

CATALOG 1965 - 1966

ADMINISTRATION OF THE COLLEGE

Boards of Public Instruction

OKALOOSA COUNTY

(Governing Board)

Bryan Smith, Chairman

J. H. Etheredge

M. A. Fortune

Jack Foster

Plenn Phelps

WALTON COUNTY

(Cooperating Board)

Cortez Cadenhead, Chairman

Lewis Frank Cawthon, Jr.

Colen Douglas

Howard H. Griffith

Glen Parker

Superintendents of Public Instruction

Maxwell Bruner, Jr.

John E. Baldwin

Advisory Committee

Alston Campbell

W. B. Harbeson, Sr.

Claude Lee

Mrs. W. W. Lynn

Judge Charles A. Wade

W. W. Adams

Eugene Barley

Emory Campbell

John Creel, Chairman

College Administrative Officers

J. E. McCracken

President

A. W. Scrivner

Dean

Lucile Anderson

Librarian

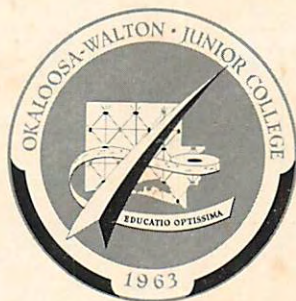
Elmer T. Brewer

Director of Financial Services

Jack Bartell

Director of Student Services

OKALOOSA-WALTON JUNIOR COLLEGE



ACCREDITED BY
FLORIDA STATE DEPARTMENT OF EDUCATION

MEMBER
FLORIDA ASSOCIATION OF PUBLIC JUNIOR COLLEGES
AMERICAN ASSOCIATION OF JUNIOR COLLEGES
AND
SOUTHERN ASSOCIATION OF JUNIOR COLLEGES

COLLEGE CALENDAR — DATES
AND DEADLINES
1965-66

FALL SEMESTER:

August 16.....	General Faculty Meeting (9:00 A.M.)
August 17-19.....	Orientation and Registration of Day Students
August 19-20.....	Evening College Registration
August 20.....	Day Classes Begin (8:00 A.M.)
August 23.....	Evening Classes Begin (6:30 P.M.)
August 25.....	Day Students—Last day to complete registration or to change courses
August 27.....	Evening Students—Last day to complete registration or to change courses
September 6.....	Labor Day (no classes)
October 1.....	Last day to drop a course without failing grade
October 15.....	Mid-term grades due in Registrar's Office by noon
November 25-26.....	Thanksgiving Holidays
December 15-17.....	Examinations
December 18.....	Grades due in Registrar's Office by noon
December 18.....	Christmas Holidays Begin

WINTER SEMESTER:

January 3-4.....	Orientation and Registration of Day and Evening Students
January 5.....	Classes Begin (Day—8:00 A.M.; Evening—6:30 P.M.)
January 11.....	Day Students—Last day to complete registration or to change courses
January 13.....	Evening Students—Last day to complete registration or to change courses
February 15.....	Last day to drop a course without failing grade
March 2.....	Mid-term grades due in Registrar's Office by noon
April 8-11.....	Spring Holidays
April 29-May 2.....	Final Examinations
May 3.....	Grades due in Registrar's Office by noon

SPRING SEMESTER:

May 5-6.....	Registration
May 9.....	Classes Begin (8:00 A.M.)
May 13.....	Last day to complete registration or to change courses
June 10.....	Last day to drop a course without failing grade
June 18.....	Mid-term grades due in Registrar's Office by noon
July 28-30.....	Final Examinations
July 30.....	Grades due in Registrar's Office by 6:00 P.M.

TERM I:

May 5-6.....	Registration
May 9.....	Classes Begin (8:00 A.M.)
May 10.....	Last day to complete registration or to change courses
May 27.....	Last day to drop a course without failing grade
June 17.....	Final Examinations
June 18.....	Grades due in Registrar's Office by noon

TERM II:

June 20.....	Registration
June 21.....	Classes Begin (8:00 A.M.)
June 22.....	Last day to complete registration or to change courses
July 1.....	Last day to drop a course without failing grade
July 4.....	Holiday
July 30.....	Final Examinations
July 30.....	Grades due in Registrar's Office by 6:00 P.M.

1965

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1966

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- Campus Life
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- A Year-Round Opportunity
- Composition of Student Body
- Accreditation

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- Transfer Credits
- Counseling and Admissions Testing
- Foreign Students
- Advanced Placement
- Financial Information
- Academic Regulations
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- Requirements for Graduation
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- Student Services

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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.

OBJECTIVES

1. Provide through the Associate of Arts degree programs two years of college study which is directly applicable to degrees at the baccalaureate level.
2. Provide through the Associate of Science degree programs credit programs that will prepare the individual for those positions in industry, commerce and the service occupations, which require two years of college study as a condition or preference in employment.
3. Provide for adults specialized programs that will lead to attainment of the high school diploma and specialized occupational certificate programs that will lead directly into effective gainful employment.
4. Provide suitable courses for adults who wish to enrich their cultural lives and improve their personal competence and occupational efficiency.
5. Serve as a center to foster the cultural development of the community.
6. Provide educational and cultural leadership in its relations with the community, the schools of the area, and other colleges.

HISTORY

The thirtieth public junior college in the State of Florida, OKALOOSA-WALTON JUNIOR COLLEGE, found its specific beginning on April 16, 1963, at which time the State Board of Education granted it priority one status for organization and operation. The 1963 Florida State Legislature approved the priority one status and appropriated funds for establishment of OWJC. 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 was designated as Valparaiso, Florida, as of April 3, 1964. August 17, 1964, was the arrival date for the charter faculty, with the first classes beginning on August 24, 1964.

The present site centers around Perrine Park on a point of land which rests between two of the scenic bayous that 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 comprise 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 consisted 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 to be used 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.

The permanent site for the campus was selected in January, 1965. The site consists of approximately 200 acres in the geographic and population center of the area served by the College.

FACILITIES

Okaloosa-Walton Junior College Library and Materials Center, located adjacent to the Administration Building, houses reading, audio-visual, periodical, and work rooms. Holdings exceeded 5000 volumes during 1964-65.

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

City Hall Annex, located on Southview Avenue, houses general classrooms.

Education Building-Community Church, located on Chicago Avenue houses the language laboratory and general classrooms.

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

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

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 Seminole Avenues, houses the student lounge, tutorial laboratory, and faculty offices.

Student Activities Building, located adjacent to the Library, houses student publications, student government, faculty offices, and production activities for the Instructional Material Center.

Bookstore, located in the Administration Building under the direction of the Business Office, is owned and operated by the College and handles textbooks and supplies needed by the students.

Permanent Site, approximately 200 acres located in the geographical and population center of the area served by the College.

CAMPUS LIFE

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

Students 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 students and the faculty in each academic year are the primary determiners of the campus life and atmosphere at OWJC in terms of the patterns they maintain and enrich for the campus—an opportunity and a responsibility.

EVENING PROGRAMS

The courses and programs offered during the late afternoon and evening are primarily designed for students who are continuing their education on a part-time basis. The courses are basically the same since they are taught whenever possible by the full-time faculty of the day program.

Maximum Loads. Students enrolled in the evening college are limited to a maximum of 12 credit hours. If they are working full-time, they should limit their academic load to 8 credit hours or less.

Probation and Suspension. Students enrolling in the evening programs must follow the same general rules on probation and suspension as pertain to the full-time students in the day programs. At such time as the student attains 12 credit hours, his record is subject to analysis both for honors and for assessment of probation, suspension, or dismissal status.

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 are 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 are announced as they are developed and the public are especially INVITED TO REQUEST SHORT OR EXTENDED OFFERINGS in areas of need or interest which they recognize and can call to our attention.

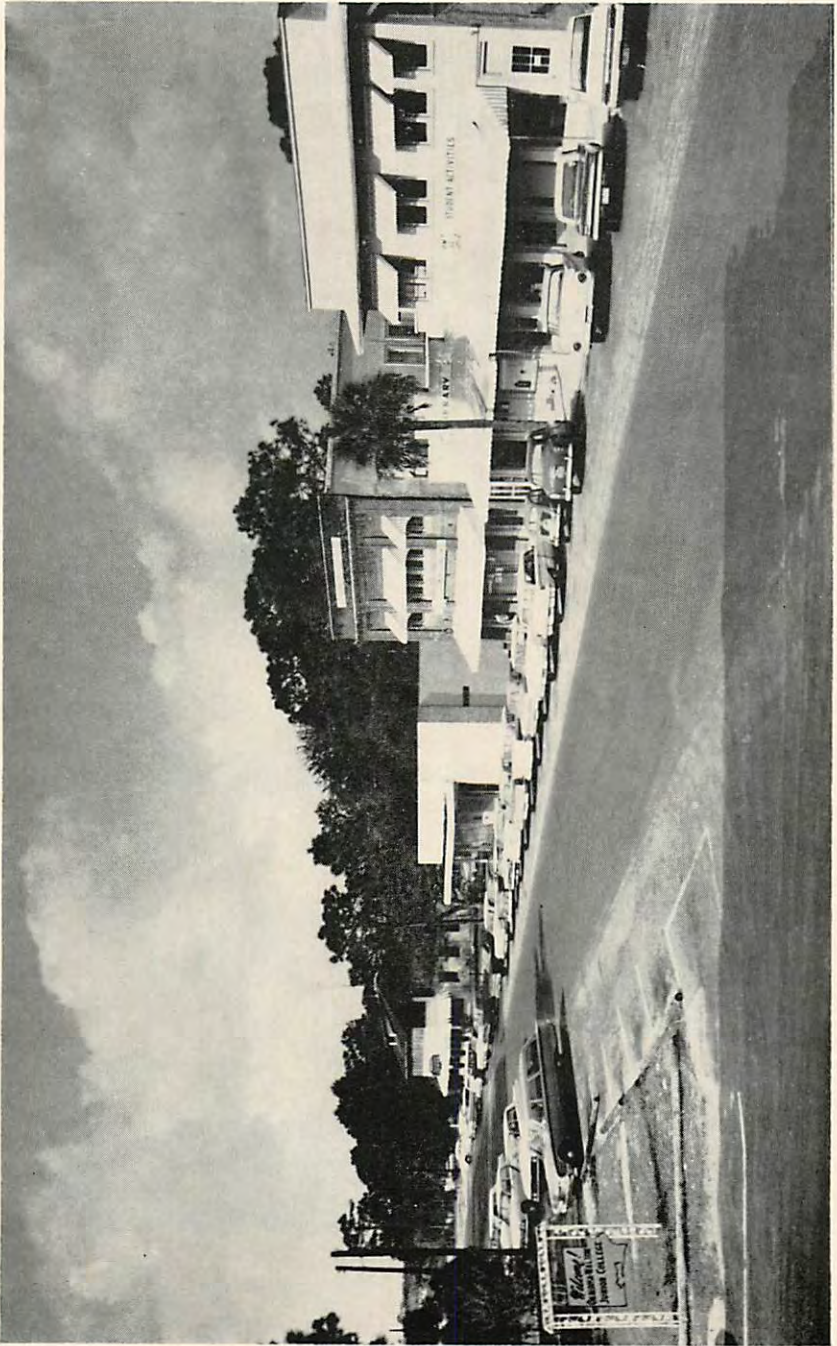
COMPOSITION OF STUDENT BODY

Okaloosa-Walton Junior College is a co-educational institution serving adults of all age levels.

