations
- Administrative Assistant
- Corrections Basic
- Customer Assistance Technology
- Customer Service Representative
- Dental Assisting
- Early Childhood Education
- Law Enforcement Basic
- Surgical Technology



### **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 OWC.
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.



*Dental Assisting is a one-year vocational certificate program at OWC that requires full-time enrollment. Students who successfully complete the program are certified for Dental Assisting in Florida. Call 729-6444.*

## CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA PROGRAMS

### ACCOUNTING APPLICATIONS

Admission Program of Study Code 6370

#### 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 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
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
_____ Any approved College Credit Course(s) .....	3

**Total Program Credits Required.....27**

### ACCOUNTING OPERATIONS

Admission Program of Study Code 5370

#### Vocational Credit Certificate

#### CORE COURSES<sup>1</sup>

	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 ELECTIVES<sup>2</sup>

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 Required.....30**

<sup>1</sup>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.

<sup>2</sup>Technical electives may be vocational or college credit as appropriate to the individual student's career goals.

### ADMINISTRATIVE ASSISTANT

Admission Program of Study Code 5150

#### Vocational Credit Certificate

*Students who complete 20-30 credits from this program, including the core, may be eligible to receive the Customer Service Representative and/or Customer Assistance Technology 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 0561 Exploring Windows I .....	1
CGS 0562 Exploring Windows II .....	1
CGS 0516 Windows Spreadsheets I .....	1
CGS 0517 Windows Spreadsheets II .....	1
CGS 0520 Presentation Software Essentials .....	1
CGS 0522 Presentation Software Essentials II .....	1
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	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)	
_____ Any approved elective(s) .....	1-6

**Total Technical Electives Required .....10**

**Total Program Credits Required<sup>1</sup>.....35**

<sup>1</sup>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.

**AUDIO TECHNOLOGY**

Admission Program of Study Code 6560

**College Credit Certificate**

*Students who successfully complete this program may apply these credits to the Music Production Technology A. A. S.*

**CORE COURSES**

	<b>College Credits</b>
MUM 2300 Introduction to Music Technology.....	3
MUM 2600 Recording Tech I.....	3
MUM 2601 Recording Tech II.....	3
MUM 2604 Multi-Track Mixdown.....	3
MUM 2600L Recording Lab.....	3

**Total Program Credits Required .....15**

**AUTOCAD FOUNDATIONS**

Admission Program of Study Code 6050

**College Credit Certificate**

*Students who successfully complete this program may apply these fifteen (15) credits to the Drafting and Design Technology A. A. S.*

**CORE COURSES**

	<b>College Credits</b>
ETD 1100 Introduction to Technical Drawing.....	3
ETD 1310C AutoCAD I.....	3
ETD 1311C AutoCAD II.....	3
ETD 2352C AutoCAD III.....	3
ETD 1350C AutoCAD 3D Modeling I.....	3

**Total Program Credits Required .....15**

**CHILD CARE CENTER MANAGEMENT**

Admission Program of Study Code 6021

**College Credit Certificate**

*Students who successfully complete this program may apply these credits to the Early Childhood Education A. A. S.*

**CORE COURSES**

	<b>College Credits</b>
CHD 2322 Programs for Young Children.....	3
CHD 2432A Curriculum for Young Children I.....	3
DEP 2100 Child Growth and Development I.....	3
CHD 1800 Early Childhood Program Administration.....	3

**Total Core Credits Required .....12**

**CHILD DEVELOPMENT/EARLY INTERVENTION**

Admission Program of Study Code 6020

**College Credit Certificate**

*Students who successfully complete this certificate may receive 36 credits toward the requirements of the Early Childhood 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**

	<b>College Credits</b>
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**

**CISCO CCNA**

Admission Program of Study Code 6140

**College Credit Certificate**

*Students who successfully complete this program may apply these credits to the Computer Engineering Technology, Cisco Academy Option, A. A. S.*

**CORE COURSES**

	<b>College Credits</b>
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 Program Credits Required .....12**

### COMPUTER PROGRAMMING

Admission Program of Study Code 6045

#### College Credit Certificate

*Students who successfully complete this program may apply these credits as appropriate to the Computer Information Administrator, Network Administrator and/or Computer Programming and Analysis degree programs.*

#### CORE COURSES

	College Credits
COP 1006 Introduction to Programming Concepts and Logic .....	3
or	
CIS 1000 Introduction to Computer Science.....	3
CTS 2101 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)	
_____ Approved College Credit COP, CIS CGS, CDA, CET Course(s).....	_

**Total Technical Elective  
Credits Required .....12**

**Total Program Credits Required .....33**

### COMPUTER PROGRAMMING SPECIALIST

Admission Program of Study Code 6046

#### College Credit Certificate

*Students who successfully complete this certificate will have completed 18 credits applicable to the Computer Programming & Analysis A. S. Degree.*

#### CORE COURSES

	College Credits
COP 1006 Introduction to Programming Concepts & Logic.....	3
CGS 1550 Introduction to the World Wide Web .....	3
CTS 2101 Introduction to Windows.....	3

**Total Core Credits Required .....9**

#### TECHNICAL CREDITS

With the approval of an advisor, select 9 credits from the following:

CIS 1000 Introduction to Computer Science.....	3
CIS 1940 Internship in Computer Studies.....	3
CGS 1570 Computer Applications for Business .....	3
COP 2220 Programming in C .....	3
COP 2224 C++ .....	3
COP 2010 Visual Basic Programming.....	3
COP 2011 Adv. Applications Programming in Visual Basic.....	3
COP 2800 Intro. to Java Programming.....	3
COP 2805 Advanced Java Programming.....	3
_____ Any Approved College Credit course(s) .....	_

**Total Technical Elective  
Credits Required .....9**

**Total Program Credits Required .....18**

### COMPUTER SPECIALIST

Admission Program of Study Code 6141

#### College Credit Certificate

*Students who successfully complete this program may apply these credits to the Computer Engineering Technology, Microsoft IT Academy (MCSE) Option, A.A.S.*

#### CORE COURSES

	College Credits
CTS 2101 Introduction to Windows.....	3
CDA 2500 Network Technology .....	3
CDA 2523 Windows Client Operating System .....	3
CDA 2525 Windows Server Environment.....	3
CET 2497 Windows Network Infrastructure .....	3
CTS 2302 Windows Active Directory .....	3
CTS 2310 Designing Security for Windows Network .....	3
CTS 2300 Designing Active Directory and Network Infrastructure.....	3
CTS 2320 Planning and Maintaining Windows Network Infrastructure.....	3

**Total Program Credits Required .....27**

**CORRECTIONS BASIC**

Admission Program of Study Code 5091

**Vocational Credit Certificate**

**CORE COURSES**

	<b>Vocational Credits</b>
CJK0031 CMS First Responder to Medical Issues .....	2
CJK 0040 CMS Firearms .....	3
CJK 0050 CMS Defensive Tactics .....	3
CJD 0710 Criminal Justice Legal I* .....	2
CJD 0711B Criminal Justice Legal II* .....	1
CJD 0712B Criminal Justice Communications .....	2
CJD 0713B Interpersonal Skills I .....	3
CJD 0750 Interpersonal Skills II .....	2
CJD 0741 Emergency Preparedness .....	1
CJD 0752 Correctional Operations .....	3

**Total Program Credits Required.....22**

**NOTE:** Entry into Criminal Justice Certificate Programs requires meeting the standards as established by the Criminal Justice Standards and Training Commission and the Florida Department of Law Enforcement 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 OWC.

\* Corrections academy students who plan to apply for the A.A.S. Degree in Criminal Justice Technology may wish to enroll in the college credit equivalents of CJ Legal I (CJD 1700) and CJ Legal II (CJD 1701).

**CUSTOMER ASSISTANCE TECHNOLOGY**

Admission Program of Study Code 5575

**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**

	<b>Vocational Credits</b>
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)	
CGS 0561 Exploring Windows I .....	1
CGS 0562 Exploring Windows II .....	1
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)	
_____ Any approved elective(s) .....	1-4

**Total Technical Elective Required .....6**

**Total Program Credits Required<sup>1</sup> .....20**

**CUSTOMER SERVICE REPRESENTATIVE**

Admission Program of Study Code 5570

**Vocational Credit Certificate**

*Students who successfully complete this program may apply these credits to the Administrative Assistant and Customer Assistance Technology Vocational Certificates*

**CORE COURSES**

	<b>Vocational Credits</b>
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)	
_____ Any approved elective(s) .....	1-4

**Total Technical Elective Credits Required .....12**

**Total Program Credits Required<sup>1</sup> .....20**

<sup>1</sup>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**

Admission Program of Study Code B575

**Applied Technology Diploma**

*Students who successfully complete this ATD program may apply the credits to the Customer Relationship Management, Business Administration, or Office Administration 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

**Total Core Credits Required .....12**

**TECHNICAL ELECTIVES**

**With the help of an advisor, select at least 6 credits from the following:**

MAR 2011 Introduction to Marketing .....	3
CGS 1550 Introduction to the World Wide Web .....	3
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
_____ Any Approved College Credit Course(s).....	_____

**Total Technical Electives  
Credits Required .....6**

**Total Program Credits Required.....18**

**DENTAL ASSISTING**

Admission Program of Study Code 5000

**Vocational Credit Certificate**

*This program is a limited admission program subject to additional program policies and requirements stipulated in the “Dental Assisting Student Handbook”. The admission criteria and process are subject to change; students should contact the Office of Technical Education for the most current information.*

**CORE COURSES**

	Vocational Credits
DEA 0020 Pre Clinical Procedures Theory .....	1
DEA 0020L Pre Clinical Practice Lab.....	3
DEA 0130 Allied Dental Theory.....	1
DEA 0800L Clinical Practice I .....	6
DEA 0830 Expanded Function Theory .....	1
DEA 0830L Skills Seminar .....	2
DEA 0850L Clinical Practice II .....	6
DEA 0851L Clinical Practice III .....	6
DES 0130C Dental Materials .....	3
DES 0210 Dental Radiology Lecture.....	1
DES 0210L Dental Radiology Lab.....	3
DES 0305 Interpersonal Communication Skills.....	1
DES 0400B Dental Anatomy.....	2

DES 0502 Dental Practice Management.....	1
DES 0600 Pharmacology and Dental Office Emergencies .....	1
DES 0840 Dental Science*.....	1
DEA 0936 Dental Assisting Seminar .....	2

**Total Program Credits Required.....41**

**DIGITAL MEDIA/  
MULTIMEDIA AUTHORIZING**

Admission Program of Study Code 6580

**College Credit Certificate**

*Students who successfully complete this program may apply twelve (12) credits to the Digital Media/Multimedia Technology A. A. S.*

**CORE COURSES**

	College Credits
GRA 2100C Computer Graphics I.....	4
ART 1600C Computer Art I.....	3
GRA 2142C Web Design/Graphics .....	4
GRA 2905 Independent Study – Graphics/Printing ..	1
or	
_____ Any approved related College Credit Course(s).....	_____

**Total Program Credits Required .....12**

**DIGITAL MEDIA/  
MULTIMEDIA PRESENTATION**

Admission Program of Study Code 6581

**College Credit Certificate**

*Students who successfully complete this program may apply seventeen (17) credits to the Digital Media/Multimedia Technology A. A. S.*

**CORE COURSES**

	College Credits
GRA 2100C Computer Graphics I.....	4
ART 1600C Computer Art I.....	3
GRA 2142C Web Design/Graphics .....	4
GRA 2140C Multimedia I.....	4
GRA 2905 Independent Study – Graphics/Printing .	1
or	
_____ Any approved related College Credit Course(s).....	_____

**Total Program Credits Required .....17**

**DIGITAL MEDIA/  
MULTIMEDIA PRODUCTION**

Admission Program of Study Code 6582

**College Credit Certificate**

*Students who successfully complete this program may apply fifteen (15) credits to the Digital Media/Multimedia Technology A. A. S.*

**CORE COURSES**

	<b>College Credits</b>
GRA 2100C Computer Graphics I.....	4
ART 1600C Computer Art I.....	3
GRA 2142C Web Design/Graphics.....	4
GRA 2143C Adv. Web Design/Graphics.....	4
or	
____ Any approved related College	
____ Credit Course(s).....	_____

**Total Program Credits Required .....15**

**DRAFTING**

Admission Program of Study Code 6051

**College Credit Certificate**

*Students who successfully complete this certificate will have completed 24 credits applicable to the Architectural Design and Construction Technology A. A. S.*

**CORE COURSES**

	<b>College Credits</b>
ETD 1100 Introduction to Technical Drawing.....	3
EGS 1110C Engineering Graphics.....	3
ETD 1310C AutoCAD I.....	3
ETD 1311C AutoCAD II.....	3
BCN 1230 Building Materials.....	3
BCN 1272 Blueprint Reading.....	3
ARC 2303A Design 2.1.....	6

**Total Program Credits Required.....24**

**E-BUSINESS**

Admission Program of Study Code 6150

**College Credit Certificate**

*Students who successfully complete this certificate will have completed 24 credits applicable to the Business Administration (e-Business option) A. A. S. Degree program.*

**CORE COURSES**

	<b>College Credits</b>
GEB 1011 Introduction to Business.....	3
GEB 1136 Foundations of e-Business.....	3
GEB 2137 e-Business Models and Strategies.....	3
CGS 1100 Microcomputer Applications.....	3
MAN 2021 Management.....	3

**Total Core Credits Required .....15**

**TECHNICAL ELECTIVES**

**With the help of an advisor, select 9 credits from the following:**

GEB 2138 e-Business Law and Ethics.....	3
ACG 2001 Accounting I.....	3
ACG 2011 Accounting II.....	3
OST 2335 Business Communications.....	3
MNA 2100 Organizational Behavior.....	3
MAR 2011 Introduction to Marketing.....	3
ACG 2071 Managerial Accounting.....	3
MTB 1103 Business Math.....	3
CGS 1570 Microcomputer Applications for Business.....	3
CTS 2101 Introduction to Windows.....	3
GEB 1940 Internship – Business.....	3
ECO 2013 Economics I.....	3
CGS 1550 Introduction to the World Wide Web.....	3
CGS 2930 E-Commerce Seminar.....	3
____ Other College Credit Elective(s).....	3

**Total Technical Elective  
Credits Required .....9**

**Total Program Credits Required.....24**

**E-BUSINESS SOFTWARE**

Admission Program of Study Code 6151

**College Credit Certificate**

*Students who successfully complete this certificate will have completed 21 credits applicable to the E-Business Technology A. A. S. Degree program.*

**CORE COURSE**

	<b>College Credits</b>
GEB 1011 Introduction to Business.....	3
GEB 1136 Foundations of e-Business .....	3
COP 1006 Introduction to Programming Concepts and Logic .....	3
CGS 2820 Web Authoring with HTML .....	3
CGS 1172 Web-Based Programming I.....	3

**Total Core Credits Required .....15**

**TECHNICAL ELECTIVES**

With the help of an advisor, select 6 credits from the following:

GEB 2138 e-Business Law and Ethics.....	3
CTS 2101 Introduction to Windows.....	3
COP 2800 Introduction to JAVA Programming .....	3
CIS 1000 Introduction to Computer Science.....	3
CGS 2541 Database Concepts.....	3
CGS 2840 E-Commerce Technologies .....	3
CGS 2930 E-Commerce Seminar.....	3
CGS 2844 E-Commerce Security .....	3
CGS 2173 Web-Based Programming II.....	3
GEB 2441 Business Ethics.....	3
MKA 2041 Retail Management.....	3
MKA 2511 Introduction to Advertising.....	3
CGS 1843 Introduction to E-Commerce .....	3
CGS 1550 Introduction to the World Wide Web .....	3
CIS 1940 Internship – Computer Science.....	3
_____ Other College Credit Elective(s) .....	3

**Total Technical Elective Credits Required .....6**

**Total Program Credits Required.....21**

**E-BUSINESS TECHNOLOGY**

Admission Program of Study Code 6152

**College Credit Certificate**

*Students who successfully complete this certificate will have completed 21 credits applicable to the Business Administration A. A. S. and/or the E-Business Technology A. A. S. Degree program.*

**CORE COURSES**

	<b>College Credits</b>
CIS 1000 Introduction to Computer Science.....	3
GEB 1136 Foundations of e-Business .....	3
CTS 2101 Introduction to Windows.....	3
CET 2497 Windows Network Infrastructure .....	3

**Total Core Credits Required .....12**

**TECHNICAL ELECTIVES**

With the help of an advisor, select 9 credits from the following:

CGS 2820 Web Authoring with HTML .....	3
CDA 2500 Network Technology .....	3
GEB 1011 Introduction to Business.....	3
GEB 2138 e-Business Law and Ethics.....	3
COP 1006 Introduction to Programming Concepts and Logic .....	3
CGS 2820 Web Authoring with HTML .....	3
CGS 1172 Web-Based Programming I.....	3
COP 2800 Introduction to JAVA Programming .....	3
CIS 1000 Introduction to Computer Science.....	3
CGS 2541 Database Concepts.....	3
CGS 2840 E-Commerce Technologies .....	3
CGS 2930 E-Commerce Seminar.....	3
CGS 2844 E-Commerce Security .....	3
CGS 2173 Web-Based Programming II.....	3
GEB 2441 Business Ethics.....	3
MKA 2041 Retail Management.....	3
MKA 2511 Introduction to Advertising.....	3
CGS 1550 Introduction to the World Wide Web .....	3
CIS 1940 Internship – Computer Science.....	3
_____ Any CET, CTS, CDA, COP College Credit Course(s).....	_____

**Total Technical Elective Credits Required .....9**

**Total Program Credits Required.....21**

**EARLY CHILDHOOD EDUCATION**

Admission Program of Study Code 5020

**Vocational Credit Certificate\***

**CORE COURSES**

	<b>Vocational Credits</b>
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

**Total Program Credits Required.....20**

\* With the approval of an advisor, students may substitute selected college credit courses (with the CHD prefix) for certain of these vocational credits.



