2007 - 2008

OKALOOSA-WALTON COLLEGE

CATALOG AND STUDENT HANDBOOK

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 Bachelor and Associate
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

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COMMUNITY COLLEGES

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VOL. XXXIII – No.1 Niceville, Florida 32578 May 2007

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Application for Admission, Residency Classification, Baccalaureate Supplemental Application and Request for Information

OKALOOSA-WALTON COLLEGE

100 College Boulevard • Niceville, Florida 32578-1295

www.owc.edu

OWC LOCATIONS	(Area Code 850) NUMBERS
Niceville	678-5111
(from Walton County)	892-8190
(from North Okaloosa County)	689-7870

OWC/UWF Fort Walton Beach Campus, 1170 Martin Luther King Jr. Blvd., Fort Walton Beach, FL 32547

(Day)	863-6500
(Night)	863-6520

OWC Chautauqua Center, DeFuniak Springs ..... 892-8100 or 729-5344
908 U.S. Highway 90 West, DeFuniak Springs, FL 32433

OWC Robert L.F. Sikes Education Center, Crestview ..... 689-7911 or 729-5346
805 E. Highway 90, Crestview, FL 32539

OWC Eglin AFB Center ..... 678-1717 or 729-5343
Education Services Building 251, Room 127, Eglin Air Force Base, FL 32542

OWC Hurlburt Field Center ..... 884-6296 or 729-5345
Education Services Building 90220, 221 Lukasik Avenue, Hurlburt Field, FL 32544

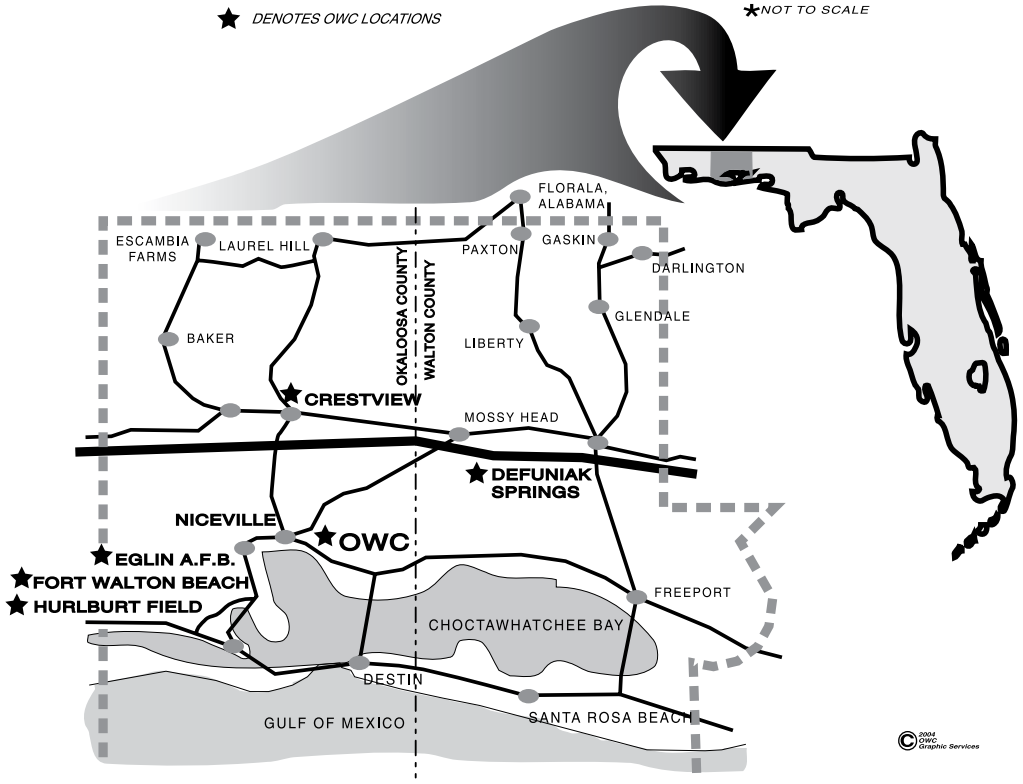
Telephone Device for the Deaf (TDD) #'s:
Florida Telecommunication Relay Service

Voice	711 or 1-800-955-8770
TDD	711 or 1-800-955-8771

Student Employment Job Line 729-4936

Enrollment Services Information 729-6922

THE OWC DISTRICT



OWC ACADEMIC CALENDAR 2007-2008

	FALL 2007			SPRING 2008			SUMMER 2008		
	SESSION 1	SESSION 2	SESSION 3	SESSION 1	SESSION 2	SESSION 3	SESSION 1	SESSION 2	SESSION 3
Faculty Returns	Aug 14			Jan 11			May 14		
Staff Returns				Jan 2					
Classes Begin	Aug 21	Aug 21	Oct 12	Jan 14	Jan 14	Mar 6	May 14	May 14	Jun 23
Distance Learning Orientations	Aug 24-25			Jan 18-19			May 16-17		
Schedule Adjustment (Drop/Add) Period Ends	Aug 28	Aug 28	Oct 19	Jan 22	Jan 22	Mar 13	May 21	May 21	Jun 30
Distance Learning Midterm Testing	Oct 5-6			Mar 7-8			Jun 13-14		
Distance Learning Final Exams	Dec 14-15			May 9-10			Jul 25-26		
Mid-Term Grades Due to Registrar	Oct 18	n/a	n/a	Mar 12	n/a	n/a	n/a	n/a	n/a
Last Day to Withdraw With a "W" or Change to "Audit"	Nov 2	Sept 26	Nov 20	Mar 28	Feb 19	Apr 14	Jul 9	Jun 11	Jul 18
Final Exams	Dec 11-17	Oct 11	Dec 10	May 6-9	Mar 5	May 5	Jul 31	Jun 20	Jul 31
Last Day of Classes	Dec 10	Oct 11	Dec 10	May 5	Mar 5	May 5	Jul 31	Jun 20	Jul 31
Last Day of Term for Students	Dec 17	Oct 11	Dec 10	May 9	Mar 5	May 5	Jul 31	Jun 20	Jul 31
Last Day of Term for Faculty	Dec 18	Oct 12	Dec 18	May 12	Mar 6	May 12	Jul 31	Jun 23	Jul 31
Final Grades Due to Registrar	Dec 18	Oct 12	Dec 18	May 12	Mar 6	May 12	Aug 1	Jun 23	Aug 1
Graduation Application Deadline	Nov 30			Apr 7			Jul 23		
CLAST Registration Deadline	Sept 7			Jan 18			May 9		
CLAST Examination	Oct 6			Feb 16			June 7		
Graduation Ceremony	n/a			May 12			n/a		
Student Holidays	Sept 3 – Labor Day Nov 12 – Veteran's Day Nov 21-24 – Thanksgiving Dec 19-Jan 13 – Holiday			Jan 21 – M.L. King Day Mar 31-Apr 5 – Spring Break			May 26 – Memorial Day Jul 4 – Independence Day		
College Closed	Sept 3 – Labor Day Nov 12 – Veteran's Day Nov 21-24 – Thanksgiving Dec 19-Jan 1 – Holiday			Jan 21 – M. L. King Day Apr 2-5 – Spring Break			May 26 – Memorial Day Jul 4 – Independence Day		

WHERE TO GO FOR ASSISTANCE

College Web Site: www.owc.edu

STUDENT SERVICES
Phone: (850) 729-6922; Fax (850) 729-5323

Academic Advising
Web ..... www.owc.edu or www.FACTS.org
Chautauqua Center, DeFuniak Springs/Advising 892-8100
Eglin AFB Center/Advising 678-1717
Fort Walton Beach Campus/Advising,
Bldg 4, Room 403A 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/Enrollment Services,
Niceville Campus, Bldg, C-1 729-4901

Academic Success Center
Niceville Campus, Bldg E, Room 149 729-5389

Admissions
Collegewide/Enrollment Services,
Niceville Campus, Bldg C-1 729-4901

Accessibility
Student Complaints: Counselor/Coordinator of Students with Special Needs, Room C-119, Student Services Bldg. C-1
Niceville Campus 729-6079
Employee Complaints: Director of Human Resources and Equity Coordinator, Room A-120, Administration Bldg. A
Niceville Campus 729-5365
Other General Public Complaints:
Director of Human Resources and Equity
Coordinator, Room A-120, Administration Bldg. A
Niceville Campus 729-5365

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

American's with Disability Act (ADA) Coordinator
Niceville Campus, Bldg A 729-5364

AmeriCorps/Service Learning
Disaster Response & Mitigation,
Niceville Campus, Bldg K, Room 149 729-6024
English Coaches,
Niceville Campus, Bldg K, Room 142 729-6037

Adding, Dropping, Changing or Withdrawing from a Course
Web ..... www.owc.edu
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 ..... www.owc.edu
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

Allied Health Programs
Collegewide/Director of Nursing,
Niceville Campus, Bldg E 729-6400

Athletics
Web ..... raider.owc.edu
Collegewide/Dean of Students/ Director of Athletics,
Niceville Campus, Bldg F, Room 101 729-5379

Baccalaureate Programs
Web ..... www.owc.edu/Bachelor
BAS – Bachelor of Applied Science in Project Management, Office of Professional and 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
BS - Bachelor of Science in Elementary Education &
BS - Bachelor of Science in Middle Grades Math & Science,
Instructional Services, Niceville Campus,
Bldg A, Room A229 729-5322

Books & Classroom Supplies
Web ..... www.bookstore.owc.edu
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) ..... 826-1895 or 911
Chautauqua Center, DeFuniak Springs (Security Guard on campus 2:00 pm – 10:00 pm) ..... 974-2911 or 911
Hurlburt (night monitor) ..... 884-6296 or 911
Eglin, Security Police 882-2502

Career Information
Web ..... www.FACTS.org
Collegewide/Career Resource Center, Niceville Campus,
Bldg C-2, Room 201 729-5227
Chautauqua Center/DeFuniak Springs,
Bldg 2, Room #204 892-8100

Catalogs
Web ..... www.owc.edu
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 ..... www.owc.edu
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 403A 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
Collegewide/Niceville Campus, Bldg 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..... asctutor@owc.edu
Web..... 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 7, Room 702 863-6520
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 S..... 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 Department,
Niceville Campus, Bldg Q..... 729-5378

Disability Support Services
Collegewide/Niceville Campus, Coordinator for Students
with Special Needs, Bldg C-1 729-6079

Distance Learning
Web..... distancelearning.owc.edu
Collegewide/Niceville Campus, LRC Bldg,
Room 113-114..... 729-6464

Dual Enrollment
Web..... www.owc.edu/dual
Collegewide/Niceville Campus, Dual Enrollment,
Bldg C-1..... 729-5205

Free Academic Assistance Information:

Niceville Campus..... 729-5389
Fort Walton Beach Campus..... 863-6520

E-Mail, Students
Web IT Help Desk..... helpdesk@owc.edu
IT Help Desk..... 729-5396

EPI (Educator Preparation Institute)
Collegewide/Niceville Campus, Bldg A..... 729-5322

ESOL (English for Speakers of Other Languages)
Niceville Campus, A Bldg. 729-5387
Chautauqua Center, DeFuniak Springs..... 892-8100
Ft. Walton Beach Campus, Bldg 3, Room 305 863-6534

Enrollment Verification
Web..... www.degreeverify.com
E-Mail ..... degreeverify@clearinghouse.org
National Student Clearinghouse...(703) 742-4239
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
Financial Aid E-mail:..... financialaid@owc.edu
Collegewide, Niceville Campus, Office of
Financial Aid, Bldg C- 1..... 729-5370

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

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

Graduation
Chautauqua Center, DeFuniak Springs/Advising 892-8100
Eglin AFB Center/Advising 678-1717
Fort Walton Beach Campus/Advising,
Bldg 4, Room 403A..... 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, Room 136 729-5348
Fort Walton Beach, Bldg 1 863-6504

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

Intramurals
Collegewide, Athletics, Health and 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.....lrc.owc.edu
Help Online (ask-a-Librarian) .....lrc.owc.edu/questions.html
Niceville Campus 729-5318
Fort Walton Beach Campus..... 863-6578

Lost & Found
Collegewide, Student Activities Office, Niceville Campus,
Bldg K, Room 136..... 729-5348
Fort Walton Beach Campus, Bldg 1 863-6504

Orientation
Web.....www.owc.edu
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, Room 136 729-5348
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.....www.owc.edu
Business Office E-mail ..... businessoffice@owc.edu
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

Prometric Testing Center
Niceville Campus, Advanced Technology & Design
Department, Bldg B, Room 100A ..... 729-6499 or 729-5218

Recruitment
Office of Recruitment, Niceville Campus, Bldg. A.....729-6467

Registration
Web.....www.owc.edu
Registrar E-mail..... registrar@owc.edu
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..... 729-5351

ROTC
Collegewide, Niceville Campus, Bldg. F-1 729-6022

Scholarships
Web.....www.owc.edu or www.owcfoundation.org
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

Student Work Off Campus
Collegewide/Career Resource Center, Niceville Campus,
Bldg C-2, Room 201..... 729-5227
Collegewide, Niceville Campus, Office of
Financial Aid, Bldg C- 1..... 729-5370

Technical/Vocational Education
Collegewide, Niceville Campus, Office of Professional
and Technical Programs, Bldg. A 729-5366

Testing (Placement, CLEP, TABE, CLAST etc.)
Web.....www.owc.edu
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

Tours
College Life & Campus Tours 729-6467

Transcripts
Web.....www.owc.edu
E-Mail (between institution requests)..... transcript@owc.edu
Official: Collegewide/Niceville Campus,
Office of Enrollment Services, Bldg C-1 729-4901
Transcript requests may be obtained and submitted at any
college location.

Transient Student
Web.....www.FACTS.org (for FL public institutions)
Collegewide/Niceville Campus, Office of
Enrollment Services, Bldg C-1..... 729-4901
Transient student forms may be obtained and submitted
at all college locations.

Vehicle Registration
Collegewide, Student Activities Office, Niceville Campus,
Bldg K, Room 136 729-5348
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
Sikes Education Center, Crestview/Registration 689-7911

Veteran's Affairs
Collegewide, Niceville Campus, Office of Financial Aid,
Bldg C- 1 729-5375

Vocational Testing (Hogan, FBAT, Critical Thinking Skills)
Collegewide, Assessment Center, Niceville Campus,
Bldg C-2..... 729-6059

Women's Educational Resource Center
Collegewide, Niceville Campus, Bldg B-113 729-5291

GENERAL INFORMATION

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. Part of Florida's network of 28 public community colleges, OWC is one of several community colleges in the state authorized to offer bachelor's degree programs. The college 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, over forty years later, approximately 90 full-time and 164 part-time instructors, as well as 239 support staff and 12 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 and 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.

Facilities (continued)

Technical Laboratories (B): contains drafting and design, laboratories for computer-assisted drafting and computer-aided manufacturing, computer engineering technology, Prometric Testing, the local Cisco Academy and the Women's Educational Resource Center.

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

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

Collegiate High School (D): houses the OWC Collegiate High School offices, classrooms and labs.

Learning Resources Center (LRC): contains a collection of more than 100,000 items. There are 90,000 books, 11,000 audiovisual items, 400 magazine and newspaper subscriptions, and 400 electronic databases and web sites with over 5,000 online full-text periodicals. A statewide network provides access to the holdings of all 11 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 Learning Technologies offices.

Classroom Building (E): contains the Donald Gallimore Nursing and Allied Health Facilities and a variety of other OWC instructional programs. Located on the upper north mezzanine levels is 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 Nursing and Allied Health programs in registered nursing, surgical technology, radiography, paramedic and dental assisting are located in center core of this building. The Graphics Technology instructional program and the Adult General Education classes are located on the lower level.

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

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

Public Safety Firing Range: is located behind building (M) on the northeast corner of the Niceville campus.

Public Safety Driving Range: 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.

Mattie Kelly Fine and Performing 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 center's Visual Arts Building.

Visual Arts (J): a unique circular building in the Mattie Kelly Arts Center complex that houses instructional art programs in pottery, drawing and painting.

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

Mathematics (L): provides offices, classrooms, and specialized laboratories for the mathematics department.

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

Classroom Building (P): currently under renovation.

Graphic Services and Public Safety (Q): houses Graphic Services and the 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.

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.

Robert E. Greene Science Building (S): is comprised of classrooms and laboratory facilities for programs in biology, physics, physical sciences, chemistry, and the offices of the Choctawhatchee Basin Alliance (CBA).

Observatory (S-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.

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 OWC Corporate Training Center. 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.

Classroom Building (4): comprised of faculty offices, classrooms, a reading improvement laboratory, some tutoring services and the OWC academic counseling/advising office.

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.

Facilities (continued)

Computer Labs (7): houses computer laboratories, the Math Lab, 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 Associate 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 two computer labs, a career center, small conferencing facilities and a 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 advising services. Also offered are courses specifically geared toward the Community College of the Air Force (CCAF) studies 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 $3 to $2 ratio for programs and equipment and $1 to $1 ratio for scholarships. 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.

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.

OWC Mattie Kelly Cultural and Environmental Institute

The Mattie Kelly Cultural and Environmental Institute at OWC was established in 1997. The institute is a partnership of OWC, the OWC Foundation, Inc., and the Choctawhatchee Basin Alliance of OWC, dedicated to the cultural, environmental, historical and instructional goals set forth for the institute by the late Mattie M. Kelly of Destin. The objectives of the institute are: biology and marine science studies associated with Choctaw Bay and the Gulf of Mexico; display of the cultural heritage of NW Florida; instruction in the Fine & Performing Arts and Environmental Sciences; to provide a location for fine arts groups and performing groups; and to provide a location for conferences and seminars offered through OWC. For information, contact (850) 729-5357 or email KellyInstitute@owc.edu.

Choctawhatchee Basin Alliance (CBA)

The Choctawhatchee Basin Alliance (CBA), under the auspices of Okaloosa-Walton College, is an organization committed to sustaining and providing optimum utilization of the Choctawhatchee Basin watershed. CBA provides opportunities for citizens, educators, and technical experts to promote the health of the Choctawhatchee Basin watershed. For more information on CBA visit www.basinalliance.org or call (850) 729-6456.

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 57 percent of the student body. Students age 25 to 34 comprise 22 percent and students 35 to 49 comprise 18 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, web site: www.sacscoc.org.

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.

Additional information on student records, the procedures for accessing records, appealing record contents, receiving restricted records, and other rights of the Family Education Rights and Privacy Act of 1974 are available from the Office of Enrollment Services.

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 written request to the Office of Enrollment Services, an e-mail to transcript@owc.edu or at 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.

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
Although the following directory information may be released at the discretion of the college, the college does not routinely release such information to third parties: 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, or
- The student is a high school student enrolled in an accelerated program, such as dual enrollment, early admissions or concurrent enrollment.

A student has the right to request the amendment of their educational record that they believe is inaccurate or misleading. The student should write to the College Registrar, clearly identify the part of the record he or she wants changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the offices that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-4605

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 Associate Dean, Student 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.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the District Board of Trustees or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in

Student Records and Transcripts (continued)

performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Enrollment and Degree Verification
Okaloosa-Walton College has authorized the National Student Clearinghouse to provide enrollment and degree verifications for the purposes of employment or background screening. The National Student Clearinghouse can be contacted at:

Web: www.degreeverify.com
Phone: (703) 742-4239
E-mail: degreeverify@studentclearinghouse.org

Free student self-service enrollment verification is provided by the National Student Clearinghouse. Students can print enrollment verification certificates, including enrollment dates and target graduation dates for use in obtaining military ID cards, health insurance and other items. To access enrollment verification log onto the RaiderNet at www.owc.edu.

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, (850) 729-5374.

College Web Site

The OWC web site (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, unofficial student transcript, enrollment verification, view financial information such as payment due dates and fees owed, financial aid status, and allows students to update directory information such as a change of address. 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. Questions regarding RaiderNet should be referred to (850) 729-6922.

Student E-Mail Accounts

Students are assigned an OWC e-mail account when they apply for admission. In order to stay informed and aware, students are encouraged to activate and check their account on a regular basis. Students may choose to forward their OWC assigned e-mail account. For more information on student e-mail accounts at OWC log onto the college internet site at www.owc.edu or contact the student e-mail/IT helpdesk, during regular business hours, at (850) 729- 5396.

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, apply for transient status, 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.

Solicitation/Promotions

Agencies or organizations that request permission to display, distribute, or present programs that are not within the educational mission of the college must submit a request in writing at least two weeks prior to the proposed activity. This request shall contain the name of the organization, the proposed time, date, and location, and the topic of the items to be displayed or distributed. The agency or organization must complete an Events Proposal form which will be routed for review and approval to the Vice President of Administration for final approval by the college president or his designee. The college reserves the right to determine the time, place, and manner of the presentation.

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.

College Name Usage

The name of the college and the names/titles of the college's recognized student and other organizations are owned by the college. Students or others shall not organize independent groups of the same name nor function as a group independent of the college utilizing the name of OWC or of an OWC organization. The official college seal, college logo, and the logos of OWC organizations are also restricted and may only be used with permission.

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 Learning Resources, (850) 729-5392.

ADMISSIONS

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 or by applying via an electronic admission form at www.facts.org. Each applicant will be notified of acceptance or non-acceptance for admissions.

Steps in Applying for Admission to the College:
(Several programs at the College have supplementary admission requirements – see Programs with Additional or Other Admission Requirements for more information.)

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 (1) year, must submit a Readmission form, to the Office of Enrollment Services to update personal data, verify educational goals and residency, and to 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, international student applicants, or any program with special admission criteria.)

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 applicants 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.

General Information (continued)

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. High School Diploma
Florida high school graduates must have earned a standard high school diploma or the CPT eligible Certificate (which must be designated on the student's transcript). Non-Florida high school graduates must have earned a high school diploma. An official high school transcript with high school graduation date is required.

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 career and technical 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 of Applied Science degree in Project Management and to provide upper division coursework for a Bachelor's degree in Nursing. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Okaloosa-Walton College.

A Bachelor of Science in Elementary Education and a Bachelor of Science in Middle Grades Math and Science have been approved by the State of Florida Board of Education and are currently undergoing additional program requirements for projected start in Fall 2008.

Bachelor of Applied Science in Project Management
The Bachelor of Applied Science degree program in Project 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 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 degree 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, or qualify for a waiver (see page 68 for more information), 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
An 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. An accelerated program is available to students currently enrolled in an A.S. nursing program. OWC provides upper division instruction (3000 and 4000 level courses) for 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. The program can be completed in three to four semesters.

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 includes the following:

Baccalaureate Degree Programs: Nursing (continued)

- Completion of an associate degree in nursing or commensurate diploma in nursing and a Florida RN license is required prior to beginning clinical courses.
- 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. However, if space is available, students with a GPA of less than 2.75 may be admitted on a provisional basis.
- 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, or qualify for a waiver (see page 68 for more information), 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.

  (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 Career and Technical or Vocational Certificate Programs are sanctioned through the Florida Department of Law Enforcement (FDLE). OWC is designated as 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, successfully complete the Florida Basic Abilities Test (FBAT), as well as satisfy all other OWC admission standards. Students who have completed a Correctional Basic Recruit Training Program and are certified as a Correctional Officer in the State of Florida may qualify for admission to the Cross-Over Corrections to Law Enforcement Basic Certificate Program. Students should contact the Division of Public Safety for additional information at (850) 729-5378.

Dental Assisting Program
The Dental Assisting 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 three semester limited admission career and technical or vocational credit program. Applicants must possess a high school diploma or its equivalent, as well as satisfy other admission criteria. The students with the highest point totals are admitted first. If there is a tie among point totals prior to reaching program capacity, a random lottery among the tied students will determine who is admitted. Students should contact the Dental Assisting Coordinator or the Health Technology Division for more information at (850) 729-6444.

Educator Preparation Institute (EPI)
The Educator Preparation Institute (EPI) is an alternative fast-track route to Florida teacher certification. The program is designed for students who have at least a bachelor's degree from a regionally accredited college or university, but who may lack the education courses necessary to become teachers in Florida. Students must complete a level 2 background screening which includes fingerprints sent to the Florida Division of Law Enforcement and the Federal Bureau of Investigation before beginning field experience. Other program requirements are obtaining an Official Statement of Status of Eligibility from the Florida Department of Education Bureau of Educator Certification and completion of the Florida Teacher Certification Exams. Students should contact the Coordinator of Educational Services at (850) 729-5322 for more information.

Emergency Medical Technician (EMT)
Emergency Medical Technicians are part of the Emergency Medical Services team. EMT's are trained to provide basic life support and transportation to the sick and injured. The EMT program at OWC prepares students to apply for the examination to become a Florida licensed and National Registry Emergency Medical Technician Basic. The program offers students the opportunity to enter the exciting world of Emergency Services through education in the college's state-of-the-art health program facilities. The OWC program blends classroom instruction with hands-on skills training and real world clinical education to prepare students as entry level Emergency Medical Technicians. The Emergency Medical Technician program is a limited admission program that is 11 credit hours and is conducted over one (1) semester. Applicants to this program must have a high school diploma or GED and meet other applicable admission criteria. All eligible applicants will be accepted unless the number exceeds the space available, in which case a random lottery will be used to determine admission. Contact (850) 729-4924 for more information.

Emergency Medical Services
The Associate of Science in Emergency Medical Services (EMS) is limited to students that are licensed EMT/ Paramedics. For additional information on this program contact the EMS office for more information at (850) 729-4924.

Fine and Performing Arts
Some Fine and Performing Arts classes are open only by audition. Students should contact the Humanities, Fine and Performing Arts Division 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

Programs with Additional or Other Admission Requirements: Medical Coder (continued)

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 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 a criminal background check, drug screen, and CPR). 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 (including LPN's) will apply for admission to the program in the Spring term and are admitted for enrollment in the Fall term.

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 Health Technology Division for additional information at (850) 729-6400.

Paramedic
Paramedics are the highest trained and educated pre-hospital provider of emergency medicine. In the OWC Paramedic program, students are provided the highest quality education to prepare to become competent leaders in the high pace work of Emergency Medical Services. The OWC Paramedic program is three full semesters beyond the Emergency Medical Technician Basic level and prepares students to apply for the Florida or National Registry Paramedic board examination. The Paramedic Certificate program is a limited admission College Credit Certificate. Students admitted to this program must have a high school diploma or GED and meet other applicable admission criteria (including documentation of current Florida Emergency Medical Technician (EMT) Certification, fingerprinting, a background check and a drug screen). If the number of qualified applicants to the program exceeds the number of openings, students will be accepted using a combination of application points and a random selection process. The curriculum for this program forms the core of the Emergency Medical Services Associate of Science degree program. Students should contact the EMS office for more information at (850) 729-4924.

Radiography
The Radiography Program is a limited access, two-year Associate of Science degree program. New students are accepted annually for enrollment in the fall term. Students admitted to this program must meet specific admission criteria (including a background check and drug screen). The students with the highest point totals are admitted first. If there is a tie among point totals prior to reaching program capacity, a random lottery among the tied students will determine who is admitted. Graduates of the program will be eligible to sit for the American Registry of Radiologic Technologists (ARRT) certification exam. Students should contact Health Technology Division for more 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 at OWC is a limited access, 12 month, career and technical or vocational program leading to a Certificate in Surgical Technology. The program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The Commission can be contacted at (312) 553-9355 or 35 East Wacker Drive, Suite 1970, Chicago, IL 60601. Applicants must possess a high school diploma or its equivalent, as well as satisfy other admission criteria. Students should contact the Surgical Technology Program or the Health Technology Division for more information at (850) 729-6444.

Transient Students

Currently enrolled OWC students may request approval from the Senior Vice President 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. An electronic version of the form is available for students attending a Florida public institution at www.FACTS. org. Approval of transient study requests is determined by the Associate Dean, Student Services/Registrar and the Senior Vice President according to established guidelines. Guidelines are available from the Office of Instructional Services 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 career and technical 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. No student will be permitted to enroll in any college credit English, humanities, mathematics, or Gordon Rule social

Non-Degree Students (continued)

science course – or any course having an English, mathematics or reading prerequisite – without meeting the state of Florida mandated minimum scores on an approved placement test or by producing evidence that they have met the prerequisite. 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 400 for the paper-based TOEFL, 97 for the computer-based TOEFL and 32 on the internet-based TOEFL. 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. *At catalog press time, TOEFL availability for International Students was under review. Contact the International Student Advisor at (850) 729-6922 for more information on other recognized language proficiency examinations.*
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 United States Citizenship and Immigration Service (USCIS) regulations require that foreign students enroll in a full-time course of study during two of the yearly terms. USCIS 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 (850) 729-4949 or visit 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 following admission categories :

Simultaneous Enrollment for High School Students (continued)

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 (850) 729-5205 or visit www.owc.edu/dual for the most current admission information and procedures, and a list of approved college courses.

Early Admission, 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 (850) 729-5205 for the most current admission information and procedures or visit www.owc.edu/dual.

Florida Residency Classification

Students are classified as Florida residents, Border State residents or as non-Florida residents for the purpose of fee assessment at the time of initial registration. Criteria for determining residency status are detailed in the Florida Statutes and the administrative rules of the State Board of Education. A Florida resident for tuition purposes is a person who has, (or a dependent person whose parent or legal guardian has) established and maintained legal residence in Florida for the 12 months immediately preceding the first day of classes of the term for which enrollment is requested. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education.

To qualify as a Florida resident for tuition purposes you must be a U.S. citizen, lawful permanent resident, or certain individuals granted indefinite stay by the U.S. Citizenship and Immigration Service. Living in or attending school in Florida does NOT establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents unless one parent has established legal residence in Florida for more than 12 months. Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term for which FL residency is sought. Students cannot hold out-of-state driver's licenses, vehicle registrations, etc. and be eligible for Florida residency.

Information on residency is available at the Registrar/Admissions Office, Building C1, Niceville campus and at all other OWC campus locations. Students may also review the residency guidelines at www.owc.edu or at www.facts.org.

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.

Dependent/Independent
A dependent student is any person, under 24 years of age, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code and who receives at least 51 percent of their cost-of-living expenses from his or her parent. Students classified as dependent must have a parent or legal guardian complete the Residency Classification form. A copy of the student's or parent's most recent tax return or other documentation may be required to establish dependent/independent status. Some students under the age of 24 may be classified as "independent" if they meet certain criteria listed below. Documentation for exceptions must be attached to the Residency Classification form.

- The student is married
- The student has children who receive more than half of their support from the student
- The student has other dependents that live with and receive more than half of their support from the student
- The student is a veteran of the U.S. Armed Forces or is currently serving on active duty in the U.S. Armed Forces for purposes other than training
- Both of the student's parents are deceased or the students is or was (until age 18) a ward/dependent of the court
- The student is classified as an independent student by the OWC Financial Aid Office

Exceptions/Qualifications
Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature [Florida Statute S.1009.21(11)]. 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 someone who meets

Florida Residency Classification (continued)

the requirements for classification as a resident for tuition purposes.

2. Active duty service members of the U.S. stationed in Florida (spouse and dependent children included).
3. Active duty service members 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. Full-time instructional or administrative employees of a Florida public school, community college or institution of higher education (spouse and dependent children included).

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 non immigrant categories (visa categories and INS classifications) eligible to establish Florida residency for tuition purposes contact the Registrar/Admissions Office or consult the Residency Guidelines under Admissions on www.facts.org.

Reclassification

Students determined to be classified as out-of-state residents for tuition purposes, may re-apply for in-state residency at such time as they have completed the requirements for establishing legal Florida residency by submitting an updated Residency Classification form and supporting documentation to the Registrar/ Admissions Office at the Niceville campus. Records are not adjusted until the next term of enrollment.

Alabama Border State Fee

The Florida legislature allows the option of providing Alabama residents a different tuition assessment for postsecondary classes at the freshman and sophomore level. At OWC the Alabama Border State Fee, at a rate of an additional $1.00 per credit hour to the current in-state tuition rate, will be assessed for all eligible Alabama residents enrolled in courses at the freshman and sophomore level. Alabama residents enrolled in courses that are part of the college's baccalaureate programs at the junior and senior level will be assessed the out-of-state tuition rate for those courses.

To be eligible for the Alabama Border State Fee the student must complete the Alabama Residency Form and provide verification of an Alabama driver's license, Alabama vehicle registration, or Alabama voter's registration card.

Servicemembers Opportunity College (SOC)

Okaloosa-Walton College, through the Servicemembers Opportunity College (SOC), extends to United States service members (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 re-admittance or the catalog in effect at the time of graduation. Requests for exception to this policy may be submitted in writing through the Associate Dean, Student Services/ Registrar to the Senior Vice President.

Evaluation of Transfer Credit

All credits 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) as follows:

- For students pursuing an associate degree or college certificate, all attempted credits at the freshman and sophomore level, and
- For students pursuing a baccalaureate degree, all attempted credits at the freshman, sophomore, junior and senior level.

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 Associate

Evaluation of Transfer Credit (continued)

Dean, Student Services/Registrar, 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-Regionally Accredited Institutions
Acceptance of credits from non-regionally 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 Associate Dean, Student Services/ Registrar for final review and recommendation.

Application of Transfer Credits to the Bachelor of Applied Science (BAS) Degree Program
Lower division college credits in technical areas not generally applicable at the baccalaureate degree level will be reviewed according to the following factors prior to their acceptance as satisfying BAS requirements.

- 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.)

Where questions of applicability remain following such review, the credits may still be used to meet lower division BAS requirements subject to one or more of the following conditions:

a) Successful completion of related higher-level courses in the student's program of study;

b) Successful completion of subsequent courses in the subject/ course sequence;

c) Successful completion of complementary lower division coursework in the subject or related area;

d) Demonstration of specific lab/ clinical skills or other applied competencies;

e) Completion of additional supplemental independent/directed study in the subject area which augments the skills/content of the technical course;

f) Presentation of a portfolio of work substantiating the breadth, depth and rigor of the course content to include both theory and applied competencies;

g) Analysis of clusters of course credits where a combination of technical courses may represent baccalaureate level competencies when viewed as a package (e.g. eight credits in technical coursework may correspond to a three credit traditional transfer course in a given subject area);

h) Verification of faculty credentials at the transferring institution.

Appeal of Transfer Credit Denial
A student may appeal the denial of transfer credits by written request to the Senior Vice President. 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 Senior Vice President in consultation with the Associate Dean, Student Services/Registrar. 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.

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 cash, check, e-check, Mastercard, Visa, Amex, 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 (850-729-5375) in the Financial Aid Office for further information.

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 15 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 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 Coordinator 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 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 a GED exam must be made by calling the Testing Center at the Niceville Campus (850-729-6922) as soon as a person knows that he/she will not be able to take the scheduled test. The re-scheduled test date must occur within thirty (30) days of the first scheduled test date.

Individuals who are unable to reschedule a test may request a refund within thirty (30) 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 thirty (30) 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 (7) 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 Sallie Mae. OWC will hold academic transcripts and refuse re-enrollment to any student who is delinquent on their agreement from any preceding semester until all amounts owed on prior agreements are paid or the student is released by Sallie Mae. 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.

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 on the next page are for the 2007-2008 academic year. Fee payment may be made by cash, check, e-check, VISA, MasterCard, Amex, Discover Card or by approved Financial Aid. Fees noted are per credit hour and/or credit hour equivalent.

Turn to page 19 for fees.

FEES SUBJECT TO CHANGE BY ACTION OF THE FLORIDA LEGISLATURE AND THE OWC DISTRICT BOARD OF TRUSTEES

	Tuition Fee	Out-of-State Fee**	Financial Aid Fee	Capital Improv. Fee	Total	Border State Fee**
Florida Residents						
Baccalaureate (College Credit)	$62.34	–	$3.12	$4.00	$69.46	–
Advanced & Professional (College Credit)	$52.17	–	$2.61	$4.00	$58.78	$1.00
Postsecondary Voc. (College Credit)	$52.17	–	$2.61	$4.00	$58.78	$1.00
College Preparatory	$52.17	–	$2.61	$4.00	$58.78	$1.00
Educator Preparation Institute (EPI)	$52.17	–	$2.61	$4.00	$58.78	$1.00
Vocational Preparatory*	$50.10	–	$5.01	$2.51	$57.62	$1.00
Postsecondary Adult Vocational (Voc. Credit)	$52.61	–	$5.26	$2.51	$60.38	$1.00
Adult Basic & Adult Secondary*	$24.90	–	$1.25	$2.49	$28.64	$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)	$62.34	$187.10	$6.24	$12.47	$268.15
Advanced & Professional (College Credit)	$52.17	$156.52	$5.22	$10.43	$224.34
Postsecondary Vocational (College Credit)	$52.17	$156.52	$5.22	$10.43	$224.34
College Preparatory	$52.17	$156.52	$5.22	$10.43	$224.34
Educator Preparation Institute (EPI)	$52.17	$156.52	$5.22	$10.43	$224.34
Vocational Preparatory*	$50.10	$150.00	$10.01	$10.01	$220.12
Postsecondary Adult Vocational (Voc. Credit)	$52.61	$157.83	$10.01	$10.01	$230.46
Adult Basic & Adult Secondary*	$24.90	$74.40	$9.93	$4.97	$114.20

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 and do not pay the out-of-state fee for freshman and sophmore classes. See page 14 for details.

Other Fees

Returned Check Fee* $25.00
Student I.D. Card Replacement Fee $10.00
Reinstatement Fee $25.00
Special Service Charges ..... At Cost
Recreational & Leisure Courses ..... At Full Cost of Instruction
Tech Prep Assessment 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

***After the last day to register for a given term, students who request to be reinstated in a class will be charged a $25 reinstatement fee if they receive an administrative withdrawal from the class due to: late payment or non-payment of fees, loans or deferments or due to a dishonored check.**

Testing Fees

CAT CLAST (Non-OWC Students) $30.00
College Level Exam Program (CLEP)
Exam Fee $65.00/Administration Fee $15.00 ..... $80.00
Course Challenge Exam $80.00
FBAT Test $30.00
GED Test
Complete Battery $50.00
Individual Subtests $10.00
Proctoring (Other Schools) $30.00
TABE (Non-OWC Students) $15.00

Directed Independent Study Course Fees:

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

Full Cost of Instruction:

College credit, vocational credit and preparatory course enrollments beginning with the third attempt and other enrollments beginning with the third attempt in the same course pay the full cost of instruction (based on action by the Florida Legislature).

Cost Summary

The range of basic charges for a typical full-time college-credit tuition non-baccalaureate student, per year, registered for 15 credit hours per term for two terms are noted below. Lab fees, food, housing, and travel costs depend upon the individual student's circumstances.

Florida Resident
Fees $1,763.40
Books and Supplies $1,023.12
$2,786.52

Alabama Border-State Resident
Fees $1,793.40
Books and Supplies $1,023.12
$2,816.52

Non-Florida Resident
Fees $6,730.20
Books and Supplies $1,023.12
$7,753.32

STUDENT SERVICES/HANDBOOK

Academic Assistance

Academic Advising and Orientation are available to help students make academic decisions. These services are 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. Select Learning Support Services.

Stay on Track

All degree-seeking students should understand that taking courses that are not part of their stated major may have an adverse effect on their education. Okaloosa-Walton College is dedicated to assisting students to progress through their chosen education paths in an effective and timely manner. There are specific programs where taking courses outside of the declared program may be penalized.

Financial Aid – Federal Financial Aid (Pell Grants, Stafford Loans, Supplemental Grants, etc.) will only pay for courses that are part of the student's declared program.

Veteran's Affairs – VA requirements are similar to those of Federal Financial Aid. Courses that are not part of the student's declared program are not covered by VA.

If you do not know what major you plan to pursue now is the time to explore! You need to declare a major that aligns with a university program by the time you have accumulated 24 college credit hours or sooner. Need help, check out the tips below:

- Visit the Career Resource Center (see Career Planning Assistance on this page for more information).
- Check out the Florida Academic Counseling and Tracking for Students at www.FACTS.org and explore the Career Planning link on the left side of the page.
- Check with an OWC academic advisor for the major you are pursuing (see Academic Assistance above for more information).
- Run a Degree Audit from the www.owc.edu RaiderNet link, or
- Run a 2 + 2 University Transfer evaluation from the www.FACTS.org site.

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 Career Resource Center in Building "C-2" on the Niceville Campus or Building "2" at the DeFuniak Springs 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 Resource Center offers numerous career assessment services, including career counseling, computerized career exploration programs (CareerScope), books and pamphlets on national, state, and local job opportunities, and web-based career planning information. The Career Resource Center 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 "B", Room 113, on the Niceville Campus, provides additional career planning assistance for students, primarily women age 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 reenter the workforce with marketable skills. The program provides skills assessment, a support system, career information, and other services.
Call (850) 729-5291.

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

Career Planning Assistance (continued)

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 (850) 678-5111, ext. 6663, and tutoring through e-mail at asctutor@owc.net. Limited ASC services are also available at the Fort Walton Beach Campus, the Robert L. F. Sikes Education Center in Crestview, and the Chautauqua Center in DeFuniak Springs. For more information, call the Academic Success Center at (850) 729-5389.

Math Laboratories, are located in the Math Building, "L", Room L-131, on the Niceville Campus and in Building "4", Room 403 on the Fort Walton Beach Campus. The math labs 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. For lab hours, students may call the Math Department at (850) 729-5377.

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 and GED are administered by the Testing Center. Exact dates and times are available from the Information Center located in the Student Services Department, Building "C-1" at the Niceville campus. Students may also call the Testing Center at (850) 729-6922 or visit the OWC website at www.owc.edu/testing. For information regarding the TABE or FBAT, students should contact the Career Assessment Center at (850) 729-6059.

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 Career Resource Center, however, is the primary resource for student employment services. Located on the Niceville Campus, Building "C-2", the Career Resource 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-Organization 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

AIDS Information will be provided by a counselor in the Student Services areas on the Niceville and Fort Walton Beach Campuses. Contact with the AIDS counselor is confidential. Call a counselor at (850) 729-6079 on the Niceville Campus or (850) 863-6508 on the Fort Walton Beach Campus. This counselor maintains information on local treatment programs and their locations.

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 (850) 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.

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. The College will refer for prosecution any violation of local, state, or federal laws.

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, college clothing, 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 on-line bookstore at www.bookstore.owc.edu.

The OWC College Stores provide a textbook buy back service to students. Buy back dates are always at the end of the term. Check the Schedule of Classes and the bookstore website, www.bookstore.owc.edu for exact dates. 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 Office Area
- Chautauqua Center:
  Administrative Office Area

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 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 non-distractive 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.

Cell Phone Usage

Cell phones, pagers and other such electronic devices must be turned off during class and lab times. Communications by electronic devices, including but not limited to instant messaging, text messaging, and telephone calls, during class is prohibited unless expressly designated as part of the learning activities. In certain situations (e.g. during exams, etc.) students may be required to temporarily deposit cell phones and other electronic communication devices with the instructor or lab supervisor for the duration of specific class activities. Where emergency or employment situations require access to electronic communication services, arrangements may be made in advance with the instructor. Cell phones are not allowed in the testing center at the Niceville Campus or in any designated testing areas at other OWC locations.

Library Services

Information about the use of library and audiovisual 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 5:00 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 (850) 729-5318 or visit the website: lrc.owc.edu.

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 7:00 a.m. to 5:30 p.m. Call (850) 729-6081.

OWC participates in the Florida Voluntary Pre-Kindergarten (VPK) program. For more information call (850) 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 (850) 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.

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.

Services to Students with Special Needs (continued)

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, Sikes or Chautauqua Centers.

Students with special needs should contact the designated counselor located in the Student Services Center. Information is available by calling (850) 729-6079.

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, 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 (850) 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".

Full-time members serve a minimum of 1700 hours per service year. They receive a taxable living allowance while serving and a $4,725 education award voucher at the end of the service commitment. Half-time members serve 900 hours and receive a reduced living allowance and education award. Other benefits include health care insurance and student loan deferment and childcare (if qualified).

For more information, please call (850) 729-6024 for the Disaster Response Mitigation & Response Program or (850) 729-6037 for the English Coaches Program.

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**

Parking and Traffic Regulations: Designated Areas (continued)

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, driveways, 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 be 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 Instructional Services, 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, 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 by providing students regular and timely feedback. 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 filed. Any appeal must be initiated within thirty (30) days of the date the grade was issued by the

Statement of Student Rights and Responsibilities: Grade Grievances (continued)

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 Senior Vice President 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, as class attendance is one of the strongest predictors of student success. The effect of absences upon grades is determined by the instructor who may recommend to the Senior Vice President 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, and/or absences in excess of 25% of the class meetings 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. Excessive absences for Distanc Learning classes may be determined by failure to attend the mandatory orientation, lack of contact with the instructor, or failure to make progress by not completing distance learning coursework. Further, each time a student has been tardy three times to a class, it will count as one absence. Certain career/professional programs may have additional attendance requirements based upon accreditation and licensure mandates.

Summary of Reported Crimes on Campus
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:

	2004		2005		2006	
	Total Stats	Hate Crime Stats	Total Stats	Hate Crime Stats	Total Stats	Hate Crime Stats
Homicide Offenses	0	0	0	0	0	0
Sex Offenses, Nonforcible	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggraveted Assault	0	0	0	0	0	0
Burglary / Breaking & Entering	0	0	0	0	0	0
Larceny / Theft Offenses	18	0	2	0	2	0
Motor Vehicle Theft	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapon Possessions	0	0	0	0	0	0

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.

Except for absences related to college-approved activities (e.g. academic competitions, Forensics, FCAT testing, athletic events, etc.) for which advance announcement of student participants is provided through the appropriate college office or official, this attendance policy is not intended to distinguish between excused and unexcused absences, as flexibility for absence provided in the previous paragraph is designed to accommodate emergencies, illness and other unavoidable reasons for missing class. Individual instructors may provide for additional flexibility in their course policies through make-up exams, alternate assignments, etc.; however, this practice varies by instructor and course. Students should not assume that their absence from class will automatically be accommodated and should stay in contact with their instructors regarding the impact of missing class for any reason.

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 Senior Vice President 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.

Student Discipline
Academic and personal behavior of OWC students shall be governed by policies contained in the college catalog, and such other policies as

Statement of Student Rights and Responsibilities: Student Discipline (continued)

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 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 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 the student's college ID 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 Senior Vice President 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 (7) days after the student has been notified of the findings and recommendations, the Senior Vice President will review the records, evidence and findings of all hearings before the recommendation for suspension or dismissal goes forward to the President. If the Senior 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 Senior Vice President 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 Senior Vice President 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

Statement of Student Rights and Responsibilities: Student Discipline (continued)

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 Senior Vice President 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 (7) days after notification to the student of the Senior Vice President'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 26.)

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.

Statement of Student Rights and Responsibilities: Grievance Procedures (continued)

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. For more details on any of the organizations below, please call the Student Activities Office at (850) 729-5348 or visit www.owc.edu/sa.

The names of recognized student organizations at OWC are owned by the college. Students or others shall not organize independent groups of the same name nor function as a group independent of the college utilizing the name of an OWC student organization.

The following groups are recognized OWC student organizations:

African-American Student Association is an organization dedicated to the development of African American students by creating an environment that is positive and conducive to enhance the leadership skills of its members. These members will be tomorrow's business, community and political leaders. Membership is open to all students. Contact (850) 729-4995 or williamsp@owc.edu for more information.

Bahai Unity Club promotes the unity of mankind; fosters understanding and fellowship on campus by sponsoring lectures, information tables, service projects, discussions, informal gatherings, social activities, and public meetings. Contact (850) 729-5297 or lopezm@owc.edu for more information.

Brain Bowl Team is OWC's academic team, which participates in 4 to 6 tournaments annually. The areas of concentration for competition are mathematics, humanities, social sciences, and natural sciences. There are eight full scholarships available for Brain Bowl students. Contact (850) 729-6448 or vandykem@owc.edu for more information.

Christian Apologetics Fellowship is open to all students for the purpose of guiding them in Christian fellowship and service. The group meets to support and help its members to live the Christian faith. Contact (850) 729-5246 or bryanj@owc.edu for more information.

College Republicans is an organization that strives to bring OWC students into the G.O.P. and to provide an opportunity for them to find political expression and recognition; to cooperate in the election of the G.O.P.'s nominees: and to promote Republican ideals. Contact (850) 729-5348 or wattsa@owc.edu for more information.

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. Contact (850) 729-5341 or sandlinb@owc.edu for more information.

Forensics Team is divided into three major areas: speech, debate, and dramatic interpretation. Each area is broken down to various categories: persuasive and extemporaneous speech, Parliamentary debate, poetry interpretation, and many more. There are eight full scholarships available for Forensics students. Contact (850) 729-5348 or wattsa@owc.edu for more information.

Inter-Organization Council provides coordination among all of the student clubs and organizations. Contact (850) 729-5348 or wattsa@owc.edu for more information.

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

Student Organizations: Jazz Singers (continued)

contemporary tunes. Contact (850) 729-5382 for more information.

Madrigals is a small, by audition-only, mixed choir. The group specializes in combined acappella music from the Renaissance to the modern. Contact (850) 729-5382 for more information.

Music Theatre produces at least one Broadway-style musical annually. Participation is open by audition to all students and members of the community. Contact (850) 729-5382 for more information.

National Student Nurses Association is an organization whose purpose is to develop leadership skills, support nursing education, provide opportunities to become knowledgeable about nursing and health care issues, provide a broader individual vision of the nursing profession and to become involved in community activities involving health issues. Contact (850) 729-6482 or higginst@owc.edu for more information.

The Northwest Florida Symphony Chorus is open by audition to students, staff, and 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. Contact (850) 729-5382.

The Northwest Florida Symphony Orchestra of OWC is open by audition to musicians who have a demonstrable performance skill with an orchestral instrument. The orchestra draws its membership of more than sixty professional players from throughout the Panhandle and South Alabama. Contact (850) 729-5382.

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. Contact (850) 729-5382 for more information.

OWC Film Club is composed of a group of both students and the public who meet to watch films and discuss them. This club will incorporate commercial, independent, and foreign films. Contact (850) 729-6074 or simmonsd@owc.edu for more information.

OWC Gaming Association has the goal to create an environment of fellowship and friendship for its members and to promote creative thinking and education through the use of games. Contact (850) 729-5348 or gameclub@owc.edu for more information.

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. Contact (850) 729-5382 for more information.

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. Contact (850) 729-5382 for more information.

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. Contact (850) 729-5377 or jarrels@owc.edu for more information.

Philosophy Club is a community that exchanges philosophical ideas. The group believes that philosophy plays a unique and essential role in learning. They meet to have a forum and intellectual discussions of topics, concerns, current events, history, religion, science, and the like. All students are welcome to come share their thoughts. Contact (850) 729-6027 or myersc@owc.edu for more information.

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. Contact (850) 729-6085 or barkera@owc.edu for more information.

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. Contact (850) 729-5382 for more information.

Radiography Club is composed of members enrolled in OWC's Radiography program. The goal is to promote student awareness involving the field of radiology, provide programs that represent related interests to radiography, provide information regarding the highest quality of health care, promote and encourage participation in activities related to health care issues, and promote and encourage student participation in college-wide activities. Contact (850) 729-6462 or stewartg@owc.edu for more information.

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. Contact (850) 729-5382 for more information.

Student Government Association (SGA) is elected by the students and their representative voice. It sponsors and staffs picnics, entertainment, food drives for the needy, and blood drives. SGA is also involved on a State level with other SGA's. They attend State conferences and lobby at the State legislature. Contact (850) 729-5348 or wattsa@owc.edu for more information.

Surgical Technology Society has the purpose to compare, exchange, and learn new Information about surgical technologists and their role in our healthcare system. Contact (850) 729-6479 or cartera@owc.edu for more information.

Other Organizations
There are other chartered organizations which are not currently active such as:

Army ROTC Cadet Club
BACCHUS
Baptist Collegiate Ministries - Blast (Baptist Student Union)
Career Paths
Circle K
Corner of the Sky Society
Creative Dramatics
Delta Psi Omega

Student Organizations (continued)

Entertainment Club
ENUF
Environmental Club
Florida Future Educators of America
Friendship Writers Guild
Geology Club
Graphic Arts Club
Habitat for Humanity
International Club
Jefferson Democratic Association
Mu Alpha Theta Math Club
Outing Club
Phi Beta Lamda Business Education Fraternity
Phi Lambda Alpha
Pre-Law Society
Reader's Theatre
Sigma Delta Phi
Student Legal Association
Students Against Drunk Driving
Students for Global Awareness
Utopian Society of United Comedians
Veterans Club

If you are interested in reactivation of one of these organizations, check with the Student Activities Office in the College Mall or call (850) 729-5348 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 not withstanding.

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, 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).

Children On Campus (continued)

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. Minor children are not 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.

Student Organization Activities

The freedoms of speech and assembly guaranteed by the first and fourteenth amendments to the U.S. Constitution shall be enjoyed by the students of the college with regard to the opportunity to hear "off-campus" speakers and/or schedule activities 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 or scheduling an activity, 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 process for extending invitations to guest speakers who are not of the college community or scheduling a student organization activity shall be governed as follows:

1. Activities or guest speakers may be invited or scheduled only by recognized student organizations.

2. No activity shall be scheduled or invitation extended to a guest speaker without prior written approval. Approval or disapproval will be based on consideration of the appropriateness and availability of times, dates, and facilities. The College reserves the right to determine the time, place, and manner of the presentation.

3. Approval to schedule an activity/ event or invite a guest speaker shall be requested at least two weeks prior to proposed speaking engagement/ event by the president of the student organization scheduling the program. This request shall contain the name of the student 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 or activity. The president of the student organization shall complete a Student Activity Events Proposal form which will be routed for review and approval to the Coordinator of Student Activities, the Dean of Students, with final approval by the College President or his designee.

Posting, Circulating, 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. The Vice President, OWC/ UWF Campus and College Center Directors may approve notices at their respective locations. 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.

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.

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 in-direct education costs may include room and board, personal expenses, medical insurance, transportation and supplies. Dependent students usually have parental support, reducing in-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, 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.**

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 2007-2008 year for each term are:

Fall Term	May 15, 2007
Spring Term	October 1, 2007
Summer Term	February 1, 2008

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 **May 15, 2007** or earlier will be given first priority in determining

Deadlines for Applying for Financial Aid at OWC (continued)

FSAG eligibility. All FAFSA applications for the Federal Work-Study Program (FWS) and the Federal Supplemental Educational Opportunity Grant (FSEOG) dated May 15, 2007 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 Senior Vice President and the Associate Dean of Student Services/Registrar.