ACCREDITATION

Accreditation by the Florida State Department of Education was granted when the College opened in the fall of 1964. Accreditation by the Southern Association of Colleges and Schools requires that the College must have been in operation for three years. OWJC has applied for early recognition which indicates that the College is complying with the requirements for accreditation by the Southern Association.

The credits earned by students at OWJC have already been and will continue to be accepted for transfer by the institutions of higher learning in the State of Florida and by institutions of higher learning outside the State.





PROCEDURES AND REGULATIONS

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 if they 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 of credit programs. Rather, the particular nature of each offering will prescribe the readiness of each applicant for that specific continuing study experience.

REGISTRATION

Students are expected to register on the days designated in the College Calendar. All late registrants will be charged an additional fee of \$5.00. Fees must be paid at the time of registration. Registration must be completed within two days after the students obtain their class cards from the Registrar's Office.

TRANSFER CREDITS

Course work with a grade of "C" or above from an accredited college will be accepted. Grades of "D" or below will be accepted only on a provisional basis contingent upon the attainment of an academic record at Okaloosa-Walton Junior College which compensates for the quality point deficiency involved.

COUNSELING AND ADMISSIONS TESTING

Students at OWJC are expected to have completed the Florida State-wide Testing Program prior to enrollment. If a student has not completed the Florida State-wide Testing Program, achievement tests given by the College will be required. In addition, achievement and aptitude tests will be required of individual students as the need arises.

FOREIGN STUDENTS

The credentials of an applicant for admission from a foreign country are evaluated in accordance with the general regulations governing admission. An application, passport-size photograph, official certificates, and detailed transcripts of records should be submitted to the Director of Student Services two months prior to the opening of the term in which the applicant hopes to gain admittance. This will allow time for exchange of necessary correspondence relative to entrance and, if the applicant is admitted, for assistance to him in obtaining the necessary passport visa.

Applicants may also be required to take a qualifying examination in English. If they are not sufficiently qualified in the English language to pursue college-level courses, they will be required to prepare themselves adequately in English before registering as regular students.

Each student from a foreign country is required, upon his arrival at the College, to consult with the Director of Student Services.

ADVANCED PLACEMENT

Military Experience. A maximum of 15 semester hours may be granted through accreditation of military experiences and/or general educational development testing (or equivalent) while a member of the armed forces.

Advanced Placement Program. Okaloosa-Walton Junior College participates in the Advanced Placement Program conducted by the College Entrance Examination Board, which provides 13 college-level advanced placement examinations. OWJC allows a maximum of 15 semester hours credit for scores of 3, 4, 5, and allows advanced placement without credit for scores of 2, upon recommendation of the department concerned.

High School Students. Outstanding students from high schools may enroll and participate in an honors program upon approval of: (1) parents or guardians, (2) high school principal, and (3) the Dean of the College. The students may complete up to 15 semester hours while still enrolled in high school. Grades in high school, test scores, and any unique individual circumstances will be considered in making each commitment to this program.

FINANCIAL INFORMATION

A student will not have completed registration until all matriculation and tuition fees have been paid in full. No faculty or staff member of the College with the exception of the Director of Financial Services has the authority to set aside this rule. Permission, if granted, must be in writing.

FINANCIAL ASSISTANCE

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 and loans for prospective teachers, State of Florida full-value loans of tuition and fees, the College Work-Study Program, 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 Student Services, Okaloosa-Walton Junior College, Valparaiso, Florida.

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 Financial 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 Financial 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.

APPLICATION FEE

An application fee of \$5.00 is required with all applications for admission to Okaloosa-Walton Junior College. This fee is not refundable but will be applied to the fees of the student for the semester.

SEMESTER FEES

Any student carrying 12 or more credit hours:

Matriculation

Okaloosa-Walton Students	\$ 60.00
Florida Students from Non-Participating Counties .	75.00
Non-Florida Students	110.00

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

Florida Students	\$ 7 per credit hour	
	Minimum	\$ 14.00
	Maximum	60.00
Non-Florida Students	\$10 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	\$2.50-7.50
Application fee (non-refundable, applied to total fee)	5.00
Late examination	5.00
Graduation fee	10.00
Change of schedule	1.00
Duplicate transcript (first one free)	1.00

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 to \$155.00

Food and housing costs depend upon the student's habits and circumstances of residence. A student government survey of Fall, 1964, Student Expenditures showed an average *total* expense of \$188.00 per semester.

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 upon request receive a refund in the amount of 80 percent of his matriculation fee. No fees other than the matriculation fee shall be refunded. No refund shall be made of *any* fees after the first week.

Any and all refunds to military personnel shall be accomplished in accordance with the prevailing pertinent military assistance contract.

After the period of registration, changes in courses or sections may be made during the time specified in the College Calendar. However, for such changes the student will be required to pick up class cards from the instructor of the class that he is dropping and to obtain new cards for the course in which he desires to enroll. When the student turns in his old cards and secures the new cards in the Admissions Office, a change will be made for a fee of \$1.00 per course change.

INFORMATION FOR VETERANS

This College is certified for training under the various veterans' training laws. Veterans planning to enter should consult the local Veterans Administration Office well in advance of enrolling. The veteran assumes responsibility for all fees out of monies paid to him by the Veterans Administration. The veteran must fill in a special form available in the Registrar's Office and required by the Veterans Administration at the end of each calendar month of attendance in order to receive payments from the Veterans Administration.

Training time is computed as follows:

14 or more semester hours	Full time
10 to 13 semester hours	$\frac{3}{4}$ time
7 to 9 semester hours	$\frac{1}{2}$ time
1 to 6 semester hours	Less than $\frac{1}{2}$

The veteran who is absent three consecutive school days without notifying the Registrar will have his training interrupted and will have to file a certificate of re-entrance.

A veteran in training under Public Law 550 receives an education and training allowance each month from the Government. At registration the veteran will be required to pay all of his fees. Since the first checks are sometimes delayed, it is advisable that the veteran be prepared to meet all expenses for about two months.

A veteran entering the College under Public Law 894 (disabled veterans) who has approval from the Veterans Administration will have his registration fees paid directly to the College by the Government.

ACADEMIC REGULATIONS

ACADEMIC LOAD

Students at OWJC are considered to be full-time or part-time according to their load at time of registration. The designation will not be changed after the specified deadline for withdrawal. Students enrolled in 12 to 19 semester hours are considered to be full-time students. Students enrolled in 11 semester hours or less are considered to be part-time students.

CLASS ATTENDANCE

Students are expected to attend all of their scheduled classes. The effect of absences upon grades is determined by the instructor. Arranging to make up work missed because of legitimate class absence is the responsibility of the student.

Attendance will be kept by the instructor and reported to the Admissions Office. The instructor will report immediately each student who has accumulated three absences.

WITHDRAWALS

Students withdrawing from a class after the first week, but prior to the end of the sixth week, will receive a grade of "W." Those students withdrawing from a class after the sixth week will receive a "WP" grade if they are doing passing work and a "WF" grade if they are doing failing work at the time of withdrawal. Students may not officially withdraw from a course within one week prior to the final examination.

GRADES AND EXAMINATIONS

Final Examinations. Final examinations are held at the end of each term. Examinations must be taken at the scheduled time. If a student is absent from a final examination because of illness or other approved reasons, a late examination will be given. Before taking such an examination, *the student must obtain written permission from the Admissions Office and pay the fee of \$5.00.*

Semester Hours and Quality Points. A minimum of 60 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 Okaloosa-Walton Junior College.

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 as follows: A=4; B=3; C=2; D=1; F=0; I=0.

ACADEMIC STANDING

HONORS

When the quality of a student's work is superior, the College is pleased to honor his work through recognition:

1. Full time students making a grade point average of 3.75-4.00 will be placed on the President's List for that term.
2. Full-time students making a grade point average of 3.25-3.74 will be placed on the Dean's List for that term.

GOOD STANDING

A student who has obtained a record of 1.50 or better is considered to be in good standing, but he must for graduation attain an overall cumulative quality point average of "C" (2.00) on the total of all work transferred and/or taken at Okaloosa-Walton Junior College.

PROBATION, SUSPENSION OR DISMISSAL

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 the situation warrants.

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. Consequently, the College feels the necessity of apprising any student of shortages of quality points with respect to these standards. The record of any student who fails 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.

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 enrollment 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-enrollment 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 from another institution of higher education indicates less than a 1.00 quality-point index on a 4-point scale will not be considered for enrollment at the College unless such records have been followed by at least 15 full semester hours of academic work in which a quality-point average of 2.0 ("C") was attained, except by special action of the Administrative Council.

Dismissal. Any student who has 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 credit courses at Okaloosa-Walton Junior College.

Students, who as a result of academic difficulty become ineligible to enroll in credit courses, are encouraged to continue their education through certificate programs or non-credit offerings.

REQUIREMENTS FOR GRADUATION

General requirements for graduation from Okaloosa-Walton Junior College must be met by all students seeking a degree, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation for either the Associate in Arts or the Associate in Science degree rests with the student.

