

Okaloosa-Walton Junior College
Valparaiso, Florida

CHARTER PERSONNEL

COUNTY SUPERINTENDENTS OF INSTRUCTION

Okaloosa County
Lance C. Richbourg

Walton County
John E. Baldwin

COLLEGE ADMINISTRATIVE OFFICERS

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A. W. Scrivner, Indiana University, Ed.D. Dean

E. T. Brewer Jr., University of Southern Mississippi, M.A.
Director of Services

Lucile Anderson, Florida State University, M.A. Librarian

Jack Bartell, University of Mississippi, M.A. Evening Counselor

FACULTY

John C. Glasgow, Florida State University, M.S.
Science and Mathematics

Thora W. Halstead, University of Texas, M.A.
Science and Mathematics

Lanny R. Heath, George Peabody College, M.A. Applied Studies

Lewis C. Heckroth, Texas A. and M. Science and Mathematics

Joseph J. Matthews, University of Miami, M.A. Social Science

William S. Roberts, University of Southern Mississippi, M.S.
Applied Studies

Catherine H. Sorensen, University of Florida, Ed.D.
Communications

Clarence M. Wilson Jr., University of Florida, M.E.
Communications

STAFF

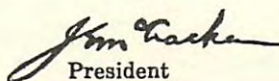
Victoria Lawrence Secretary to the President

Carole Ann Roberts Secretary to the Dean

Anna Bell McDonald Secretary, Materials Center

A POINT OF VIEW

Okaloosa-Walton Junior College is committed to the belief that continuing study is the most desirable approach to assuring QUALITY EDUCATION in Northwest Florida. In this age of accelerated change, the innovations of rapid occupational obsolescence of man and of his intensive search for meaning in his total life demand such a commitment. Consequently, every effort of the College draws its strength and structure from its determination to make CONTINUING STUDY a reality for students of all ages.


President

HISTORY

The thirtieth public junior college in the State of Florida, OKALOOSA-WALTON JUNIOR COLLEGE, found its specific beginning in the 1962 Florida State Legislature when it was granted priority one status for organization and operation. The Advisory Committee (five members from Okaloosa County and four members from Walton County) was appointed in December, 1963. The first president of the College assumed his responsibilities on February 15, 1964. Subsequently, the College was named officially on March 3, 1964, and its initial location designated as Valparaiso, Florida, as of April 3, 1964. August 17, 1964, was designated as the arrival date for the faculty, with the first classes beginning on August 24, 1964.

The specific site centers around Perrine Park on a point of land which rests between two of the scenic bayous which fringe the northern shores of Choctawhatchee Bay. The campus is in a pleasantly wooded residential area, located just south of Highway 85 and only a short distance from Eglin Air Force Base. The Twin Cities of Niceville and Valparaiso, Florida, have contributed the conversion of the parks and buildings which comprised the former center of the picturesque town of Valparaiso into a collegiate campus which is a credit to the historic past of these two communities.

At the time of its opening session in August, 1964, the campus will consist of seven buildings which house the Administration, the Materials Center, the Main Classrooms, the Student Activity Offices, the Student and Faculty Lounges, the Physical Education Department, and the Science Laboratories. An eighth facility will be granted to the College by August, 1965, as an additional classroom building. Recreational activities are readily available "on campus" in the various parks, playground areas and waterfront facilities. A contribution of reverence and of opportunities for meditation and worship is made through the presence and availability of the Community Church resources within the immediate campus area.

ACCREDITATION

Accreditation by the Florida State Department of Education will be granted when the college opens in the fall. Accreditation by the Southern Association of Colleges and Schools requires that the college must have been in operation for four years. OWJC will apply for early recognition which will indicate that the College is complying with the requirements for accreditation by the Southern Association.

AN INVITATION

By virtue of our "Point of View" we invite you to continue your studies at OKALOOSA-WALTON JUNIOR COLLEGE within one or more of the following patterns of study. We invite you to pursue:

- the ASSOCIATE OF ARTS DEGREE, leading toward subsequent continuation of your studies through transfer to further years of such advanced study in higher education institutions as

| | |
|--------------|--------------------|
| Education | Ministry |
| Engineering | Business |
| Medicine | Health Occupations |
| Liberal Arts | Law |
| Research | Dentistry |
| Philosophy | The Fine Arts |

- the ASSOCIATE OF SCIENCE DEGREE, leading toward specific, early occupational placement and toward such continuation of learning and study as you advance in that employment, as:

| | |
|---------------------|-------------------------|
| Secretarial Science | General Business |
| Drafting Design | Scientific Technologies |
| Data Processing | Industrial Management |

Each of these degrees requires completion of at least 60 hours of study; a grade average of at least C(2.00) in the total of all work attempted; completion of at least 24 semester hours of work at Okaloosa-Walton Junior College (18 of which must be completed in the sophomore year); and fulfillment of all requirements of the particular program for which enrolled.

- the CERTIFICATE PROGRAMS, leading toward advancements and specializations within your present occupations and toward opening up such new avenues of further continuing study, as:

Legal Secretary
Managerial Accounting
Medical Secretary
Professional Licensure Preparation
Office Practices
Health-related Specializations
Hospitality Industry Management