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.

Credit Hours Attempted	Grade Point Average
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, WN, X, XC.

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.

Credit Hours Attempted	Successful Completion Rate
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, WN, X, XC.

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.

Student Eligibility (continued)

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, WN, X, XC.

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.) 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" or "XC" 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" or "XC" 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", "WN", "X", or "XC" 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 Senior Vice President 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. Financial aid will pay for no more than 30 credit hours of college preparatory coursework.

Program Objective Enrollment Compliance (POEC)
Federal Financial Aid (Pell Grants, Stafford Loans, Academic Competitiveness Grant (ACG), Supplemental Grants, VA, etc.) will only cover courses that are part of the student's declared

Additional Information and Requirements (continued)

program. Courses that are not part of the student's declared program are not covered, and a student's eligibility will be adjusted to reflect only those courses that are within the program of study (i.e. full-time status vs. part-time status).

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 ACG, 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 after the 45-day period.**

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. All new veteran students should apply for their benefits on line at **www.gibill.va.gov**. The veteran must provide written certification of courses at the beginning of each semester of enrollment to be paid for that time frame. (The OWC Veteran's Handbook can be downloaded from our web site www.owc.edu/financialaid/vets.) 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:

Full-Time Enrollment
12 or more credit hours

Three-Quarter Time Enrollment
9-11 credit hours

Half-Time Enrollment
6-8 credit hours

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.

All veterans who wish to receive VA benefits must provide a signed certification request for each semester. To expedite the request for subsistence allowance, this must be done immediately upon registration. 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).

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 per-son 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.

FINANCIAL AID ADMINISTERED BY OKALOOSA-WALTON COLLEGE

NAME OF PROGRAM	FUNDING SOURCES	QUALIFICATIONS	MIN / MAX AWARDS	APP PROC.	APPLICATION PRIORITY DEADLINES	SPECIAL INFORMATION
GRANTS						
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 - $4,310	2007-2008 FAFSA	Fall – 5/15/07 Spring – 10/1/07 Summer – 2/1/08	Need-based Financial Aid Program.
Federal Supplemental Educational Opportunity Grant (FSEOG)	**Federal**	Applicant must have a high need.	$100 - $500 Annual Awards	2007-2008 FAFSA	5/15/07	Very limited; generally goes to those applicants with a very high need.
Academic Competitiveness Grant Program	**Federal**	Available to first & second year students in a program of study who are citizens, enrolled full-time, Pell Grant recipients, completed a rigorous secondary school program of study, for 2nd year students must have at least a 3.0 GPA.	$750 First Year Student $1,300 Second Year Student	2007-2008 FAFSA	Fall - 5/15/07 Spring - 10/1/07 Summer - 2/1/08	Need based financial aid; student must be a Pell Grant recipient.
Florida Student Assistant Grant (FSAG)	**State**	Applicant must be a degree-seeking student (AA, AS, AAS or BAS), half-time student who is a resident of Florida for at least one year, and demonstrates a need.	$200 - $1,722 Annual Awards	2007-2008 FAFSA	5/15/07	Early application recommended since state funding may be limited.
LOANS						
Federal Stafford Loan	**Federal**	Available to students in a program of study. Must be enrolled at least 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	$3,500 First Year Student half-time. $4,500 Second Year Student $5,500 Third & Fourth Year Student	2007-2008 FAFSA and Loan Application	At least 12 weeks before the end of the term the student	Repayment starts six months after student stops attending school or drops plans to attend below half-time.
Federal Plus Loan	**Federal**	Parent, borrowing must pass a credit check.	Student's cost of attendance minus other aid	2007-2008 FAFSA and Credit Application	At least 12 weeks before the end of the term the student plans to attend.	Repayment starts 60 days after loan is fully disbursed.
Sallie Mae Installment Loan Program	**Sallie Mae**	Available to students with no financial holds or unpaid balances, and with a need and an ability to repay the agreement.	Partial tuition and books	Sallie Mae	Normally completed during registration; closes the first day of classes each semester.	A non-refundable processing fee is assessed. Repayment of balance is required as prescribed in the promissory note. All applicants must register via the OWC Raider Net portion of the college web site.

FINANCIAL AID ADMINISTERED BY OKALOOSA-WALTON COLLEGE

WORK

NAME OF PROGRAM	FUNDING SOURCES	QUALIFICATIONS	MIN / MAX AWARDS	APP PROC.	APPLICATION PRIORITY DEADLINES	SPECIAL INFORMATION
Federal Work Study (FWS)	**Federal**	Applicant must be an enrolled OWC student with a financial need.	$500 - $3,000 Per Year	2007-2008 FAFSA and OWC Student Employ. Contract		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 - $3,000 Per Year	2007-2008 FAFSA and OWC Student Contract	Normally completed just prior to the start of each item	Positions are usually 10 hours per week on campus.

SCHOLARSHIPS

Presidential Honors Scholarship	**OWC**	Applicant must be a top-ranked student from one of OWC's district public high schools.	In-state Tuition and Fees for 60 Credit Hours	OWC Scholarship App.	April 2	High School Principal's and Senior Counselor's recommendations. Two scholarships per district high school.
Presidential Career Scholarship	**OWC**	Applicant must be a top-ranked student from one of OWC's district vocational high schools.	In-state Tuition and Fees for 60 credit hours.	OWC Scholarship App.	April 2	High School Principal's and Senior Counselor's recommendations. One scholarship per vocational high school.
Presidential Minority Honors Scholarship	**OWC**	Applicant must be a top-ranked minority student from one of OWC's district public high schools.	In-state Tuition and Fees for 60 credit hours.	OWC Scholarship App.	April 2	High School Principal's and Senior Counselor's recommendations. One scholarship per district high school.
Fine and Performing Arts Scholarship	**OWC**	Auditions held each Spring by Fine and Performing Arts Division Director. Scholarships awarded in Show Choir, Orchestra, Theatre, Jazz Band, Visual Arts and Madrigals.	Varies	OWC Scholarship App.	Open	High School Choir and/ or Band Director's recommendations. This scholarship can be renewed.
Athletic Scholarship	**OWC**	Qualified applicants are recommended to contact OWC's Athletic Director for more information.	Full Tuition and Fees (may include room and board)	NJCAA Form and Letter of Intent	Deadline Varies	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 App.	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.	$500 Tuition Award	OWC Scholarship App.		High School Principal's and Senior Counselor's recommendations.
Directed Work Study Scholarship	**OWC**	Recommendation of Dept. Chair/Division Director and approval of Senior Vice President.	No Financial Course Award. Fees Paid by Scholarship	Directed Works Study App.	NLT Last Day of Term Registration	One credit hour per term can be earned.

FINANCIAL AID ADMINISTERED BY OKALOOSA-WALTON COLLEGE

SCHOLARSHIPS - continued

NAME OF PROGRAM	FUNDING SOURCES	QUALIFICATIONS	MIN / MAX AWARDS	APP PROC.	APPLICATION PRIORITY DEADLINES	SPECIAL INFORMATION
Student Government Student Government Association (SGA) Scholarship	**OWC OWC**	Student elected to the office Student elected to the office of President of Student Government Association.	In-state In-state Tuition and Fees for 30 Credit Hours	OWC OWC Scholarship App.	When Elected When Elected to Office	Contact Student Services Contact Student Services for more 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 and Fees for 60 Credit Hours	OWC Scholarship App.	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 and Fees for 60 Credit Hours	OWC Scholarship App.	Annual ACT-SO Competition	Must attend OWC immediately upon high school graduation.
Designated and Undesignated Donor Scholarship	**Local Community Org. and OWC Foundation**	Various selection criteria established by donors.	Varies	App. Provided by Donors and OWC Foundation	Dated Set by Donors and OWC Foundation	A large number of scholarships are available. Best source of apps. 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-Walton County schools.	$1,000 Per Year	OWC Scholarship App.	April 2	Five awards will be given to students selected for this program. Recipients must attend full-time.
AmeriCorps Education Award	**Federal**	Complete the AmeriCorps Program.	$4,725 Full-Time $2,362 Half-Time App. $1,000 For Students Who Serve 300 Hours	AmeriCorps App. Provided By OWC		Students receive an educational award in exchange for one year of service as an AmeriCorps member.

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

INSTRUCTIONAL STANDARDS AND 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:** Student Services, Building "C-1"
- **OWC/University of West Florida:** Fort Walton Beach Campus Building "4", Room 403A
- **OWC Eglin Center:** Education Center, Building 251
- **OWC Hurlburt Field Center:** Education Center, Building 90220
- **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.

All degree-seeking students that are required to enroll in preparatory instruction based on placement testing must meet with an advisor or counselor prior to their first term of enrollment at the college. (See College Preparatory instruction on page 51 for more information.)

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 individuals:

Advanced Technology & Design/ Drafting/Graphics
Mr. Ray Rickman
Bldg. "B"; 729-5218

Athletics, Health & Fitness
Mr. Mickey Englett
Bldg. "F"; 729-5379

Bachelor of Applied Science in Project Management
Ms. June Gibson
Bldg. "A"; 729-4900

Bachelor of Science in Nursing (Cooperative Program with UWF)
Ms. Beth Norton
Bldg. "E", 729-6400

Business and Computer Technology
Mr. Michael Patrono
Bldg. "C"-2; 729-5369

Communications and Social Sciences
Dr. Joyce Goldstein
Bldg. "E"; 729-5391

Dental Assisting
Ms. Mary Thomas
Bldg. "E"; 678-2850

Early Childhood Education
Ms. Beverly Sandlin
Bldg. "M"; 729-5386

Educator Preparation Institute (Teacher Certification)
Ms. Penny Cox
Bldg. "A"; 729-5322

Elementary and Secondary Education
Dr. Joyce Goldstein
Bldg. "E"; 729-5391

EMT/Paramedic
Mr. Steve White
Bldg. "Q" 729-4924

Engineering and Mathematics
Mr. Doug Dunbar
Bldg. "L"; 729-5377

Humanities, Fine and Performing Arts
Dr. Cliff Herron
Bldg. "J"; 729-5382

Nursing and Allied Health
Ms. Linda Whitenton
Bldg. "E"; 729-4928

Public Safety, Emergency Management and Law Enforcement
Mr. Brian Shonk
Bldg. "Q"; 729-5378

Radiography
Mr. Doyle Decker
Bldg. "E"; 729-6457

Sciences/Physical and Pharmacy
Dr. Jon Bryan
Bldg. "S"; 729-5376

Sciences/Biological and Pre-Medical
Dr. Darryl Ritter
Bldg. "S"; 729-5376

Surgical Technology
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 or 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

Academic Advising (continued)

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, mathematics or English, or for any student that is required to take any two or more preparatory courses regardless of the level.

Stay on Track

All degree-seeking students should understand that taking courses that are not part of their stated program may have an adverse effect on their education. Okaloosa-Walton College is dedicated to assisting students to progress through their chosen education paths in an effective and timely manner. There are specific programs where taking courses outside of the declared program may be penalized.

- Financial Aid – Federal Financial Aid (Pell Grants, Stafford Loans, Supplemental Grants, etc.) will only pay for courses that are part of the student's declared program.

- Veteran's Affairs – VA requirements are similar to those of Federal Financial Aid. Courses that are not part of the student's declared program are not covered by VA.

If you do not know what major you plan to pursue now is the time to explore! You need to declare a major that aligns with a university program by the time you have accumulated 24 college credit hours or sooner. Need help, check out the tips below:

- Visit the Career Development/ Student JOBS Center (see Career Planning Assistance on page 21 for more information).

- Check out the Florida Academic Counseling and Tracking for Students at www.FACTS.org and explore the Career Planning link on the left side of the page.

- Check with an OWC academic advisor for the major you are pursuing (see Academic Advising above for more information).

- Run a Degree Audit from the www.owc.edu RaiderNet link, or

- Run a 2 + 2 University Transfer evaluation from the www.FACTS.org site.

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 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, must submit a Readmission Form to the Office of Enrollment Services to update personal data, verify education goals, and residency 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 and meeting with an educational advisor. 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 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 pre-registered 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 Associate Dean, Student Services/ Registrar.

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 Associate

Classification of Students (continued)

Dean, Student Services/Registrar and Senior Vice President 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 Senior Vice President 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 Senior Vice President.

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.

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 Senior Vice President or the Associate Dean, Student Services/ Registrar.

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 Senior Vice President or the Associate Dean, Student Services/Registrar. 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 Associate Dean, Student Services/Registrar 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.

Withdrawing From Courses (continued)

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 Instructional Services. If approved, a grade of "W" will appear on the student's transcript. Student initiated withdrawals are considered "attempts" for purposed 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 Senior Vice President 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 Senior Vice President, 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, as class attendance is one of the strongest predictors of student success. The effect of absences upon grades is determined by the instructor who may recommend to the Senior Vice President 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, and/or absences in excess of 25% of the class meetings 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. Excessive absences for Distance Learning classes may be determined by failure to attend the mandatory orientation, lack of contact with the instructor, or failure to make progress by not completing distance learning coursework. Further, each time a student has been tardy three times to a class it will count as one absence. Certain career/professional programs may have additional attendance requirements based upon accreditation and licensure mandates.

Except for absences related to college approved activities (e.g. academic competitions, Forensics, FCAT testing, athletic events, etc.) for which advance announcement of student participants is provided through the appropriate college office or official, this attendance policy is not intended to distinguish between excused and unexcused absences, as flexibility for absence provided in the previous paragraph is designed to accommodate emergencies, illness and other unavoidable reasons for missing class. Individual instructors may provide for additional flexibility in their course policies through make-up exams, alternate assignments, etc.; however, this practice varies by instructor and course. Students should not assume that their absence from class will automatically be accommodated and should stay in contact with their instructors regarding the impact of missing class for any reason.

Veterans are subject to the same attendance requirements as all other students (see page 37).

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 for a class that has that course as a prerequisite.

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.

Total Grade Quality Points Earned
÷ Total Hours Pursued

Grade quality points are awarded as follows.

Grade	Grade Quality Points
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 Senior Vice President or the Associate Dean, Student Services/Registrar. 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 Senior Vice President.

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 Senior Vice President.

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 Office of Instructional Services 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.

(See Grades Table on Page 49)

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.

Repeating Courses (continued)

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 for students enrolled in all programs – Baccalaureate, Associate or Certificate programs through recognition as follows:

PRESIDENT'S LIST:
Any student with nine (9) or more credits in the term and a term gradepoint 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 for students enrolled in all programs – Baccalaureate, Associate or Certificate programs 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 at-tended 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 at-tempted 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:

Credit Hours Attempted	Minimum Required
0 - 11.99	N/A
12 - 24.99	1.50
25 & 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 term 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.

GRADE TABLES

ACADEMIC GRADE[1]	GENERAL MEANING	GRADE APPEARANCE ON ROSTER GRADE MAILER	GRADE APPEARANCE ON TRANSCRIPT	POINTS ASSIGNED PER CREDIT QUALITY PTS.[2]	CREDIT COUNT TOWARD GRADUATION	DOES CREDIT TRANSFER?[3]	CAN BE REPEATED TO IMPROVE GPA FOR GRADUATION?[4]	DOES IT AFFECT CUMULATIVE GPA?	DOES IT COUNT AS "ATTEMPTED CREDITS" FOR STUDENTS PROGRESS?
A	Excellent	A	A	4.0	Yes	Yes	No	Yes	Yes
AW[5]	Administrative Withdrawal	AW	W	0.0	No	No	Yes	No	Yes
B	Good	B	B	3.0	Yes	Yes	No	Yes	Yes
C	Average	C	C	2.0	Yes	Yes	No	Yes	Yes
D	Poor\Passing	D	D	1.0	Yes[6]	Sometimes	Yes	Yes	Yes
ES[18]	Early Completion of Non-Credit	ES	S	0.0	No	No	No	No	No
F7	Failure	F	F	0.0	No	No	Yes	Yes	Yes
I[8]	Incomplete	I	I	0.0	No	No	No	No	No
IP	In Progress	IP	IP	0.0	No	No	No	No	No
IW[9]	Instructor Withdrawal	IW	W	0.0	No	No	Yes	No	Yes
N	No Grade	N	N	0.0	No	No	Yes	No	No
P[10]	Passing	P	P	0.0	Yes	Yes	No	No	No
S[11]	Satisfactory	S	S	0.0	No	No	No	No	No
U[11]	Unsatisfactory	U	U	0.0	No	No	No	No	No
V[12]	Deferred Incomplete	V	V	0.0	No	No	No	No	No
W[13]	Withdrew	W	W	0.0	No	No	Yes	No	Yes
WF[14]	Withdrew Failing	WF	F	0.0	No	No	Yes	Yes	Yes
WN[15]	Withdrew Never Attended	WN	W	0.0	No	No	Yes	Yes	Yes
X[16]	Audit	X	X	0.0	No	No	Yes	No	No
XC[17]	Changed to Audit	XC	X	0.0	No	No	No	No	No

* Standards of Academic Progress listed for this column may not reflect Financial Aid Standards of Academic Progress used to determine a student's eligibility to receive aid. Students should check with the Office of Financial Aid for more information.

1 Final grades are based upon daily work, special reports, research papers, laboratory and fieldwork, tests, and final examinations.
2 Grade points are assigned as listed for all college credit classes. Grades earned through college preparatory courses are not used in grade point calculations.
3 Upon written request, transcripts will be furnished without charge.
4 Courses with final grades of P, or C or higher, cannot be repeated for credit or to improve one's GPA without permission of the Vice President for Instruction or if so designated as a repeatable course in the Catalog course description. Beginning Fall Semester 1997, Florida Statutes may impact the fees/tuition you will be charged for classes you repeat. (See page 37 of the Catalog for more information.)
5 AW grades appear only on the grade roster and/or student mailer and are a result of an administratively initiated or approved withdrawal (e.g. withdrawal for non-payment of fees, withdrawal for disciplinary action, or by the Vice President for Instruction approved withdrawal after the end of the "last day to withdraw with a W grade" period.) AW grades "convert" to W grades on the official transcript.
6 D grades DO NOT count towards graduation under the Associate of Arts and Associate of Science degrees for English, mathematics, humanities or Gordon Rule social science general education requirements.
7 F grades can either be earned, assigned by an instructor for non-attendance, or if a student withdraws past the advertised "last day to withdraw with a W grade" each semester/term an F grade will be assigned and appear on the official transcript.
8 I grades may be awarded only by mutual agreement between the student and the instructor. An I grade will become an academic F if course requirements are not completed by the end of the next sixteen-week semester.
9 IW grades appear on the grade roster and/or student mailer and are a result on 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 semester/term due to excessive absences. (See page 24 of the Catalog for more information.) IW grades "convert" to W grades on the official transcript.
10 Credits earned by examination such as Advanced Placement (AP) and International Baccalaureate (IB), College Examination (CLEP), and the Institutional Course Challenge Examination Option show a grade of P. These credits or scores are not included in these calculations of grade point averages. They count as credits toward graduation and are counted as meeting certain course requirements.
11 Assigned in non-credit courses.
12 V (Deferred Incomplete) grades must be approved by the Vice President for Instruction and are assigned only for approved extended absences beyond the normal Incomplete time frame (i.e. military deployments, serious illness.)
13 W grades are received if a student withdraws from a course after the end of the "drop/add period" and before the advertised "last day to withdraw with a W grade" period each semester/term.
14 WF grades appear only on the grade roster and/or student mailer and are a result of a late withdrawal by the student after the advertised "last day to withdraw with a W grade" period each semester/term. The WF grades "convert" to F grades on the official transcript.
15 WN grades appear only on the grade roster and/or student mailer and are a result of an Instructor withdrawal due to non attendance. The WN grades "convert" to W grades on the official transcript.
16 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 semester (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.
17 Not to be assigned by instructor. A student may elect to change to audit after the end of the advertised drop/add period. An XC will count as an attempt toward full cost of instruction/repeat rules. XC grades "convert" to X on the official transcript.
18 ES grades appear only on the grade roster and are a result of early successful completion of a non-credit Adult Education course. The ES grades will "convert" to a S grades on the official college record.

Standards of Academic Progress (continued)

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 who has been unsuccessful academically (i.e. grades of "D's" and "F's") and 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 Senior Vice President. 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 effective August 2006.

(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.

(IB) International Baccalaureate:
Students may receive up to 30 college credits for International Baccalaureate (IB) Program higher level and subsidiary level examinations. Upon receipt of an official score report college credit will be awarded as determined by the Registrar under guidelines established by the State Board of Education.

DANTES/DSST:
Okaloosa-Walton College will award credit through the DANTES Standardized Subject Tests (DSST) upon receipt of an official score report, as determined by the Registrar under the 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; and is intended for degree-seeking students that have accumulated a minimum of fifteen (15) hours in residence with OWC. (Dual enrolled students are not considered degree-seeking.) 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 pre-requisite 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.

Credit by Alternative Means of Study (continued)

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, online classrooms, 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 as any other course does; 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. A schedule of distance learning classes can be found on the OWC Distance Learning website (http://distancelearning.owc.edu).

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 natural and social science courses, as well as general education courses, such as English Composition I and II, Art History, and 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 Management programs. 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. Students choose courses designed in the following instructional delivery methods:

E-Learning

- Online, web-based instruction. OWC uses Desire2Learn to deliver its online classes.
- E-mail instruction. Class materials may be posted on the instructor's website or delivered via email.

Mixed Media Instruction

- Mixed media, text-based classes
- Mixed media, text-based classes with e-mail support
- Mixed media, text-based classes with online instructional support options

Distance Learning Orientation

Enrollment in a distance learning course carries a companion requirement for the student to complete an in-person class orientation session at the Niceville campus. 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. In addition, instructors provide course handouts at orientations. 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 OWC distance classes. Information about orientation scheduling is provided on the OWC Distance Learning website http://distancelearning.owc.edu.

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," interlibrary 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 locations and online at www.owc.edu. In addition, most distance learning faculty members maintain websites with syllabi and other resources for specific courses; these websites can be accessed from the Departments link on the college website www.owc.edu.

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 Learning Technologies/Distance Learning Office at (850) 729-6464 or consult the OWC website at 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.)

Students that are required to enroll in preparatory instruction based on placement testing must meet with an advisor or counselor prior to their first term of enrollment at the college. 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 52). 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, mathematics or English, or for any student that is required to take any two or more preparatory courses

College Preparatory Instruction (continued)

regardless of the level. Students whose entry level placement scores in either the mathematics, English or reading sub-test of the FCPT place them in the first level of instruction in mathematics, reading and/or English or for any student that is required to take any two or more preparatory courses regardless of the level 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.

Students who elect to pursue one of the alternate options must meet with an OWC advisor prior to registration 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 only 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 Instructional Services. 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 post-secondary 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 Instructional Services 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 Instructional Services or the Office of Enrollment Services prior to registration. Financial Aid will only pay for no more than thirty (30) credit hours of college preparatory coursework.

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 post-secondary 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.

College Preparatory Instruction (continued)

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

   College Preparatory Instruction (continued)
   - 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 are advised 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 pre-requisite 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 0024 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. MAT 1033A 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, and MTB 1103 Business Mathematics, may be used to meet general education requirements only for some non-transfer A.A.S. Programs. (See page 84.)

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 who 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

College Level Academic Skills Test (CLAST) (continued)

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 Senior Vice President.

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 Senior Vice President 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 72.
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.

Test Date	Deadline to Register
10/06/2007	09/07/2007
02/16/2008	01/18/2008
06/07/2008	05/09/2008

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 re-admittance or the catalog in effect at the time of graduation. Requests for exception to this policy may be submitted in writing through the Associate Dean, Student Services/ Registrar to the Senior Vice President.

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

Graduation Requirements (continued)

Certificate (Applied Technology Diploma, College Credit Certificate or Career and Technical 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.

5. Complete at least fifteen (15) program credits at OWC from the core or technical area of the degree, unless there Is an established articulation agreement.

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 Instructional Services.

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.

5. Complete at least fifteen (15) program credits at OWC from the core or technical area of the degree, unless there Is an established articulation agreement.

Additional Requirements for Applied Technology Diploma and College and Career and Technical or 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.

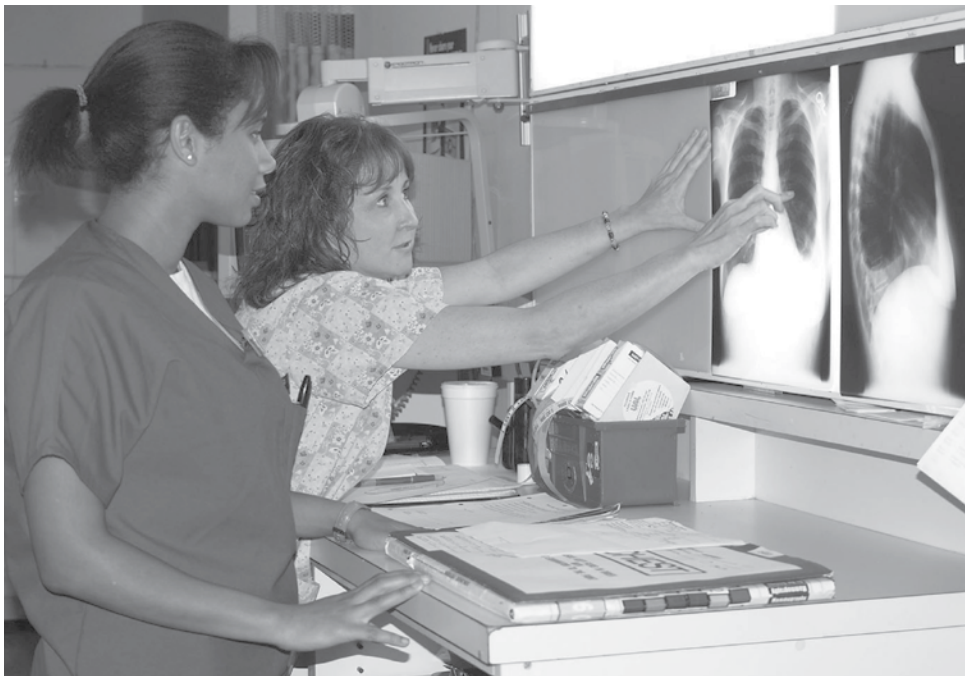
2. Complete at least 25% of the certificate or diploma course work in residence at OWC. Normally these credits will be completed in the final term of enrollment.

3. For the career and technical or 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 mailed 6-8 weeks after the close of each term to the address on the graduation application.

PROGRAMS OF STUDY



Okaloosa-Walton College offers several types of degree programs and 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 Management (BAS).

The BAS degree in Project 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
- Public Service 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 with classes available evenings, weekends, in concentrated fast-track terms, through distance learning or structured as "blended" classes (part traditional classroom and part non-traditional format). 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 Elementary Education and the Bachelor of Science in Middle Grades Math and Science are slated to begin in Fall 2008. Prospective students may consult with an academic advisor to begin general studies requirements for these programs prior to Fall 2008.

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 Associate Degree in Nursing (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 Mattie Kelly Fane and Performing Arts Center in Niceville. See page 81 for details.

Educator Preparation Institute

The OWC Educator Preparation Institute (EPI) provides a variety of professional development opportunities for current elementary, middle and high school teachers, as well as for individuals wishing to enter the teaching field. The institute offers four specific opportunities for non-credit, competency-based instruction:

1. professional development activities to assist teachers in improving classroom instruction and in meeting re-certification requirements;
2. instruction to assist potential and existing substitute teachers in performing their duties;

Educator Preparation Institute (continued)

3. instruction to assist paraprofessionals in meeting education and training requirements;

4. instruction for baccalaureate degree holders to become certified teachers through competency-based alternative certification programs.

The EPI programs vary from short workshops to independent distance learning and online formats; most are self-paced to accommodate working students and professionals. For additional information, contact the Coordinator of Educational Services at (850) 729-5322.

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 will 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 **Career and Technical or 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 career and technical or 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 (850) 729-5387.

Continuing Education and Professional Development

Non-credit continuing education courses provide an opportunity to increase occupational efficiency, enhance lei-sure 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 (850) 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.

Recreation and Leisure (Personal Enrichment) (continued)

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, online classrooms, 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 as any other course does; 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. A schedule of distance learning classes can be found on the OWC Distance Learning website http://distancelearning.owc.edu.

The Distance Learning experience is different than the traditional college classroom experience, but the learning should be equivalent. While Distance Learning offers students greater freedom, it also requires more self-discipline to be successful. Distance Learning courses are not easier than traditional college courses – students should be prepared to spend as much time or possibly more on a Distance Learning course. While many students thrive in and may even prefer Distance Learning, others may find it unsuitable. To help determine if Distance Learning is the right option for you, take the time to complete the assessment on the Distance Learning website at http://distancelearning.owc.edu.

Both general education and elective courses are offered through OWC Distance Learning. Students may choose from courses designed in the following instructional delivery methods:

- Online, Internet-based classes
- Mixed media, text-based classes
- Mixed media, tex-based classes with e-mail support
- Mixed media, text-based classes with online instructional support options
- Blended classes (traditional classes combined with independent study or distance learning activities to reduce class seat time)

To help student be successful, each Distance Learning course offered at OWC holds a mandatory face-to-face orientation at the Niceville campus. If a student is unable to attend, prior arrangements must be made with the instructor. At orientation, students receive instruction and course-related materials (student study guides) from the instructor. The orientation date/time/room schedule is posted on the "Orientations" section of the Distance Learning website, printed on the receipt students receive when enrolling for a class, and posted on the doors of most of the buildings on the Niceville campus the day of orientation.

For more information, contact the Learning Technologies/ Distance Learning Office at (850) 729-6464 or visit the Distance Learning website at http://distancelearning.owc.edu.

Blended Classes

Blended classes are traditional college classes combined with independent study or distance learning activities to reduce class seat time. Blended classes provide the advantages of class meetings with the professor and face-to-face instruction combined with independent study activities. Thus, Blended classes meet about half the number of class meetings required in a traditional class and provide the same course credit as a traditional class.

DEGREES

BACHELOR OF APPLIED SCIENCE (BAS) DEGREE

The Bachelor of Applied Science in Project Management (BAS) offers five pre-planned areas of emphasis: Acquisitions, Project Management, Public Service 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 Management

Admission Program Objective Code R100

LOWER DIVISION REQUIREMENTS*

General Education Course Requirements* ..... Credit Hours		
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..... 27
Additional Upper Division Course Requirements..... 33**

(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's degree, with approval, 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 be admitted to an upper division program 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.

Requirements for a Custom Program Plan

Admission Program Objective Code R100B

UPPER DIVISION REQUIREMENTS**

Core Requirements**		**Credit Hours**
GEB 3031	Contemporary Business Practices	3
ACG 3083	Accounting Concepts and Practice	3
MAN 3052	Management Philosophy and Practice	3
MAN 3583	Project Management	3
GEB 3434	Ethical Issues for Business Leaders	2
GEB 3213	Business and Administrative Communication	3
BUL 3320	Law and Business	3
FIN 4402	Financial and Economic Management	3
GEB 3933	Business Research	1
GEB 3444	Business Trends and Issues	3
Total Core Courses		**27**

Required Courses for a Custom Program Plan		
MAN 3120	Leadership and Group Dynamics	3
MAN 4720	Strategic Planning and Management	3
Total Required Emphasis Credits		**6**

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

ACG 4901	Independent Study – Accounting	1
BUL 4333	Contract Formation and Administration	3
BUL 4931	Acquisitions Law Seminar	3
PAD 3003	Public Service Operations	3
PAD 4933	Special Topics: Public Service	3
GEB 3930	Business Project and Acquisitions Terms and Concepts	1
GEB 4454	Business in a High Technology Environment	2
GEB 4901	Independent Study – Business Administration	1
GEB 4930	Special Topics: Project Management	3
GEB 4931	Special Topics: Acquisitions	3
GEB 4932	Special Topics: Quality Improvement	3
GEB 4933	Special Topics: Management	3
GEB 4941	Internship: Business	3
PAD 3393	Advanced Emergency Management	3
PAD 3821	Issues in Public Service Administration	4
MAN 3310	Issues in Human Resource Management	3
MAN 3320	Employee Staffing and Benefits	2
MAN 3350	Training and Development	2
MAN 3574	Acquisitions Management	3
MAN 4401	Labor Relations	2
MAN 4520	Quality Management	3
MAN 4555	Quality Certification: ISO 9000	3
MAN 4901	Independent Study – Management	1
MAN 4930	Applications Seminar: Acquisitions	3
MAN 4931	Applications Seminar: Project Management	3
MAN 4932	Contract Negotiations Seminar	3
MAN 4933	Best-Value Source Selection Seminar	3
MAN 4934	Logistics Management Seminar	3
MAN 4940	Internship: Management	3
____ ____	Other Approved Upper Division Elective(s)	1-3
____ ____	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 Acquisitions

Admission Program Objective Code R100C

UPPER DIVISION REQUIREMENTS**

Core Requirements**		**Credit Hours**
GEB 3031	Contemporary Business Practices	3
ACG 3083	Accounting Concepts and Practice	3
MAN 3052	Management Philosophy and Practice	3
MAN 3583	Project Management	3
GEB 3434	Ethical Issues for Business Leaders	2
GEB 3213	Business and Administrative Communication	3
BUL 3320	Law and Business	3
FIN 4402	Financial and Economic Management	3
GEB 3933	Business Research	1
GEB 3444	Business Trends and Issues	3
Total Core Courses		**27**

Required Courses for the Emphasis in Acquisitions		
BUL 4333	Contract Formation and Administration	3
BUL 4931	Acquisitions Law Seminar	3
MAN 3574	Acquisitions Management	3
MAN 4930	Applications Seminar: Acquisitions	3
Total Emphasis Requirements		**12**

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

ACG 4901	Independent Study – Accounting	1
GEB 3930	Business Project and Acquisitions Terms and Concepts	1
GEB 4454	Business in a High Technology Environment	3
GEB 4901	Independent Study – Business Administration	1
GEB 4930	Special Topics: Project Management	3
GEB 4931	Special Topics: Acquisitions	3
GEB 4932	Special Topics: Quality Improvement	3
GEB 4933	Special Topics: Management	3
GEB 4941	Internship: Business	3
MAN 3120	Leadership and Group Dynamics	3
MAN 3310	Issues in Human Resource Management	3
MAN 3320	Employee Staffing and Benefits	2
MAN 3350	Training and Development	2
MAN 4401	Labor Relations	2
MAN 4520	Quality Management	3
MAN 4555	Quality Certification: ISO 9000	3
MAN 4720	Strategic Planning and Management	3
MAN 4901	Independent Study – Management	1
MAN 4931	Applications Seminar: Project Management	3
MAN 4932	Contract Negotiations Seminar	3
MAN 4933	Best-Value Source Selection Seminar	3
MAN 4934	Logistics Management Seminar	3
MAN 4940	Internship: Management	3
____ ____	Other Approved Upper Division Elective(s)	1-3
____ ____	Other Approved Lower Division Elective(s)	3
Total Upper Division Electives**		**21**
TOTAL UPPER DIVISION REQUIREMENTS**		**60**
TOTAL CREDITS REQUIRED FOR THE DEGREE		**120**

** **Depending on the student's associate's degree, with approval, 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

Admission Program Objective Code R100D

UPPER DIVISION REQUIREMENTS**

Core Requirements**		**Credit Hours**
GEB 3031	Contemporary Business Practices	3
ACG 3083	Accounting Concepts and Practice	3
MAN 3052	Management Philosophy and Practice	3
MAN 3583	Project Management	3
GEB 3434	Ethical Issues for Business Leaders	2
GEB 3213	Business and Administrative Communication	3
BUL 3320	Law and Business	3
FIN 4402	Financial and Economic Management	3
GEB 3933	Business Research	1
GEB 3444	Business Trends and Issues	3
Total Core Courses		**27**

Required Courses for the Emphasis in Project Management		
BUL 4333	Contract Formation and Administration	3
MAN 4931	Applications Seminar: Project Management	3
Total Required Emphasis Credits		**6**

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

ACG 4901	Independent Study – Accounting	1
BUL 4931	Acquisitions Law Seminar	3
GEB 4454	Business in a High Technology Environment	3
GEB 4901	Independent Study – Business Administration	1
GEB 4930	Special Topics: Project Management	3
GEB 4931	Special Topics: Acquisitions	3
GEB 4932	Special Topics: Quality Improvement	3
GEB 4933	Special Topics: Management	3
GEB 4940	Internship: Business	3
MAN 3120	Leadership and Group Dynamics	3
MAN 3310	Issues in Human Resource Management	3
MAN 3320	Employee Staffing and Benefits	2
MAN 3350	Training and Development	2
MAN 3574	Acquisitions Management	3
MAN 4401	Labor Relations	2
MAN 4520	Quality Management	3
MAN 4555	Quality Certification: ISO 9000	3
MAN 4720	Strategic Planning and Management	3
MAN 4901	Independent Study – Management	1
MAN 4930	Applications Seminar: Acquisitions	3
MAN 4932	Contract Negotiations Seminar	3
MAN 4933	Best-Value Source Selection Seminar	3
MAN 4934	Logistics Management Seminar	3
MAN 4940	Internship: Management	3
____ ____	Other Approved Upper Division Elective(s)	1-3
____ ____	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 Public Services

Admission Program Objective Code R100G

UPPER DIVISION REQUIREMENTS**

Core Requirements**		**Credit Hours**
GEB 3031	Contemporary Business Practices	3
ACG 3083	Accounting Concepts and Practice	3
MAN 3052	Management Philosophy and Practice	3
MAN 3583	Project Management	3
GEB 3434	Ethical Issues for Business Leaders	2
GEB 3213	Business and Administrative Communication	3
BUL 3320	Law and Business	3
FIN 4402	Financial and Economic Management	3
GEB 3933	Business Research	1
GEB 3444	Business Trends and Issues	3
Total Core Courses		**27**

Required Courses for an Emphasis in Public Service Management		
PAD 3003	Public Service Operations	3
MAN 3120	Leadership and Group Dynamics	3
MAN 4720	Strategic Planning and Management	3
PAD 3821	Issues in Public Service Administration	4
Total Required Emphasis Credits		**13**

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

ACG 4901	Independent Study – Accounting	1
PAD 3393	Advanced Emergency Management	3
GEB 3930	Business Project and Acquisitions Terms and Concepts	1
GEB 4454	Business in a High Technology Environment	3
GEB 4901	Independent Study – Business Administration	1
GEB 4933	Special Topics: Management	3
PAD 4933	Special Topics: Public Service	3
GEB 4941	Internship: Business	3
MAN 3310	Issues in Human Resource Management	3
MAN 3350	Training and Development	2
MAN 4401	Labor Relations	2
MAN 4520	Quality Management	3
MAN 4720	Strategic Planning and Management	3
MAN 4901	Independent Study – Management	1
MAN 4940	Internship: Management	3
____ ____	Other Approved Upper Division Elective(s)	
____ ____	Other Approved Lower Division Elective(s)**	
Total Upper Division Electives**		**20**
TOTAL UPPER DIVISION REQUIREMENTS**		**60**
TOTAL CREDITS REQUIRED FOR THE DEGREE		**120**

** **Depending on the student's associate's degree, with approval, 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 Quality Improvement

Admission Program Objective Code R100F

UPPER DIVISION REQUIREMENTS**

Core Requirements**		**Credit Hours**
GEB 3031	Contemporary Business Practices	3
ACG 3083	Accounting Concepts and Practice	3
MAN 3052	Management Philosophy and Practice	3
MAN 3583	Project Management	3
GEB 3434	Ethical Issues for Business Leaders	2
GEB 3213	Business and Administrative Communication	3
BUL 3320	Law and Business	3
FIN 4402	Financial and Economic Management	3
GEB 3933	Business Research	1
GEB 3444	Business Trends and Issues	3

Total Core Courses 27

Required Courses for the Emphasis in Quality Improvement

MAN 4520	Quality Management	3
MAN 4555	Quality Certification: ISO 9000	3

Total Emphasis Requirements..... 6

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

ACG 4901	Independent Study – Accounting	1
BUL 4333	Contract Formation and Administration	3
BUL 4931	Acquisitions Law Seminar	3
GEB 3930	Independent Study – Business Administration	1
GEB 4454	Business in a High Technology Environment	3
GEB 4930	Special Topics: Project Management	3
GEB 4931	Special Topics: Acquisitions	3
GEB 4932	Special Topics: Quality Improvement	3
GEB 4933	Special Topics: Management	3
GEB 4901	Independent Study – Business Administration	1
GEB 4941	Internship: Business	3
MAN 3120	Leadership and Group Dynamics	3
MAN 3310	Issues in Human Resource Management	3
MAN 3320	Employee Staffing and Benefits	2
MAN 3350	Training and Development	2
MAN 3574	Acquisitions Management	3
MAN 4401	Labor Relations	2
MAN 4720	Strategic Planning and Management	3
MAN 4901	Independent Study – Management	1
MAN 4930	Applications Seminar: Acquisitions	3
MAN 4931	Applications Seminar: Project Management	3
MAN 4932	Contract Negotiations Seminar	3
MAN 4933	Best-Value Source Selection Seminar	3
MAN 4934	Logistics Management Seminar	3
MAN 4940	Internship: Management	3
____ ____	Other Approved Upper Division Elective(s)	1-3
____ ____	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 Training and Development/Human Resources

Admission Program Objective Code R100E

UPPER DIVISION REQUIREMENTS**

Core Requirements**		**Credit Hours**
GEB 3031	Contemporary Business Practices	3
ACG 3083	Accounting Concepts and Practice	3
MAN 3052	Management Philosophy and Practice	3
MAN 3583	Project Management	3
GEB 3434	Ethical Issues for Business Leaders	2
GEB 3213	Business and Administrative Communication	3
BUL 3320	Law and Business	3
FIN 4402	Financial and Economic Management	3
GEB 3933	Business Research	1
GEB 3444	Business Trends and Issues	3

Total Core Courses 27

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	2

Total Required Emphasis Credits..... 8

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

ACG 4901	Independent Study – Accounting	1
BUL 4333	Contract Formation and Administration	3
BUL 4931	Acquisitions Law Seminar	3
GEB 4454	Business in a High Technology Environment	3
GEB 4901	Independent Study – Business Administration	1
GEB 4930	Special Topics: Project Management	3
GEB 4931	Special Topics: Acquisitions	3
GEB 4932	Special Topics: Management	3
GEB 4933	Special Topics: Quality Improvement	3
GEB 4941	Internship: Business	3
MAN 3320	Employee Staffing and Benefits	2
MAN 3574	Acquisitions Management	3
MAN 4401	Labor Relations	2
MAN 4520	Quality Management	3
MAN 4555	Quality Certification: ISO 9000	3
MAN 4720	Strategic Planning and Management	3
MAN 4901	Independent Study – Management	1
MAN 4930	Applications Seminar: Acquisitions	3
MAN 4931	Applications Seminar: Project Management	3
MAN 4932	Contract Negotiations Seminar	3
MAN 4933	Best-Value Source Selection Seminar	3
MAN 4934	Logistics Management Seminar	3
MAN 4940	Internship: Management	3
____ ____	Other Approved Upper Division Elective(s)	1-3
____ ____	Other Approved Lower Division Elective(s)	3

Total Upper Division Electives..... 25**

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

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

** **Depending on the student's associate's degree, with approval, 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 Management

AS or AAS
Degree in Technical Area

Minimum of 60 credits and 15-18 transferable General Education Credits

Additional 18-21 hours of transferable General Education Credits

AA
General Transfer Degree

Minimum of 60 credits and 36 General Education Credits

Additional 18-21 hours of Professional/Career Credits

Lower Division

Core Requirements of the BAS in Project Management
27 Credits

Student selected area of emphasis

Customized Program Plan to meet individual career goals

Upper Division

Emphasis in Acquisitions	Emphasis in Project Management	Emphasis in Quality Improvement	Emphasis in Training and Development/ Human Resources	Emphasis in Public Service Management
18 – 33 Credits	18 – 33 Credits	18 – 33 Credits	18 – 33 Credits	18 – 33 Credits

120-CREDIT BACHELOR OF APPLIED SCIENCE IN PROJECT MANAGEMENT

revised 5/07

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 are taught by OWC; others are taught by UWF. All courses, however, are available at the OWC Niceville campus, and clinical instruction targets the specific needs of Okaloosa and Walton County health care providers.

Bachelor of Science in Nursing (BSN) Degree

LOWER DIVISION COURSES

General Education Course..... 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 ..... Credit Hours
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 1032C	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 2010C	Microbiology	4
PSY 2012	Psychology	3
MAC 1105	College Algebra	3
STA 20023	Statistics	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 3067	Health Assessment	3
NUR 3067L	Health Assessment Lab	3
NUR 4165	Family & Community Health	3
NUR 4165L	Family & Community Lab	3
NUR ____*	Upper Division Nursing Electives	3
NUR 4827	Nursing Management & Leadership	3
NUR 4836L	Nursing Management Lab	3
NUR 3837	Health Care Issues	2

Total Upper Division Nursing Credits 32

***Available Upper Division Nursing Electives**

NUR 3653	Spanish for Health Care Providers	3
NUR 3678	Nursing Care of Vulnerable Popluations	3
NUR 4295	Into to Critical Care	3

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

NOTE: Course descriptions for those cooperative BSN courses that are offered through the University of West Florida are available online at uwf.edu/catalog.nur.htm.

ASSOCIATE OF ARTS (AA) 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:
   - 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 72 and 73.
   - 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 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, on pages 54-55.
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 Senior Vice President. 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 .

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" on the next page.

While OWC offers the necessary prerequisites for most of the State of Florida University Baccalaureate Programs beginning on page 74, 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 80. Students are

A.A. Degree Requirements (continued)

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 Senior Vice President 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.**

GENERAL EDUCATION

GENERAL EDUCATION

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. Upon successful completion of general education coursework, the student will:

- demonstrate proficiency in reading, writing, speaking and listening;
- apply reflection, analysis, synthesis, logical reasoning and evaluation to formulate judgments, reach decisions and solve problems;
- understand and apply mathematical and scientific principles and methods;
- find, evaluate, organize and use information accurately and effectively; and participate actively as informed and responsible citizens in social, cultural, global and environmental matters.

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

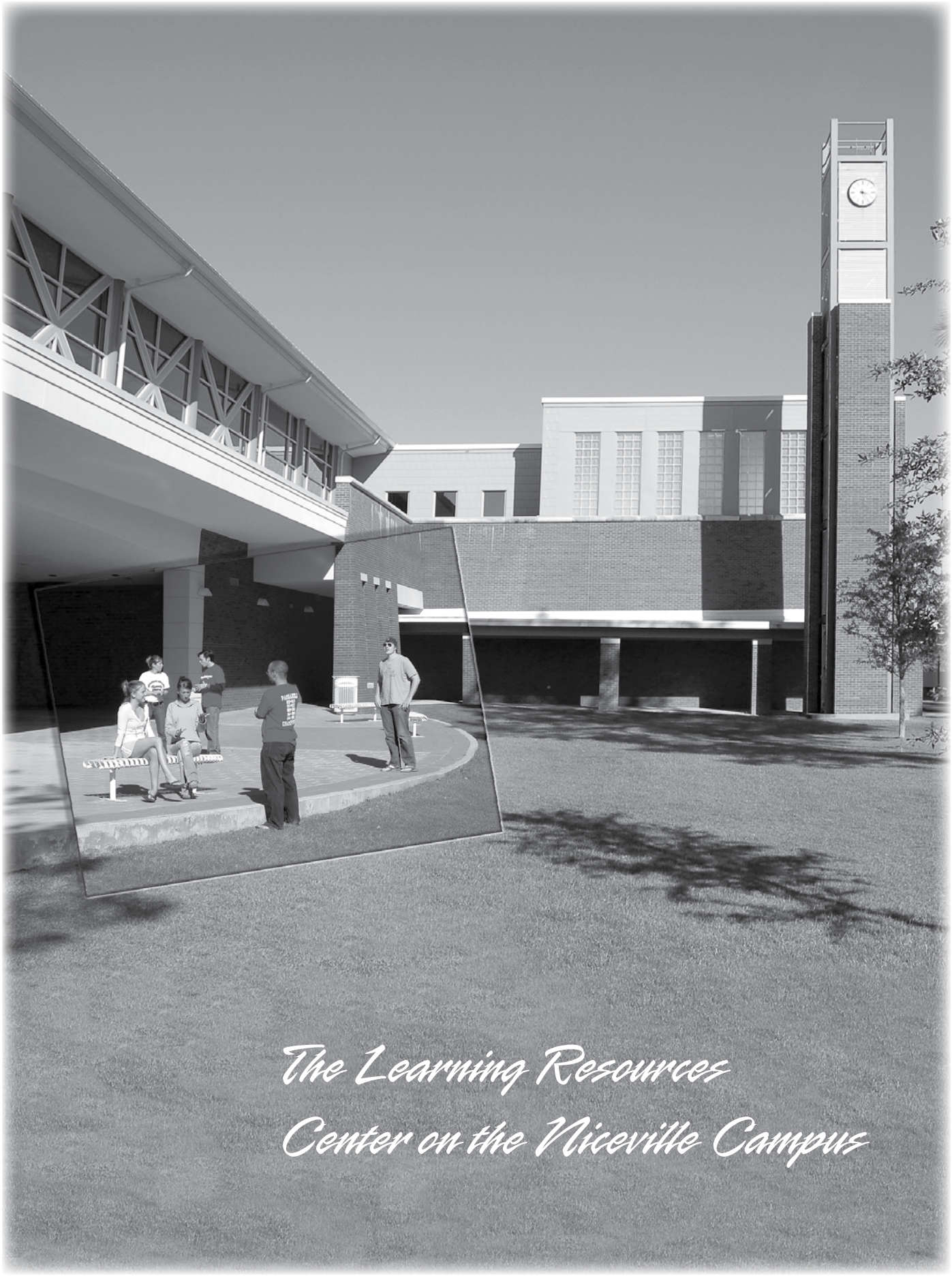
All associate degree students must complete at least one three-credit writing class as part of their general education program. Additional writing activities are required in all general education humanities courses. Bachelor of Applied Science and Associate of Arts students must complete twelve (12) to fifteen (15) college credits from designated general education Gordon Rule communication, humanities and social science subject areas. See page 72 and 73 for specific courses.

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 72 and 73 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 twelve (12) to fifteen (15) college credits from designated general education Gordon Rule communication, humanities and social science subject areas 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.



The Learning Resources Center on the Niceville Campus

AA 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 1101 △	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 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 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".**

**** **Social Science courses listed on this page meet the writing assignment as required by FAC Rule 6A-10.030. Credits earned in these courses in the Fall term of 2002 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.**

† **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.**

△ **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 2402 †	Art History: Modern Art	3
HUM 1020 †	Humanities – Introduction	3
HUM 2250 † ❖	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 I	3
LIT 2120❖	World Literature II	3
PHI 2010❖	Introduction to Philosophy	3
REL 2300❖	Introduction to World Religions	3

D. Natural Sciences 11-12
Science course from each of the three areas below:

I. Biological Science: (Choose One)

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

II. Physical Science: (Choose One)

AST 1002	Astronomy	4
CHM 1025	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
EVS 1001C	Environmental Sciences	4
GLY 2010C	Physical Geology	4
GLY 2100C	Historical Geology	4
ISC 1003	Natural Disasters - Causes, Consequences, Human Response	4
MET 1010	Introduction to Meteorology	4
OCE 1001C	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 (Choose One)

BSC 2020C	Human Structure & Function	4
HLP 1081	Wellness: Practice/Theory	3
____ ____	OR, 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 1250C	Tropical Biology	1 of 4*****
DEP 2004	Human Growth & Development	1 of 3*****
CHM 1025L	Chemical Science Lab	1
ESC 1000L	Earth Science Lab	1
ENG 1001	Research Papers	1*
HUM 2920	Humanities/Colloquium	1
GEO 1200C	Physical Geography	1 of 4*****
HUN 2201△	Nutrition	1 of 3*****
ISS 1905	Independent Study/Soc. Sci.	1
LIS 1001	Library Skills	1
LIS 2004△	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

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 (minimum grade of "C")
- ❑ 6 hours in Humanities – Gordon Rule (minimum grade of "C")
- ❑ 3 hours in Social Science/History/Government – Gordon Rule (minimum grade of "C")
- ❑ 3 hours in Social Science/Behavior Science
- ❑ 6 hours in Mathematics – Gordon Rule (minimum grade of "C")
- ❑ 11-12 hours in Natural Science
- ❑ 1 hour in General Education Elective - If above 6 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 ?
- ❑ Have you completed the Technology-Across-the-Curriculum requirement? (Look for courses marked with △)
- ❑ 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 OF FLORIDA
UNIVERSITY BACCALAUREATE PROGRAMS

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

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

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

Business and Management
- Accounting
- Business Administration and 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 and Info Sci. and 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 Disable
- 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 Education.
- 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 Management & Environmental Systems Management
  - Production Management/Manufacturing Processes
- Chemical Engineering
- Civil Engineering
- Civil Technology
- Coastal & Ocean Engineering
- Design Engineering Technology

State of Florida University Baccalaureate Programs: Engineering (continued)

- Electrical, Electronics Engineering
- Electronic Engineering Technology
- Engineering, General
- Engineering Technology
- Environmental Health Engineering
- Industrial and Systems Engineering
- Industrial/Manufacturing Engineering
- Industrial/Manufacturing Technology
- Materials Engineering
- Mechanical Engineering
- Nuclear Engineering
- Surveying

Foreign Languages
- Classics and 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 and Rhetoric
- Advertising
- Communication (Mass)
- Journalism

Magazine Production
- Public Relations and Organizational Communication
- Radio and TV Broadcasting
- Rhetorical Speech & Communication

Mathematics and Statistics
- Applied Math/Math Sciences
- Mathematics, General
- Statistics

One-Institution Programs
- Biological and 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
- Environmental Management
  - Economics and 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 and 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

State of Florida University Baccalaureate Programs: Parks & Recreation (continued)

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

Philosophy and Religion
- Philosophy
- Philosophy & Religion
- Religious Studies

Physical Sciences
- Atmospheric Science and Meteorology
- Astronomy
- Chemistry
- Chemical Sciences
- Clinical Chemistry
- Geology
- Physics
- Forensic Science
- Radiation Physics

Psychology
- Psychology, General
- Social Psychology

Public Administration and Social Work
- Public Administration
- Social Work, General

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

Visual and Performing Arts
- Art, General
- Art History and 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 AA 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 74-76, 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 or those that are readily available in our district area (i.e. at the FWB OWC/UWF or UF/IFAS Milton Campuses): Athletic Training, Business, Computer Science, Elementary Education, Engineering, Golf and Sports Turf Management, Horticultural Science, Health Sciences, Hospitality, Natural Resource Conservation, and Pharmacy. In addition, the college has a Pre-Architecture 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

ATHLETIC TRAINING (MIN. 60 CC)

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 Athletic Training.