1. Students must have 64 semester hours for graduation. Not more than 4 semester hours of physical education activity credit will be allowed.
2. At least 24 semester hours of credit must be earned in residence, and the student must be in attendance during the semester in which the degree is earned except by special written dispensation of the Dean of the College.
3. A quality point average of not less than 2.0 or "C" must be achieved in all work attempted by all students.
4. Each regular student will be required to enroll and participate in a physical education activity each semester he is in attendance until the 4-credit hour requirement is met.
5. Students must make formal application for graduation on the proper form furnished by the Registrar.
6. Participation in graduation exercises is expected of all graduates. Any student in any semester who is carrying enough credit to graduate at the end of that semester will be charged a graduation fee of \$10.00, which must be paid at the time of registration. If the student fails to meet the requirements for graduation or is permitted to graduate in absentia, said student will be refunded the cost of cap and gown.

PHYSICAL EDUCATION REQUIREMENTS

All regularly enrolled day students (12 hours or over) seeking a degree shall be required to take four semester hours of physical education. Exceptions are as follow:

1. Students who are physically unable to participate must present a letter from their physician to the Registrar and receive a written waiver of the requirement.
2. Men and women who have reached their 25th birthday need not enroll for physical education.
3. Veteran students who have served on active duty for a period of not less than two years shall be exempt from physical education.
4. Students transferring from other institutions can only transfer four semester hours of physical education.
5. Students who are completing their requirements at Okaloosa-Walton Junior College by attending evening classes only may be graduated without the physical education requirement.
6. Students engaged in varsity sports are required to enroll in the sport for that season. Students will receive credit if they fulfill the requirement of the particular sport. Only one hour of credit can be received for any one varsity sport.





STUDENT LIFE

CONDUCT

Since each student enrolling at Okaloosa-Walton Junior College is an adult, rules and regulations are provided only 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 Okaloosa-Walton Junior College.

Disciplinary Probation, Suspension or Dismissal. Noticeable or gross departures from expected standards of conduct on the part of students will first be considered errors in judgment. Persistent violations will involve disciplinary action. The College may deny admission to those students whose decisions and actions are contrary to the purposes and procedures of the College.

Students who as a result of disciplinary action become ineligible to enroll in credit courses may not continue their education through certificate programs or non-credit offerings.

GOVERNMENT

The Okaloosa-Walton Junior College government is represented by a joint assemblage of students and faculty members in order that all components of our college share fully in government services and opportunities, seek solutions as one body, promote the respect of our community, and direct their efforts toward one goal to further and maintain maximum educational opportunities.

Student Senate. The principal governing body of elected student representatives is the Student Senate. The executive functions of the Senate reside in the Cabinet. The size and functions of the Senate and its Cabinet are set forth in the Constitution.

Student Court. The Student Court consists of five judges chosen by the Senate. The Court considers evidence and determines responsibility in cases of student conduct considered harmful to the welfare of the college community. The Court can recommend a penalty or report its findings to the Student Senate for action.

PUBLICATIONS

The Raiders. The College newspaper is staffed and published by the students under the direction of a faculty advisor. As the official student newspaper, it supplies information about college services and

provides experiences in journalism for its staff. Any student is eligible to join the staff upon request. Appropriate material submitted by students may be accepted for publication.

The OKAWAJUCO. The Annual of the College portrays through pictures and writing the personalities and activities of the year. It is published by the students under the direction of a faculty advisor.

The Literary Review. The College magazine is staffed and published by the students under the direction of a faculty advisor. Students from classes in creative writing provide most of the material although any student may submit material for publication. Published annually, the Literary Review reflects student creativity in prose and poetry.

ORGANIZATIONS

Dramatics Club. This club consists of students interested in pursuing the dramatic arts. Interested students must submit applications to the OWJC Dramatics Club in order to obtain full membership.

Delta Chi Delta. This social organization consists of interested men students. Membership in the organization is by invitation only.

OWJC Voices. This group of students participates in vocal music activities. Membership is open to all interested students.

Student Christian Association. This organization consists of students interested in creating, maintaining, and extending high standards of Christian character. This coeducational organization is affiliated with the local, regional, and national YMCA and, thereby, enjoys the full privileges of membership therein.

ATHLETICS

Okaloosa-Walton Junior College is a member of the National Junior College Athletic Association and the Florida Junior College Conference, made up of public and private junior colleges in the State of Florida.

Varsity participation on a team representing the College is open to evening and to day college students but is limited to two years. All entering freshmen are eligible provided they carry a minimum of eight semester hours in the evening or 12 semester hours in day school. Scholastic requirements for eligibility on a varsity team are the following: (1) for evening students, passing of eight credit hours of work in the term last attended and (2) for day college students, the passing of 12 credit hours of work in the last term attended. In order to participate in conference and tournament games, students must also conform to FJCC eligibility rules.

Students with activity cards are admitted free to all varsity home contests.

Intra-Mural Activities. The intra-mural program is under the direction of the OWJC Health, Physical Education, and Recreation Department. The program includes every student in some phase of its activities.

Intercollegiate Sports. Basketball, baseball, track and field, tennis, golf, and riflery are the sports engaged in by the College on an intercollegiate level. Football is prohibited by State Law.

Scholarships. Each year several general athletic scholarships covering matriculation, books and general fees are granted to students maintaining a satisfactory grade average under present regulations.

STUDENT SERVICES

ACADEMIC ASSISTANCE

Counseling and Guidance. 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 is assigned a faculty advisor who provides close personal attention and professional consultation to insure each student opportunities for maximum growth.

Tutorial Laboratories. The tutorial program, an extension of classroom and individual study, is one of the methods by which Okaloosa-Walton Junior College honors its commitment to provide quality education for its students. Students who need additional instruction in a particular area are tutored by superior students who are competent in the particular area needed. The benefits are two-fold: (1) the student who needs help is given the opportunity to attend scheduled tutorial sessions where he may correct his particular deficiencies by concentrated study; and (2) the superior student becomes, through the tutoring he provides, more articulate and acquires depth in subject matter in which he is already proficient.

In order to insure maximum student motivation, participation in the tutorials is voluntary for both tutors and tutorial students. Under faculty supervision, students meet with their tutors for one period one day each week. The program, because it is voluntary, gives the student maximum freedom of choice which, in turn, provides maximum opportunity for students to realize their academic potential.

SCHOLARSHIPS

Several types of scholarships available to qualified students attending Okaloosa-Walton Junior College are as follows:

A. *General Scholarships for the Preparation of Teachers.* These scholarships valued at \$200 per term are granted to eligible students on a competitive basis. Winners of the scholarships must sign a pledge to teach, following graduation, in a Florida public school for the number of years for which they received scholarship aid.

B. *Gift Scholarships.* A number of other scholarships are also available to worthy students. Some of these scholarships are to be repaid after the student's graduation from college. The following scholarships were available for the 1964-65 school year:

Alabama-Northwest Florida Methodist Conference Scholarship
"Hap" Arnold Scholarship
Bainbridge-Decatur County Scholarship Association, Inc.
Business & Professional Women's Club Scholarship
Cawthon State Bank Scholarship
Choctawhatchee Electric Coop., Inc. Scholarship
Creel-Puckett College Fund Scholarship
Crestview Women's Club Scholarship
DeFuniak Springs Herald-Breeze Scholarship
DeFuniak Springs Kiwanis Club Scholarship
Eglin Officers' Wives Club Scholarship
First National Bank of DeFuniak Springs Scholarship
Fort Walton Beach Rotary Club Scholarship
Fort Walton Beach Lions Club Scholarship
Gittenstein Foundation Scholarship
Mrs. Phil Harris Scholarship
Lillian F. Hill Scholarship
Hurlburt Officers' Wives Club Scholarship
IEEE Scholarship
Niceville-Valparaiso Civitan Club Scholarship
Niceville-Valparaiso Rotary Club Scholarship
Okaloosa County Classroom Teachers Association Scholarship
Okaloosa County Council P.T.A. Scholarship
Okaloosa County Education Association Scholarship
Okaloosa County Home Builders Scholarship
Okaloosa News Journal Scholarship
Okaloosa-Walton Valedictorian Award
Paxton Plan Scholarships
Valparaiso Community Church Scholarship
WFTW Vacationland Broadcasting Company Scholarship

C. *Athletic Scholarships*. See page 22.

Students interested in applying for a scholarship should get in touch with the Director of Student Services.

ASSISTANTSHIPS

Tutorial and student assistants. A federal grant under the Economic Opportunities Act has been made available for students enrolled at OWJC. Students who qualify may participate in a work-study program which has an average value of \$1.25 to \$1.50 an hour.

LOANS

The College maintains a loan fund from which a student may secure a short-term loan. The loan carries a small service charge and must be repaid before the end of the term. Money obtained through the loan fund must be used to finance the student's education. Applications for loans may be made to the Director of Student Services. The loan fund was made available through the sponsorship of the Niceville-Valparaiso Rotary Club. The funds are administered by the OWJC Financial Assistance Committee.

VOCATIONAL REHABILITATION AID

By act of Congress, any physically handicapped student may be eligible for a partial tuition scholarship under the provisions of Public Law 565. Inquiries may be directed to the Director of Student Services.

MEDICAL SERVICES

No hospital facilities are under the control of the College. In case of accident or illness, the family doctor and/or the parents are notified immediately. Emergency conditions are accommodated by prompt action of the College officials in securing medical assistance, pending arrival of the parents or their designated physician.

BUS SERVICE

County bus service is provided free of charge for the convenience of students enrolled at Okaloosa-Walton Junior College. The buses arrive in time for the first period class each morning. The buses leave the College at the end of the last class in the afternoon (approximately 3:20 p.m. each day).

PROGRAMS

Okaloosa-Walton Junior College offers three basic programs which students may enter for the purpose of completing specific goals. In addition, the College offers other educational services in order to provide total educational opportunities for the community

The Associate of Arts Degree provides the student with curricula designed for transfer, with full credit, to other institutions for the purpose of satisfying the requirements for the Bachelor's Degree.

The Associate of Science Degree provides the student with curricula designed to prepare persons for employment or advancement in a specific occupational area.

Adult Study Programs provide certificate programs for all persons legally out of grades 1-12 by virtue of age or situation regardless of the grade previously completed.