Highway 85
To Fort Walton Beach

Highway 85
To Fort Walton Beach

Highway 85
To Crestview

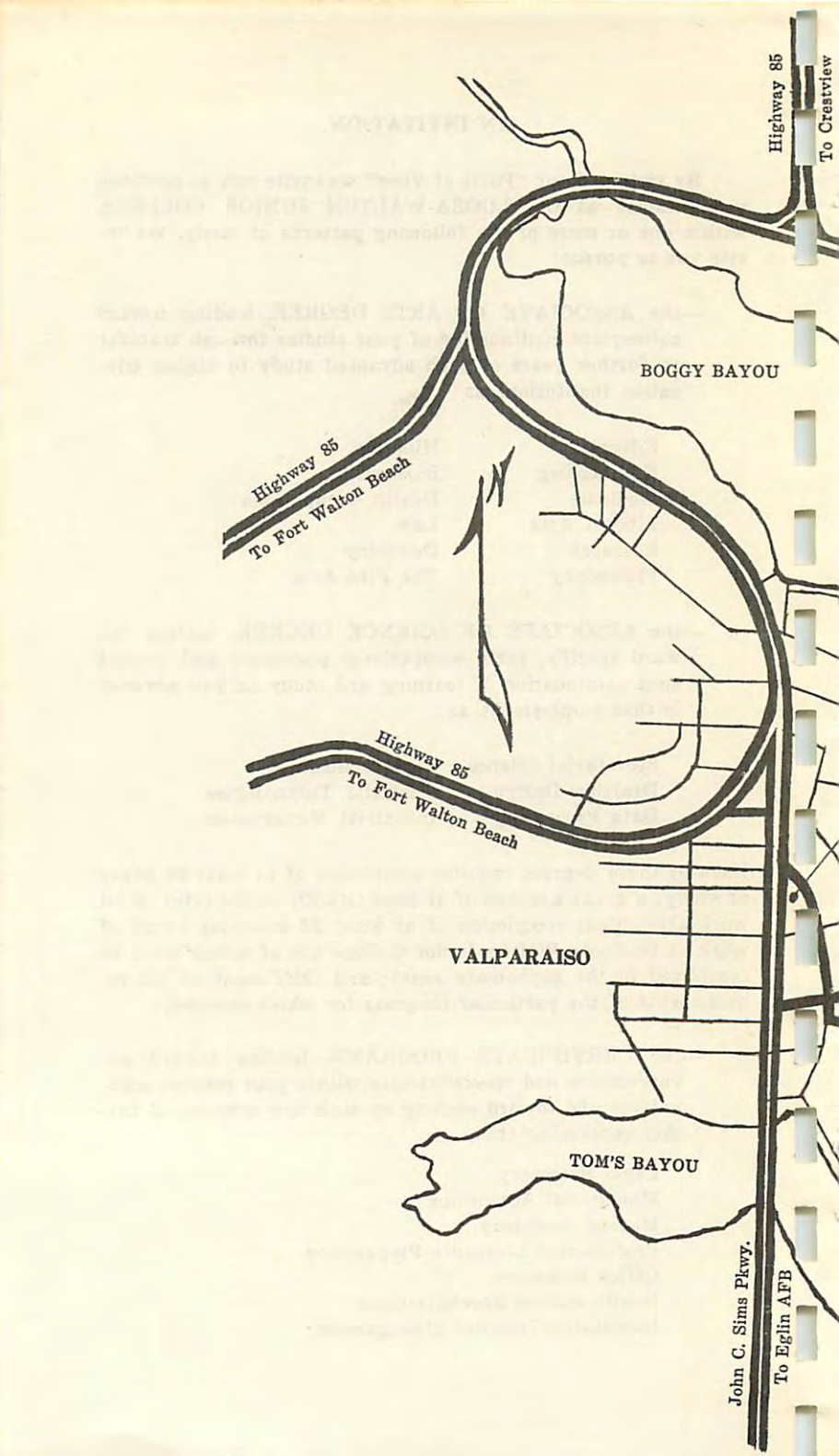
BOGGY BAYOU

VALPARAISO

TOM'S BAYOU

John C. Sims Pkwy.

To Eglin AFB



NICEVILLE

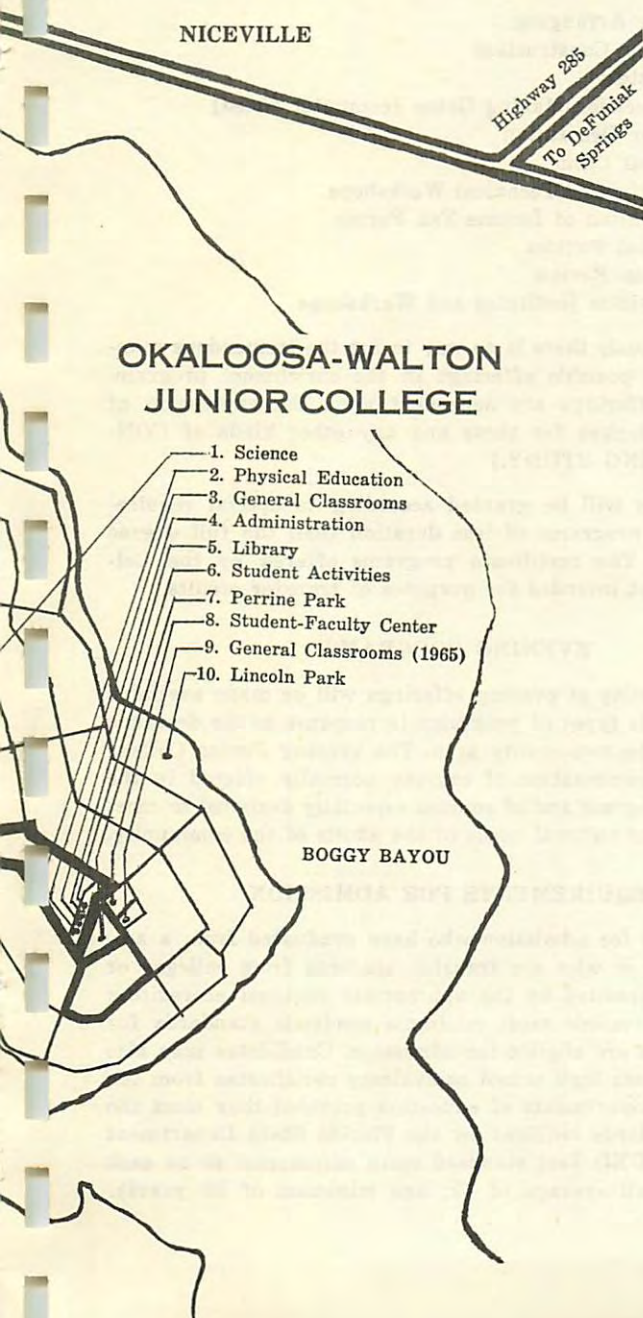
Highway 285

To DeFuniak
Springs

OKALOOSA-WALTON JUNIOR COLLEGE

1. Science
2. Physical Education
3. General Classrooms
4. Administration
5. Library
6. Student Activities
7. Perrine Park
8. Student-Faculty Center
9. General Classrooms (1965)
10. Lincoln Park

BOGGY BAYOU



—the ENRICHMENT OFFERINGS, leading toward increased personal satisfactions in use of leisure time and toward increased desire for such continuing studies of all kinds, as:

- Flower Arranging
- Clothing Construction
- Upholstery
- The Decision-Making Game (computer based)
- Interior Decoration
- Glamour Clinic
- Scientific and Technical Workshops
- Preparation of Income Tax Forms
- Practical Politics
- Calculus Review
- Supervision Institutes and Workshops

(Obviously there is no way to list the tremendous number of possible offerings in the enrichment program. The offerings are dependent upon the expression of your desires for these and any other kinds of CONTINUING STUDY.)

Certificates will be granted according to special requirements for programs of less duration than the full degree programs. The certificate programs offered by the College are not intended for purposes of transfer credits.

EVENING PROGRAMS

A wide variety of evening offerings will be made available from each of the types of programs in response to the demands and needs of the two-county area. The evening Junior College program is a combination of courses normally offered in the regular day program and of courses especially designed to meet occupational and cultural needs of the adults of the community.

REQUIREMENTS FOR ADMISSION

Candidates for admission who have graduated from a secondary school, or who are transfer students from colleges or universities accredited by the appropriate regional accrediting agency whose records meet minimum academic standards for OWJC students are eligible for admission. Candidates may also enter who possess high school equivalency certificates from the various state departments of education provided they meet the minimum standards required by the Florida State Department of Education (GED Test standard score minimums: 40 on each test with overall average of 45; age minimum of 20 years).

Students entering non-credit programs of continuing study are not limited to the admission requirements for credit programs. Rather, the particular nature of each offering will prescribe the readiness of each applicant for that specific continuing study experience.

**STUDENT FEES
AND
ESTIMATED COSTS (PER SEMESTER)**

Okaloosa-Walton County Residents

| | |
|--|---------------|
| Basic Fees (matriculation and student activity fees) | \$75.00 |
| Laboratory Fees | 2.50 - 7.50 |
| Books and Supplies | 50.00 - 60.00 |

Other Florida Students (Add \$15.00 to basic fees)

Out-of-State Students (Add ~~\$35.00~~ to basic fees)

50.00

FINANCIAL AIDS

The College will assist students insofar as possible in identification of opportunities for financial assistance in connection with their studies. A variety of types of opportunities are available to students who seek aid: work scholarships, civic club scholarships and loans, scholarships and loans for prospective teachers, State of Florida loans of tuition and fees, part-time employment and other unique loans and scholarships granted on individual bases. All inquiries concerning financial aids should be directed to the Director of Services, Okaloosa-Walton Junior College, Valparaiso, Florida.