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 72-73 for the A.A. degree.

ENC 1101, ENC 1102	6
GE/Humanities *	6
MAC 1114, STA 2023	6
GE/Social Science **	6
BSC 1010C, PHY 1053C, CHM 1045C	12
TOTAL HOURS	**36**

* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 72.

** Including PSY 2012

PROGRAM ELECTIVES

BSC 1085C	4
BSC 1086C	4
HUN 2201	3
A.A. Electives	13
TOTAL HOURS	**60**

Associate of Arts Degree with a Pre-Major in

BUSINESS (MIN. 60 CC)
(Accounting, Finance, Management, Marketing)

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 72-73 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
TOTAL HOURS	**38**

* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 72.

** Select one Gordon Rule Social Science course from Category E on page 73, and ECO 2013.

PROGRAM ELECTIVES

ACG 2001	3
ACG 2011	3
ACG 2071	3
ECO 2023	3
CGS 1100	3
A.A. Electives	7
TOTAL HOURS	**60**

Associate of Arts Degree with a Pre-Major in

COMPUTER SCIENCE (MIN. 60 CC)

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 72-73 for the A.A. degree.

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

* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 72.

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
TOTAL HOURS	**60**

** See an advisor for options.

Associate of Arts Degree with a Pre-Major in

ELEMENTARY EDUCATION (MIN. 60 CC)

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 72-73 for the A.A. degree.

ENC 1101, ENC 1102	6
GE/Humanities *	6
GE/Math	6
GE/Social Science	6
GE/Natural Sciences	11-12
General Education Elective	1
TOTAL HOURS	**36**

* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 72.

PROGRAM ELECTIVES

EDF 1005	3
EDG 2701	3
EME 2040	3
AA Electives	15
TOTAL HOURS	**60**

Associate of Arts Degree with a Pre-Major in

ENGINEERING (MIN. 60 CC)

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 72-73 for the A.A. degree.

ENC 1101, ENC 1102	6
GE/Humanities *	6
MAC 2311, MAC 2312	8
GE/Social Science	9
BSC 1010C, CHM 1045C, PHY 2048C	12
TOTAL HOURS	**41**

* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 72.

PROGRAM ELECTIVES

COP 1006	3
COP XXXX Programming in C, C++ **	3
ENC 2210	3
MAC 2313	4
MAP 2302	3
PHY 2049C	4
TOTAL HOURS	**61**

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

Associate of Arts Degree with a Pre-Major in

GOLF & SPORTS TURF MANAGEMENT at UF/MILTON CAMPUS (MIN. 60 CC)

Program Goal: To enable students to earn an Associate of Arts degree that could qualify them for entrance to the University of Florida bachelor of science in Golf and Sports Turf Management at the Milton Campus.

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 72-73 for the A.A. degree.

ENC 1101, ENC 1102	6
GE/Humanities*	6
MAC 1105, MAC 1140	6
GE/History	3
ECO 2013	3
BSC 1010C, BSC 1011C, CHM 1045C	12
TOTAL HOURS	**36**

* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 72.

PROGRAM ELECTIVES

ENC 2210	3
MAC 1114	3
SPC 1600	3
PHY 1020	4
ECO 2023	3
A.A. Electives	8
TOTAL HOURS	**60**

Associate of Arts Degree with a Pre-Major in

HEALTH SCIENCES AT UWF (MIN. 60 CC)

Program Goal: This is a two-year program for those holding A.A., A.S. and A.A.S. degrees from a Florida college who wish to earn a B.S. in a health-related area. This program includes seven areas of specialization. Aging Studies, Health Communication, Health Administration, Health Care Ethics, Medical Information Technology, Psychology of Health, and Allied Health. The specialization in Allied Health is being developed on the UWF Emerald Coast Campus at Fort Walton Beach in partnership with Okaloosa-Walton College. All courses in the UWF Allied Track are either offered as face-to-face classes at FWB or on-line.

GENERAL EDUCATION

Undesignated GE courses are to be selected from the General Education Requirements listed on pages 72-73 for the A.A. degree.

ENC 1101, ENC 1102	6
GE/Humanities*	6
MAC 1105, STA 2023	6
GE/Social Science/History/Government	3
ECO 2013, PSY 2012	6
GE/Natural Sciences	3
CHM 1045C	4
BSC 1005	4
TOTAL HOURS	**38**

* **Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 72.**

PROGRAM ELECTIVES

ACG 2001	3
ACG 2011	3
ACG 2071	3
CGS 1100	3
ECO 2023	3
BSC 1005L	1
A.A. Electives	6
TOTAL HOURS	**60**

Associate of Arts Degree with a Pre-Major in

HORTICULTURAL SCIENCES at UF/MILTON CAMPUS (MIN. 60 CC)

Program Goal: To enable students to earn an Associate of Arts degree that could qualify them for entrance to the University of Florida bachelor of science in Environmental Horticulture at the Milton Campus.

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 72-73 for the A.A. degree.

ENC 1101, ENC 1102	6
GE/Humanities*	6
MAC 1105, MAC 1140	6
GE/History	3
ECO 2013	3
BSC 1010C, BSC 1011C, CHM 1045C	12
TOTAL HOURS	**36**

* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 72.

PROGRAM ELECTIVES

ENC 2210	3
MAC 1114	3
SPC 1600	3
ECO 2023	3
PHY 1020	4
A.A. Electives	8
TOTAL HOURS	**60**

Associate of Arts Degree with a Pre-Major in

HOSPITALITY, RECREATION, & RESORT MANAGEMENT AT UWF (MIN. 60 CC)

Program Goal: To enable students to earn an Associate of Arts degree that could qualify them for entrance to the University of West Florida bachelor of science in Hospitality, Recreation & Resort Management.

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 72-73 for the A.A. degree.

ENC 1101, ENC 1102	6
GE/Humanities *	6
MAC 1105, STA 2023	6
GE/History **	3
ECO 2013	3
GE/Natural Sciences	11
General Education Elective	1
TOTAL HOURS	**36**

* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 72.

PROGRAM ELECTIVES

A.A. Electives	24
TOTAL HOURS	**60**

Associate of Arts Degree with a Pre-Major in

NATURAL RESOURCE CONSERVATION at UF/MILTON CAMPUS (MIN. 60 CC)

Program Goal: To enable students to earn an Associate of Arts degree that could qualify them for entrance to the University of Florida bachelor of science in Natural Resource Conservation Milton Campus.

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 72-73 for the A.A. degree.

ENC 1101, ENC 1102	6
GE/Humanities	6
MAC 1105, STA 2023	6
GE/History	3
PSY 2012 or SYG 2000	3
BSC 1010C, BSC 1011C, CHM 1045C	12
TOTAL HOURS	**36**

* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 72.

PROGRAM ELECTIVES

CGS 1100	3
MAC 2233	3
SPC 1600	3
ECO 2023	3
PHY 1020	4
A.A. Electives	8
TOTAL HOURS	**60**

Associate of Arts Degree with a Pre-Major in

PHARMACY (MIN. 60 CC)

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 72-73 for the A.A. degree.

ENC 1101, ENC 1102	6
GE/Humanities *	6
MAC 1114, MAC 2311, or MAC 2233	7
GE/Social Science	6
BSC 1010C, BSC 1011C, CHM 1045C	12
TOTAL HOURS	**37**

* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 72.

PROGRAM ELECTIVES

CHM 1046C	4
CHM 2210C	4
CHM 2211C	4
PHY 1053C	4
PHY 1054C	4
SPC 1600	3
BSC 1085C	4
BSC 1086C	4
TOTAL HOURS	**68**

Associate of Arts Degree with a Pre-Major in

PRE-ARCHITECTURE AT FAMU (MIN. 60 CC)

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 GE courses are to be selected from the General Education Requirements listed on pages 72-73 for the A.A. degree.

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

* Must select one GE/Humanities course that meets Speaking-Across-the-Curriculum requirement from list on page 72.

PROGRAM ELECTIVES

ARC 1301C	4
ARC 1302C	4
ARC 1131	3
ARC 2201	3
ARC 2303A	6
ARC 2304	6
ARC 2472	4
ARC 2501	3
ETD 1310C	3
TOTAL HOURS	**62**

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

Interdisciplinary Humanities
The A.A. to B.A. program is a joint effort between the University of West Florida and Okaloosa-Walton College. The program may be fully completed in the greater Niceville area and leads to a Bachelor's degree in Interdisciplinary Humanities (IH). This program provides an interdisciplinary and collaborative education in the arts and humanities, emphasizing those areas that complement the student's interests and abilities. An IH degree 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 program 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 disciplines. 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
Art
Communication Arts
Dance
English
Environmental Humanities
Foreign Language
History
Music
Philosophy
Religious Studies
Theatre

At catalog press time, additional A.A. to B.A. options were under development. Call (850) 729-4933 for updated information.

Artistic Ability
Students in performing arts 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, or other approved means.

Consult UWF's catalog for specific requirements. For more information call (850) 729-4933.

ASSOCIATE OF SCIENCE (AS) DEGREE AND ASSOCIATE OF APPLIED SCIENCE (AAS) 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 Sate University System. General education courses for the A.A.S. Degree are broader and more flexible.

A.S. and 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/CAD Option
  - Building Construction Option
- Business Administration
  - E-Business Option
  - Management Option
  - Marketing Option
- Computer Engineering Technology
  - CISCO Academy 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
  - Mechanical Design/CAD Option
  - Technical Illustration/CAD Option
- Early Childhood Education
- E-Business Technology
- Emergency Administration and Management
  - Fire Science Option
  - Homeland Security Option
  - Criminal Justice Option
  - Emergency Administration Option
- Graphics Technology
  - Commercial Design 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
- Emergency Medical Services
- Nursing (RN)
- Radiography
- 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. and A.A.S. Degree Program Requirements

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

1. Complete the A.S. or A.A.S. general education courses as appropriate to the program of study, including Speaking-Across-the-Curriculum and computer literacy requirements. (Note: A.S. Degree seekers must also meet Gordon Rule course and minimum grade requirements.)
2. Complete at least fifteen credits of the technical core courses and technical elective courses specified in the degree program at OWC, unless there is an established articulation agreement.
3. Complete at least fifteen credits 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 Senior Vice President.

AS AND AAS 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 70.**

AS AND AAS DEGREE GENERAL EDUCATION COURSE REQUIREMENTS

GENERAL EDUCATION CATEGORY	NUMBER OF COLLEGE CREDITS REQUIRED	COURSE SELECTIONS
Communication Skills	**3**	ENC 1101, ENC 1102, ***ENC 2210, LIN 1670, LIN 1742***
Humanities	**3**	ARH 2050, ARH 2051, ARH 2060, ARH 2402, HUM 1020 HUM 2250, MUH 1001, PHI 2600, THE 2100, THE 2071, THE 2300
Mathematics	**3**	MAC 1105, MAC 1140, MAC 1114, MAC 1147, MAC 2311, MAC 2312, MAC 2313, MAC 2233, MAP 2302, MAS 2103, ***MAT 1033A***, MGF 1106, MGF 1107, ***MTB 1321***, STA 2023 ***MTB 1103 can only be used for the following A.A.S. degrees:*** • Criminal Justice • Digital Media/Multimedia Technology • Early Childhood Education • Emergency Administration and Management • Graphics Technology • Industrial Management Technology • Music Production Technology • Theater and Entertainment Technology
Science	**4**	AST 1002. BOT 1010C. BSC 1005, BSC 1010C, BSC 1011C, BSC 2020C, BSC 1085C, BSC 1086C, CHM 1025, CHM 1032C. CHM 1045C, CHM 1046C, ESC 1000, EVS 1001C, GLY 2010C, GLY 2100C, ISC 1003, MET 1010, OCE 1001C, PCB 2011C, PHY 1020, PHY 1053C, PHY 1054C, PHY 2048C, PHY 2049C, ***REL 2163***, ZOO 1010C
Social Science	**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
General Education Electives	**2**	CGS 1060, CGS 1100, DEP 2004, SPC 1600, ***ENC 2210, BSC 1080***, SLS 1101, HUN 2201, BSC 1250C, or any other A.A. General Education Course listed on pages 72 and 73.
Total General Education Credits Required	**18**	

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 (AS) AND ASSOCIATE OF APPLIED SCIENCE (AAS) 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 84.

Courses		College Credits
ENC 1101	English Composition I	3
	or higher English course	
____ ____	Humanities	3
MAC 1105	College Algebra	3
	or higher/comparable math course	
____ ____	Science	4
____ ____	Social Science	3
____ ____	General Education Electives	2

Total General Education Credits Required 18

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

Total Core Credits Required 33

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

Courses		College Credits
CTS 2101	Introduction to Windows	3
ECO 2023	Economics II	3
BUL 2241	Business Law I	3
BUL 2242	Business Law II	3
GEB 2430	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
____ ____	Other Approved College Credits	_

Total Technical Elective Credits Required 13

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 84.

Courses		College Credits
LIN 1670	Writing and Grammar	3
	or higher English course	
____ ____	Humanities	3
MAT 1033A	Intermediate Algebra	3
	or higher math course	
____ ____	Science	4
____ ____	Social Science	3
____ ____	General Education Electives	2

Total General Education Credits Required 18

Core Courses		College Credits
ETD 1100	Introduction to Technical Drawing	3
ETD 1310C	Auto CAD I	3
ETD 1311C	Auto CAD II	3
EGS 1110C	Engineering Graphics	3
BCN 1230	Building Construction Materials and Processes	3
BCN 1272	Blueprint Reading for Commercial Construction	3
TAR 2121C	Architectural Drafting	3
ARC 2303A	Design 2.1	6

Total Core Credits Required 27

ARCHITECTURAL DESIGN/CAD OPTION
Admission Program Objective Code A540A

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

Courses		College Credits
BCN 2231	Building Construction Materials and Processes II	3
ARC 2201	Theory of Architecture	3
ARC 2304	Design 2.2	6
BCN 2721	Construction Management/Planning	3
BCT 2770	Construction Estimating	3
EGS 1130C	Descriptive Geometry	3
ETD 2352C	Auto CAD III	3
ETD 1350C	Auto CAD 3D Modeling I	3
ETD 2355C	Auto CAD 3D Modeling II	3
ETD 2395C	Architectural Desktop for Architecture I	3
ETD 2542	Structural Drafting I	3
ETD 2543C	Structural Drafting II	3
ETD 2377C	3D Studio Max I	3
SUR 2100C	Surveying I	3
SUR 2140C	Surveying II	3
ARC 1131	Architectural Presentations	3
____ ____	Other Approved College Credits	_

Total Technical Elective Credits Required 21

Total Program Credits Required for Architectural Design Option 66

(continued next page)

BUILDING CONSTRUCTION OPTION
Admission Program Objective Code A540B

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

Courses		College Credits
BCN 2231	Building Construction Materials and 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 2761	Structural Systems in Construction	3
BUL 2241	Business Law I	3
ETD 2542	Structural Drafting I	3
ETD 2543C	Structural Drafting II	3
SUR 2100C	Surveying I	3
SUR 2140C	Surveying II	3
____ ____	Other Approved College Credits	_

Total Technical Elective Credits Required 21

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 84.

Courses		College Credits
LIN 1670	Writing and Grammar	3
	or higher English course	
____ ____	Humanities	3
MAT 1033A	Intermediate Algebra	3
	or higher math course	
____ ____	Science	4
____ ____	Social Science	3
____ ____	General Education Electives	2

Total General Education Credits Required 18

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

Total Core Credits Required 24

MANAGEMENT OPTION
Admission Program Objective Code A380A

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

Courses		College Credits
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 2430	Business Ethics	3
MKA 2021	Professional Selling	3
MKA 2401	Retail Management	3
GEB 1940	Internship-Business	3
____ ____	Other Approved College Credits	_

Total Technical Elective Credits Required 22

Total Program Credits Required For Management Option 64

MARKETING OPTION
Admission Program Objective Code A380B

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

Courses		College Credits
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
CTS 2101	Introduction to Windows	3
GEB 2430	Business Ethics	3
MKA 2041	Retail Management	3
GEB 1940	Internship-Business	3
____ ____	Other Approved College Credits	_

Total Technical Elective Credits Required 22

Total Program Credits Required for the Marketing Option 64

E-BUSINESS OPTION
Admission Program Objective Code A380C

Required Courses		College Credits
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

Total Core Credits Required For This Option 12

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

Courses		College Credits
CGS 1843	Intro to E-Commerce	3
CGS 2820	Web Authoring with HTML	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 84.

Courses		College Credits
LIN 1670	Writing and Grammar	3
	or higher English course	
____ ____	Humanities	3
MAT 1033A	Intermediate Algebra	3
	or higher math course	
____ ____	Science	4
____ ____	Social Science	3
____ ____	General Education Electives	2

Total General Education Credits Required 18

Core Courses		College Credits
CIS 1000	Introduction to Computer Science	3
	or	
COP 1006	Intro to Programming Concepts and Logic	3
CDA 2500	Network Technology	3
CET 2173C	Microcomputer Servicing	4
CET 1660	Intro to Network Security	3
COP ___	Programming (VBasic, C, etc.)	3

Total Core Credits Required 16

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		College Credits
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		College Credits
CET 2854C	Fundamentals of Wireless LANs	3
CET 2685C	Fundamentals of Network Security	3

Total Technical Requirements 18

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

CET 1630	Network Cabling (Copper Cabling)	3
CET 1632	Fiber Cabling	3
ETG 1941	Internship	3
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
____ ____	Other Approved College Credits	_

Total Technical Electives Required 16

Total Technical Credits Required 34

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. Successful completion of these twenty-one credits is designed to prepare the student for MCSE certification. The remaining thirteen 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
	or	
CTS 2300	Designing Active Directory and Network Infrastructure	3
CTS 2320	Planning and Maintaining Windows Network Infrastructure	3
CTS 2811	Administering SQL Server Database	3

Total Technical Requirements 21

(continued next page)

MICROSOFT IT ACADEMY (MCSE) OPTION (continued)

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

CIS 1940	Internship in Computer Studies	3
CGS 1760	Fundamentals of UNIX	3
CGS 2763	UNIX Administration	3
CDA 2524	Novell Admin I	3
CDA 2529	Novell Admin II	3
CTS 1171	Desktop Support	3
ETG 1941	Internship	3-12
____ ____	Other Approved College Credits	_

Total Technical Electives Required 13

Total Technical Credits Required 34

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

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 twenty-eight 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

Total Technical Requirements 6

TECHNICAL ELECTIVES
With the approval of an advisor, select at least 28 credits from the following:

CET 1630	Network Cabling (Copper Cabling)	3
CET 1632	Fiber Cabling	3
CTS 1171	Desktop Support	3
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
ETG 1941	Internship	3-12
____ ____	Other Approved College Credits	_

Total Technical Electives Required 28

Total Technical Credits Required 34

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 84.

Courses		**College Credits**
ENC 1101	English Composition I	3
	or higher English course	
____ ____	Humanities	3
MAC 1105	College Algebra	3
	or higher/comparable math course	
____ ____	Science	4
____ ____	Social Science	3
____ ____	General Education Electives	2

Total General Education Credits Required 18

Core Courses		**College Credits**
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
CET 1660	Intro to Network Security	3

Total Core Credits Required 24

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

CIS 1000	Introduction to Computer Science	3
CDA 2525	Windows Server Environment	3
CIS 1940	Internship in Computer Studies (can be completed two times for credit)	3-6
GEB 1940	Internship-Business (can be completed two times for credit)	3-6
CTS 1171	Desktop Support	3
____ ____	Other Approved College Credits	_

Total Technical Electives Required 21

Total Program Credits Required 63

• 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 84.

Courses		College Credits
ENC 1101	English Composition I	3
	or higher English course	
____ ____	Humanities	3
MAC 1105	College Algebra	3
	or higher/comparable course	
____ ____	Science	4
____ ____	Social Science	3
____ ____	General Education Electives	2

Total General Education Credits Required 18

Core Courses		College Credits
COP 1006	Intro to Programming Concepts and 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

Total Core Credits Required 27

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

CET 1660	Intro to Network Security	3
CIS 1000	Introduction to Computer Science	3
COP 2011	Adv App Programming in Visual Basic	3
CIS 1940	Internship in Computer Studies (can be completed two times for credit)	3-6
____ ____	Other Approved College Credits	_

Total Technical Electives Required 18

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 84.

Courses		College Credits
LIN 1670	Writing and Grammar	3
	or higher English course	
____ ____	Humanities	3
MTB 1103	Business Math	3
	or higher math course	
____ ____	Science	4
____ ____	Social Science	3
____ ____	General Education Electives	2

Total General Education Credits Required 18

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
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
____ ____	Other Approved College Credits	_

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
____ ____	Other Approved College Credits	_

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 84.

Courses		College Credits
LIN 1670	Writing and Grammar	3
	or higher English course	
____ ____	Humanities	3
MAT 1033A	Intermediate Algebra	3
	or higher math course	
____ ____	Science	4
____ ____	Social Science	3
____ ____	General Education Electives	2

Total General Education Credits Required 18

Core Courses		College Credits
MNA 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 2430	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
____ ____	Other Approved College Credits	_

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 84.

Courses		College Credits
LIN 1670	Writing and Grammar	3
	or higher English course	
____ ____	Humanities	3
MTB 1103	Business Math	3
	or higher math course	
____ ____	Science	4
____ ____	Social Science	3
____ ____	General Education Electives	2

Total General Education Credits Required 18

Core Courses		College Credits
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

Total Core Credits Required 26

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

PGY 1220C	Commercial Photography I	4
ART 2603C	Digital Imaging II	4
GRA 1162C	Intro to 3D Graphics	4
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
____ ____	Other Approved College Credits	_

Total Technical Electives Required 20

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 84.

Courses		College Credits
LIN 1670	Writing and Grammar	3
	or higher English course	
____ ____	Humanities	3
MAT 1033A	Intermediate Algebra	3
	or higher math course	
____ ____	Science	4
____ ____	Social Science	3
____ ____	General Education Electives	2

Total General Education Credits Required 18

Core Courses		College Credits
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

MECHANICAL DESIGN/CAD OPTION
Admission Program Objective Code A050B

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

ETD 1111	Drafting I	6
ETD 1221	Drafting II	6
ETD 1700	Drafting III	6
ETD 1710	Fundamentals of Dimensioning and 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 2357C	Inventor I	3
ETD 2358C	Inventor II	3
ETD 2364C	Solid Works I	3
ETD 2368C	Solid Works II	3
ETD 2705	Advanced Mechanical Drafting	3
ETI 1411	Advanced Manufacturing Processes	3
____ ____	Other Approved College Credits	_

Total Technical Elective Credits Required 26

Total Program Credits Required for Mechanical Design Option 62

TECHNICAL ILLUSTRATION/CAD 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:

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 2357C	Inventor I	3
ETD 2358C	Inventor II	3
ETD 2364C	Solid Works I	3
ETD 2368C	Solid Works II	3
ETD 2377C	3D Studio Max I	3
____ ____	Other Approved College Credits	_

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 84.

Courses		College Credits
LIN 1670	Writing and Grammar	3
	or higher English course	
____ ____	Humanities	3
MAT 1033A	Intermediate Algebra	3
	or higher math course	
____ ____	Science	4
____ ____	Social Science	3
____ ____	General Education Electives	2

Total General Education Credits Required 18

Core Courses		College Credits
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
CET 1660	Intro to Network Security	3

Total Core Credits Required 24

TECHNICAL ELECTIVES
With the help of an advisor, select at least 22 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 2430	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
____ ____	Other Approved College Credits	_

Total Technical Electives Required 22

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 84.

Courses		College Credits
LIN 1670	Writing and Grammar	3
	or higher English course	
____ ____	Humanities	3
MTB 1103	Business Math	3
	or higher math course	
____ ____	Science	4
____ ____	Social Science	3
____ ____	General Education Electives	2

Total General Education Credits Required 18

Core Courses		College Credits
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
____ ____	Other Approved College Credits	_

Total Technical Elective Credits Required 6

Total Program Credits Required 63

• EMERGENCY ADMINISTRATION AND MANAGEMENT A.A.S.

Admission Program Objective Code A095

GENERAL EDUCATION
Select one course from each category; see page 84. Students must meet with an advisor to determine the appropriate General Education courses for this degree; consideration will be given as to which Option the student is selecting as the Area of Emphasis and/or any projected future progression to upper division status.

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

Total General Education Credits Required 18

Core Courses		College Credits
FFP 1801	Intro to Emergency Mgmt. Administration	2
DSC 1030	Disaster Communications	1
FFP 2820	Emergency Preparedness	3
FFP 2841	Contingency Planning for the Private Sector	2
FFP 2843	Contingency Planning for the Public Sector	2
FFP 2834	Effects of Disaster on Society	3
FFP 2058	Technical Applications in Emergency Mgmt.	2

Total Core Credits Required 15

FIRE SCIENCE OPTION
Admission Program Objective Code A095A

FFP 1505	Fire Prevention Practices	3
FFP 1540	Private Fire Protection Systems I	3
FFP 2120	Building Construction for the Fire Service	3
FFP 1810	Fire Fighting Tactics and Strategy I	3
FFP 2811	Fire Fighting Tactics and Strategy II	3
FFP 1740	Fire Service Course Delivery	3
____ ____	College Credit Electives (Fire Science, Criminal Justice, Industrial Safety, Emergency Administration, or Homeland Security courses recommended)	9

Total Technical Elective Credits Required 27

Total Program Credits Required 60

HOMELAND SECURITY OPTION
Admission Program Objective Code A095B

DSC 1004	Introduction to the NRP and NIMS	3
DSC 1013	Domestic and International Terrorism	3
DSC 1552	Critical Infrastructure Protection	3
DSC 1751	Homeland Security Policy and Law	3
DSC 1222	Psychological Mgmt. of Disaster/Terror Victims	3
DSC 1631	Planning Considerations for Terror Prevention	3
DSC 1562	Homeland Security Threat Strategy	3
____ ____	College Credit Electives (Fire Science, Criminal Justice, Industrial Safety, Emergency Administration, or courses recommended)	6

Total Technical Elective Credits Required 27

Total Program Credits Required 60

CRIMINAL JUSTICE OPTION
Admission Program Objective Code A095C

DSC 1552	Critical Infrastructure Protection	3
CCJ 1020	Introduction to Criminal Justice	3
CCJ 1400	Criminal Procedures	3
CCJ 1100	Criminal Law	3
CJD 1702	Criminal Justice Communications	3
CJD 1722	Law Enforcement Traffic	3
____ ____	College Credit Electives (Fire Science, Criminal Justice, Industrial Safety, Emergency Administration or Homeland Security courses recommended)	9

Total Technical Elective Credits Required 27

Total Program Credits Required 6

EMERGENCY ADMINISTRATION OPTION
Admission Program Objective Code A095D

FFP 1881	Emergency Management Leadership	3
FES 1003	Intro to State and County Government	1
DSC 1552	Critical Infrastructure Protection	3
FFP 1202	Basic Search and Rescue	3
FFP 1833	Incident Management	2
FFP 1800	Disaster Education for Individuals and the Community	2
DSC 2214	Disaster Response Operations	3
FFP 1890	Emergency Management for the Tourism/Hospitality Industry	2
FFP 1880	Political and Policy Basis of Emergency Response	2
____ ____	College Credit Electives (Fire Science, Criminal Justice, Industrial Safety, Emergency Administration, or Homeland Security courses recommended)	6

Total Technical Elective Credits Required 27

Total Program Credits Required 60

• EMERGENCY MEDICAL SERVICES A.S.

Admission Program Objective Code 2095

This curriculum forms the last stage of a career ladder program progression from EMT Certificate* to Paramedic Certificate to EMS degree. Students interested in pursuing this program should contact the Emergency Services/Paramedic program at (850) 729-4924.

GENERAL EDUCATION
Select one course from each category; see page 84, unless otherwise specified below.

ENC 1101	English Composition I	3
	or higher English course	
____ ____	Humanities	3
MAC 1105	College Algebra	3
	or higher/comparable math course	
____ ____	Science*	4
____ ____	Social Science	3
DEP 2004	Human Growth & Development	3

Total General Education Credits Required 19

*** BSC 2020C (from Paramedic Core) may be used to meet GE Science.**

EMT Certificate Courses .....**		**College Credits**
EMS 1119C	Emergency Medical Technician (EMT)	6
EMS 1335	Emergency Vehicle Operator (EVOC)	1
EMS 1401L	EMT Lab	4

Total EMT Credits Required 11

Core Courses		**College Credits**
EMS 1337	Defensive Tactics	1
EMS 2231C	Paramedic Processes I	5
EMS 2232C	Paramedic Processes II	5
EMS 2233	Paramedic Processes III	2
EMS 2342	Advanced Extrication	1
EMS 2435L	Paramedic Lab I	5
EMS 2436L	Paramedic Lab II	5
EMS 2425	Paramedic Externship	4
EMS 2526	Twelve-Lead EKG Interpretation	1
EMS 2553	Pediatric Advanced Life Support (PALS)	1
EMS 2555	Basic Trauma Life Support (BTLS)	1
EMS 2552	Advanced Cardiac Life Support (ACLS)	1
DSC 2055	Issues in Disaster Response	1
EMS 2438C	Advanced Clinical Internship	2
BSC 2020C	Human Structure and Function	4
HSC 1531	Medical Terminology	3
____ ____	Other Approved College Credits (CCJ, EMS, FFP preferred)	_

Total Core Credits Required 43

Total Program Credits Required 73

• 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 84.

Courses		College Credits
LIN 1670	Writing and Grammar	3
	or higher English course	
____ ____	Humanities	3
MTB 1103	Business Math	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		College Credits
GRA 1121C	Desktop Publishing I	3
GRA 1162C	Intro to 3D Graphics	4
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 22

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

GRA 1122C	Desktop Publishing II	3
GRA 2156C	Computer Graphics II	4
GRA 2210C	Pre-press Assembly	4
PGY 1220C	Commercial Photography I	4
ART 2601C	Computer Art II	3
ART 2603C	Digital Imaging II	4
PGY 2802C	Digital Photography II	4
GRA 2142C	Web Design/Graphics	4
GRA 2164C	Advanced Graphics Projects	4
____ ____	Other Approved College Credits	_

Total Technical Credits Required 24

Total Program Credits Required for the Commercial Design Option 64

VISUAL ARTIST OPTION
Admission Program Objective Code A440C

Core Courses		College Credits
ARH 2050	Art History Pre-Renaissance	3
ARH 2051	Art History Renaissance to 18th Century Neo-Classicism	3
ART 1201C	Two Dimensional Design	3
ART 1203C	Three Dimensional Design	3
ART 1300C	Drawing I	3
ART 1301C	Drawing II	3
ART 2500C	Painting I	3
HUM 2920	Humanities Colloquium	
	or	
ART 1905	Independent Study in Art	1

Total Core Credits Required 22

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

ART 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
____ ____	Other Approved College Credits	_

Total Technical Credits Required 24

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 category; see page 84.

Courses		College Credits
LIN 1670	Writing and Grammar	3
	or higher English course	
____ ____	Humanities	3
MTB 1103	Business Math	3
	or higher math course	
____ ____	Science	4
____ ____	Social Science	3
____ ____	General Education Electives	2

Total General Education Credits Required 18

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

Core Courses		College Credits
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	Supervision I	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 (can be completed three times for credit)	3-9
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
ACG 2071	Managerial Accounting	3
ECO 2013	Economics I	3
STA 2023	Statistics	3
GEB 1011	Introduction to Business	3
GEB 2430	Business Ethics	3
____ ____	Other Approved College Credits	_

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 84.

Courses		**College Credits**
LIN 1670	Writing and Grammar	3
	or higher English course	
____ ____	Humanities	3
MAT 1033A	Intermediate Algebra	3
	or higher math course	
____ ____	Science	4
____ ____	Social Science	3
____ ____	General Education Electives	2

Total General Education Credits Required 18

Core Courses		**College Credits**
ETI 2110	Quality Tools I	3
ETI 2111	Quality Control II	3
ETI 1710	Occupational Safety	3
ETI 1411	Advanced Manufacturing Processes	3
ETI 1420	Properties of Materials and Cutting Tools	3
EGS 1110C	Engineering Graphics	3
ETD 1710	Fundamentals of Dimensioning and Tolerancing	4
ETD 2218	Geometric Dimensioning and Tolerancing	4

Total Core Credits Required 26

TECHNICAL ELECTIVES
With approval of an advisor, select 20 credits.

ETD 1003C	Electronics for Drafters	3
ETD 2219	Advanced Geometric Dimensioning and Tolerancing	4
ETD 2011	Industrial Print Reading	3
ETD 2250	Tolerance Stacks I	3
ETD 2251	Tolerance Stacks II	3
ETD 1310C	AutoCAD I	3
ETD 2364C	SolidWorks I	3
PMT 2406	Production Technology	3
PMT 2512	Production Technology II	3
____ ____	Other Approved College Credits	_

Total Technical Electives Required 20

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 84.

Courses		**College Credits**
LIN 1670	Writing and Grammar	3
	or higher English course	
____ ____	Humanities	3
MTB 1103	Business Math	3
	or higher math course	
____ ____	Science	4
____ ____	Social Science	3
____ ____	General Education Electives	2

Total General Education Credits Required 18

Core Courses		**College Credits**
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 (Post Production)	3
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 (can be completed four times for credit)	2-4
MVK 1211	Applied Piano (can be completed four times for credit)	2-4
____ ____	Other Approved College Credits	_

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 84.

Courses		College Credits
LIN 1670	Writing and Grammar	3
	or higher English course	
____ ____	Humanities	3
MAT 1033A	Intermediate Algebra	3
	or higher math course	
____ ____	Science	4
____ ____	Social Science	3
____ ____	General Education Electives	2

Total General Education Credits Required 18

Core Courses		College Credits
CIS 1000	Introduction to Computer Science	3
	or	
COP 1006	Intro to Programming Concepts and 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 1660	Intro to Network Security	3
CTS 1171	Desktop Support	3

Total Core Credits Required 21

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

CIS 1000	Introduction to Computer Science	3
	or	
COP 1006	Intro to Programming Concepts and Logic	3
COP 2220	Programming in C	3
COP 2010	Visual Basic	3
COP 2800	Java	3
CIS 1940	Internship-Computer Science (can be taken two times for credit)	3-6
GEB 1940	Internship-Business	3
____ ____	Other Approved College Credits	_

Total Technical Credits Required 24

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 Health Technology Programs Division for the most current information.

GENERAL EDUCATION
Select one course from each category; see page 84.

Courses		College Credits
ENC 1101	English Composition I	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

Total Core Credits Required 20

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

Total Core Credits Required 52

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 also 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 84.

Courses		College Credits
LIN 1670	Writing and Grammar	3
	or higher English course	
____ ____	Humanities	3
MAT 1033A	Intermediate Algebra	3
	or higher math course	
____ ____	Science	4
____ ____	Social Science	3
____ ____	General Education Electives	2

Total General Education Credits Required 18

Core Courses		College Credits
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

Total Core Credits Required 24

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 (can be completed two times for credit)	3-6
ACG 2001	Accounting I	3
BUL 2241	Business Law I	3
MNA 1345	Supervision	3
GEB 2430	Business Ethics	3
____ ____	Other Approved College Credits	_

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 (can be completed two times for credit)	3-6
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
____ ____	Other Approved College Credits (PLA, CJL preferred)	_

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 (required course for this option)	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 2430	Business Ethics	3
GEB 1940	Internship-Business (can be completed three times for credit)	3-9
____ ____	Other Approved College Credits	_

Total Technical Credits Required 21

Total Program Credits Required for the Medical Secretary Option 63

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 2432	Pathophysiology	4
HSA 1101	Introduction to Health Care	2
____ ____	Other Approved College Credits	_

Total Technical Credits Required 20*

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

* HIM 1000 can be used as a substitute for OST 1355.
**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.

• RADIOGRAPHY A.S.

Admission Program Objective Code 2050

Admission will be through a limited access application process. Students will be in class on the Niceville Campus, as well as attend clinical rotations at various health care facilities in the district. Graduates will be eligible to sit for the ARRT certification exam. Students interested in pursuing this program should contact the Division Director of Health Technology at (850) 729-6473.

GENERAL EDUCATION
Unless otherwise stated, select one course from each category; see page 84.

Courses		College Credits
ENC 1101	English Composition I	3
	or higher English course	
____ ____	Humanities	3
MAC 1105	College Algebra	3
	or higher math course	
BSC 2020C	Human Structure or Function	4
_____ _____	Social Science	3
DEP 2004	Human Growth and Development	3

Total General Education Credits Required 19

(continued next page)

RADIOGRAPHY (continued)

Core Courses		College Credits
RTE 1000	Introduction to Radiologic Technology	3
RTE 1503C	Radiographic Procedures I	4
RTE 1418C	Radiographic Techniques I	4
RTE 1804L	Radiographic Clinic I	3
RTE 1513C	Radiographic Procedures II	4
RTE 1457	Radiographic Techniques II	3
RTE 1613	Radiographic Physics	4
RTE 1814L	Radiographic Clinic II	3
RTE 2563	Radiographic Procedures III	3
RTE 1824L	Radiographic Clinic III	3
RTE 1834L	Radiographic Clinic IV	3
RTE 2573	Special Imaging Modalities	3
RTE 2385C	Radiographic Protection/Biology	3
RTE 2910	Directed Study	1
RTE 2844L	Radiographic Clinic V	3
RTE 2473C	Radiographic Tech III	4
RTE 2202	Administrative/Professional Concerns	1
RTE 2782	Radiographic Pathology	1
RTE 2854L	Radiographic Clinic VI	3
RTE 2061	Radiographic Seminar	2

Total Core Credits Required 58

Total Program Credits Required 77

RECREATION TECHNOLOGY A.S.

Admission Program Objective Code 2480

GENERAL EDUCATION
Select one course from each category; see page 83.

Courses		College Credits
ENC 1101	English Composition I	3
	or higher English course	
____ ____	Humanities	3
MAC 1105	College Algebra	3
	or higher/comparable math course	
____ ____	Science	4
____ ____	Social Science	3
____ ____	General Education Electives	2

Total General Education Credits Required 18

Core Courses		College Credits
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
____ ____	Selected Activity Courses	4
____ ____	Other Approved College Credits	_

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 84.

Courses		College Credits
LIN 1670	Writing and Grammar	3
	or higher English course	
____ ____	Humanities	3
MTB 1103	Business Math	3
	or higher math course	
____ ____	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		College Credits
THE 2100	Introduction to Theatre History	3
THE 2300	Dramatic Literature	3
TPA 1210	Stagecraft	3
TPA 1290	Technical Theatre Lab I (Scenic)	3
TPA 2220	Technical Theatre Lab II (Lighting)	3
TPP 2110	Acting I	3
HUM 2920	Humanities Colloquium	1
MVV 1211	Voice	2-4
	(can be completed four times for credit)	

Total Core Credits Required 22

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

THE 2071	Humanities Cinema Appreciation	3
THE 2080	Amateur Theatre	3
THE 2820	Introduction to Creative Dramatics	3
TPA 2276	Entertainment Technology – Crafts	3
TPP 2111	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 2301	Directing I	3
TPP 2311	Directing II	3
____ ____	Other Approved College Credits	_

Total Technical Elective Credits Required 24
Total Program Credits Required 64

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

COSTUMING SPECIALIZATION OPTION
Admission Program Objective Code A585E

Core Courses		College Credits
TPA 2232	Introduction to Costuming Technology	3
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
____ ____	Other Approved College Credits	_

Total Technical Elective Credits Required 16

Total Program Credits Required 64

DANCE SPECIALIZATION OPTION
Admission Program Objective Code A585B

Core Courses		College Credits
DAA 1200	Beginning Ballet I (can be completed four times for credit)	4-8
DAA 1201	Intermediate Ballet (can be completed four times for credit)	4-8
DAA 2202	Advanced Ballet (can be completed four times for credit)	4-8
DAA 1100	Beginning Modern Dance (can be completed four times for credit)	4-8
DAA 1101	Intermediate Modern Dance (can be completed four times for credit)	4-8
DAA 2610	Dance Composition	2
DAA 2683	Dance Performance (can be completed two times for credit)	2-4

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 (can be completed four times for credit)	1-4
DAA 1500A	Beginning Jazz Dance (can be completed four times for credit)	1-4
DAA 1501	Intermediate Jazz Dance (can be completed four times for credit)	1-4
DAA 1580	Musical Theatre Dance I (can be completed four times for credit)	1-4
DAA 2581	Musical Theatre Dance II (can be completed four times for credit)	1-4
DAA 2220	Pointe (can be completed four times for credit)	1-4
DAA 1520	Beginning Tap (can be completed four times for credit)	1-4
DAN 1750	Dance Conditioning (can be completed four times for credit)	1-4
TPA 1210	Stagecraft	3
TPA 2232	Introduction to Costuming Technology	3
TPA 2220	Technical Theatre II	3
____ ____	Other Approved College Credits	_

Total Technical Elective Credits Required 8-26

Total Program Credits Required
Dance Specialization Option 64

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

MUSICAL THEATER OPTION
Admission Program Objective Code A585C

Core Courses		College Credits
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 (can be completed four times for credit)	2-4
MVK 2221	Applied Piano II (can be completed four times for credit)	2-4
HUM 2920	Humanities Colloquium I	1
MUN ____	Music Ensembles	4

Total Core Credits Required 21-24

TECHNICAL ELECTIVES
With the approval of an advisor, select 22-25 credits from the following:

MUN 1000	Summer Ensemble I	3
MUN 1001	Summer Ensemble II	3
MUN 1002	Summer Ensemble III	3
MUN 1003	Summer Ensemble IV	3
MUT 1001	Fundamentals of Music	3
MUT 1641	Jazz Improvisation I	2
MUT 2642	Jazz Improvisation II	2
MUT 2351	Jazz Theory & Arranging	3
MUN ____	Music Ensembles (as needed)	4-12
M__ ____	Applied Music	4-12
DAA ____	Ballet, Jazz, Modern	4-12
____ ____	Other Approved College Credits	_

Total Technical Elective Credits Required 22-25

Total Program Credits Required
Musical Theatre Specialization Option 64

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

TECHNICAL THEATER OPTION
Admission Program Objective Code A585D

Core Courses		College Credits
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
MUM 1620	Audio and Acoustic Fundamentals	3

Total Core Credits Required 25

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

THE 2071	Humanities Cinema Appreciation	3
THE 2080	Amateur Theatre	3
THE 2820	Introduction to Creative Dramatics	3
TPA 2232	Introduction to Costuming	3
TPA 2276	Entertainment Technology – Crafts	3
TPP 2211	Acting II	3
ART 1203C	Three Dimensional Design	3
ART 1300C	Drawing I	3
TPP 1190	Rehearsal and Performance I	3
TPP 1191	Rehearsal and Performance II	3
TPP 1192	Rehearsal and Performance III	3
TPP 2301	Directing I	3
TPP 2311	Directing II	3
____ ____	Other Approved College Credits	_

Total Technical Elective Credits Required 21

Total Program Credits Required 64

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

CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA PROGRAMS

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, career and technical or 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 eleven (11) to forty-two (42) 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 OWC 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 Technology Management (Certificate)
- Audio Technology (Certificate)
- AutoCAD Foundations (Certificate)
- Business Management (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)
- Emergency Administrator and Manager (Certificate)
- Emergency Medical Technician (Certificate)
- Graphics Design Production (Certificate)
- Graphics Design Support (Certificate)
- Homeland Security Emergency Manager (Certificate)
- Infant/Toddler (Certificate)
- Information Technology Management (Certificate)
- Information Technology Technician (Certificate)
- Marketing Operations (Certificate)
- Medical Coder/Biller (ATD)
- Medical Office Management (Certificate)
- Microcomputer Repairer/Installer (Certificate)
- Office Management (Certificate)
- Office Specialist (Certificate)
- Paramedic (Certificate)
- Preschool (Certificate)
- Stage Technology (Certificate)

Career and Technical or Vocational Credit Certificates

Career and Technical or Vocational credit certificates are comprised of vocational credits, offered in the semester hour format and distinct from college credits or clock hours. The certificates are generally less than one year in length and are designed to prepare students for employment in selected occupational skill areas. Most 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 career and technical or 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.**

Career and Technical or 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 credit or a career and technical 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 career and technical or 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 career and technical or 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.

ACCOUNTING OPERATIONS

Admission Program of Study Code 5370

Career and Technical or Vocational Credit Certificate

Core Courses[1]		**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[2]
Select at least 9 credits from the following courses:

OTA 0940	Office Internship I (can be completed two times for credit)	2-4
OTA 0948	Office Internship II (can be completed two times for credit)	2-4
OTA 0949	Office Internship III (can be completed two times for credit)	2-4
____ ____	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**

ACCOUNTING TECHNOLOGY MANAGEMENT

Admission Program of Study Code 6370

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
____ ____	Other Approved College Credits	3
Total Core Credits Required		**27**

[1] College credit courses with the APA, ACG, or ACO prefix may be substituted for vocational credit courses in the core as appropriate; the college credit equivalent of any vocational course may be substituted for a core course(s); credit requirements within the core may be adjusted to accommodate substitution of college credit classes or of other vocational credit courses; however, at least 18 program credits must be in accounting skill courses.

ADMINISTRATIVE ASSISTANT

Admission Program of Study Code 5150

Career and Technical or 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[1]		**Vocational Credits**
OTA 0119	Introduction to Word Processing (OR: OTA 0103, OTA 0112 and OTA 0113)	3
MNA 0107	Fundamentals of Human Relations and Communication (OR: MNA 0100, MNA 0105 and COM 0____ Communication Skills I)	3
OTA 0420	Office Procedures and Records Maintenance (OR: OTA 0421 and OTA 0401)	3
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
OTA 0940	Office Internship I (can be completed two times for credit)	2-4
OTA 0948	Office Internship II (can be completed two times for credit)	2-4
____ ____	Other Approved Elective(s)	_
Total Technical Electives Required		**10**
Total Program Credits Required1		**35**

[2] Technical electives may be vocational or college credit as appropriate to the individual student's career goals.

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		College Credits
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	2
____ ____	Other Approved College Credits	1

Total Program Credits Required 15

AUTOCAD FOUNDATIONS

Admission Program of Study Code 6052

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		College Credits
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

BUSINESS 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		College Credits
GEB 1011	Introduction to Business	3
CGS 1100	Microcomputer Applications	3
ACG 2001	Accounting I	3
MAN 2021	Management	3

Total Core Credits Required 12

TECHNICAL ELECTIVES
With the approval 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 2430	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

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		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 1800	Early Childhood Program Administration	3

Total Program 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		College Credits
CHD 1223	Guidance for Young Children	3
DEP 2100	Child Growth and Development I	3
CHD 1430	Observing and Recording Child Behavior	3
CHD 2432A	Curriculum for Young Children I	3
HUN 2410A	Child Nutrition and Health	3
CHD 2322	Programs for Young Children	3
CHD 1531	Parenting Education	3
CHD 1941	Child Development Internship	3
EEX 2010	Introduction to Exceptional Children	3

Total Core Credits Required 27

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

CHD 2332A	Curriculum for Young Children II	3
CHD 2334A	Curriculum for Young Children III	3
CHD 2337A	Curriculum for Young Children IV	3
MTB 1103	Business Math	3
CHD 1941	Internship – Child Development (can be completed three times for credit)	3-9
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		College Credits
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 (can be completed two times for credit)	3-6
GEB 1940	Internship-Business (can be completed two times for credit)	3-6
____ ____	Other Approved College Credits	_

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
____ ____	Other Approved College Credits	_

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

Career and Technical or Vocational Credit Certificate

Core Courses		Vocational Credits
CJK 0031	CMS First Responder to Medical Issues	1.6
CJK 0040	CMS Firearms	2.7
CJK 0050	CMS Defensive Tactics	2.7
CJD 0710	Criminal Justice Legal I*	1.6
CJD 0711B	Criminal Justice Legal II*	1.8
CJD 0712B	Criminal Justice Communications	1.5
CJD 0713B	Interpersonal Skills I	2.3
CJD 0750	Interpersonal Skills II	1.8
CJD 0741	Emergency Preparedness	1
CJD 0752	Correctional Operations	2.2

Total Program Credits Required 18.2

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.

* Corrections academy students who plan to apply for the A.A.S. Degree in Criminal Justice Technology may with 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

Career and Technical or Vocational Credit Certificate

Students who successfully complete this program may apply these credits to the Administrative Assistant, Customer Service Representative, Hotel Operations and Supervision, and/or Office Software Specialist Vocational Certificates.

Core Courses		Vocational Credits
OTA 0119	Introduction to Word Processing	3
	(OR: OTA 0103, OTA 0112 and OTA 0113)	
MNA 0107	Fundamentals of Human Relations and Communications	3
(OR: MNA 0100, MNA 0105 and COM 010)		
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)	
____ ____	Other Approved Elective(s)	1-4

Total Technical Elective Required 6

Total Program Credits Required[1] 20

[1] With advance approval, college credit courses may be substituted for equivalent vocational credit courses and the total number of program credits required may be adjusted accordingly.

CUSTOMER SERVICE REPRESENTATIVE

Admission Program of Study Code 5570

Career and Technical or 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		Vocational Credits
MNA 0107	Fundamentals of Human Relations and Communications	3
	(OR: MNA 0100, MNA 0105 and COM 010)	
MNA 0161	Serving the Customer	1
____ ____	Professional Selling	1
COM 0101	Office Communications	2
____ ____	Basic Business Law and Ethics	1

Total Core Credits Required 8

TECHNICAL ELECTIVES
Select at least 12 credits from the following courses:

OTA 0119	Introduction to Word Processing	3
	(OR: OTA 0103, OTA 0112 and OTA 0113)	
OTA 0420	Office Procedures and Records Maintenance	3
	(OR: OTA 0421 and OTA 0401)	
MTB 0102	Mathematics for Business	2
ACO 0511	Electronic Bookkeeping	2
CGS 0516	Using Windows Spreadsheets I	1
CGS 0823	Essentials of the Internet	1
CGS 0530	Database Essentials I	1
OTA 0940	Office Internship I	2-4
	(can be completed two times for credit)	
OTA 0948	Office Internship II	2-4
	(can be completed two times for credit)	
____ ____	Other Approved Elective(s)	1-4

Total Technical Elective Credits Required 12

Total Program Credits Required[1] 20

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 2430	Business Ethics	3
MNA 2100	Organizational Behavior	3
GEB 1940	Internship-Business	3-9
	(can be completed three times for credit)	
SPC 1600	Speech	3
___ ____	Other Approved College Credits	_

Total Technical Electives Credits Required 6

Total Program Credits Required 18

DENTAL ASSISTING

Admission Program of Study Code 5000

Career and Technical or 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, as well as some course numbers and credits 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	2
DEA 0020L	Pre Clinical Practice Lab	3
DEA 0130	Allied Dental Theory	1
DEA 0803L	Clinical Practice I	3
DES 0830	Expanded Function Theory	1
DES 0830L	Skills Seminar	2

DEA 0852L	Clinical Practice II	5
DEA 0851L	Clinical Practice III	6
DES 0100	Dental Materials Theory	1
DES 0100L	Dental Materials Lab	2
DES 0200	Dental Radiology Lecture	1
DES 0200L	Dental Radiology Lab	3
DES 0211L	Dental Radiology Lab II	3
DES 0320	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 AUTHORING

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	
___ ____	Other Approved College Credits	_

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	
___ ____	Other Approved College Credits	_

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		College Credits
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	
___ ____	Other Approved College Credits	_

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		College Credits
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		College Credits
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 Approved College Credits	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 Courses		College Credits
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 2430	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 Approved College Credits	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		College Credits
CIS 1000	Introduction to Computer Science	3
GEB 1136	Foundations of e-Business	3
CTS 2101	Introduction to Windows	3
CET 1660	Intro to Network Security	3

Total Core Credits Required 12

TECHNICAL ELECTIVES
With the help of an advisor, select 9 credits from the following:

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
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 2430	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
____ ____	Other Approved College Credits	_

Total Technical Elective Credits Required 9

Total Program Credits Required 21

EARLY CHILDHOOD EDUCATION

Admission Program of Study Code 5020

Career and Technical or Vocational Credit Certificate*

Core Courses		College Credits
HEV 0115	Introduction to Early Childhood Education	1
HEV 0116	The Early Childhood Profession	4
HEV 0183	Early Childhood Internship I	10
HEV 0184	Early Childhood Internship II	5

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.

EMERGENCY ADMINISTRATOR AND MANAGER

Admission Program of Study Code 6093

College Credit Certificate

Students who successfully complete this certificate will have completed 24 credits applicable to the Emergency Administration and Management A.A.S. Degree Program.

Core Courses		College Credits
FFP 1881	Emergency Management Leadership	3
____ ____	Intro to State and County Government.	1
DSC 1552	Critical Infrastructure Protection	3
____ ____	Basic Search and Rescue	3
FFP 1833	Incident Management	2
FFP 1800	Disaster Education for Individuals and the Community	2
DSC 2214	Disaster Response Operation	3
FFP 1890	Emergency Management for the Tourism/Hospitality Industry	2
FFP 1880	Political and Policy Basis of Emergency Response	2
____ ____	College Credit Electives (Fire Science, Criminal Justice, Industrial Safety, Emergency Administration, or Homeland Security courses recommended)	3

Total Program Credits Required 24

EMERGENCY MEDICAL TECHNICIAN

Admission Program of Study Code 6096

College Credit Certificate

Admission will be through a limited access application process. Graduates of this program will be eligible to apply for the examination to become a Florida certified Emergency Medical Technical and a National Registry Emergency Medical Technician - Basic. Students Interested In pursuing this program should contact the Emergency Medical Services office at (850) 729-4924.

Core Courses		College Credits
EMS 1119C	Emergency Medical Technician	6
EMS 1335	Emergency Vehicle Operator	1
EMS 1401L	EMT Lab	4

Total Program Credits Required 11

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 2900	Independent Study – Graphic Art	1

Total Program Credits Required 15

HOMELAND SECURITY EMERGENCY MANAGER

Admission Program of Study Code 6094

College Credit Certificate

Students who successfully complete this certificate will have completed 24 credits applicable to the Emergency Administration and Management A.A.S. Degree Program.