In addition, the College provides individuals with an opportunity to become more effective in the use of their leisure time or to increase their occupational efficiency through enrichment courses on a credit or non-credit basis.

ASSOCIATE OF ARTS DEGREE

Eleven basic Associate of Arts curricula are offered for those students planning to transfer to a four-year institution for the last two years of their Bachelor's degree program. Additional programs are available through individual planning with the faculty advisors subject to the approval of the Dean of the College.

Residence (Credit hours taken at Okaloosa-Walton Junior College). 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. The general education program for the Associate of Arts degree at Okaloosa-Walton Junior College embraces a minimum of 36 semester hours of academic credit in the area of communications, arts and humanities; social science; mathematics; science; and physical education. Students completing the requirements of the general education courses and earning an overall average of "C" will have their transcripts certified that the general education program has been completed.

The state-supported senior colleges in Florida have agreed that once a student has been certified by this institution as having completed the general education requirement, no further lower division general education courses will be required of the transfer student. This does not preclude the possibility that students may sometimes need additional foundation courses in the specific area of their specialization.

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.

REQUIRED GENERAL EDUCATION SEQUENCE

		SEMESTER			
		1st	2nd	3rd	4th
Communications, Arts, and Humanities					
(12-13 semester hours)					
Co 101-102	English Composition.....	3	3
Co 251 or 253	Humanities.....	3-2
Co 254-255	Humanities.....	2	2
Social Science (6 semester hours)					
So 211-212	American History, or				
So 215-216	World Civilization, or				
	So 121 and 123, 213, or				
	214.....	3	3
Mathematics (3 semester hours)					
Sm 103	Fundamental Mathematics, or				
Sm 105	Intermediate Algebra, or				
Sm 106	Integrated Algebra and				
	Trigonometry.....	3
Science (14-16 semester hours)					
Sm 131-132	Botany and Zoology.....	4	4
Sm 121-122	Physical Science Survey, or				
Sm 161-162	General Physics, or				
Sm 261-262	College Physics, or				
Sm 171-172	General Chemistry, or				
	Sm 271-272.....	3-4	3-4
Physical Education (4 semester hours)					
Ph 101-102	Physical Education.....	1	1
Ph 201-202	Physical Education.....	1	1
TOTAL.....		11	10-11	9-10	9-10

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

SPECIFIC CURRICULA FOR ASSOCIATE OF ARTS DEGREES

Students planning to transfer to a four-year institution for the last two years of their Bachelor's degree program may select from the following Associate of Arts curricula a program to fit their needs.

<i>Curricula</i>	<i>Total Requirements and Suggested Sequence</i>
BUSINESS ADMINISTRATION (COLLEGE TRANSFER)	Page 51
GENERAL ARTS	Page 52
HOME ECONOMICS	Page 53
LIBERAL ARTS	Page 54
PRE-ENGINEERING	Page 55
PRE-LAW	Page 56
PRE-MEDICINE	Page 57
PRE-MINISTRY	Page 58
SCIENTIFIC (GENERAL)	Page 59
TEACHER EDUCATION (GENERAL)	Page 60
TEACHER EDUCATION (SCIENCE)	Page 61

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 has developed 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 Okaloosa-Walton Junior College). 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. The general education program for the Associate of Science Degree at Okaloosa-Walton Junior College embraces a minimum of 18 semester hours of academic credit in the areas of communications, arts, and humanities; social science; mathematics; and science.

REQUIRED GENERAL EDUCATION SEQUENCE

		SEMESTER			
		1st	2nd	3rd	4th
Communications, Arts, and Humanities					
(9 semester hours)					
Co 101	English Composition.....	3
Co 102	English Composition, or				
Co 103	Effective Writing, or				
Co 111	Effective Speaking.....	3
Co 251	Humanities.....	3
Social Science (3 semester hours)					
So 121	American Civilization, or				
So 211	American History, or				
So 216	World Civilization.....	3
Science and Mathematics (6 semester hours)					
Sm 103	Fundamental Mathematics, or				
	Sm 105, 113, or 117.....	3
Sm 121	Physical Science Survey, or Sm 131, 141, 161, 171, or 281.	3-4
TOTAL.....		6	6-7	3	3

Courses within these categories may be substituted with the permission of the Dean of the College to meet the specific needs of each student but must embrace all three areas.

SPECIFIC CURRICULA FOR ASSOCIATE OF SCIENCE DEGREES

Students planning to obtain employment or advancement in a specific occupational area after graduating from Okaloosa-Walton Junior College may select from the following Associate of Science curricula a program to fit their needs.

GENERAL BUSINESS (SECRETARIAL)	Page	63
GENERAL BUSINESS (MANAGERIAL)	Page	64
FOOD SERVICE MANAGEMENT	Page	65
DRAFTING AND DESIGN	Page	66
ELECTRONICS	Page	67
INDUSTRIAL MANAGEMENT	Page	68

OCCUPATIONAL AND ENRICHMENT STUDIES

Students planning to continue their studies for a specific occupation or for enrichment may select from the following programs one to fit their needs. Certificates will be awarded upon satisfactory completion of a planned program.

ACCOUNTANCY CERTIFICATE	Page	70
CLERICAL CERTIFICATE	Page	70
STENOGRAPHIC CERTIFICATE	Page	70
CULTURAL ENRICHMENT CERTIFICATE	Page	71
SOCIOLOGICAL ENRICHMENT CERTIFICATE ...	Page	71
SCIENTIFIC ENRICHMENT CERTIFICATE	Page	71

Additional non-credit enrichment offerings lead toward increased personal satisfaction in use of leisure time and toward increased desire for continuing studies of all kinds. Offerings of this type are created upon public demand.

Flower Arranging	Clothing Construction
Upholstery	Interior Decoration
Glamour Clinic	Practical Politics
Calculus Review	Driver Education
Stocks and Bonds	Insurance Institutes
Real Estate Institutes	Decision-Making Game

The certificate programs offered by the College are not intended for purposes of transfer credit.

ADULT STUDIES

All Adult Studies programs and announcements for 1965-66 will be available in separate bulletins *on request* as they are developed.

AGRICULTURE AND AGRI-BUSINESS

Agricultural Technology
Scientific Agriculture
Marketing
Processing
Transporting
Distributing

GENERAL ADULT EDUCATION

High School Review (Preparation
for GED Examination)
Preparatory Courses (Citizen-
ship Papers)
Homemaking
Remedial Reading
High School Credit and Basic
Education Courses

BUSINESS EDUCATION

Vocational Preparation
General Training

HOME ECONOMICS

Vocational Home Economics
General Home Economics

DISTRIBUTIVE OCCUPATIONS

Selling
Sales Promotion
Buying
Business Operation
Marketing
Management
Real Estate
Insurance

INDUSTRIAL EDUCATION

Air Conditioning
Automotive Mechanics
Building Trades
Carpentry and Cabinet Work
Data Processing
Electricity and Electronics
Graphics
Health-Related Occupations
Small Motor Repair

COURSE DESCRIPTIONS

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

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

Applied Studies	(Ap)
Business	(Bu)
Communications, Arts, and Humanities	(Co)
Physical Education	(Ph)
Science and Mathematics	(Sm)
Social Science	(So)

APPLIED STUDIES

- Ap 101 Electronics Survey (3), 4 lec.
Electron theory, magnetism, DC circuits, AC circuits, and simple electron devices. *Not for electronics majors.*
- Ap 111 Electronics I (6), 6 lec.
Concepts of electronics, D-C theory and magnetism, magnetic circuits, basic circuit analysis, and essentials of algebra. Designed as a theory course for persons actually employed in electronic industries. Prerequisite: Permission of the instructor.
- Ap 112 Electronics II (6), 6 lec.
Advanced circuit analysis, single and polyphase A-C, inductance, capacitance, applied geometry and trigonometry and graphical analysis. Designed as a theory course for persons actually employed in electronic industries. Prerequisite: Ap 111 and permission of the instructor.
- 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. Designed as a theory course for persons actually employed in electronic industries.
Prerequisite: Ap 112 and permission of the instructor.
- Ap 121 Data Processing Concepts (3), 3 lec.
Operation of basic data processing equipment. Includes consideration of general systems design, machine wiring, card and report design, and typical unit record equipment components.
- Ap 131 Interior Decoration (3), 3 lec.
Instruction and guidance in the selection of home furnishings, their design, construction and arrangement, concerned with making the home more attractive and livable.

- Ap 141 Food Services: Elements of Nutrition (3), 3 lec.
Principles of nutrition and the factors influencing the ability of the individual and the family to secure and maintain a good nutritional status.
- Ap 147-148 Managerial Accounting (3), 3 lec., 3 lec.
Principles of accounting which pertain to the managerial functions in small and large businesses.
- AP 149 Food Services: School Law and Finance (3), 3 lec.
School law and principles of finance which directly relate to school lunch personnel.
- Ap 151 Clothing Selection and Construction (3), 1 lec., 4 lab.
Selection of design, color and fabric. Selection and use of commercial patterns; planning and construction of garments and developing of basic construction skills.
- Ap 152 Clothing Construction (3), 1 lec., 4 lab.
Use of commercial patterns in clothing construction, adapting the pattern to suit the individual, with emphasis on suitability of construction and finishes. Prerequisite: Ap 151.
- Ap 153 Foods (4), 2 lec., 4 lab.
Application of principles of good meal planning and food preparation by planning, preparing, and serving simple and attractive meals for small groups.
- Ap 154 Meal Planning and Table Service (4), 2 lec., 4 lab.
Scientific principles of cooking with emphasis on the aesthetic appeal of food materials and their nutritive value. Meal planning and setting attractive tables. Prerequisite: Ap 153.
- Ap 155 Design in House and Dress (3), 3 lec.
Applications of art principles to textiles, dress, and house. Designed to help the student to have a deeper appreciation for things of beauty and to enrich everyday living.
- Ap 161 General Drafting (4), 6 lec.
Plotting graphs, principles of orthographic projections, use of electronic and electrical symbols, use of schematics, fundamentals of multiview drawing and pictorials, selected methods of circuit development.
- Ap 163 Materials, Properties and Specifications (3), 2 lec., 2 lab.
Properties of metals, alloys, woods, and plastics and their application in industrial processes.