**GRAPHICS DESIGN PRODUCTION**

Admission Program of Study Code 6440

**College Credit Certificate**

*Students who successfully complete this certificate may receive twenty-four (24) credits toward the requirements of the Graphics Technology A.A.S. Degree program.*

**CORE COURSES**

	College Credits
GRA 1121C Desktop Publishing I .....	3
GRA 1122C Desktop Publishing II .....	3
GRA 1162C Intro to 3D Graphics .....	3
GRA 2100C Computer Graphics I .....	4
GRA 2156C Computer Graphics II .....	4
ART 1600C Computer Art I .....	3
GRA 2142C Web Design/Graphics .....	4

**Total Program Credits Required .....24**

**GRAPHICS DESIGN SUPPORT**

Admission Program of Study Code 6441

**College Credit Certificate**

*Students who successfully complete this certificate may receive fifteen (15) credits toward the requirements of the Graphics Technology A.A.S. Degree program.*

**CORE COURSES**

	College Credits
GRA 1121C Desktop Publishing I .....	3
ART 1600C Computer Art I .....	3
GRA 2100C Computer Graphics I .....	4
GRA 2142C Web Design/Graphics .....	4
GRA 2900C Independent Study – Graphic Art.....	1

**Total Program Credits Required .....15**

**INFANT/TODDLER**

Admission Program of Study Code 6022

**College Credit Certificate**

*Students who successfully complete this program may apply these credits to the Early Childhood Education A. A. S.*

**CORE COURSES**

	College Credits
CHD 2322 Programs for Young Children.....	3
CHD 2432A Curriculum for Young Children I .....	3
DEP 2100 Child Growth and Development I .....	3
CHD 1312 Infant and Toddler .....	3

**Total Program Credits Required .....12**

**INFORMATION TECHNOLOGY MANAGEMENT**

Admission Program of Study Code 6146

**College Credit Certificate**

*Students who successfully complete this certificate will have completed 30 credits applicable to the Computer Information Administrator A.S. Degree.*

**CORE COURSES**

	College Credit
CGS 1570 Computer Applications for Business .....	3
CGS 1550 Introduction to the World Wide Web .....	3
CTS 2101 Introduction to Windows.....	3
CDA 2500 Network Technology .....	3
CDA 2523 Windows Client Operating System .....	3

**Total Core Credits Required .....15**

**TECHNICAL ELECTIVES**

**With the approval of an advisor, select 15 credits from the following:**

COP 1006 Intro. to Programming Concepts & Logic	3
CGS 1100 Microcomputer Applications .....	3
CGS 1843 Introduction to Electronic Commerce.....	3
CIS 1940 Internship in Computer Studies.....	3
CIS 1000 Introduction to Computer Science.....	3
CGS 1760 Fundamentals of Unix .....	4
CGS 2763 Unix Administration .....	3
CET 2154C Micro. Troubleshooting & Networking ....	4
CTS 2302 Windows Active Directory .....	3
CET 2123C Microprocessor Fundamentals.....	4
CET 2152C Computer/Analysis & Troubleshooting.....	4
_____ Approved college credit COP, CIS, CDA, CET, CEN, CTS course(s) .....	_____

**Total Technical Electives Required .....15**

**Total Program Credits Required .....30**

CERTIFICATE & ATD PROGRAMS

**INFORMATION  
TECHNOLOGY TECHNICIAN**

Admission Program of Study Code 6145

**College Credit Certificate**

*Students who successfully complete this certificate will have completed 21 credits applicable to the Network Administrator A.A.S. Degree.*

**CORE COURSES**

	<b>College Credit</b>
CGS 1550 Introduction to the World Wide Web .....	3
CDA 2500 Network Technology .....	3
CDA 2523 Windows Client Operating System .....	3
CTS 2302 Windows Active Directory .....	3
<b>Total Core Credits Required .....</b>	<b>12</b>

**TECHNICAL ELECTIVES**

**With the approval of an advisor, select 9 credits from the following:**

CTS 2101 Introduction to Windows.....	3
CGS 1570 Computer Applications for Business .....	3
CGS 1843 Introduction to Electronic Commerce.....	3
CIS 1940 Internship in Computer Studies.....	3
COP 1006 Intro. to Programming Concepts & Logic .....	3
CGS 1100 Microcomputer Applications .....	3
CIS 1000 Introduction to Computer Science.....	3
CGS 1760 Fundamentals of Unix .....	4
CGS 2763 Unix Administration .....	3
CET 2154C Micro. Troubleshooting & Networking ...	4
CET 2123C Microprocessor Fundamentals.....	4
CET 2152C Computer/Analysis & Troubleshooting...4	4
_____ Approved college credit COP, CIS, CDA, CET, CEN, CTS course(s) .....	_____

**Total Technical Electives Required .....**9

**Total Program Credits Required.....**21

**LAW ENFORCEMENT BASIC**

Admission Program of Study Code 5092

**Vocational Credit Certificate**

**CORE COURSES**

	<b>Vocational Credits</b>
CJK 0006 Law Enforcement CMS Introduction and the Law .....	2
CJK 0010 Law Enforcement CMS Human Issues..2	2
CJK 0015 Law Enforcement CMS Communications .....	3
CJK 0020 Law Enforcement CMS Vehicle Operations.....	2
CJK 0031 CMS First Aid for Criminal Justice Officers.....	2
CJK 0040 CMS Firearms .....	3
CJK 0050 CMS Defensive Tactics .....	3
CJK 0060 Law Enforcement CMS Patrol Operations.....	2
CJK 0070 Law Enforcement CMS Investigations .....	2
CJK 0075 Law Enforcement CMS Investigating Offenses.....	2
CJK 0080 Law Enforcement CMS Traffic Stops.....	2
CJK 0085 Law Enforcement Traffic Crash Investigations .....	1
CJK 0090 Law Enforcement CMS Tactical Applications .....	2

**Total Program Credits Required.....**28

**NOTE:** Entry into Criminal Justice Certificate Programs requires meeting the standards as established by the Criminal Justice Standards and Training Commission and the Florida Department of Law Enforcement for employment. A copy of these requirements will be furnished by the Public Safety Division at OWC. 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 OWC.

**MANAGEMENT**

Admission Program of Study Code 6381

**College Credit Certificate**

*Students who successfully complete this certificate will have completed 24 credits applicable to the Accounting Technology A.S. Degree or to the Business Administration A.A.S. Degree programs.*

**CORE COURSES**

	<b>College Credits</b>
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

**MANAGEMENT, continued**

**TECHNICAL ELECTIVES**

With the help of an advisor, select 12 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 .....12**

**Total Program Credits Required.....24**

**MARKETING OPERATIONS**

Admission Program of Study Code 6382

**College Credit Certificate**

*Students who successfully complete this certificate may receive twenty-four (24) credits toward completion of the Business Administration A.A.S. Degree program*

**CORE COURSES**

	<b>College Credits</b>	
GEB 1011	Introduction to Business.....	3
MAR 2011	Introduction to Marketing .....	3
MKA 2021	Professional Selling.....	3
CGS 1100	Microcomputer Applications .....	3
CTS 2101	Intro. to Windows .....	3
OST 2335	Business Communications.....	3

**Total Core Credits Required .....18**

**TECHNICAL ELECTIVES**

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

ACG 2001	Accounting I .....	3
BUL 2241	Business Law I.....	3
GRA 1121C	Desktop Publishing .....	3
MNA 2100	Organizational Behavior .....	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 1550	Introduction to the World Wide Web .....	3
GEB 1940	Internship-Business .....	3-6

(can be completed two times for credit)

**Total Technical Elective  
Credits Required ..... 6**

**Total Program Credits Required.....24**

**MEDICAL CODER/BILLER**

Admission Program of Study Code B580

**Applied Technology Diploma**

**CORE COURSES**

	<b>College Credits</b>	
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**

**NOTE:** Students must have a High School Diploma or GED to graduate from this program.

**MEDICAL OFFICE MANAGEMENT**

Admission Program of Study Code 6101

**College Credit Certificate**

*Students who successfully complete this certificate will have 34 credits applicable to the Office Administration A.A.S. Degree program.*

**CORE COURSES**

	<b>College Credits</b>	
OST 1107	Word Processing & Typewriting I. ....	3
OST 2117	Word Processing & Typewriting II. ....	3
OST 2401	General Office Management.....	3
HIM 1000	Introduction to Health Information Management .....	3
HSC 1531	Medical Terminology .....	3
OST 2335	Business Communications.....	3
CGS 1100	Microcomputer Applications .....	3

**Total Core Credits Required .....21**

**MEDICAL OFFICE MANAGEMENT, continued**

**TECHNICAL ELECTIVES**

Select at least 13 credits from the following courses:

OST 1355	Records Management.....	3
ACG 2001	Accounting I. ....	3
ACG 2011	Accounting II. ....	3
ACG 2071	Managerial Accounting.....	3
MTB 1103	Business Math.....	3
CGS 1570	Microcomputer Applications for Business .....	3
CTS 2101	Introduction to Windows.....	3
GEB 1940	Internship – Business.....	3
ECO 2013	Economics I.....	3
CGS 1550	Introduction to the World Wide Web .....	3
BUL 2241	Business Law I.....	3
GEB 2441	Business Ethics.....	3
BSC 1080	Essentials of Anatomy & Physiology.....	3
HIM 1282	Basic Coding for Medical Records.....	3
HIM 1270C	Medical Billing .....	3
HIM 2283C	Advanced Coding for Medical Records .....	3
HIM 2433	Pathophysiology .....	3
HSA 1101	Introduction to Health Care .....	3
— —	Other Approved College Credit courses .....	3

**Total Technical Elective  
Credits Required .....13**

**Total Program Credits Required.....34**

**MICROCOMPUTER  
REPAIR/INSTALLER**

**Admission Program of Study Code 6142**

**College Credit Certificate**

*Students who successfully complete this certificate will have completed 15 credits applicable to the Computer Engineering Technology, COMP TIA A+ Certification Option, A.A.S.*

**CORE COURSES**

		<b>College Credits</b>
CET 2173C	Microcomputer Servicing.....	4
CET 2171C	PC Hardware A+ .....	3
CET 2178C	Operating Systems.....	3
CET 2154C	Microcomputer Troubleshooting.....	4
	and Networking	
CET2905	Independent Study .....	1

**Total Program Credits Required.....15**

**OFFICE MANAGEMENT**

**Admission Program of Study Code 6100**

**College Credit Certificate**

**Students who successfully complete this certificate may receive twenty-seven (27) credits toward the requirements of the Office Administration A.A.S. Degree program**

**CORE COURSES**

		<b>College Credits</b>
OST 1107	Word Processing I.....	3
OST 2117	Word Processing II.....	3
OST 2401	General Office Management .....	3
OST 2335	Business Communications.....	3
CGS 1100	Microcomputer Applications .....	3

**Total Core Credits Required .....15**

**TECHNICAL ELECTIVES**

**With the approval of an advisor, select 12 credits from the following:**

CTS 2101	Introduction to Windows.....	3
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 .....	3-9

**Total Technical Elective  
Credits Required .....12**

**Total Program Credits Required.....27**

**OFFICE SPECIALIST**

Admission Program of Study Code 6102

**College Credit Certificate**

*Students who successfully complete this certificate will have 18 credits applicable to the Office Administration A.A.S. Degree program.*

**CORE COURSES**

	<b>College Credits</b>
OST 1107 Word Processing & Typewriting I.....	3
OST 1355 Records Management.....	3
OST 2335 Business Communications.....	3
CGS 1100 Microcomputer Applications .....	3

**Total Core Credits Required .....12**

**TECHNICAL ELECTIVES**

Select at least 6 credits from the following courses:

OST 2117 Word Processing & Typewriting II.....	3
ACG 2001 Accounting I.....	3
ACG 2011 Accounting II.....	3
ACG 2071 Managerial Accounting.....	3
MTB 1103 Business Math.....	3
CGS 1570 Microcomputer Applications for Business .....	3
CTS 2101 Introduction to Windows.....	3
GEB 1940 Internship—Business .....	3
ECO 2013 Economics I.....	3
CGS 1550 Introduction to the World Wide Web.....	3
BUL 2241 Business Law I.....	3
GEB 2441 Business Ethics	
_____ Other Approved College Credit courses.....	3

**Total Technical Elective  
Credits Required .....6**

**Total Program Credits Required.....18**

**PRESCHOOL**

Admission Program of Study Code 6024

**College Credit Certificate**

*Students who successfully complete this program may apply these credits to the Early Childhood Education A. A. S.*

**CORE COURSES**

	<b>College Credits</b>
CHD 2322 Programs for Young Children.....	3
CHD 2432A Curriculum for Young Children I.....	3
DEP 2100 Child Growth and Development I.....	3
CHD 1430 Observing and Recording Child Behavior.....	3

**Total Program Credits Required .....12**

**STAGE TECHNOLOGY**

Admission Program of Study Code 6585

**College Credit Certificate**

*Students who successfully complete this program may apply these credits to the Theater and Entertainment Technology, Technical Theater Option, A. A. S.*

**CORE COURSES**

	<b>College Credits</b>
TPA 1210 Stagecraft.....	3
TPA 1290 Tech Theatre Lab I (Scenic).....	3
TPA 2220 Tech Theatre Lab II (Lighting).....	3
TPA 2600 Stage Management.....	3
— — Approved Theatre Electives*.....	5

**Total Program Credits Required .....17**

\*THE 2071; THE 2080; THE 2820; TPA 2232; TPP 2211; TPP 2218; TPP 2219; TPP 1190; TPP 1191; TPP 1192; TPP 2301; TPP 2302

**SURGICAL TECHNOLOGY**

Admission Program of Study Code 5010

**Vocational Credit Certificate**

*This program is a limited admission program subject to additional program policies and requirements stipulated in the "Surgical Technology Student Handbook". The admission criteria and process are subject to change; students should contact the Nursing and Allied Health Department for the most current information. \*\*The following are required courses.*

**CORE COURSES**

	<b>Vocational Credits</b>
STS 0805 Basic Anatomy & Physiology I.....	2
STS 0806 Basic Anatomy & Physiology II.....	2
STS 0804 Surgical Microbiology.....	2
HSC 0001 *Orientation to Health Care.....	1
STS 0003 Introduction to Surgical Technology.....	2
STS 0801 Principles & Practice of Surgical Technology Theory.....	2
STS 0808L Principles & Practice of Surgical Technology Lab.....	6
STS 0803 Pharmacology & Anesthesia for the Surgical Technologist.....	1
STS 0809 Surgical Procedures I.....	5
STS 0255L Surgical Technology I Clinical Practice ..	8
STS 0936 Seminar in Surgical Technology.....	2
STS 0810 Surgical Procedures I.....	3
STS 0256L Surgical Technology II Clinical Practice .....	8

**Total Program Credits Required .....44**

\*This course requires basic computer skills. Students requiring basic computer skills are encouraged to enroll in CGS 1100, Microcomputer Applications, or CTS 2101, Introduction to Windows. (See OWC Schedule of Classes for availability.)

\*\*Courses vary each term. Schedules for classes can be obtained by calling the Surgical Technology Program at (850) 729-4928.

## ADULT GENERAL EDUCATION

Okaloosa-Walton 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 OWC campuses and centers, as well as at selected community sites in Okaloosa and Walton Counties.

### Adult Basic Education

Adult Basic Education at OWC 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.

### 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 OWC Testing Center offers the GED Examination throughout the academic year. Students must attend a GED orientation and obtain a referral form prior to registering. Students must register in advance for the exam and pay a \$35 examination fee. Testing is offered at the Niceville and Fort Walton Beach campuses, and the Chautauqua Center in DeFuniak Springs.

#### GED Orientation

All students who wish to take the GED Test are required to obtain a referral from the Adult Education Department.

The GED Orientation is a free two-day, 12-hour class. In orientation, students complete the Test of Adult Basic Education (TABE) and, if they score at the 9th grade level or above on the TABE, then take the Official Practice GED exam. The results of the practice test will indicate if a student is ready for the

actual GED exam or if he/she would benefit from additional academic preparation. Students who pass the Official Practice GED exam are given a referral form to register for the GED exam. Students who do not pass the Official Practice GED exam are referred to free adult basic education classes for further instruction.

#### Distance Learning-Adult Basic Education/GED On-Line

In addition to traditional classes, OWC offers Adult Basic Education and GED Preparation through on-line classes by computer and the Internet. Students who wish to enroll in OWC's on-line GED or ABE course must attend a GED Orientation class and take placement assessment prior to registration. The on-line classes are designed for students who have a barrier that prevents them from attending Adult Education classes at an OWC campus or center. Barriers such as childcare, health, work hours, and transportation are considered valid reasons to refer students to Distance Learning. Distance Learning is designed for students who place above the 4th grade level on the Test of Adult Basic Education (TABE) and who have access to a computer with Internet service.

### English for Speakers of Other Languages (ESOL)

The ESOL curriculum at OWC 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 various locations.

## CONTINUING EDUCATION PROGRAMS

Okaloosa-Walton 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 OWC 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.

### ***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.



*Professional Development programs at OWC offer custom training for business and industry.*

## COURSE NUMBERING

### **Florida Statewide Course Numbering System**

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course details."

Example of Course Identifier					
Prefix (first digit)	Level Code (second digit)	Century Digit (third digit)	Decade Digit (fourth digit)	Unit Digit	Lab Code
SYG	1	0	1	0	
Sociology, General	Freshman Level at this institution	Entry-level General Sociology	Survey Course	Social Problems	No Laboratory component in this course

### **General Rule For Course Equivalencies**

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 34 different postsecondary institutions. Each institution uses "SYG\_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which may meet at a different time or place.

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is

equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college while the same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university upon transfer. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution to offer transfer credit for courses successfully completed which have not been designated as equivalent.

### **The Course Prefix**

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the prefix designation.



### **Authority for Acceptance of Equivalent Courses**

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:

When a student transfers among post-secondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

### **Exceptions to the Rule for Equivalencies**

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution:

- A. Courses in the 900-999 series (e.g., HUM 2905)
- B. Internships, practica, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theater, and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses
- F. Courses not offered by the receiving institution

College preparatory and vocational preparatory course may not be used to meet degree requirements and are not transferable

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Vice President for Instruction at OWC or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 245-0427 or SunCom 205-0427.