CAMPUS LIFE

The atmosphere on this college campus will be determined by the blend of a dedicated faculty with an ambitious, determined and stimulating student body. From this blend will come an unforgettable chain of memorable experiences for both the faculty and the student. Each student and each faculty member will find himself appreciated for his own nature and the unique contributions he can make in building and enriching his College—OWJC.

Students will find outlets for their particular talents through the student publications, through campus government, through athletics, through hobby groups, and through the myriad other student activities that complement the central function and purpose of the College—the program of continuing studies.

The Charter Students and the Charter Faculty in the academic year of 1964-65 will be the primary determiners of the future campus life and atmosphere at OWJC in terms of the patterns they establish for the campus in this first year—an opportunity and a responsibility.

A YEAR-ROUND OPPORTUNITY

The programs of continuing study at the College vary considerably in their timing. Enrichment programs, workshops, institutes and numerous certificate programs will be offered on demand as these demands occur and for whatever periods of time may be warranted in terms of the nature of the offerings. Special programs will be announced as they are developed and you are especially INVITED TO REQUEST SHORT OR EXTENDED OFFERINGS in areas of need or interest which you recognize and can call to our attention.

The College Calendar for credit courses during the Academic Year 1964-1965 follows for your information in planning for enrollment in such courses this year:

COLLEGE CALENDAR 1964-65

August 19-December 18 FALL SEMESTER

September 7 Labor Day

November 26-27 Thanksgiving

December 18 (5 p.m.)...Christmas Holiday Begins

January 4-April 29 WINTER SEMESTER

April 16-19 Spring Holidays

May 5-August 13 SPRING SEMESTER

May 5-June 18 SESSION A

June 16-17 Registration for Session B

June 21-August 13 SESSION B

July 5 Holiday

GENERAL INFORMATION

AND

POLICIES

Basic Information

Costs

Transfer Credits

Advanced Placement

Facilities

Degree Programs

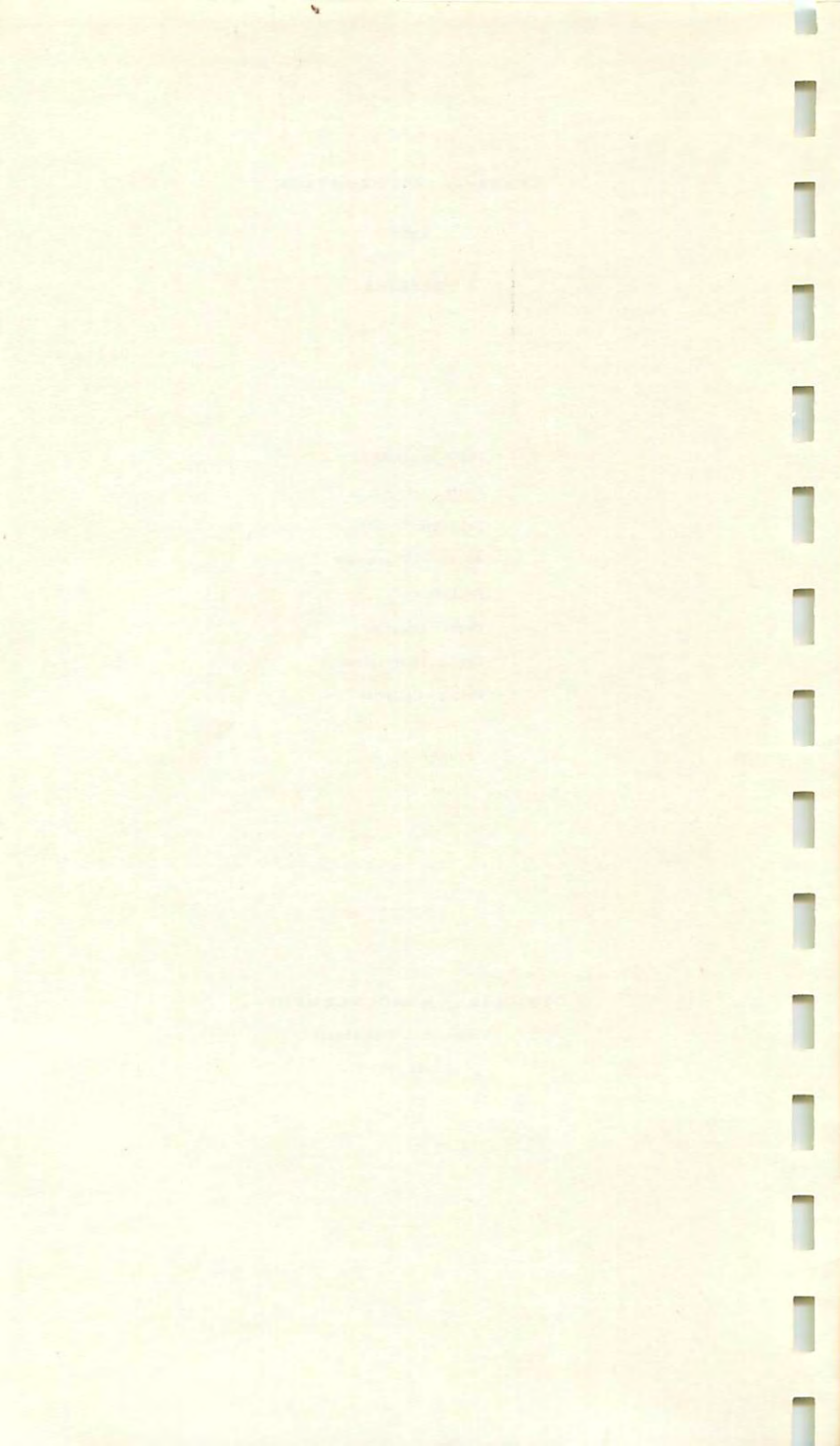
Course Descriptions

College Calendar

OFFICIAL ANNOUNCEMENTS

Volume I Number 1

July 1964



CHARTER BOARDS AND COMMITTEES

Okaloosa County Board of Public Instruction

William Frank Davis
M. A. Fortune
Plenn Phelps
Bryan Smith
M. F. Cox, Chairman

Walton County Board of Public Instruction

Colen Douglass
W. C. Gandy
Howard H. Griffith
J. C. Turner
Cortez Cadenhead, Chairman

Advisory Committee

Okaloosa County

Alston Campbell
W. B. Harbeson, Sr.
Claude Lee
Mrs. W. W. Lynn
Judge Charles A. Wade

Walton County

W. W. Adams
Eugene Barley
Emory Campbell
John Creel,
Chairman

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

PH.D. THESIS

BY

ROBERT M. HARRIS

CHICAGO, ILLINOIS

1961

Residence Classification

For the purpose of assessing tuition, students are classified as Okaloosa-Walton County residents, as residents of other counties in Florida, or as non-Florida residents. This classification is made by the Director of Services of the College according to Florida State Laws relative to residency in relation to school attendance.