Core Courses		College Credits
DSC 1004	Introduction to the NRP and NIMS	3
DSC 1013	Domestic and International Terrorism.	3
DSC 1552	Critical Infrastructure Protection	3
DSC 1751	Homeland Security Policy and Law	3
DSC 1222	Psychological Management of Disaster/Terror Victims	3
DSC 1631	Planning Considerations for Terror Prevention	3
DSC 1562	Homeland Security Threat Strategy	3
____ ____	College Credit Electives (Fire Science, Criminal Justice, Industrial Safety, Emergency Administration, or Homeland Security courses recommended)	3

Total Program Credits Required 24

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 Credits
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
CET 1660	Intro to Network Security	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 and 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
CDA 2523	Windows Client Operating System	3
CDA 2525	Windows Server Environment	3
CTS 1171	Desktop Support	3
____ ____	Other Approved College Credits	_

Total Technical Electives Required 15

Total Program Credits Required 30

• 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		College Credits
CGS 1550	Introduction to the World Wide Web	3
CDA 2500	Network Technology	3
CDA 2523	Windows Client Operating System	3
CET 1660	Introduction to Network Security	3

Total Core Credits Required 12

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 and 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
CDA 2525	Windows Server Environment	3
CTS 1171	Desktop Support	3
____ ____	Other Approved College Credits	_

Total Technical Electives Required 9

Total Program Credits Required 21

• LAW ENFORCEMENT BASIC

Admission Program of Study Code 5092

Career and Technical or Vocational Credit Certificate

Core Courses		Vocational Credits
CJK 0006	Law Enforcement CMS Introduction and the Law	2.3
CJK 0010	Law Enforcement CMS Human Issues	1.8
CJK 0015	Law Enforcement CMS Communications	2.7
CJK 0020	Law Enforcement CMS Vehicle Operations	1.6
CJK 0031	CMS First Aid for Criminal Justice Officers	1.6
CJK 0040	CMS Firearms	2.7
CJK 0050	CMS Defensive Tactics	2.7
CJK 0060	Law Enforcement CMS Patrol Operations	2
CJK 0070	Law Enforcement CMS Investigations	1.9
CJK 0075	Law Enforce. CMS Investigating Offenses	1.4
CJK 0080	Law Enforcement CMS Traffic Stops	2.2
CJK 0085	Law Enforcement Traffic Crash Investigations	1.1
CJK 0090	Law Enforcement CMS Tactical Applications	2
CJK 0421	Dart-Firing Stun Gun	2

Total Program Credits Required 26.2

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.

• 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		College Credits
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 the approval of an advisor, select 6 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
CGS 1550	Introduction to the World Wide Web	3
GEB 1940	Internship-Business (can be completed two times for credit)	3-6

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		College 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 2432	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		College Credits
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

TECHNICAL ELECTIVES
With the approval of an advisor, select 13 credits from the following:

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 2430	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	5
HIM 2432	Pathophysiology	4
HSA 1101	Introduction to Health Care	3
____ ____	Other Approved College Credits	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		College Credits
CET 2173C	Microcomputer Servicing	4
CET 2171C	PC Hardware A+	3
CET 2178C	Operating Systems	3
CTS 1171	Desktop Support	3
CET 2905	Independent Study	1
CET 2905A	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		College Credits
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 (can be completed two times for credit)	3-6
MAN 2021	Management	3
MTB 1103	Business Math	3
ACG 2001	Accounting I	3
OST 1355	Records Management	3
BUL 2241	Business Law I	3
GEB 1011	Introduction to Business	3
CGS 1570	Microcomputers for Business	3
____ ____	Other Approved College Credits	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		College Credits
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
With the approval of an advisor, select 6 credits from the following:

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

(Continued on next page)

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 2430	Business Ethics	
____ ____	Other Approved College Credits	_

Total Technical Elective Credits Required 6

Total Program Credits Required 18

PARAMEDIC

Admission Program Objective Code 6095

College Credit Certificate

Admission will be through a limited access application process. Graduates will be eligible to sit for the Paramedic certification exam. The curriculum forms the core of the Emergency Medical Services A.S. degree; students may "add on" general education credits and some college credit electives to the Paramedic certificate and earn the A.S. degree. Students interested in pursuing this program should contact the Emergency Medical Services office at (850) 729-4924.

Core Courses		College Credits
EMS 1337	Defensive Tactics	1
BSC 2020C	Human Structure and Function	4
EMS 2231C	Paramedic Processes I	5
EMS 2232C	Paramedic Processes II	5
EMS 2233	Paramedic Processes III	2
EMS 2342	Advanced Extrication	1
EMS 2425	Paramedic Externship	4
EMS 2435L	Paramedic Lab I	5
EMS 2436L	Paramedic Lab II	5
EMS 2438C	Advanced Clinical Internship	2
EMS 2526	Twelve-Lead Electrocardiogram (EKG) Interpretation	1
EMS 2553	Pediatric Advanced Life Support	1
EMS 2555	Basic Trauma Life Support	1
EMS 2552	Adv Cardiac Life Support	1
DSC 2055	Issues In Disaster Response	1
HSC 1531	Medical Terminology	3

Total Program Credits Required 42

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		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 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		College Credits
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

Career and Technical or 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		Vocational Credits
STS 0805***	Basic Anatomy & Physiology I	2
STS 0806***	Basic Anatomy & Physiology II	2
STS 0804C	Surgical Microbiology	2
HSC 0001	*Orientation to Health Care	1
STS 0003	Introduction to Surgical Technology	2
STS 0807	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 0810A	Surgical Procedures I	5
STS 0255L	Surgical Technology I Clinical Practice	8
STS 0936	Seminar in Surgical Technology	2
STS 0820	Surgical Procedures II	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.

*** BSC 2020C may be substituted for STS 0805 and STS 0806.

EDUCATOR PREPARATION INSTITUTE (EPI)

EDUCATOR PREPARATION INSTITUTE

The Educator Preparation Institute (EPI) is an alternative fast-track route to Florida teacher certification. The program is designed for students who have at least a bachelor's degree from a regionally accredited college or university, but who may lack education courses necessary to become teachers in Florida.

The EPI program consists of 21* EPI credits. This includes 7 core courses and 2 field experience classes.

Students must demonstrate competency in the 12 Florida Educator Accomplished Practices as well as complete all course work with a grade of C or higher.

Other program requirements are completion of the Florida Teacher Certification Exams. These are General Knowledge, Subject Area and Professional Education. The EPI program prepares students for the Professional Education Exam by teaching students education pedagogy, classroom methods and giving practical classroom experience.

EPI credits are non-transferrable and are not considered college credit. EPI courses generate a separate EPI transcript.

Courses in the EPI program are short-term intensive classes. They are 45, 30 or 15 contact hours. Most classes are offered in a blended format with a combination of classroom and distance learning instruction.

While enrolled in the program students must request an Official Statement of Status of Eligibility from the Florida Department of Education Bureau of Educator Certification and must complete a level 2 background screening which includes fingerprints sent to the Florida Division of Law Enforcement and the Federal Bureau of Investigation.

This program can be completed in 2 semesters if students attend all classes in the order that they are offered.

EDUCATOR PROFESSIONAL INSTITUTE
Admission Program of Study Code F100

Core Courses	Institutional Credits	
EPI 0001	Classroom Management	3
EPI 0002	Instructional Strategies	3
EPI 0003	Technology	3
EPI 0004	Teaching and Learning Process	3
EPI 0010	The Foundations of Research-Based Practices in Reading	3
EPI 0020	Professional Foundations	2
EPI 0030	Diversity	2
EPI 0940	Professional Foundations – Field Experience	1
EPI 0945	Diversity – Field Experience	1

Total Core Credits Required 21*

*** At catalog press time, changes to this program were under consideration by the State of Florida that would add three more credits to this program, increasing the total credit hours for this program to 24. Contact the Office of Instructional Services or Enrollment Services to receive updated information.**

EPI 0001*
Classroom Management,
3 Institutional Credits,
(Offered as needed)
This course prepares the student to set up and maintain a classroom. Students will learn to utilize various styles of presentations and to employ varied teaching strategies including technology. Students will learn to research best practices of effective instruction and will build a developmental assessment and professional portfolio demonstrating mastery of competencies. Topics will include: record keeping, classroom management, school safety, sunshine state standards, creating content area objective based lesson plans, conducting parent conferences, assessment techniques, implications of FCAT and other standardized tests, professional ethics, and school law and the teacher. Prerequisite: Bachelors Degree.

EPI 0002*
Instructional Strategies,
3 Institutional Credits, (Offered as needed)
This course prepares the student to become proficient in the application of a variety of instructional strategies and to develop effective lesson plans that infuse technology. Topics include learning styles, Bloom's taxonomy, lesson plan development, varied instructional presentation styles, cooperative learning, group learning, contextual learning, project-based learning, behavioral management, accommodations for exceptional students. Prerequisite: Bachelors Degree.

EPI 0003*
Technology,
3 Institutional Credits
(Offered as needed)
This course prepares the student to employ technology as an integral part of the teaching and learning process. Instruction is provided in commonly used software suites and on the internet. Topics include: computer-based record keeping, multimedia presentations, content area instructional strategies, internet resources, webquests, webpage development, computer-aided instruction, integration of technology and the learning process and copyright and fair use guidelines. Prerequisite: Bachelors Degree.

EPI 0004*
Teaching and Learning Process,
3 Institutional Credits,
(Offered as needed)
This course provides the student with a foundation in various learning theories as applied in the instructional process. Standardized testing, test interpretation and use of results are stressed. Topics will include stages of development, learning theories, motivation and persistence, intelligence, exceptionalities, standardized testing, critical thinking, multiple intelligences and second language acquisition. Prerequisite: Bachelors Degree.

EPI 0009*
Foundations of Language and Cognition,
3 Institutional Credits,
(Offered as needed)
This course teaches language structure and function and cognition of phonemic awareness, phonics, fluency, vocabulary, and comprehension. This instruction is grounded in scientifically-based research. Prerequisite: Bachelors Degree.

EPI 0010*
The Foundations of Research-Based Practices in Reading,
3 Institutional Credits,
(Offered as needed)
This course teaches language structure and function and cognition of phonemic awareness, phonics, fluency, vocabulary and comprehension. Instruction is grounded in scientifically-based reading research as a mechanism to inform instructional practice. Topics include: evidence about learning to read; introduction to phonemes, morphemes, inflection and derivations; strategies for teaching basic decoding; building vocabulary; techniques for building fluency, vocabulary and reading comprehension; the reading and writing connection; and reading in content areas. Prerequisite: Bachelors Degree.

EPI 0020*
Professional Foundations,
2 Institutional Credits,
(Offered as needed)
This course provides the foundation for becoming a productive member of the teaching profession. Students will gain understanding of the organization and administration of the public school, the laws governing teachers, the code of ethics, and the purpose of schools. This module develops a professional perspective and creates a sense of grounding in the profession of teaching. Topics will include history, philosophy, school governance, school finance, school law, ethics and excellence, purpose of schools and continuing professional development. Prerequisite: Bachelors Degree.

EPI 0030*
Diversity,
2 Institutional Credits,
(Offered as needed)
This course provides the student with an understanding of the variety of backgrounds and cultures that may be found in a typical classroom. It addresses how social class, religion, language, gender differences, culture and ethnicity, physical differences, and prejudices have an effect on how a student learns. The course will also cause the participant to reevaluate personal beliefs and prejudices that may adversely affect the learning process. Prerequisite: Bachelors Degree.

EPI 0940*
Professional Foundations – Field Experience,
1 Institutional Credit,
(Offered as needed)
This course provides a 15 hour field experience segment in a public, charter, or accredited private school for the EPI 0020 module Prerequisite: Bachelors Degree, EPI 0020.

EPI 0945*
Diversity – Field Experience,
1 Institutional Credit,
(Offered as needed)
This course provides a 15 hour field experience segment in a public, charter, or accredited private school for the EPI 0030 module. Prerequisite: Bachelors Degree, EPI 0030.

ADULT GENERAL EDUCATION

ADULT GENERAL EDUCATION

Okaloosa-Walton College offers a comprehensive adult general education program, with course work in Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL) and General Education Development (GED), to include a GED testing program. Courses are tuition free for qualifying adults sixteen (16) years and older who do not have a high school diploma or have assessed literacy levels below the ninth grade. Student with a high school diploma with assessed literacy levels above the ninth grade may elect to enroll in these classes on a fee-paying basis. Materials are provided at no cost to the student. Students may enroll throughout the year, at any time during the semester. Classes are offered day and evening at each OWC campus and center location, except the OWC Eglin and Hurlburt Centers.

Adult Basic Education Course

Adult Basic Education at OWC consists of individualized and small group instruction with lab support leading to the 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 levels: beginning, basic, intermediate, and advanced. Classes are free to adults whose academic skills are assessed below the ninth grade level.

General Education Development (GED) Preparation Course

GED classes prepare students to take the General Education Development examination, which leads to the State of Florida High School Diploma. Instruction is targeted at the secondary level with subject content in the areas of writing, social studies, science, reading, and mathematics. Classes are free to the student who does not have a high school diploma or equivalency.

The OWC Testing Center offers the Official GED Examination throughout the academic year. Prior to registering, students must attend a GED orientation course and obtain a referral form. Students must register in advance for the exam and pay a $50 examination fee. Testing is offered at the Niceville and Fort Walton Beach Campuses and at the Chautauqua Center in DeFuniak Springs.

GED Fast Track Orientation and Preparation Course

In the 12 contact hour course, students are administered the Test of Adult Basic Education (TABE). Student scoring below 9th grade on the TABE receive basic skill instruction, orientation, and referral into the ABE program. Students scoring 9th grade level or above on the TABE, continue to prepare for the GED Examination. GED preparation instruction includes the GED Practice Test, test taking strategies, essay writing assignments, and the use of a graphing calculator. Students who will benefit from additional academic instruction are referred to the semester-long, open entry GED program. Students who complete the 12-hour fast- track course and are ready to take the Official GED Examination are given a referral form to register for the test.

English for Speakers of Other Languages (ESOL) Course

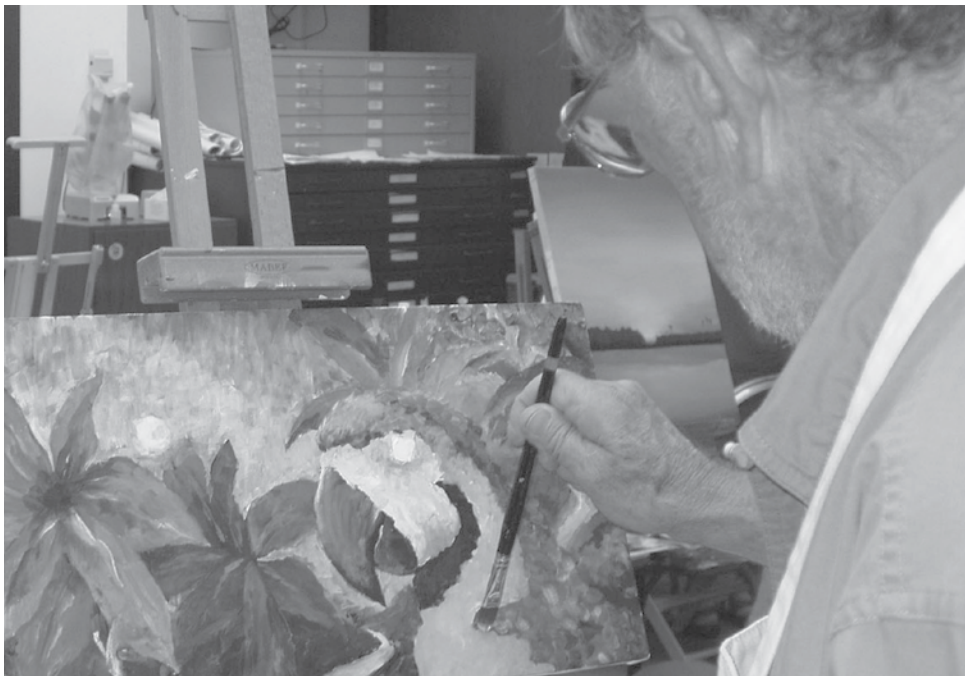
ESOL classes are eligible to students who are in the United States legally and have a primary language other than English. ESOL classes are designed to prepare students to communicate effectively in a multi-faceted society. This course is divided into seven literacy levels. Students are administered the CASAS test for placement into a literacy level. Course content is compatible with principles of language acquisition for adult learners of English and includes skills useful in both workplace life and academic applications.

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.

See page 125 for Adult General Education courses.

CONTINUING EDUCATION



CONTINUING EDUCATION PROGRAMS

OWC offers a variety of non-credit instructional options for individuals and groups wishing to pursue their educational goals out-side 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.

Corporate Training Institute

The Corporate Training Institute, 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 OWC Corporate Training Institute 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 con-tent 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, finance, consumer education and a variety of courses to meet the needs of the community. Fees vary with the length and type of course offered; most classes are held on the Niceville campus.

PRIME TIME

The Prime Time program offers a wide selection of non-credit courses for adults of all ages who are interested in leisure learning. Courses range from art, politics, foreign language, and computers, to lunch & learns, trips and tours. The main objective of these classes is for personal enrichment, therefore students learn at their own pace, without the stress of grades and tests. 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.

Professional Certification/ Testing

OWC offers a variety of professional certification and testing services For information contact the Career Resource Center at 729-5227.

Information Technology Certifications (Prometric) Designed for software and technology professionals, exams offered at OWC include: Microsoft Certified Systems Engineer (MCSE) and a Microsoft Certified Systems Administrator (MCSA), UNIX, LINUX, A+, Network +, Cisco Certified Network Associate (CCNA), Certified Novell Administrator (CNA) and Certified Novell Engineer (CNE).

Microsoft Office Specialist (Certiport) OWC offers the official Microsoft Office certification for desktop productivity in the following areas: Word, Excel, Outlook, PowerPoint, Access, and Project.

Florida Ready to Work is an online assessment, training, and career database through which completers obtain a Ready to Work credential.

Student Career and Competency Assessments

The following are offered through the OWC Career Resource Center:

CareerScope offers a broad range of career assessment measures, including an interest and aptitude to assist individuals develop a career plan.

FBAT (Florida Basic Abilities Test) is a required exam for all individual planning to enroll in either the OWC Law Enforcement Academy or Corrections Academy.

Hogan's Personality Assessment is administered only to the individuals in the OWC Dental Assisting and Surgical Technology programs.

Keirsy Temperament Sorter II® (KTS®-II) is a personality instrument that helps individuals discover their personality type. The KTS™-II is based on Dr. David Kersey's Temperament theory. It helps individuals gain insight into themselves and the people around them, to aid in selecting a career or work environment.

OccuBrowse+ provides quick and easy access to Career, Occupational, Employment, Wage and Training information.

Skills Tutor is delivered online and can be used as a teacher-aided instructional tool or as a one-on-one tutoring resource for individualized instruction, diagnostic testing, assignments and more.

TABE (Test of Adult Basic Skills) assesses literacy level work-skills in speaking, listening, reading, and writing.

GENERAL COURSE INFORMATION: NUMBER/AREA/PREFIX

GENERAL COURSE INFORMATION

Florida's 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 numbering system is used by all public postsecondary institutions in Florida and 33 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 pre-fixes 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 disci-pline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Number-ing 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 "course equivalency profiles."

EXAMPLES OF COURSE INDENTIFIER

PREFIX	LEVEL CODE (1ST DIGIT)	CENTURY DIGIT (2ND DIGIT)	DECADE DIGIT (3RD DIGIT)	UNIT DIGIT (4TH 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 35 different postsecondary institutions. Each institution uses "SYG_010" to identify its social problems course. The level code is the first digit and rep-resents 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 that meets in the same place at the same time. 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 meets 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. The same course is offered at a state university as SYG 2010. A student who has successfully complete SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for success-fully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that 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 assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary 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 statewide course numbering system shall be awarded credit by the re-ceiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educa-tional institutions, and participating nonpublic postsecondary educa-tional institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, re-gardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accred-iting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institu-tional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

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 not offered by the receiving institution
B. Courses with the last three digits ranging from 900-999 (e.g., ART 2905)
C. College preparatory and vocational preparatory courses
D. Internships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999
E. Applied performance or studio courses in Art, Dance, Interior Design, Music and Theatre
F. Skills courses in Criminal Justice
G. Graduate courses
H. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Senior Vice President in the Office of Instructional Services, Building A, Niceville Campus of 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 call-ing the Statewide Course Numbering System office at (850) 245-0427, SunCom (850) 205-0427 or via the internet at http://scns.fldoe.org.

COURSE PREFIXES

DEPARTMENT/ PROGRAM AREA	PHONE NUMBER	COURSE PREFIXES
Advanced Technology and Design	729-5218	ARC, ART, BCN, BCT, CET, EGS, ETD, ETG, ETI, GRA, PMT, PGY, SUR, TAR
Allied Health		DEA, DES, EMS, NUR, RTE, STS
Dental Assisting	729-6444	
Nursing	729-6400	
Paramedic	729-6400	
Radiography	729-6400	
Surgical Technology	729-6400	
Athletics, Health, and Fitness	729-5379	DAA, HLP, HSC, PEL, PEM, PET, PEO
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	COM, CRW, ENC, ENG, FRE, LIN, LIS, LIT, ORI, REA, SPA, SPC, SPN
Computer Science	729-5369	CDA, CEN, CET, CGS, CIS, COP, CTS
Education	729-5322	EDF, EDG, EDP, EEX, EME, EPI
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
Mathematics	729-5377	MAC, MAP, MAS, MAT, MFG, MGF, MTB, STA
Military Science (ROTC)	729-6022	MSL
Public Safety	729-5378	CCJ, CJC, CJD, CJE, CJK, CJL, CJT, DSC, EMS, FFP
Sciences	729-5376	AST, BOT, BSC, CHM, ESC, EVS, GLY, HUN, ISC, MCB, MET, OCE, PCB, PHY, PSC, ZOO
Social Sciences	729-5391	AMH, ANT, CLP, DEP, EDF, EDG, EDP, EEX, EME, EUH, GEA, GEO, INR, ISS, LIS, PPE, POS, POT, PSY, SLS, SOW, SYG, WHO

SUBJECT AND COURSE PREFIX LISTINGS

SUBJECT	COURSE PREFIXES
Accounting	ACO, ACG, TAX
Anthropology	ANT
Archeology	ANT
Art	ART, PGY
Art History	ARH
Astronomy	AST
Biology	BOT, BSC, MCB, OCE, PCB, ZOO
Botany	BOT
Building Construction	BCN, BCT
Business	FIN, GEB
Business Law	BUL
Chemistry	CHM
Child Development	CHD, DEP, FAD, HEV
Computer Science	CDA, CGS, CIS, COP, CET, CEN, CTS
Communications	COM
Criminal Justice	CCJ, CJC, CJD, CJE, CJK, CJL, CJT
Dance	DAA, PEM, DAN
Dental Assisting	DEA, DES
Domestic Security	DSC
Drafting	BCN, EET, EGS, ETD, ETG, TAR
Early Childhood/Family	CHD, FAD, HEV
Earth Science	ESC
Economics	ECO
Education	EME, EDF, EDG, EDP, EEX, EPI
Engineering Technology	ETD, ETG
English	COM, CRW, ENC, ENG, LIN, REA
Environmental Sciences	EVS
Fire Science	FFP
French	FRE
Geography	GEA, GEO
Geology	GLY
Graphic Design	ART, GRA, PGY
Health Education	HSC
History	AMH, EUH, WOH
Hospitality Mgmt.	HFT
Humanities	ARH, HUM, MUH, PGY, PHI, REL, THE
Insurance	RMI
Legal Assisting	PLA
Legal Secretary	OST
Library Science	LIS
Literature	AML, ENL, LIT
Management	MAN, MNA
Manufacturing	ETI, PMT
Marketing	MAR, MKA
Mathematics	MAC, MAP, MAS, MAT, MFG, MGF, MTB, STA
Medical Office Skills	OST, HSC, HIM, HSA
Medical Reporting	OST, HSC, HIM, HSA
Meteorology	MET
Military Science (ROTC)	MSL
Multimedia	ART, GRA, PGY
Music	MUH, MUN, MUS, MUT, MVB, MVK, MVP, MVS, MVV, MVW
Nursing	NUR
Nutrition	HUN
Oceanography	OCE
Office Skills	CGS, OST, OTA, COM
Paramedics	EMS
Philosophy	PHI
Photography	PGY
Physical Education	HLP, PEM, PET, PEL, HSC
Physical Science	ISC, PHY, PSC
Physics	PHY
Political Science	POS, POT
Psychology	CLP, DEP, EDP, PPE, PSY
Radiology	RTE
Reading	REA
Religion	REL
Theatre	THE, TPA, TPP
Safety & Quality Control	ETI
Sign Language	SPA
Spanish	SPN
Speech and Debate	COM, ORI, SPC
Sociology	INR, SOW, SYG
Surgical Technology	STS
Surveying	SUR
Wellness	HUN, HLP, PEM
Zoology	ZOO

ADULT GENERAL EDUCATION COURSES

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.

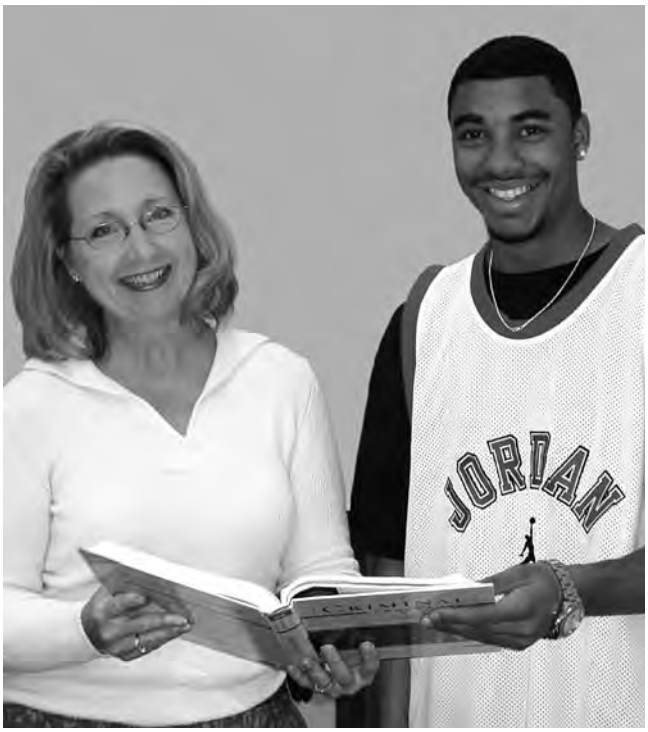
XGE ___*
GED Comprehensive Preparation
This course provides skill and knowledge building for each of the GED subject areas of math, science, reading, social studies, and English.

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.

COLLEGE PREPARATORY COURSES



COLLEGE PREPARATORY COURSES

ENC 0020*
College Preparatory English A,
4 college prep credits,
(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,
(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 ENC 0020 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,
(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,
(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,
(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,
(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. Corequisite: SLS 1101.

REA 0002*
College Preparatory Reading, Level 2,
3 college prep credits
(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

VOCATIONAL CREDIT COURSES

Vocational credit, offered in the standard semester hour format and distinct from clock hours, are credits that can be used for the awarding of Career and Technical or Vocational Certificates. In addition, vocational credit may articulate to college credit and applied to college credit certificates, A.A.S. or A.S. degree programs. Student should work closely with an advisor to plan their studies in a way to take advantage of this opportunity.

ACO 0511*
Electronic Bookkeeping,
3 Vocational Credits,
(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,
(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,
(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,
(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,
(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,
(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,
(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. Pre-requisite: Knowledge of Windows and basic typing skills would be helpful.

CGS 0545*
Using Database Software,
3 Vocational Credits,
(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,
(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,
(Offered as needed)
A general introduction to Windows operating system.

CGS 0562*
Exploring Windows II,
1 Vocational Credit,
(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,
(Offered as needed)
An introduction to the required hardware, software, procedures and uses of the World Wide Web and the Internet.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.

CJD 0710*
Criminal Justice Legal I,
1.5 Vocational Credits,
(Offered as needed)
Criminal Justice Legal I provides an introductory overview of the Criminal Justice System and a history of law. The foundation and basic components of law are studied with specific focus upon officer application. Court procedure and testimony are examined. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0711B*
Criminal Justice Legal II,
1 Vocational Credit,
(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,
1.5 Vocational Credits,
(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,
2.5 Vocational Credits,
(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,
(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,
1.75 Vocational Credits,
(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,
2 Vocational Credits,
(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,
2.25 Vocational Credits,
(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,
(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,
2.75 Vocational Credits,
(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,
1.5 Vocational Credits,
(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. Windows operating system.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.

CJK 0031*
CMS First Aid for Criminal Justice Officers, 1.5 Vocational Credits, (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, 2.75 Vocational Credits, (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 safety 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, 2.75 Vocational Credits, (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, (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, (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, 1.5 Vocational Credits, (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, (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, (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, (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.

CJK 0125*
Cross-Over Correctional to CMS Law Enforcement Introduction, 3.5 Vocational Credits, (Offered as needed)
This course is a part of the Correctional to CMS Law Enforcement Crossover program. It is established for the purpose of providing supplemental training for persons previously or currently employed as a correctional officer. The course provides job-related training for corrections officers who desire to become full-time or part-time law enforcement officers that require entry level certification in accordance with Chapter 11B-35, Florida Administrative Code, and Chapter 943, Florida Statutes.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.

CJK 0421*
Dart Firing Stun Guns,
.25 Vocational Credit,
(Offered as needed)
This course is a component of the Law Enforcement/Corrections CMS Basic Recruit Academy. It is designed to prepare prospective officers in the proper use of the Dart Firing Stun 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 0780*
Cross-Over Law Enforcement to Corrections,
1 Vocational Credit,
(Offered as needed)
This course is a component of the Corrections Cross-Over Basic Recruit Academy. This course is designed to enhance Law Enforcement recruits' awareness and understanding of corrections and tot teach student skills which will enable them to cross-train into the corrections profession. This course includes classroom instruction. This course is open only to students who have successfully completed the Law Enforcement Basic Recruit Academy and passed the state certification examination for Law Enforcement. Prerequisite: Law Enforcement Basic Recruit Training Program.

COM 0101*
Office Communications,
2 Vocational Credits,
(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 Word processing with Windows I.

DEA 0020*
Pre-Clinical Procedures Theory,
2 Vocational Credit,
(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,
(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,
(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 0803L*
Clinical Practice I,
3 Vocational Credits,
(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 0852L*
Clinical Practice II,
5 Vocational Credits,
(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,
(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.

DEA 0936*
Dental Assisting Seminar,
2 Vocational Credits,
(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 Radio-graphic 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.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.

DES 0100*
Dental Materials Theory,
1 Vocational Credits,
(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.
Corequisite: DES 0100L.

DES 0100L*
Dental Materials Lab,
2 Vocational Credits,
(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. It is a competency based lab that accompanies the theory course and 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 0200*
Dental Radiology Lecture,
1 Vocational Credit,
(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. Corequisite: DES 0200L.

DES 0200L*
Dental Radiology Lab,
3 Vocational Credits,
(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. Corequisite: DES 0200.

DES 0211L*
Dental Radiology Lab II
3 Vocational Credits,
(Offered as needed)
This laboratory course assists students in additional radiographic performance techniques to include surveys on patients with varied dentitions. Students practice more advanced radiographic exposure techniques, interpretation, additional darkroom procedures, identification of landmarks and distinguishing various radiographic pathology. Clinical radiographic skills necessary to produce diagnostic quality X-rays including bitewings, periapical radiographs, and panoramic surveys on live patients will be covered. Emphasis is on patient and operator safety guidelines and producing diagnostic quality radiographs. Prerequisites: DES 0400, DEA 0020, DEA 0020L, DES 0210L. Corequisites: DES 0210 or DEA 0803L or DEA 0852L

DES 0320*
Interpersonal Communications Skills,
1 Vocational Credit,
(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,
(Offered as needed)
This course is designed to familiarize the dental assisting student with the basic concepts and considerations regarding pharmacology and pharmaceutics 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.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.

DES 0830*
Expanded Function Theory,
1 Vocational Credit,
(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.

DES 0830L*
Skills Seminar,
2 Vocational Credits,
(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.

DES 0840*
Dental Science,
1 Vocational Credit,
(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 are included.

DES 0930*
Dental Anatomy Seminar –
Head and Neck,
1 Vocational Credit,
(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,
(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,
(Offered as needed)
A course that covers strategies for implementing and managing safety programs.

HEV 0115*
Introduction to Early
Childhood Education,
1 Vocational Credit,
(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,
(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,
(Fall, Spring)
This course provides students with practice as preschool teachers. Students will acquire competence in activities and development of infants, toddlers, preschoolers, school age children to age eight, and special needs children. Prerequisite: HEV 0115.

HEV 0184*
Early Childhood Internship II,
5 Vocational Credits,
(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,
(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, 10 other
(Offered Fall)
This course provides initial health care learning needs for the surgical technologist. It includes bloodborne pathogens; an overview of the healthcare delivery system; ethical and legal issues in healthcare; safety and security issues; biopsychosocial needs of the patient, concepts of wellness and illness; communication techniques; information systems, and an emphasis on introduction to medical terminology using computer-assisted instruction. The concept of critical thinking is introduced. Use of computers is required for assignment completion.

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MNA 0103*
Human Relations in the Business Environment,
1 Vocational Credit,
(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,
(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,
(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,
(Offered as needed)
Includes the critical skills necessary to be a dynamic and successful customer service representative; emphasis is placed upon interpersonal communication skills, strategies to create positive customer relationships and practical approaches to minimizing customer dissatisfaction.

MTB 0102*
Mathematics for Business I,
2 Vocational Credits,
(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,
(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,
(Offered as needed)
Basic keyboarding skills and techniques.

OTA 0112*
Word Processing with Windows I,
1 Vocational Credit,
(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,
(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,
(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,
(Offered as needed)
Integration of keyboarding and word processing techniques.

OTA 0401*
Maintaining Records,
1 Vocational Credit,
(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,
(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,
(Offered as needed)
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,
(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 OTA 0935C Business Forms and Electronic Calculators. Students may retake the course as desired when the topic changes.

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OTA 0940*
Office Internship I,
2 Vocational Credits,
(Offered as needed)
Designed to allow skill building through individualized work-based learning and on-the-job experiences; specific learning objectives are dependent upon the job location and the student's skill level at the time. May be taken four times for credit. Prerequisite: OTA 0112 and OTA 0421.

OTA 0948*
Office Internship II,
2 Vocational Credits,
(Offered as needed)
A second level of individualized work-based learning experiences designed to provide on-the-job opportunities to refine office skills; specific learning objectives are dependent upon the job location and the student's skill level at the time. May be taken four times for credit. Prerequisite: OTA 0940.

OTA 0949*
Office Internship III,
2 Vocational Credits,
(Offered as needed)
Work-based learning experiences for students with higher level office skills; specific learning objectives are dependent upon the job location and the student's skill level at the time. May be taken four times for credit. Prerequisites: OTA 0948.

STS 0003*
Introduction to Surgical Technology,
2 Vocational Credits,
(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 surgical technology, roles of the surgical technologist and team members; professionalism and scope of practice, legal/ethical issues; the physical surgical environment; biopsychosocial needs of the surgical patient, preoperative patient preparation, vital signs and other concepts related to intraoperative homeostasis, responsibilities of the circulating assistant, special patient populations, biomedical sciences: computer science, electricity, physics; and concepts of communication, teamwork, and leadership. Assistant circulator patient skills such as vital sign measurement and foley catherization are practiced. Diagnostic Procedures are introduced. New medical terms are introduced throughout. Prerequisite: Admission to the Surgical Technology program.

STS 0255L*
Surgical Technology I
Clinical Practice,
8 Vocational Credits,
(Spring)
Students will practice detailed procedures and special techniques in clinical settings throughout the community under the supervision of clinical preceptors. The focus is the scrub role. Assignments will vary based on facility operating room schedules, however initial emphasis will be on Core Basic procedures and appropriate Levels as defined by the AST 5th Core Curriculum within the surgical specialties, and according to student learning needs. Prerequisite: STS 0804, HSC 0001, STS 0003, STS 0807; Corequisite: STS 0803, STS 0806, STS 0810A.

STS 0256L*
Surgical Technology II
Clinical Practice,
8 Vocational Credits,
(Summer)
Students will practice detailed procedures and special techniques in clinical settings throughout the community under the supervision of clinical preceptors. The focus is the scrub role. Assignments will vary based on facility operating room schedules. Students will build on skills practiced in STS 255L and will expand knowledge in Core Basic and Specialty procedures, and will pursue opportunities with Intermediate and Advanced procedures, as defined by the AST 5th Core Curriculum within the surgical services, and according to student learning needs. Prerequisite: STS 0255L Corequisite: STS 0936; STS 0820.

STS 0803*
Pharmacology and Anesthesia for the Surgical Technologist,
1 Vocational Credit,
(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 use by the surgical technologist. Prerequisite: HSC 0001, STS 0003, STS 0807, STS 0808L.

STS 0804C*
Surgical Microbiology,
2 Vocational Credits,
(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,
(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,
(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.

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STS 0807*
Principles and Practice of Surgical Technology Theory, 2 Vocational Credits, (Fall)
This course provides the student with theoretical foundations of practice in the perioperative environment in the scrub role. Principles of aseptic technique, sterilization and disinfection, care and handling of instrumentation, supplies and equipment, intraoperative techniques and surgical case management are presented. Selected classes include guest speakers from surgical supply/ equipment companies. Some lab skills practice is included.

STS 0808L*
Principles and Practice of Surgical Technology Lab, 6 Vocational Credits, (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. Circulating assistant patient care skills such as vital sign measurement and urinary catheterization are practiced. Students practice skills individually and in teams. During the second half of the semester, students will orient to the clinical setting and learn non-scrub roles, with post-conference discussion. Students must be able to identify and handle selected instruments and supplies during simulated skills practice and examination, as well as to successfully demonstrate key case management skills during a final clinical readiness exam, to progress in the program. Prerequisite: Admission to the Surgical Technology Program; Corequisite: STS 0807.

STS 0810A*
Surgical Procedures I, 5 Vocational Credits, (Spring)
This interactive course provides the student with an introduction to surgical specialties, selected surgical procedures with associated pathophysiology, and special techniques. Surgical specialties are: General, Obstetrics & Gynecology, Urology, Orthopedic, Plastic & Reconstructive, Otolaryngology, Oral & Maxillofacial, Opthalmology, Peripheral Vascular, Neurosurgery, and Cardiothoracic Surgery. Students will use a Case Study Report format to research selected procedures within small groups, and provide oral report/discussion on a weekly basis. Emphasis is on Core surgical procedures, however several Intermediate and Advanced surgical procedures are taught, as defined by the Core Curriculum for Surgical Technology, 5th edition. Students will use computer-assisted instruction to expand knowledge of medical terminology of body systems. Some travel required for periodic field trips. Prerequisite: STS 0805, STS 0804, HSC 0001, STS 0003, STS 0807, STS 0808L; Corequisite: STS 0803, STS 0806, STS 0255L.

STS 0820*
Surgical Procedures II, 3 Vocational Credits, (Summer)
This interactive course is a continuation from Surgical Procedures I. Students will continue to explore most surgical specialties through study of selected surgical procedures, associated pathophysiology, and special techniques. Emphasis is on Intermediate and Advanced surgical procedures, as defined by the Core Curriculum for Surgical Technology, 5th edition. Some travel required for periodic field trips. Prerequisite: STS 0810A; Corequisite: STS 0256L.

STS 0936*
Seminars in Surgical Technology, 2 Vocational Credits, (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, patients with special needs, robotics, certification review, and test-taking skills. Students learn through lecture, discussion and research a variety of health-care topics, as well as through self-evaluation via standardized testing. Prerequisites: HSC 0001, STS 0003, STS 0807, STS 0810A; Corequisites: STS 0820, STS 256L.

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UPPER DIVISION COLLEGE CREDIT COURSE DESCRIPTIONS

UPPER DIVISION COLLEGE CREDIT COURSE DESCRIPTION

ACG 3083
Accounting: Concepts and Practice,
3 credits
(Fall, Spring, Summer)
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. Prerequisite: Upper division standing and GEB 3031 or permission. ACG 2001 is strongly recommended. (With advance approval, students who have completed both ACG 2001 and ACG 2011 may substitute an upper division elective for this course.)

ACG 4901
Independent Study – Accounting,
1 credit
(Offered as needed)
A defined independent study which is pursued under direct supervision of a faculty member and recorded through departmental procedures. Designed to provide an in depth exploration of a special or advanced management topic, usually in conjunction with another upper division course or an approved lower division course. Activities include targeted readings and research, as well as a final project or portfolio. Departmental approval is required. Prerequisite: Upper division standing and permission

BUL 3320
Law and Business,
3 credits
(Fall, Spring, Summer)
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. Prerequisite: Upper division standing.

BUL 4333
Contract Formation and Administration,
3 credits
(Fall, Spring, Summer)
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. Prerequisite: Upper division standing and BUL 3320 or BUL 2241 and BUL 2242.

BUL 4931
Acquisition Law Seminar,
3 credits
(Fall, Spring, Summer)
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. Prerequisite: Upper division standing and BUL 4333.

FIN 4402
Financial & Economic Management,
3 credits
(Fall, Spring)
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. Both the economic and financial perspectives will be presented. Prerequisite: Upper division standing and ACG 3083; or upper division standing and ACG 2001 and ACG 2011; or upper division standing and ECO 2013 or ECO 2023, ECO 2013 or ECO 2023 is strongly recommended. (With advance approval, students who have completed both ECO 2013 and ECO 2023 may substitute an upper division elective for this course.)

GEB 3031
Contemporary Business Practices,
3 credits
(Fall, Spring, Summer)
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. Prerequisite: Upper division standing.

GEB 3213
Business & Administrative Communication,
3 credits
(Fall, Spring, Summer)
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: Upper division standing and ENC 1101 or permission.

GEB 3434
Ethics for Business Leaders,
2 credits
(Fall, Spring, Summer)
This course uses a case study approach to focus on the significant ethical and legal issues facing today's business leaders. The theoretical and philosophical background will be presented along with real-life examples of ethics in the workplace. Cases and readings will be used to develop both analysis and application skills in the following areas: corporate and personal decision making, organizational culture and reputation, social responsibility and social reporting, customer relations, employee relations, financial reporting, technology, privacy/confidentiality and communications. Prerequisite: Upper division standing; prior coursework in management, human relations or general business is desirable.

GEB 3444
Business Trends and Issues,
3 credits
(Fall, Spring, Summer)
This course builds on the traditional themes and concepts of the general business area through specialized readings on trends and issues facing today's business and industry leaders. Students will read opinion pieces by noted in-field experts, as well as conduct basic research on contemporary issues such as information and workplace security, diversity in the workplace, outsourcing functions/services and global competition, with an eye to improving business operations. Prerequisite: Upper division standing.

GEB 3930
Business Project and Acquisitions Terms and Concepts,
1 credit
(Fall, Spring, Summer)
Students will apply specialized terminology of project and acquisitions management in various communication venues including short written documents and summary analyses. Emphasis will be placed upon the latest terms, abbreviations and jargon applicable to the field: students will research selected terms and concepts in various contemporary periodicals and publications. Prerequisite: Upper division standing.

GEB 3933
Business Research,
1 credit
(Fall, Spring, Summer)
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. Prerequisite: Upper division standing.

GEB 4454
Business in a High Technology Environment,
3 credits
(Fall, Spring, Summer)
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. Prerequisite: Upper division standing and GEB 3031.

GEB 4901
Independent Study – Business Administration,
1 credit
(Offered as needed)
A defined independent study which is pursued under direct supervision of a faculty member and recorded through departmental procedures. Designed to provide an in depth exploration of a special or advanced business administration topic, usually in conjunction with another upper division course or an approved lower division course. Activities include targeted readings and research, as well as a final project or portfolio. Departmental approval is required.

GEB 4930
Special Topics: Project Management,
3 credits
(Offered as needed)
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 4931
Special Topics: Acquisitions,
3 credits
(Offered as needed)
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 4932
Special Topics: Quality Improvement,
3 credits
(Offered as needed)
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 4933
Special Topics: Management,
3 credits
(Offered as needed)
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 4934
Special Topics: Business Administration,
3 credits
(Offered as needed)
An individual or group course designed to provide students with the opportunity to pursue a special topic(s) from the area of business administration in depth; may be repeated as topics change. Prerequisite: Upper division standing and permission.

GEB 4941
Internship: Business,
3 credits
(Fall, Spring, Summer)
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. Prerequisite: Upper division standing and permission of the instructor.

MAN 3052
Management Philosophy and Practice,
3 credits
(Fall, Spring, Summer)
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 across all business functions and units; emphasis is placed on the cross-functional aspects of management, as well as the manager's need for a general business perspective. Prerequisite: Upper division standing. Concurrent or prior enrollment in GEB 3031 is recommended.

MAN 3120
Leadership and Group Dynamics,
3 credits
(Fall, Spring, Summer)
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 team-building. Emphasis will be placed on sociological and psychological dimensions of inter-group relations, including analysis and problem-solving through simulations, cases and similar activities which reflect a general business perspective, as well as leadership and group dynamics across a variety of business units/ functions. Prerequisite: Upper division standing; GEB 3031 and MAN 3052 recommended, but not required.

MAN 3310
Issues in Human Resource Management,
3 credits
(Fall, Spring, Summer)
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 3320
Employee Staffing & Benefits,
2 credits
(Spring)
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. Prerequisite: Upper division standing and MAN 3310.

MAN 3350
Training and Development,
2 credits
(Fall, Spring, Summer)
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: Upper division standing and GEB 3213.

MAN 3574
Acquisition Management,
3 credits
(Spring, Summer)
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. Prerequisite: Upper division standing and GEB 3031 or MAN 3052.

MAN 3583
Project Management,
3 credits
(Fall, Spring, Summer)
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. Emphasis will be placed on project oversight issues across the various business units and functions. Prerequisite: Upper division standing and GEB 3031 or MAN 3052.

MAN 4401
Labor Relations,
2 credits
(Fall, Spring, Summer)
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. Prerequisite: Upper division standing and MAN 3310.

MAN 4520
Quality Management,
3 credits
(Fall, Spring, Summer)
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. Prerequisite: Upper division standing; GEB 3031 or MAN 3052 preferred.

MAN 4555
Quality Certification: ISO 9000,
3 credits
(Fall, Spring, Summer)
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. Prerequisite: Upper division standing and MAN 4520 or permission.

MAN 4720
Strategic Planning and Management,
3 credits
(Fall, Spring, Summer)
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. Topics include change theory, decision-making, planning models, and strategic planning processes as applied in a variety of business settings, units, and functions. Prerequisite: Upper division standing and GEB 3031 and MAN 3052 or permission.

MAN 4901
Independent Study – Management,
1 credit
(Offered as needed)
A defined independent study which is pursued under direct supervision of a faculty member and recorded through departmental procedures. Designed to provide an in depth exploration of a special or advanced management topic, usually in conjunction with another upper division course or an approved lower division course. Activities include targeted readings and research, as well as a final project or portfolio. Departmental approval is required.

MAN 4930
Applications Seminar: Acquisitions, 3 credits
(Fall)
In this seminar, students will have the opportunity to participate in hands-on projects applying the techniques in MAN 3574 (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: Upper division standing and MAN 3574.

MAN 4931
Applications Seminar: Project Management, 3 credits
(Fall)
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: Upper division standing and MAN 3583.

MAN 4932
Contract Negotiations Seminar, 3 credits
(Offered as needed)
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 4333.

MAN 4933
Best-Value Source Selection Seminar, 3 credits
(Offered as needed)
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. Prerequisite: Upper division standing and MAN 3574.

MAN 4934
Logistics Management Seminar, 3 credits
(Offered as needed)
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: Upper division standing and MAN 3583 or MAN 3574.

MAN 4940
Internship: Management, 3 credits
(Fall, Spring, Summer)
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.

NUR 3067
Health Assessment, 3 credits,
(Spring, Summer)
This course involves the development of skills and knowledge regarding Health assessment and including a psychosocial assessment. Emphasis will be placed on collection of a data base through physical assessment, history taking and interviewing. Permission is required. Prerequisite: NUR 3145, NUR 4165, NUR 3116; Corequisite: NUR 3067L

NUR 3067L
Health Assessment Laboratory, 3 credits,
(Summer)
In this course emphasis is placed on the application of the nursing process with students performing health assessments for clients throughout the life cycle. The course is designed to enable the student to acquire skills and knowledge necessary for history taking and physical assessment. Accountability for nursing practice is demonstrated by the student in the systematic recording of findings and communicating health teaching to the client. Prerequisite: NUR 3116; Corequisite: NUR 3067

NUR 3116
Concepts of Nursing Practice, 3 credits,
(Fall)
This course will provide students an opportunity to explore unique body of nursing knowledge, to include selected concepts and nursing theories for professional nursing practice. As designed, the course will address professional nursing practice in a contemporary society, and should facilitate the student's transition in exploring the role and responsibilities of a nursing student pursuing a Baccalaureate Education in Nursing.

NUR 3653
Spanish for Health Care Providers, 3 credits,
(Fall, Spring, Summer)
Spanish for Health Care Providers is a multi-disciplinary language course designed for Nursing majors or individuals 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 collect a nursing history. Phrases used to complete a nursing assessment will be taught. Disease processes prevalent in persons of Latin-American and Mexican descent will be discussed by the nursing faculty. This course will also cover cultural practices that affect health care, specifically, nursing care of Spanish speaking patients. This course will not meet the Foreign Language transfer requirement.

NUR 3678
Nursing Care of Vulnerable Populations, 3 credits
(Summer)
Caring for the vulnerable members of society is a function nurses perform without regard for their own ambitions, personal safety, and financial security. This course is designed to pull together material from different cultures and at risk groups of individuals considered vulnerable populations. Key concepts will be discussed that will provide a basic structure for caring for the vulnerable, the relevance of nursing theories to vulnerable populations, nursing research showing the kinds of phenomena nurses study, and many ideas about learning to work with and advocate for vulnerable individuals.

NUR 3837
Health Care Issues,
2 credits,
(Spring)
Focuses on the nursing profession and current major issues and problems that concern it, and provides a forum for the exploration and evaluation of concerns relevant to contemporary nursing. Social forces influencing changes in the nursing profession are analyzed in terms of historical antecedents and their current manifestations.

NUR 4295
Introduction to Critical Care Nursing,
3 credits,
(Summer)
This course examines the needs of the critically ill client. As part of the human experience, the integrity of the individual and family may be disrupted by a critical illness. During such time, the critical care nurse assists the individual and family to restore life processes to a state of dynamic equilibrium. This course emphasizes the involvement through use of scientific rationale and application of the nursing process in providing care to the individual client and family. Critical care concepts and skills for promoting client and family well-being are stressed.

NUR 4615L
Family and Community Health Lab,
3 credits,
(Fall)
The Community Health Nursing Lab course is designed to facilitate the conceptualizing of family, population groups, and community as units of care. The course focuses on risk reduction, health maintenance, and promotion of high level wellness to individuals, families and groups of all ages throughout the health continuum. The student is provided the opportunity to assess the health needs of selected families in the community with selected health promotion and health maintenance needs. Prerequisite: NUR 3116; Corequisite: NUR 4615

NUR 4827
Nursing Management and Leadership
3 credits,
(Spring)
Group process provides the forum to study leadership, collaboration, and coordination in health care settings. Permission is required. Prerequisite: NUR 4615, NUR 4615L or NUR 4615, NUR 4635, NUR 4635L; Corequisite: NUR 4836L and NUR 3837

NUR 4836L
Nursing Management and Leadership Lab
3 credits,
(Spring)
Individually planned experience related to professional goals of the student. Includes the completion of a project designed to improve the health of consumers through nursing actions. Permission is required. Prerequisite: NUR 4615, NUR 4615L; Corequisite: NUR 4827

NOTE: Course descriptions for those cooperative BSN classes that are offered through the University of West Florida are available online at: http://uwf.edu/catalog/nur.htm

LOWER DIVISION COLLEGE CREDIT COURSE DESCRIPTIONS

LOWER DIVISION COLLEGE CREDIT COURSE DESCRIPTIONS

ACG 2001 △
Accounting I,
3 credit hours,
(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. Pre-requisites: although not required, MTB 1103 is highly recommended.

ACG 2011
Accounting II,
3 credit hours,
(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,
(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 △
Computer Applications for Accounting,
3 credit hours,
(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,
(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,
(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. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

AMH 2010
American History I,
3 credit hours,
(Fall, Spring, Summer)
American History to 1877; 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. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

AMH 2020
American History II,
3 credit hours,
(Fall, Spring, Summer)
American History from 1877, 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. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

AMH 2061
Southern Cultural History,
3 credit hours,
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.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△Technology-Across-the-Curriculum Course.

AMH 2070
Florida History,
3 credit hours,
(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,
(Offered as needed)
A survey of Florida history from pre-Columbian populations through the Territorial Period.

AML 2010
American Literature I,
3 credit hours,
(Offered as needed)
A course in American Literature from the Colonial period to the Civil War. This course may be used for Humanities credit. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: ENC 1101.

AML 2020
American Literature II,
3 credit hours,
(Offered as needed)
A course in American Literature from Civil War to present. This course may be used for Humanities credit. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: ENC 1101.

ANT 2000 ❖
Introduction to Anthropology,
3 credit hours,
(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,
(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,
(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,
(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,
(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,
(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,
(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,
(Offered as needed)
An introduction to architectural theory, selected contemporary architectural theories and movements, and 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.

ARC 2303A
Design 2.1,
6 credit hours,
(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,
(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,
(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,
(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,
(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,
(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 compliments the art major's course of study as an elective. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

ARH 2050 † ❖
Art History: Pre-Renaissance,
3 credit hours,
(Fall, Spring, Summer)
Survey of significant contributions art from prehistoric through Renaissance. Art will be considered in terms of stylistic qualities as well as iconography and historical context. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

ARH 2051 † ❖
Art History: Renaissance-18th Century Neo-Classicism,
3 credit hours,
(Fall, Spring, Summer)
Survey of significant contributions in art from Renaissance through Contemporary. Art will be considered in terms of stylistic qualities as well as iconography and historical context. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

ARH 2060 † ❖
Architecture History,
3 credit hours,
(Fall, Spring, Summer)
Survey of significant contributions in architecture from prehistoric to modern times. Architecture will be considered in terms of stylistic qualities, structural type, and intended usage. Topics will be addressed according to historical content, societal background, and geographical location. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

† 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 2402 † ❖
Art History: Modern Art,
3 credit hours,
(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. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

ARH 2930
Art History – Special Topics,
3 credit hours,
(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 1201C
Two-Dimensional Design,
3 credit hours,
(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,
(Fall, Spring)
An introductory course, both theoretical and applied, dealing with principles of organization and the elements of design in a 3-dimensional format. Various materials, tools, and surfaces are used to explore 3-D form. This is a foundation course. See page 44 regarding audit enrollment.