- Ap 165 Industrial Organization and Supervision (3), 3 lec.
All phases of industrial organization and management. Emphasizes the interrelationship of the basic functions and principles essential to the efficient and profitable operation of business and industrial enterprises.
- Ap 167 Employee Development (3), 3 lec.
Training, orientation, and induction of employees; vestibule and on-the-job training, job instruction principles, apprenticeship training, technical training, supervisory training, and management development.
- Ap 168 Management for the Supervisor (3), 3 lec.
Emphasizes the supervisor's responsibility for planning, organizing, directing, controlling and staffing. Basic functions of an organization and development of supervisor's role in carrying out the objectives of the enterprise.
- Ap 169 Statics for Design (3), 4 lec.
Theory of stresses enriched by laboratory experiences in its application to design problems.
- 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. Designed as a theory course for persons actually employed in electronic industries. Prerequisite: Ap 113 and permission of the instructor.
- Ap 212 Electronics V (6), 6 lec.
Quantum physics, semi-conductor physics, transistor, detection theory, and differential calculus. Designed as a theory course for persons actually employed in electronic industries. Prerequisite: Ap 211 and permission of the instructor.
- Ap 213 Electronics VI (6), 6 lec.
Electronic tube oscillators, frequency control and multipliers, transistor oscillators, electrical measurements and elements of integral calculus. Designed as a theory course for persons actually employed in electronic industries. Prerequisite: Ap 212 and permission of the instructor.
- Ap 214 Electronics VII (6), 6 lec.
Reception theory, audio frequency amplification, transistor amplifiers, transistor power supplies, and transistor switching applications. Designed as a theory course for persons actually employed in electronic industries. Prerequisite: Ap 213 and permission of the instructor.

- Ap 215 Electronics VIII (6), 6 lec.
Unijunction transistor, R-F amplification, servo-systems, modulation, advanced measurements, transmission lines, and pulse techniques. Designed as a theory course for persons actually employed in electronic industries. Prerequisite: Ap 214 and permission of the instructor.
- Ap 241 Food Services: Supervision and Administration (3), 3 lec.
Principles, methods, and procedures related to the effective utilization of human resources in food service programs.
- Ap 243 Food Services: Facilities (3), 3 lec.
Description and function of food service facilities. Efficient and economical operation of food service facilities.
- Ap 245-246 Food Services: Quantity Cooking (3-3), 3 lec., 3 lec.
Production and effective use of food material considering economic, nutritive, and aesthetic factors. Emphasizes standards of food preparation. Estimates of raw material needed, preparation of foods in quantity and the use of institutional food service equipment.
- Ap 247 Food Services: Purchasing and Cost Control (3), 3 lec.
Analysis of purchasing, planning, pricing, promotion and distribution as it relates to cost control.
- Ap 249 Food Services: Equipment, Use and Care (3), 3 lec.
Layouts, material, specifications, and maintenance of food service equipment.
- Ap 251 Food Services: Sanitation and Safety (3), 3 lec.
Procedures and practices which result in sanitary and safe handling of food products.
- Ap 253 Food Services: Merchandising (3), 3 lec.
Aesthetic and realistic display of foods providing a setting which enhances the product.
- Ap 261 Drafting Design (4), 3 lec., 2 lab.
Industrial drafting principles which include machine and structural design and electrical, structural, pipe and welding drawing.
- Ap 262 Drafting Design (4), 3 lec., 2 lab.
Continuation of Ap 261. Emphasis on detail and assembly drawing. Prerequisite: Ap 261.
- Ap 263 Strength of Materials (3), 2 lec., 2 lab.
Determination of stresses, strains, and deformation of simple structures. Prerequisite: Sm 103.

- Ap 269 Production-Quality Control (3), 3 lec.
Purpose, principles, policies, and procedures of production and control; practical application of production and planning controls; factors affecting production control.
- Ap 270 Hydraulics Fluid Flow (3), 4 lec.
Theoretical and actual phenomena occurring in the flow of incompressible and compressible fluids. Viscosity, vapor pressure and surface tension are treated. Pointed toward the problems of the chemical industry and bulk water distribution. Prerequisite: Sm 105.
- Ap 271 Work Simplification (3), 3 lec.
Principles of work simplification including job methods improvement, administration, motion study fundamentals, and time study techniques. Use of flow diagrams, and methods evaluation.
- Ap 273 Labor-Management Relations (3), 3 lec.
History and development of the Labor Movement. Development of the National Labor Relations Act (Wagner), the Labor Management Relations Act (Taft-Hartley), and the Labor-Management Reporting and Disclosure Act (Landrum-Griffin). Practical problems and solutions in labor contracts and grievance procedures.

BUSINESS

- Bu 101 Basic Typewriting (2), 1 lec., 3 lab.
Development of correct typewriting technique, learning keyboard control, problem typing and business letter writing.
- Bu 102 Intermediate Typewriting (2), 1 lec., 3 lab.
Emphasis on speed building through basic technique, tabulation, business letter writing, reports, and manuscript typing. Prerequisite: Bu 101, or permission of the instructor.
- Bu 103 Basic Shorthand (3), 2 lec., 3 lab.
Learning the basic skills and vocabulary of shorthand. Beginning of dictation and transcription.
- Bu 104 Dictation (3), 2 lec., 3 lab.
Emphasis on speed-building in taking dictation and in transcription. Prerequisite: Bu 103, or permission 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 occupational proficiency with emphasis on business letter writing, advanced tabulation, and manuscript typewriting. Prerequisite: Bu 102, or permission of the instructor.
- Bu 203 Transcription (3), 2 lec., 3 lab.
Emphasis on increasing accuracy in transcribing notes and a speed-building program for dictation. Prerequisite: Bu 104, or permission of the instructor.
- Bu 205 Machines and Filing (3), 2 lec., 2 lab.
Practice in the use of duplicating machines, adding and calculating machines. Indexing and filing rules, procedures of four basic systems, and filing equipment. Prerequisite: Bu 102, or permission of the instructor.
- Bu 207 Office Procedures and Practices (3), 2 lec., 2 lab.
Secretary's duties in an office setting. Includes filing, telephone usage, record keeping, reports, minutes, and duplication procedures. Prerequisite: Bu 102 and 205, or permission of the instructor.
- Bu 233 Salesmanship (3), 3 lec.
Principles of selling. Correct attitudes and personal attributes of one who deals with the public on a business or professional basis.
- Bu 235-236 Business Law (3-3), 3 lec., 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.
Business organization and management. Includes problems and principles in personnel management; budgets and financial controls; plant location and layout; and other vital managerial technique.
- Bu 238 Small Business Management (3), 3 lec.
Small business operation with proper balance between business and management functions.
- Bu 241 Human Relations (3), 3 lec.
Psychology of human behavior in industry with emphasis upon the role of the technician. Elements of human behavior that bear upon success and failure on the job, technique of group participation and leadership, plus opportunity for self-analysis.

Bu 251-252 Accounting (3-3), 3 lec., 3 lec.

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, ARTS, AND HUMANITIES

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.

Practice in writing with discussion and analysis of functional and aesthetic composition. Stress on individual mastery of writing technique and characteristics such as unity, coherence, emphasis, enumeration, style, vocabulary, and mechanics. This course is more individualized and gives less emphasis to research than Co 102. Prerequisite: Permission of the instructor as an alternate for Co 102.

Co 104 Oral and Written Communication (3), 3 lec.

Intensive study in effective oral and written communication. Similar to Co 103 except that one of the two major emphases is on individual oral effectiveness. Prerequisite: Permission of the instructor as an alternate for Co 102.

Co 105 Business Communications (3), 3 lec.

Correspondence and report forms used in a business office. Emphasis is placed upon writing various kinds of business letters and reports.

Co 106 Technical Writing (3), 3 lec.

Principles of expository writing (unity, clarity, coherence, organization, and correctness) applied to a variety of industrial and technical reports, letters, and forms.

*Students will be assigned to regular classes in Co 101 or to remedial sections meeting five, rather than three, periods a week. Assignment to sections of Co 101 will be based upon scores on the senior test, high school grades, and conferences with representatives of the Department of Communications, Arts, and Humanities.

- Co 107 Parliamentary Speech (1), 1 lec.
Principles of parliamentary procedure and practice in conducting and participating in meetings governed by parliamentary rules.
- Co 111 Effective Speaking (3), 3 lec.
Student preparation and presentation of speeches for business, social, and professional occasions. Student participation in speech media with continuing group analysis and constructive criticism.
- Co 115 Library Use (1), 1 lec.
Gives students acquaintance with library procedures. Consideration of fundamental techniques in using books, periodicals, and material.
- Co 121-122 Elementary French (3-3), 2 lec., 2 lab.—2 lec., 2 lab.
Fundamentals of pronunciation and grammatical structures of French with emphasis upon balanced development of the four skills—listening, speaking, reading, and writing.*
- Co 123-124 Elementary German (3-3), 2 lec., 2 lab.—2 lec., 2 lab.
Fundamentals of pronunciation and grammatical structures of German with emphasis upon balanced development of the four skills—listening, speaking, reading, and writing.*
- Co 125-126 Elementary Russian (3-3), 2 lec., 2 lab.—2 lec., 2 lab.
Fundamentals of pronunciation and grammatical structures of Russian with emphasis upon balanced development of the four skills—listening, speaking, reading, and writing.*
- Co 127-128 Elementary Spanish (3-3), 2 lec., 2 lab.—2 lec., 2 lab.
Fundamentals of pronunciation and grammatical structures of Spanish with emphasis upon balanced development of the four skills—listening, speaking, reading, and writing.*
- Co 151-152 Art Fundamentals (3-3), 2 lec., 3 lab.—2 lec., 3 lab.
Problems in drawing technique and media.
- Co 161-162 Music Theory (3-3), 3 lec., 3 lec.
Music from Gregorian Chant through the Renaissance and the Baroque Period.
- Co 161 Applied Music: Brass Instruments (1), 2 lab.
- Co 163 Applied Music: Percussion Instruments (1), 2 lab.

*A student with prior foreign language experience will be given a proficiency test to determine the appropriate level of course work which he will be permitted to take for credit. One semester of college language work is normally regarded as the equivalent of a year of high school work in language.

Co 165 Applied Music: Piano (1), 2 lab.

Co 167 Applied Music: Stringed Instruments (1), 2 lab.