The student's "Residence Classification" is determined at the time of his first registration and may not thereafter be changed except by ruling of the Director of Services in terms of bona fide change of legal residence on the part of the student if over 21 years of age, or of the parents if the student is a minor.

Active military personnel and their dependents stationed in these two counties of the State of Florida are classified as Okaloosa-Walton County residents.

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

Semester Fees

Any student carrying 12 or more credit hours:

| | |
|--------------------------|----------|
| Matriculation | |
| Okaloosa-Walton students | \$ 60.00 |
| Other Florida students | 75.00 |
| Non-Florida students | 110.00 |

Part-time students (day or evening) enrolled for less than 12 semester hours:

| | |
|----------------------|-------------------------|
| Florida students | \$7.00 per credit hour |
| | Minimum 14.00 |
| | Maximum 60.00 |
| Non-Florida students | \$10.00 per credit hour |
| | Minimum 20.00 |
| | Maximum 85.00 |

Non-Credit Courses: Fees will be based on length of course, instructional costs, and costs of special equipment.

Special Fees

| | |
|---------------------------------|----------------|
| Student activities | |
| Full-time students | \$15.00 |
| Part-time students | 2.00 |
| Repeat course (per credit hour) | 2.00 |
| Late registration | 5.00 |
| Laboratory fees | \$2.50 to 7.50 |

Cost Summary

Typical range of basic charges for a full-time student:

| | |
|--------------------------|---------------------|
| Okaloosa-Walton students | \$75.00 to 80.00 |
| Books and supplies | 45.00 to 75.00 |
| Total | \$120.00 - \$155.00 |

Registration

All students are urged to register on the days designated in the College calendar. All late registrants will be charged an additional fee of \$5.00.

Counseling and Guidance

All counseling and guidance services are provided by the faculty of Okaloosa-Walton Junior College under the coordination of the Dean of the College. Each student will be assigned a faculty advisor who will provide close personal attention and professional consultation to insure each student opportunities for maximum growth.

Student Conduct

Since each student enrolling at OWJC is an adult, any rules and regulations provide for the safety and welfare of the college community. Smoking will not be permitted in any buildings except where receptacles are provided. The possession and use of alcoholic beverages and narcotics by students on school property is prohibited by Okaloosa County School Board policy. The general appearance and behavior of our students is expected to bring credit to OWJC.

Academic Load

The maximum academic load for a full-time student is nineteen semester hours; the minimum load is twelve semester hours. A student enrolling for less than twelve semester hours is considered a part-time student.

Semester Hours and Quality Points

A minimum of sixty semester hours in a prescribed course of study, plus four semester hours of physical education, is required for an Associate of Arts degree. No degree may be granted for completion of less than 60 semester hours, with a minimum of 120 quality points. The minimum grade point average for graduation is 2.0 on the total of all work presented for graduation and on all work attempted at OWJC.

Letter grades will be assigned as follows: A, excellent; B, good; C, average; D, passing; F, failing; I, incomplete. Work required for removal of a grade of "I" must be completed prior to mid-term grades of the semester next following the issuance of that grade. Failure to remove the Incomplete will result in an automatic grade of "F" in each such course.

Quality points per semester hour are: A=4; B=3; C=2; D=1; F=0; and I=0.

Change of Schedule

A student may change a course during the first week of classes. If a student withdraws from the College during the first week, he will receive a full refund; if he withdraws after the first week, he will not receive a refund.

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

Housing expenses, similarly, are unique to each student's situation, but would not normally exceed \$30.00 per month per individual student.

Transfer Credit

Work from an accredited college with a grade of "C" or above will be accepted. Grades of "D" or below will be accepted only on a probationary basis, contingent upon the attainment of an academic record at OWJC which more than compensates for the quality point deficiency involved.

Advanced Placement

A maximum of fifteen semester hours may be granted for military training upon attainment of satisfactory scores on proficiency examinations.

Outstanding students from the high schools may participate in an honors program of Advanced Placement upon special approval. Inquiries regarding this program should be made in the Office of the Dean.

Facilities

OWJC Materials Center, located adjacent to the Administration Building, has a reading room with seating capacity for forty, and an audio-visual, periodical, and work room.

The book collection consists of approximately 3500 volumes which will be increased to at least 6000 volumes in the second year of operation. The book collection is built through budgeted funds, monetary gifts, and gift books. Although the supplying of books to people in the community is limited, resources of the Materials Center are at the disposal of all who come for reference.

Students will have access to the library collection through the use of open stacks.

Approximately 100 current periodicals are received. Gift subscriptions are included in this number. Back issues are kept for research.

Instruction in library use is taught cooperatively by the faculty and the library staff. Each student will receive a copy of the library handbook.

Administration Building, located on Westview Avenue, houses the administrative offices, business office, bookstore, admissions office, and the language laboratory.

Liberal Arts Building, located adjacent to the Administration Building, houses four classrooms and one faculty office.

Physical Education Building, located on Glenview Avenue, houses student locker rooms and a large general classroom.

Science Building, located on the corner of John C. Sims Parkway and Seminole Avenue, houses science and mathematics laboratories, classrooms, and faculty offices.

Student-Faculty Center, located on the corner of Westview and Southview Avenues, houses the student lounge and food-service facilities.

Student Activities Building, located adjacent to the Materials Center, houses the student publications, student government, and faculty offices.

Degree Programs

The two degrees offered by the College are the Associate of Arts degree and the Associate of Science degree. Each of these degrees denotes specific educational objectives on the part of the student as he enters into his studies at OWJC. The means for attaining either of these degrees are specified in the following "Requirements" for each degree.

REQUIREMENTS FOR THE ASSOCIATE OF ARTS DEGREE

The Associate of Arts degree may be attained through either of two avenues:

- (1) Pursuit and completion of a course of study in the OWJC catalog; or
- (2) Pursuit and completion of a planned course of study selected from the freshman and sophomore years of a specific senior institution, subject to prior approval of the Dean of the College.

Residence (credit hours taken at OWJC)

Minimum residence requirement for the Associate of Arts degree at Okaloosa-Walton Junior College is 24 semester hours of which at least 18 must be in the sophomore year.

General Education

Every student who graduates from Okaloosa-Walton Junior College with an Associate of Arts degree must complete a minimum of 36 semester hours in general education plus four semester hours of physical education. Major field interests are pursued through the required courses listed under "Specific Curricula".

Communications (12 sem hours)

Co 101-102 English Composition (6), and
Co 251-252 Humanities (6)

Social Sciences (6 sem hours)

So 121-122 Social Science Survey (6), or
So 211-212 American History (6)

Pre-engineering students should follow the social science sequence shown in their specific curriculum.

Science and Mathematics (17 to 19 sem hours)*

| | |
|--------|---------------------------------|
| Sm 103 | Fundamental Mathematics (3), or |
| Sm 105 | College Algebra (3), or |
| Sm 109 | Engineering Mathematics (3) |
| | and |
| | Physical Science (6-8) |
| | and |
| | Biological Science (8) |

Physical Education (4 sem hours)

Ph 101-102, 201-202 Physical Education (4)

Additional general education courses may be selected as electives. At least one such further general course will be required.

*Six semester hours of foreign language may be taken in lieu of six semester hours of science for students planning to transfer to a program in a senior institution requiring foreign language for an advanced degree. Such students should complete two years of college-level foreign language prior to transferring.