*The OWC Arts Center in Niceville is home to the college sponsored Northwest Florida Symphony Orchestra, the region's premier symphony. OWC students may obtain two free tickets to the NFSO Concerts with a valid student ID.*

DEPARTMENT/PROGRAM AREA	COURSE PREFIXES
Allied Health Dental Assisting 729-6444 Nursing 729-6400 Surgical Technology 729-6400	DEA, DES, NUR, STS
Athletics, Health, and Fitness 729-5379	DAA, HLP, HSC, PEL, PEM, PET
Business 729-5369	ACO, ACG, BUL, COM, ECO, FIN, GEB, HFT, HIM, HSA, HSC, MAN, MAR, MKA, MNA, MTB, OTA, OST, PLA, RMI, SLS, TAX
Child Development 729-5735	CHD, DEP, FAD, HEV
Communications 729-5390	CRW, ENC, ENG, FRE, LIN, LIS, LIT, ORI, REA, SPA, SPC, SPN
Computer Science 729-5369	CDA, CEN, CET, CGS, CIS, COP, CTS
Humanities, Fine & Performing Arts 729-5382	AML, ARH, ART, ENL, 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, EGS, ETD, ETG, ETI, GRA, PMT, PGY, SUR, TAR
Mathematics 729-5377	MAC, MAP, MAS, MAT, MGF, MTB, STA
Military Science (ROTC) 729-6022	MSL
Public Safety 729-5378	CCJ, CJC, CJD, CJE, CJL, CJTT
Sciences 729-5376	AST, BOT, BSC, CHM, ESC, GLY, HUN, MCB, MET, OCE, PCB, PHY, PSC, ZOO
Social Sciences 729-5391	AMH, ANT, CLP, DEP, EDF, EDG, EDP, EEX, EME, GEA, INR, ISS, LIS, POS, POT, PSY, SLS, SYG, WOH

## SUBJECT AND COURSE PREFIX LISTING

Accounting . . . . .	ACO, ACG, TAX	Legal Secretary . . . . .	OST
Anthropology . . . . .	ANT	Library Science . . . . .	LIS
Archeology . . . . .	ANT	Literature . . . . .	AML, ENL, LIT
Art . . . . .	ART, PGY	Management . . . . .	MAN, MNA
Art History . . . . .	ARH	Manufacturing . . . . .	ETI, PMT
Astronomy . . . . .	AST	Marketing . . . . .	MAR, MKA
Biology . . . . .	BOT, BSC, MCB, OCE, PCB, ZOO	Mathematics . . . . .	MAC, MAP, MAS, MAT, MGF, MTB, STA
Botany . . . . .	BOT	Medical Office Skills . . . . .	OST, HSC, HIM, HSA
Building Construction . . . . .	BCN, BCT	Medical Reporting . . . . .	OST, HSC, HIM, HSA
Business . . . . .	FIN, GEB	Meteorology . . . . .	MET
Business Law . . . . .	BUL	Military Science (ROTC) . . . . .	MSL
Chemistry . . . . .	CHM	Multimedia . . . . .	ART, GRA, PGY
Child Development . . . . .	CHD, DEP, FAD, HEV	Music . . . . .	MUH, MUN, MUS, MUT, MVB, MVK, MVP, MVS, MVV, MVW
Computer Science . . . . .	CDA, CGS, CIS, COP, CET, CEN, CTS	Nursing . . . . .	NUR
Criminal Justice . . . . .	CCJ, CJC, CJD, CJE, CJL, CJT	Nutrition . . . . .	HUN
Dance . . . . .	DAA, PEM	Oceanography . . . . .	OCE
Dental Assisting . . . . .	DEA, DES	Office Skills . . . . .	CGS, OST, OTA, COM
Drafting . . . . .	BCN, EET, EGS, ETD, ETG, TAR	Philosophy . . . . .	PHI
Early Childhood/Family . . . . .	CHD, FAD, HEV	Photography . . . . .	PGY
Earth Science . . . . .	ESC	Physical Education . . . . .	HLP, PEM, PET, PEL, HSC
Economics . . . . .	ECO	Physical Science . . . . .	PHY, PSC
Education . . . . .	EME, EDF, EDG, EDP, EEX	Physics . . . . .	PHY
Engineering Technology . . . . .	ETD, ETG	Political Science . . . . .	POS, POT
English . . . . .	CRW, ENC, ENG, LIN, REA	Psychology . . . . .	CLP, DEP, EDP, PSY
French . . . . .	FRE	Reading . . . . .	REA
Geography . . . . .	GEA	Religion . . . . .	REL
Geology . . . . .	GLY	Theatre . . . . .	THE, TPA, TPP
Graphic Design . . . . .	ART, GRA, PGY	Safety and Quality Control . . . . .	ETI
Health Education . . . . .	HSC	Sign Language . . . . .	SPA
History . . . . .	AMH, WOH	Spanish . . . . .	SPN
Hospitality Management . . . . .	HFT	Speech and Debate . . . . .	ORI, SPC
Humanities . . . . .	ARH, HUM, MUH, PHI, REL, THE	Sociology . . . . .	INR, SYG
Insurance . . . . .	RMI	Surgical Technology . . . . .	STS
Legal Assisting . . . . .	PLA	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.

### XWK 06 \_\_\_\_ \*

#### Workplace Readiness Skills

Course designed for adult education students to prepare for employment, and to demonstrate job acquisition and job retention skills.

\* Course number varies with number of instructional contact hours.



*OWC offers literacy instruction, English-as-a-Second Language, Adult Basic Education and GED preparation free of charge to adults age 16 or older who do not have a high school diploma or who have academic skills below the ninth grade level. Students may enroll at any time throughout the year. Contact Adult Education at 729-5387 for information.*

## COLLEGE PREPARATORY COURSES

### ENC 0020\*

**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 (not applicable for degree completion). 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. Corequisite: 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 (not applicable for degree completion). Placement is determined (1) by a grade of "C" or better in ENC0020 or (2) by a score of 69-82 on FCPT or (3) on an elective basis with a score of 83 or above on FCPT.

### MAT 0002A\*

**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 (not applicable for degree completion). It is designed to reinforce knowledge of operations with fractions, decimals, percents and signed numbers with applications.

### MAT 0012\*

**College Preparatory Mathematics and Algebra, 6 college prep credits, 75 lec., 30 lab. (Offered as needed)**

This course does not meet graduation requirements and is designed for students whose entry-level placement test scores do not meet requirements for degree credit. This course emphasizes concepts, techniques, and applications of the following major topics: operations with fractions, decimal, percents, and signed numbers with applications, operations with real numbers, properties of real numbers, linear equations and inequalities, rational expressions and equations, properties of exponents, polynomials, radical expressions, and graphs of lines. A combination of delivery methods will be used including lecture, computer tutorials, online tutorials, and individualized instruction. Each student will work at his or her own pace and will complete the course when the competencies are met.

### 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 (not applicable for degree completion). This course emphasizes concepts, techniques, and applications of the following topics: operations with real numbers; properties of real numbers; linear equations and inequalities; rational expression and equations; properties of exponents; polynomials; radical expressions; and graphs of lines. Prerequisite: Score of 50-71 on FCPT.

### REA 0001\*

**College Preparatory Reading, Level 1, 3 college prep credits, 45 lec. (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. Prerequisite: Score of 0-63 on the FCPT. Co-requisite: SLS 1101.

### REA 0002\*

**College Preparatory Reading, Level 2, 3 college prep credits, 45 lec. (Fall, Spring, Summer)**

This course is designed to increase the student's ability to comprehend college level written material (not applicable for degree completion). 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. Prerequisite: Score of 64 – 82 on the FCPT, and/or grade of "C" or better in REA 0001.

\*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 0515\*

**Spreadsheet Concepts, 3 Vocational Credits, 90 lec./lab (Offered as needed)**

A course in spreadsheet concepts to include understanding them and how they work, planning them effectively, and using them for basic and advanced problem solution. Prerequisite: Knowledge of the Windows operating system.

### 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 0545\*

**Using Database Software, 3 Vocational Credits, 90 lec./lab (Offered as needed)**

A thorough course in database concepts to include understanding them and how they work, planning them effectively, and using them for basic and advanced problem solution. Prerequisite: Knowledge of the Windows operating system.

### 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 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.

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**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 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 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 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.

**CJK 0006\*****Law Enforcement CMS Introduction and the Law, 2 Vocational Credits, 60 lec. (Offered as needed)**

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course is designed to introduce the student to the stringent requirements of the academy and to succeed in the program. This course also introduces the student to the criminal justice system, the chain-of-command system in law enforcement, Constitutional Law, Florida Statutes, and the Police Code of Ethics. This course includes classroom instruction and scenario-based exercises. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy.

**CJK 0010\*****Law Enforcement CMS Human Issues, 2 Vocational Credits, 60 lec. (Offered as needed)**

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course is designed to enhance student awareness and understanding of human diversity issues and to teach students skills which will enable them to effectively interact with people of diverse backgrounds. This course includes classroom instruction and scenario-based exercises. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy.

**CJK 0015\*****Law Enforcement CMS Communications, 3 Vocational Credits, 90 lec. (Offered as needed)**

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course is designed to help the officer recognize and deal effectively with street gangs, extremist groups, and special populations. The course also helps the officer learn vital communication skills including interviewing, note taking, statement taking, and report writing. This course also helps the student to develop survival skills, stress management skills, and problem solving skills utilizing the SECURE model. This course includes classroom instruction and scenario-based exercises. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy.

**CJK 0020\*****Law Enforcement CMS Vehicle Operations, 2 Vocational Credits, 60 lec. (Offered as needed)**

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course is designed to prepare prospective police officers to apply vehicle operations knowledge, principles and techniques to the police driving environment. This course includes classroom instruction and practical application on the driving range.

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**CJK 0031\*****CMS First Aid for Criminal Justice Officers, 2 Vocational Credits, 60 lec. (Offered as needed)**

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course is designed to prepare prospective police officers to apply first responder knowledge and techniques to medical emergency situations. This course includes classroom instruction and hands-on practical demonstration. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy or the Corrections Basic Recruit Academy.

**CJK 0040\*****CMS Firearms, 3 Vocational Credits, 90 lec. (Offered as needed)**

This course is a component of the Law Enforcement/Corrections CMS Basic Recruit Academy. This course is designed to give the student basic skills and knowledge needed to safely operate a firearm, and shoot a handgun, and shotgun and/or rifle with a prescribed degree of accuracy. This course includes classroom instruction and firing range practice/qualification. This course is open only to students admitted to the Law Enforcement CMS or Corrections Basic Recruit Academy.

**CJK 0050\*****CMS Defensive Tactics, 3 Vocational Credits, 90 lec. (Offered as needed)**

This course is a component of the Law Enforcement/Corrections CMS Basic Recruit Academy. This course is designed to prepare prospective officers to control subjects and defend themselves using appropriate defensive tactics in accordance with the Recommended Response to Resistance Matrix. This course includes classroom instruction and practical physical exercises and demonstrations. This course is open only to students admitted to the Law Enforcement CMS or Corrections Basic Recruit Academy.

**CJK 0060\*****Law Enforcement CMS Patrol Operations, 2 Vocational Credits, 60 lec. (Offered as needed)**

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course is designed to enable the student to perform basic tasks and procedures associated with commonly encountered patrol situations, as well as completing the appropriate documentation and/or reports of these activities. This course includes classroom instruction and practical skill demonstration. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy.

**CJK 0070\*****Law Enforcement CMS Investigations, 2 Vocational Credits, 60 lec. (Offered as needed)**

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course is designed to prepare a student to perform a law enforcement investigation and preserve admissible evidence for use in criminal prosecution. This course includes classroom instruction and practical exercises. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy.

**CJK 0075\*****Law Enforcement CMS Investigating Offenses, 2 Vocational Credits, 60 lec. (Offered as needed)**

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course is designed to prepare the student to investigate domestic disputes, domestic violence, child abuse, crimes against persons, and missing or wanted persons, and to assist mentally or emotionally handicapped persons. This course includes classroom instruction and scenario-based exercises. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy.

**CJK 0080\*****Law Enforcement CMS Traffic Stops, 2 Vocational Credits, 62 lec. (Offered as needed)**

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course introduces the recruit to the basic rules for conducting safe and effective traffic stops, including ethical consideration, safety considerations, citation and warning procedures, and dealing with abandoned vehicles. This course includes classroom instruction and practical proficiency exercises. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy.

**CJK 0085\*****Law Enforcement CMS Traffic Crash Investigations, 1 Vocational Credit, 32 lec. (Offered as needed)**

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course introduces the student to traffic crash investigations, laws pertaining to traffic crashes and procedures for responding to a traffic crash. This course includes classroom instruction and practical exercises. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy.

**CJK 0090\*****Law Enforcement CMS Tactical Applications, 2 Vocational Credits, 66 lec. (Offered as needed)**

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course is designed to familiarize the student with the court process, courtroom procedures, and effective techniques for giving credible testimony. This course also prepares the student to conduct rescue operations, recognize and address bomb threats and weapons of mass destruction, and conduct crowd control in special detail, demonstration, and riot situations. This course includes classroom instruction and scenario-based exercises. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy.

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**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.

**DEA 0020\*****Pre-Clinical Procedures Theory, 1 Vocational Credit, 30 lec. (Offered as needed)**

This course is designed to provide an introduction to the dental assisting profession to include orientation to fourhanded dentistry and general dental office procedures including, but not limited to basic principles of disease prevention, patient data collection and assessment, and instrumentation. Emphasis is on adhering to safety guidelines as specified by OSHA. Students will be introduced to the legal and ethical scope of responsibilities for dental assistants and interpersonal relations in the dental office. Corequisite: DEA 0020L

**DEA 0020L\*****Pre-Clinical Practice Lab, 3 Vocational Credits, 90 lab. (Offered as needed)**

This is a comprehensive chair side competency based course. The course provides the skills practice necessary for dental assisting students entering four handed dentistry practice including but not limited to Infection control, taking and recording vital signs, assisting with operative procedures, principles of preventive dentistry, instrument identification and, use and maintenance of equipment. Emphasis is on aseptic technique and clinical competency with procedures performed in a contemporary dental practice. Corequisite: DEA 0020

**DEA 0130\*****Allied Dental Theory, 1 Vocational Credit, 30 lec. (Offered as needed)**

This course is a general study of the scientific and clinical concepts that include additional knowledge base necessary to the practice of dental assisting. Students are acquainted with the normal and abnormal conditions of the oral cavity and recognition of common pathological conditions. Oral Pathology, histology and embryology are included. Emphasis is on the interrelationship of the information presented with the clinical practice of dental assisting.

**DEA 0800L\*****Clinical Practice I, 6 Vocational Credits, 180 lab. (Offered as needed)**

This competency based clinical course provides a real world setting in which to integrate the laboratory and clinical skills learned in the classroom. The student receives closely supervised hands on training in chair side dental assisting through rotations at community dental offices. Progress is evaluated using predetermined competency guidelines. Students must provide their own transportation and must have current CPR training. Corequisites: DEA 0020, DEA 0020L.

**DEA 0830\*****Expanded Function Theory, 1 Vocational Credit, 30 lec. (Offered as needed)**

This course introduces the dental assisting student to the dental specialty practices and more advanced clinical skills. It also provides the theory of dental specialty practice administration as it relates to the role of the dental assistant including ethical and legal ramifications. Lectures relate topics including but not limited to dental specialty procedures, instruments used in the specialty practices and duties delegated to dental assistants according to the rules and regulations of the Florida Dental Practice Act. Role playing and problem solving activities using case studies relate to duties delegated to dental assistants. Seminars are conducted to monitor students progress. Prerequisites: DEA 0020, DEA 0020L.

**DEA 0830L\*****Skills Seminar, 2 Vocational Credits, 60 lab. (Offered as needed)**

This laboratory course accompanies the clinical practice lecture course DEA 0830 and provides opportunity for students to practice application of the duties delegated to dental assistants according to the Florida Dental Practice Act. Students become more proficient in more advanced skills. Modules containing information and behavioral objectives allow students to master each skill before advancing to the next. The course also serves as an opportunity for feedback from students' Clinical Practice. Prerequisites: DEA 0020, DEA 0020L.

**DEA 0850L\*****Clinical Practice II, 6 Vocational Credits, 180 lab. (Offered as needed)**

This course is a continuation of Clinical Practice I. It provides a real world setting for students to receive additional training in the clinical skills learned in class. Students are assigned to various offices in the community including but not limited to General dentists, Oral Surgeons, Orthodontists, Periodontists, and Endodontists. Performance evaluations are utilized to measure competency and provide feedback from the local dental offices to the instructor regarding the students' competency level. Skills are strengthened in Seminar lab. Students must provide their own transportation, and must have current CPR along with up to date immunizations. Prerequisite: DEA 0800L; Corequisites: DEA 0830, DEA 0830L.

**DEA 0851L\*****Clinical Practice III, 6 Vocational Credits, 180 lab. (Offered as needed)**

This Course is a continuation of Clinical Practice II, providing a real world setting for students to practice the training and clinical skills learned in class including X-ray film placement and cone positioning. The student is assigned to various offices in the community including specialty offices and general dentistry offices. Students assist the dentist and staff with various function of a Dental Assistant at a more advanced level of proficiency. A requirement of 240 clinical rotation hours must be completed to successfully complete this course. Prerequisite: DEA 0850L.

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**DEA 0936\***

**Dental Assisting Seminar, 2 Vocational Credits, 60 lec. (Offered as needed)**

This course is designed to provide a review of materials commonly covered on the Dental Assisting National Board (DANBE) exam. Topics include but are not limited to Infection control, General Chair side procedures, and Radiographic Technique. The Seminar will provide a Mock Board Examination, and opportunities for review, problem solving, and strengthening skills. Corequisites: DEA 0851L, DES 0210, DEA 0830, DES 0210L.

**DES 0130C\***

**Dental Materials, 3 Vocational Credits, 30 lec., 60 lab. (Offered as needed)**

This course is a comprehensive study of the manipulation, physical and chemical properties of materials used in the diagnosis, prevention and treatment of oral disease. Emphasis is on practical application as it relates to the role of the dental assistant in the contemporary dental practice. The competency based lab that accompanies this course includes exercises to illustrate application and uses of selected materials. Students practice the use of various materials including but not limited to impression materials, waxes, filled and unfilled resins, dental amalgams, gypsum, and acrylic plastics.

**DES 0210\***

**Dental Radiology Lecture, 1 Vocational Credit, 30 lec. (Offered as needed)**

This course is designed to study the theory and principles of radiographic exposure, and processing techniques. The course will include operation of radiographic equipment, mounting dental X-rays, darkroom procedures, radiographic interpretation, identification of normal landmarks, and quality control. Patient and operator safety guidelines and diagnostic quality are emphasized. Areas of instruction include bisecting and paralleling techniques, intraoral and extra-oral experiences. Prerequisites: DES 0400B, DEA 0020, DEA 0020L.

**DES 0210L\***

**Dental Radiology Lab, 3 Vocational Credits, 90 lab. (Offered as needed)**

This laboratory course assists students in radiographic performance techniques using DXTR manikins to achieve competency prior to exposure of various patients with varied dentitions. Students practice exposing, mounting, radiographic interpretation, safe darkroom procedures, identification of landmarks and distinguishing radiographic pathology from normal landmarks. Clinical radiographic skills necessary to produce diagnostic quality X-rays including Bitewings, Periapical radiographs, and panoramic x-rays will be covered. Emphasis is on patient and operator safety guidelines and producing diagnostic quality x-rays. Prerequisites: DES 0400B, DEA 0020, DEA 0020L.