ART 1300C
Drawing I,
3 credit hours,
(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,
(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 1600C △
Computer Art I,
3 credit hours,
(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 1750C
Pottery I,
3 credit hours,
(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. The first half of course is hand building, the 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,
(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. Pre-requisite: 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: This course may be used as a Gordon Rule Writing-Across-the-Curriculum-Course. This course may be taken up to four (4) times for credit.

ART 2330C
Figure Drawing I,
3 credit hours,
(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. See page 44 regarding audit enrollment.

ART 2331C
Figure Drawing II,
3 credit hours,
(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: ART 2330C. See page 44 regarding audit enrollment.

ART 2400C
Introduction to Printmaking I,
3 credit hours,
(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,
(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,
(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,
(Fall, Spring)
This course is a continuation of Painting I ART 2500C 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 2500C. See page 44 regarding audit enrollment.

ART 2540C
Water Color I,
3 credit hours,
(Fall, Spring)
An introduction to water media 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,
(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 △
Computer Art II,
3 credit hours,
(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 △
Digital Imaging I,
4 credit hours,
(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 △
Digital Imaging II,
4 credit hours,
(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 2701C
Sculpture I,
3 credit hours,
(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. See page 44 regarding audit enrollment.

ART 2703C
Sculpture II,
3 credit hours,
(Fall, Spring)
Allows continued experience in more complex three-dimensional techniques; emphasis on individual projects and conceptual approach. Prerequisite: ART 2701C. See page 44 regarding audit enrollment.

ART 2834C
Gallery Practices,
3 credit hours,
(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,
(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,
(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,
(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,
(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,
(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,
(Offered as needed)
A course to familiarize students with electrical terminology, practices, methods, code requirements and safety and health in construction.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

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

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

BCN 1567*
Plumbing and Gas Construction Practices,
3 credit hours,
(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,
(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,
(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,
(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.

BCT 1706*
Construction Documentation,
3 credit hours,
(Offered as needed)
A course to familiarize a student with documents used in the Construction Industry to advertise for bids, contracts, change orders, extras, specification, insurance and bid bonds.

BCT 1763*
Construction Safety and Health,
3 credit hours,
(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 2770*
Construction Estimating,
3 credit hours,
(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 2761*
Structural Systems in Construction,
3 credit hours,
(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,
(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,
(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 △
General Biology,
4 credit hours,
(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,
(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 △
Principles of Biology I,
4 credit hours, (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 1025 and eligibility to enroll in MAC 1105.

BSC 1011C
Principles of Biology II,
4 credit hours,
(Offered as needed)
A continuation of BSC 1010C. A survey of organisms with emphasis on plants and animals. A survey of vertebrate systems with emphasis on applied physiology. Evolution, inheritance and ecology in major phyla or divisions will be included. Emphasis on man's role in shaping the biosphere. Required for Biology, Pre-Med, and most Pre-Professional Science majors. Prerequisite: BSC 1010C.

BSC 1080
Essentials of Anatomy and Physiology,
3 credit hours,
(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 △
Anatomy & Physiology I,
4 credit hours,
(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,
(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,
(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.

BSC 1905
Independent Study – Biology,
1 credit hour,
(Fall, Spring, Summer)
A course designed to (1) allow a student to complete part of a course taken elsewhere and thereby complete general education requirements, (2) to go deeper into special areas of interest. This course may be taken up to four (4) times for credit.

BSC 2020C
Human Structure and Function,
4 credit hours,
(Fall, Spring, Summer)
A study of the structures and functions of the human body with emphasis on system integrations (homeostasis) and an introduction to system disorders and pathologies.

BSC 2946
Directed Work Study – Biology,
1 credit hour,
(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,
(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,
(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,
(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,
(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,
(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,
(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,
(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,
(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 socioeconomic 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,
(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.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

CCJ 1671*
Women in Criminal Justice,
3 credit hours,
(Offered as needed)
This course is designed to provide students with a wide perspective of female roles in the criminal justice system.

CCJ 1935*
Criminal Justice Seminar,
3 credit hours,
(Offered as needed)
Exploration, development and discussion of contemporary problems in the Criminal Justice System.

CCJ 1941*
Internship – Criminal Justice,
3 credit 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,
(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,
(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,
(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,
(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 △
Network Technology,
3 credit hours,
(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 *△
Windows Client Operating System,
3 credit hours,
(Fall, Spring, Summer)
This course addresses the implementation and desktop 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 *△
Novell Administration I,
3 credit hours,
(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 *△
Windows Server Environment,
3 credit hours,
(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 *△
Novell Administration II,
3 credit hours,
(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 *△
Networking Fundamentals,
3 credit hours,
(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 *△
Router Theory,
3 credit hours,
(Offered as needed)
Basic Router terminology and configurations are studied in this course. The student will study Router Components, Router Configuration, IOS, TCP/IP, IP Addressing, and Router Protocols. This is one of the four courses designed to prepare a student to take the Cisco Certified Network Associate Exam (CCNA). Prerequisite: CET 1600C.

CET 1630C *△
Network Cabling – Copper Media,
3 credit hours,
(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 *△
Network Cabling – Fiber Optic Media*,
3 credit hours,
(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 1660 *△
Introduction to Network Security,
3 credit hours,
(Fall, Spring, Summer)
This course is designed to introduce students to the terminology and concepts associated with network security, including communication security, infrastructure security, cryptography, access control, authentication, external attack, as well as operational and organizational security. The course is also intended to assist with preparation for the CompTIA Security+ certification.

CET 2171C *△
PC Hardware A+,
3 credit hours,
(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 *△
Microcomputer Servicing,
4 credit hours,
(Offered as needed)
This course introduces the PC system, how it works and how the operating system controls it. Also studied are the components which make up the PC system, how to use multimeters and logic probes to make measurements and troubleshoot the system with the aid of diagnostic software. Students will perform fault analysis of simulated PC defects. In addition, students will learn to disassemble and reassemble/ modify the PC hardware components.

CET 2178C *△
PC Operating Systems A+,
3 credit hours,
(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 *△
Windows Network Infrastructure,
3 credit hours,
(Offered as needed)
This course addresses the implementation, management and maintenance of server networking technologies. Tasks include implementing routing, managing DHCP, CNS, 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.

CET 2615C *△
Advanced Router Theory,
3 credit hours,
(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, OSPF, EIGRP, VTP, classless routing and Access Lists. Prerequisite: CET 1600C and CET 1610C.

CET 2620C *△
Project Based Routing Design and Administration,
3 credit hours,
(Offered as needed)
This course introduces the student to advanced router configurations and network design. This is also the last of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study WAN technology and design, PPP, ISDN, Frame Relay, and network management. Prerequisites: CET 1600C, CET 1610C, CET 2615C

CET 2625C *△
Cisco Network Design,
3 credit hours,
(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 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 2685C *△
Fundamentals of Network Security,
3 credit hours,
(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 *△
Fundamentals of Wireless LANs,
3 credit hours,
(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.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△Technology-Across-the-Curriculum Course.

CET 2905/2905A *△
Independent Study Computer Engineering,
1 credit hour,
(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 1030 *△
Computer Basics,
3 credit hours,
(Fall, Spring, Summer)
This is an introductory course for basic computer use, including the Internet. It addresses the use of computers for personal, business, and college purposes. It introduces the Windows operating system and Microsoft Office applications, including Word, Excel, and PowerPoint. Hands-on use of a personal computer is required.

CGS 1100 △
Microcomputer Applications
3 credit hours,
(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 △
Web-based Programming I,
3 credit hours,
(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 △
Introduction to World Wide Web,
3 credit hours,
(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 △
Computer Applications for Business,
3 credit hours,
(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 △
Fundamentals of UNIX,
3 credit hours,
(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 administration and certification.

CGS 1843 △
Intro to Electronic Commerce,
3 credit hours,
(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.

CGS 2173 △
Web-based Programming II,
3 credit hours,
(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 △
Database Concepts,
3 credit hours,
(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 △
Introduction to Microsoft Word,
1 credit hour,
(Offered as needed)
An introduction to Microsoft Word software by emphasizing the functions of the program.

CGS 2763 △
UNIX Administration,
3 credit hours,
(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 △
Web Authoring with HTML,
3 credit hours,
(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 △
Internet E-Commerce Technologies,
3 credit hours,
(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 △
E-Commerce Security,
3 credit hours,
(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 △
E-Commerce Seminar,
3 credit hours,
(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,
(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,
(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,
(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,
(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,
(Offered as needed)
This course is comprehensive in scope, emphasizing skills and concepts of parenting which include: adjustment to parental roles; parent-child communication, care, growth, and development of children; cultivating strong families; special concerns; alternative family structures; educational institutions working effectively with parents; and agencies and legislation affecting children and parents.

CHD 1534*
Home Visitor Programs I,
2 credit hours,
(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,
(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,
(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,
(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,
(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,
(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,
(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,
(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.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

CHD 2432A*
Curriculum for Young Children I,
3 credit hours,
(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,
(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. This course may be taken up to three (3) times for credit.

CHM 1025
Chemical Science,
4 credit hours,
(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 1025L
Chemical Science Lab,
1 credit hour,
(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; kineticmolecular theory; the nature of chemical bonding.

CHM 1032C
General Chemistry for Life Sciences,
4 credit hours,
(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: MAT 1033A or appropriate placement test.

CHM 1032L
General Chemistry for Life Sciences Lab,
1 credit hour,
(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: MAT 1033A or appropriate placement test.

CHM 1045C
College Chemistry I,
4 credit hours,
(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 1045L
College Chemistry I Lab,
1 credit hour,
(Offered as needed)
A laboratory course designed for CHM 1045, with emphasis on the development of laboratory skills in chemistry. Experiments performed by the student in CHM 1045L will complement and supplement the concepts presented in CHM 1045. University transfer credit. Prerequisite: CHM 1045.

CHM 1046C
College Chemistry II,
4 credit hours,
(Fall, Spring, Summer)
Continuation of CHM 1045C. 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,
(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,
(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 △
Introduction to Computer Science,
3 credit hours,
(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 *△
Internship in Computer Studies,
3 credit hours,
(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,
(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,
(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,
(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.

CJD 1250*
Interviews and Interrogations,
3 credit hours,
(Offered as needed)
An advanced course designed to cover the techniques, methods, principles, and issues of interviewing and interrogations. Course meets Florida Police Standards Salary Incentive Requirements.

CJD 1468*
Youthful Offenders,
3 credit hours,
(Offered as needed)
A course designed to provide the student with an overview and awareness of Florida youthful offender programs to include; facilities and specialized programs, staff-inmate relations, one-way/two-way communications and effective communications and effective communications skills, positive characteristics for staff working with youthful offenders; the helping relationship inventory, local treatment programs, opportunities and alternatives, treatment problem solving and other techniques relating to youthful offenders.

CJD 1501*
Criminal Justice Instructor Techniques,
5 credit hours,
(Offered as needed)
A basic course in instrumental principles designed to equip the law enforcement specialist with techniques of classroom and field training methods.

CJD 1602*
Drug Awareness,
3 credit hours,
(Offered as needed)
This course is a part of the Criminal Justice Standards and Training Commission approved Advanced Training Program. It is designed to familiarize students with common drug abuse terms, classes of drugs, pharmacological information relating to commonly used and abused chemicals and their effects, an overview on use patterns and characteristics of drug abusers, how to troubleshoot and deal with problems that develop among abusers and effective presentation skills.

CJD 1604*
Injury and Death Investigation,
3 credit hours,
(Offered as needed)
This course is designed to qualify in-service law enforcement and correctional officers and support personnel in the area of injury and death investigations, to include: medical-legal aspects, evidence from wounds, physical evidence and laboratory analysis, crime scene investigations and other technical aspects of injury and death.

CJD 1610*
Criminal Investigative Techniques,
3 credit hours,
(Offered as needed)
This course in Criminal Investigative Techniques for Law Enforcement Officers is an Advanced Course primarily designed for Florida law enforcement officers and has been approved by the Florida Criminal Justice standards and Training Commission. With permission of the instructor, it may be offered to other students enrolled in the CJ Program. It is designed to provide the student with instruction in Florida investigative concepts and techniques, use of evidence and related matters.

CJD 1615*
Police Radar Operator,
3 credit hours,
(Offered as needed)
This course is sanctioned by the Florida Police Standards and Training Commission and meets requirements of Chapter 943.14(10)(a), Florida Statutes. It is designed to equip law enforcement officers with the basic knowledge and skills needed for proper operation of radar speed measurement devices.

CJD 1617A*
Basic Laser Certification,
3 credit hours,
(Offered as needed)
This course is designed to qualify students and especially in-service law enforcement officers in the use, principles, and overviews of using a Laser Speed Measurement Device. It will include instruction on the relationships of speed offenses and motor vehicle crashes, the principles of laser based speed measurements, as well as courtroom testimony, case law, and a classroom practicum. Prerequisite: Certified Law Enforcement Officer.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

CJD 1618*
Radar to Laser Operations,
1 credit hour,
(Offered as needed)
This is a course for radar certified law enforcement officers in the use, principles, and overviews of a Laser Speed Measurement Device. It will include instruction on the relationship of speed offenses and motor vehicle crashes, the principles of laser based speed measurements, as well as courtroom testimony, case law, and classroom practice. Prerequisite: CJD 1615, Police Radar Operator or equivalent.

CJD 1621*
Officer Survival Techniques,
2 credit hours,
(Offered as needed)
This course is part of the Criminal Justice Standards and Training Commission specialized Training Program. It is designed to prepare law enforcement officers for police operations involving street survival techniques and procedures to include (but not limited to) firearms training, hostage situations, raids, individual survival techniques, special survival exercises.

CJD 1625*
Special Tactical Problems for Law Enforcement,
3 credit hours, (Offered as needed)
This course is a part of the Criminal Justice Standards and Training Commission Advanced Training Program. It is designed to prepare law enforcement officers for police operations which involve special tactical situations and will include; importance of physical well-being in the Criminal Justice setting, an overview of Florida local disaster procedures, civil disorder patterns, special task force unit operations, special crime areas and practical exercises.

CJD 1657*
Investigation and Supervision of Officer-Involved Shooting
3 credit hours,
(Offered as needed)
Provides information for the response, coordination, investigation, and supervision of an officer-involved shooting where an individual died, was wounded, or remained unharmed. Given an officer-involved shooting, the student will analyze the information provided, describe investigative leads, and prepare information for Agency Chief, State Attorney, media, and the judicial system regarding the investigation and supervision of an officer-involved shooting.

CJD 1667*
Conducting Background Investigations ,
3 credit hours,
(Offered as needed)
An overview of conducting applicant backgrounds for the officer and investigator with limited experience in this area. The course will provide an understanding of the problematic, legal, investigative, and evidentiary aspects of background investigations.

CJD 1680A*
Florida Criminal Law
3 credit hours,
(Offered as needed)
This course is designed to provide the student with an overview of criminal law, laws of arrest, rules of evidence, etc., concerning Florida Law.

CJD 1700*
Criminal Justice Legal I,
3 credit hours,
(Offered as needed)
Criminal Justice Legal I provides an introductory overview of the Criminal Justice System and a history of law. The foundation and basic components of law are studied with specific focus upon officer application. Court procedure and testimony are examined. Objectives are addressed as specified by the Criminal Justice Standards Training Commission.

CJD 1701*
Criminal Justice Legal II,
3 credit hours,
(Offered as needed)
Constitutional Law and its application to the public and officers are examined. Law including evidence procedures, arrest laws, search and seizure, and various statutory laws that are common to Police and Correctional officers are studied. Emphasis is given to elements of various crimes. Various civil law applications are covered. Civil and criminal liability of officers is studied. Objectives are addressed as specified by the Criminal Justice Standards and Training commission.

CJD 1702*
Criminal Justice Communications,
3 credit hours,
(Offered as needed)
The report-writing process from the interview, statement taking, and note taking, through the final report product is covered with practical exercises included. The differences between interviewing and interrogation are explored. Interpersonal skills in communication are covered along with radio and telephone procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1703*
Criminal Justice Interpersonal Skills I,
3 credit hours,
(Offered as needed)
Community relations techniques and courtesy are addressed with emphasis given to crime prevention. The needs of various groups within society are addressed including: juveniles, the elderly, ethnic and cultural groups, the mentally ill and retarded, the physically handicapped, and substance abusers. Intervention techniques for various situations including: suicide, domestic violence, and other crises are studied, with practical exercises. Stress recognition and reduction are included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1704*
Criminal Justice Defensive Tactics,
4 credit hours,
(Offered as needed)
Instruction includes the techniques used for an officer's personal safety and those necessary to subdue, search, and then transport resisting individuals. The use of restraining devices, impact weapons, and pressure points are covered. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1705A*
Criminal Justice Weapons,
3 credit hours,
(Offered as needed)
Criminal Justice Weapons includes instruction in the use of officer firearms including handguns and shotguns. Safety procedures and ammunition use are covered in lecture. Instruction includes the use of chemical agents, with practical exercises included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1721*
Law Enforcement Patrol,
3 credit hours,
(Offered as needed)
Law Enforcement Patrol addresses the skills and techniques that are needed by officers daily to do patrol tactics and respond to various types of calls. Methods of approach to various

high risk situations are explored, with practical exercises included. Unusual occurrence events, including fire-fighting and crowd control are addressed. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1722*
Law Enforcement Traffic,
3 credit hours,
(Offered as needed)
Law Enforcement Traffic studies traffic enforcement and control, with the inclusion of DUI offenses and enforcement. Traffic accident investigation, scene management, and reporting procedures are studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1723*
Law Enforcement Vehicle Operation,
2 credit hours,
(Offered as needed)
The components of the police driving environment are explored, and practical exercises on the driving range are conducted. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1724*
Law Enforcement Investigations,
4 credit hours,
(Offered as needed)
Law Enforcement Investigations addresses investigation of various crimes, including property crimes, persons crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents, and death investigations. Techniques are developed from the initial observation methods through the processing of the crime scene and case preparation. Florida's computer network is studied as an information source. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1740*
Criminal Justice Interpersonal Skills II,
3 credit hours,
(Offered as needed)
The interpersonal skills needed by officers to understand the incarcerated society are explored, with emphasis upon supervision methods. Inmate adjustment and the various segments of the society are studied. The course includes the study of homosexuality, female inmates, deception and manipulation by inmates, and institutional criminalities. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1741*
Correctional Emergency Preparedness,
2 credit hours,
(Offered as needed)
Skills needed for riot and disturbance control and fire-fighting are studied and practiced. Lecture includes methods of riot prevention, handling of unusual occurrences, what to do if taken hostage, and emergency procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1742*
Correctional Operations,
4 credit hours,
(Offered as needed)
The operation of correctional facilities is studied – including the intake of new inmates, all aspects of their daily care, institutional procedures, and techniques utilized by officers to do daily tasks. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1930*
Human Diversity Workshop,
2 credit hours,
(Offered as needed)
This course is designed to enhance the participants awareness of their own cultural rules and predispositions and how these cultural influences come into play in common interactions with others. This awareness is used to develop the participants' understanding of issues related to human diversity: gender, race, ethnicity, etc. The program also presents basic skills and knowledge related to interacting with diverse individuals and groups.

CJD 1956*
Post Pursuit Tactics,
3 credit hours,
(Offered as needed)
Course is designed to instruct public safety professionals how to combat post pursuit stress syndrome and to effectively channel stress in a positive manner at the termination of a high speed pursuit. Prerequisite: Must be a certified law enforcement officer.

CJD 1957*
Post Pursuit Trainer Techniques,
1 credit hour,
(Offered as needed)
Course is designed to instruct public safety professionals how to teach methods to combat post-pursuit stress syndrome and to effective channel stress in a positive manner at the termination of a high speed pursuit. Prerequisite: Must be a certified law enforcement officer.

CJD 2254*
First Responder for Law Enforcement,
3 credit hours,
(Offered as needed)
This course is designed primarily to qualify in-service law enforcement and correctional officers in the area of first responder to medical emergencies to include: introduction to first responder training, overview of the human body, diagnostic signs of patient examination, airway care & pulmonary resuscitation, cardiopulmonary resuscitation, shock, bleeding, primary patient care and injuries. Objectives are addressed as specified by the Criminal Justice Standards & Training Commission.

CJD 2301*
Ethics in Criminal Justice,
3 credit hours,
(Offered as needed)
An overview of ethical considerations applied to the criminal justice profession.

CJD 2310*
Criminal Justice Supervision,
5 credit hours,
(Offered as needed)
A career development course for full time police officers designed to train the line supervisor.

CJD 2320A*
Criminal Justice Middle Management,
3 credit hours,
(Offered as needed)
This course is part of the Criminal Justice Standards and Training Commission Advanced Training Program. Courses in the Advanced Training Program are designed to enhance an officer's knowledge, skills, and abilities for the job he or she performs. It is not an entry-level supervisory course. Advanced Course 006, Line Supervision, or a comparable course, or sufficient experience and background in this subject area are prerequisites for this course.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

CJD 2470*
Emergency Preparedness for Correctional,
3 credit hours,
(Offered as needed)
This course is designed to qualify in-service correctional officers and correctional support personnel in the area of emergency preparedness, to include; emergency plans, specifics on disturbances and disorder planning, hostage plans and situations, factors affecting emergency planning and management and leadership.

CJD 2603*
Sex Crimes,
3 credit hours,
(Offered as needed)
This course is designed to provide the student with the knowledge and expertise to effectively deal with various sex offenders. It deals with the magnitude of the problem, investigation and physical evidence. It also addresses victim considerations and legal aspects through court presentation. Prerequisite: Certified Law Enforcement or Corrections Officer.

CJD 2605*
Traffic Homicide Investigation,
5 credit hours,
(Offered as needed)
Course content covers traffic homicide investigation skills to include reconstruction, meets Florida Justice Standards and training certification requirements for career development.

CJD 2626*
Hostage Negotiations for Criminal Justice,
3 credit hours,
(Offered as needed)
This course is designed to qualify in-service law enforcement and correctional officers and support personnel in the area of hostage negotiations, to include; introduction to the problem, types of hostage negotiations principles, communications principles, intelligence gathering, abnormal behavior and participant performance exercises.

CJD 2630*
Firearms Instructor,
2 credit hours,
(Offered as needed)
This course is designed to provide the student with knowledge and expertise to instruct untrained students in the proper use of firearms, range safety, and weapon maintenance. The student shall also be instructed in legal aspects and range management.

CJD 2632*
Field Training Officer Techniques,
3 credit hours,
(Offered as needed)
Designed to introduce the criminal justice student (law enforcement and corrections) to all aspects of field training and evaluation programs to include adult learning and instruction, evaluation, role responsibilities and characteristics of the Field Training Officer (F.T.O.) communications techniques, counseling techniques, legal and ethical issues and human motivation. This is course number 51 in the series approved by the Florida Criminal Justice Standards and Training Commission Advanced Courses.

CJD 2670*
Confidential Informants,
3 credit hours,
(Offered as needed)
This course is designed for in-service law enforcement, correctional officers and support personnel to qualify them in the area of development of confidential informants and other sources of information, to include; definition and management of an informant program, legal aspects of dealing with informants, and the development of other sources of investigative information.

CJD 2681*
Court Case Preparation and Court Presentation,
3 credit hours,
(Offered as needed)
Fundamentals of criminal case preparation and court presentation for the law enforcement and/or correctional officer to include case files, pre-trial discovery, depositions, plea bargaining, court testimony, moot court, post adjudication responsibilities, case studies and a practical exercise. This is course number 20 in the series approved by the Florida Criminal Justice Standards and Training Commission Advanced Courses.

CJD 2691*
Stress Awareness and Resolution,
3 credit hours,
(Offered as needed)
A course designed to provide the student with an overview and awareness of stress and its resolution, to include: identification of various types of stress, the results of stress, psychological methods of controlling stress, case study analysis, and spouse awareness and involvement. This is course number 50 in the series approved by the Florida Criminal Justice Standards and Training Commission Advanced Courses.

CJE 1300*
Police Organization and Administration,
3 credit hours, (Offered as needed)
Principles of organization and administration in law enforcement; fundamentals of police planning: budget analysis, recruitment, training, and assignments; disciplinary problems and methods of control; cooperation with other agencies; public relations; records and inspection. This course may be used in transfer to UWF and may be accepted at other upper division schools. Students should consult the department for program planning.

CJE 1440*
Crime Prevention,
3 credit hours,
(Offered as needed)
A course in crime prevention as it exists today in America. Study includes residential, personal and commercial crime prevention and it includes crime prevention resources, crime analysis and current legal implications. Designed primarily for in-service law enforcement officers but will not be limited to such personnel.

CJE 2660 *△
Computer Applications in Criminal Justice,
3 credit hours,
(Offered as needed)
Computer Applications in Criminal Justice introduces the participant to the use of the computer in Criminal Justice applications. The participant will be introduced to prepackaged software and the process used to modify the package to criminal justice usage. This will include an electronic filing system designed to store, review and update data which can be manipulated into printed reports for daily and periodic usage.

CJL 1100
Criminal Law,
3 credit hours,
(Offered as needed)
Fundamentals of Criminal Law to include historical background and development, jurisdiction, the criminal act and responsibility. Classification and analysis of Florida Statutes.

CJL 1400
Criminal Procedure,
3 credit hours,
(Fall, Spring, Summer)
Fundamentals of constitutional, criminal and civil law. Principles, duties

and mechanics of criminal procedures in Florida as applied to arrest, search, seizure, and court processing. A functional analysis of the rules of evidence in court procedures.

CJL 2500
Courts and the Judicial Process,
3 credit hours,
(Offered as needed)
This course is designed to teach the student the major structures and basic legal concepts of the American criminal court system. The students shall learn the components, personnel, and inherent social issues in our present criminal court system.

CJT 1120*
Crime Scene Procedures,
3 credit hours,
(Offered as needed)
Course emphasizes preliminary investigation techniques, crime scene protection, recording, processing, collection and preservation of evidence, fingerprint technology and legal aspects of evidence.

CJT 1230*
Chemical Tests for Intoxication,
3 credit hours,
(Offered as needed)
Background and history of effects of alcohol on motor coordination; operation and maintenance of breathalizer equipment; court testimony; legal aspects of laws governing DUI. Required course for state certification.

CJT 2100*
Criminal Investigation,
3 credit hours,
(Offered as needed)
Fundamentals of investigation; duties and responsibilities of the detective's interrogation techniques; search and techniques of protecting the crime scene; collection and preservation of evidence; modus operandi systems; scientific aids and other sources of information; court preparation and case follow-up.

CJT 2140*
Introduction to Criminalistics,
3 credit hours,
(Offered as needed)
The scientific aspects of investigation and crime scene technology, crime laboratory functions, ballistics, dactyloscopy and latent print development, scientific methods of criminal identification.

CJT 2220*
Law Enforcement Photography,
3 credit hours,
(Offered as needed)
A basic course in police photography techniques to include photographic principles, illumination, composition, identification, fingerprint, crime scene, traffic accident, courtroom technician darkroom and film processing, enlarging, printing and field application. By permission of instructor. Prerequisite: CJT 2100 or CJT 1120.

CJT 2340*
Police Operations,
3 credit hours,
(Fall, Spring)
Responsibilities, powers and duties of the uniformed patrolman; patrol techniques and procedures; field interrogation and note-taking; mechanics of arrest and search; handling of the mentally ill; transportation of prisoners; crime scene procedures; elements of property protection; fundamentals of community relations; mob and riot control; dealing with domestic violence, gangs and drug crime; civil liability of officers and departments.

CJT 2350*
Writing and Reviewing Reports,
3 credit hours,
(Offered as needed)
Designed to give students a broad understanding of writing and reviewing criminal justice reports. Specifically designed for correctional and law enforcement officers.

CLP 1001
Personal Adjustment,
3 credit hours,
(Fall, Spring, Summer)
Psychology of adjustment, application of psychological theory for problem solving and better mental health. An examination of psychological defense mechanisms and adaptive behavior.

CLP 2140
Abnormal Psychology,
3 credit hours,
(Offered as needed)
A study of the different problems in psychopathology, including anxiety, depression, social deviance, psychosis, schizophrenia, both child and adult, mental retardation and general brain dysfunction, with emphasis on descriptive etiology, known causes, and treatments. Prerequisite: PSY 2012.

COM 1002
Effective Communications,
3 credit hours,
(Offered as needed)
This course is designed to develop student's communication skills through the use of effective listening, speaking and writing skills. There is emphasis on increasing student's ability to speak clearly and effectively by learning to plan, compose and deliver ideas within the global, ethical, technological and customer service aspects of communication.

COP 1006 △
Introduction to Programming Concepts and Logic,
3 credit hours,
(Fall, Spring, Summer)
General survey of programming/ problem solving techniques. Algorithm development will employ the use of a modern programming language.

COP 2010 △
Visual Basic Programming,
3 credit hours,
(Fall, Spring, Summer)
This course introduces programming in Visual Basic. The student will learn to create innovative and dynamic data structures. Prerequisite: COP 1006 or equivalent.

COP 2011 △
Advanced Applications Programming in Visual Basic,
3 credit hours,
(Fall, Spring, Summer)
This course introduces the advanced features of Visual Basic. The student will learn to create advanced versions of innovative and useful Windows programs. Topics to be discussed include: basic and advanced graphical user interface development; sequential file processing; advanced object-oriented programming; ActiveX components; advanced database management development including interfacing to external applications and Visual Basic's internal database manager; multimedia, networking; and advanced data structures. Prerequisite: COP 2010.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△Technology-Across-the-Curriculum Course.

COP 2220 △
Programming in C,
3 credit hours,
(Fall, Spring, Summer)
An introduction to C programming language using microcomputers. Prerequisite: COP 1006 or equivalent.

COP 2222 △
Advanced Programming in C,
3 credit hours,
(Offered as needed)
An advanced exploration of the C programming language using microcomputers. Prerequisite: COP 2220 or equivalent

COP 2224 △
Programming in C++,
3 credit hours,
(Fall, Spring, Summer)
An introduction to C++ programming using microcomputers.

COP 2228 △
Advanced Programming in C++,
3 credit hours,
(Offered as needed)
An advanced exploration of the C++ programming language using microcomputers. Prerequisite: COP 2224 or equivalent

COP 2360 △
Programming in C Sharp (C#)
3 credit hours,
(Offered as needed)
An introduction to the C# programming language using microcomputers. Prerequisite: COP 1006 or equivalent

COP 2800 △
Introduction to JAVA Programming,
3 credit hours,
(Fall, Spring, Summer)
An introduction to programming using the Java language. Students will develop and apply individual programs. Prerequisite: COP 1006 or equivalent.

COP 2805 △
Advanced JAVA Programming,
3 credit hours,
(Fall, Spring, Summer)
An advanced level programming course using advanced Java techniques. Prerequisite: COP 2800 or equivalent.

CRW 2001
Creative Writing I,
3 credit hours,
(Offered as needed)
Instruction and practice in writing various forms of poetry, short story, drama, and/or other modes and in submitting for publication.

CRW 2002
Creative Writing II,
3 credit hours,
(Offered as needed)
Advanced work in poetry and prose modes. Student creativity in prose, poetry, and drama. Students submit creative work to publisher market. Prerequisite: CRW 2001 or equivalent or demonstrated publication at equivalent or higher level.

CRW 2100
Introduction to Fiction Writing,
3 credit hours,
(Offered as needed)
This course offers extensive practice writing fiction. Students will develop a body of original creative work under the supervision of the instructor and will submit works for publication. Upon agreement with the instructor, students may elect to develop either individual short stories or novel chapters with synopsis. Prerequisites: None, but CRW 2001 and CRW 2002 recommended.

CRW 2300
Introduction to Poetry Writing,
3 credit hours,
(Offered as needed)
This course offers extensive practice writing poetry. Students will develop a body of original creative work under the supervision of the instructor and will submit works for publication. Prerequisites: None, but CRW 2001 and CRW 2002 recommended.

CRW 2302
Intermediate Poetry Writing,
3 credit hours,
(Offered as needed)
This course builds on poetry writing skills developed in CRW 2300. Students will examine styles and techniques of contemporary poets and develop a portfolio of original work with attention to the revision process. Students will submit work for publication. Prerequisites: CRW 2300

CRW 2600
Writing Scripts for Film and Television,
3 credit hours,
(Offered as needed)
This course offers an introduction to the theory and practice of writing scripts for television and film. Students will develop a body of original work with a goal toward publication.

CTS 1171 *△
Desktop Support,
3 credit hours,
(Fall, Summer, Spring)
This course introduces the helpdesk skills to troubleshoot hardware or software operation and application problems for end users on the desktop or client-side, based on the Windows operating system. It is designed to help prepare the student to take the two core exams (70-271 and 70-272) required for certification as a Micro-soft Certified Desktop Support Technician (MCDST). Students should have user-level competency with Windows and MS Office. Prerequisites: None, although CTS 2101, CDA 2523 and CGS 1100, CGS 1570 would be useful.

CTS 1550 *△
Microsoft PowerPoint,
1 credit hour,
(Offered as needed)
An introduction to the use of Microsoft's PowerPoint 4.0 for the creation of graphic presentations.

CTS 2101 *△
Introduction to Windows,
3 credit hours,
(Fall, Spring, Summer)
An introduction to operating systems in general with emphasis on Windows.

CTS 2300 *△
Designing Active Directory and Network Infrastructure,
3 credit hours,
(Offered as needed)
This course focuses on the design process of an active directory in infrastructure and a network infrastructure that supports active directory, including name resolution strategy, network connectivity design, Group Policy structure, and forest and domain infrastructure. Prerequisites: CDA 2500, CDA 2523, CDA 2525, CET 2497, and CTS 2302 or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE.

CTS 2302 *△
Windows Active Directory,
3 credit hours,
(Offered as needed)
This course focuses on a windows server directory service environment, including forest and domain structure, DNS, site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user/group/computer account strategies. Prerequisites:

CDA 2500, CDA 2523, CDA 2525, and CET 2497 or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE.

CTS 2310 *△
Designing Security for Windows Network,
3 credit hours,
(Offered as needed)
Build the design skills necessary to plan the security infrastructure for a Windows network. Learn to analyze business requirements, identify security risks, plan an authentication strategy, control access to resources, develop a data encryption scheme, and provide secure connections. This course prepares the student for MCP Exam, a core requirement for Windows MCSE. Prerequisites: CDA 2500, CDA 2523, CDA 2525, CET 2497, CTS 2302.

CTS 2320 *△
Planning and Maintaining Windows Network Infrastructure,
3 credit hours,
(Offered as needed)
This course addresses the planning and maintenance of server network infrastructure. Tasks include planning the physical and logical network, planning and troubleshooting a routing strategy, planning and optimizing DHCP, CNS, and WINS strategies, and planning IPSec network access. Prerequisites: CDA 2500, CDA 2523, CDA 2525, and CET 2497 or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE.

CTS 2811 *△
Administering SQL Server Database,
3 credit hours,
(Offered as needed)
This course provides students with the skills required to install, configure, administer and troubleshoot the client-server database management system of Microsoft SQL Server. This is preparation for the MCP exam, an elective requirement for Windows MCSA/MCSE. Prerequisites: CDA 2500, CDA 2523, CDA 2525.

DAA 1100
Modern Dance,
2 credit hours,
(Offered as needed)
This beginning dance class serves as an introduction to the art of contemporary dance. It includes instruction and practice in basic modern dance techniques, improvisation, dance forms and brief historical overview. This course may be taken up to four (4) times for credit.

DAA 1101
Intermediate Modern Dance,
2 credit hours,
(Offered as needed)
This course includes a continued analysis of the modern dance at an intermediate level. Instruction and practice in specific contemporary dance techniques and performance qualities will be stressed. This course may be taken up to four (4) times for credit.

DAA 1200
Beginning Ballet,
2 credit hours,
(Offered as needed)
This beginning dance course is designed to serve as an introduction to the tradition and discipline of the art of classical ballet. Physical development of the body as an expressive instrument for ballet movement will be stressed as strength, flexibility, balance, alignment, agility, turnout, control, elevation and sensitivity to line are studied. This course may be taken up to four (4) times for credit.

DAA 1201
Intermediate Ballet,
2 credit hours,
(Offered as needed)
Intermediate Ballet is designed to train the student in the tradition of the art of the classical ballet beyond the basics. Continued development of the body as an expressive instrument for ballet movement will be stressed as students reach the proficiency level necessary to perform the more complicated steps of an intermediate class. This course may be taken up to four (4) times for credit.

DAA 1500A
Beginning Jazz,
1 credit hour,
(Offered as needed)
This course includes a brief history of the jazz dance and instruction and practice in jazz dance techniques exploring popular dance idioms. This course may be taken up to four (4) times for credit.

DAA 1501
Intermediate Jazz Dance,
1 credit hour,
(Offered as needed)
Those students ready to move at the intermediate level in jazz will find this course beneficial for the improvement of jazz dance performance techniques. This course may be taken up to four (4) times for credit.

DAA 1520
Beginning Tap,
1 credit hour,
(Offered as needed)
This course includes instruction in tap dance technique and the introduction of time steps commonly used in musical theater auditions. It may be taken up to (4) four times for credit.

DAA 1521
Tap II,
1 credit hour,
(Offered as needed)
The Tap II dance class includes a more in-depth history of tap dance, instruction and practice utilizing tap and exploring its various styles. Prerequisite: DAA 1520. This course may be taken up to four (4) times for credit.

DAA 1580
Musical Theatre Dance I
1 credit hour,
(Offered as needed)
This beginning course covers the study of musical theatre dance techniques and styles as related to a specific performance experience, usually Creative Dramatics. Students must participate in designated rehearsals and performances. Prerequisite: Level of competency determined by audition. This course may be taken up to four (4) times for credit.

DAA 1680
Dance Workshop,
1 credit hour,
(Offered as needed)
This course includes instruction and participation in dance as required by specific productions, i.e., Theatre/Show Choir. This course may be taken up to four (4) times for credit.

DAA 1681
Dance Ensemble,
1 credit hour,
(Offered as needed)
The student shall participate in the preparation and performance of original dance compositions to include Dance Line and Show Choir performances. Prerequisite: Level of competency determined by audition. 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.

△Technology-Across-the-Curriculum Course.

DAA 1905
Directed Individual Study – Dance,
1 credit hour,
(Offered as needed)
This course is a defined independent study in dance pursued under the supervision of a faculty dance instructor and recorded through departmental procedures. It is designed to permit a student to pursue non-scheduled dance activity work which may be of a specialized nature and not available through classes or courses available in a college schedule. Prerequisite: Departmental approval is required. This course may be taken up to two (2) times for credit.

DAA 2202
Advanced Ballet,
2 credit hour,
(Offered as needed)
Students enrolling in Advanced Ballet must have reached a high level of physical strength, mastery of skills, and technical knowledge in order to be eligible for placement in this section. Nuances of ballet performance and classical repertoire will be stressed. Prerequisite: DAA 1201 and/or appropriate level of competency approved by the instructor. This course may be taken up to four (4) times for credit.

DAA 2220
Pointe,
1 credit hour,
(Offered as needed)
The student must already have mastered intermediate/advanced ballet terminology and movement vocabulary in order to be prepared for the physical demands of dancing on pointe. Prerequisite: DAA 1201 and/or appropriate level of competency approved by the instructor. This course may be taken up to four (4) times for credit.

DAA 2581
Musical Theatre Dance II,
1 credit hour,
(Offered as needed)
The continued study of Musical Theatre dance techniques and styles as related to a specific performance experience, usually Summer Ensemble Workshop. Students must participate in rehearsals and performances. Prerequisite: Level of competency determined by audition. This course may be taken up to four (4) times for credit.

DAA 2610
Dance Composition,
2 credit hours,
(Offered as needed)
An introduction and practice in the application of compositional tools encourages the student to explore and compose dance. By studying the body's movement in time and space the student will improve technical skills, develop improvisation and choreographic skills and enhance overall dance performance. Previous dance experience is helpful. This course may be taken up to (4) four times for credit.

DAA 2682
Dance Workshop II,
1 credit hour,
(Offered as needed)
This course includes continued instruction and participation in dance as required by specific productions, i.e., Theatre/Show Choir. Prerequisite: A demonstration of competency determined by audition. This course may be taken up to four (4) times for credit.

DAA 2683
Performance Dance,
1 credit hour,
(Repertory and/or Original Choreography)
This course includes the continuation of study and participation in all rehearsals of selected works of dance repertory and/or original choreography culminating in public performance. Prerequisite: Demonstration of competency determined by audition. This course may be taken up to four (4) times for credit.

DAA 2930
Dance – Special Topics,
3 credit hours,
(Fall, Spring Summer)
This is a defined special topics course pursued under the supervision of a faculty member and recorded through usual departmental procedures. It is designed to permit a student to pursue non-scheduled academic and laboratory work that may be of a specialized nature and not available through the college schedule.

DAN 1750
Dance Conditioning,
1 credit hour,
(Offered as needed)
Dance Conditioning is an excellent course I which to begin your dance training. It is designed to improve fundamentals for the beginning/intermediate student through daily practice in floor work, yoga, and Pilates exercises. This movement class will get you ready to meet the challenges of other dance classes by toning, strengthening and preparing the body to move. This course may be taken up to four (4) times for credit.

DEP 2004
Human Growth and Development,
3 credit hours,
(Fall, Spring, Summer)
A research oriented course in human development, covering the life span of the human being from conception to death. Special emphasis placed upon the interrelationships of the stages of development of the normal person.

DEP 2100
Child Growth and Development I,
3 credit hours,
(Fall, Spring, Summer)
Growth and development of the child from conception through age five, including the physical, social, emotional and mental development of the young child, influence of environment, principles and theories of development.

DSC 1004*
Introduction to NRP and NIMS,
3 credit hours,
(Offered as needed)
Designed to inform emergency responders and planners of the key elements in the National Response Plan (NRP) and the National Incident Management System (NIMS) and their relationship to planning and response operations. The curriculum includes classroom exercises.

DSC 1013*
Domestic and International Terrorism,
3 credit hours,
(Offered as needed)
This course is designed to assist students in recognizing and understanding the elements and objectives of terrorism and 4th Generation Warfare and how they effect public safety planning and response operations.

DSC 1030*
Disaster Communications,
1 credit hour,
(Offered as needed)
This courses is designed to address preparation for natural and man-made disasters in which normal communications are often disrupted by physical damage, system overload, weather conditions , or natural features. The focus will be on methods of exchanging critical information prior to, during and after an emergency.

DSC 1631*
Planning Considerations for Terror Prevention,
3 credit hours,
(Offered as needed)
This course introduces participants to various aspects of planning for potential terrorist activity. The student will be introduced to basic principles of emergency management, communications, security threats, and the effects these operations may have on personnel. The student will learn techniques for evaluating their own jurisdictions vulnerability against terrorist attacks. Students will gain knowledge of the roles and responsibilities of local agencies during terrorism responses. The course introduces participants to various aspects of emergency management of terrorist activity.

DSC 2055
Issues in Disaster Response,
1 credit hour,
(Offered as needed)
This course serves as an introduction to disaster response and mitigation for the first responder. Students will be introduced to legislation that has had a major impact on disaster and incident response, the role of local, Tribal, State and Federal government response to incident and disaster declarations and a brief introduction to the National Incident Management System, National Response Plan and the Incident Management System.

DSC 2214*
Disaster Response Operations,
3 credit hours,
(Offered as needed)
This course examines the response protocol, logistics, responsibilities, interagency support, and concepts of front end planning involved in preparation for a catastrophic event. Students will be introduced to the development of an emergency response plan that will include concepts such as lookout; awareness; communications; escape; safety (laces); training; and various agency relationships.

ECO 2013
Economics I,
3 credit hours,
(Fall, or as needed)
Macroeconomics. Basic concepts and principles, national income accounting; fiscal and monetary policy and application, growth economics. Basic math skills required.

ECO 2023
Economics II,
3 credit hours,
(Spring, or as needed)
Microeconomics. Economic structures, price theory, factor markets, and general equilibrium. Current national and international problems. World trade and balance of payments. Comparative economics. Prerequisite: ECO 2013 or equivalent.

EDF 1005
Introduction to Education,
3 credit hours,
(Fall, Spring)
A study of the history, philosophy and social context of education. The course will help the student think critically about the process of education and his/her role as an educator. Student will observe and participate in the educational settings of local schools. (Plus 30 hours field experience.)

EDG 2701 ❖
Teaching Diverse Populations,
3 credit hours,
(Fall, Spring)
This course will provide the student with the opportunity to explore personal values and attitudes toward cultural diversity. Designed for the prospective educator, the theoretical component will examine the issues of teaching in culturally diverse classrooms. Field experience and examination of educational materials will enhance the student's understanding of multiculturalism. (Plus 30 hours field experience) Prerequisite: EDF 1005.

EDP 2002
Educational Psychology,
3 credit hours,
(Fall, Spring, Summer)
Significant aspects of the growth and development of children and youth, including physical, social, and intellectual developments as they affect behavior patterns. Psychology as applied in improving the learning process.

EET 1003C*
Electronics for Drafters,
3 credit hours,
(Offered as needed)
An introductory course in electronics for drafter designers and beginning electronics technicians; designed to provide a basic understanding of electronic principles, theories and concepts.

EEX 2010 ❖
Introduction to Exceptional Children,
3 credit hours,
(Offered as needed)
Study of incidence, nature, etiology and services available in connection with exceptional children including: hearing and speech problems; learning disabilities, mental retardation, blind, physically handicapped, gifted, emotional conflicts, also parents of exceptional children.

EGS 1110C
Engineering Graphics,
3 credit hours,
(Offered as needed)
Use of instruments, lettering practice; geometric construction; multiview projection and conventions, auxiliary views, section views, axonometric and oblique projections, rotation, patterns and development, and methods of reproduction. Prerequisite: ETD 1100 or equivalent: prerequisite only applies to Architectural Drafting and Design students.

EGS 1130C
Descriptive Geometry,
3 credit hours,
(Offered as needed)
Basic principles of orthographic projection, auxiliary views and rotation as they apply to points, lines and planes in space; addition of coplanar and non-coplanar vectors; intersections and developments; and selected abstract, exponometric and oblique projection, and practical problems. Prerequisite: EGS 1110C or equivalent.

EME 2040 △
Introduction to Educational Technology,
3 credit hours,
(Fall, Spring Summer)
This course will develop competencies necessary to integrate technology into classroom instruction. Students will survey a variety of instructional technology materials, software, and systems, as well as learn to use these in the classroom environment.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

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

EMS 1119C
Emergency Medical Technician,
6 credit hours,
(Offered as needed)
Emergency Medical Technician is designed to prepare the student with the necessary fundamental knowledge to be successful in meeting Emergency Medical Technician certification and licensing requirements. Students will learn how to assess, treat and transport the sick and injured at the level of the Emergency Medical Technician-Basic. There is emphasis on assessment based learning and complies with National DOT EMT Basic curriculum. Prerequisite: Permission of the EMS Director and AHA CPR for the Healthcare provider; Corequisite: EMS 1401L.

EMS 1335
Emergency Vehicle Operators Course,
1 credit hour,
(Offered as needed)
Students receive basic education and information on the safe and effective operation of emergency vehicles. Prerequisite: Permission of the EMS Program Director.

EMS 1337
Defensive Tactics,
1 credit hour,
(Offered as needed)
Designed to provide EMS personnel with fundamental knowledge of the recognition of aggressive/violent behavior, and use of appropriate verbal and physical skills to control aggressive behavior in the course of providing emergency care. Prerequisite: Admission to the Paramedic program or permission of instructor

EMS 1401L
EMT Lab,
4 credit hours,
(Offered as needed)
An integrated experience that is designed to allow the student to apply practical experience to material learned in Emergency Medical Technician. Students will learn how to assess, treat and transport the sick and injured at the level of the Emergency Medical Technician-Basic in the laboratory environment, area hospitals and advanced life support EMS ambulances. There is emphasis on assessment based learning and complies with National DOT EMT-Basic curriculum. Prerequisite: Permission of the EMS Director and AHA CPR for the Healthcare provider; Corequisite: EMS 1119C.

EMS 2231C
Paramedic Processes I,
5 credit hours,
(Fall)
First course in the sequence necessary for Paramedic program completion. Designed to integrate concepts and clinical skills learned at the EMT level with advanced life support concepts and skills. Emphasis on patient assessment, pulmonary anatomy and physiology, advanced airway management, pathophysiology and clinical management of shock, medical emergencies and traumatic injuries. Course is consistent with most current Department of Transportation (DOT) curriculum. Prerequisite: Admission to the Paramedic program.

EMS 2232C
Paramedic Processes II,
5 credit hours,
(Spring)
Second course in the sequence necessary for Paramedic program completion. Integrates and reinforces concepts and clinical skills learned in Paramedic Processes I. Emphasis on pharmacology, cardiology and Advanced Cardiac Life Support (ACLS) skills. Other topics include assessment and management of OB/GYN emergencies, psychiatric emergencies, pediatric emergencies, musculoskeletal injuries and mass casualty situations. Consistent with the most current DOT curriculum. Corequisite: EMS 2436L

EMS 2233
Paramedic Processes III,
2 credit hours,
(Spring)
The final course necessary for Paramedic program completion. Designed to prepare the student for both Florida State Board and National Registry examinations. Emphasizes the integration of paramedic knowledge, attitudes and behaviors. Course consistent with the most current DOT curriculum. Corequisite: EMS 2425L

EMS 2342
Advanced Extrication,
1 credit hour,
(Offered as needed)
Focus is on advanced principles of gaining access to and disentanglement of victims of vehicular crashes. Emphasis is placed on victim and rescuer safety. Actual use of available rescue tools is included. packaging of patients to protect against possible spinal injury is demonstrated and assessed. The course takes place with a mock scene and "junk" cars are used for experience with rescue tools.

EMS 2425L
Paramedic Externship
4 credit hours,
(Spring)
The final clinical internship consisting of ten (10), 24-hour shifts at Okaloosa County EMS, Walton County EMS, South Walton Fire Rescue or an alternate service. The paramedic student functions in the charge medic role during the experience. Each student is assigned to a designated Senior Paramedic Preceptor for the entire clinical schedule. Corequisite: EMS 2233.

EMS 2435L
Paramedic Lab I,
5 credit hours,
(Fall)
The clinical and skills laboratory companion course to EMS 2231C. Designed to provide instruction in the advanced paramedic skills and the opportunity to apply these skills in the clinical setting. By state rule, the instructor-to-students ration will not exceed six students to one instructor. Prerequisite: Admission to the Paramedic program; Corequisite: EMS 2231C

EMS 2436L
Paramedic Lab II,
5 credit hours,
(Spring)
This course is the clinical companion course to EMS 2232C, Paramedic Processes II. It is designed to provide instruction in the advanced paramedic skills and the opportunity to apply them in the clinical setting. By state rule, the instructor-to-student ratio will not exceed six students to one instructor. Prerequisite: EMS 2435L; Corequisite: EMS 2232C

EMS 2438C
Advanced Clinical Internship,
2 credit hours,
(Offered as needed)
This course serves to reinforce and enhance knowledge learned throughout the paramedic course. Students will learn advanced assessment techniques for patients dealing with neurological, cardiovascular, airway, pulmonary, GI, urinary, renal, endocrine, hematological, immune system and trauma complaints. Specialized clinical lab time will be included with this course. Prerequisites: EMS 2232C, EMS 2436L

EMS 2526
Twelve-Lead EKG Interpretation,
1 credit hour,
(Offered as needed)
Designed for the EMS student. Fundamentals of twelve-lead electrocardiogram (EKG) interpretation. Emphasis on scenario-based and case-based learning that reinforces the concept that 12-lead EKG technology is the best tool for visualization of the surfaces of the heart, identification of sites of ischemia, injury and infarction, as well as various intricate conduction abnormalities. Prerequisite: EMT certificate or permission of the instructor.

EMS 2552
Advanced Cardiac Life Support (ACLS),
1 credit hour,
(Offered as needed)
An intense overview of the guidelines for emergency cardiac care and cardiac arrest management as published by the American Heart Association. Students must successfully pass a written examination and a skills proficiency performance examination to receive the "ACLC Provider" and successfully pass the course. Prerequisites: ENT certificate and CPR for Health Care Providers certification

EMS 2553
Pediatric Advanced Life Support (PALS), 1 credit hour,
(Offered as needed)
Designed for the EMS student. Fundamentals of recognizing infants and children who are at risk for cardiopulmonary arrest, including the strategies that are needed to prevent cardiopulmonary arrest in infants and children and the cognitive and psychomotor skills needed to resuscitate and stabilize infants and children in respiratory failure, shock or cardiopulmonary arrest. Prerequisite: EMT certificate or permission of the instructor.

EMS 2555
Basic Trauma Life Support (BTLS),
1 credit hour,
(Offered as needed)
Fundamentals of managing traumatic injuries at the basic and advanced levels in accordance with the national Basic Trauma Life Support committee. The recognition and treatment of specific traumatic injuries such as pneumothorax, closed head injury, hemothorax, compensated and decompensated shock, fractures, uncontrolled bleeding, internal injuries of the abdomen and thorax. Emphasis is on rapid assessment, management and transport with discussion on mechanism of injury and kinematics of trauma. Prerequisite: EMT certification or permission from the instructor.

ENC 1101 △
English Composition I,
3 credit hours,
(Fall, Spring, Summer)
Instruction and intensive practice in expository and argumentative writing including a documented paper. The student will practice all CLAST essay and language skills as part of the essay process. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on a standardized placement test measuring communications/verbal achievement or successful completion of ENC 0080.

ENC 1102
English Composition II,
3 credit hours,
(Fall, Spring, Summer)
Interpretative and critical reading of fiction (novel, novella, short story), drama, and poetry. Practice in the writing of analytic discourse. Practice in writing the research paper. The student will practice all CLAST essay and language skills as part of the essay process. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: Completion ENC 1101 or an equivalent course with a grade of "C" or better.