Co 169 Applied Music: Voice (1), 2 lab.

Co 201 Creative Writing (3), 3 lec.

Study and exercise in prosody and imagery; written assignments in traditional and contemporary forms, short story, essay, and novels.

Co 203 Advanced Public Address (3), 3 lec.

Public addresses as aids in speaking extemporaneously and from manuscript. The relationship between public speaking and policy formulation. Prerequisite: Co 111.

Co 213-214 English Literature (3), 3 lec.

English literature with studies based upon masterpieces from Beowulf through modern times.

Co 215 American Literature I (3), 3 lec.

American verse and prose from the colonial period to the Civil War.

Co 216 American Literature II (3), 3 lec.

American verse and prose from the Civil War through the contemporary period.

Co 221-222 Intermediate French (3), 2 lec., 2 lab.

Readings in the literature and cultural history of France, a brief review of grammar, and practice in audio-lingual skill. Prerequisite: Co 121-122, or equivalent.

Co 223-224 Conversational French (3), 2 lec., 2 lab.

Development of fluency in French conversation through practice on topics of everyday use. Prerequisite or corequisite: Co 221-222, or equivalent.

Co 227-228 Intermediate Spanish (3), 2 lec., 2 lab.

Readings in the literature and cultural history of representative Spanish-speaking countries, a brief review of grammar, and practice in audio-lingual skill. Prerequisite: Co 127-128, or equivalent.

Co 229-230 Conversational Spanish (3), 2 lec., 2 lab.

Development of fluency in Spanish conversation through practice on topics of everyday use. Prerequisite or corequisite: Co 227-228, or equivalent.

- Co 251 Humanities (3), 3 lec.
Representative material in literature, art, music, and philosophy. Designed to increase a student's understanding of the cultural heritage of Western civilization through coordinated study.
- Co 253 Humanities: Literature (2), 2 lec.
Masterpieces representative of the different literary genres developed in our Western civilization.
- Co 254 Humanities: Music (2), 2 lec.
Role of music in western culture with emphasis upon developing the student's appreciation of music as an art form.
- Co 255 Humanities: Art (2), 2 lec.
Role of art in the development of our Western civilization to increase the student's understanding of art as a medium of expression.
- Co 257 Oil Painting (3), 2 lec., 2 lab.
Problems of constructing a composition in color are explored. The student is taught the academic method of oil painting and then encouraged to experiment. Prerequisite: Co 152.
- Co 258 Oil Painting (3), 2 lec., 2 lab.
Technique is stressed as an end result of approach to subject matter. The student is encouraged to go into abstraction through the use of theory. Prerequisite: Co 257.
- Co 291 Modern Foreign Language for Elementary and Junior High School Teachers: Spanish (3), 3 lec.
Designed for teachers who wish to update their foreign language preparation; provides background for the audio-lingual approach to modern foreign language.
- Co 293 Modern Foreign Language for Elementary and Junior High School Teachers: French (3), 3 lec.
Designed for teachers who wish to update their foreign language preparation; provides background for the audio-lingual approach to modern foreign language.

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 111 First Aid (2), 2 lec.

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, artificial respiration, transportation of injured, and medical emergencies. An advanced First Aid Card is issued by the American Red Cross for satisfactory completion.

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.

Ph 205 Introduction to Physical Education (3), 3 lec.

History, principles, and basic philosophy of physical education. Emphasis on the teaching of physical education, recreation, and athletics.

SCIENCE AND MATHEMATICS

Sm 101 Basic Mathematics Survey (3), 3 lec.

Fundamentals of mathematics with practical applications. Includes arithmetic, logarithms, algebra, and trigonometry. *Does not meet general education requirements for the Associate of Arts degree.*

Sm 103 Fundamental Mathematics (3), 3 lec.

Fundamental operations, number systems, ratio, proportion, percentage, measurement, exponents, statistics, and logarithms. Strengthens the foundation for further study of mathematics and provides general education for those students who do not plan to take further mathematics. Not intended for science and math majors.

Sm 105 Intermediate Algebra (3), 3 lec.

Fundamental operations, real number system, functions, and graphs, exponents and radicals, linear and quadratic equations, ratio, proportion, variation, and logarithms. Prerequisite: Sm 103 and/or two years of high school algebra, or permission of the instructor.

Sm 106 Integrated Algebra and Trigonometry (3), 3 lec.

The modern axiomatic approach to algebraic and trigonometric functions necessary for analytic geometry and calculus. Prerequisite: Sm 105 with a minimum grade of "C," or permission of the instructor.

- Sm 111 Slide Rule (1), 1 lec.
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, drafts, taxes, insurance, and similar transactions. Meets the general education requirements for business majors.
- Sm 115 Elementary Statistics (3), 3 lec.
Sampling and the concept of error, tabular and graphic presentation of data, time series and frequency distributions, simple index number, correlation and inference. Designed for business majors.
- Sm 121-122 Physical Science Survey (3-3), 3 lec.—3 lec.
Physical factors of the environment, astronomy, chemistry, geology, meteorology, and concepts of physics. Not intended for physical science majors.
- Sm 131 General Botany (4), 3 lec., 2 lab.
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.
Animal kingdom, including a detailed study of the morphology and physiology of representative animals.
- Sm 141 Physical Geography (3), 3 lec.
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.
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 161-162 General Physics (3-3), 2 lec., 3 lab.—2 lec., 3 lab.
Selected topics from all branches of physics. Course sequence for non-science majors, these courses meet the general education physical science requirements. Prerequisite: One year of high school algebra or Corequisite: Sm 103.

- Sm 171-172 General Chemistry (3-3), 2 lec., 3 lab.—2 lec., 3 lab.
Principles of modern chemistry. Designed for students who are not prepared to take Sm 271 as a first college chemistry course. Course sequence that meets the general education physical science requirements.
- Sm 205 Plane Analytic Geometry (3), 3 lec.
Functions and graphs of straight lines, conic sections, curves using rectangular and polar coordinates, slopes, transcendental functions and parametric equations. For students needing additional preparation for calculus. Prerequisite: Sm 106.
- Sm 211 Analytic Geometry and Calculus (5), 5 lec.
Straight line and conic sections; differentiation and integration of algebraic functions; methods of integration; the definite integral; and applications of concepts to maxima and minima, slope, areas, volumes and related topics. Advanced topics in plane analytic geometry are presented in association with related calculus. Prerequisite: Sm 106.
- Sm 212 Analytic Geometry and Calculus (5), 5 lec.
Continuation of Sm 211. Emphasis placed on operations with transcendental functions, introduction of multiple integration and infinite series. Prerequisite: Sm 211.
- Sm 213 Differential Equations (3), 3 lec.
Elementary differential equations; topics include solution of first order equations, orthogonal trajectories, solutions of linear equations, and applications to vibrations and electric circuits. Prerequisite: Sm 212.
- Sm 219 Modern Mathematics for the Elementary Teacher (3), 3 lec.
Designed for elementary teachers who wish to update their training in modern mathematics. Includes set theory and approaches elementary mathematics with emphasis on understanding structure rather than mechanical procedures.
- Sm 220 Modern Mathematics for the Secondary Teacher (3), 3 lec.
Designed for secondary teachers who wish to update their preparation. Provides background for modern topics in mathematics found in the new secondary mathematics curriculum.
- Sm 231 Genetics (3), 3 lec.
Facts and principles of inheritance with particular emphasis on human characteristics.

- Sm 232 General Bacteriology (4), 3 lec., 2 lab.
Taxonomy, morphology and physiology of bacteria and related organisms; introduction to pathology, immunology; and food, sanitary and industrial microbiology. Prerequisite: Sm 131 and Sm 132.
- Sm 233 Comparative Vertebrate Anatomy (4), 3 lec., 2 lab.
Comparative study of the anatomy of representative vertebrate animals. Prerequisite: Sm 131 and Sm 132.
- Sm 239 Modern Biology for Secondary Teachers (3), 2 lec., 2 lab.
Biological science study (BSCS) for prospective and in-service secondary teachers. A survey of the subject matter through both lecture and laboratory.
- Sm 261 College Physics I (4), 3 lec., 2 lab.
Mechanics, heat and sound. Prerequisite: Sm 106. Corequisite: Sm 211.
- Sm 262 College Physics II (4), 3 lec., 2 lab.
Optics, electricity and magnetism. Prerequisite: Sm 106 with a grade of "C" or better. Corequisite: Sm 212.
- Sm 271-272 College Chemistry and Qualitative Analysis (4), 3 lec., 2 lab.—1 lab. conference.
Principles of chemistry; the descriptive chemistry of familiar elements and inorganic compounds as related to the atomic, molecular, or crystal structure and to position in the Periodic System; ionic equilibria, ionic separation, and the detection of selection ions. Prerequisite: Sm 106 and Sm 171 with grades of "C" or better, or 1 credit in high school chemistry, 3 credits in high school mathematics with a percentile rank of 50 or higher in mathematics section of the Florida twelfth grade testing program and a total percentile rank on this test of 250 or higher.
- Sm 281 Introduction to Meteorology (3), 3 lec.
Structure of the atmosphere and of weather systems with an introduction to the physical laws which govern weather processes and atmospheric motion. Prerequisite: Sm 106. Corequisite: Sm 161 or 261.
- Sm 282 Introduction to Climatology (3), 3 lec.
Global distribution of the principal climatic elements with emphasis on the physical causes of climate. Prerequisite: Sm 281.

SOCIAL SCIENCES

So 101 Introduction to Education (3), 3 lec.

Foundation course providing an orientation to the profession of teaching and an overview of education in a democratic society. Designed to acquaint students with principles underlying the structure of American schools, and to acquaint them with opportunities, responsibilities and preparation requirements of the teaching profession. Opportunities to observe classroom activities in local schools, visits, and lectures by resource personnel are provided.

So 121 American Civilization (3), 3 lec.

Unified, historical approach to American studies. Involves the emerging pattern of American character and heritage in history, literature and the humanities. Designed to acquaint the twentieth century American with his present social ideals against the background of American culture. Includes a study of the United States Constitution.

So 123 Political Geography (3), 3 lec.

Foundation of national and global power is studied by world regions. Includes land resources, population and the economic structure. Strategic concepts of geopolitics are emphasized in contemporary political and international affairs.