**DES 0305\***

**Interpersonal Communications Skills, 1 Vocational Credit, 30 lec. (offered as needed)**

This course is designed to implement interpersonal and effective communication skills in the practice of dentistry. It includes team building strategies, oral and written communications skills with the correct use of terminology commonly used in dentistry. Professionalism in verbal and nonverbal communications is emphasized. Role-playing is a major adjunct in this course.

**DES 0400B\***

**Dental Anatomy, 2 Vocational credit, 60 lec. (Offered as needed)**

This course provides a detailed study of the orofacial and related structures of the head and neck including, but not limited to the eruption, identification and function of the human dentition, study of bony, circulatory, muscular and nervous systems of the head and neck and surrounding structures associated with the oral cavity. A brief introduction to oral histology and embryology will be included.

**DES 0502\***

**Dental Practice Management, 1 Vocational Credit, 30 lec. (Offered as needed)**

This course includes theory and practical administration of the dental office. Lectures and role playing activities are related to the responsibilities of the dental assistant. Topics include but are not limited to appointment scheduling, billing, collections, record keeping, clerical and dental supply inventory. Students are introduced to the use of dental practice software with hands on computer experience. Legal responsibilities, interpersonal relations, and interview skills are included.

**DES 0600\***

**Pharmacology and Dental Office Emergencies, 1 Vocational Credit, 30 lec. (Offered as needed)**

This course is designed to familiarize the dental assisting student with the basic concepts and considerations regarding pharmacology and pharmaceuticals used in dentistry. Topics presented include Nitrous Oxide monitoring, emergency procedures and protocol with student recognition of emergency conditions including but not limited to syncope, anaphylaxis, and cardiovascular incidents. Emphasis placed on the role of the dental assistant in the prevention, intervention, and management of dental office emergencies.

**DES 0840\***

**Dental Science, 1 Vocational Credit, 30 lec. (Offered as needed)**

This course is a general study in biomedical and clinical sciences of preventive dentistry to familiarize the dental assisting student with basic principles of microbiology, basic body structures, and their functions and affects as manifested in the oral cavity. The affects of nutrition and the role of microorganisms in dental health and blood borne pathogens is included.

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**DES 0930\*****Dental Anatomy Seminar – Head and Neck, 1 Vocational Credit, 30 lec. (Offered as needed)**

This Seminar class is designed to emphasize additional topics related to head, neck and dental anatomy. Corequisite: DEA 0400, DEA 0800.

**ETI 0702\*****Occupational Safety I, 1 Vocational 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 Vocational 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.

**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 pre-school 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.

**HEV 0195\*****School-Age Child Care, 3 Vocational Credits, 45 lec. (Offered as needed)**

This course provides the student with the knowledge and skills required of a professional working in a school-age child care program. School age competency standards included in instruction are: professionalism, out of school environments, physical and intellectual competence, social/emotional development/guidance, and responsive program. The student will complete a portfolio and resource file. An OWC instructor will complete a observation and interview of the student in the student's school-age work site. Course work will satisfy the training requirements for Level I of the Florida School-Age Credential.

**HSC 0001\*****Orientation to Health Care, 1 Vocational Credit, 16 lec., 4 lab., 10 other (Offered Fall)**

This course provides initial health care learning needs for the surgical technologist. It includes principles of infection control; an overview of the healthcare delivery system; ethical and legal issues in healthcare; safety and security issues; concepts of wellness and illness; communication techniques; computer use and information systems, and an emphasis on introduction to medical terminology using computer-assisted instruction. The concept of using critical thinking is introduced. Practice of psychomotor skills includes basic handwashing, transfer/transportation of patients, and use of computers.

**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 0160\*****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.

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**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 0114\*****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.

**OTA 0115A\*****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 0423\*****Office Procedures and Records Maintenance, 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 0115A.

**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.

**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, 3 Vocational Credits, 90 lec., (Offered as needed)**

This seminar course is designed to build and maintain the critical skills necessary to be a dynamic and successful business professional. Topics have recently included OTA 0935 Customer Service and Workplace Math, OTA 0935B Life Skills and Workplace Interaction, as well as OTA0935C Business Forms and Electronic Calculators. Students may retake the course as desired when the topic changes.

**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.

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**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.

**STS 0003\*****Introduction to Surgical Technology, 2 Vocational Credits, 32 lec., 28 other (Offered Fall)**

This course provides an overview of the surgical technology profession and fundamental concepts and principles necessary to participate on a surgical team. Topics include: history of surgery and surgical technologist, roles of the surgical technologist and team members; scope of practice and professionalism; biopsychosocial needs of the surgical patient; the physical surgical environment; preoperative patient preparation, ethical/legal issues; special patient populations, biomedical science topics: electricity, physics, robotics; and concepts of communication, teamwork, and leadership. New medical terms are introduced throughout. Orientation to surgical facilities off campus is included at end of course. Prerequisite: Admission to the Surgical Technology program.

**STS 0255L\*****Surgical Technology I Clinical Practice, 8 Vocational Credits, (Offered Spring)**

Students practice detailed procedures and special techniques in clinical settings throughout the community under the supervision of clinical preceptors; the focus is the scrub role. Procedure assignments emphasize these surgical specialties: General, Obstetrics & Gynecology, Genitourinary, Orthopedic, Plastic & Reconstructive, and Ear, Nose & Throat Surgery. Some simulated laboratory activities may be included. Prerequisite: STS 0804, HSC 0000, STS 0003, STS 0807; Corequisite: STS 0803, STS 0806, STS 0809.

**STS 0803\*****Pharmacology and Anesthesia for the Surgical Technologist, 1 Vocational Credit, 30 lec. (Offered Spring)**

This course introduces students to concepts of surgical pharmacology and anesthesia, and incorporates topics regarding patient complications and emergencies in the perioperative setting. It includes a review of basic math and weights and measures, as well as principles of safe drug administration. The most commonly used pharmacological agents are studied, with emphasis on identification, handling, and usage by the surgical technologist. Prerequisite: HSC0000, STS 0003, STS 0807, STS 0808.

**STS 0804C\*****Surgical Microbiology, 2 Vocational Credits, 30 lec., 30 lab., (Offered as needed)**

This course represents the characteristics and activities of microorganisms. It surveys various microbial groups, especially bacteria, viruses, and fungi, with an emphasis on pathogenic forms. Bacterial growth, metabolism, and genetics are discussed. Theories and methods of destruction, removal, and inhibition of microorganisms in the environment are studied, as well as how the body's natural defenses act to protect us against pathogenic organisms and how chemotherapeutic agents assist in this task. Various key aspects of selected infectious diseases that occur in humans are covered. Content is applied to the role of the surgical technologist, including principles of wound healing and prevention of infection/disease.

**STS 0805\*****Basics of Applied Anatomy and Physiology I, 2 Vocational Credits, 60 lec., (Offered as needed)**

This course presents an introduction to the structure and function of the human body applicable to surgical technology. Medical terminology is integrated throughout the course as students explore the relationship of topographic anatomy and surgical technology procedures.

**STS 0806\*****Basics of Applied Anatomy and Physiology II, 2 Vocational Credits, 60 lec., (Offered as needed)**

This course continues to introduce the structure and function of select human body systems applicable to surgical technology. Medical terminology is integrated throughout the course as students continue to explore the relationship of topographic anatomy and surgical technology procedures.

**STS 0807\*****Principles and Practice of Surgical Technology Theory, 2 Vocational Credits, 60 lec., (Offered Fall)**

This course provides the student with theoretical foundations of practice in the perioperative environment in both the scrub and circulating assistant roles. Principles and concepts of aseptic technique, sterilization and disinfection, surgical case management, and all other techniques associated with the scrub role are presented. An overview of general patient care principles, with key circulator assistant responsibilities, are provided. Students correlate theory to practice with a corresponding Lab/real-time observational experience. Prerequisite: Admission to the Surgical Technology Program; Corequisite: STS 0808L.

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**STS 0808L\*****Principles and Practice of Surgical Technology Lab, 6 Vocational Credits, 100 lab., 80 clinical, (Offered Fall)**

This course provides the student with practical application of skills performed in both the scrub and assistant circulating roles in the perioperative environment. Critical thinking is emphasized. Principles and concepts of aseptic technique, sterilization and disinfection, surgical case management, and all other techniques associated with the scrub role are practiced in a simulated environment. Assistant circulator patient care skills such as vital sign measurement and foley catheterization is practiced. During the second half of the semester, students will attend multiple observational experiences off campus. Prerequisite: Admission to the Surgical Technology Program; Corequisite: STS 0807.

**STS 0809\*****Surgical Procedures I, 5 Vocational Credits, (Offered Spring)**

This interactive course provides the student with theory on detailed surgical procedures and special techniques involving multiple surgical specialties: General, Obstetrics & Gynecology, Genitourinary, Orthopedic, Plastic & Reconstructive, and Ear, Nose, & Throat Surgery. Students prepare for each class using a Case Report format. Topics follow Core Curriculum for Surgical Technology, 5th edition recommendations. Core, Intermediate, and Advanced surgical procedures are studied. Students use computer-assisted instruction for Medical Terminology content. Pathophysiology is integrated throughout the course. Prerequisite: STS 0805, STS 0804, HSC 0000, STS 0003, STS 0807, STS 0808 Corequisite: STS 0803, STS 0806, STS 0255L.

**STS 0810\*****Surgical Procedures II, 3 Vocational Credits, (Offered Summer)**

This interactive course provides the student with theory on detailed surgical procedures and special techniques involving multiple surgical specialties: Ophthalmology, Neurosurgery, Thoracic, Peripheral Vascular & Cardiovascular surgeries. Students will prepare for each class using a Case Report format. Topics follow Core Curriculum for Surgical Technology, 5th edition recommendations. Core, Intermediate, and Advanced surgical procedures are studied. Students will use computer-assisted instruction for Medical Terminology content. Pathophysiology is integrated throughout the course. Prerequisite: STS 0809 Corequisite: STS 0256L.

**STS 0936\*****Seminars in Surgical Technology, 2 Vocational Credits, (Offered Summer)**

The course prepares students for entry into the surgical technologist career field and enables them to effectively review for the national certification examination. Topics include professional preparation, certification review, and test-taking skills. Students learn through discussing, researching, and presenting a variety of health-care topics. Prerequisites: HSC0000, STS 0003, STS 0807, STS 0809 Corequisites: STS 0810, STS 256L.

**STS 0256L\*****Surgical Technology II Clinical Practice, 8 Vocational Credits, (Offered Summer)**

Students practice detailed procedures and special techniques in clinical settings throughout the community under the supervision of clinical preceptors; the focus is the scrub role. Procedure assignments emphasize these surgical specialties: Ophthalmology, Neurosurgery, Thoracic, Peripheral Vascular, and Cardiovascular surgeries. Some simulated laboratory activities may be included. Prerequisite: STS 0255L Corequisite: STS 0936; STS 0810.

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## BACHELOR OF APPLIED SCIENCE DEGREE UPPER DIVISION COLLEGE CREDIT COURSE DESCRIPTIONS

### ACG 3083

#### Accounting: Concepts and Practice, 3 credits

This course explores the preparation and use of accounting information. Topics include mathematical procedures related to business decisions; terms and processes associated with the accounting cycle; financial statements for the sole-proprietorship, partnership and corporation; and foundations of managerial accounting. Prerequisites: Upper division standing; ACG 2001 or permission (With advance approval, students who have completed both ACG 2001 and ACG 2011 may substitute an upper division elective for this course.)

### BUL 3320

#### Law and Business, 3 credits

An introduction to the legal setting in which modern business operates; emphasis is on public and regulatory law, basic contract law, the processes of administrative, statutory and common law and interstate commerce issues; includes an overview of the UCC and intellectual property. Prerequisites: Upper division standing.

### BUL 4 \_\_\_\_

#### Contract Formation and Administration, 3 credits

Students will be exposed to the differences in the public and private sector contracting environments. Emphasis will be placed on the fundamentals of contract formation including sealed bidding, negotiations, and best value methods. Students will learn the fundamentals of contract administration including inspection and acceptance, quality control, contract changes, and disputes. Prerequisites: Upper division standing and BUL 3320 or BUL 2241 and BUL 2242.

### BUL 4 \_\_\_\_

#### Acquisition Law Seminar, 3 credits

This course addresses contract law as applicable to formation and administration of contracts with private and governmental agencies, with emphasis on the federal government. The following topics are also included: concepts of responsiveness and responsibility, bidding procedures, mistakes, negotiation procedures, changes, claims and dispute resolution. Students will explore the typical contracting problems that can lead to litigation. Prerequisites: Upper division standing; BUL \_\_\_\_ Contract Formation and Administration.

### FIN 4435

#### Financial & Economic Management, 3 credits

This course addresses the application of contemporary theory and practice in business resource allocation. Topics include: capital budgeting, equity and capital financing, capital management, analysis of financial statements, pricing theory, management of working capital and other topics relevant to the acquisition, financing, and management of business assets and business decision-making. Prerequisite: ACG 3083, ECO 2013 and ECO 2023 or permission.

### GEB 3031

#### Contemporary Business Practices, 3 credits

This course includes an orientation to and examination of opportunities and challenges facing managers in contemporary business organizations. Introduces the competencies of teamwork, communication, creative thinking, adapting to change, decision-making and customer service through application to issues and problems across the general business spectrum. Prerequisites: Upper division standing.

### GEB 3213

#### Business & Administrative Communication, 3 credits

A comprehensive course in effective and efficient communications in the business world; includes preparation of reports, proposals and presentations, technical writing skills, composition of standard business documents including persuasive messages, sales letters, customer service correspondence, instructional memoranda, and policy and procedure development. Prerequisite: ENC 1101 or permission.

### GEB 3434

#### Ethics for Business Leaders, 2 credits

Presents a survey of ethics and value systems and the influence they have on cultural development, along with a comparison of different ethical values and their probable impact in American business. This course focuses on different models of ethical decision making, the role of personal integrity and the need for a personal system of moral and ethical values. Prerequisite: Upper division standing.

### GEB 3930

#### Business Trends and Issues, 3 credits

This special topics course may be offered on an individual or small group seminar basis; students will identify and review a series of current business issues, as well as examine a single issue applicable to general business environments. The course may be repeated as topics change. Prerequisites: Upper division standing.

### GEB 3933

#### Business Research, 1 credit

This seminar-style course, offered in group or individual format, provides an introduction to various references, databases, periodicals, journals and other publications essential to the research of contemporary business issues; also included are methods of accessing resources via the internet, designing search strategies, citing internet resources and evaluating research materials. Prerequisites: Upper division standing.

**GEB 4905****Special Topics: Project Management, 3 credits**

An individual or group course designed to provide students with the opportunity to pursue a special topic(s) in depth; may be repeated as topics change. Prerequisites: Upper division standing and permission.

**GEB 4906****Special Topics: Acquisitions, 3 credits**

An individual or group course designed to provide students with the opportunity to pursue a special topic(s) in depth; may be repeated as topics change. Prerequisite: Upper division standing and permission.

**GEB 4907****Special Topics: Quality Improvement, 3 credits**

An individual or group course designed to provide students with the opportunity to pursue a special topic(s) in depth; may be repeated as topics change. Prerequisite: Upper division standing and permission.

**GEB 4908****Special Topics: Management, 3 credits**

An individual or group course designed to provide students with the opportunity to pursue a special topic(s) in depth; may be repeated as topics change. Prerequisite: Upper division standing and permission.

**GEB 4940****Internship: Business, 3 credits**

An individualized course in supervised work experience; provides the student with supervised, business-related work experience and the opportunity to build upon existing management skills and experience. Prerequisites: Upper division standing and permission of the instructor.

**GEB 4\_\_\_\_\_****Business in a High Technology Environment, 2 credits**

Presents the special challenges and opportunities of managing a high technology firm or a traditional entity operating in the high technology environment; addresses software/information security, recruiting technical personnel, outsourcing, equipment security, updating equipment, telecommuting and similar issues. Prerequisites: GEB 3031.

**MAN 3052****Management Philosophy and Practice, 3 credits**

A comprehensive study of contrasting philosophies of management, current theories of leadership, management and supervision, as well as current trends and issues for business managers; focuses on applications and cases for development of competencies. Prerequisites: Upper division standing,

**MAN 3120****Leadership and Group Dynamics, 3 credits**

An applied leadership course with a focus on case studies, projects and group interaction; includes theoretical background on group dynamics, small group behavior and motivation, power, types of groups, verbal and non-verbal communication skills and teambuilding. Prerequisites: Upper division standing.

**MAN 3310****Issues in Human Resource Management, 3 credits**

Introduces the full range of human resource management functional areas, including recruiting and hiring staff, performance evaluations, employment regulations, discipline and termination, downsizing, compensation and benefits, job analysis, the organized labor setting, equity/diversity issues, and policy design. Approach will focus on current issues and applications. Prerequisite: Upper division standing; MAN 3052 preferred.

**MAN 3330****Employee Staffing & Benefits, 3 credits**

An intermediate level course in employment staffing issues focusing on staffing patterns, organizational structures, job analysis and design, staffing efficiencies, employee assistance programs, staff projection models, and employee services. Prerequisites: MAN 3310.

**MAN 3350****Training and Development, 2 credits**

Covers various staff training and development models, effective workshop techniques, designing and implementing company-wide training and development programs, assessment of training needs, training and development as a benefit and setting development goals; students will design and conduct at least one workshop/training session for fellow students. Prerequisite: GEB 3213.

**MAN 3\_\_\_\_\_****Project Management, 3 credits**

In this introductory Project Management course, students will be exposed to the fundamentals of general project management. This course provides conceptual material on project management techniques appropriate in system/subsystems management. Topics include project management functions, project manager roles and responsibilities, the project life cycle, and conflict resolution. Prerequisites: GEB 3031 or MAN 3052.

**MAN 3\_\_\_\_\_****Acquisition Management, 3 credits**

Students will be exposed to the fundamentals of government acquisitions. This course provides conceptual material on government acquisitions, to include program planning, execution, and control. Students will be introduced to the elements of program risk and learn risk management techniques. The systems engineering process will be emphasized to include work-breakdown structures, cost-benefit analysis, and scheduling. Prerequisites: GEB 3031 or MAN 3052.

**MAN 4401****Labor Relations, 2 credits**

This course explores the impact of employee organizations on labor relations, current problems, conflicts and trends and includes the development of managerial approaches to achieve labor-management cooperation. Prerequisites: MAN 3310.



**MAN 4720****Strategic Planning and Management, 3 credits**

This course addresses the integration of organizational functions to achieve competitive advantage and organizational harmony through strategy formulation, implementation and evaluation. Activities include case studies and a strategic planning simulation.

Prerequisite: MAN 3052 or permission.

**MAN 4940****Internship: Management, 3 credits**

An individualized course in supervised work experience; provides the student with supervised, management-related work experience and the opportunity to build upon existing management skills and experience. Prerequisite: Upper division standing and permission of instructor.