SPECIFIC CURRICULA

Liberal Arts

Two primary objectives of students are met through pursuit of the Liberal Arts Curriculum: (1) Preparation for later entry into graduate and professional schools (especially recommended for pre-medical and pre-dental students); and (2) provision of a firm foundation in a variety of disciplines from which to enter any of numerous openings for the "well-educated man".

| | |
|----------------------------|-------------------|
| General Education Sequence | 36 semester hours |
| Physical Education | 4 |
| Foreign Language | 12 |
| Geography | 3 |
| Psychology or Philosophy | 3 |
| Effective Speaking | 3 |
| Electives | <u>3</u> |
| Total | 64 semester hours |

Teacher Education

The primary objectives of freshman and sophomore level courses which lead toward entry into advanced professional study in education are: (1) Establishment of a sound general background in several basic disciplines; and (2) introduction to the nature of human behavior, especially within the context of formal education.

| | |
|----------------------------|-------------------|
| General Education Sequence | 36 semester hours |
| Physical Education | 4 |
| Psychology (So 231-232) | 6 |
| Effective Speaking | 3 |
| Physical Geography | 3 |

| | |
|---------------------------------|-------------------|
| Selected Electives, as follows: | 12 |
| English Writers | 6 |
| American Writers | 6 |
| Creative Writing | 3 |
| Introduction to Education | 3 |
| Community Health and Recreation | 3 |
| Total | 64 semester hours |

Pre-Engineering

The pre-engineering curriculum is a rigorous preparation for students who plan to enter advanced study in schools of engineering and engineering sciences. The student who enters this program, as designated, must possess considerably better than average potentialities in both verbal and numerical aptitudes if he expects to complete this curriculum successfully. Any less rigorous curriculum would be a disservice to students who anticipate successful transfer to advanced programs of engineering education.

| | |
|------------------------------------|-------------------|
| General Education Sequence | 37 semester hours |
| Mathematics (Sm 109) | 3 |
| Physics (Sm 123-124), or | 8 |
| Chemistry (Sm 125-126) | 8 |
| Political Science (Só 141) | 3 |
| Social Science Survey (Só 121), or | |
| History (So 211) | 3 |
| Physical Education | 4 |
| Mathematics (Sm 110) | 4 |
| Advanced Mathematics: The Calculus | 8 |
| Chemistry (Sm 125-126) or | |
| Physics (Sm 123-124) | 8 |
| Engineering Drawing | 4 |
| Descriptive Geometry | 4 |
| Total | 69 semester hours |

Business Administration (College Transfer)

Students completing the following program will be eligible for graduation and ready for transfer to a four-year college to continue their work toward a degree in Business Administration.

| | |
|----------------------------|-------------------|
| General Education Sequence | 36 semester hours |
| Math (Sm 113 or Sm 103) | |
| Physical Education | 4 |
| Introduction to Business | 3 |
| Basic Typewriting* | 2 |
| Accounting (Bu 251-252) | 6 |
| Economics, 2 semesters | 6 |
| Elementary Statistics | 3 |
| Speech | 3 |
| Electives | 2 |
| Total | 65 semester hours |

* Entry on next page

*The requirement of Basic Typewriting may be waived for students who pass a proficiency test in typewriting. A student who enters with high school credit in typewriting or shorthand cannot obtain college credit for duplicated courses. One year of high school shorthand or typewriting is considered equivalent to one term of college shorthand or typewriting. Should the student meet the typewriting requirement by examination or high school training, he should take a suitable elective course in business to complete his requirements.

Pre-Ministerial

The pre-ministerial curriculum is designed to provide preliminary insights into the nature of man as an individual and as an element within society; and, further, to provide basic skills in communication through which these insights and those of other disciplines may be expressed.

| | |
|---|-------------------|
| General Education Sequence | 36 semester hours |
| Physical Education | 4 |
| Psychology (So 231-232) | 6 |
| Speech (Co 111 and Co 203) | 6 |
| Philosophy | 3 |
| Comparative Religion | 3 |
| Sociology | 3 |
| Anthropology, or Current World Problems | <u>3</u> |
| Total | 64 semester hours |

Additional Programs

Additional programs leading to the Associate of Arts degree are available through individual planning with faculty advisors subject to the approval of the Dean of the College.

REQUIREMENTS FOR THE ASSOCIATE OF SCIENCE DEGREE

Applied studies include specialized programs in the areas of technical, business, semi-professional, and supervisory education. Okaloosa-Walton Junior College within its objective of continuing study is developing programs for applied studies based on the assumption that self-contained curricula will best equip each student who selects these curricula to pursue fulfillment of his role as a productive citizen. Programs include study and practical applications, both on the job and in the laboratory.

Residence (credit hours taken at OWJC)

Minimum residence requirement for the Associate of Science degree at Okaloosa-Walton Junior College is 24 semester hours of which at least 18 semester hours must be in the sophomore year.

General Education

Every student graduating with an Associate of Science degree must complete a minimum selection of 18 semester hours of general education from within the following groupings:

Communications (9 sem hours)

| | |
|--------|--------------------------------|
| Co 101 | English Composition (3) and |
| Co 102 | English Composition (3), or |
| Co 103 | Effective Writing (3), or |
| Co 111 | Effective Speaking (3) and |
| Co 251 | Humanities (3) |

Social Science (3 sem hours)

| | |
|--------|-------------------------------|
| So 121 | Social Science Survey (3), or |
| So 211 | American History (3) |

Science and Mathematics (6 sem hours)

| | |
|--------|---------------------------------|
| Sm 103 | Fundamental Mathematics (3), or |
| Sm 105 | College Algebra (3), or |
| Sm 109 | Engineering Mathematics (3), or |
| Sm 113 | Business Mathematics (3) and |
| | Physical Science (3), or |
| | Biological Science (4) |

Courses within these categories may be substituted with the permission of the Dean of the College to meet the specific needs of each student.

SPECIFIC CURRICULA

General Business (Mid-Management)

The General Business Curriculum is primarily designed for the student who plans to enter business at the end of the sophomore year. It provides general and business training that will prepare him for employment as a junior executive, a salesman, a supervisor, or as owner of his own business. While his course of study is primarily aimed at preparing him for employment, the student may receive transfer credit in the event he decides to work toward a four-year degree.

| General Education Sequence | 18-19 semester hours |
|---|----------------------|
| English Composition (Co 101-102) | 6 |
| Social Science (So 121), or American History (So 211) | 3 |
| Humanities | 3 |
| Physical Science, or General Biology | 4 |
| Mathematics (Sm 113 or Sm 103) | 3 |
| Introduction to Business | 3 |
| Salesmanship | 3 |
| Accounting (Bu 251-252) | 6 |
| Business Law | 3 |
| Basic Typewriting & Intermediate Typewriting (Bu 101 and Bu 102)* | 4 |

*Footnote reference next page

| | |
|------------------------------|-------------------------------|
| Economics (2 semesters) | 6 |
| Principles of Management | 3 |
| Business Writing | 3 |
| Speech | 3 |
| Human Relations in Business | 3 |
| Organization and Supervision | 3 |
| Electives in Business | 3 |
| Other Electives | <u>3</u> |
| Total | 64 - 65 semester hours |

Secretarial

The Secretarial Curriculum is designed for students who plan to work full-time immediately after graduation from the College. This program provides a sound background in skills, knowledge, and general education required for secretarial personnel who seek positions in the upper echelons of business, industry, and the professions. Specializations are feasible by consultation with the major instructor in the department.