So 141-142 Political Science (3-3), 3 lec., 3 lec.

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. National government is the primary area of concentration.

So 164 Personal Adjustment (3), 3 lec.

Psychology in everyday life. Practical application of psychological theory for problem solving and better mental health. An examination of psychological defense mechanisms and how they may be changed into more adaptive behavior is included.

So 203-204 Economics: Principles and Problems (3-3), 3 lec.—3 lec.

Application of basic concepts and analytical technique to the problems of public policy. Includes a study of the basic factors in the economic development of the United States.

So 205 Sociology (3), 3 lec.

Field of concentration is on the description of individual and group behavior. Basic concepts are related to the family and the city. Individual, industrial, and political problem areas are also considered.

- So 207 Anthropology (3), 3 lec.
Physical evolution of man and modern racial types. Prehistoric and historic developments of culture are analyzed and compared.
- So 209 Philosophy (3), 3 lec.
Central concepts of philosophy are developed, including a description of the main philosophical problems involved through ancient, medieval, and contemporary thought.
- So 210 Comparative Religion (3), 3 lec.
Principal religions of the world are compared and contrasted. Christianity is examined in its historical and contemporary forms.
- So 211 American History (3), 3 lec.
American history to 1865; describes the social, political, and economic development of the American people against the geographic background of the New World. Particular emphasis is placed on American intellectual and political thought leading to the emergence of basic American character, ideas, and attitudes. Includes a study of the United States Constitution.
- So 212 American History (3), 3 lec.
American history from 1865, concentrating on industrial growth, the rise of corporate business, big labor and government organization. Modification of basic American character and ideas is studied as a continued historical process.
- So 213 Twentieth Century (3), 3 lec.
History of the world since 1900, emphasizing the political, military, social, and economic developments in Europe and Asia that have formed the background of this century. The concentration involves the emergence of new global relations between the United States and the world.
- So 214 Current World Problems (3), 3 lec.
Critical world issues and immediate trouble spots are examined against a historic, economic, and social background. The individual student is called upon to develop a special area of interest.
- So 215 World Civilization (3), 3 lec.
Historical material from pre-history to the present. Includes medieval history, the Renaissance, the Reformation, and the expansion of Europe.
- So 216 World Civilization (3), 3 lec.
Absolutism; the French Revolution; the Industrial Revolution; nationalism in Italy, Germany, and the Balkans; the First World War; post-war Europe; the Second World War; and contemporary history. Includes a study of the United States Constitution.

- So 231 Principles of Psychology (3), 3 lec.
Surveys the various fields of psychology. Provides 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.
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. Prerequisite: So 231.

SUGGESTED PROGRAMS AND
PLANNING NOTES

ASSOCIATE OF ARTS DEGREE

BUSINESS ADMINISTRATION (COLLEGE TRANSFER)

(Total Requirements) and Suggested Sequence

	SEMESTER			
	1st	2nd	3rd	4th
Communications, Arts, and Humanities				
Co 101-102.....	3	3
Co 251 or 253.....	3-2
Co 254-255.....	2	2
Co 111.....	3
Social Science				
So 211-212, 215-216, or 121 and 123, 213, or 214.....	3	3
So 203-204.....	3	3
Mathematics				
Sm 103 or 113.....	3
Sm 115.....	3
Business				
Bu 101*.....	2
Bu 111.....	3
Bu 251-252.....	3	3
Science				
Sm 121-122, or 161-162, or 261-261, or 171-172, or 271-272.....	3-4	3-4
Sm 131-132.....	4	4
Electives	3
Physical Education				
Ph 101-102.....	1	1
Ph 201-202.....	1	1
TOTAL	16	16-17	18-19	15-16

* The requirement of Basic Typewriting may be waived for students who pass a proficiency test in typewriting.

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Notations for planning (see faculty advisor and Dean):

GENERAL ARTS
Total Requirements and Suggested Sequence

	SEMESTER			
	1st	2nd	3rd	4th
Communications, Arts, and Humanities				
Co 101-102.....	3	3
Co 251 or 253.....	3-2
Co 254-255.....	2	2
Social Science				
So 211-212, or 215-216, or 121 and 123, 213, or 214.....	3	3
Mathematics				
Sm 103, 105, or 106.....	3
Science				
Sm 121-122, or 161-162, or 261-262, or 171-172, or 271-272.....	3-4	3-4
Sm 131-132.....	4	4
Electives	6	6	7	7
Physical Education				
Ph 101-102.....	1	1
Ph 201-202.....	1	1
TOTAL	17	16-17	16-17	16-17

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Notations for planning (See faculty advisor and Dean):

HOME ECONOMICS
Total Requirements and Suggested Sequence

	SEMESTER			
	1st	2nd	3rd	4th
Communications, Arts, and Humanities				
Co 101-102.....	3	3
Co 151-152.....	3	3
Co 251 or 253.....	3-2
Co 254-255.....	2	2
Social Science				
So 211-212, or 215-216, or 121 and 123, 213, or 214.....	3	3
Mathematics				
Sm 103, 105, or 106.....	3
Applied Studies				
Ap 151-152.....	3	3
Ap 153-154.....	4	4
Ap 155.....	3
Science				
Sm 131-132.....	4	4
Sm 171-172, or 271-272.....	4	4
Electives	3
Physical Education				
Ph 101-102.....	1	1
Ph 201-202.....	1	1
TOTAL	17	16-17	17	17

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Notations for planning (See faculty advisor and Dean):

LIBERAL ARTS
Total Requirements and Suggested Sequence

	SEMESTER			
	1st	2nd	3rd	4th
Communications, Arts, and Humanities				
Co 101-102.....	3	3
Co 251 or 253.....	3-2
Co 254-255.....	2	2
Co 121-122, or 123-124, or 125-126, or 127-128.	3	3
Co 221-222, or 223-224, or 225-226, or 227-228.	3	3
Co 111.....	3
Social Science				
So 211-212, or 215-216, or 121 and 123, 213, or 214.....	3	3
So 209 or 231.....	3
Mathematics				
Sm 103, 105, or 106.....	3
Sm 141.....	3
Science				
Sm 121-122, or 161-162, or 261-262, or 171-172, or 271-272.....	3-4	3-4
Sm 131-132.....	4	4
Electives	4
Physical Education				
Ph 101-102.....	1	1
Ph 201-202.....	1	1
TOTAL	17	16-17	15-16	16-17

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Notations for planning (See faculty advisor and Dean):

PRE-ENGINEERING
Total Requirements and Suggested Sequence

	SEMESTER			
	1st	2nd	3rd	4th
Communications, Arts, and Humanities				
Co 101-102.....	3	3
Co 251 or 253.....	3-2
Co 254-255.....	2	2
Social Science				
So 211-212, or 215-216, or 121 and 123, 213, or 214.....	3	3
Mathematics				
Sm 105-106.....	3	3
Sm 159-160.....	4	4
Sm 211-212.....	5	5
Science				
Sm 131-132.....	4	4
Sm 261-262.....	4	4
Sm 271-272.....	4	4
Physical Education				
Ph 101-102.....	1	1
Ph 201-202.....	1	1
TOTAL.....	15	17-18	19	19

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Notations for planning (See faculty advisor and Dean):

PRE-LAW
Total Requirements and Suggested Sequence

	SEMESTER			
	1st	2nd	3rd	4th
Communications, Arts, and Humanities				
Co 101-102.....	3	3
Co 251 or 253.....	3-2
Co 245-255.....	2	2
Co 213-214 or 215-216.....	3	3
Co 211.....	3
Social Science				
So 211-212, or 215-216, or 121 and 123, 213, or 214.....	3	3
So 209.....	3
So 141-142.....	3	3
So 164 and 231.....	3	3
Business				
Bu 251-252.....	3	3
Mathematics				
Sm 103, 105, or 106.....	3
Science				
Sm 121-122, or 161-162, or 261-262, or 171-172, or 271-272.....	3-4	3-4
Sm 131-132.....	4	4
Physical Education				
Ph 101-102.....	1	1
Ph 201-202.....	1	1
TOTAL.....	17	16-17	18-19	18-19

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Notations for planning (See faculty advisor and Dean):

PRE-MEDICINE
Total Requirements and Suggested Sequence

	SEMESTER			
	1st	2nd	3rd	4th
Communications, Arts, and Humanities				
Co 101-102.....	3	3
Co 251 or 253.....	3-2
Co 254-255.....	2	2
Co 121-122 or 123-124.....	3	3
Co 221-222 or 223-224.....	3	3
Social Science				
So 211-212, or 215-216, or 121 and 123, 213, or 214.....	3	3
Mathematics				
Sm 105-106.....	3	3
Science				
Sm 131-132.....	4	4
Sm 261-262.....	4	4
Sm 271-272.....	4	4
Electives	3	3
Physical Education				
Ph 101-102.....	1	1
Ph 201-202.....	1	1
TOTAL	18	20-21	16	16

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Notations for planning (See faculty advisor and Dean):

PRE-MINISTRY
Total Requirements and Suggested Sequence

	SEMESTER			
	1st	2nd	3rd	4th
Communications, Arts, and Humanities				
Co 101-102.....	3	3
Co 251 or 253.....	3-2
Co 254-255.....	2	2
Co 111 and 203.....	3	3
Social Science				
So 211-212, or 215-216, or 121 and 123, 213, or 214.....	3	3
So 209-210.....	3	3
So 205, 207, or 215.....	3	3
Mathematics				
Sm 103, 105, or 106.....	3
Science				
Sm 131-132.....	4	4
Sm 121-122, or 161-162, or 261-262, or 171-172, or 271-272.....	3-4	3-4
Electives	2
Physical Education				
Ph 101-102.....	1	1
Ph 201-202.....	1	1
TOTAL	17	16-17	15-16	17-18

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Notations for planning (See faculty advisor and Dean):

SCIENTIFIC (GENERAL)
Total Requirements and Suggested Sequence

	SEMESTER			
	1st	2nd	3rd	4th
Communications, Arts, and Humanities				
Co 101-102.....	3	3
Co 251 or 253.....	3-2
Co 254-255.....	2	2
Social Science				
So 211-212, or 215-216, or 121 and 123, 213, or 214.....	3	3
Mathematics				
Sm 105-106.....	3	3
Sm 211-212.....	5	5
Sm 111.....	1
Science				
Sm 131-132.....	4	4
Electives—Sm 161-162, 171-172, 261-262, 271- 272, 281-282, 141.....	3	3	8	8
Physical Education				
Ph 101-102.....	1	1
Ph 201-202.....	1	1
TOTAL.....	15	16-17	19	19