ENC 1112
CLAST Review: English Language Skills,
1 credit hour,
(Offered as needed)
A short course designed to prepare students to take or retake the CLAST English Language Skills sub-test. The course is conducted as a self-study utilizing the tutorial services in the Academic Success Center.

ENC 1113
CLAST Review: Essay Skills,
1 credit hour,
(Offered as needed)
A short course specifically designed to prepare students to write fifty-minute timed essays that conform to CLAST standards. The course is conducted as a self-study under the supervision of the CLAST Coordinator.

ENC 2210
Technical Report Writing,
3 credit hours,
(Offered as needed)
This course covers the fundamentals of technical report writing, mechanics, and style. Various types of reports are prepared, and criteria for evaluating the adequacy of the various components of these reports are utilized. The course also includes reading and analysis of technical literature as well as oral reporting. Prerequisite: passing score on placement test.

ENG 1001
Research Papers,
1 credit hour,
(Fall, Spring, Summer)
A learn-by-doing course in the methods of conducting library research and writing a documented paper. Students will work in the library on self-selected subjects under the supervision and guidance of the instructor in a tutorial relationship. For successful completion, each student will write a documented paper in accordance with a standard system.

NOTE: This course may be used as a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. Students may use this course to satisfy deficiency in the Gordon Rule writing requirement, but it may not be used in lieu of traditional Gordon Rule courses, such as ENC 1101.

ENL 2012A
English Literature I,
3 credit hours,
(Offered as needed)
A study of English literature from the Old English period, Beowulf, through the late Eighteenth century, the Age of Enlightenment, focusing on major works and their authors with an emphasis upon the literature as a significant reflection of and contribution to the political, cultural, social, religious, and economic milieu of each age. This course may be used as a Humanities credit. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: ENC 1101.

ENL 2022
English Literature II,
3 credit hours,
(Offered as needed)
A study of English literature from the Romantics through the Twentieth century focusing on major works and their authors with an emphasis upon the literature as a significant reflection of and contribution to the political, cultural, social, religious, and economic milieu of each age. This course may be used as a Humanities credit. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: ENC 1101.

ESC 1000
Earth Science,
4 credit hours,
(Fall, Spring, Summer)
Survey of processes, materials and structure of the solid earth, oceanography, meteorology, and the relation of the earth to other planets. Intended for physical science general education requirement. Practical exercises in mineral and rock identification.

ESC 1000L
Earth Science Lab,
1 credit hour,
(Fall, Spring, Summer)
Laboratory experiences pertaining to the physical environment: observation, measurement, data analysis, mapping, map interpretation, properties of earth materials. This is an optional course serving students who transfer to universities which require a laboratory course to satisfy the General Education requirement in Physical Science.

ETD 1100*
Introduction to Technical Drawing,
3 credit hours,
(Offered as needed)
A course in the fundamental principles of the graphic language (the language of industry) and is developed for students without previous mechanical drawing experience. Topics include: use and care of instruments, lettering, geometric construction, multiview projection, sketching techniques, inking, and methods of reproduction.

ETD 1111*
Drafting I,
6 credit hours,
(Offered as needed)
The first of a sequence of courses in drafting which includes basic use of instruments, freehand lettering, geometric construction, orthographic projection, sections and conventions, conventional revolutions, dimensioning, inking, mechanical lettering, and methods of reproduction. Prerequisite: ETD 1100 and ETD 1710 or equivalent.

ETD 1221*
Drafting II,
6 credit hours,
(Offered as needed)
A course that continues and completes the student's study of the fundamentals intrinsic to all types of drafting. Topics covered include isometric, dimetric, trimetric, oblique, and perspective projection, auxiliary views, related mathematics, precision dimensioning and inking practices. Prerequisite: ETD 1111 or equivalent.

ETD 1310C *△
AutoCAD I,
3 credit hours,
(Offered as needed)
A basic course on the use of AutoCAD Software to include; Introduction to AutoCAD, drawing commands, display and inquiry commands, modify commands, dimensioning and annotation, data exchange and output files. Pre-requisite: ETD 1100 or equivalent.

ETD 1311C *△
AutoCAD II,
3 credit hours,
(Offered as needed)
The second course in a series designed to develop skill and proficiency in the use of AutoCAD software to include: additional drawing commands, editing commands, modify commands, advanced display and inquiry commands, advanced dimensioning and annotation, advanced layering, block, attributes and X-Ref, paper space, UCS, data exchange and output files. Prerequisite: ETD 1310C* or equivalent.

ETD 1312C *△
AutoCAD LT I,
3 credit hours,
(Offered as needed)
A basic course on the use of AutoCAD LT Software to include; Introduction to AutoCAD LT, drawing commands, display and inquiry commands, modify commands, dimensioning and annotation, data exchange and output files. Prerequisite: ETD 1100 or equivalent.

ETD 1313C *△
AutoCAD LT II,
3 credit hours,
(Offered as needed)
The second course in a series designed to develop skill and proficiency in the use of AutoCAD LT software to include: additional drawing commands, editing commands, modify commands, advanced display and inquiry commands, advanced dimensioning and annotation, advanced layering, block, attributes and X-Ref, paper space, UCS, data exchange and output files. Prerequisite: ETD 1312C or equivalent.

ETD 1350C *△
AutoCAD 3-D Modeling I,
3 credit hours,
(Offered as needed)
A basic course in mechanical design using basic computer geometry techniques. Topics will include: orthographic projections, space relationships of points, lines, planes and revolution of objects. Additional coverage will include principles of surface generation, intersections, wire modeling, and solid modeling techniques. Prerequisite: ETD 1311C or equivalent.

ETD 1322 *△
Introduction to Pro/ENGINEER,
3 credit hours,
(Offered as needed)
A basic course on the use of Pro/ENGINEER software to include: Introduction to Pro/ENGINEER, basic drawing components/parts, Pro/DETAIL functionality, 3D virtual models, conceptual layout, extrusions, sweeps, pick-n-place, creating manufacturing features on assemblies which will include drilling, cutting, and facing operations and creating basic drawings of assemblies which will include exploded views and intelligent BOM callouts.

ETD 1614*
Electromechanical Drafting,
3 credit hours,
(Offered as needed)
A course in the fundamentals of electronics drafting covering such topics as: using electronic symbols, schematic diagrams, connection diagrams, block and logic diagrams, WW board drawings, chassis drawings, and pictorial drawings. Prerequisite: ETD 1111 or equivalent.

ETD 1700*
Drafting III,
6 credit hours,
(Offered as needed)
A course in the fundamentals of Mechanical and Machine Drafting. Topics covered include: Geometric dimensioning and true positional tolerancing; threads, nuts, bolts, screws, gears, cams and springs, drafting standards, and preparation of working drawings. Prerequisite: ETD 1311C, and ETD 2218 or equivalent.

ETD 1710*
Fundamentals of Dimensioning and Tolerancing,
4 credit hours,
(Offered as needed)
A course designed to help students develop the basic fundamentals of dimensioning and tolerancing. Topics include: dimensioning systems such as; metric, decimal, fractional-inch, foot and inch, tolerancing methods, limits and tolerances, tolerancing accumulation, dimensioning practices, and standards fits. Prerequisite: for Drafting and Design student course should be taken with ETD 1100.

ETD 1801C*
Technical Illustration,
3 credit hours,
(Offered as needed)
The purpose of this course is to help students develop the skills, knowledge, and attitudes necessary to be job entry-level qualified as technical illustrators. Prerequisites: ETD 1221 or EGS 1130C, and ETD 1311C.

ETD 1811C △
Corel Draw I,
3 credit hours,
(Offered as needed)
Class will focus on organization of two-dimensional space in regard to the plane. Study and hands-on projects both in artistic media and on computer will include the following: Comprehensive usage of this vector-based drawing program to create professional artwork – from single logos to intricate technical illustrations. Topics such as perspective and the creation of depth on the two dimensional surface will be included as well. Students will investigate the use of computer graphics disciplines emphasizing illustration and the principles of color and design. Students will also be expected to complete five individual projects related to the coursework. The presentation of these projects to the class will include both written and visual materials. Students will generate a portfolio of computer art and are encouraged to broaden perspectives and to think creatively. Class will serve as introduction to use of Corel Draw.

ETD 1842C*
Computer Rendering I,
3 credit hours,
(Offered as needed)
A basic course in rendering techniques using Accurender software. Topics include: The walkabout window, AutoCAD views, move in the Ray Trace View, viewing the model, Rendering the model, assigning materials, lighting your model and printing. Prerequisite: ETD 1350C.

ETD 2011A*
Industrial Print Reading,
3 credit hours,
(Offered as needed)
The beginning level aspects of reading industrial prints such as drawing notes, title blocks, revision blocks, legends, schedules, multiviews, and parts list.

ETD 2218*
Geometric Dimensioning and Tolerancing,
4 credit hours,
(Offered as needed)
An introductory course in geometric dimensioning and tolerancing using the geometric method nationally accepted according to ASMEY 14.5M. Topics covered include: definition and terms, symbols, datum referencing, locational tolerancing, form tolerancing, profile tolerancing, orientation and runout tolerancing, and math for positional tolerancing. Prerequisites: ETD 1710 or equivalent.

ETD 2219*
Advanced Geometric Dimensioning and Tolerancing,
4 credit hours,
(Offered as needed)
An advanced course in geometric dimensioning and tolerancing using the geometric method nationally accepted according to ASMEY 14.5M. Topics covered include: definitions and terms, symbols, datum referencing, locational tolerancing, form tolerancing, profile tolerancing, orientation and runout tolerancing, math for positional tolerancing, quality assurance methods and techniques, and manufacturing methods and techniques. Prerequisite: ETD 2218 or equivalent.

ETD 2250*
Tolerance Stacks I,
4 credit hours,
(Offered as needed)
A course for engineers, designers, inspectors and other engineering personnel. This course consists of learning how to perform tolerance accumulation studies within a part or assembly to include: Coordinate dimension stacks and stacks involving geometric tolerancing. Prerequisite: ETD 2218 or equivalent.

ETD 2251*
Tolerance Stacks II,
4 credit hours,
(Offered as needed)
A second course for engineers, designers, inspectors and other engineering personnel. The course continues the learning and add more advanced concepts relative to performing tolerance accumulation studies within a part or assembly to include: coordinate dimension stacks and stacks involving geometric tolerancing. Prerequisite: ETD 2219 and ETD 2250 or equivalent.

ETD 2328C* △
Introduction to MicroStation,
3 credit hours,
(Offered as needed)
A basic course in mechanical design using basic computer geometry techniques. Topics will include orthographic projections, space relationships of points, lines, planes and revolution of objects. Additional coverage will include principles of surface generation, intersections, wire modeling, and solid modeling techniques. Prerequisite: ETD 1100 or equivalent.

ETD 2352C *△**
AutoCAD III,
3 credit hours,
(Offered as needed)
An advanced course designed to help students develop proficiency in the area of computer aided drafting and systems drafting. Topics covered include: transfer drawings, digitized drawings, explanatory drawings, multiview projections, exploded assemblies, pictorial drawings, auxiliary views, sections, details, geometric dimensioning and tolerancing, and CADD concepts. Prerequisites: ETD 1311.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△Technology-Across-the-Curriculum Course.

ETD 2355C *△
AutoCAD 3-D Modeling II,
3 credit hours,
(Fall, Spring)
An advanced course in mechanical design using advanced computer techniques. Contents will include: 3D concepts, wire modeling, surface generation techniques, and solid modeling techniques. Prerequisite: ETD 1350C or equivalent.

ETD 2356C*
MicroStation II,
3 credit hours,
(Offered as needed)
A second course in mechanical design using basic and intermediate computer geometry techniques. Topics will include: Orthographic projections,
ETD 2356C*
MicroStation II,
(Continued)
space relationships of points, lines, planes and revolution of objects. Additional coverage will include principles of surface generation, intersections, wire modeling, and solid modeling techniques. Prerequisites: ETD 2328C or equivalent.

ETD 2357C *△
Inventor I,
3 credit hours,
(Offered as needed)
A basic course in Parametric Solid Design using AutoDesk Inventor Software. Topics include: Basic concepts of parametric part sketching 3D part creation, Revolve, Sweep and Lofted features, shell and coil, surface creation, sheet metal and orthographic drawing production.

ETD 2358C *△
Inventor II,
3 credit hours,
(Offered as needed)
The second course in a series designed to develop skill and proficiency in Parametric Solid Design, using Inventor Software. Topics include: Sheet Metal Modeling, Assembly Concepts, Assembly Modeling Approach and Tools, Advanced Constraints, Motion Simulation, Adaptive Technology and Drawing Presentation. Prerequisite: ETD 2357C

ETD 2364C*
SolidWorks I,
3 credit hours,
(Offered as needed)
A basic course in Parametric Solid Design using SolidWorks Software. Topics include: Basic concepts of parametric part sketching 3D part creation, Revolve, Sweep and Lofted features, shell and coil, surface creation, sheet metal and orthographic drawing production. Prerequisite: ETD 1310C or higher or equivalent.

ETD 2365C*
Mechanical Desktop I,
3 credit hours,
(Offered as needed)
A basic course in Parametric Solid Design, using AutoCAD Mechanical Desktop Software. Topics include: Basic concepts of Parametric Sketching, Part Creation, Surface Creation and Editing, Basic Concepts of Combining Parts. Prerequisite: ETD 1311C or equivalent.

ETD 2366C*
Mechanical Desktop II,
3 credit hours,
(Offered as needed)
The second course in a series designed to develop skill and proficiency in Parametric Solid Design, using AutoCAD Mechanical Desktop Software. Topics include: Creating Drawing Views, Creating Table Driver Parts, Creating Shells; and assembling parts. Prerequisite: ETD 2365C or equivalent.

ETD 2368C*
SolidWorks II,
3 credit hours,
(Offered as needed)
The second course in a series designed to develop skill and proficiency in Parametric Solid Design, using SolidWorks Software. Topics include: Sheet Metal Modeling, Assembly Concepts, Assembly Modeling Approach and Tools, Advanced Constraints, Motion Simulation, Adaptive Technology and Drawing Presentation. Prerequisite: ETD 2364C or higher or equivalent.

ETD 2377C*
3D Studio Max I,
3 credit hours,
(Offered as needed)
Course is designed to use 3D Studio in rendering, and animation as a dynamic visualization tool for AutoCAD design images. Upon completion of this course, the user will be able to navigate through the modules of the program, model simple projects, set up scenes for rendering and animation, assign materials to objects, and define simple motion paths, input and output techniques. Prerequisite: ETD 1350C or equivalent.

ETD 2395C*
Architectural Desktop for Architecture,
3 credit hours,
(Offered as needed)
A basic course in 3D Architectural Modeling using AutoDesk Architectural Desktop Software. Topics include: Introduction to Architectural Desktop, creating floor plans, modifying walls, advanced wall features, placing doors and windows, door and window assemblies, creating roofs and roof slabs, creating slabs for floors and ceilings, creating elevations, sections and details, and annotation and documentation. Prerequisite: ETD 1310C or equivalent.

ETD 2534*
Construction Drafting,
6 credit hours,
(Offered as needed)
A course to prepare students to develop shop drawings for large construction projects. Topics covered include: steel, precase concrete, prestressed concrete, poured-in-place concrete, and heavy timber construction projects. Prerequisites: EGS 1110C or ETD 1111 or equivalent.

ETD 2542*
Structural Drafting,
3 credit hours,
(Offered as needed)
A course in the fundamentals of structural drafting including: an overview of structural drafting, prestressed concrete drafting, structural steel drafting, and poured on-site concrete drafting. Prerequisite: TAR 2121C or equivalent.

ETD 2543C*
Structural Drafting II,
3 credit hours,
(Offered as needed)
An advanced course in structural drafting covering prestressed concrete drafting, structural steel drafting, and poured-on-site concrete drafting for large commercial and industrial buildings as well as bridges, parking decks, towers, and stadiums. Prerequisite: ETD 2542 or equivalent.

ETD 2705*
Advanced Mechanical Drafting,
3 credit hours,
(Offered as needed)
An advanced course covering mechanical drafting, machine design, advanced dimensioning and tolerancing, and working drawings according to MIC and ASME standards. Prerequisites: ETD 1700, ETD 2218, or equivalent.

ETD 2802C*
Technical Illustration II,
3 credit hours,
(Offered as needed)
The purpose of this course is to help students develop advanced skills, knowledge, and attitudes necessary as technical illustrators, to include oblique, and axiometric projections, perspective and exploded pictorial drawings, and related techniques. Prerequisites: ETD 1801C and ETD 1311C or equivalent.

ETD 2843C *△
3D Computer Rendering II,
3 credit hours,
(Offered as needed)
An advanced course in rendering techniques using Accurender software. Topics include: Radiocity, landscape for realism, decals, backgrounds, environments, panoramas and animation. Prerequisite: ETD 1842C.

ETD 2905*
Independent Study – Drafting,
1 credit hour,
(Fall, Spring, Summer)
Practical treatment of special geometry, graphics, and design. Emphasis on individual work projects utilizing such graphical techniques as orthographic projection, perspective drawing, auxiliary views, topographic drawing, and graphing. Prerequisites: EGS 1110C and ETD 1111 or permission of instructor. This course may be taken up to four (4) times for credit.

ETD 2930*
Special Topics – A survey of Geometric Dimensioning and Tolerancing,
1 credit hour,
(Offered as needed)
This is a review course in Geometric Dimensioning and Tolerancing using the Geo-Metric Method nationally accepted according to ASME Y14.5M. This course is intended for students who have prior training in Geometric Dimensioning and Tolerancing, but require a review covering new and updated information on the subject. Topics covered include: definition and terms, symbols, datum referencing, locational tolerancing, form tolerancing, profile tolerancing, orientation and runout tolerancing, and math for positional tolerancing.

ETG 1941*
Internship,
3 credit hours,
(Offered as needed)
On-the-job training in the Applied Associate of Science Degree program in which the student is actively enrolled. The student works under a qualified supervision on a job related to his/her degree program. The supervisor will rate the student's performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student two weeks prior to the end of the semester.

ETI 1411*
Advanced Manufacturing Processes,
3 credit hours,
(Offered as needed)
This course presents the numeric and computer numeric control of various machining processes and the use of computer programming in the machine shop. Included are shop safety, program preparation, milling, drilling, subroutines, coordinate systems and other related topics.

ETI 1414C*
Introduction to CNC Machines and CNC Machining Practices,
3 credit hours,
(Offered as needed)
This course is designed to provide the student with an introduction to CNC machines and CNC machining to include: Theory, Operation, Setup, Safety and Practices.

ETI 1420*
Properties of Materials and Cutting Tools,
3 credit hours,
(Offered as needed)
This course is designed to provide the student with an introduction to the basic properties of materials, principles and processes in the metal working and plastics field and tools and machinery involved in manufacture of metals of plastics. This course covers non-chip producing and chip producing manufacturing processes.

ETI 1710*
Occupational Safety,
3 credit hours,
(Offered as needed)
A basic course in occupational safety and health covering such topics as: theories of accident causation; workplace hazards; hazard analysis and prevention; accident reporting; OSHA, ergonomics; product safety; workers' compensation; and stress on the job.

ETI 1713*
Implementing Total Safety,
3 credit hours,
(Offered as needed)
A course on implementing the total Safety Management (TSM) approach to workplace safety and health. Major topics include the TSM Steering Committee, TSM Facilitator, and improvement project teams (IPTs).

ETI 1715*
Environmental Safety,
3 credit hours,
(Offered as needed)
A course on protecting the environment from hazardous processes, products, and by-products of business and industry. The primary focus of the course is the ISO 14000 standard.

ETI 2110*
Quality Tools I,
3 credit hours,
(Offered as needed)
This is a comprehensive course designed to increase the students' knowledge and skill in all aspects of quality control. The course provides a variety of the basic skills that contribute to the outgoing quality in the mechanical trades. Included are quality functions, quality personnel, shop mathematics, understanding blueprints, measuring tools, their use and other related topics.

ETI 2111*
Quality Tools II,
3 credit hours,
(Offered as needed)
This course is a continuation of Quality Tools I with an emphasis on inspection methods and layout techniques. Included also are quality costs, planning, probability, statistical control and other related topics.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△Technology-Across-the-Curriculum Course.

ETI 2114*
Benchmarking,
3 credit hours,
(Offered as needed)
A course covering the fundamentals of benchmarking. Major topics include: rationale for benchmarking, management's role in benchmarking, obstacles to benchmarking, selection of processes to benchmarking, and acting on benchmarking data.

ETI 2117*
Introduction to Total Quality,
3 credit hours,
(Offered as needed)
This course covers the fundamentals of Total Quality including the following: quality culture, customer focus, employee empowerment, team building, decision making, problem solving, conflict management, quality tools, benchmarking, continuous improvement, quality function deployment, Statistical Process Control, Just-In-Time Manufacturing, and Implementing Total Quality.

ETI 2118*
Implementing Total Quality,
3 credit hours,
(Offered as needed)
This course covers all 20 steps required to implement Total Quality in any type of organization. Emphasis is placed on specific requirements for implementation, the critical role of executive level leaders, and variation among organizations. Prerequisite: ETI 2117.

ETI 2131*
Statistical Process Control,
3 credit hours,
(Offered as needed)
A course covering the fundamentals of SPC. Major topics include: rationale for SPC, inhibitors of SPC, management's role in SPC, the quality tools, and control charts.

ETI 2419C*
Advanced Concepts of CNC Machines and CNC Machining Practices,
3 credit hours,
(Offered as needed)
This course is designed to provide the student with advanced concepts in CNC machines and CNC machining to include: Theory, Operation, Setup, Safety, and Practices.

ETI 2940*
Directed Work Study Industrial-Technical,
1 credit hour,
(Offered as needed)
Directed experience in instructional, laboratory and/or materials assistance in a designated industrial-technical area. This course may be taken up to four (4) times for credit. Department chair approval required.

EUH 2032 ❖
The Holocaust,
3 credit hours,
(Offered Spring)
A survey of European anti-Semitism, the rise of institutionalized and codified racism in Nazi Germany and the resulting Holocaust. Examines the role of the state and the citizenry in genocide. Also examines the nascent anti-Semitism of the modern world and the rise of Israel as an international power.

EVS 1001C
Environmental Sciences,
4 credit hours,
(Offered as needed)
A study of the physical and biological environment and man's ecology with emphasis upon contemporary biological problems. This course may be used as a General Education science course for any A.S. or A.A.S. program. It may be used as a category III General Education science course in the A.A. degree

FAD 1123
Adults in a Changing Society,
3 credit hours,
(Fall, Spring, Summer)
A course focusing on personal development and traditional or nontraditional career options available to adults in today's changing society.

FFP 1301*
Fire Service Hydraulics,
3 credit hours,
(Offered as needed)
Introduction to the study and characteristics of hydrostatics and hydrodynamics in the fire service; to include basic hydraulic measuring units, facts, theories, and formulas for problem solving. The course covers the relationship between flow and pressure and mathematical hydraulic formulas.

FFP 1302*
Fire Apparatus Operations,
3 credit hours,
(Offered as needed)
The curriculum covers the laws, rules and driving techniques for emergency vehicles, as well as an introduction to fire service hydraulics. Fire ground evolutions and pumping operations make up the practical part of the course. The evolution portion of the course includes the calculation of friction loss in hose and appliances, calculation of gallons per minute needed in fire streams, use of pre-connected lines, tandem pumping, drafting, relays and master streams.

FFP 1540*
Private Fire Protection Systems I,
3 credit hours,
(Offered as needed)
This is a study of private fire protection and detection systems, such as sprinkler and standpipe systems, chemical extinguishing systems, detection systems and devices. Each system is discussed as to its need, construction, preventive maintenance and individual uses.

FFP 1740*
Fire Service Course Delivery,
3 credit hours,
(Offered as needed)
The curriculum draws from many recognized authorities in exploring the methods and mechanics of imparting information and adult learning principles. The course emphasizes techniques which have wide application in teaching situations, as well as devices for specific areas. Also stressed are measuring teaching effectiveness, the use of media and visual aids.

FFP 1800*
Disaster Education for Individuals and the Community,
2 credit hours,
(Offered as needed)
This course provides a study of the design, development, and delivery of public disaster safety education and programs including: methods of identification of disaster safety programs; the selection of target programs and strategies of affect reduction; methods of designing and implementing information and educational programs; methods of evaluating a program's impact. Studies include theoretical and practical skills training in individual, group, and mass media communications, instructional skills, planning priorities, and evaluation techniques.

FFP 1801*
Introduction to Emergency Management,
2 credit hours,
(Offered as needed)
This course will discuss emergency management practices and how they relate to natural and man-made disasters. It is designed to help the student develop an understanding of overall emergency management principles, practices, and standards in the local, national, and international environments.

FFP 1810*
Firefighting Tactics and Strategy I,
3 credit hours,
(Offered as needed)
This course is a study of the basic concepts involved in fire fighting, including the behavior, fire fighting fundamentals and principles of extinguishment; the proper role for a utilization of various fire companies and pre-planning fire problems.

FFP 1880*
Political and Policy Basis for Emergency Management,
2 credit hours,
(Offered as needed)
This course provides the student specialized knowledge and skills necessary to develop public policy related to emergency management, providing public policy leadership in the area of emergency management as part of the larger responsibility to protect the general welfare of the people. Topics of discussion include: government disaster programs; agency participation; policy design and implementation; and administrative processes involved in managing disasters.

FFP 1881*
Emergency Management Leadership,
3 credit hours,
(Offered as needed)
This course provides the student the knowledge and skills necessary for effective interpersonal relationships, including conflict management and the use of power and influence as they apply to emergency administration and leadership. It addresses the budget process and related administrative duties of an emergency management program manager.

FFP 1890*
Emergency Management Principles for Tourism and Hospitality Industry,
2 credit hours,
(Offered as needed)
This course analyzes emergency management functions and responsibilities within the tourism and hospitality industry. Particular emphasis is placed in the areas of administration, organization, communications, and human relations. Students will learn how historical mistakes can influence human response to disaster situations, and some of the current legal and human challenges posed when dealing with disasters

FFP 2058*
Technical Applications in Emergency Management,
2 credit hours,
(Offered as needed)
This course explores issues and problems associated with the use of technology in emergency management. It examines strategies to overcome these issues and problems. Some of the subjects treated are use of the Internet, spatial analysis applications in vulnerability analysis, decision support systems, and emerging technologies.

FFP 2120*
Fire Service Construction,
3 credit hours,
(Offered as needed)
Topics include identifying hazards from assault by fire and gravity, how building construction can influence fire spread, fire confinement or structural collapse, and many other life safety issues. This is not a building course, but rather a course to identify construction features and their hazards under fire conditions.

FFP 2610*
Fire Cause and Origin,
3 credit hours,
(Offered as needed)
Study of cause and origin of fires with emphasis on fire inspector's or fire officer's role in the investigation process. The course deals with determination of fire cause and origin, collection of evidence, and investigator's preparation for trial.

FFP 2720*
Company Officer,
3 credit hours,
(Offered as needed)
Designed to assist fire officers in solving the varied problems and situations they will be required to manage effectively in today's ever-changing fire service. The curriculum includes a review of fire department organization and administration, management theory, leadership, communication, motivation, and small group dynamics.

FFP 2770*
Ethical and Legal issues in Fire Service,
3 credit hours,
(Offered as needed)
This course teaches the federal, state, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability, and a review of relevant court cases. It also includes labor relations, human rights and diversity, conflicts of interest and frameworks for ethical decision-making.

FFP 2780*
Fire Department Administration,
3 credit hours,
(Offered as needed)
The course is designed to present the principles of management theory, and its application in the fire service. The course is intended for officers whose area of responsibility encompasses long and short range planning, budgeting and administration.

FFP 2811*
Firefighting Tactics and Strategy II,
3 credit hours,
(Offered as needed)
This course is a study of the principles utilized on the fire ground for maximum manpower and equipment utilization; fire ground administration starting with a small fire on up through major conflagrations. Emphasis will be on developing thinking skills in relation to crises. Prerequisite: FFP 1810

FFP 2820*
Emergency Preparedness,
3 credit hours,
(Offered as needed)
This course teaches all aspects of emergency preparedness and planning related to natural and man-made disasters, and basic principles of emergency management. Planning concepts and the planning process will be discussed.

FFP 2834*
Societal Issues in Disaster Management,
3 credit hours,
(Offered as needed)
This course examines human response to disaster events, including political and economic factors influencing vulnerability. It examines how individuals and institutions make decisions at all levels of disaster response, it is an introduction to current research pertaining to the sociological aspects of disaster, and it will provide increased awareness of the potential and difficulties in using social science research as a basis for modifying public policy.

* 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.

FFP 2841*
Contingency Planning for the Private Sector,
2 credit hours,
(Offered as needed)
This course is designed to assist students in developing effective public sector plans by using the National Incident Management System and the Incident Command System templates. The curriculum includes case studies and development procedures for private sector logistics management and employee support planning.

FFP 2843*
Contingency Planning for the Public Sector,
2 credit hours,
(Offered as needed)
Designed to assist students in developing effective public sector response and force protection plans by using the National Incident Management System and the Incident Command System templates.

FRE 1000 ❖
Practical French,
3 credit hours,
(Spring)
This course provides training for verbal mastery of French in practical situations as well as instruction in contemporary francophone culture and in the historical and cultural significance of the French-speaking world. Students will research a French country/region.

FRE 1120 ❖
French I,
4 credit hours,
(Fall)
Pronunciation and grammatical structures of French, with emphasis upon balanced development of all four skills – listening, speaking, reading, and writing. Covers all basic structures of the language.

FRE 1121 ❖
French II,
4 credit hours,
(Spring)
Pronunciation and grammatical structures of French, with emphasis upon balanced development of all four skills – listening, speaking, reading and writing. Covers all basic structures of the language. Prerequisite: FRE 1120 or its equivalent.

FRE 2010 ❖
Practical French for Travelers,
4 credit hours,
(Spring)
This course provides training for verbal mastery of French in practical situations as well as instruction in contemporary francophone culture and in the historical and cultural significance of the French-speaking world. Instruction will be enhanced by the opportunity to visit a French-speaking locale for 6 to 10 days at the end of the semester.

FRE 2220 ❖
French III,
4 credit hours,
(Fall)
Intermediate level review of grammar, readings in French Literature, and development of conversational and writing skills. Prerequisite: FRE 1121 or its equivalent.

FRE 2221 ❖
French IV,
4 credit hours,
(Spring)
Completion of intermediate level review of grammar, readings in French literature, and development of conversational and writing skills. Prerequisite: FRE 2220 or its equivalent.

GEA 1000 ❖
World Regional Geography,
3 credit hours,
(Offered as needed)
The course introduces the student to geographic regional studies. It will combine the concepts of physical geography and cultural, economic, and human geography as it applies to the differing regions of the world. It will show the relationships between the regional environment and the people who live there, between settlement patterns, economic patterns and cultural patterns within each region; and, using current events, it will show the impact of other phenomena upon those regions and their people. Relationships between the various regions will be highlighted, again using current events as the triggering element.

GEB 1011
Introduction to Business,
3 credit hours,
(Fall, Spring, Summer)
Designed to give students a broad understanding of the nature of business and a preliminary idea of the various areas of business specialization.

GEB 1136*
Foundations of E-Business,
3 credit hours,
(Offered as needed)
This course is designed to provide students with a managerial view of E-Business and E-Commerce.

GEB 1940*
Internship-Business,
3 credit hours,
(Fall, Spring, Summer)
On-the-job training in the Associate of Science/Applied Science Option program in which the student is enrolled. The student is under the supervision at work of a qualified supervisor. The supervisor will rate the student's performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student three weeks prior to the close of the semester. May be repeated four times for a total of 12 credit hours.

GEB 2137*
E-Business – Models and Strategies,
3 credit hours,
(Offered as needed)
This course focuses on business models with particular focus on the Internet as a facilitator of commerce. Students will also become familiar with how macro environments impact E-Commerce.

GEB 2138*
E-Business Law and Ethics,
3 credit hours,
(Offered as needed)
This course focuses on legal and ethical issues involved in forming web-based companies.

GEB 2430
Business Ethics,
3 credit hours,
(Fall, Spring, Summer)
This course addresses the legal, moral, and societal issues of ethical conduct in the business environment. Actual case studies are used to illustrate appropriate relationships among employers, employees, customers, stockholders, and other business stakeholders. Topics include: codes of ethics, laws and regulations related to ethics, conflict of interest, and moral philosophies associated with ethical conduct.

GEO 1200C
Physical Geography,
4 credit hours,
(Offered as needed)
This course investigates the relationship between the natural environment and humankind, including weather, climate, soils, biogeography and land forms. The study of the physical earth is treated so that the student gains an appreciation of man's place in the environment.

GLY 2010C
Physical Geology,
4 credit hours,
(Offered as needed)
A study of the materials, surface feature, structure and processes of the solid earth. Labs in identification of rocks and minerals. Landforms will be analyzed from topographic and geologic maps. Actual landforms and processes will be studied on field trips and exercises.

GLY 2100C
Historical Geology,
4 credit hours,
(Offered as needed)
A study of the history of the earth, including the origin of continents, mountains and ocean basins as recorded in rocks and fossils. A survey of the fossil record and changes in animal and plant life throughout geological time will also be studied.

GRA 1121C *△
Desktop Publishing I,
3 credit hours,
(Offered as needed)
This beginning level publishing course on a Macintosh desktop computer will acquaint students with various software programs, clip-art, digital camera usage, and scanning; students will learn to produce flyers, ads, certificates, business cards, and other printed material.

GRA 1122C *△
Desktop Publishing II,
3 credit hours,
(Offered as needed)
This course is a continuation of Desktop Publishing I; the primary focus will be on the use of the software program InDesign for more advanced applications on a Macintosh computer. Prerequisite: GRA 1121C.

GRA 1162C *△
Introduction to
3-D Graphics and Animation,
4 credit hours,
(Offered as needed)
Introductory course in the basic tools, techniques, and applications of 3D graphics and animation. Students will learn to manipulate objects, build models, employ lighting effects and design movement; all planned through careful storyboarding and cinematic techniques.

GRA 2100C *△
Computer Graphics I,
4 credit hours,
(Offered as needed)
This course provides instruction and practical exercises in the use of graphics software Photoshop to create, modify and generate color graphics to produce illustrations and charts on a Macintosh desktop publishing system.

GRA 2140C △
Multimedia I,
4 credit hours,
(Fall, Spring, Summer)
An introductory course covering basic principles of design affecting interactive multimedia presentations. Students will learn an interactive media authoring software application and its interaction with other supporting software applications. Students will produce a complete interactive CD-ROM title. Prerequisites: ART 2602C and ART 1600C.

GRA 2141C △
Multimedia II,
4 credit hours,
(Offered as needed)
An advanced course covering principles of design affecting interactive multimedia presentations. Students will learn advanced functions of an interactive media authoring software application and supporting software. Students will produce a finished interactive CD-ROM title. Prerequisite: GRA 2140C.

GRA 2142C *△
Web Design/Graphics,
4 credit hours,
(Offered as needed)
This course covers the designing, preparation, and the publishing of Home Pages using Hyper Text Markup Language (HTML) for the World Wide Web on the Internet, using Netscape as the browser. This course is taught from a graphics point-of-view using a Macintosh.

GRA 2143C *△
Advanced Web Design/Graphics,
4 credit hours,
(Offered as needed)
An advanced course where students will study an industry standard WYSIWYG web site development tool. Students will produce more sophisticated user interactivity and page -layout in a large website project. This course is presented from a graphic perspective. Prerequisite: GRA 2142C.

GRA 2156C *△
Computer Graphics II,
4 credit hours,
(Offered as needed)
This course is a continuation of Computer Graphics I. Advanced Photoshop techniques and processes will be covered using a Power Macintosh desktop computer. This is not a beginning level course and requires prior knowledge/experience with Adobe Photoshop. Prerequisite: GRA 2100C.

GRA 2164C *△
Advanced Graphic Projects,
4 credit hours,
(Offered as needed)
This course is designed for the advanced graphics student. The student will call upon skills/knowledge previously gained in other courses and software programs to produce several QTVR projects. This course will be considered a capstone in the progression of learning and is not a beginning level course. Prerequisite: GRA 2100C.

GRA 2173C *△
Projects in Graphic Design,
3 credit hours,
(Offered as needed)
An advanced course utilizing the student's full complement of skills and abilities. The student will work under the advisement of the faculty member to produce a large multifaceted project of their own design. Prerequisites: GRA 1121C, ART 1600C, GRA 2100C, and ART 2602C.

GRA 2210C *△
Pre-Press Assembly,
4 credit hours,
(Offered as needed)
Classroom and lab experiences using a computer to prepare both spot and process color images, colorize artwork, and print separations; students will produce an 8-page booklet from beginning to end. Prerequisites: GRA 1122C and GRA 2100C.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

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

GRA 2900 *△
Independent Study – Graphic Art,
1 credit hour,
(Offered as needed)
Practical treatment of Graphics/ Printing Technology. Emphasis on individual work projects. Prerequisite: GRA 1121C.

GRA 2905 *△
Independent Study
Graphics/Printing,
1 credit hour,
(Offered as needed)
The student will initiate independent computer related work, utilizing various software and hardware. The course may be taken four times for credit. Prerequisite: GRA 1121C

GRA 2949 *△
Directed Work Study
Graphics/Printing,
1 credit hour,
(Offered as needed)
The student will complete computer-related work utilizing various computer-related hardware and software under the direct guidance of an instructor. This course may be taken four times for credit. Prerequisite: GRA 1121C

HIM 1000*
Introduction to
Health Information Management,
3 credit hours,
(Fall, Spring, Summer)
Orientation to medical records history and professional associations. Confidentiality, filing, retrieving, indexing, numbering, storage and content of the medical record are also discussed. The course includes job search skills and professional job performance.

HIM 1270C*
Medical Billing,
2 credit hours,
(Summer)
Introduction to computerized medical billing and reimbursement through various payers. Correct completion of HCFA 1500 forms will be emphasized. Prerequisite: HIM 1282, knowledge of basic computer & keyboarding skills.

HIM 1282*
Basic Coding for Medical Records,
4 credit hours,
(Spring)
Development of nomenclature and classification systems and an introduction to ICD-9-CM and CPT coding. Introduces the student to Ambulatory Payment Classifications (APCs) and Diagnostic Related Groups (DRGs). Prerequisites: HSC 1531, BSC 1080.

HIM 2283C*
Advanced Coding for
Medical Records with Lab,
5 credit hours,
(Summer)
Advanced instruction in coding/ICD-9-CM diagnoses, and procedures in ICD-9-CM and CPT both manually and automated. Provides sequencing guidelines and rules and regulations in both the hospital and physician office setting. Prerequisites: HIM 1282, knowledge of basic computer and keyboarding skills.

HIM 2432*
Pathophysiology,
4 credit hours,
(Offered as needed)
Introduction to the nature, cause, and treatment of disease entities and the body's defense mechanisms. Commonly used drugs will also be introduced.

HLP 1081
Wellness: Practice and Theory,
3 credit hours,
(Fall, Spring,, Summer)
A course designed to promote wellness through assessment, instruction and fitness programs which, if applied, will enable the individual to achieve and/or maintain a high quality of health and fitness throughout life. Based on assessment test results a physical examination by a physician may be recommended.

HSA 1101
Introduction to Health Care,
2 credit hours,
(Offered as needed)
Introduction to the health care delivery system and health related occupations. Also safety, security, and infection control procedures will be discussed.

HSC 1100
Health Education,
3 credit hours,
(Offered as needed)
A systematic and comprehensive coverage of basic factual material, concepts, terminology, and important trends in major health areas of concern today.

HSC 1400
First Aid,
3 credit hours,
(Offered as needed)
Preparation to meet emergencies that occur in the school, home or on the highway. Instruction and practice in dressing and bandaging, care of wounds, shock, bone and joint injuries, cardiopulmonary resuscitation, transportation of the injured, oral poisoning and other medical emergencies.

HSC 1531
Medical Terminology,
3 credit hours,
(Offered as needed)
An introduction to prefixes, suffixes, root words, combining forms, Latin and Greek forms, spelling, and pronunciation, with emphasis on building a working medical vocabulary based on body systems.

HUM 1020 † ❖
Humanities – lntroduction,
3 credit hours,
(Fall, Spring, Summer)
A chronological survey of techniques and forms related to art, dance, film, literature, music, philosophy, religion and theatre. Art works and selected readings are utilized as much as possible. The course includes Writing-Across-the-Curriculum and Speaking-Across-the-Curriculum. 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.

HUM 1905
Independent Study
Arts and Humanities,
1 credit hour,
(Offered as needed)
A defined independent study which is pursued under supervision of a faculty directing teacher and recorded through departmental procedures. Designed to permit a student to pursue nonscheduled academic and laboratory work which may be of a specialized or advanced nature and not available through classes or courses available on a college schedule. Departmental approval is required. Placement test may be required. NOTE: This may be used as a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. This course may be taken up to four (4) times for credit.

HUM 2250 † ❖
Humanities
A Contemporary Perspective,
3 credit hours,
(Fall, Spring, Summer)
This course is an integrated study of the artistic, cultural, philosophic, religious, social, and technological influences that shape modern western cultures in the modern era. The focus will begin with the 20th century and follow, chronologically, the issues of the modern era. Gordon Rule course which requires a minimum grade of "C" if used to satisfy Gordon Rule general education requirements. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

HUM 2700 ❖
Humanities – Foreign Study,
3 credit hours,
(Offered as needed)
A variable humanities content course designed to allow students first-hand learning experiences outside the United States. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

HUM 2920
Humanities Colloquium,
1 credit hour,
(Fall, Spring, Summer)
Humanities Colloquium is a lab designed to introduce students to critical visual and listening skills to become an intelligent arts consumer. Initial lecture sessions are devoted to discussions of the elements of analysis of art works, music pieces, theatre performances, and dance presentations. Students will be required to attend selected OWC Visual and Performance Arts presentations and to write a short critical review of each. Topics may vary. Prerequisite: Placement test may be required.

HUM 2930
Humanities – Special Topics,
3 credit hours,
(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.

HUN 2201△
Nutrition,
3 credit hours,
(Fall, Spring, Summer)
The role of nutrients in maintenance of physiological well-being. Application of nutrition principles to the individual and family as well as to some selected problems.

HUN 2410A*
Child Nutrition and Health,
3 credit hours,
(Offered as needed)
Methods of meeting physical needs of young children through nutrition and good health practices. Recognition of childhood diseases and care of the handicapped child.

INR 2002
Current World Problems,
3 credit hours,
(Offered as needed)
Critical world issues and immediate troubled areas against a historical, political, economic, and social background as an introduction to international relations. The individual student develops a special area of interest to explore in-depth the principles of international relations after their instruction.

INR 2270
Study Abroad/Introduction to International Studies,
3 credit hours,
(Offered as needed)
A variable content course designed to allow students first-hand learning experiences around the world. Initial classroom hours on campus will give students general background information on the country(ies) to be visited. Foreign countries become, in effect, laboratories. Students will gain a broader vision of world societies through exposure to foreign culture, political, and economic systems. Provides a broad overview of major nations and how they relate to each other ass well as their impact on the international balance of power. Major topics include the global community, tools of power, international issues, and the evolution of the international system.

ISC 1003
Natural Disasters – Causes, Consequences, Human Response,
4 credit hours,
(Offered as needed)
This interdisciplinary course investigates natural catastrophic events, such as earthquakes, volcanic eruptions, tsunamis, hurricanes and floods. This class will use an environmental studies approach to examine how modern society exacerbates the damage caused by these natural phenomena and methods to mitigate human suffering. The student will gain an appreciation of humankind's relationship to the natural environment.

ISC 2210C
Integrated Science and Math,
3 credit hour,
(Offered as needed)
This course offers students the opportunity to see and apply fundamental ideas in science and mathematics relative to life on earth from a qualitative perspective. Students will read about and research contemporary topics from the physical sciences, life sciences, mathematics and engineering and participate in problem solving activities which illustrate and apply the concepts in laboratory and field trip settings. Prerequisite: Instructor Permission required.

ISS 1905
Independent Study – Social Science,
1 credit hour,
(Offered as needed)
Directed study and individual projects designed to meet the needs of students interested in a specialized area of the social sciences for which present course availability is limited. 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.

△Technology-Across-the-Curriculum Course.

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

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

LIN 1670
Writing and Grammar,
3 credit hours,
(Fall, Spring, Summer)
The course includes practice in writing short essays and encompasses a comprehensive review of grammar and mechanics. Placement is determined by (1) a grade of "C" or better in ENC 0080 or (2) by a score of 83 or above on the FCPT. This course is strongly recommended for students scoring 83-91 on the FCPT.

LIN 1742
English Grammar and Style,
3 credit hours,
(Offered as needed)
Principles and rules of traditional and modern English grammar and effective style.

LIS 1001
Library Skills,
1 credit hour,
(Offered as needed)
A course creating learning situations in which individual students can become effective independent users of Learning Resources facilities. This course is recommended for all degree-seeking students in their first term.

LIS 2004 △
Introduction to Internet Research,
1 credit hour,
(Offered as needed)
Introduction to Internet Research is a one-credit hour course offered by the Florida Public Community College system. This course is delivered via the World Wide Web and Internet e-mail. The course focuses on methods of accessing information resources available through the Internet. Students will learn to design search strategies, retrieve, evaluate, and cite Internet resources. The World Wide

LIS 2004 △
Introduction to Internet Research,
(Continued)
Web, e-mail, discussion groups, chat, FTP, Gopher, and Telnet are some of the topics covered. Prerequisite: A full service Internet account, including an electronic mail address from an Internet Service Provider (ISP), or access through a corporate or educational institution prior to beginning the course.

LIT 2090 ❖
Contemporary Literature,
3 credit hours,
(Offered as needed)
Studies in modern drama, prose, and poetry, focusing on their comments on modern man. May be used as Humanities credit. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: ENC 1101.

LIT 2100 ❖
World Literature I,
3 credit hours,
(Fall, Spring, Summer)
Designed to encourage students to know and appreciate the great literature that helps to mold their thinking and everyday living. Includes, without regard to national origin, those masterpieces of world literature, from antiquity through the Renaissance, that reflect cultural and intellectual heritage. May be used as a Humanities credit. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet the Gordon Rule requirements for general education, a minimum grade of "C" is required.

LIT 2120 ❖
World Literature II,
3 credit hours,
(Fall, Spring, Summer)
Designed to encourage students to know and appreciate the great literature that helps to mold their thinking and everyday living. Includes, without regard to national origin, those masterpieces of world literature, from the Renaissance to the present, that reflect cultural and intellectual heritage. May be used as a humanities credit. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required Prerequisite: ENC 1101.

LIT 2605 ❖
Literature of War in the Twentieth Century,
3 credit hours,
(Offered as needed)
Designed to investigate the historical, psychological, and universal issues that face societies in times of war, through analysis of a range of literary genre and texts, including fiction, poetry, drama, letters, and memoirs focusing on wars of the twentieth century. The approach is global, but concentrates heavily on the war experiences of the United States and Great Britain. Prerequisite: ENC 1101.

MAC 1105
College Algebra,
3 credit hours,
(Fall, Spring, Summer)
Function-based college algebra course which will include the following topics: functions and functional notation; domains and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear, quadratic, and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions, and equations; systems of equations and inequalities; and applications of functions (curve fitting, modeling, optimization, exponential/logarithmic growth and decay). Non-symbolic graphing calculators are required. The TI-83 Series is recommended. Prerequisites: MAT 1033A "Intermediate Algebra" or equivalent with a "C" or better or suitable placement score.

MAC 1114
Trigonometry,
3 credit hours,
(Fall, Spring, Summer)
This is the second course in a pre-calculus sequence. A typical modern trigonometry course which includes the following topics; the six trigonometric functions and their inverses; identities; right triangles; applications; vectors; circular functions; graphs of trig functions and inverse trig functions; trigonometric equations; triangles; complex numbers; and polar graphs. Non-symbolic graphing calculators are required. The TI-83 Series is recommended. Prerequisite: Either completion of MAC 1140 with a grade of "C" or better, or concurrent enrollment in MAC 1140. Equivalent courses from other institutions may be used to meet the prerequisites.

MAC 1140
Pre-Calculus Algebra,
3 credit hours,
(Fall, Spring, Summer)
First course in a two-course pre-calculus sequence. Covers equations and inequalities; linear, quadratic logarithmic and exponential functions and relations; systems of equations, matrices and determinants, mathematical proof techniques, including mathematical induction. Binomial theorem, sequences and series; and applications of algebraic techniques in the real world. Non-symbolic graphing calculators are required. The TI-83 Series is recommended. Prerequisite: Completion of MAC 1105 with a grade of "C" or better, or equivalent.

MAC 1147
Precalculus Algebra/Trigonometry,
4 credit hours,
(Offered as needed)
This course reviews algebra and trigonometry. Topics include polynomial, rational, exponential, logarithmic, and trigonometric functions, inverse functions, trigonometric identities and equations, solutions of triangles, vector algebra, topics from analytical geometry, sequences, series, mathematical induction and the binomial theorem. Non-symbolic graphing calculators are required. The TI-83 Series is recommended. Prerequisite: High School trigonometry with a "B" or better.

MAC 1154
Analytic Geometry,
3 credit hours,
(Offered as needed)
Typical modern analytic geometry course in two-and three-dimensional space. Prerequisite: Completion of MAC 1140 and MAC 1114 with a grade of "C" or better or equivalent.

MAC 2233
Calculus for Business,
3 credit hours,
(Offered as needed)
A Calculus course covering limits, continuity, differentiation, and integration with emphasis on business applications. There is some mathematical theory; but, in general, topics are approached from an intuitive and applied point of view. Non-symbolic graphing calculators are required. The TI-83 Series is recommended. Pre-requisite: Grade of "C" or better in MAC 1105 or equivalent.

MAC 2311
Calculus I,
4 credit hours,
(Fall, Spring, Summer)
First course in a three-course sequence. Covers limits and continuity, rules of differentiation, the chain rule, derivatives of trigonometric functions, derivatives of logarithmic functions, derivatives of exponential functions, derivatives of inverse trigonometric functions, applications of derivatives to curve sketching, L'Hopital's Rule, indeterminate forms and maxima/minima problems, the mean value theorem, Rolle's theorem, the definite and indefinite integrals and the Fundamental Theorem of Integral Calculus, area, and applications of integrals. Non-symbolic graphing calculators are required. The TI-83 Series is recommended. Prerequisite: Completion of MAC 1114, or MAC 1147 with a grade of "C" or better, or equivalent.

MAC 2312
Calculus II,
4 credit hours,
(Fall, Spring, Summer)
Second course in a three-course sequence. Techniques for finding areas, volumes, arc lengths and surface areas; methods of integration including integration by parts, trigonometric substitution, and partial fractions; indeterminate forms and L'Hopital's Rule; improper integrals, conic sections; graphing and area in polar coordinates; infinite sequences and series; tests for absolute and conditional convergence of series; power series. Non-symbolic graphing calculators are required. The TI-83 Series is recommended. Prerequisite: Completion of MAC 2311 with a grade of "C" or better or equivalent.

MAC 2313
Calculus III,
4 credit hours,
(Fall, Spring, Summer)
Third course in a three-course sequence. Vectors and vector functions; dot product, cross product, curvature, and motion in space; quadric surfaces; functions of two or more variables, partial derivatives, gradients, directional derivatives, tangent lines and planes, and application of partial derivatives to maxima/minima; Lagrange multipliers, Taylor's formula; multiple integrals in rectangular, cylindrical, and spherical coordinates, and their applications; line integrals; Green's theorem, surface area, the divergence theorem and Stokes's theorem. Non-symbolic graphing calculators are required. The TI-83 Series is recommended. Prerequisite: Completion of MAC 2312 with a grade of "C" or better, or equivalent.

MAN 2021
Management,
3 credit hours,
(Fall, Spring, Summer)
Each function of management is analyzed and described in a systematic manner. Both the distilled experience of practical managers and the findings of scholars are presented. Other aspects of management are presented such as management process and concepts analysis of the technical knowledge and skills of managers, influences upon managerial decision-making process, and the psychological principles inherent in management.

MAN 2300
Personnel Management,
3 credit hours,
(Fall, Spring, Summer)
An introduction to personnel practices and procedures. Topics include the personnel management system, maximizing employee potential, organizational behavior, and labor management relations.

MAP 2302
Differential Equations,
3 credit hours,
(Fall, Spring)
An introduction to ordinary differential equations with an emphasis on first and second order linear equations and applications. Prerequisite: Either completion of MAC 2313 with a "C" or better or concurrent enrollment in MAC 2313. Equivalent courses from other institutions may be used to meet the prerequisite.

MAR 2011
Introduction to Marketing,
3 credit hours,
(Fall, Spring, Summer)
An introductory course in the field of marketing including a look at marketing as it exists in our economy today. Consideration of the market, the product, distribution channels. Special emphasis on the study of human behavior in marketing promotion.

MAS 2103
Linear Algebra,
3 credit hours,
(Offered as needed)
An introductory course in Linear Algebra intended to give students enough insight to enable successful pursuit of more abstract mathematics courses. Non-symbolic graphing calculators are required. The TI-83 Series is recommended. Prerequisite: MAC 2312 with a grade or "C" or better, or equivalent.

△Technology-Across-the-Curriculum Course.

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

MAT 1033A
Intermediate Algebra,
4 credit hours,
(Fall, Spring, Summer)
An intermediate algebra course to prepare students for general education mathematics/statistics courses. This course emphasizes concepts, techniques, and applications of the following major topics; factoring, algebraic functions, radicals and rational exponents, complex numbers, quadratic equations, rational equations, two-variable linear equations/ inequalities and their graphs, systems of linear -equations and inequalities, and an introduction to functions. Prerequisite: suitable placement score or completion of MAT 0024 (or equivalent) with a grade of "C" or better and a passing score on the college prep algebra exit exam. This course 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 2905
Independent Study – Mathematics,
1 credit hour,
(Fall, Spring, Summer)
A course designed to allow a student to complete part of a course taken elsewhere and thereby complete general education requirements or to go deeper into special areas of interest. Prerequisite: Passing score on placement exam.

MCB 2010C
Microbiology, Allied Health,
4 credit hours,
(Fall, Spring, Summer)
This course is designed for students entering programs in the numerous health fields, but primarily for pre-nursing students. The material presented covers the fundamentals of microbiology needed to understand the biology of infectious diseases and the agents that cause them. Not recommended for biology, pre-med, pre-vet, and dentistry. Prerequisite: CHM 1025 or CHM 1045C or BSC 1005 or BSC 1010C or BSC 1085C.