| | |
|--------------------------------------|-------------------------------|
| General Education Sequence | 18 - 19 semester hours |
| English Composition (Co 101-102) | 6 |
| Social Science Survey (So 121, or | 3 |
| American History (So 211) | 3 |
| Humanities | 3 |
| Physical Science, or | 3 |
| General Biology | 4 |
| Mathematics (Sm 113 or Sm 103) | 3 |
| Introduction to Business | 3 |
| Typewriting (Bu 101-102-201)* | 6 |
| Shorthand (Bu 103-104-203)* | 9 |
| Accounting (Bu 251) | 3 |
| Office Practice | 3 |
| Business Writing | 3 |
| Machines and Filing | 3 |
| Economics | 3 |
| Business Law (2 semesters) | 6 |
| Recommended Electives | <u>6</u> |
| Total | 63 - 64 semester hours |

* The requirement for Basic Typewriting may be waived for students who pass a proficiency test in typewriting. A student who enters with high school credit in typewriting or shorthand cannot obtain college credit for duplicated courses. One year of high school shorthand or typewriting is considered equivalent to one term of college shorthand or typewriting. Should the student meet the typewriting requirement by examination or high school training, he should take a suitable elective course in business to complete his requirements.

Electronics

The 1964-65 electronics program is a cooperative program with industry which requires each student to enroll in six semester hours of theory in the evening program and to be employed in industry concurrently with practical experiences in the field. Enrolment requires special permission from the Dean of the College. (See Addendum II.)

Additional Programs

Additional programs or courses in the applied studies area will be developed and offered on demand.

COURSE DESCRIPTIONS

The credit courses offered by the Okaloosa-Walton Junior College are listed below in alphabetical order within the division in which they are taught.

Course descriptions are listed under the following headings (prefix in parentheses):

| | |
|-------------------------|------|
| Business | (Bu) |
| Communications | (Co) |
| Science and Mathematics | (Sm) |
| Social Science | (So) |

Business

- Bu 101 Basic Typewriting (2) 1 lec 3 lab
The development of correct typewriting techniques, learning keyboard control, problem typing and business letter writing.
- Bu 102 Intermediate Typewriting (2) 1 lec 3 lab
Emphasis on speed building through basic techniques, tabulation, business letter writing, reports, and manuscript typing. Prerequisites: Bu 101, or permission of the instructor by proficiency test.
- Bu 103 Basic Shorthand (3) 2 lec 3 lab
Learning the basic skills and vocabulary of shorthand. The beginning of dictation and transcription.
- Bu 104 Dictation (3) 2 lec 3 lab
Emphasis on speed-building in taking dictation and in transcription. Prerequisites: Bu 103, or consent of the instructor.
- Bu 111 Introduction to Business (3) 3 lec
Examination and discussion of the problems of the business world. Principles of taxation, insurance, marketing, advertising, and factors of production.

- Bu 201 Advanced Typewriting (2) 1 lec 3 lab
 Development of vocational proficiency with emphasis on business letter writing, advanced tabulation and manuscript typewriting. Prerequisites: Bu 102, or consent of the instructor.
- Bu 203 Transcription (3) 2 lec 3 lab
 To increase accuracy in transcribing notes and a speed building program for dictation. Prerequisites: Bu 104, or consent of the instructor.
- Bu 205 Machines and Filing (3) 3 lec
 To be announced.
- Bu 207 Office Procedures and Practices (3) 3 lec
 To be announced.
- Bu 233 Salesmanship (3) 3 lec
 To be announced.
- Bu 235 Business Law (3) 3 lec
 Nature, classification, and characteristics of law; courts and procedures; crimes and torts; basic business relationships; the contract, agency, and employment; personal property; bailments.
- Bu 237 Principles of Management (3) 3 lec
 To be announced.
- Bu 241 Human Relations (3) 3 lec
 Examination of the nature of the human problems in business, with consideration of various means of dealing with them.
- Bu 243 Organization and Administration (3) 3 lec
 To be announced.
- Bu 251-252 Accounting (3-3) 3 lec - 3 lec
 Accounting principles of sole proprietorship. Use of journals, ledgers, trial balance, preparation of work sheets, balance sheets, profit and loss statements, controlling accounts and subsidiary ledgers. Voucher systems, partnerships, corporation accounting. Practice sets and problems required.

Communications

- Co 101-102 English Composition (3-3) 3 lec - 3 lec
Expository writing with attention to descriptive and narrative composition. Grammar and mechanics, special emphasis on vocabulary improvement and aesthetics in language communications. Logical presentation of ideas and critical analysis of reading in essay, fiction, poetry, drama, and biography.
- Co 103 Effective Writing (3) 3 lec
To be announced.
- Co 104 Business Communications (3) 3 lec
To be announced.
- Co 107 Parliamentary Speech (3) 3 lec
To be announced.
- Co 111 Effective Speaking (3) 3 lec
Designed to enhance the student's preparation and presentation of speeches for business, social, and professional occasions. Maximum student participation in speech media with continuing group analysis and constructive criticism.
- Co 121-122 Elementary French (3-3) 3 lec - 3 lec
Stresses the fundamentals of pronunciation and grammatical structure of French with emphasis upon a balanced development of the four skills - listening, speaking, reading, and writing.
- Co 123-124 Elementary German (3-3) 3 lec - 3 lec
To be announced.
- Co 125-126 Elementary Russian (3-3) 3 lec - 3 lec
To be announced.
- Co 127-128 Elementary Spanish (3-3) 3 lec - 3 lec
Stresses the fundamentals of pronunciation and grammatical structures of Spanish, with emphasis upon balanced development of the four skills - listening, speaking, reading, and writing.
- Co 131 Conversational French (3) 3 lec
To be announced.

- Co 137 Conversational Spanish (3) 3 lec
To be announced.
- Co 201 Creative Writing (3) 3 lec
To be announced.
- Co 203 Advanced Public Address (3) 3 lec
To be announced.
- Co 251-252 Humanities (3-3) 3 lec - 3 lec
Designed to increase a student's understanding of the cultural heritage of Western civilization through coordinated study of representative materials in literature, art, music, and philosophy.
- Co 253-254 Painting (3-3) 2 lec 3 lab - 2 lec 3 lab
To be announced.
- Co 255-256 Ceramics (3-3) 2 lec 3 lab - 2 lec 3 lab
To be announced.

Physical Education

- Ph 101-102 Physical Education (1-1) 2 lab - 2 lab

Women - Instruction in archery, badminton, bowling, golf, gymnastics, tennis, softball, paddleball, volleyball, and personal hygiene.

Men - Instruction in archery, aquatics, badminton, basketball, bowling, golf, gymnastics, softball, tennis, track, volleyball, paddleball, and personal hygiene.
- Ph 201-202 Physical Education (1-1) 2 lab + 2 lab
Continuation of Ph 101-102.
- Ph 203 Community Health and Recreation (3) 3 lec
History, fundamental concepts, programs, and personal requirements in the fields of community health and recreation.

Science and Mathematics

- Sm 101-102 Foundations of Advanced Mathematics (3-3) 3 lec - 3 lec
Specially designed course: Comprehensive treatment of elementary and intermediate algebra, plane geometry, and trigonometry for students interested in up-grading their mathematics.