**MAN 4942****Contract Negotiations Seminar, 3 credits**

This seminar will refine the negotiation skills of the student through the use of readings, class discussions, case analyses, and practical exercises. Students will be introduced to goals, objectives, and strategies, as well as using appropriate tactics and methods to achieve them. The course will also help students understand the role of communication, power, and personality in the negotiation process and facilitate them assessing their personal abilities and traits as they relate to negotiation. While the course will focus on negotiation of defense-related contracts, the principles covered will apply to the entire range of interpersonal relationships. Prerequisite: Upper division standing; BUL 4\_\_\_ (Contract Formation and Administration).

**MAN 4943****Best-Value Source Selection Seminar, 3 credits**

Focus is on the best-value source selection process. Students will walk through the acquisition cycle. Topics will include acquisition strategy, pre-solicitation activity, preparation for evaluation, initial proposal evaluation, discussions or negotiations, final proposal revision and recommendations and decisions. At the end of this seminar, students will understand their potential. Prerequisites: Upper division standing; MAN \_\_\_ (Acquisition Management).

**MAN 4\_\_\_****Applications Seminar: Acquisitions, 3 credits**

In this seminar, students will have the opportunity to participate in hands-on projects applying the techniques in MAN 3\_\_\_ Acquisitions Management. Emphasis will be on government acquisition management, students will create a work-breakdown structure, a project schedule, and perform a cost-benefit analysis of alternatives. Earned value management will be introduced as a method of program control. Students will also identify potential risk areas and suggest mitigation plans. Prerequisite: MAN 3\_\_\_ Acquisition Management.

**MAN 4\_\_\_****Applications Seminar: Project Management, 3 credits**

This seminar will build on the basic project management skills by introducing the basic tools used by project managers. The student will learn management techniques for project planning, budgeting, scheduling and control techniques, cost estimating and project management software applications. Students will be exposed to the relationship of purchasing and contracting with project management. Prerequisite: MAN 3\_\_\_ Project Management.

**MAN 4\_\_\_****Quality Management, 3 credits**

This course examines the strategic role of quality within an organization, as well as strategic issues involved in managing quality. Topics include assessing customer requirements, developing customer focus and measuring quality performance. Prerequisites: Upper division standing; GEB 3031 or MAN 3052 preferred.

**MAN 4\_\_\_****Quality Certification: ISO 9000, 3 credits**

A comprehensive study of internationally uniform quality standards (ISO 9000 and the steps to individual and organizational certification; includes management responsibility, quality system documentation, contract review, design control, process control, inspection and testing, corrective actions and other certification topics. Prerequisites: MAN 4\_\_\_ Quality Management or permission.

**MAN 4\_\_\_****Logistics Management Seminar, 3 credits**

A special topics course conducted in group or individual format; focus is on the terms, concepts and processes associated with logistics and distribution in the contemporary business environment. Prerequisite: MAN 3\_\_\_ Project Management or MAN 3\_\_\_ Acquisition Management.

## LOWER DIVISION COLLEGE CREDIT COURSE DESCRIPTIONS

### ACG 2001 $\Delta$

**Accounting I, 3 credit hours, 45 lec. (Fall, Spring, Summer)**

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. (Fall, Spring, Summer)**

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. (Fall, Spring, Summer)**

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 $\Delta$

**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. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: A passing score on the standardized

placement test measuring communication/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of "C" or better.

### 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. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of "C" or better.

### 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. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of "C" or better.

### 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.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

$\Delta$  Technology-Across-the Curriculum Course

**AML 2010****American Literature I, 3 credit hours, 45 lec. (Offered as needed)**

A course in American Literature from the Colonial period to the Civil War. This course may be used for Humanities credit. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: ENC 1101.

**AML 2020****American Literature II, 3 credit hours, 45 lec. (Offered as needed)**

A course in American Literature from Civil War to present. This course may be used for Humanities credit. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: ENC 1101.

**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 1131****Architectural Presentation, 3 credit hours, 15 lec., 60 lab. (Offered as needed)**

This course introduces basic ideas and presentation techniques directed towards developing design skills, such as drawing, perspective sketching, and graphics using a variety of media to include: pencil, ink, colored pencils, markers, and model building to be used in architectural presentations. 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 1301C****Design 1.1, 4 credit hours, 30 lec., 60 lab. (Offered Spring, Summer, Fall)**

The primary foci of this course are the development of two and three-dimensional graphic skills and the ability to think spatially and to manipulate elements in space. Analysis and design exercises are located primarily in abstract two/three dimensional space and deal with topics such as figure/ground relationships, line/plane/mass, the idea of systems, networks, repetition, and the relation of part to the whole. 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 1302C****Design 1.2, 4 credit hours, 30 lec., 60 lab (Offered Spring, Summer, Fall)**

This course continues the emphasis and topics studied in Design 1.1, with increased expectation with regard to graphic and spatial manipulation ability. Students study exemplary works of architecture and art, beginning the process of developing an understanding of the role history plays in their creative explorations. By the end of the course, site and the human being are part of the design environment. 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. Prerequisite: ARC 1301C.

**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. Prerequisite: ETD 1100.

\* 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.

Δ Technology-Across-the Curriculum Course

**ARC 2303A****Design 2.1, 6 credit hours, 30 lec., 120 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. Prerequisite: ARC 2201.

**ARC 2304****Design 2.2, 6 credit hours, 30 lec., 120 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. 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.

**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. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of "C" or better.

**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. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of "C" or better.

† 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.

**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. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of "C" or better.

**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. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of "C" or better.

**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. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of "C" or better.

**ARH 2930**

**Art History – Special Topics, 3 credit hours, 45 lec. (Fall, Spring Summer)**

A defined special topics course 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.

† 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.

Δ Technology-Across-the Curriculum Course

**ART 1201C**

**Two-Dimensional Design, 3 credit hours, 15 lec., 60 lab. (Fall, Spring)**

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 44 regarding audit enrollment.

**ART 1203C**

**Three-Dimensional Design, 3 credit hours, 15 lec., 60 lab. (Fall, Spring)**

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. See page 44 regarding audit enrollment.

**ART 1300C**

**Drawing I, 3 credit hours, 15 lec., 60 lab., (Fall, Spring)**

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 44 regarding audit enrollment.

**ART 1301C**

**Drawing II, 3 credit hours, 15 lec., 60 lab. (Fall, Spring)**

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 44 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.

**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)**

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 44 regarding audit enrollment.

**ART 1702C****Sculpture II, 3 credit hours, 15 lec., 60 lab. (Fall, Spring)**

Allows continued experience in more complex three-dimensional techniques; emphasis on individual projects and conceptual approach. Prerequisite: ART 1701C. See page 44 regarding audit enrollment.

**ART 1750C****Pottery I, 3 credit hours, 15 lec., 60 lab. (Fall, Spring, Summer)**

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 44 regarding audit enrollment.

**ART 1751C****Pottery II, 3 credit hours, 15 lec., 60 lab. (Fall, Spring, Summer)**

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 44 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. Departmental approval is required. Placement test may be required.

**NOTE:** If this course is used to satisfy Writing-Across-the-Curriculum requirements for transfer courses to OWC, a 4,000 word paper with a minimum grade of "C" is required. This course may be taken up to four (4) times for credit.

**ART 2330C****Figure Drawing I, 3 credit hours, 15 lec., 60 lab. (Fall, Spring)**

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 44 regarding audit enrollment.

**ART 2331C****Figure Drawing II, 3 credit hours, 15 lec., 60 lab. (Fall, Spring)**

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 44 regarding audit enrollment.

**ART 2400C****Introduction to Printmaking I, 3 credit hours, 15 lec., 60 lab. (Fall, Spring)**

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 44 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 44 regarding audit enrollment.

**ART 2500C****Painting I, 3 credit hours, 15 lec., 60 lab. (Fall, Spring)**

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 44 regarding audit enrollment.

**ART 2501C****Painting II, 3 credit hours, 15 lec., 60 lab. (Fall, Spring)**

This course is a continuation of Painting I ART2500C 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 44 regarding audit enrollment.

**ART 2540C****Water Color I, 3 credit hours, 15 lec., 60 lab. (Fall, Spring)**

An introduction to transparent watercolor techniques applied to various subject matter through demonstrations and various lab experiences. Open to all students. See page 44 regarding audit enrollment.

**ART 2541C****Water Color II, 3 credit hours, 15 lec., 60 lab. (Fall, Spring)**

Allows continued experience in more complex water color technique and subject mater. Emphasis is on composition and individual expression. Prerequisite: ART 2540C. See page 44 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 2930****Art – Special Topics, 3 credit hours, 45 lec. (Fall, Spring Summer)**

A defined special topics course 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.

**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.

**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.

**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.

**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.

\* 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

**BCT 1763\*****Construction Safety and Health, 3 credit hours, 45 lec. (Offered as needed)**

A basic course in construction safety and health covering such topics as: theories of accident causation; workplace hazards; hazard analysis and prevention; accident reporting; OSHA construction standard and safety practices; environmental safety; violence in the workplace; ergonomics; ethics and safety; workers' compensation; and stress on the job.

**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.

**BRC 1001\*****Introduction to Banking, 3 credit hours, 45 lec. (Offered as needed)**

Designed to give students a broad understanding of the nature of banking and its relationship to the U.S. economy.

**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 1050C****Environmental Studies, 4 credit hours, 45 lec., 30 lab. (Offered as needed)**

A study of the physical and biological environment and man's ecology with emphasis upon contemporary biological problems.

**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.

**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 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 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 1646\*****Organized Crime, 3 credit hours, 45 lec. (Offered as needed)**

A course designed to provide the student with an overview of organized crime structures. To understand organized crime with regard to its history, origins and socio-economic impact on our society. This course provides insight into the various international and national organized crime families.

**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.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

**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.

**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. (Fall, Spring, Summer)**

This course is designed to introduce students to the terminology and concepts of the network industry, including data communications and network services, OSI Model, topology, network media, connectivity devices and security. This is preparation for the CompTIA Network+ certification and the first course in the MCSE/MCSA certification program.

**CDA 2523\* Δ**

**Windows Client Operating System, 3 credit hours, 30 lec. 30 lab. (Fall, Spring, Summer)**

This course addresses the implementation and desk-top support needs of the MS client software, including installation, configuration and management of hardware and file systems, user profiles, remove users, and monitoring of resources and performance. Prerequisite: CDA 2500 or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE or MCSA.

**CDA 2524\* Δ**

**Novell Administration I, 3 credit hours, 30 lec. 30 lab. (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**

**Windows Server Environment, 3 credit hours, 30 lec. 30 lab. (Offered as needed)**

This course will provide students with the opportunity to develop the skills required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data. Prerequisite: CDA 2523 or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE or MCSA.

**CDA 2529\* Δ**

**Novell Administration II, 3 credit hours, 30 lec. 30 lab. (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 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.

**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.

\* 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 1630C\* Δ****Network Cabling – Copper Media, 3 credit hours, 30 lec., 30 lab. (Offered as needed)**

This course is designed for computer repair and network technicians. It will provide the students with the knowledge and skills necessary to become entry-level technicians in the data cabling industry. The emphasis of the course is on tool use, construction techniques, industry standards, troubleshooting and repair of CAT 5 copper media. This course prepares students for introductory, vendor-neutral data cabling certification BICSI/ETAI exams.

**CET 1632C\* Δ****Network Cabling – Fiber Optic Media\*, 3 credit hours, 30 lec., 30 lab. (Offered as needed)**

This course is designed for computer repair and network technicians. It will provide the students with the knowledge and skills necessary to become entry-level technicians in the data cabling industry. The emphasis of the course is on tool use, construction techniques, industry standards, troubleshooting, and repair of fiber optic media. This course prepares students for introductory, vendor-neutral data cabling certification BICSI/ETAI exams.

**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 32-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. Prerequisite: CET 2114C or equivalent.

**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 2171C\* 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. 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.

**CET2178C\* Δ****PC Operating Systems 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 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. Prerequisite: CET 2171C or equivalent.

**CET 2497\* Δ****Windows Network Infrastructure, 3 credit hours, 30 lec. 30 lab. (Offered as needed)**

This course addresses the implementation, management and maintenance of server networking technologies. Tasks include implementing routing, managing DHCP, DNS, and WINS, securing IP traffic with IPSec and certificates, and implementing a network access infrastructure with connections for remote access clients. Prerequisite: CDA 2525 or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE or MCSA.

\* 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.

**CET 2625C\* Δ****Cisco Network Design, 3 credit hours, 30 lec., 30 lab. (Offered as needed)**

Build network design skills required for certification as a Cisco Certified Design Associate (CCDA). Learn to characterize existing networks and determine new customer requirements, develop appropriate network topologies for various environments, design naming schemes and IP/IPX addressing schemes, select the best routing and bridging protocols to optimize performance, and create design documentation. Prerequisites: CET 1600C, CET 1610C, CET 2615C, CET 2620C.

**CET 2685C\* Δ****Fundamentals of Network Security, 3 credit hours, 30 lec., 30 lab. (Offered as needed)**

Introduction to network security and overall security processes. This hands-on, skill-based course focuses on the design and implementation of security solutions to reduce the vulnerability of the network, using VPNs, network routers and a firewall. This course helps prepare the student for the CompTIA Security + certification, and Cisco SECUR and CSPFA exams in preparation for the Cisco Firewall Specialist certification. Prerequisites: CET 1600C, CET 1610C, CET 2615C, and CET 2620C or CCNA certification.

**CET 2854C\* Δ****Fundamentals of Wireless LANs, 3 credit hours, 30 lec., 30 lab. (Fall, Spring)**

Develop, implement and troubleshoot wireless networks. This hands-on, skill-based course focuses on the design, planning and operation of wireless networks, with an overview of technologies, security, and design best practices. This course helps prepare the student for the Cisco Wireless LAN Support Specialist designation (WLANFE). Prerequisites: CET 1600C and CET 1610C.

**CET 2905\* Δ****Independent Study Computer Engineering, 1 credit hour, 30 lab. (Offered as needed)**

This is a directed study course to provide computer engineering students with individual projects designed to meet specific needs in areas of computer engineering technology for which present course availability is limited. Prerequisite: Instructor or departmental chair approval

**CGS 1100 Δ****Microcomputer Applications, 3 credit hours, 45 lec. (Fall, Spring, Summer)**

The discussion and practical applications of Windows operating systems, word processing, spreadsheets, database management, presentation software, and various communications topics.

**CGS 1172\* Δ****Web-based Programming I, 3 credit hours, 45 lec. (Offered as needed)**

This course is designed to extend the student's understanding of web-based programming techniques, and give them practical experience in the use of a range of technologies for creating e-commerce applications. Prerequisite: CGS 2820.

**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. (Fall, Spring, Summer)**

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 1760\* Δ****Fundamentals of UNIX, 3 credit hours, 45 lec. (Offered as needed)**

This course is designed to introduce the UNIX operating system to new users. The student will learn fundamental features of the operating system, including file system navigation, file permissions, editors, command shells, and basic network use. Provides a foundation for more advanced courses in UNIX administration and certification.

**CGS 1843 Δ****Intro to Electronic Commerce, 3 credit hours, 45 lec. (Offered as needed)**

This course is designed to provide students with an overview of the dynamics of electronic commerce and how it links information technology to business objectives. Course may not transfer to all State University System institutions.

\* 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

**CGS 2173\* Δ****Web-based Programming II, 3 credit hours, 45 lec. (Offered as needed)**

This course is designed to extend the student's understanding of web-based programming techniques, and give them practical experience in the use of a range of technologies for creating e-commerce applications including instruction in the key design principles and implementation techniques for software agents in e-commerce applications. Prerequisite: CGS 1172.

**CGS 2541\* Δ****Database Concepts, 3 credit hours, 45 lec. (Offered as needed)**

This course will provide an introduction to data modeling and the design and implementation of relational databases and extend the students' understanding of the principles and techniques used in the design and implementation of modern database systems. Prerequisite: CGS 1100.

**CGS 2576\* Δ****Introduction to Microsoft Word, 1 credit hour, 15 lec. (Offered as needed)**

An introduction to Microsoft Word software by emphasizing the functions of the program.

**CGS 2763\* Δ****UNIX Administration, 3 credit hours, 45 lec. (Offered as needed)**

This course is designed for network administrators in a UNIX operating environment. UNIX operating system concepts, architecture and administration will be explored using Linux. Includes shell programming, database managements, rapid application development, and programming tools such as PERL and C++. Prerequisite: CDA 2500 and CGS 1760.

**CGS 2820\* Δ****Web Authoring with HTML, 3 credit hours, 45 lec. (Offered as needed)**

This course introduces programming in techniques associated with web-based languages. 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.

**CGS 2840\* Δ****Internet E-Commerce Technologies, 3 credit hours, 45 lec. (Offered as needed)**

This course will extend student's understanding of web-based technologies and enable them to design and implement e-commerce applications, including an understanding of the design of modern distributed database systems, the supporting network technology and the construction of web-based applications.

**CGS 2844\* Δ****E-Commerce Security, 3 credit hours, 45 lec. (Offered as needed)**

This course is designed to provide the student with an understanding of e-commerce security, and give them practical experience in the use of a range of technologies for insuring security in an e-commerce application. Prerequisite: CGS 1843.

**CGS 2930 Δ****E-Commerce Seminar, 3 credit hours, 45 lec. (Offered as needed)**

Students will apply their understanding of the strategies, tactics, and concepts of electronic commerce. The course stresses the real-world practice of e-commerce through the development of a comprehensive e-commerce business project. Course may not transfer to all State University System institutions. Prerequisites: CGS 1172, CGS 1843.

**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, 45 lec. (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.

\* 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 1534\***

**Home Visitor Programs I, 2 credit hours, 30 lec. (Offered as needed)**

This course provides the student with information and strategies to successfully implement a home visitor program for families with children ages prenatal to three years.

**CHD 1535\***

**Home Visitor Programs II, 1 credit hour, 15 lec. (Offered as needed)**

This course provides the student with information and strategies to successfully implement a home visitor program for families with children ages three to kindergarten entry.

**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.

**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 OWC 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. OWC 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 2332A.

**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 2334A.

**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 1020L**

**Chemical Science Lab, 1 credit hours, 30 lab. (Fall, Spring, Summer)**

A laboratory experience to augment the principles covered in chemical science to include fundamental principles and theories of the dual nature of physical existence, matter and energy; atomic theory; periodicity of elements; dependence of properties on structure; kinetic molecular theory; the nature of chemical bonding.