MCB 2013C
Microbiology,
4 credit hours,
(Offered as needed)
A general survey of microbiology, the cultivation and observation of microorganisms and their chemical and biological relationships to water, food, industrial processes and disease. Prerequisite: BOT 1010C or ZOO 1010C and CHM 1045C.

MET 1010
Introduction to Meteorology,
4 credit hours,
(Fall, Spring)
Structure of the atmosphere, weather processes, systems and phenomena; climate and climatic change, economic impact of weather.

MGF 1107
Mathematics for Liberal Arts II,
3 credit hours,
(Fall, Spring, Summer)
This course is designed for those -students requiring only general education mathematics courses. Topics include numeration and mathematical systems, number theory, linear and exponential growth, history of mathematics, voting techniques, graph theory, and consumer mathematics. Pre-requisites: MAT 1033A or higher level math with a grade of "C" or better, or equivalent or appropriate placement score.

MGF 1107
Mathematics for Liberal Arts II,
3 credit hours,
(Fall, Spring, Summer)
This course is designed for those students requiring only general education mathematics courses. Topics include numeration and mathematical systems, number theory, linear and exponential growth, history of mathematics, voting techniques, graph theory, and consumer mathematics. Pre-requisites: MAT 1033A or higher level math with a grade of "C" or better, or equivalent or appropriate placement score.

MGF 1200
Practical Mathematics,
3 credit hours,
(Offered as Needed)
This course is designed for students wishing to enter the fields of computer technology, business and finance, and medical services. It includes basic instruction on decimals, fractions, percents, ratio and proportion, signed numbers, order of operations, solving simple one-step equations, measures of central tendency, interest and discount, weights and measures, temperature conversion, basic geometric figures and formulas, chart and graph interpretation, and solving word problems.

MGF 2118
Math Preparation for CLAST,
1 credit hour,
(Fall, Spring, Summer)
A short course dealing with mathematical skills needed for successful completion of coursework in a variety of disciplines. Prerequisite: Completion of a general education mathematics course.

MKA 2021*
Professional Selling,
3 credit hours,
(Offered as needed)
Selling, correct attitudes and personal attributes for dealing with the public on a business or professional basis.

MKA 2041*
Retail Management,
3 credit hours,
(Fall, Spring, Summer)
Retail store management, location, buying merchandise, control policies, services, pricing, expenses, profits: training and supervision of retail sales forces, administrative problems. Also includes a variety of current perspectives in retailing management.

MKA 2511*
Introduction to Advertising,
3 credit hours,
(Fall, Spring, Summer)
Advertising as a marketing tool, its planning, creation, and use. A survey of copy writing, layout, and media (newspapers, magazines, radio, television, films, etc.)

MNA 1016*
ISO 9000 – Industrial Management,
3 credit hours,
(Offered as needed)
The course presents the functions of a manager, the views, techniques, and responsibilities of management. Included also are planning, forecasting, organizing, theory, staffing, and other related topics.

MNA 1161*
Customer Service,
3 credit hours,
(Fall, Spring, Summer)
Designed to build and maintain the critical skills necessary to be a dynamic and successful professional. Students and front-line individuals who work with customers every day will develop strategies to create positive customer relationships. This course provides a practical approach to the thorny issues of customer dissatisfaction and will enable managers to keep service personnel focused on the organization's goals and objectives.

MNA 1345*
Supervision I,
3 credit hours,
(Fall, Spring, Summer)
The course presents the functions of a personnel manager, philosophy of general management, organizational

structure, employer socioeconomic climate and career information. Included also are job descriptions and specifications, recruiting practices, applications, resumes, interviewing, placement, performance appraisals, wage and salary administration and other related topics.

MNA 1346*
Supervision II,
3 credit hours,
(Offered as needed)
The course presents a continuing study of the functions of a personnel manager, philosophy of general management, employee socioeconomic climate and other information. Included, also, are orientation, training, labor unions, safety, health and other related topics.

MNA 2100*
Organizational Behavior,
3 credit hours,
(Fall, Spring, Summer)
Designed to help students develop an understanding of how they may be motivated to work together in greater harmony in all kinds of organizations. The basis of human motivation and how it is influenced by leadership, the organization itself, and the social environment in which the organization exists.

MNA 2141
Leadership Techniques,
3 credit hours,
(Offered as needed)
This interdisciplinary course addresses leadership in a group setting and focuses on leadership development through discussion, readings, group and individual projects and other applied activities.

MNA 2141A
Interdisciplinary
Leadership Development,
3 credit hours,
(Offered as needed)
This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from history, natural science and the humanities, experiential exercises, films, and contemporary readings on leadership and related topics.

MSL 1001
Foundations of Officership,
1 credit hour,
(Fall)
This course examines the unique duties and responsibilities of officers, organization and role of the Army, reviews skills pertaining to fitness and communication, and analyzes Army values and expected ethical behavior. Requires participation in a weekly one-hour leadership laboratory.

MSL 1002
Basic Leadership,
1 credit hour,
(Spring)
This course presents fundamental leadership concepts and doctrine, the practice of basic skills that underlie effective problem solving, and examines the officer experience. This course requires participation in a weekly one-hour leadership laboratory.

MSL 2101
Individual Leadership Studies,
2 credit hours,
(Fall)
This course develops knowledge of self-confidence and individual leadership skills. It develops problem solving and critical thinking skills, as well as how to apply communication, feedback, and conflict resolution skills. This course requires participation in a weekly one-hour leadership laboratory.

MSL 2102
Leadership and Teamwork,
2 credit hours,
(Spring)
This course focuses on self-development guided by knowledge of self and group processes, challenges current beliefs, knowledge, and skills. This course requires participation in a weekly one-hour leadership laboratory.

MTB 1103*
Business Mathematics,
3 credit hours,
(Fall, Spring, Summer)
Presents basic principles used to solve everyday business problems, including a review of basic skills and business terminology. Topics in the course include: base, rate and percentage; trade and cash discounts, wage and salary administration; insurance (fire and automobile); depreciation and business profits; distribution of corporate dividends; simple interest and bank discount and buying and selling of corporation bonds and stocks.

MTB 1321*
Technical Math I,
3 credit hours,
(Fall, Spring, Summer)
This course will include basic arithmetic and algebraic operations, converting between scientific and engineering notations; solving linear equations and inequalities, converting units of measure,, using linear equations to solve problems in science and technology applications, and solving geometry applications by geometry of triangle concepts. Prerequisite: MAT 0024 with a "C" or better or satisfactory test scores.

MUH 1001†
Humanities – Music,
3 credit hours,
(Offered as needed)
Designed to develop a more intelligent understanding and appreciation of music. Brings about an awareness of music as a vital source in human life, including the advantageous utilization of leisure time and developing positive attitudes toward culture and the fine arts. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

MUH 2930
Music Humanities – Special Topics,
3 credit hours,
(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.

MUM 1620
Audio and Acoustic Fundamentals,
3 credit hours,
(Offered as needed)
Audio & Acoustic Fundamentals explores the basics of audio systems and equipment and the acoustical environment in which they are used. Emphasis is placed on equipment terminology, function and acoustical listening. The two basic fundamentals are summed together to begin laying the basic foundation required to operate audio & recording equipment. Corequisite: MUM 2600L.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

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

MUM 2300
Introduction to the Music Industry,
3 credit hours,
(Fall, Spring, Summer)
This course is as an introduction to the history, principles, and practices of the music industry. Topics will include music publishing, copyright, distribution, industry organization, producing, and general business functions. Prerequisite: MUM 1620.

MUM 2600
Recording Techniques I,
3 credit hours,
(Fall, Spring, Summer)
This course is designed as an introduction to basic audio engineering and studio practices. Listening exercises, phychoacoustics, microphone characteristics, and studio etiquette will be studied. In addition the student will study techniques and practices and procedures of multi-track recording, acoustical balancing, editing, and over dubbing in a variety of situations. Prerequisite: MUM 1620; Corequisite: MUM 2601L.

MUM 2600L
Recording Lab,
2 credit hour,
(Fall, Summer, Spring)
This course is designed to provide students with "hands on" experience in conjunction with live performance activities. This course may be taken four (4) times for credit. Windows 98 or higher is required for students taking the online distance learning version of this course. Prerequisite: Basic computer skills in Windows and Mac.

NOTE: This course is a corequisite for MUM 2600, MUM 2601, and MUM 2604 however MUM 2601 is not a corequisite for these courses. This course may be taken alone.

MUM 2601
Recording Techniques II,
3 credit hours,
(Fall, Spring, Summer)
This course explores advanced multi-track recording skills and audio production techniques, edits, use of outboard equipment and live multi-track recording. Prerequisite: MUM 2600; Corequisite: MUM 2600L.

MUM 2604
Multi-Track Mixdown
(Post Production),
3 credit hours,
(Fall, Spring, Summer)
This course explores the application of signal processing equipment as it relates to multi-track master mixdowns. In addition, software and hardware application of mixdown is applied to post-production practices. Prerequisite: MUM 2601; Corequisite: MUM 2600L.

MUN 1000
Summer Ensemble Workshop,
3 credit hours,
(Summer)
An ensemble workshop open to any student who desires to improve vocal and physical presentation skills. A variety of musical physical styles will be studied and performed. Students participating in Summer Ensemble Workshop will be expected to participate in several scheduled performances. Prerequisite: experience in high school or a desire to learn.

MUN 1001
Summer Ensemble Workshop II,
3 credit hours,
(Summer)
An ensemble workshop and performance to improve vocal and physical presentation skills. A variety of musical physical styles will be studied and performed. Students participating in Summer Ensemble Workshop II will be expected to participate in several scheduled performances. Prerequisite: MUN 1000.

MUN 1002
Summer Ensemble Workshop III,
3 credit hours,
(Summer)
An ensemble workshop open to any student who desires to improve vocal and physical presentation skills. A variety of musical physical styles will be studied. Students participating in Summer Ensemble Workshop will be expected to participate in several scheduled performances. Prerequisite: MUN 1001.

MUN 1180
OWC Band (Community),
1 credit hour,
(Offered as needed)
A music organization providing an outlet and learning experience for both college students and wind or percussion players to read and perform standard band literature, transcriptions and program selections. Required of all wind or percussion music majors and minors. May be taken four (4) times for credit. Prerequisites: Ability to read music and play a band instrument. Audition by Director or 1 year experience in a high school advanced band.

MUN 1210
OWC Symphony Orchestra I,
1 credit hour,
(Fall, Spring)
A music organization providing an outlet and learning experience to study and perform standard orchestra literature, to improve individual instrumental skills, and to sharpen ensemble techniques. The Symphony occasionally performs with guest artists, choral groups and theatre ensembles. This course may be taken four (4) times for credit. Prerequisite: experience in symphony orchestra or symphonic band.

MUN 1310
OWC Chorus I,
1 credit hour,
(Offered as needed)
A music organization open through auditions to any student having experience in reading music. A variety of musical styles will be studied and performed. Students electing OWC Chorus will be expected to participate in scheduled performances. MUN 1310 may be taken four (4) times for credit. Prerequisite: Experience in high school choruses or choirs.

MUN 1340A
OWC Show Choir I,
1 credit hour,
(Fall, Spring)
A study of the fundamental techniques and principles of integrating dance, voice, music and acting into a performance show choir. Training in voice, jazz movement, character interpretation and personality presentation is covered. Membership is open to all part-time or full-time students on a credit or audit basis. All music majors and performance majors must participate. The show choir appears in public performances at frequent intervals throughout the year. Prerequisite: Audition, consent of Department, music or performance minor. This course may be taken four (4) times for credit .

MUN 1360
Madrigal Singers I,
1 credit hour,
(Offered Fall, Spring)
Course teaching madrigal styles to include acappella, Renaissance madrigals (choral settings of love songs), as well as choral folk songs. May be repeated four times for credit. Prerequisites: audition based on vocal quality, musicianship and sight reading ability.

MUN 1390
Symphonic Chorus I,
1 credit hour,
(Fall, Spring)
A music organization open through auditions to any student. The Symphonic chorus will study and perform literature for the large sized chorus. Prerequisite: Audition or permission of instructor. May be taken up to four (4) times for credit.

MUN 1421
Flute Ensemble,
1 credit hour,
(Fall, Spring)
The study and performance of flute ensemble and flute choir music in a musical group. May be taken four (4) times for credit. Prerequisites: audition or instructor recommendation only.

MUN 1710A
Rock and Jazz Ensembles I,
1 credit hour,
(Offered as needed)
Music performing organization open to any student who wants to develop his or her performance repertoire. Laboratory studies include techniques of performing music, literature, practices, styles and media applicable to designated organized ensemble. May be taken four times for credit. Pre-requisite: Some experience in high school bands, etc. This course may be taken up to four (4) times for credit.

MUN 1711
Jazz Workshop,
1 credit hour,
(Offered as needed)
The study and performance of jazz music in the context of the small ensemble. This will be accomplished through the performance of both stock arrangements and student arrangements. Instrumentation: 5 wind, 4 rhythm, voice. This course may be taken up to four (4) times for credit. Prerequisite: Strong music performance background with basic knowledge of the jazz idiom.

MUN 1720A
Rock and Jazz Ensembles II,
1 credit hour,
(Fall, Spring)
Music performing organization open to any student who wants to develop his/her performance repertoire. Laboratory studies include techniques of performing music, literature, practices, styles and media applicable to designated organized ensemble. Prerequisite: Some experience in high school bands, etc. This course may be taken up to four (4) times for credit.

MUN 2120
OWC Band Community II,
1 credit hour,
(Offered as needed)
A music organization providing an outlet and learning experience for both college students and wind or percussion players to read and perform standard band literature, transcriptions and program selections. Required of all wind or percussion music majors and minors. May be taken four (4) times for credit. Prerequisite: MUN 1180.

MUN 2211
OWC Symphony Orchestra II,
1 credit hour,
(Fall, Spring)
A music organization providing an outlet and learning experience to study and perform standard orchestra literature, to improve individual instrumental skills, and to sharpen ensemble techniques. The Symphony occasionally performs with guest artists, choral groups and theatre ensembles. This course may be taken four (4) times for credit.

MUN 2361
Madrigal Singers II,
1 credit hour,
(Fall, Spring)
Madrigal Singers is an advanced choral ensemble composed of approximately 12 to 14 singers. Maybe taken four (4) times for credit. Prerequisite: MUN 1360.

MUN 2371
OWC Show Choir II,
1 credit hour,
(Fall, Spring)
A study of the fundamental techniques and principles of integrating dance, voice, music and acting into a performance show choir. Training in voice, jazz movement, character interpretation and personality presentation is covered. Membership is open to all part-time or full-time students on a credit or audit basis. All music majors and performance majors must participate. The show choir appears in public performances at frequent intervals throughout the year. Prerequisite: MUN 1340A, Show Choir I. This course may be taken four (4) times for credit.

MUN 2392
Symphonic Chorus II,
1 credit hour,
(Fall, Spring)
A music organization open through auditions to any student. The Symphony Chorus will study and perform literature for the large sized chorus. This course may be taken up to four (4) times for credit. Prerequisite: MUN 1390.

MUS 1905
Independent Study – Music,
1 credit hour,
(Offered as needed)
A defined independent study which is pursued under supervision of a faculty directing teacher and recorded through departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized or advanced nature and not available through classes or courses available on a college schedule. Departmental approval required. Placement test may be required.

NOTE: This course may be used as a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. This course may be taken up to four (4) times for credit.

MUS 2930
Music – Special Topics,
3 credit hours,
(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.

MUT 1001
Fundamentals of Music,
3 credit hours,
(Fall, Spring)
A pre-theory course for the nonmusic major, or for the elementary education major. Included are the studies of reading clefs, rhythm, notation, scales, and doing simple keyboard and sight-singing exercises. The emphasis is on developing music reading skills.

△Technology-Across-the-Curriculum Course.

MUT 1121 △
Music Theory I
Ear Training and Sight Singing,
3 credit hours,
(Offered as needed)
A study of the fundamentals of basic musicianship, music notation, understanding of simple rhythms, key situations, intervals, ear training, dictation, sight singing, major and minor scales, intervals, triads, chords, polyphonic composition and elementary keyboard work. Prerequisite: MUT 1001 or instructor permission.

MUT 1122 △
Music Theory II
Ear Training and Sight Singing,
3 credit hours,
(Offered as needed)
A continuation of MUT 1121. Basic musicianship, writing and reading of music, ear training, dictation, sight singing will be studied, as well as major and minor scales, intervals, triads, seventh chords, inversions, cadences, periods and progressions in all keys. Two, three and four part chords and polyphonic composition. Prerequisite: MUT 1121.

MUT 1641
Jazz Improvisation I,
2 credit hours,
(Fall, Spring)
A course designed to introduce the student to the concepts of Jazz Improvisation. Through active participation the student will develop the basic skills necessary to become a competent jazz soloist. This course may be taken two (2) times for credit. Prerequisite: MUT 1121.

MUT 2126
Music Theory III
Ear Training and Sight Singing,
3 credit hours,
(Offered as needed)
A continuation of MUT 1121 and MUT 1122. The harmonization and modulation of melodies through the use of nondominant harmony and the study of sequence writing. Incorporates keyboard harmony plus sight reading of chromatic melodies, large intervals, and advanced rhythms. Prerequisite: MUT 1122.

MUT 2127
Music Theory IV
Ear Training and Sight Singing,
3 credit hours,
(Offered as needed)
The continued study of harmonization of melodies, sequence writing, sight reading, intervals, advanced rhythms and structures. Prerequisite: MUT 2126.

MUT 2351
Introduction to
Jazz Theory/Arranging,
3 credit hours,
(Offered as needed)
A lecture-demonstration-workshop, approach to jazz/ pop arranging open to any student who wants to begin or understand composing/arranging. Studies include jazz/pop harmonies, arranging fundamentals and techniques, and the use of jazz/pop instrumentation. Workshop practices include assigned arrangements with the arrangements played by the jazz ensemble, and other audio demonstrations. Prerequisite: MUT 1122.

MUT 2642
Jazz Improvisation II,
2 credit hours,
(Fall, Spring)
A continuation of MUT 1641 Jazz Improvisation I. This course is designed to further develop the skills needed to become a competent soloist in the jazz idiom. This course may be taken two (2) times for credit. Prerequisite: MUT 1641.

MVB 1201
Applied Music Secondary – Brass I,
1 credit hour,
(Offered as needed)
Private instruction: 1/2 hour private lesson per week. Minimum one hour daily practice. For nonmusic majors and music majors. Course may be taken four (4) times for credit.

MVB 2202
Applied Music Secondary – Brass II,
1 credit hour,
(Offered as needed)
Private instruction: 1/2 hour private lesson per week. Minimum one hour daily practice. For nonmusic majors and music majors. Course may be taken four (4) times for credit. Prerequisite: MVB 1201.

MVK 1211
Applied Music – Piano I,
1 credit hour,
(Fall, Spring, Summer)
Private instruction in piano, as secondary instrument, consisting of one half-hour lesson per week. Minimum of one hour daily practice is required. Course may be taken four (4) times for credit.

MVK 2221
Applied Music – Piano II,
1 credit hour,
(Offered as needed)
Private instruction in piano, as a secondary instrument, consisting of one half-hour lesson per week. Minimum of one hour daily practice is required. Course may be taken four (4) times for credit. Prerequisite: MVK 1211.

MVP 1201
Applied Music Secondary – Percussion I,
1 credit hour,
(Offered as needed)
Private instruction in percussion instruments to develop the student's performance ability in an applied area. One half-hour private lesson per week. Minimum of one hour daily practice. Minimum of one hour daily practice is required. Course may be taken four (4) times for credit.

MVP 2202
Applied Music Secondary – Percussion II,
1 credit hour,
(Offered as needed)
Private instruction in percussion instruments to develop the student's performance ability in an applied area. One half-hour private lesson per week. Minimum of one hour daily practice. Course may be repeated four (4) times for credit. Prerequisite: MVP 1201.

MVS 1016
Applied Strings – Guitar I,
1 credit hour,
(Fall, Spring, Summer)
Private instruction on guitar. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four (4) times for credit.

MVS 1017
Applied Strings – Bass Guitar I,
1 credit hour,
(Fall, Spring, Summer)
Private instruction in guitar. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four (4) times for credit.

MVS 1111
Class Guitar,
1 credit hour,
(Fall)
The study of basic techniques for the beginning and continuing student.

MVS 1201
Applied Music Secondary – Strings I,
1 credit hour,
(Offered as needed)
Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For non-music majors and music majors. Course may be taken four (4) times for credit.

MVS 2026
Applied Strings – Guitar II,
1 credit hour,
(Fall, Spring, Summer)
Private instruction in guitar. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four (4) times for credit. Prerequisite: MVS 1016.

MVS 2027
Applied Strings – Bass Guitar II,
1 credit hour,
(Offered as needed)
Private instruction in guitar. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four (4) times for credit. Prerequisite: MVS 1017.

MVS 2202
Applied Music Secondary – Strings II,
1 credit hour,
(Offered as needed)
Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For non-music majors and music majors. Course may be taken four (4) times for credit. Prerequisite: MVS 1201.

MVV 1211
Applied Music – Voice I,
1 credit hour,
(Fall, Spring, Summer)
Private instruction in voice, as a secondary instrument, consisting of one half-hour session per week, with a minimum of one hour daily practice. Course may be taken four (4) times for credit.

MVV 2221
Applied Music – Voice II,
1 credit hour,
(Offered as needed)
Private instruction in voice, as a secondary instrument, consisting of one half-hour lesson per week, with a minimum of one hour daily practice. Course may be taken four (4) times for credit. Prerequisite: MVV 1211.

MVW 1201
Applied Music Secondary – Woodwinds I,
1 credit hour,
(Offered as needed)
Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For non-music majors and music majors. Course may be taken four (4) times for credit.

MVW 2202
Applied Music Secondary – Woodwinds II,
1 credit hour,
(Offered as needed)
Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For non-music majors and music majors. Course may be taken four (4) times for credit. Prerequisite: MVW 1201.

NUR 1021C
Nursing Process I,
6 credit hours,
(Fall)
This course introduces concepts and principles of holistic nursing care. Students will build on knowledge obtained in the biophysical and psycho-social sciences in the first of four required clinical nursing courses in the nursing curriculum. Theory content includes an introduction to the healthcare system; ethical-legal aspects of nursing practice; health and illness with emphasis on the older adult; functional health patterns of clients; stress-adaptation; professional behaviors (e.g., caring behaviors); communications and all steps of the nursing process with emphasis on assessment of clients. Students begin socialization into the role of the Associate Degree Nurse as a member of an interdisciplinary health care team. Prerequisite: Admission to the Nursing Program or permission of the Director of Nursing; Corequisites: BSC 1085C or BSC 1086C, DEP 2004. Special Nursing Program policies may apply to this course.

NUR 1021L
Nursing Process I Clinical Experience,
4 credit hours,
(Fall)
An introduction to the role of the Associate Degree Nurse in providing direct, holistic nursing care to young, middle-aged and older adults who are hospitalized or receiving care in community settings. Emphasis is on applying all steps of the nursing process with focus on assessment skills. Prerequisite college foundation and nursing courses provide theoretical bases for nursing care. Critical thinking is an expected behavior along with skills in working ethically and effectively with peers and other health care professionals as a team member; caring behaviors and therapeutic communication with clients as a provider of bedside, technical nursing care of hospitalized adults and nursing home residents. The student is expected to demonstrate safe performance of basic nursing skills, eg., medication administration, physical assessment and comfort care. Prerequisite: Admission to the Nursing Program or permission of the Director of Nursing; Corequisite: NUR 1021C. Special Nursing Program policies may apply to this course.

NUR 1141L
Pharmacologic Principles in Nursing,
1 credit hour,
(Spring)
This course provides an introduction to concepts and principles of pharmacology related to safe administration of therapeutic agents by the nurse. Students learn major drug classifications and selected prototypes along with principles of safe, effective administration of drugs and other therapeutic agents. By the end of the course, students must apply computation skills to demonstrate administration of drugs without error in order to successfully pass the course and progress in the nursing program. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 1021C, BSC 1085C, BSC 1086C, DEP 2004; Corequisites: NUR 1231C, NUR 1750L; MCB 2010C, SYG 2000. Special Nursing Program policies may apply to this course.

NUR 1200C
Orientation to AD Nursing,
5 credit hours,
(Summer)
This course gives LPNs and other special students an opportunity for advanced placement in the nursing program via reviewing and validating prior learning. Course content includes review of functional health patterns of the childbearing adult, selected topics related to acute care of hospitalized adults, the geriatric client and the newborn; the nursing process, holistic care planning and pharmacologic principles of nursing. Critical thinking is stressed as students transition into the Associate Degree Nursing student role. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, BSC 1085C, BSC 1086C, HUN 2201, SYG 2000, ENC 1101, DEP 2004 and LPN Licensure or equivalent education; Corequisites: MCB 2010C, NUR 1200L. Special Nursing Program policies may apply to this course.

NUR 1200L
Orientation to
AD Nursing Clinical Experience,
2 credit hours,
(Summer)
This course is designed for LPNs and other special students; an opportunity for advanced placement in the nursing program via reviewing and validating prior learning. Students will learn physical assessment skills, holistic care planning and demonstrate nursing skills at the bedside of clients in acute care settings, i.e., the perioperative client , the obstetrical client and newborn. Critical thinking is stressed as students transition into the associate degree nursing student role. Successful completion of this course will allow students to progress to the second year of the nursing program. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, BSC 1086C, HUN 2201, SYG 2000, ENC 1101, DEP 2004 and LPN licensure or equivalent education; Corequisites: MCB 2010C, NUR 1200C. Special Nursing Program policies may apply to this course.

NUR 1231C
Nursing Process II,
5 credit hours,
(Spring)
The nursing process continues with emphasis on the planning of nursing care for adult clients experiencing threats to functional health patterns, including women and infants within a significant support system (e.g., families). Basic concepts and principles of holistic nursing are built upon with interpersonal relationships focusing on the new parent, grandparents and older adult clients. Practice issues focus on legal-ethical cases related to maternal-child and family care. Professional behaviors, (e.g., therapeutic relationships) continue with students working with the geriatric client through the life review process and with clients in crises. Students further develop critical thinking skills through seminars and computer aided instruction planned to provide students with problem-solving skills in analyzing, planning & prioritizing care for clients whose health problems are more acute or chronic; the client with psycho-emotional dysfunctions, dysfunctional support systems situations, grief &

NUR 1231C
Nursing Process II,
(Continued)
loss. Students learn basic management skills as a team member in caring for a limited number of clients in hospitals with emphasis on coordination of nursing care and discharge planning. Conflict management skills are highlighted as the student increases role as client advocate. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 1021C, NUR 1021L, BSC 1085C or BSC 1086C; Corequisites: NUR 1750L, NUR 1141L, MCB 2010C, SYG 2000, Special Nursing Program policies may apply to this course.

NUR 1750L
Nursing Process II
Clinical Experience,
4 credit hours,
(Spring)
Continuation of the role of the Associate Degree Nurse in providing direct, holistic nursing care for adult clients during the childbearing process and/or experiencing dysfunctional health patterns. Clinical experiences in hospitals, clinics, long term facilities and community settings provide students with opportunities to plan, prioritize and begin to evaluate the effectiveness of bedside nursing care of adult perioperative clients, elderly geriatric clients who benefit from a life review process, newborns and other clients experiencing situational and/or maturational crises. Students continue to develop management skills through conflict management and other professional behaviors. Students demonstrate safe performance of all basic and more complex nursing skills. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 1021C, NUR 1021L; BSC 1085C or BSC 1086C; Corequisites: NUR 1231C, NUR 1141L, MCB 2010C, SYG 2000. Special Nursing Program policies may apply to this course.

NUR 1940L
Nursing Clinical Externship,
3 credit hours,
(Summer)
This elective course is designed to offer students the opportunity to gain additional clinical skills practice between the first and second year of the program. Working with a preceptor and the nursing faculty, the student will be able to perform all skills learned in the first two nursing courses in area hospitals, clinics or nursing homes as arranged by the instructor. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 1231C/NUR 1750L; NUR 1141L. Special Nursing Program policies may apply to this course.

NUR 2233C
Nursing Process III,
6 credit hours,
(Fall, Spring)
Students continue to use the nursing process and critical thinking with emphasis on primary and secondary prevention as nursing interventions in clients experiencing threats to functional health patterns, including adults and children whose normal lines of defense have been invaded by stressors to the degree that hospitalization is necessary. Nursing practice issues continue to focus on ethical-legal issues related to acute and/or chronic illness and disability. Management skills include delegation and career development. Prerequisites: NUR 1231C, NUR 2811L; Corequisite: NUR 2233L. Special Nursing Program policies may apply to this course.

NUR 2233L
Nursing Process III,
Clinical Experience,
4 credit hours,
(Fall, Spring)
Students continue to apply knowledge and skills learned in previous nursing courses in providing nursing care for hospitalized adults and children whose health problems are more complex and/or chronic. Clinical sites include health departments, clinics, physician offices, schools and other community settings. Students adapt therapeutic skills to meet the needs of clients experiencing psycho-emotional dysfunctions to the extent that they may be hospitalized. Students apply conflict resolution skills as needed to meet client and/or peer learning goals; they also begin to practice

delegation skills with their peers. Students demonstrate continuation of all previously learned nursing skills and must perform safely all advanced nursing skills in this course. Prerequisites: NUR 1231C, NUR 1750L, MCB 2010C; Corequisite: NUR 2233C. Special Nursing Program policies may apply to this course.

NUR 2241C
Nursing Process IV,
5 credit hours,
(Fall, 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 situations 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 2233C; Corequisite: NUR 2241L. Special Nursing Program policies may apply to this course.

NUR 2241L
Nursing Process IV
Clinical Experience, 4 credit hours,
(Fall, 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 four-week clinical practicum prior to graduation from the program. Students will also 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; Corequisite: NUR 2241C. Special Nursing Program policies may apply to this course.

NUR 2811L
Nursing Practicum,
3 credit hours,
(Fall, Spring)
This course 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 2930L
Nursing Practice Readiness,
1 credit hour,
(Fall, Spring)
This elective laboratory course assists the nursing student to prepare for the RN licensure examination (NCLEX-RN). 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 2931
Special Topics in
Associate Degree Nursing,
5 credit hours,
(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,
(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 2293C.

OCE 1001C
Introduction to Oceanography,
4 credit hours,
(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,
(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 △
Typing and Word Processing I,
3 credit hours,
(Fall, Spring)
Integration of basic keyboarding and word processing – learning the keyboard, creating, editing, saving, and other word processing functions.

OST 1355*
Records Management,
3 credit hours,
(Fall, Spring, Summer)
Methods and systems of filing used in business offices, filing equipment, and time-and-motion skills. Filing practice sets are used.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

OST 2117 △
Typing and Word Processing II,
3 credit hours,
(Spring)
Continuation of Typing and Word Processing I – develop keyboarding and document processing using a microcomputer. Prerequisite: OST 1107 or equivalent.

OST 2127 *△
Typing and Word Processing III,
3 credit hours,
(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,
(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,
(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,
(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,
(Offered as needed)
Instruction in the fundamental technique and the development of personal skills through participation.

PEL 1212
Advanced Softball,
1 credit hour,
(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,
(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,
(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,
(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,
(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,
(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,
(Offered as needed)
This course is a high intensity, drill oriented program designed to increase the knowledge, skill ability, and endurance levels of individuals interested in basketball. Instruction includes various aspects of the game of basketball including rules and regulations, basic fundamentals, offensive set, defensive sets, and scouting procedures. Instruction will be given through classroom lectures, as well as on-the-court lectures and activities. It is strongly recommended that students participate in an exercise program outside of class hours. It maybe recommended and in some cases required that the student obtain medical approval before participating in this course. May be taken up to four (4) times for credit.

PEL 1905
Independent Study
Physical Education,
1 credit hour,
(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,
(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,
(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,
(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,
(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,
(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,
(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,
(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,
(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 ll,
1 credit hour,
(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.

PEO 2004
Theory and Practice of
Teaching a Specific Sport,
3 credit hours,
(Offered as needed)
This course is designed to provide knowledge of the rules, teaching progressions and strategies for competition. The course includes acceptable behavior and ethics for coaches. This course will be offered for the following specific sports: Baseball/ Softball, Basketball, Football, Golf, Soccer, Swimming, Tennis, Track and Field/Cross Country, Volleyball and Wrestling.

PEO 2005
Coaching Theory,
3 credit hours,
(Offered as needed)
This course is designed to provide knowledge of the characteristics, principles, ethics, and theories related to coaching sports in educational and recreational settings. Emphasis is placed on preparing coaches to train athletes to achieve optimal levels of performance.

PET 1000
Introduction to Physical Education,
3 credit hours,
(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,
(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 1220C
Commercial Photography I,
4 credit hours,
(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.

PGY 1401C
Basic Photography,
3 credit hours,
(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.

△ Technology-Across-the-Curriculum Course.

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

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

PGY 1420C
Advanced Black and White Photography,
3 credit hours,
(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 △
Digital Photography I,
4 credit hours,
(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 △
Digital Photography II,
4 credit hours,
(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 ❖
Introduction to Philosophy,
3 credit hours,
(Fall, Spring, Summer)
Central concepts of philosophy are developed, including a description of the main philosophical problems involved through ancient, medieval, and contemporary thought. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

PHI 2600 † ❖
Introduction to Ethics,
3 credit hours,
(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. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

PHI 2930
Philosophy – Special Topics,
3 credit hours,
(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.

PHY 1020
Physical Science,
4 credit hours,
(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
PHY 1020
Physical Science,
(Continued)
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,
(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,
(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,
(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,
(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,
(Spring, or offered 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 corequisite.

PHY 2105
Modern Physics,
3 credit hours,
(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,
(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,
(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,
(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,
(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,
(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,
(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,
(Offered as needed)
An introduction to estate planning, wills, and probate administration.

PLA 1800*
Introduction to Family Law,
3 credit hours,
(Offered as needed)
An introduction to practice as they relate to family law.

PLA 2263*
Rules of Evidence,
3 credit hours,
(Offered as needed)
The student is introduced to the rules of evidence as they apply in civil and criminal court procedures. The student is prepared to locate legal case law in reference to evidence.

PLA 2273*
TORTS: Personal Injury Litigation,
3 credit hours,
(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,
(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 (4) times. Only three credits can be applied toward graduation. Prerequisites: Must have completed a minimum of 24 hours credit in the appropriate discipline.

PMT 2406*
Production Technology,
3 credit hours,
(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,
(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 2406.

POS 1041
American Government,
3 credit hours,
(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. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

POT 1002
History and Ideas of Political Science,
3 credit hours,
(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. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

PPE 2001
Personality Theorists and Their Theories,
3 credit hours,
(Offered as needed)
This course examines the theorists and their theories in the field of Personality. Major theorists studied are Freud, Jung, Adler, Horney, Erickson, Rogers, Bandura, Skinner and others, combining biographical information with the theories studied. Relationships between the theories are highlighted, showing the evolution of the field.

PSC 2905
Independent Study Physical Science,
1 credit hour,
(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,
(Offered as needed)
Practical experience with 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,
(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,
(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,
(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 △
Advanced Reading,
2 credit hours,
(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 analyzation skills are weak or inadequate for proper text book analysis.

REA 2125 △
CLAST Review: Reading Skills,
1 credit hour,
(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 ❖
Issues in Science and Religion,
3 credit hours,
(Fall, Spring, Summer)
The course will explore Eastern and Western religious conceptions of the natural world, and relate them to scientific ways of knowing. This includes a survey of major scientific discoveries and theories that both challenge and inform religious belief, including cosmology, evolution and global change. It also includes an overview of the ecumenical dimensions of Eastern and Western spiritual experience and expression. Emphasis is placed on integrating and harmonizing scientific and religious understandings to develop a meaningful, contemporary worldview.

REL 2300 ❖
Introduction to World Religions,
3 credit hours,
(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. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

REL 2930
Religion – Special Topics,
3 credit hours,
(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,
(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,
(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.

RTE 1000
Introduction to Radiologic Technology,
3 credit hours,
(Fall)
An introduction to Radiography to include an introduction to the program, profession, didactic, and clinical environments, radiation protection, x-ray production, interactions, principles of radiographic imaging, imaging equipment and radiographic technique. This course includes an introduction to medical terminology, radiographic terminology, and fundamentals of patient care.

RTE 1418C
Radiographic Technique I,
4 credit hours,
(Fall)
This course introduces students to comprehensive study and theory of the production of x-rays and primary exposure factors of radiographic imaging. The image parameters of contrast, density, recorded detail, and image distortion will be studied as well as ancillary devices and equipment required to produce quality radiographic images. Laboratory experience is included.

RTE 1457
Radiographic Technique II,
3 credit hours,
(Spring)
This course is a continuation of RTE 1418C, this course is designed to acquaint the student with the comprehensive analysis of the factors affecting image quality requiring integration of all exposure technical factors previously learned. Includes information on study of image receptors, sensitometry, image intensification, fluoroscopy, and tomography. Prerequisite: RTE 1418C, RTC 1000, RTE 1503C, RTE 1804L; Corequisite: RTE 1613, RTE 1513C, RTE 1814L

RTE 1503C
Radiographic Procedures I,
4 credit hours,
(Fall)
This course is designed to provide the Radiography student with instruction in radiographic examinations of the chest, abdomen, upper extremity and lower extremity. An introduction to medical terminology, radiographic terminology and the fundamentals of patient care is made.

RTE 1513C
Radiographic Procedures II,
4 credit hours,
(Spring)
This course is a continuation of RTE 1503C. It is designed to provide the student with instruction in radiographic procedures and anatomy in the distal extremities, hip region, spine, ribs and sternum and acute abdominal series. Medical and radiographic terminology is emphasized. Prerequisite: BSC 2020C or equivalent; RTE 1418C, RTC 1000, RTE 1503C, RTE 1804L; Corequisite: RTE 1814L, RTE 1613, RTE 1457

RTE 1613
Radiographic Physics,
4 credit hours,
(Spring)
The fundamentals of radiographic physics are discussed with a comprehensive look at the principles of radiation. The course includes radiation production and characteristics, electrical generation, properties of X-rays, and special radiology equipment and circuits. Prerequisite: MAC 1105 or comparable or higher math, RTE 1418C, RTE 1000, RTE 1503C, RTE 1804L; Corequisite: RTE 1814L, RTE 1513C, RTE 1457

RTE 1804L
Radiographic Clinic I,
3 credit hours,
(Fall)
Practical application of the theories covered in RTE 1503C and RTE 1000. Selected rotations provide experience in film filing, film processing and transportation of patients. Students observe, assist and perform basic radiographic procedures (chest and abdomen and extremities) under direct supervision. Uniforms, name badges and radiographic markers required.

RTE 1814L
Radiographic Clinic II,
3 credit hours,
(Spring)
This course is a continuation of RTE 1804L. This clinical training emphasizes lower and upper extremity. This course meets at the affiliate hospitals. Medical and radiographic terminology, patient care, and communication skills are emphasized. Uniforms, name badges and radiographic markers required. Prerequisite: RTE 1418C, RTC 1000, RTE 1503C, RTE 1804L; Corequisite: RTE 1613, RTE 1513C, RTE 1457

RTE 1824L
Radiographic Clinic III,
3 credit hours,
(Summer)
This course is a continuation of Radiographic Clinic II. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicums I and II. The student will gain experience and develop clinical competence in general radiographic procedures such as the cranium and specialized contrast studies. Advanced patient care skills, imaging and exposure techniques, radiation protection application and film processing will also be included. It covers clinical experience in all phases of fundamental radiologic procedures and film critique. Students will rotate through ancillary departments in this course. Prerequisites: RTE 1418C, RTC 1000, RTE 1503C, RTE 1804L ; Corequisites : RTE 1613, RTE 1513C, RTE 1457

RTE 1834L
Radiographic Clinic IV,
3 credit hours,
(Summer)
This course is a continuation of Radiographic Clinic III. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicums I, II, and III. The student will gain experience and develop clinical competence in specialized imaging procedures, and mobile, surgical and trauma radiography. Advanced imaging skills and exposure techniques will continue to be provided.

RTE 2061
Radiographic Seminar,
2 credit hours,
(Spring)
This course is provided to students as a review course for the American Registry for Radiologic Technologist Examination. Included is radiation protection, equipment operation and maintenance, image production and evaluation, radiographic procedures, and patient care.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

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

RTE 2202
Administrative/Professional Concerns,
1 credit hours,
(Spring)
This course serves to enhance the student's understanding of the professional conduct that is expected in the radiology department as it relates to patients, colleagues, other members of the allied professions, and health care consumers. Also resume writing/job interview skills will be covered.

RTE 2385
Radiographic Protection/Biology,
3 credit hours,
(Fall)
This course is designed to provide the student with fundamental principles of radiobiology and radiation protection. Topics include early and late effects of radiation exposure, basic interactions of ionizing radiation on the body, factors altering the body's response to radiation, and the monitoring of radiation exposure.

RTE 2473C
Radiographic Technique III,
4 credit hours,
(Spring)
This course is a continuation of Radiologic Technique II. Emphasis is placed on instruction and laboratory experience in quality assurance and control principles and procedures.

RTE 2563C
Radiographic Procedures III,
3 credit hours,
(Summer)
This course is a continuation of Radiologic Procedures II. Instruction in upper and lower gastrointestinal systems, biliary system, mammography, urinary system, pediatric radiography, and trauma radiography is emphasized. Radiographic anatomy, pathology, and critique of radiographs are included in this course.

RTE 2573
Special Imaging Modalities,
3 credit hours,
(Fall)
This course is designed to familiarize the radiologic technologist with the latest advances in radiologic technology. Such topics as radiation protection, arthograms, heart catheterizations, positron emission tomography, computerized tomography, magnetic resonance imaging and radiation therapy will be explored. Cross-sectional anatomy will also be addressed.

RTE 2782
Radiographic Pathology,
2 credit hours,
(Spring)
This course will introduce disease processes most frequently encountered in the field of radiography. The etiology, pathogenesis, manifestations, radiographic diagnosis and alteration of radiographic technique will be discussed.

RTE 2844L
Radiographic Clinic V,
3 credit hours,
(Spring)
This course is a continuation of RTE 2924L. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicums I, II, III, and IV. The student will gain experience and develop clinical competence in specialized imaging procedures and mobile, surgical and trauma radiography. Advanced imaging skills and exposure techniques will continue to be provided. Rotations through ancillary areas continue.

RTE 2854L
Radiographic Clinic VI,
3 credit hours,
(Spring)
The terminal objective for this course is to prepare the student for employment as a competent radiographer. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicums I-IV.

RTE 2910
Directed Study,
1 credit hour,
(Fall)
Course emphasis is upon the student researching and writing a scientific essay based on the APA style of writing. The topic of the essay will be approved by the instructor. The student will give a presentation of research. The final draft will be considered for submission to local and state radiology associations for competition.

SLS 1101
College Success,
3 credit hours,
(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,
(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,
(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,
(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,
(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 1350*
Job Search Techniques,
1 credit hour,
(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,
(Offered as needed)
Practical application of psychological principles to personal learning and study skills. Recommended for all students who feel deficient in study techniques or who otherwise wish to improve their study skills. May be taken up to four (4) times for credit.

SLS 1502
Reading Skills/Effective Study Skills,
2 credit hours,
(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.

SOW 2020
Introduction to Social Work,
3 credit hours,
(Offered as needed)
This course is a generalist approach to the study of the social work profession focusing on the practice of social work itself, in both its social policy and direct practice perspectives. Among other topics, this ecosystems approach will examine values and ethics, social justice, cultural diversity, and the varied roles of the social worker.

SPA 1612 ❖
American Sign Language I,
4 credit hours,
(Fall)
To introduce the student to the basic vocabulary and finger spelling 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,
(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 finger spelling. Prerequisite: SPA 1612.

SPA 2614 ❖
American Sign Language III,
4 credit hours,
(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,
(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,
(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,
(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,
(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 1032
Spanish for Health Care II,
3 credit hours,
(Offered as needed)
Spanish for Health Care is a 3-credit course 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 interviews, fill out medical forms, write letters, and read medical articles and brochures. Does not meet State University System foreign language admissions requirement.

SPN 1042
Spanish for Law Enforcement I,
3 credit hours,
(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.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

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

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

SPN 1120 ❖
Spanish I,
4 credit hours,
(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,
(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 2220 ❖
Spanish III,
4 credit hours,
(Fall)
Intermediate level review of grammar, readings in Spanish Literature, and development of conversational and writing skills. Prerequisite: SPN 1121 or its equivalent.

SPN 2221 ❖
Spanish IV,
4 credit hours,
(Spring)
Completion of intermediate level review of grammar, readings in Spanish literature, and development of conversational and writing skills. Prerequisite: SPN 2200 or its equivalent.

STA 2023
Statistics,
3 credit hours,
(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: MAT 1033A or equivalent with a "C" or better, or appropriate placement score.

SUR 2100C*
Surveying,
3 credit hours,
(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,
(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,
(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,
(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. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

SYG 2430
The Family and Society,
3 credit hours,
(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,
(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,
(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: This course may be used as a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. This course may be taken up to four (4) times for credit.

THE 2071 †
Humanities – Cinema Appreciation,
3 credit hours,
(Offered as needed)
An introduction to the origin, development, cultural aspects and analysis of cinema topics. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

THE 2080
Amateur Theatre,
3 credit hours,
(Offered as needed)
A course designed to help the theatre student to further examine the elements of performance, and to also assist those who may become active in community theatres or teachers in secondary schools who may be assigned the task to direct plays. Topic include studies in advanced acting and stage techniques, dramatic form and modes of expression as they relate to a specific performance.

THE 2100 †
Introduction to Theatre History,
3 credit hours,
(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. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

THE 2300 †
Dramatic Literature,
3 credit hours,
(Offered as needed)
Survey of dramatic works from the Greeks to the 20th century, with emphasis on the plays of the 19th and 20th centuries; intensive investigation and script analysis with reports, lectures and discussions. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

THE 2820
Introduction to Creative Dramatics,
3 credit hours,
(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,
(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,
(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,
(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,
(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,
(Offered as needed)
An introduction to stage lighting. Topics include history of stage lighting, fundamentals of light and illumination, lighting control, and lighting practices. Prerequisite: TPA 1210.

TPA 2232
Introduction to Costuming Technology,
3 credit hours,
(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 2276C
Entertainment Technology - Crafts,
3 credit hours,
(Offered as needed)
This course presents the practices and principles of advanced woodworking, welding, smithing, casting, ceramics, plaster work, fiberglass and plastic technology for the entertainment industry. State of the art tool technology, shop and field practice, health and safety standards will be emphasized. These crafts are entertainment industry oriented that will use items created in a realized production. Prerequisite: TPA 1210.

TPA 2600
Stage Management,
3 credit hours,
(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.

† 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.

TPP 1190
Rehearsal and Performance I,
3 credit hours,
(Offered as needed)
An ensemble theatre performance experience open to any student who wishes to develop rehearsal and performance skills. Students must participate in scheduled rehearsals and performances. Prerequisite: Experience in high school or a desire to learn.

TPP 1191
Rehearsal and Performance II,
3 credit hours,
(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,
(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,
(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,
(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,
(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,
(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,
(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,
(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,
(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. This course may be taken up to four (4) times for credit.

WOH 1012 ❖
World Civilization I,
3 credit hours,
(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. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

WOH 1022 ❖
World Civilization II,
3 credit hours,
(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. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

WOH 2040 ❖
Twentieth Century,
3 credit hours,
(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. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

ZOO 1010C
Zoology,
4 credit hours,
(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 is not intended for transfer and may not be applied toward the A.A. degree.

△Technology-Across-the-Curriculum Course.