- Sm 103 Fundamental Mathematics (3) 3 lec
 Fundamental operations, algebraic symbols, number systems, equations, ratio, proportion, percentage, measurements, exponents, statistics, and logarithms. (Not intended for math or science majors.)
- Sm 105 College Algebra (3) 3 lec
 Includes exponents and radicals; quadratics; progressions; mathematical induction and binomial theorem; logarithms; complex numbers; theory of equations; determinants; and partial fractions. Prerequisites: two years of high school algebra or permission of the instructor.
- Sm 106 Trigonometry (3) 3 lec
 Study of plane trigonometry including graphical representation of trigonometric functions, identities, logarithms, and complex numbers. Prerequisites: Sm 105 or permission of the instructor.
- Sm 109-110 Engineering Mathematics (3-4) 3 lec - 4 lec
 College algebra, trigonometry, and analytic geometry as related to scientific problems.
- Sm 111 Slide Rule (1) 1 lec
 Basic principles in the use of the slide rule with practice and problem solving.
- Sm 113 Business Mathematics (3) 3 lec
 Mathematical problems involved in business, payrolls, depreciation, simple and compound interest, cash and trade discounts, promissory notes and drafts, taxes, insurance, and similar transactions.
- Sm 115 Statistics (3) 3 lec
 To be announced.
- Sm 121-122 Physical Science Survey (3-3) 3 lec - 3 lec
 Survey of the physical factors of the environment: astronomy, chemistry, geology, meteorology, and concepts of physics.
- Sm 123-124 Physics (4-4) 3 lec 2 lab - 3 lec 2 lab
 To be announced.
- Sm 125-126 Chemistry (4-4) 2 lec 4 lab - 2 lec 4 lab
 To be announced.

- Sm 131 General Botany (4) 3 lec 2 lab
- Study of biological problems and principles and their application to man in his biological world. Emphasis is placed on a survey of the plant kingdom dealing with plant morphology, taxonomy, and physiology.
- Sm 132 General Zoology (4) 3 lec 2 lab
- Continuation of Sm 131. Survey of the animal kingdom, including a detailed study of the morphology and physiology of selected specimens. Emphasis is placed on reproduction and on ecology.
- Sm 141 Physical Geography (3) 3 lec
- Physical elements of geography, emphasizing the elements of land forms, climate, climatic types, water and sea, natural vegetation, soils and mineral resources.
- Sm 159 Engineering Drawing (4) 3 lec 2 lab
- The making, reading, and interpretation of engineering drawings.
- Sm 160 Descriptive Geometry (4) 3 lec 2 lab
- Theory of orthographic projections and their applications to engineering problems.
- Sm 201 Plane Analytic Geometry (3) 3 lec
- To be announced.
- Sm 203-204 Calculus (4-4) 4 lec - 4 lec
- To be announced.
- Sm 231 Genetics (3) 3 lec
- Introduction to the facts and principles of inheritance with particular emphasis on human characteristics.
- Sm 232 General Bacteriology (4) 3 lec 2 lab
- Study of the taxonomy, morphology and physiology of bacteria and related organisms, introduction to pathology, immunology; and food, sanitary and industrial microbiology. Prerequisites: Sm 131 and Sm 132.
- Sm 233 Comparative Vertebrate Anatomy (4) 3 lec 2 lab
- Comparative study of the anatomy of representative vertebrate animals. Prerequisites: Sm 131 and Sm 132.

Social Science

- So 101 Introduction to Education (3) 3 lec
Orientation to the profession of teaching and to the field of education. Opportunities and obligations in the profession are emphasized.
- So 121-122 Social Science Survey (3-3) 3 lec - 3 lec
Contemporary national and international issues are defined by their impact on American society and the individual. A unified application of sociology, economics, anthropology, political science, and history. Includes the structure and application of the U.S. Constitution.
- So 123 Social Geography (3) 3 lec
To be announced.
- So 141-142 Political Science (3-3) 3 lec - 3 lec
To be announced.
- So 201 Introduction to Economics (3) 3 lec
To be announced.
- So 203-204 Economics: Principles and Problems (3-3) 3 lec - 3 lec
To be announced.
- So 205 Sociology (3) 3 lec
To be announced.
- So 207 Anthropology (3) 3 lec
To be announced.
- So 209 Philosophy (3) 3 lec
To be announced.
- So 210 Comparative Religion (3) 3 lec
To be announced.
- So 211 American History (3) 3 lec
Survey of American history to 1865, describing the social, political, and economic development of the American people against the geographic background of the New World.

- So 212 American History (3) 3 lec
Survey of American history from 1865, concentrating on the development of prominent contemporary features of the United States.
- So 213 Twentieth Century Civilization (3) 3 lec
To be announced.
- So 214 Current World Problems (3) 3 lec
To be announced.
- So 215-216 World Civilization (3-3) 3 lec - 3 lec
To be announced.
- So 231 Principles of Psychology (3) 3 lec
Introductory survey of the field of psychology, designed to provide an understanding of human behavior by studying the adaptation of the individual to his physical and social environment.
- So 232 Educational Psychology (3) 3 lec
Study of psychology as applied in improving the learning process.

COLLEGE CALENDAR - DATES AND DEADLINES
1964-65

This detailed calendar presents official dates of binding commitments for the academic year.

Fall Semester

| | |
|----------------|--|
| August 17 | General Faculty Meeting (9:00 A. M.) |
| August 19-20 | Orientation and Registration of Day Students |
| August 21-22 | Evening College Registration |
| August 24 | Day Classes Begin (8:00 A. M.) |
| August 28 | Last day to complete registration for Fall Semester or to change courses (Day Students) |
| August 31 | Evening Classes Begin (6:30 P. M.) |
| September 7 | Labor Day (no classes) |
| September 11 | Last day for evening "late registration" for Fall Semester or to change evening courses |
| October 2 | Last day to drop a course without failing grade |
| November 26-27 | Thanksgiving Holidays |
| December 16-18 | Examinations |
| December 19 | Grades due in Registrar's Office by noon |
| December 19 | Christmas Holidays Begin |

Winter Semester

| | |
|-------------|--|
| January 4-5 | Orientation and Registration for Day and Evening Students (8:00 A.M. - 4:30 P.M. ; 6:30 P.M. -9:30 P.M.) |
| January 6 | Classes Begin (Day - 8:00 A. M. ; Evening - 6:30 P.M.) |
| January 12 | Last day to complete registration or to change courses (Day Students) |
| January 14 | Last day of evening "late registration" for Winter Semester or to change evening courses |
| February 16 | Last day to drop a course without failing grade |
| April 16-19 | Spring Holidays |
| May 3-5 | Examinations |
| May 6 | Grades due in Registrar's Office by noon |

Spring Semester

TERM I

Day Program - (Evening to be Announced)

| | |
|---------|--|
| May 7-8 | Registration |
| May 10 | Classes Begin (8:00 A. M.) |
| May 11 | Last day to complete registration or to change courses |
| May 21 | Last day to drop a course without failing grade |
| June 18 | Examinations |
| June 19 | Grades due in Registrar's Office by noon |

TERM II

Day Program - (Evening to be Announced)

| | |
|------------|--|
| June 16-17 | Registration |
| June 21 | Classes Begin (8:00 A. M.) |
| June 22 | Last day to complete registration or to change courses |
| July 2 | Last day to drop a course without failing grade |
| July 5 | Holiday |
| July 17 | Saturday Classes |
| August 13 | Examinations |
| August 14 | Grades due in Registrar's Office by noon |