**CHM 1032C**

**General Chemistry for Life Sciences, 4 credit hours, 45 lec., 30 Lab (Fall, Spring, Summer)**

This course is a one-semester introduction to chemistry especially appropriate for those pursuing a degree for a career in an allied health science field, although open to all students. Topics include atomic theory, bonding, nomenclature, gases, acids and bases, stoichiometry, and solutions, with an additional emphasis on reaction rates, equilibria, organic and biochemistry, and organic and biomolecules and their roles and functions in living organisms. Prerequisite: MAT1033A or appropriate placement test.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

**CHM 1032L****General Chemistry for Life Sciences Lab, 1 credit hours, 30 lab. (Fall, Spring, Summer)**

This laboratory course is designed to teach basic chemistry laboratory skills and reinforce topics covered in CHM 1032 and CHM 1020. Among the experiments the student will perform are: basic safety practices in a laboratory setting; learn how to perform density measurements; find the energy content in calories in certain foods; study reaction rates and equilibria; learn properties of gasses and how to predict them with the ideal gas law; perform simple separations of mixtures. Prerequisite: MAT1033A or appropriate placement test.

**CHM 1045C****College Chemistry I, 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 required. High School Chemistry or Physics, CHM 1020 or PHY 1020 advised.

**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.

**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 carbanion 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  $\Delta$** **Introduction to Computer Science, 3 credit hours, 45 lec. (Fall, Spring, Summer)**

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\*  $\Delta$** **Internship in Computer Studies, 3 credit hours, 90 lab. (Fall, Spring, Summer)**

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.

**CJC 1350\*****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.

**CJC 2000\*****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.

**CJC 2162\*****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.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

$\Delta$  Technology-Across-the Curriculum Course

**NUR 2241****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. Prerequisites: NUR 2233 . Co-requisite: NUR 2241L. Special Nursing Program policies may apply to this course.

**NUR 2241L****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. Students must demonstrate competency in all behaviors required for an associate degree graduate. Prerequisites: NUR 2233L. Co-requisite: NUR 2241. Special Nursing Program policies may apply to this course.

**NUR 2930L****Nursing Practice Readiness, 1 credit hour, 30 lab. (Offered Spring)**

This 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, self-evaluation and other strategies to gain confidence in sitting for the NCLEX-RN. Prerequisites: NUR 2241 or permission from nursing program director. Special Nursing Program policies may apply to this course.

**NUR 2811L****Nursing Practicum, 3 credit hours, 144 lab. (Offered Spring)**

This provides a time during the latter part of the last semester 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 staff nurse level. Prerequisite: NUR 2241L. Special Nursing Program policies may apply to this course.

**NUR 2931****Special Topics in Associate Degree Nursing, 5 credit hours, 75 lec. (Offered as needed)**

Students work individually to enhance nursing knowledge and skills applicable to selected topics in associate degree nursing. AD nursing competencies provide the framework for learning prescriptions which include critical thinking and problem-solving. Seminars, journals, CAI, written assignments and student – instructor conferences guide students in meeting course objectives. Flexible schedule. Prerequisite: Admission to the program; permission of program director.

**NUR 2931L****Special Topics in Associate Degree Nursing Laboratory, 4 credit hours, 120 lab. (Offered as needed)**

Students work individually to apply concepts, principles and standards of nursing practice pertaining to client core needs in the acute, ambulatory or long-term care setting. Simulations, CAI and other laboratory activities within a flexible schedule assist students to meet individual learning goals. Prerequisite: Admission to the program; permission of program director. Corequisite: NUR 2293.

**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 I, 3 credit hours, 45 lec. (Fall, Spring)**

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.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.



**OST 1355\*****Records Management, 3 credit hours, 45 lec., (Fall, Spring, Summer)**

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. (Spring)**

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. (Fall, Spring, Summer)**

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. (Fall, Spring, Summer)**

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.

**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 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.

\* 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 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.

**PGY 1801C**  $\Delta$ **Digital Photography I, 4 credit hours, 15 lec., 45 lab. (Offered as needed)**

A beginning course in photography with an emphasis on digital darkroom production techniques. Students will be exposed to procedures and aesthetic concerns relating to photography and digital image production. Access to an appropriate high-quality camera required.

**PGY 2802C**  $\Delta$ **Digital Photography II, 4 credit hours, 15 lec., 45 lab. (Offered as needed)**

An intermediate-level photography course where creative idea generation and composition in photography are emphasized. Students research more deeply the history of photography and apply new skills to creative digital photographic work. Access to an appropriate high-quality camera required. Prerequisite: PGY 1801C.

**PHI 2010**  $\diamond$ **Introduction to 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. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of "C" or better.

**PHI 2600**  $\dagger$   $\diamond$ **Introduction to Ethics, 3 credit hours, 45 lec. (Fall, Spring, Summer)**

Ways to frame and resolve ethical issues are studied. Major historical theories – including consequentialism, deontology, and virtue ethics – are presented in moral arguments and narratives. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of "C" or better.

**PHI 2930****Philosophy – Special Topics, 3 credit hours, 45 lec. (Fall, Spring Summer)**

A defined special topics course 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.

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

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

$\Delta$  Technology-Across-the Curriculum Course

**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 1020L****Physical Science Laboratory, 1 credit hour, 30 lab. (Offered as needed)**

A science laboratory course designed to supplement principles covered in physical science. Specifically experiments in motion, forces, light, electricity, thermodynamics, Astronomy, Earth Science and Meteorology. It is recommended that the student have previously taken PHY 1020 or be currently enrolled in PHY 1020.

**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.

**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 Schroedinger 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.

**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.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

**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. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of "C" or better.

**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. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of "C" or better.

**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 1205****Reading Across the Genres I, 3 credit hours, 45 lec. (offered as needed)**

This college-level reading course employs a variety of literary genres as the source material for building student skills in comprehension, context clues, reading speed, critical analysis, vocabulary, and other related reading skills. Students will be exposed to numerous styles and levels of reading material including novels, short stories, critical essays, drama, news reporting. Students will also develop a personal reading preference profile and learn how to identify books, magazines and other reading material commensurate with that profile. Prerequisite: FCPT placement score of 83 or higher.

**REA 1206****Reading Across the Genres, II, 3 credit hours, 45 lec. (offered as needed)**

This college-level reading course employs a variety of literary genres as the source material for building student skills in comprehension, context clues, reading speed, critical analysis, vocabulary, and other related reading skills. Students will be exposed to numerous styles and levels of reading material including novels, short stories, critical essays, drama, news reporting. Special emphasis will be placed on the mastery of advanced comprehension skills. Prerequisite: FCPT placement score of 83 or higher.

**REA 2105  $\Delta$** **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 2125  $\Delta$** **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  $\diamond$** **Issues in Science and Religion, 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.

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

$\Delta$  Technology-Across-the Curriculum Course

**REL 2300 ♦**  
**Introduction to World Religions, 3 credit hours, 45 lec. (Offered as needed)**

This course will explore the principles and practices of the world's major religious traditions. The religions will be studied in their historical and contemporary forms. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of "C" or better.

**REL 2930**  
**Religion – Special Topics, 3 credit hours, 45 lec. (Fall, Spring Summer)**

A defined special topics course 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.

**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.

**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, 3 credit hour, 45 lec., (Offered as needed)**

A seminar designed to orient entering students to OWC, 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.

\* 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.

**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.

**SPA 2614 ❖****American Sign Language III, 4 credit hours, 60 lec. (Spring)**

A conversational course in American Sign Language utilizing skills and vocabulary from American Sign Language I and II and building on these to form more complex expressions in American Sign Language. Impromptu and planned stories, dialogues and skits will be performed. Receptive and expressive finger spelling will be advanced. No voice will be used for the majority of classroom time. Prerequisite: SPA 1613 or instructor permission.

**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 1030****Spanish for Health Care I, 3 credit hours, 45 lec. (Spring, Summer, Fall)**

Spanish for Health Care is designed for individuals majoring or working in health-related areas. The course focuses on vocabulary needed for the workplace, and the grammar is taught as task-based practical skills. Students will conduct interview, fill out medical forms, write letters, and read medical articles and brochures.

**SPN 1042****Spanish for Law Enforcement I, 3 credit hours, 45 lec. (Spring, Summer, Fall)**

Spanish for Law Enforcement is designed for individuals majoring or working in law-related areas. The course focuses on vocabulary needed for the workplace, and the grammar is taught as task-based practical skills. Students will conduct interview, fill out forms related to police or legal issues, write letters, and read articles and brochures pertaining to law enforcement.

**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.

† 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.

**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. Non-symbolic graphing calculators are required. The TI-83 Series is recommended. 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.

**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. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of "C" or better.

**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.

**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 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. Departmental approval required. Placement test may be required.

**NOTE:** If this course is used to satisfy Writing-Across-the-Curriculum requirements for transfer courses to OWC, a 4,000 word paper with a minimum grade of "C" is required. This course may be taken up to four (4) times for credit.

**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. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of "C" or better.

\* 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.

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



**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. Topics include studies in advanced acting and stage techniques, dramatic form and modes of expression as they relate to a specific performance.

**THE 2100 †****Introduction to Theatre History, 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. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is also required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of “C” or better.

**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. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is also required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of “C” or better.

**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.

**THE 2821****Introduction to Creative Dramatics II, 3 credit hours, 15 lec., 60 lab. (Offered as needed)**

Creative dramatics introduces the many elements of theatre: dance, voice and musical theatre. Topics span a wide range of interests: the creative process, workshop procedures, rehearsal and performance. Creative Dramatics will focus on producing a final performance. Prerequisite: THE 2820.

**THE 2930****Theater – Special Topics, 3 credit hours, 45 lec. (Fall, Spring Summer)**

A defined special topics course 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.

**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.

**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.

**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.

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

**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.

**TPP 2930****Theater Performance – Special Topics, 3 credit hours, 45 lec. (Fall, Spring Summer)**

A defined special topics course 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.

**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. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of "C" or better.

**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. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of "C" or better.

**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. Writing-Across-the-Curriculum course requiring a minimum of 4,000 words of writing. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080 and/or LIN 1670 with a grade of "C" or better.

**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

Elizabeth S. Campbell, 2005  
 Connie S. Hall, 2006  
 Joseph W. Henderson, 2005  
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 H. Wesley Wilkerson, 2006  
 Joseph D. Lorenz, Attorney for the Board  
 James R. Richburg, Corporate Secretary

### PRESIDENT'S OFFICE

James R. Richburg, President  
 A.A. – Columbus College  
 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  
 B.S. – Troy State University  
 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  
 Laurie Breault, Graphics Technician

### 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  
 Pamela Gotcher, Administrative Assistant  
 B.A. – University of South Florida  
 M.S.S.W. – University of Texas at Arlington  
 Patricia Mann, Administrative Assistant  
 A.S., A.A. – Okaloosa-Walton Community College

#### Professional & Technical Programs

Natalie E. Williams, Associate Dean, Professional & Technical Programs  
 B.S. – Fayetteville State University  
 M.A. – Ohio State University  
 Karen Sigmon, Senior Staff Assistant  
 Certificate, A.A.S. – Okaloosa-Walton Community College

### Instructional Services, continued

Caisson M. Vickery, Instructor, Management and Business Administration  
 B.A. – Harvard University  
 M.S. – Air Force Institute of Technology  
 Ph.D. – Florida State University  
 June R. Gibson, Educational Advisor/Baccalaureate Programs  
 B.S. – Oklahoma State University

### Educational Services

Melinda Stein, Director of Research and Educational Services  
 A.A. – Okaloosa-Walton Community College  
 B.A. – University of West Florida  
 M.S. – Troy State University  
 Donna Cardreon, Coordinator/Job Developer, Student Jobs Center  
 B.S. – Jacksonville State University  
 Joanne Jones, AmeriCorps Grant Supervisor  
 B.S. – University of Nebraska  
 M.Ed. – University of Louisville  
 Juda McAdoo, Project Director, Career Assessment  
 B.G.S. – Auburn University  
 M.S. – Troy State University  
 Shanna Mulero, Grants Staff Assistant  
 A.A. – Okaloosa-Walton Community College  
 Pamela Walters, Coordinator Tech. Prep Program and Women's Educational 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  
 A.A. – Okaloosa-Walton Community College  
 Patricia Belote, Educational Advisor  
 A.A. – Okaloosa-Walton Community College  
 B.A. – University of West Florida  
 Jennifer Clay, English Instructor  
 B.A., M.A., Ed.S., Ed.D. – University of West Florida  
 Diane "De" Cook, Mathematics Instructor  
 B.S. – University of Manitoba  
 M.A.T. – University of Alaska Fairbanks  
 Alicia Franklin, Lab Supervisor  
 B.S. – Auburn University  
 M.A. – University of Alabama  
 Ross E. Hamilton, Coordinator of Collegiate High School Programs and Services  
 B.S. – William Carey College  
 M.S. – Northeast Louisiana State College  
 Guadalupe O'Brien, Spanish Instructor  
 A.A. – Okaloosa-Walton Community College  
 B.A. – University of West Florida  
 M.A. – Universidad Antonio de Nebrija  
 Amy Riddell, English Instructor  
 B.A., M.F.A. – University of Alabama  
 Robert Schrader, Coordinator, Collegiate High School Student Services  
 B.S. – University of Wyoming  
 M.A. – Western Kentucky University  
 David X. Williams, Science Instructor  
 B.A. – University of Arkansas  
 M.S. – Arkansas State University  
 Ph.D. – University of Arkansas

**Instructional Services, continued****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  
 Beth Arrington, Nursing Instructor, BSN Program  
 B.S.N. – Vanderbilt University  
 M.S.N. – University of South Alabama  
 Michele Azzati, Nursing Instructor  
 A.A., A.S. – Miami Dade Community College  
 B.A. – Florida International University  
 B.S.N., M.S.N. – Florida State University  
 Tammy Barbé, Nursing Instructor  
 A.D.N. – Gulf Coast Community College  
 B.S.N., M.S.N. – University of South Alabama  
 Candis Carrillo, Nursing Instructor  
 B.S.N. – St. Louis University School of Nursing  
 M.S.N. – University of Alabama  
 April Carter, Nursing Instructor; Program Manager,  
 Surgical Technology  
 B.S. – Bishop Clarkson College of Nursing  
 M.S. – University of Texas Health Science Center  
 Frances Jones, Half-time Nursing Instructor  
 B.S. – Colorado State University  
 B.S.N. – George Mason University  
 M.S.N. – University of Southern Alabama  
 Charlotte Kuss, Half-time Nursing Instructor  
 B.S.N. – Ohio State University  
 Mary Thomas, Dental Assisting Coordinator  
 National CDA Certification

**Veterans Upward Bound**

Patricia Young, Director  
 A.A. – Community College of the Air Force  
 B.S. – University of Maryland  
 M.S. – Troy State University  
 Sheila Dorsey, Staff Assistant  
 A.S. – Lurleen B. Wallace Jr. College  
 A.A. – Okaloosa-Walton Community College  
 Maureen Smith, Curriculum Specialist/Instructor  
 B.S. - Central Connecticut State University  
 M.Ed. - The Citadel

**Choctawhatchee Basin Alliance:**

Joy Brown, Technical Specialist, Choctawhatchee Basin  
 Alliance  
 A.A. – Okaloosa-Walton Community College  
 B.S. – Florida State University  
 Phillip Ellis, Technical Specialist, Choctawhatchee  
 Basin Alliance  
 B.S. - University of South Alabama

**Business and Computer Technology**

Natalie E. Williams, Associate Dean, Professional and  
 Technical Programs  
 B.S. – Fayetteville State University  
 M.A. – Ohio State University  
 Suzanne Oliver, Instructor, Accounting; Department Chair  
 A.A. – Pensacola Junior College  
 B.A., M.A. – University of West Florida  
 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  
 Heidi R. Gentry Kolen, Instructor, Computer Science  
 B.S. – University of Maryland  
 M.S. – University of West Florida  
 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  
 Donald R. Wilke, Accounting Instructor  
 B.S. – University of Missouri  
 M.B.A. – Monmouth College

**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  
 Jack Gill, Instructor, Communications; Coordinator,  
 Academic Success Center  
 B.A. – Berea College  
 M.A. – Eastern Kentucky University  
 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

**Communications, continued**

- Maria Helena López, Instructor, Spanish  
B.A. – Interamerican University  
A.B.D. – Florida State University
- Deborah Nester, Instructor, English  
B.S. – Florida State University  
M.A. – University of West Florida  
Ph.D. – University of Miami
- 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;  
Director, Distance Learning and Instructional  
Technology  
B.A., M.A., Ed.D. – University of West Florida
- Ronnie Stanley, Instructor, Speech  
A.A. – Copiah-Lincoln Community College  
B.A., M.S. – University of Southern Mississippi
- James Suderman, Instructor, Communications  
B.A. – Earlham College  
M.A. – South Dakota State University
- Patrice A. Williams, English Instructor  
B.S. – University of South Alabama  
M.A. – University of Mobile

**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
- Cora Aaron, Staff Assistant II  
A.S. – Okaloosa-Walton Community College
- Sabine Claybrook, Child Development Assistant  
A.S. – Okaloosa-Walton Community College  
CDA Credential

**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
- Sharon Brown-Halmon, Staff Assistant II - Box Office
- Jerrilyn "JB" Cobbs, Instructor, Art/Humanities  
B.F.A. – Florida International University  
M.Ed. – Southeastern Oklahoma State University
- Armand C. Coutu, Jr., Costume Production Coordinator  
B.F.A. – University of Southern Mississippi
- Dirk Dunbar, Philosophy Instructor; Director,  
AA to BA Program  
B.A. – Eckerd College  
B.S. – Central Michigan University  
M.A. – University of West Florida  
Ph.D. – Florida State University

**Humanities, Fine and Performing Arts, continued**

- Diane V. Edgington, Instructor, Applied Music-Voice  
B.M.E. – Drake University  
M.M.E., Ph.D. – University of Colorado
- Allison Everitt, Instructor, Music Theory & Applied  
Voice / Director of Madrigal Singers  
A.A. – Okaloosa-Walton Community College  
B.A. – Florida State University  
M.A. – University of West Florida
- Demetrius Fuller, Music Director/Conductor  
B.M., M.M. – University of Cincinnati
- 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, Director of Symphonic Chorus  
B.M. – Mars Hill College  
M.M. – George Peabody College for Teachers of  
Vanderbilt University
- Delores Merrill, House Manager  
A.S. – Wallace College  
B.S. – Troy State University  
M.F.A. – University of Alabama
- Charles Myers, Instructor, Humanities  
B.A. – Tulane University  
M.A., Ph.D. – University of Texas at Austin  
J.D. – University of California, Berkeley
- 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
- Jeanette Rahm, Associate Director, Arts Center  
B.S. – Gwynedd-Mercy College
- Carolyn Schlatter, Instructor,  
Music Theory/Piano/Humanities  
A.A. – Okaloosa-Walton Community College  
B.A., M.A. – University of West Florida
- Karen Valdés, Art Curator  
A.A. – Orange Coast Community College  
B.F.A. – University of California, Irvine  
M.F.A. – Florida State University
- Sheila Vaughen, Administrative Assistant – Marketing  
– Arts Center  
B.A. – Texas A&M 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**