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

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

PERSONNEL LISTING

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A.A. – Okaloosa-Walton College
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B.A. – Saint Leo College
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M.M. – University of Louisville
Sylvia P. Bryan – Director of Marketing & Community Relations
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M.B.A. - Charleston Southern University
Riotta Scott, Web Page Designer
A.A.S., A.A. – Okaloosa-Walton College
B.A. – University of West Florida
Jill Flater, Staff Assistant II
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Becky Tislow, Senior Staff Assistant
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B.A. – University of West Florida
Theresa A. Comeau, Graphic Services Manager
Tara Hammond, Graphic Designer
A.A.S. – Hallmark Institute of Technology
Gloria Paris, Staff Assistant I

INSTRUCTIONAL SERVICES

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M.P.Acc. – University of Texas at Austin
Ed.D. – Florida State University
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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
Penny Cox, Coordinator, Educational Services
B.A. – Coker College
Joanne Jones, Program Supervisor/AmeriCorps
B.S. – University of Nebraska
M.Ed. – University of Louisville
Dawn Savage, Senior Staff Assistant, AmeriCorps
A.A. – Okaloosa-Walton College
Pamela Gotcher, Instructional Services Specialist
B.A. – University of South Florida
M.S.S.W. – University of Texas at Arlington
Patricia Mann, Senior Administrative Assistant
A.S., A.A. – Okaloosa-Walton College

Career & Technical Education
Melinda Stein, Associate Dean, Career & Technical Education
A.A. – Okaloosa-Walton College
B.A. – University of West Florida
M.S. – Troy State University
Wanjiku Jackson, Coordinator, Workforce Education
B.S. – Troy State University
M.S.M. – Troy State University
Pamela Walters, Coordinator Women's Resource Center
B.A. – University of West Florida
Adriana Luna Bas, Instructional Support Specialist
B.S. - University Externado de Colombia
Graduate Diploma - University Jorge Tadeo Lozano

Educational Services
Anne Hay Southard, Associate Dean, Instruction & Educational Services
B.A., M.A., Ed.D. – University of West Florida
Mike Van Dyke, Instructional Design & Learning Technologies Manager
A.A. – Okaloosa-Walton College
B.S., M.S. – Florida State University
Michael Espeseth, Learning Lab Supervisor
A.A.S., B.A.S. - Okaloosa-Walton College
Elizabeth Morgan, Technology Specialist
A.A. – Okaloosa-Walton College
B.S., M.S.M. – Troy State University
Ed.S. – University of West Florida
John Patten, Distance Learning Specialist
A.A. – Okaloosa-Walton College
Iris Strunc, Coordinator, Educational Support Services
B.S. – University of Nebraska
M.S. – Valdosta State University
Ron Walls, Instructional Technology Specialist

Collegiate High School
Charla W. Cotton, Director Collegiate High School
B.S., M.S. – Florida State University
Sandra Caudill, Records/Reports Specialist
A.A. – Okaloosa-Walton College
Mary Jane Robertson, Staff Assistant II
B.A. – Winthrop College
Patricia Belote, Educational Advisor
A.A. – Okaloosa-Walton College
B.A. – University of West Florida
Anthony Boyer, Coordinator, Programs & Services, Collegiate High School
A.S. – Okaloosa-Walton College
B.A.S., M.P.A. – Troy State University
Ed.S. – University of West Florida
Jennifer Currid, Professor, English
B.A., M.A., Ed.S., Ed.D. – University of West Florida
Diane "De" Cook, Assistant Professor, Mathematics
B.S. – University of Manitoba
M.A.T. – University of Alaska Fairbanks

Alicia Franklin, Learning Lab Coordinator
B.S. – Auburn University
M.A. – University of Alabama
Ross E. Hamilton, Professor Emeritus, Science
B.S. – William Carey College
M.S. – Northeast Louisiana State College
Guadalupe O'Brien, Assistant Professor, Spanish
A.A. – Okaloosa-Walton College
B.A. – University of West Florida
M.A. – Universidad Antonio de Nebrija
Elizabeth Ritter, Project Manager, WIRED Grant
B.A. – University of Alabama
M.A., Ph.D. – Southern Illinois University
Robert Schrader, Counselor/Student Services Coordinator, Collegiate High School
B.S. – University of Wyoming
M.A. – Western Kentucky University
Sandra Vinson, Assistant Professor, English
B.A. – Florida State University
M.A. – University of West Florida
M.E.D. – University of North Carolina
Suzanne Wood, Assistant Professor, Reading
B.A. – Clemson University
M.A. – University of West Florida

Continuing Education
Amanda Barker, Director, Continuing Education
A.A. – Indian River Community College
B.S., M.S. – Florida State University

Health Technology
Linda Whitenton, Associate Dean, Health Technology & Director of Nursing
B.S. – Murray State University
M.S. – Mississippi University for Women
Kathleen McNair, Instructional Support Specialist, Health Technology
A.S. - Okaloosa-Walton College
Candis Carrillo, Professor, Nursing
B.S.N. – St. Louis University School of Nursing
M.S.N. – University of Alabama in Birmingham
April Carter, Professor, Nursing; Program Manager, Surgical Technology
B.S. – Bishop Clarkson College of Nursing
M.S. – University of Texas Health Science Center
Doyle Decker, Radiography Program Director
B.A. (2) – Bellarmine College
A.H.S. – University of Louisville
Toinette Higgins, Assistant Professor, Nursing
L.P.N. – Macarthur State Technical College
A.S.N. – Excelsior
B.S.N., M.S.N. – University of Phoenix
Frances Jones, Assistant Professor, Nursing
B.S. – Colorado State University
B.S.N. – George Mason University
M.S.N. – University of Southern Alabama
Charlotte Kuss, Assistant Professor, Nursing
B.S.N. – Ohio State University
M.S.N. – University of South Alabama
Henry Lee Moore, Assistant Professor, Nursing
A.S. – Okaloosa-Walton College
B.S.N. – Florida State University
Beth Norton, Division Director, Allied Health Assistant Professor, Nursing; BSN Program
B.S.N. – Vanderbilt University
M.S.N. – University of South Alabama
Janet Place, Assistant Professor, Nursing
B.S.N. – California State University
M.S.N. – University of Utah
Vocational Certificate – University of West Florida
Elizabeth Robison, Assistant Professor, Nursing
B.S.N. – Duke University
M.S. – Troy State University
M.S.N. – University of Alabama
Marty Walker, Assistant Professor, Nursing
L.P.N. – Atlantic Vocational School
A.D.N. – Broward Community College
B.S.N. – Florida International University
M.S.N. – Barry University
Grace Stewart, Assistant Professor, Radiography
A.A., A.S. – Pensacola Junior College
B.S. – Florida Hospital School
Mary Thomas, Dental Assisting Coordinator
A.A. – Okaloosa-Walton College
National CDA Certification
Holly Solaas, Staff Assistant II
A.A.S. – Okaloosa-Walton College
B.S. – University of West Florida

Choctawhatchee Basin Alliance:
Julia Terrell, Director, Choctawhatchee Basin Alliance
B.S., M.S. - University of Florida
Sarah Kalinoski, Project Assistant, Choctawhatchee Basin Alliance
B.F.A., M.A. – New York University
Alison McDowell, Project Specialist, Choctawhatchee Basin Alliance
B.A. M.S. – University of West Florida
Lauren Nowling, Senior Staff Assistant, Choctawhatchee Basin Alliance
B.S. – Auburn University
M.S. – Louisiana State University

BUSINESS AND COMPUTER TECHNOLOGY

Michael Patrono, Department Chair/Assistant Professor, Business Administration
B.S., M.S. – Florida State University
Dixie C. Irwin, Instructional Support Specialist
A.A. – Okaloosa-Walton College
B.S. – University of West Florida
Jay Bhattacharya, Professor, Economics
B.A. – Victoria College - India
M.A. – University of North Bengal
Ph.D. – University of Illinois
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B.S. – University of Maryland
M.S. – University of West Florida
Margaret "Meg" McManus, Professor, Computer Science
A.A., A.A.S. – Okaloosa-Walton College
B.S., M.S. – University of West Florida
Carl Nyquist, Professor, Economics
B.A. – University of Tampa
B.S. – University of Central Florida
M.B.A. – University of West Florida
Suzanne Oliver, Professor, Accounting
A.A. – Pensacola Junior College
B.A., M.A. – University of West Florida
Donald R. Wilke, Assistant Professor, Accounting
B.S. – University of Missouri
M.B.A. – Monmouth College

COMMUNICATIONS

Joyce Goldstein, Associate Dean, Communications/Social Science
B.A. – University of South Florida
M.A. – Our Lady of the Lake University
Ph.D. – St. Louis University
Amy Junger, Instructional Support Specialist
Jon Brooks, Professor, Communications
B.A., M.A. – University of South Dakota
Ph.D. – University of Alabama
Jennifer Currid, Professor, Communications
B.A., M.A., Ed.S., Ed.D. – University of West Florida
Deborah Fontaine, Assistant Professor, Developmental English
B.A. – Stetson University
M.Ed., M.A. – Eastern New Mexico University
Jack Gill, Professor, Communications; Coordinator, Academic Success Center
B.A. – Berea College
M.A. – Eastern Kentucky University
Beverly Holmes, Professor, Communications
B.S. – Bowling Green State University
M.S.E. – University of Central Arkansas
M.A. – University of Denver
Vickie G. Hunt, Professor, Communications
B.A. – Georgia State University
M.A., Ph.D. – Florida State University
Dianne F. Kostelny, Professor, Reading
B.S. – Bob Jones University
M.Ed. – University of Cincinnati
Maria Helena López, Professor, Spanish
B.A. – Interamerican University
A.B.D. – Florida State University
Deborah Nester, Professor, English
B.S. – Florida State University
M.A. – University of West Florida
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Cheryl C. Powell, Professor, English
B.A. – Auburn University
M.A., Ph.D. – Florida State University
Deidre Price, Assistant Professor, English
B.A., M.A. – University of South Alabama
Amy Riddell, Assistant Professor, English
B.A., M.F.A. – University of Alabama
Ronnie Stanley, Professor, Speech
A.A. – Copiah-Lincoln Community College
B.A., M.S. – University of Southern Mississippi
James Suderman, Professor, Communications
B.A. – Earlham College
M.A. – South Dakota State University
Patrice A. Williams, Professor, English
B.S. – University of South Alabama
M.A. – University of Mobile

EARLY CHILDHOOD EDUCATION

Beverly Sandlin, Child Care Director
B.S. – Eastern New Mexico University
M.S. – Northwestern State University
Ed.S. – Florida State University
Cora Aaron, Staff Assistant III
A.S. – Okaloosa-Walton College
Sabine Claybrook, Early Childhood Specialist
A.S. – Okaloosa-Walton College
CDA Credential
Therese Wood, Early Childhood Specialist
A.S. – Guam Community College

HUMANITIES, FINE AND PERFORMING ARTS

Clifford Herron, Division Director, Humanities, Fine & Performing Arts/Executive Director, Mattie Kelly Fine and Performing Arts Center
A.A. – Lake Michigan College
B.S., M.A. – Western Michigan University
Ph.D. – Florida State University
Mary Lou Baker, Instructional Support Specialist
Sharon Brown-Halmon, Staff Assistant II - Box Office
Jerrilyn "JB" Cobbs, Professor, Art/Humanities
B.F.A. – Florida International University
M.Ed. – Southeastern Oklahoma State University
Linda Corley, Costume Production Coordinator
Dirk Dunbar, Professor, Philosophy
B.A. – Eckerd College
B.S. – Central Michigan University
M.A. – University of West Florida
Ph.D. – Florida State University
Allison Everitt, Professor, Music Theory & Applied Voice / Director of Madrigal Singers
A.A. – Okaloosa-Walton College
B.A. – Florida State University
M.A. – University of West Florida
Guy Heath, Professor, Music/Humanities
B.A. – Southern California College
M.A. – University of West Florida
Ed.D. – Nova Southeastern University
James "Clint" Mahle, Scenic Design Coordinator
B.F.A., M.F.A. – University of Mississippi and University of Exeter, United Kingdom
Delores Merrill, House Manager
A.S. – Wallace College
B.S. – Troy State University
M.F.A. – University of Alabama
Charles Myers, Professor, Humanities
B.A. – Tulane University
M.A., Ph.D. – University of Texas at Austin
J.D. – University of California, Berkeley
Sarah Paulk, Professor, Humanities
A.A. – Okaloosa-Walton College
B.A., M.A., Ph.D., – Florida State University
Stephen Phillips, Assistant Professor, Art
B.A., M.F.A. – Florida State University
Lyn Rackley, Professor, Art
B.A. – Central Washington State University
M.S. – Florida State University
Jeremy Ribando, Assistant Professor, Music
B.M. – Cornerstone University
M.M. – Western Michigan University
D.M.A. – Michigan State University
Jeffrey Rink, Mattie Kelly Distinguished Endowed Teaching Chair in Music and Conducting/Conductor, Northwest Florida Symphony Orchestra
B.M., M.M. - University of Maryland
Carolyn Schlatter, Professor, Music Theory/Piano/Humanities
A.A. – Okaloosa-Walton College
B.A., M.A. – University of West Florida

Jeanette Shires, Associate Director,
Mattie Kelly Fine and Performing Arts Center
B.S. – Gwynedd-Mercy College
David Simmons, Assistant Professor, Film & Humanities
B.A., M.A. – Brigham Young University
Ph.D. – Florida State University
Joseph Taylor, Assistant Professor, Dance
A.A. – Okaloosa-Walton College
B.F.A., M.F.A. – Florida State University
Karen Valdés, Gallery Manager
A.A. – Orange Coast Community College
B.F.A. – University of California, Irvine
M.F.A. – Florida State University
Lois Van Dam, Assistant Professor, Music
B.A., M.A. – Bob Jones University
D. Ann Waters, Professor, Art History
A.A. – Chipola Junior College
B.A. – University of West Florida
M.A. – University of South Alabama
E.D.S. – University of West Florida
Robert Whittaker, Theatre Technical Supervisor
B.F.A. – North Carolina School of the Arts

LEARNING RESOURCES CENTER

Janice W. Henderson, Division Director, Research and Learning Resources Services
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 College
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 College
B.A. – University of West Florida
M.S.I.S. – Florida State University
Steve Fielding, Library Technician III
A.A. – Okaloosa-Walton College
Judy Holzschuh, Staff Assistant II
A.A. – Okaloosa-Walton College
Pamela R. Hynes, Library Technician III
B.A. – Central Michigan University
Overia "Denise" Jones, Library Technician I
A.S. – Okaloosa-Walton College
Edward M. Livingston, Jr., Media Services Manager
A.A. – Okaloosa-Walton College
Sandra MacDonald, Library Technician II
Shelton W. Mann, Jr., Technology Support Specialist
A.A. – Okaloosa-Walton 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

LITERACY CENTER AND ADULT BASIC EDUCATION

Barbara M. Jones, Director
B.S. – Tennessee Technological University
M.A. – University of West Florida
Jean "Jeanie" Eidem, Staff Assistant I, Even Start
A.A.S. – Central Texas College
Sarah Ferrell, Program Assistant, Even Start
B.A. (2) – University of Florida
Lana Kaltz, Program Specialist, Even Start & Family as Educators
A.A., A.S. – Lansing Community College
B.A. – Michigan State University
Sandra "Gail" Kimball, Program Assistant, Adult Education
B.S. – Women's College of Georgia
M.S. – Troy State University
Nancy Ordonia, Coordinator, Adult Education Program
A.A. – Valencia Community College
B.A. – University of Central Florida
Melissa Shadix, Senior Staff Assistant, Even Start
A.A. – Okaloosa-Walton College

Workfare Program
Joanna Burnham, Program Specialist, Workfare
A.A. – Chipola Junior College
B.S. – Florida State University
Angela McGuire, Program Specialist, Workfare
B.A. – University of West Florida
Sheron McLaney, Program Specialist, Workfare
B.S. – University of West Florida
Laurie Von Kaenel, Program Specialist, Workfare
B.S. – State University of New York

ADVANCED TECHNOLOGY AND DESIGN

Raymond L. Rickman, Department Chair/Professor, Drafting/Design
A.A. – Okaloosa-Walton College
B.S., M.Ed. – University of West Florida
Benjamin Gillham, Professor, Graphic Design
B.A. – Albion College
M.F.A. – Michigan State University
A.V. "Ginger" Maddox, Professor, Computer Science/ Computer Engineering Technology
A.A. – Indian River Community College
B.S. – University of West Florida
M.S. – Naval Postgraduate School

MATHEMATICS

Douglas Dunbar, Department Chair/Professor
B.S. – Auburn University
M.A. – California State University
M.S. – Florida State University
Angela Buchanan, Instructional Support Specialist
A.A. – Okaloosa-Walton College
B.S. – University of Florida
Amie Bowles, Assistant Professor
B.A. – New College of Florida
M.A. – University of Texas
Ronald Ethridge, Professor
B.A., M.A. – University of West Florida
M.S. – Air Force Institute of Technology
Sasha L. Jarrell, Assistant Professor
B.S., M.S., Ph.D. – Auburn University

Guangyu Liu, Professor
M.S. – Nanjing University - China
Ph.D. – University of Connecticut
Mary "Priscilla" McAlister, Learning Lab Manager
B.S. – Oklahoma State University
M.A.T. – University of West Florida
Cynthia McGinnis, Professor
A.A. – Hillsborough Community College
B.A., M.A. – University of West Florida
Christopher R. Mizell, Professor
B.A., B.S. – Union University
M.S. – University of Memphis
Robin Charles Olmstead, Professor, Mathematics
B.S., M.S.T. – Georgia Southern College
Nishant Patel, Assistant Professor
B.S., M.S. – Maharaja Sayajirao University of Baroda
M.A. – University of South Florida
Julia K. Polk, Professor
B.S. – Southeastern Louisiana University
M.S. – Clemson University
Michelle Ragle, Professor
A.A. – Okaloosa-Walton College
B.A., M.A. – University of West Florida
M.S., Ph.D. – University of Florida
Rajalakshmi Sriram, Professor
B.Sc., M.Sc. – University of Mysore
M.A. – State University of New York
Ph.D. – University of Texas

PUBLIC SAFETY

Brian Shonk, Director, Public Safety/Criminal Justice Training Center
A.S. – Okaloosa-Walton College
B.S. – Troy State
M.P.A. – University of West Florida
Phyllis Davis, Instructional Support Specialist
Certificate – Okaloosa-Walton College
Rebecca Russell, Program Specialist, AmeriCorps Disaster Mitigation & Response
Ron Bishop, Training Center Coordinator
B.S. – Troy State University
Virginia Haddad, Professor
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
Stephen White Jr., EMT/Paramedic/EMS Program Manager
Certificate – Gulf Coast Community College
A.A.S. – Okaloosa-Walton College

SCIENCES

Jonathan R. Bryan, Department Chair, Physical Sciences/Professor, Earth Science/Geology
B.S. – Florida State University
M.S. – University of Florida
Ph.D. – University of Tennessee
Darryl Ritter, Department Chair, Biological Sciences/Professor, Biology
B.S. – University of Illinois
M.S., Ph.D. – Southern Illinois University
Gail S. Baker, Professor, Biology
A.B. - Calvin College
M.A. - Vanderbilt University
Ph.D. - Mississippi State University
Allison Beauregard, Assistant Professor, Earth Sciences
B.S. – University of Maine
Ph.D. – University of Delaware
Marilee C. Caldwell, Professor, Nutrition
B.S., M.S., Ed.D. – Florida State University
Ralph Calhoun, Professor, Physics
A.A. – Chipola Junior College
B.S. – University of West Florida
M.S., Ph.D. – Florida State University
Susan Erickson, Science Lab Specialist
A.A. - Okaloosa-Walton College
Philip Heise, Professor, Biology
B.S. – University of New Mexico
M.S. – Penn State University
Ph.D. – University of Tennessee
Patrick D. McArthur, Professor, Biology
B.A. – California State University Northridge
M.Ed. – Azusa Pacific University
Ph.D. – The University of Southern Mississippi
Anthony Russo, Professor, Physical Science, Physics
A.A. – Miami-Dade Community College
B.S., M.S. – Florida Atlantic University
Deanna Simpson, Instructional Support Specialist
Certificate, A.A. – Okaloosa-Walton College
Lisa Struck, Assistant Professor, Chemistry
A.A. – Pensacola Junior College
B.S. – Florida State University
M.A. – Rice University
Ph.D. – Rice University
Kurt A. Teets, Professor, Chemistry
B.S. – Purdue University
Ph.D. – University of Southern California
Margaret I. Tu, Science Lab Supervisor
B.S. - Chung-Hsin University
M.S. - Tuskegee Institute
Frank Wilderman, Jr., Assistant Professor, Biology
B.S. – Allentown College
Ed.M. – Temple University
D.P.M. – Pennsylvania College of Podiatric Medicine

SOCIAL SCIENCES

Joyce Goldstein, Associate Dean, Communications/Social Science
B.A. – University of South Florida
M.A. – Our Lady of the Lake University
Ph.D. – St. Louis University
Amy Junger, Instructional Support Specialist
Theodore (Ted) A. Barker, Professor, Psychology
B.S., M.S., Ph.D. – Florida State University
Wendell Griffith, Professor, Social Science
B.A. – Louisiana Tech University
M.A. – University of West Florida
Aven Lofquest, Professor, Social Science
B.A., M.A.T. – College of Notre Dame
Cecelia Rivers, Professor, Sociology
B.S. – Alabama State University
M.A. – University of South Alabama
David Schjott, Professor, Sociology
B.A., M.A. – University of South Alabama
M.S. – Troy State University
Ed.D. – Nova Southeastern University
Robyn Strickland-Gordon, Assistant Professor, Psychology
B.S. – Troy State University
M.A. – University of West Florida

STUDENT SERVICES/ATHLETICS/HEALTH AND 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

Athletics/Health & Fitness
Kim Gibson, Instructional Support Specialist
Johnny Matthews, Athletic/Health, Fitness Assistant
Elizabeth "Blake" Baskin, Assistant Softball Coach
B.S. – University of West Florida
M.A. – University of Alabama
Brittney Ezell, Women's Head Basketball Coach
M.E.D. – University of Nebraska
B.S. – University of Alabama
Keith Griffin, Head Baseball Coach
B.S. – Livingston University
M.A. – University of North Alabama
Michael "Brian" Hastings, Assistant Baseball Coach
A.A. – Okaloosa-Walton College
B.A. – College of Charleston
Marvis Hodges, Assistant Women's Basketball Coach
A.S. – Faulkner State Community College
B.S. – University of Alabama
Ramsey Ross – Student Athletics Coordinator
B.S., M.S. – Florida State University
Morris Scott Jr., Assistant Men's Basketball Coach
B.S., M.E.D. – Florida A & M University
Bruce Stewart, Men's Head Basketball Coach
A.A. – Marion Institute
B.S. – Jacksonville State University
B.S. – Auburn University
M.S. – Jacksonville State University
Heather Wolbers, Women's Head Softball Coach
A.A. – Okaloosa-Walton College
B.S. – Troy State University
M.P.A. – Valdosta State University

Student Activities
Aimee Watts, Student Activities Coordinator
B.S., M.S. – Troy State University

Army ROTC – Military Science
Stephen Duckworth, Major, United States Army
B.A. – University of South Alabama

Student Services/Registrar
Christine C. Bishop, Associate Dean – Student Services
A.A. – Alpena Community College
B.S. – Troy State University
M.S. – Central Michigan University
Charlotte McDonald-Williams,
Instructional Services Specialist
A.S. – Okaloosa-Walton College
Elizabeth W. Kuntz, Enrollment Services Technician
B.A. – University of Cincinnati

Enrollment Services/Testing
Janice M. Buchanan, Coordinator of
Enrollment Services & Testing
A.A. – Ball State University
B.A. – St. Leo College
M.P.A. – Troy State University
Cindy Bell, Enrollment Services Specialist
A.A. – Okaloosa-Walton College
A.S. – Okaloosa-Walton College
Karyn Cooper, Senior Staff Assistant/
Dual Enrollment & Admissions
B.A. – University of Florida
Bree Durham, Transcript Specialist
A.A. – Okaloosa-Walton College
Brenda Flores, Admissions Specialist
B.A. – University of West Florida
April Leake, Evaluation Specialist
A.A. – Okaloosa-Walton College
B.A., M.Ed. – University of West Florida
Carla Martin, Enrollment Services Specialist
A.A. – Okaloosa-Walton College
B.S. – University of West Florida
Carolina Urena, Admissions Specialist
Jayne Young – Testing Supervisor
B.S. – Ohio State University

Counseling/Advising
Jody Swenson, Counselor/Coordinator to
Students with Special Needs
B.S. – Florida International University
M.S. – Troy State University
Sandra Bishop, Educational Advisor, Health Technology
B.S. – Florida 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 College
Suzanne Johnson, Educational Advisor/
Student Support Specialist
B.S. – University of Rochester
M.S. – Troy State University
Barry Tidmore, Educational Advisor
B.S. – University of Alabama
M.S. – University of West Alabama

Career Resource Center/Recruiting
Teresa Arlund, Recruitment & Career Resources Coordinator
A.A. – Okaloosa-Walton College
B.A. – University of West Florida
Edna Washington, Career Advisor
A.A. – Okaloosa-Walton College
B.S., M.S. – Troy State University

Financial Aid
Patricia Bennett, Director, Financial Aid/Veteran's Affairs
B.A. – Fairmont State College
M.A. – Marshall University
Christa Henderson, Financial Aid Specialist - Pell Grant
A.A. – Okaloosa-Walton College
B.S. – Florida State University
Kymberly Lang, Financial Aid Technician
Kristen Last, Financial Aid Specialist – Scholarships
A.A. – Valencia Community College
B.S. – Old Dominion University
Anthony Pannelli III, Financial Aid Specialist - Veterans Affairs
A.A. – Okaloosa-Walton College
B.A. – University of West Florida
Catherine Rickard, Financial Aid Specialist -
Student Employment & Federal Loans
A.A. – Okaloosa-Walton College
B.A. – University of West Florida

INFORMATION TECHNOLOGY

Greg Eller, Director, Information Technology
A.A. – Gulf Coast Community College
B.S. – University of West Florida
Rita Atwood, Web Application Support Programmer
A.A. – Okaloosa-Walton College
Donna B. Bouchard, Senior Programmer/ Analyst
B.S. – University of Rhode Island
Leanne Buharp, Information Technology Specialist
A.A. – Okaloosa-Walton College
Robert Coache, Systems Programmer
Kevin Dillard, Software Engineer
B.S. – Florida State University
Kenneth Frazier, Senior Programmer/ Analyst
A.A. – Okaloosa-Walton College
B.S. – University of West Florida
Jessie Graves, Senior Network Specialist
A.S., A.A. – Okaloosa-Walton 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 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
George Stroh, Mainframe Technical Support Specialist
A.A.S. – Okaloosa-Walton College
Terry Thomas, Senior Network Specialist I - Database
A.A.S. – Alpena Community College

OWC - UWF Fort Walton Beach Campus

David L. Goetsch, Vice President
Fort Walton Beach Campus and College Centers
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
Mary L. Henderson, Director,
Fort Walton Beach Campus and Dual Enrollment
B.A., M.A.T., Ed.D. – University of West Florida
Faye Crawford, Administrative Assistant
Dianne Faith Avillion, Counselor
B.A. – Mansfield State College
M.Ed., Ed.S. – University of Florida
Ed.S. – University of West Florida
Kenneth Goodwin, Groundskeeper
Lee A. Gouthro, Staff Assistant II
B.S. – University of North Carolina
Floripes Jettner, Library Technician I
A.A. – Okaloosa-Walton College
James Kiely, Skilled Craftsman I
David Lewis, Skilled Craftsman I
Margaret "Meg" McManus, Professor, Computer Science
A.A., A.A.S. – Okaloosa-Walton College
B.S., M.S. – University of West Florida
Carl Nyquist, Professor, Economics
B.A. – University of Tampa
B.S. – University of Central Florida
M.B.A. – University of West Florida
Dory O'Brien, Professor, English/Foreign Languages
B.A., M.A., Ph.D. – University of Iowa
Robin Charles Olmstead, Professor, Mathematics
B.S., M.S.T. – Georgia Southern College
Christopher Page, College Stores Specialist III
A.A. – Okaloosa-Walton College
B.A. – University of West Florida
Cheryl C. Powell, Professor, English
B.A. – Auburn University
M.A., Ph.D. – Florida State University
Nancy Pyle, Campus Specialist
B.S. – Kansas State University
Maxine Randolph, Student Services Specialist
A.A., B.A. – St. Leo College
Larry Sassano, Economic Development Council
George J. Tillis, Jr., Learning Lab Technician
A.S. – Okaloosa-Walton College
Richard Yocke, Groundskeeper

OWC CENTERS

Chautauqua Center
Barbara M. Jones, Director
B.S. – Tennessee Technological University
M.A. – University of West Florida
Tammy D. Lawrence, Staff Assistant III
Janet Faubel, Educational Advisor
B.A., M.A. (2) – University of West Florida
Glenn Hutchinson, Facilities Maintenance Specialist
Kendra Upshaw, Program Assistant, Carl Perkins
B.S. – Albany State University

Eglin Center
Peggy A. Paplauskas, Campus Specialist

Hurlburt Center
Rhonda Duryea, Director
B.S. – Methodist College
M.S. – Troy State University
Ed.S. – University of West Florida
Charlotte Kelly, Staff Assistant III
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 III
A.A. – Okaloosa-Walton College
Charles Griffin, Facilities Maintenance Specialist

ADMINISTRATIVE SERVICES

Business Services
Gary Yancey, Vice President – Administrative Services
B.S. – Florida State University
M.B.A. – Florida State University
Ed.D. – University of Florida
Donna K. Utley, C.P.A., Associate Vice President for Business Services
B.S. – Texas Technological University
M.S. – Texas A&M University
Pamela Kaby, Controller
B.B.A. – Pittsburg State University
James Adams, Business Office Manager/Analyst
A.A. – Okaloosa-Walton College
B.A. – University of West Florida
Tamara "Tammy" Adams, Fiscal Assistant
A.A. – Okaloosa-Walton College
B.S. – University of West Florida
Mary Blanchet, Senior Staff Assistant, Financial Services
Lauren Dixon, Staff Assistant II
A.A.S. – Hinds Community College
B.B.A. – Mississippi State University

Elizabeth "Beth" Dunn, Purchasing Support Specialist
Kristy Franklin, Accountant
A.S. – Enterprise State Junior College
B.S.B.A., M.B.A. – Auburn University
Dena Gamble, Staff Assistant I
Serena Lee, Accountant
B.S.B.A. – Missouri Southern State University
Jan Lipscomb, Payroll Technician
Dedria Lunderman, Purchasing Coordinator
B.S. – Southern University
M.S. – Troy State University
Ed.S. – University of West Florida
Kathy Martin, Cashier Supervisor
A.A. – Okaloosa-Walton College
B.S. – University of West Florida
Anne Puette, Fiscal Assistant

Human Resources
Nancy Murphy, Director of Human Resources
A.A. – Okaloosa-Walton College
B.A. – St. Leo College
Shari Forfa, Human Resources Specialist
A.A. – Okaloosa-Walton College
B.S. – University of West Florida
M.S. – Troy State University
Carol Hanley, Staff Assistant III
Terri Waywell, Staff Assistant II
B.S. – Spring Hill College
M.A. – University of Oklahoma

Physical Plant
John Rickard, Director, Physical Plant
A.A. – Okaloosa-Walton College
B.S. – Troy State University
Deborah Rolison, Staff Assistant II
Jennifer Agerton, Custodial Worker
James Barfield, Physical Plant Attendant/Grounds
Laurie Bissaillon, Senior Custodian
Gary Cassell, Senior Custodian
A.A. – Okaloosa-Walton College
Thomas Cole, Custodial Worker
Sang Dang, Custodial Worker
B.S. – California State University
Marty Edwards, Senior Groundskeeper
Robert Freeman, Receiving/Shipping Specialist (Central Services)
A.A.S. – Community College of the Air Force
A.A.S. – Okaloosa-Walton College
Erin Glenn, Groundskeeper
Don Grace, Grounds Supervisor
Michael Hankish, Custodial Worker
Jean Harris, Custodial Worker
Willard Hipple Sr., Custodial Worker
Jo Ann Hobbs, Custodial Worker
John Joplin, Custodial Supervisor
Alan Knight, Custodial Worker
Jimmy Lawson, Groundskeeper
John Aveary Matthews, Office Assistant/Courier (Central Services)
Sherry Miller, Senior Custodian
Chubby Moore, Senior Custodian
Kevin Moore, Custodial Worker
Thomas Moore, Groundskeeper
Manuela Partridge, Custodial Worker
Charles "Brandon" Phillips, Custodial Worker
Douglas Picklap, Skilled Craftsman III
A.S. – Danville Area Community College
Chris Polazzo, Custodial Worker
Certificate – Okaloosa-Walton College
Edwin Ramos, Skilled Craftsman II
Benjamin Randoplh, Bus Driver/Vehicle Maintneance
B.A. – Saint Leo University
Tammy Ricchio, Custodial Worker
Susan Smith, Senior Custodian
Janet Strong-Floyd, Custodial Worker
Lee Roy Thomas, Groundskeeper
Kim Watkins, Groundskeeper
A.A. – Okaloosa-Walton College
Eric Williams, Groundskeeper
Carl Younger, Central Receiving/Mail Supervisor (Central Services)
A.A.S. – Community College of the Air Force
B.S. – University of Maryland
M.S., M.P.A. – Troy State University

Facilities
Sam Jones, Facilities Director
Eric Buharp, Facilities Maintenance Coordinator
Joseph Accardi, Trades Specialist
Jon Burrows, Trades Specialist
Heinz Falk, Renovation Coordinator
Elbert Gore, Skilled Craftsman I
Phillip Mitchell, Trades Specialist
Douglas Norman, Skilled Craftsman I
David O'Keefe, Skilled Craftsman I
Thomas Schwarz, Skilled Craftsman I
Dewey Wells, Skilled Craftsman I

Auxiliary Services
Gwen J. Street, Director, Auxiliary Services
A.A., A.S. – Okaloosa-Walton College
B.S. – Troy State University
Phyllis Decker, College Store Specialist II
Kelly Miller, College Store Specialist I
Tami Van Dyke, College Store Specialist III

Food Services
James Breault, Food Services Coordinator
Certificate – Food Services
Certificate – Applied Food Service Sanitation
Vera "Joanie" Byrne, Events Specialist
Toni Grogg, Food Services Supervisor

RETIRED FACULTY AND 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
Robert C. Atwood, A.A., B.S., M.A., 1976-2007
Vera Craiger Auerbach, M.A., 1968-1987
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. Benvenutti, 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
Carl Davy, 1974-1992
* 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
Diane V. Edgington, B.M.E., 1995-2005
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 Gulledge, Ph.D., 1971-1984
Inez W. Bailey Hall, B.S., M.Ed., 1983-2001
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. Jasperson, 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
* 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
John Leatherwood, B.M., M.M., 1968-2005
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
Victoria Martinez, B.S., M.S., 1993-2006
* Joseph J. Matthews, B.A., M.A., Ph.D., 1964-1997
Juda McAdoo, B.G.S., M.S., 1989-2005
* 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
Lucia Walton Robinson, A.B., M.A., 1990-2006
Ray H. Rudolph, M.B.A., 1965-1984
* William T. Sadler, Ph.D., 1972-1985
Jeff Schembera, B.S., M.S., 1988-2004
Edward T. Scofield, B.A., M.A., 1971-1998
Ronald Senzig, B.S., M.A., 1970-2005
* Jean Sheppard, Ed.S., 1972-1989
Naomi Shermer, R.N., 1971-1992
Walter Shipley, B.S., M.A., 1973-2004
* 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
Mona Williams, A.S., B.S., M.S., 1989-2007
* 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

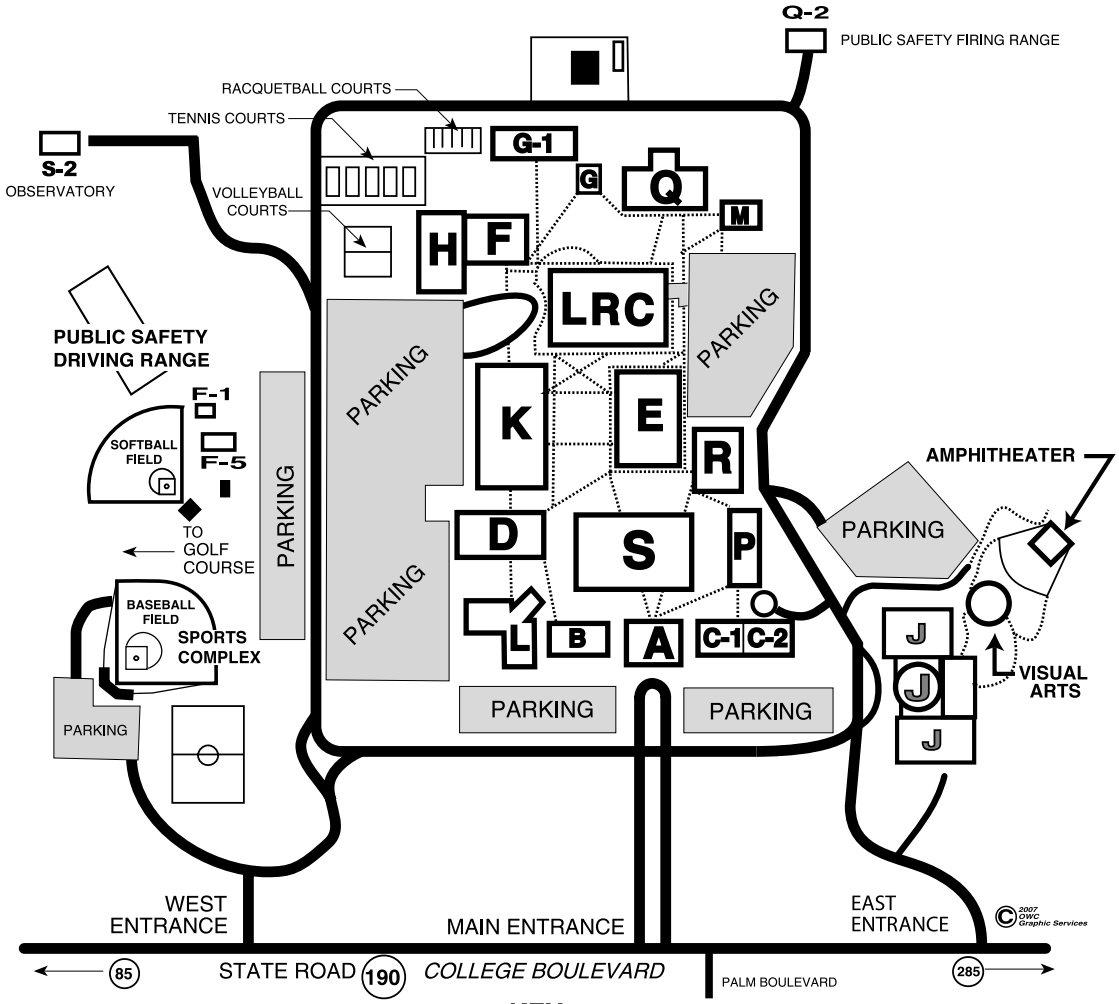
* Capp, Al
American Arts Chair – Artist-in-Residence, 1966
* Carter, Hodding
American Arts Chair – Artist-in-Residence, 1966
* Holzhauer, Emil
Honorary Chair in the Arts
Myers, Gordon
American Arts Chair – Artist-in-Residence, 1966
Schrader, Arthur
American Arts Chair – Artist-in-Residence, 1966
* Sikes, Robert L. F.
Honorary Chair in Government

* deceased

COLLEGE LOCATION MAPS

OKALOOSA-WALTON COLLEGE

NICEVILLE CAMPUS



KEY

Administration	A
Drafting/Computer Engineering	B
Student Services	C-1
Business	C-2
Collegiate High School	D
Communications/Social Science/ Nursing & Allied Health/Graphic Design	E
Physical Education	F
ROTC	F-1
Strength Center	F-5
Utilities	G
Maintenance/Receiving	G-1
Gymnasium/Wellness Center	H
Mattie Kelly Fine & Performing Arts Center	J
College Mall/College Store/SGA	K
Learning Resources Center	LRC
Math	L
Child Development Center	M
Classroom Building	P
Graphic Services/Public Safety	Q
Public Safety Firing Range	Q-2
Information Technology	R
Science	S
Observatory	S-2

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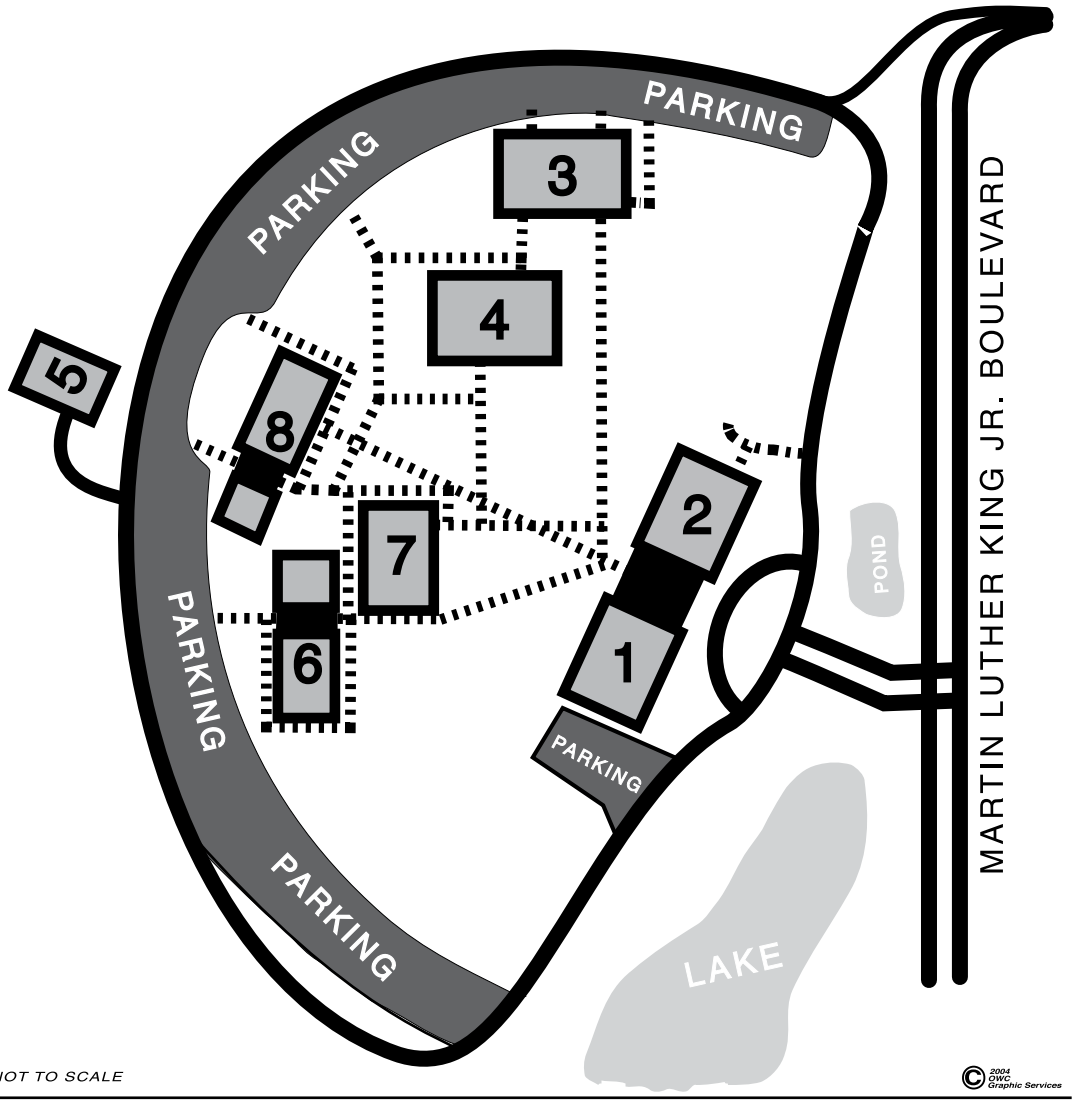
OWC/UWF
FORT WALTON BEACH CAMPUS



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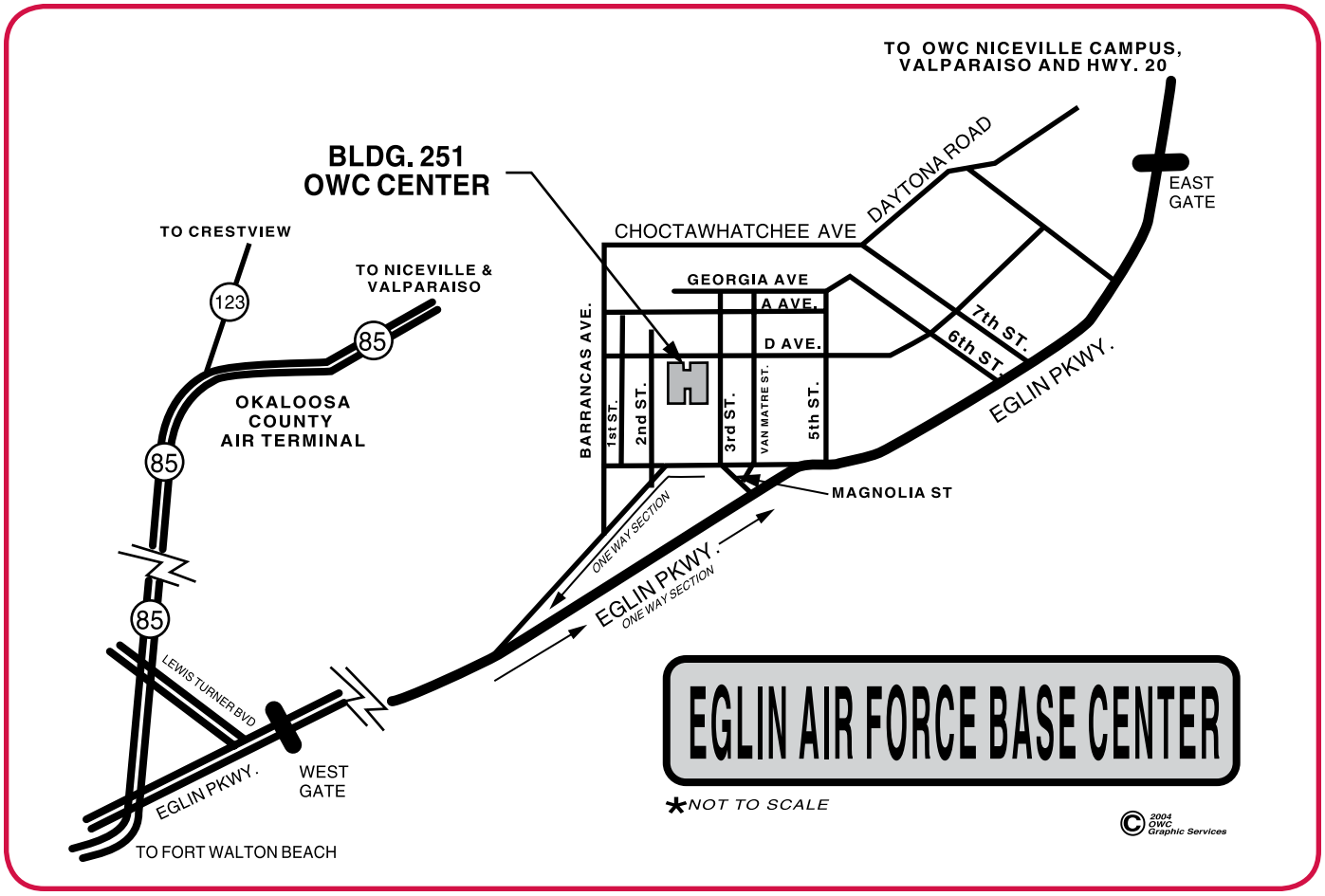
KEY

Bldg. 1-Administration
Bldg. 2-Student Services
Bldg. 3-Classroom
Bldg. 4-Faculty Offices/ Classroom
Bldg. 5-Utility Service
Bldg. 6-Science
Bldg. 7-Technology
Bldg. 8-Library, Fitness Center, Auditorium

Sidewalks | Buildings | Streets/Roads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BLDG. 251
OWC CENTER
TO CRESTVIEW
TO NICEVILLE & VALPARAISO
123
85
OKALOOSA COUNTY AIR TERMINAL
85
85
LEWIS TURNER BVD
EGLIN PKWY.
WEST GATE
TO FORT WALTON BEACH
CHOCTAWHATCHEE AVE
DAYTONA ROAD
EAST GATE
GEORGIA AVE
A AVE.
D AVE.
7th ST.
6th ST.
EGLIN PKWY.
BARRANCAS AVE.
1st ST.
2nd ST.
3rd ST.
VAN MATRE ST.
5th ST.
MAGNOLIA ST
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EGLIN PKWY.
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EGLIN AIR FORCE BASE CENTER
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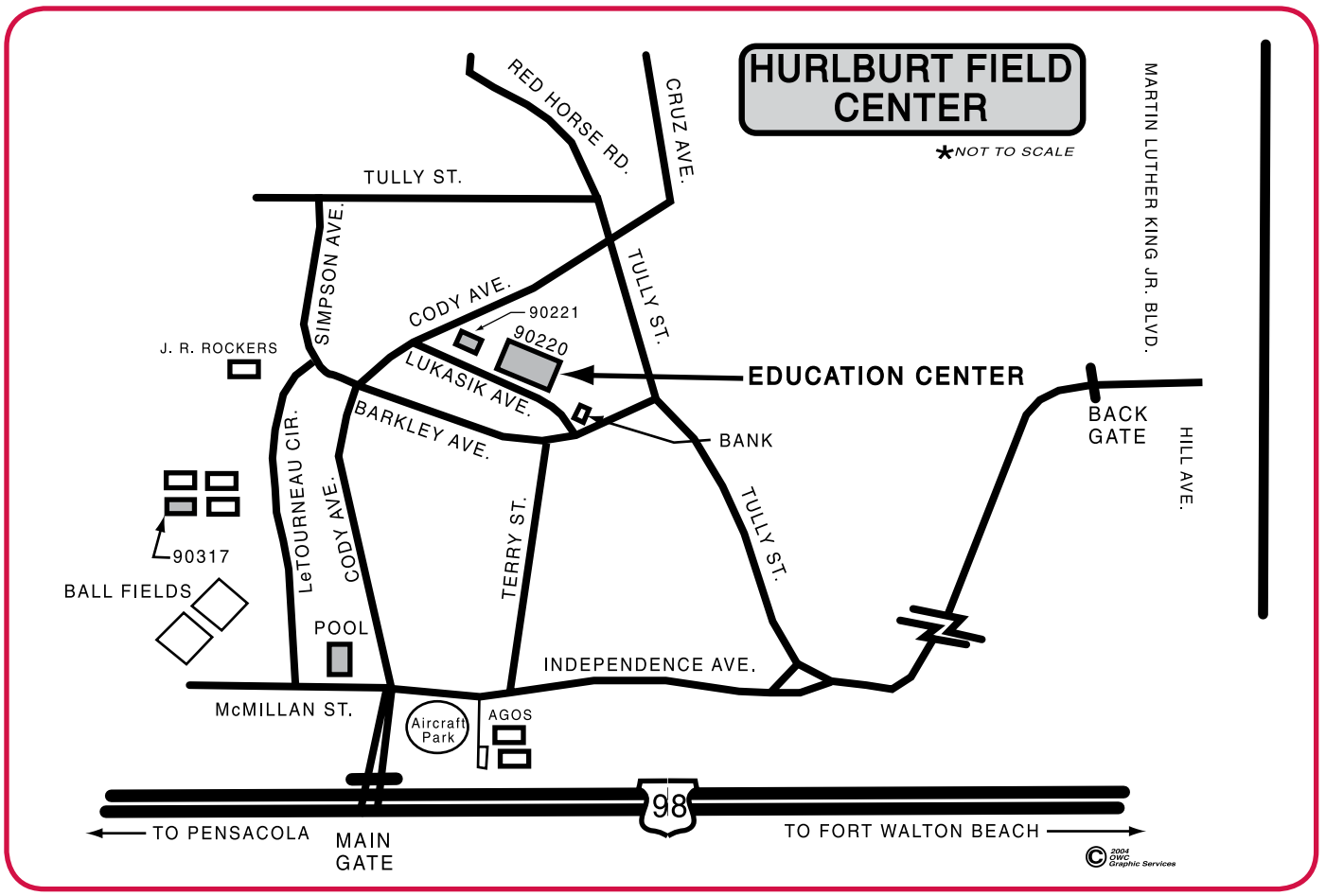
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RED HORSE RD.
CRUZ AVE.
TULLY ST.
SIMPSON AVE.
CODY AVE.
90221
90220
TULLY ST.
MARTIN LUTHER KING JR. BLVD.
J. R. ROCKERS
LUKASIK AVE.
EDUCATION CENTER
BARKLEY AVE.
BANK
BACK GATE
HILL AVE.
LeTOURNEAU CIR.
CODY AVE.
TERRY ST.
TULLY ST.
90317
BALL FIELDS
POOL
INDEPENDENCE AVE.
McMILLAN ST.
Aircraft Park
AGOS
98
TO PENSACOLA
MAIN GATE
TO FORT WALTON BEACH
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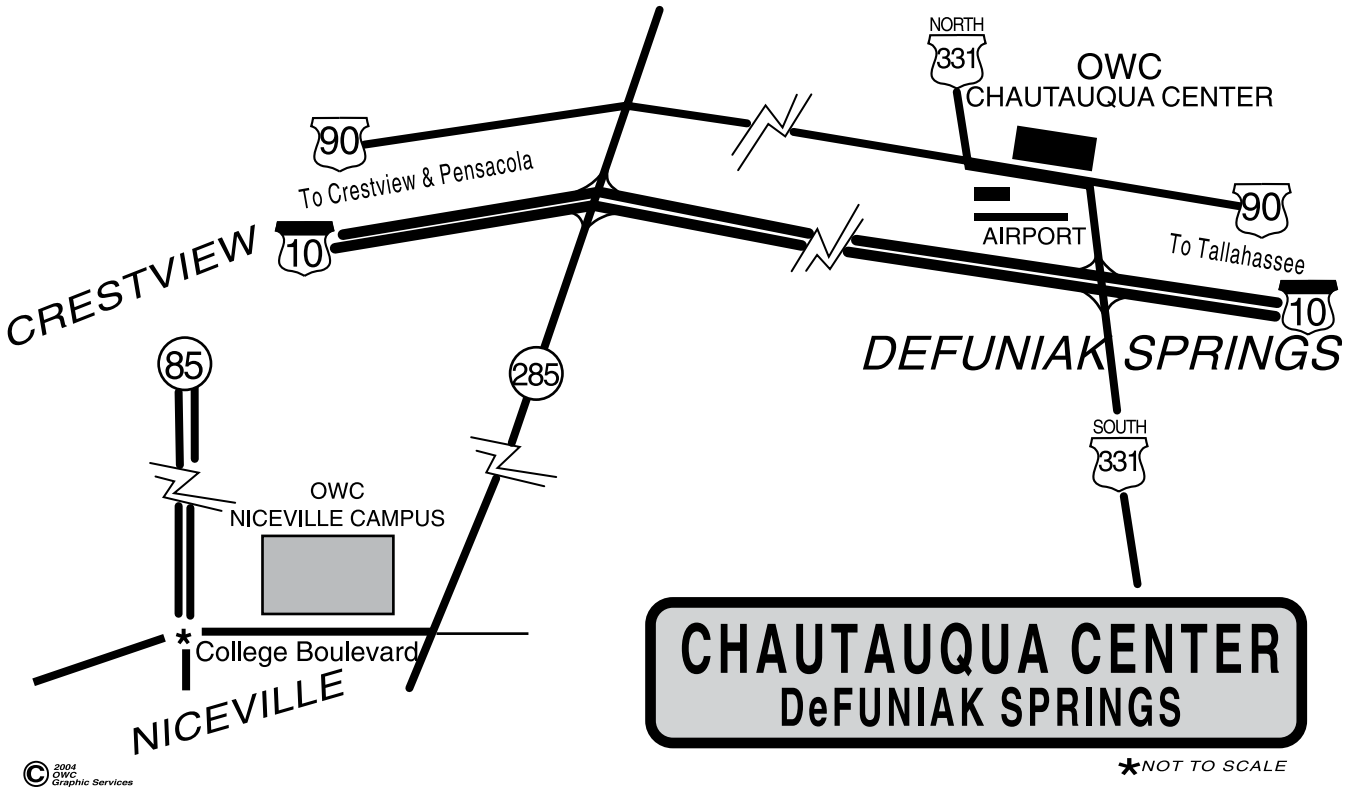
NORTH
331
OWC
CHAUTAUQUA CENTER
90
To Crestview & Pensacola
CRESTVIEW
10
AIRPORT
90
To Tallahassee
10
DEFUNIAK SPRINGS
85
285
SOUTH
331
OWC
NICEVILLE CAMPUS
College Boulevard
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CHAUTAUQUA CENTER
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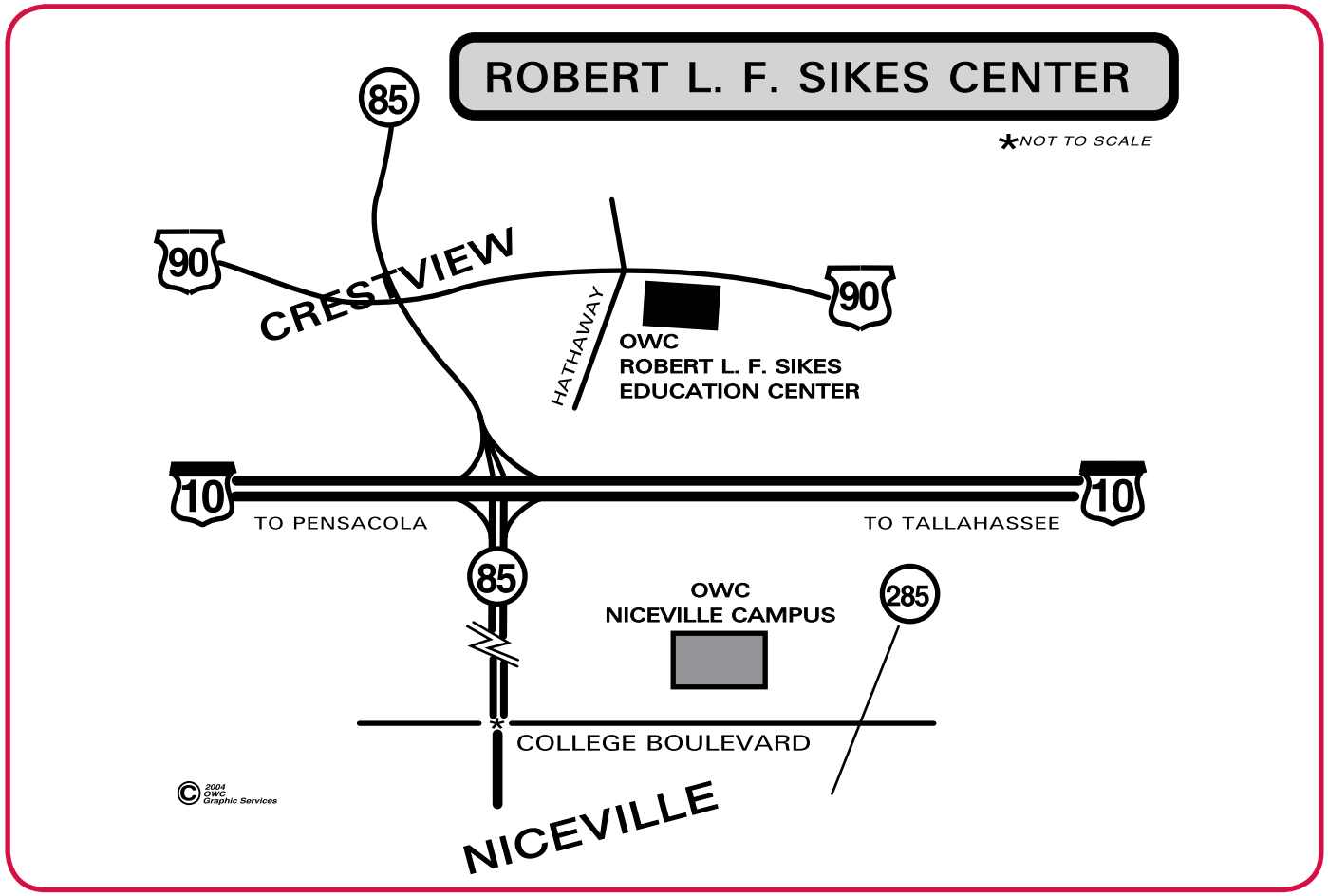
ROBERT L. F. SIKES CENTER
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90
CRESTVIEW
HATHAWAY
90
OWC
ROBERT L. F. SIKES
EDUCATION CENTER
10
TO PENSACOLA
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