Addendum I

The exceptional response of youth and adults to the opening of enrolment at Okaloosa-Walton Junior College has necessitated additions to the original faculty and staff, as follow:

FACULTY

Levy, Allison M., B.M.E. (Tulane University)
Engineering Drawing

Paterson, Donald M., Jr., Doctoral Candidate
(University of Texas) Psychology

Walter, Mimiruth C., M.E. (George Washington
University) English and Education

STAFF

Hendrix, Shirley Ann Bookkeeper

Addendum II

Electronics

The 1964-65 electronics program is a cooperative program with industry which requires each student to enroll in six semester hours of theory in the evening program and to be employed in industry concurrently with practical experiences in the field. Enrolment requires special permission from the Dean of the College.

| | |
|--|-------------------|
| General Education Sequence | 18 semester hours |
| Electronics Technology Major (This major consists of eight 6 hour courses, one to be taken each semester) | <u>48</u> |
| Total | 66 semester hours |

Course Descriptions

- Ap 111 Electronics I (6) 6 lec
Concepts of electronics, D-C theory and magnetism, magnetic circuits, basic circuit analysis, and essentials of algebra.
- Ap 112 Electronics II (6) 6 lec
Advanced circuit analysis, single and poly-phase A-C, inductance, capacitance, applied geometry and trigonometry, and graphical analysis. Prerequisite: Ap 111.
- Ap 113 Electronics III (6) 6 lec
Series resonance, parallel resonance, RLC circuit applications, inductance and inductive coupling, advanced algebraic concepts, and essentials of analytic geometry. Prerequisite: Ap 112.
- Ap 211 Electronics IV (6) 6 lec
Thermionic Emission, Triode tube theory, multi-element tubes, electron tubes as amplifiers, power supplies, and cathode-ray oscilloscope. Prerequisite: Ap 113.

- Ap 212 Electronics V (6) 6 lec
Introduction to quantum physics, semi-conductor physics, transistor, detection theory, introduction to differential calculus. Prerequisite: Ap 211.
- Ap 213 Electronics VI (6) 6 lec
Electron-tube oscillators, frequency control and multipliers, transistor oscillators, electrical measurements and elements of integral calculus. Prerequisite: Ap 212.
- Ap 214 Electronics VII (6) 6 lec
Reception theory, audio frequency amplification, transistor amplifiers, transistor power supplies, and transistor switching applications. Prerequisite: Ap 213.
- Ap 215 Electronics VIII (6) 6 lec
The unijunction transistor, R-F amplification, servo-systems, modulation, advanced measurements, transmission lines, and pulse techniques. Prerequisite: Ap 214.

Addendum III

REGULATIONS GOVERNING SUSPENSION AND PROBATION

The standards of Okaloosa-Walton Junior College dictate that the quality of academic work accomplished by its students shall be accurately represented by the grades given by each instructor at this institution. When the quality of a student's work is represented by our instructors as less than satisfactory, the College feels obligated to initiate restrictive actions relative to his further studies in order to apprise him of the serious nature of his status in relationship to his studies. For these reasons, the following regulations pertain with respect to academic probation and with respect to suspension or to dismissal of a student for academic reasons.

Restrictive actions for student behavior other than those necessitated by academic performance shall be determined by the Administrative Council of the College on such occasions as may be called for.

Probation

Any student who has failed to maintain a 1.5 quality point average during any given semester will be placed on academic probation beginning with the next semester's attendance. This action is based upon the fact that a student, in order to graduate from this College, must attain a 2.0 quality point average ("C") on all work attempted at this institution. Consequently, the College feels the necessity of apprising any student of shortages of quality points with respect to these standards. The record of students who fail to meet the 1.5 quality point average requirement will be stamped "Academic Probation".

Subsequent to the semester in which the student failed to maintain the necessary quality point average for good standing, the student on probation must attain a 2.0 average or better in order to avoid recurrences of the entry "Academic Probation" after each subsequent semester. A student must, prior to graduation, compensate further for the semester of probation by attaining a quality point average of 2.0 ("C") on all work attempted at the College.

Should the student's record contain the entry "Academic Probation" for three semesters, he shall be subject to automatic suspension for a minimum of one semester. Any future enrolment at the College will be determined in accordance with the regulations which pertain to Academic Suspension.

Any student who enters the College on academic probation must attain at least a 2.0 ("C") quality point average on the total of all work attempted in his first semester at the College. Failure to attain this average shall result in automatic suspension and subject the student to the regulations pertaining thereto.

Suspension

Any student who attains less than a 1.00 quality point index in any given semester shall automatically be placed on suspension for a minimum of one full semester. Re-enrolment of such a student subsequent to the semester of suspension shall be at the discretion of the Administrative Council of the College in terms of clear evidence of potentialities for attaining an acceptable record in future studies. For the student whose record necessitates suspension according to these regulations, the entry "Academic Suspension - Minimum One Semester" shall be stamped on his permanent record.

Any student whose record at any other institution of higher education shall have been less than a 1.00 quality point index on a 4-point scale shall not be considered for enrolment at the College unless such records shall have been followed by at least 15 full semester hours of academic work in which a quality point average of 2.0 ("C") shall have been attained, except by special action of the Administrative Council.

Dismissal for Academic Reasons

Any student who shall have failed all of his academic courses in any given semester shall have his record stamped "Dismissed for Academic Reasons". Similarly, a student who has not passed at least one-half of his academic work in any semester subsequent to the first semester of his freshman year shall be dismissed for academic reasons. Such students are not eligible for further admission to Okaloosa-Walton Junior College.

INTEREST FINDER

For our general planning information on special programs, please check interests you may have in non-credit offerings, as follows (this checklist does NOT constitute a commitment, rather it is a survey of community interests, on the basis of which programs will be planned and announced):

OWJJC

Anatomy of Automation
Certified Professional Secretary
Social Security Seminar
Practical Politics
Parliamentary Procedure
Economic Discussion Series
Quality Control
Comparative Religion
Interior Decoration
Seminars in History
Engineering Review for Professional Examination
Real Estate for the Home Owner
Personal Income Tax Preparation
Mathematics Refresher Seminars
Practical Law
Investments and Securities
Human Relations for Business and Industry
Practical Psychology
Computer Mediated Decision-Making Seminar
Flower Arranging
Aviation Ground School

Quality Education
in
Northwest Florida

1
9
6
4
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1
9
6
5

Other interests, not listed:

Name _____
(Printed)

Address _____
(Street or P.O. Box) (City) (State)

APPLICATION MATERIALS REQUEST

(Date)

Dean
Okaloosa-Walton Junior College
Valparaiso, Florida

Please forward application forms to me for enrollment in Okaloosa-Walton Junior College. The following information will indicate my interests and my stage of educational development.

1. I have completed (check highest level):

- elementary school
 high school
 some college studies
 bachelor's degree
 some graduate studies
 a graduate degree

2. I would like to enroll as a:

- Day Student (part-time; full-time)
 Evening Student

3. My interest is in the following kind of continuing study
(please state):

Name (Printed) _____

Signature _____

Address _____

(Street or P. O. Box) (City) (State)

(Please tear off and fold this page for mailing)