- Janice W. Henderson, Director, Learning Resources  
B.S. – Spring Hill College  
M.S.L.S. – University of North Carolina
- 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 II  
A.A. – Okaloosa-Walton Community College

**Learning Resources Center, continued**

- Sonjia “Diann” Davis, Access Services Librarian  
A.A. – Chipola Junior College  
B.A. – University of Central Florida  
M.A. – University of South Florida
- Wendy Dover, Library Technician I  
A.A. – Okaloosa-Walton Community College  
B.A. – University of West Florida
- Steve Fielding, Library Technician III  
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
- Margaret T. Phillips, Acquisitions/Periodical Services Librarian  
A.A. – Emory-at-Oxford  
B.A. – University of Georgia  
M.A.L.S. – Emory University
- Kathy Richardson, Library Technician III  
B.A. – University of South Carolina
- Ron Walls, Instructional Technology Specialist

**Distance Learning and Instructional Technology**

- Anne Hay Southard, Director, Distance Learning and Instructional Technology  
B.A., M.A., Ed.D. – University of West Florida
- Wanda Edwards, Educational Advisor/Distance Learning  
A.A. – Okaloosa-Walton Community College  
B.A., M.Ed. – University of West Florida
- Elizabeth Morgan, Technology Specialist  
A.A. – Okaloosa-Walton Community College  
B.S., M.S.M. – Troy State University  
Ed.S. – University of West Florida

**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 Family Literacy  
B.A. – Coker College
- Lana Kaltz, Instructor/Home Visitor, Even Start  
A.A., A.S. – Lansing Community College  
B.A. – Michigan State University
- Judy McMillian, Technical Specialist  
A.A. – Okaloosa-Walton Community College  
B.S. – University of West Florida
- Nancy Ordonia, Technical Specialist, Families as Educators  
A.A. – Valencia Community College  
B.A. – University of Central Florida

**Literacy Center & Adult Basic Education, continued**

- Melissa Shadix, Staff Assistant, Even Start  
A.A. – Okaloosa-Walton Community College
- Iris Strunc, Technical Specialist, Adult General Education  
B.S. – University of Nebraska  
M.S. – Valdosta State University
- Nissa Warden, Technical Specialist, Even Start  
B.A. – Troy State University  
M.A. – Florida State University

**Workfare Program**

- Joanna Burnham, Technical Specialist, Workfare  
A.A. – Chipola Junior College  
B.S. – Florida State University
- 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

**Advanced Technology and Design**

- 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 Design  
A.A. – Palomar Junior College  
B.S. – San Diego State University  
M.A. – Michigan State University
- Benjamin Gillham, Instructor, Graphic Design  
B.A. – Albion College  
M.F.A. – Michigan State University
- 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, Division Director, Mathematics and Dual Enrollment  
B.A., M.A.T., Ed.D. – University of West Florida
- Peter Hovanec, Staff Assistant II  
B.S., M.A. – St. John’s University
- Douglas Dunbar, Instructor  
B.S. – Auburn University  
M.A. – California State University
- Ronald Ethridge, Instructor  
B.A., M.A. – University of West Florida  
M.S. – Air Force Institute of Technology
- Guangyu Liu, Instructor  
M.S. – Nanjing University - China  
Ph.D. – University of Connecticut
- Mary “Priscilla” McAlister, Mathematics Lab Supervisor  
B.S. – Oklahoma State University  
M.A.T. – University of West Florida
- Cynthia McGinnis, Instructor  
A.A. – Hillsborough Community College  
B.A., M.A. – University of West Florida
- Christopher R. Mizell, Instructor  
B.A., B.S. – Union University  
M.S. – University of Memphis

**Mathematics, continued**

- Julia K. Polk, Instructor  
B.S. – Southeastern Louisiana University  
M.S. – Clemson University
- Michelle Ragle, Instructor  
A.A. – Okaloosa-Walton Community College  
B.A., M.A. – University of West Florida
- Rajalakshmi Sriram, Instructor  
B.Sc., M.Sc. – University of Mysore  
M.A. – State University of New York  
Ph.D. – University of Texas

**Public Safety**

- Virginia Haddad, Director  
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
- Phyllis Davis, Staff Assistant II  
Certificate – Okaloosa-Walton Community College
- Anthony Boyer, Training Center Program Coordinator/  
Instructor  
A.S. – Okaloosa-Walton Community College  
B.A.S., M.P.A. – Troy State University
- Louis Nava, Training Center Coordinator/Instructor  
A.S. – Okaloosa-Walton Community College

**Sciences**

- Jonathan R. Bryan, Department Chair, Physical Sciences  
Instructor, Earth Science/Geology  
B.S. – Florida State University  
M.S. – University of Florida  
Ph.D. – University of Tennessee
- Darryl Ritter, Department Chair, Biological Sciences  
Instructor, Biology  
B.S. – University of Illinois  
M.S., Ph.D. – Southern Illinois University
- Gail S. Baker, Instructor, Biology  
A.B. - Calvin College  
M.A. - Vanderbilt University  
Ph.D. - Mississippi State University
- Marilee C. Caldwell, Instructor, Nutrition  
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
- Susan Erickson, Biology Lab Advisor  
A.A. - Okaloosa-Walton Community College
- Deanna Hamilton, Chemistry Instructor  
B.S. - University of Missouri at Rolla  
Ph.D. - University of Cincinnati
- Philip Heise, Instructor, Biology  
B.S. – University of New Mexico  
M.S. – Penn State University  
Ph.D. – University of Tennessee
- Patrick D. McArthur, Biology Instructor  
B.A. – California State University Northridge  
M.Ed. – Azusa Pacific University  
Ph.D. – The University of Southern Mississippi
- Anthony Russo, Instructor, Physical Science, Physics  
A.A. – Miami-Dade Community College  
B.S., M.S. – Florida Atlantic University

**Sciences, continued**

- Deanna Simpson, Staff Assistant II  
Certificate, A.A. – Okaloosa-Walton Community  
College
- Kurt A. Teets, Instructor, Chemistry  
B.S. – Purdue University  
Ph.D. – University of Southern California
- Margaret I. Tu, Lab Supervisor  
B.S. - Chung-Hsin University  
M.S. - Tuskegee Institute

**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 Lofquest, 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
- Charlotte McDonald-Williams, Administrative Assistant  
A.S. – Okaloosa-Walton Community College

**Athletics/Health & Fitness**

- Kim Gibson, Senior Staff Assistant
- Johnny Matthews, Health/Fitness Assistant
- Michael Curry, Assistant Men's Basketball Coach  
B.S. - Alabama State University
- Jamie Fayard, Coordinator of Athletics, Health  
& Fitness  
B.S. – Pennsylvania State University  
M.Ed. - University of West Florida
- Keith Griffin, Head Baseball Coach  
B.S. – Livingston University  
M.A. – University of North Alabama
- Lisa Hagen, Coordinator of Student Activities  
A.A. – Valencia Community College  
B.A. – University of Central Florida  
M.A. – Florida State University
- Daniel Todd Head, Assistant Baseball Coach  
B.S. – University South Alabama

**Athletics, Health & Fitness, continued**

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

Lauren "Tali" Robich, Assistant Women's Basketball Coach  
B.A. – East Carolina 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, Associate Dean – Student Services  
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. Buchanan, Coordinator of Testing  
A.A. – Ball State University  
B.A. – St. Leo College  
M.P.A. – Troy State University

Karyn Cooper, Senior Staff Assistant/Dual Enrollment & Admissions  
B.A. – University of Florida

Brenda Flores, Admissions Specialist  
B.A. – University of West Florida

Carla Martin, Testing Specialist  
A.A. – Okaloosa-Walton Community College  
B.S. – University of West Florida

Bree Durham, Enrollment Specialist  
A.A. – Okaloosa-Walton Community College

Elizabeth W. Kuntz, Enrollment Specialist  
B.A. – University of Cincinnati

April Smithers Leake, Evaluation Specialist  
A.A. – Okaloosa-Walton Community College  
B.A., M.Ed. – University of West Florida

Adrienne Thomas, Staff Assistant I

Carolina Urena, Admissions Specialist

**Counseling/Advising**

Jody Swenson, Counselor/Coordinator 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  
M.S. – Troy State University

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**

Lori Irlbeck, Financial Aid Technician/Office Specialist  
A.A. – Okaloosa-Walton Community College

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

**OWC 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, Educational Advisor  
A.A. – Okaloosa-Walton Community College

Glenn Hutchinson, Facilities Maintenance Specialist

**Eglin Center**

Peggy A. Paplauskas, Senior Staff Assistant

**Hurlburt Center**

Rhonda Duryea, Director  
B.S. – Methodist College  
M.S. – Troy State University  
Ed.S. – University of West Florida

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

Marcee Cook, Staff Assistant I  
A.A. – Okaloosa-Walton Community College

Charles Griffin, Facilities Maintenance Specialist



**OWC-UWF Fort Walton Beach Campus**

David L. Goetsch, Vice President  
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  
Ed.S. – University of West Florida

Ron Currington, Groundskeeper

Kenneth Goodwin, Groundskeeper

Floripes Jettner, Library Technician I  
A.A. – Okaloosa-Walton Community College

Victoria Martinez, Instructor, Mathematics  
B.S. – University of Florida  
M.S. – Florida State University

Robin Charles Olmstead, Instructor, Mathematics  
B.S., M.S.T. – Georgia Southern College

Michael Patenaude, HVAC Supervisor

Cheryl C. Powell, Instructor, English  
B.A. – Auburn University  
M.A., Ph.D. – Florida State University

Nancy Pyle, Campus Specialist  
B.S. – Kansas 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

Larry Sassano, Economic Development Council

Walter B. Shipley, Instructor, Humanities  
B.S. – Bethel College  
M.A. – Memphis State University

George J. Tillis, Jr., Network Specialist  
A.S. – Okaloosa-Walton Community College

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

**Business Services**

Donna K. Utley, C.P.A., Associate Vice President  
B.S. – Texas Technological University  
M.S. – Texas A&M University

Amy Collinsworth, Staff Assistant II

James Adams, Business Office Manager  
A.A. – Okaloosa-Walton Community College  
B.A. – University of West Florida

Elizabeth "Beth" Dunn, Office Specialist/Buyer

Guy Bragg Farmer, Assistant Comptroller  
B.S. – Mississippi State University

Dena Gamble, Staff Assistant I

Wanjiku Jackson, Accountant  
B.S. – Troy State University

**Business Services, continued**

Tonia E. Lawson, Coordinator of Purchasing  
A.A. – Okaloosa-Walton Community College  
B.S. – Troy State University

Theresa H. Levesque, Payroll Technician

Jan Lipscomb, Payroll Specialist

Dedria Lunderman, Accountant  
B.S. – Southern University  
M.S. – Troy State University

Anne Puette, Fiscal Assistant

Mary Sargent, Fiscal Assistant  
A.S. – Okaloosa-Walton Community College

Rick Watson, Accountant II, Business Office  
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

**Information Technology**

Greg Eller, Director - Information Technology  
A.A. – Gulf Coast Community College  
B.S. – University of West Florida

Donna B. Bouchard, Senior Programmer Analyst  
B.S. – University of Rhode Island

Robert Coache, Systems Programmer

Carol Elder, Web Technician  
A.A., A.S. – Okaloosa-Walton Community College

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, Senior Programmer Analyst  
A.A. – Lurlene B. Wallace State Junior College  
B.S. – Troy State University

James Mulligan, Computer Operator

John Patten, Network Specialist I  
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

Shari Forfa, Human Resources Specialist  
A.A. – Okaloosa-Walton Community College  
B.S. – University of West Florida  
M.S. – Troy State University

Carol Hanley, Staff Assistant II

**Physical Plant**

John Rickard, Assistant Director, Physical Plant  
A.A. – Okaloosa-Walton Community College  
B.S. – Troy State University

Dawn Savage, Staff Assistant II  
A.A. – Okaloosa-Walton Community College

Jennifer Agerton, Custodial Worker

Johnny Bell, Senior Custodian

Eric Buharp, Construction Program Coordinator

Jon Burrows, Trades Specialist

Gary Cassell, Senior Custodial Worker  
A.A. – Okaloosa-Walton Community College  
Colandus Chatman, Jr., Custodial Worker  
Charles Cook, Custodial Worker  
John Eagle, Groundskeeper  
Marty Edwards, Senior Groundskeeper  
Heinz Falk, Trades Specialist  
Robert Freeman, Receiving/Shipping Specialist  
(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, Grounds Supervisor  
Jean Harris, Custodial Worker  
Jo Ann Hobbs, Custodial Worker  
Sam Jones, Construction Director  
John Joplin, Custodial Supervisor  
James Kiely, Trades Specialist  
Jimmy Lawson, Groundskeeper  
John Aveary Matthews, Custodial Worker  
Roy McGriff, Custodial Worker  
Sherry Miller, Custodial Worker  
Phillip Mitchell, Trades Specialist  
Chubby Moore, Senior Custodial Worker  
Kevin Moore, Custodial Worker  
Thomas Moore, Groundskeeper  
Douglas Norman, Skilled Craftsman  
Robert Greg Oliver, Skilled Craftsman  
Chris Polazzo, Custodial Worker  
Certificate – Okaloosa-Walton Community College  
Tammy Ricchio, Custodial Worker  
Richard Robley, Transportation/Vehicle  
Maintenance Specialist  
Thomas Schwarz, Groundskeeper  
Lee Roy Thomas, Custodial Worker  
Dewey Wells, Skilled Craftsman  
Raymond Wood, Office Worker (Central Services)  
A.S. – Okaloosa-Walton Community College  
Monika Wyatt, Groundskeeper  
Certificate - Okaloosa-Walton Community College  
Carl Younger, Central Services/Mail Supervisor  
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

#### Auxiliary Services

Gwen J. Street, Business Manager, Auxiliary Services  
A.A., A.S. – Okaloosa-Walton Community College  
B.S. – Troy State University  
Phyllis Decker, Office Specialist/Bookkeeper -  
College Store/Food Services  
Kelly Miller, College Store Specialist I  
Christopher Page, College Store Specialist II  
A.A. – Okaloosa-Walton Community College  
B.A. – University of West Florida  
Tami Van Dyke, College Store Specialist II

#### Food Services

James Breault, Food Services Manager  
Certificate – Food Services  
Certificate – Applied Food Service Sanitation  
Toni Grogg, Food Services Supervisor

#### Retired Faculty & Professional Staff

James Edward McCracken, Ph.D., 1964-1988,  
President Emeritus  
\* Henderson Adams, M.A., 1968-1981  
Roger Adams, B.S., M.S., Ph.D., 1989-2004  
\* Lucile Anderson, M.A., 1964-1972  
Hilda M. Anger, M.A., 1968-1991  
Vera Craiger Auerbach, M.A., 1968-1987  
Inez W. Bailey Hall, B.S., M.Ed., 1983-2001  
Karen Baker, A.A., B.A., M.A., 1982-2004  
\* Jack Bartell, M.A., 1964-1971  
\* Roby A. Beal, Ed.D., 1967-1988  
Ernest Beasley, B.A., M.A., 1968-1992  
Myrtle B. Beavers, A.A., B.A., M.A., Ph.D., 1984-2003  
Eugene S. Benvenuti, B.S., M.A., 1970-1993  
\* Harold Boone, 1972-1987  
Sue T. Bridges, B.S., M.Ed., Ph.D., 1988-1998  
Gaius Bruce, B.S., M.S., 1966-2004  
\* 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  
Ned R. Couey, B.S., M.A., Ed.D., 1971-2004  
Margaret A. Crozier, B.A., M.A., 1965-2002  
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  
Edward Friese, B.S., M.A.T., 1967-2002  
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 Gullede, Ph.D., 1971-1984  
William T. Hall, B.S., M.S., 1986-1997  
Ross E. Hamilton, B.S., M.S., 1968-2002  
\* 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  
Gordon L. Jaspersen, B.S., M.S., Ed.S., 1974-2002  
Chilton Jensen, M.S., 1968-1976  
\* Cecil Johnson, M.S., 1965-1985  
Doris L. Johnson, B.S., M.Ed., Ed.D., 1977-2002  
\* 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  
Kenneth Kuhn, B.S., 1995-2001  
Charlotte A. Langley, B.S., M.S., 1966-2002

\* deceased

**Retired Faculty & Professional Staff, continued**

- \* 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
- George Lucas, B.B.A., M.A., 1970-2003
- 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
- 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
- Lulu S. Watson, B.A., M.S., 1969-2003
- 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

**Honorary Chairs**

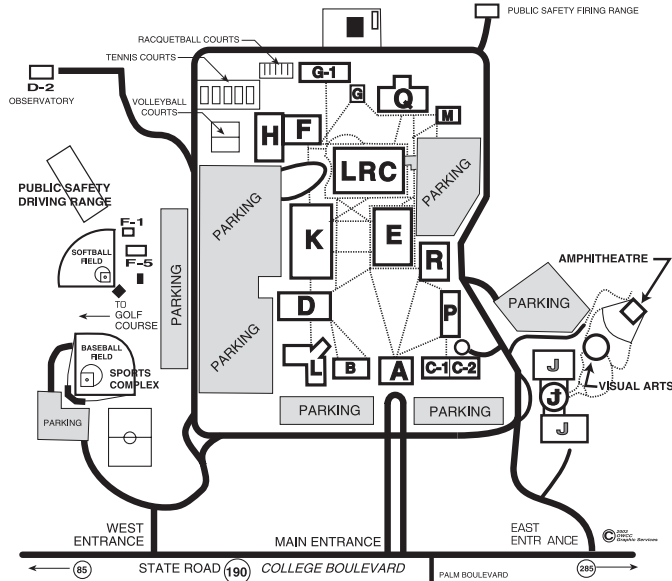
- \* Capp, Al  
American Arts Chair – Artist-in-Residence, 1966
- \* Carter, Hodding  
American Arts Chair – Artist-in-Residence, 1966
- \* Holzhauer, Emil  
Honorary Chair in the Arts
- Myers, Gordon  
American Arts Chair – Artist-in-Residence, 1966
- Schrader, Arthur  
American Arts Chair – Artist-in-Residence, 1966
- \* Sikes, Robert L. F.  
Honorary Chair in Government
- \* deceased

**Seaside Neighborhood School**

- Shirley Foster, Principal  
B.S. – University of South Alabama  
M.Ed. – University of West Florida
- Neva Brubaker, Instructor  
A.A. – St. Petersburg Junior College  
B.A. – University of West Florida  
M.Ed. – University of West Florida
- Kim Bullock Mixon, Instructor  
M.S. – University of Kansas
- Weidia Coutts, Instructor  
B.A. - Union Institute College of Undergraduate
- Lisa Hightower, Instructor  
B.A. - Northeast Louisiana University
- Peggy Lavender, Maintenance Assistant
- Michelle Ray, Staff Assistant
- Serena Richard, Instructor  
B.S. – Valdosta State University
- Kelly Trafton, Instructor  
B.A. – University of Southern Indiana

# OKALOOSA-WALTON COLLEGE NICEVILLE CAMPUS

★NOT TO SCALE

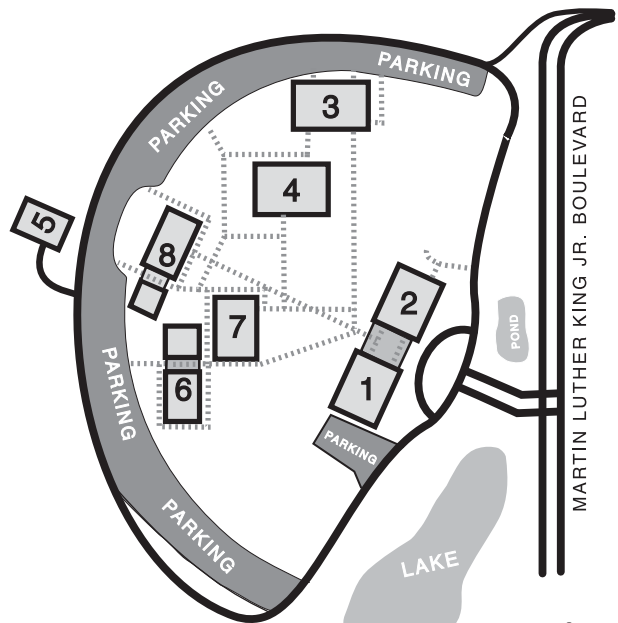


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REV 4/04

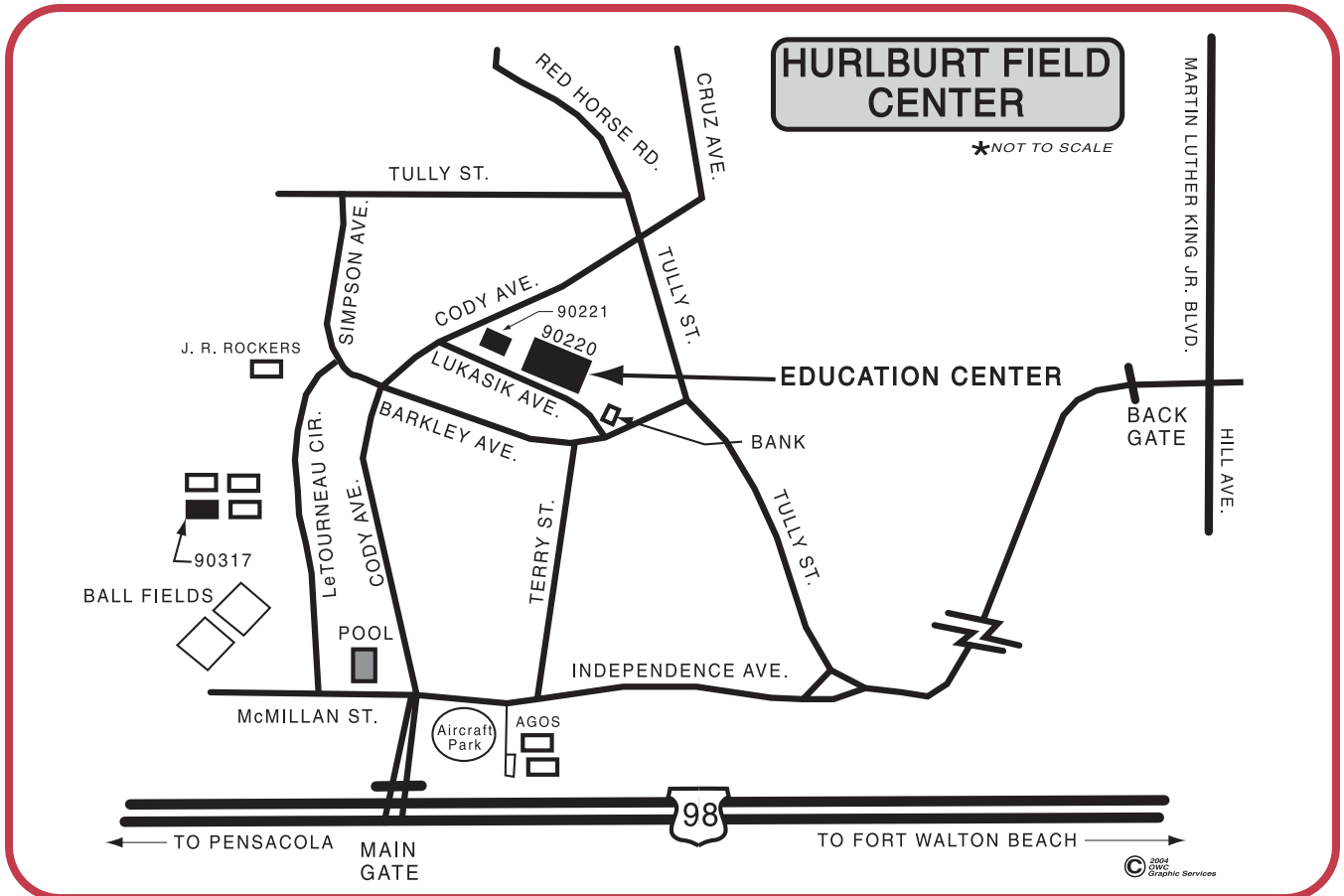
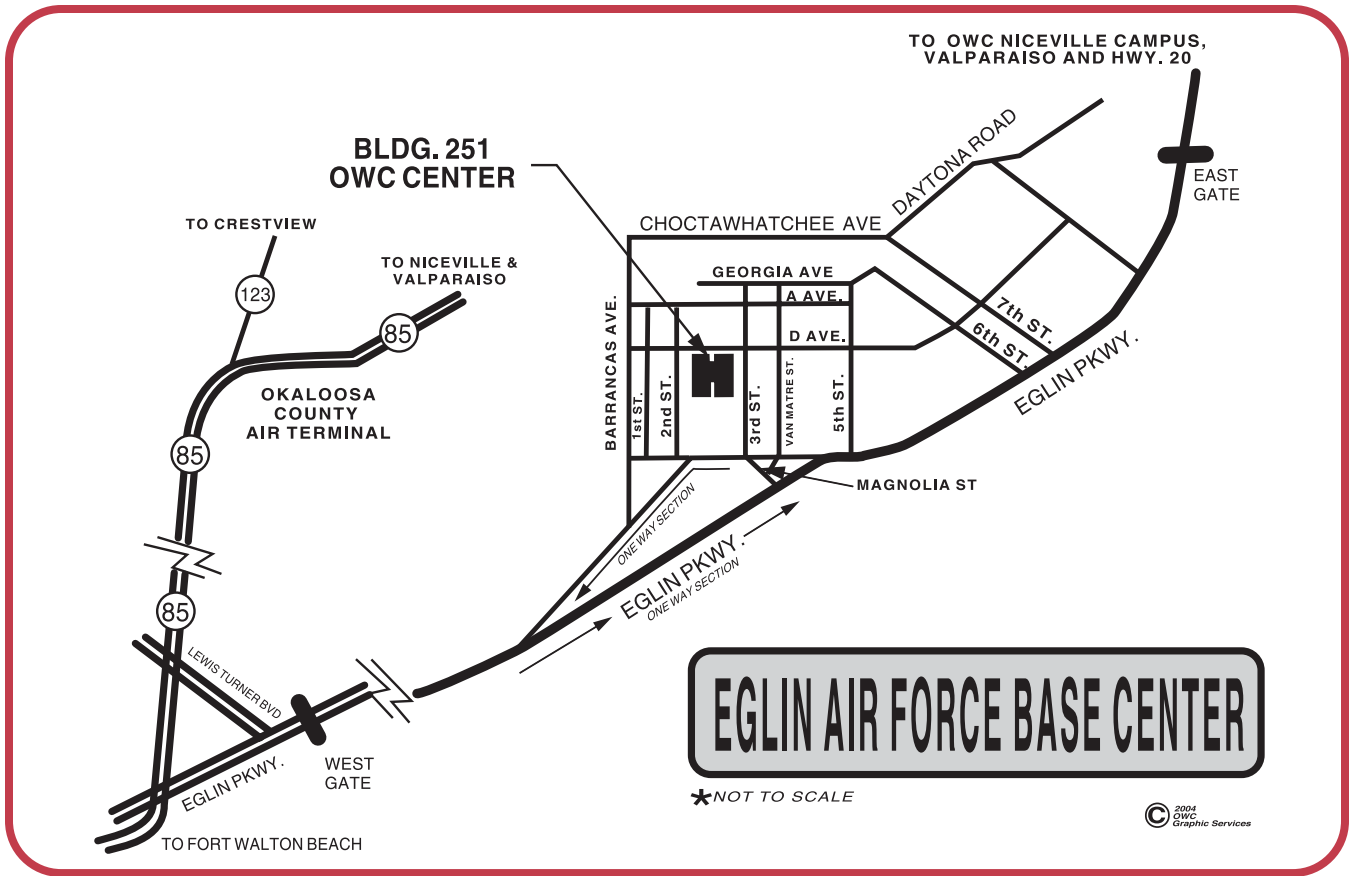
# OWC/UWF FORT WALTON BEACH CAMPUS



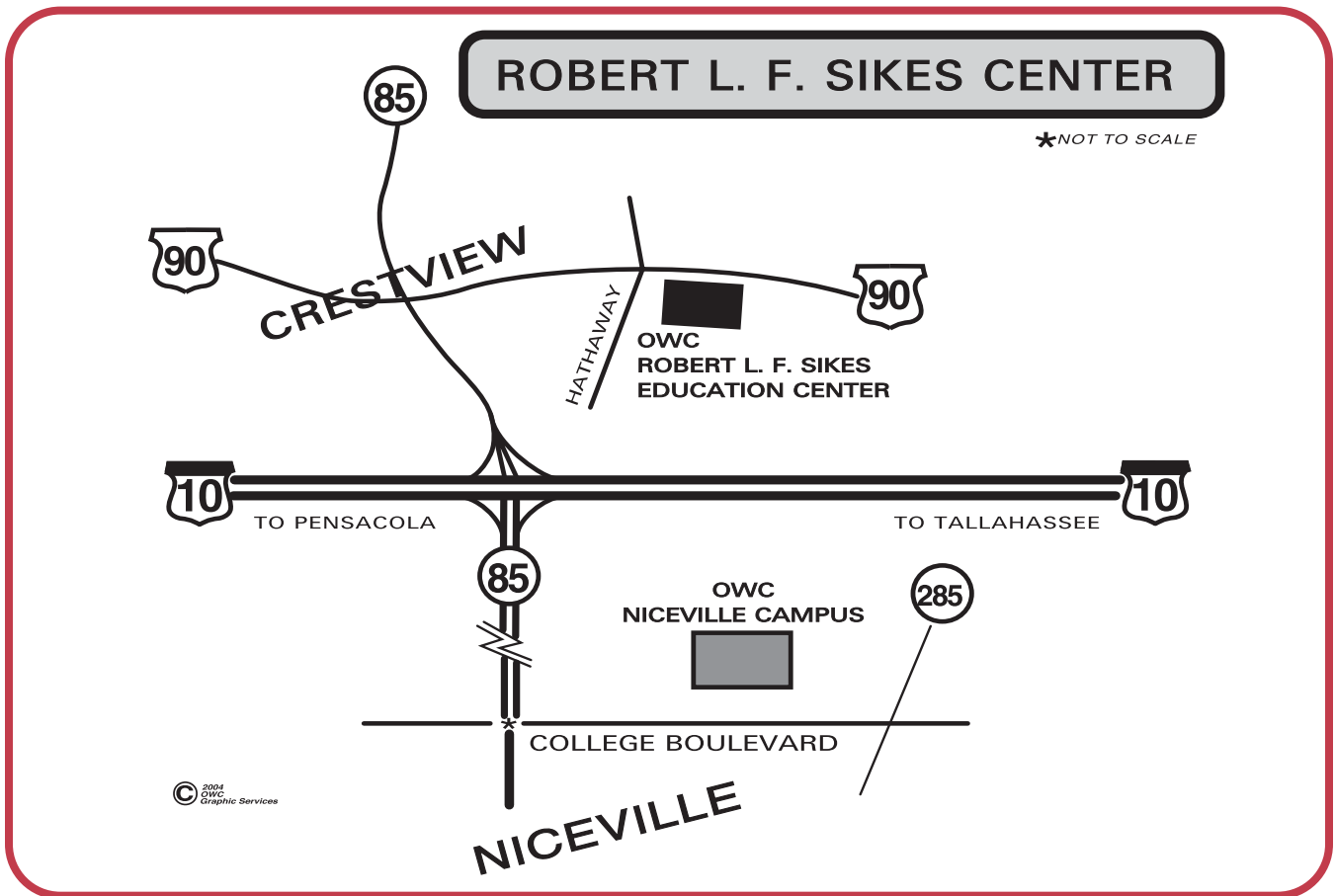
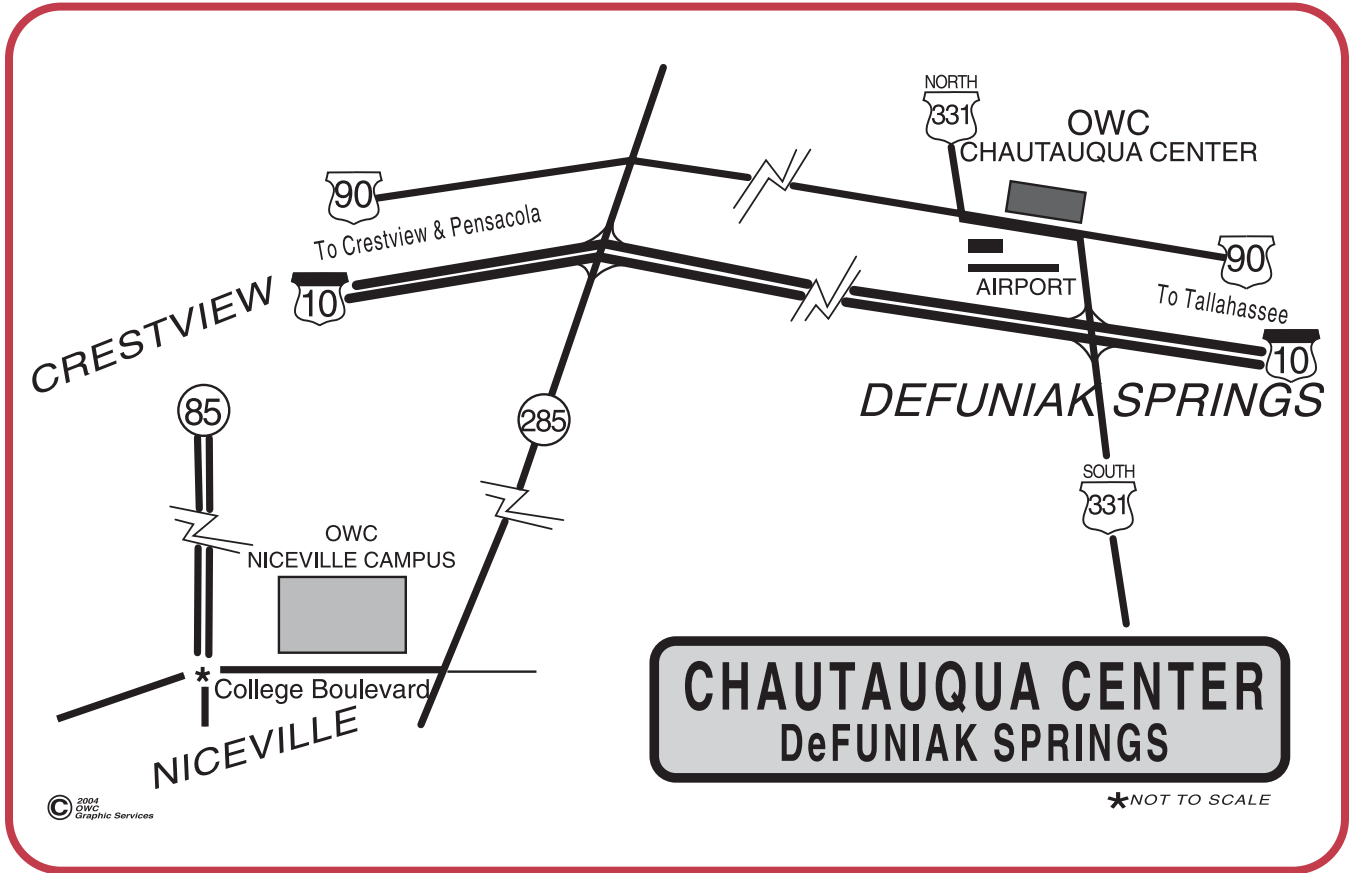
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### KEY

Bldg. 1-Administration	Bldg. 5-Utility Service
Bldg. 2-Student Services	Bldg. 6-Science
Bldg. 3-Classroom	Bldg. 7-Technology
Bldg. 4-Faculty Offices/ Classroom	Bldg. 8-Library, Fitness Center, Auditorium
..... Sidewalks	□ Buildings
	— Streets/Roads



MAPS



## REQUEST FOR INFORMATION

Would you like more information about Okaloosa-Walton 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)

- Additional copy of Application for Admission & Residency Declaration Forms
- Additional copy of 2004-2005 College Catalog
- Schedule of Classes
- Financial Aid Application
- International Student Information
- Handicap/Special Needs Information
- Nursing AS/RN Admission Information
- Nursing OWC/UWF BSN Admission Information
- Dental Assisting Admission Information
- Surgical Technology Admission Information
- Bachelor of Applied Science in Project & Acquisitions Management Admission Information
- Other (Please Specify) \_\_\_\_\_

(Please tear out and fold this page for mailing)

PLACE  
POSTAGE  
HERE

**ADMISSIONS OFFICE**  
**OKALOOSA-WALTON COLLEGE**  
100 College Boulevard  
Niceville, Florida 32578-1295

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**HERE**



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