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Notations for planning (See faculty advisor and Dean):

TEACHER EDUCATION (GENERAL)
Total Requirements and Suggested Sequence

	SEMESTER			
	1st	2nd	3rd	4th
Communications, Arts, and Humanities				
Co 101-102.....	3	3
Co 251 or 253.....	3-2
Co 254-255.....	2	2
Co 111.....	3
Social Science				
So 211-212, or 215-216, or 121 and 123, 213, or 214.....	3	3
So 231-232.....	3	3
Mathematics				
Sm 103, 105, or 106.....	3
Sm 141.....	3
Science				
Sm 131-132.....	4	4
Sm 121-122, or 161-162, or 261-262, or 171-172, or 271-272.....	3-4	3-4
Electives				
Co 201, 213, 214, 215, 216, or Ph 203, or So 101.....	6	7
Physical Education				
Ph 101-102.....	1	1
Ph 201-202.....	1	1
TOTAL.....	17	16-17	15-16	16-17

* * * *

Notations for planning (See faculty advisor and Dean):

TEACHER EDUCATION (SCIENCE)
Total Requirements and Suggested Sequence

	SEMESTER			
	1st	2nd	3rd	4th
Communications, Arts, and Humanities				
Co 101-102.....	3	3
Co 251 or 253.....	3-2
Co 254-255.....	2	2
Social Science				
So 211-212, or 215-216, or 121 and 123, 213, or 214.....	3	3
So 101.....	3
So 231-232.....	3	3
Mathematics				
Sm 103, 105, or 106.....	3
Electives (Mathematics).....	3
Science				
Sm 131-132.....	4	4
Sm 261-262 or 271-272.....	4	4
Electives (Science).....	4	4
Electives	2	2
Physical Education				
Ph 101-102.....	1	1
Ph 201-202.....	1	1
TOTAL	17	16-17	16	16

* * * *

Notations for planning (See faculty advisor and Dean):

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.

* * * *

Planning Sheet

	SEMESTER			
	1st	2nd	3rd	4th
Communications, Arts, and Humanities.....				
Social Science.....				
Mathematics.....				
Science.....				
Business.....				
Applied Studies.....				
Electives.....				
Physical Education.....				
TOTAL.....				

ASSOCIATE OF SCIENCE DEGREE

GENERAL BUSINESS (SECRETARIAL) Total Requirements and Suggested Sequence

	SEMESTER			
	1st	2nd	3rd	4th
Communications, Arts, and Humanities				
Co 101, 105, and 251.....	3	3	3
Social Science				
So 121, 211, or 216.....				3
So 203-204.....	3	3		
Mathematics				
Sm 103 or 113.....	3			
Business				
Bu 101, 102, 201.....	2	2	2	
Bu 103, 104, 203.....	3	3	3	
Bu 111.....	3			
Bu 205.....		3		
Bu 235/236.....			3	3
Bu 207.....			3	
Bu 251/252.....			3	3
Science				
Sm 121, 131, 141, 161, 171, 261, 271, or 281.....				3-4
TOTAL.....	17	14	14	15-16

* The requirement of Basic Typewriting may be waived for students who pass a proficiency test in typewriting.

* * * *

Notations for planning (See faculty advisor and Dean):

GENERAL BUSINESS (MANAGERIAL)
Total Requirements and Suggested Sequence

	SEMESTER			
	1st	2nd	3rd	4th
Communications, Arts, and Humanities				
Co 101, 105, 111, and 251.....	3	3	3	3
Social Science				
So 121, 211, or 216.....			3	
So 203-204.....		3	3	
Mathematics				
Sm 103, 105, 105, or 113.....	3			
Business				
Bu 101-102.....	2	2		
Bu 111.....	3			
Bu 233.....		3		
Bu 235.....			3	
Bu 237-238.....			3	3
Bu 241.....		3		
Bu 251-252.....			3	3
Electives (Business) 203.....				3
Science				
Sm 121, 131, 141, 161, 171, 261, 271, or 281.....	3-4			
Electives				3
TOTAL	14-15	14	18	15

* The requirement of Basic Typewriting may be waived for students who pass a proficiency test in typewriting.

* * * *

Notations for planning (See faculty advisor and Dean):

FOOD SERVICE MANAGEMENT
Total Requirements and Suggested Sequence

	SEMESTER			
	1st	2nd	3rd	4th
Communications, Arts, and Humanities				
Co 101 and 102, 103, or 111.....	3	3
Co 251.....	3
Social Science				
So 121, 211, or 216.....	3
Business				
Bu 235 and 241.....	3	3
Mathematics				
Sm 103, 105, 106, 113, or 117.....	3
Applied Studies				
Ap 141, 241, 243, 247.....	3	3	3	3
Ap 147-148.....	3	3
Ap 149, 294, 251, 253.....	3	3	3	3
Ap 245-246.....	3	3
Science				
Sm 121, 131, 141, 161, 171, 261, 271, or 281.....	3-4
TOTAL.....	15	15-16	15	15

* * * *

Notations for planning (See faculty advisor and Dean):

DRAFTING AND DESIGN
Total Requirements and Suggested Sequence

	SEMESTER			
	1st	2nd	3rd	4th
Communications and Humanities				
Co 101 and 102, 103, or 105.....	3	3
Co 251.....	3
Electives.....	3
Social Science				
So 121, 211, or 216.....	3
Electives.....	3
Mathematics				
Sm 101 and 103.....	3	3
Sm 111.....	1
Sm 159-160.....	4	4
Applied Studies				
Ap 163.....	3
Ap 261-262.....	4	4
Ap 263.....	3
Science				
Sm 121.....	3
Electives	2	6	2
TOTAL	16	15	14	15

* * * *

Notations for planning (See faculty advisor and Dean):

ELECTRONICS*
Total Requirements and Suggested Sequence

	SEMESTER			
	1st	2nd	3rd	4th
Communications and Humanities				
Co 101 and 102, 103, or 111.....	3	3
Co 251.....	3
Applied Studies				
Ap 111, 112, 113, 211.....	6	6	6	6
Ap 212, 213, 214, 215.....	6	6	6	6
Social Science				
So 121, 211, or 216.....	3
TOTAL.....	15	15	15	15

* * * *

Notations for planning (See faculty advisor and Dean):

* Admission to this program only by permission of the Dean to persons currently employed in electronics or related fields.

INDUSTRIAL MANAGEMENT
Total Requirements and Suggested Sequence

	SEMESTER			
	1st	2nd	3rd	4th
Communications, Arts, and Humanities				
Co 101, 106, and 111.....	3	3	3
Applied Studies				
Ap 101.....			3	
Ap 161.....	4			
Ap 163 and 165.....	3	3		
Ap 167-168.....	3	3		
Ap 169.....			3	
Ap 263.....		3		
Ap 269.....		3		
Ap 270.....				3
Ap 271.....				3
Ap 273.....				3
Social Science				
So 141.....			3	
So 203.....			3	
Science and Mathematics				
Sm 101 and 103.....	3	3		
Sm 115.....				3
Business				
Bu 241.....			3	
TOTAL.....	16	18	15	15

* * * *

Notations for planning (See faculty advisor and Dean):

CERTIFICATE PROGRAMS IN OCCUPATIONAL AND ENRICHMENT STUDIES

ACCOUNTANCY CERTIFICATE

Suggested Program	Semester Hours
Sm 113 Business Mathematics.....	3
Bu 111 Introduction to Business.....	3
Bu 237 Principles of Management.....	3
Bu 251-252 Accounting.....	6
Co 105 Business Communications.....	3
Co 101 English Composition.....	3
Electives.....	9
	30

CLERICAL CERTIFICATE

Suggested Program	Semester Hours
Bu 101 Basic Typewriting.....	2
Bu 102 Intermediate Typewriting.....	2
Bu 113 Business Mathematics.....	3
Bu 111 Introduction to Business.....	3
Bu 237 Principles of Management.....	3
Bu 205 Machines and Filing.....	3
Co 105 Business Communications.....	3
Co 101 English Composition.....	3
Electives.....	8
	30

STENOGRAPHIC CERTIFICATE

Suggested Program	Semester Hours
Bu 111 Introduction to Business.....	3
Bu 237 Principles of Management.....	3
Bu 104 Dictation.....	3
Bu 203 Transcription.....	3
Bu 201 Advanced Typewriting.....	2
Bu 205 Machines and Filing.....	3
Bu 207 Office Procedures and Practices.....	3
Co 105 Business Communications.....	3
Co 101 English Composition.....	3
Electives.....	4
	30

CULTURAL ENRICHMENT CERTIFICATE

Suggested Program	Semester Hours
Co 213-214 English Literature.....	6
Co 215-216 American Literature.....	6
So 209 Philosophy.....	3
Co 253-254-255 Humanities.....	6
So 121 American Civilization.....	3
Electives.....	6
	<hr/>
	30

SOCIOLOGICAL ENRICHMENT CERTIFICATE

Suggested Program	Semester Hours
So 121 American Civilization.....	3
So 123 Political Geography.....	3
So 205 Sociology.....	3
So 207 Anthropology.....	3
So 209 Philosophy.....	3
So 210 Comparative Religion.....	3
So 164 Personal Adjustment.....	3
So 214 Current World Problems.....	3
Electives.....	6
	<hr/>
	30

SCIENTIFIC ENRICHMENT CERTIFICATE

Suggested Program	Semester Hours
Sm 101 Basic Mathematics Survey.....	3
Sm 105 Fundamental Mathematics.....	3
Sm 121-122 Physical Science Survey.....	6
Sm 131 Botany.....	4
Sm 132 Zoology.....	4
Sm 141 Physical Geography.....	3
Electives.....	7
	<hr/>
	30

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REQUEST FOR INFORMATION

(Date)

Director of Admissions
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)



FACULTY AND STAFF

FACULTY

GLASGOW, JOHN C., Florida State University, M.S.	<i>Science and Mathematics</i>
HALSTEAD, THORA W., University of Texas, M.A.	<i>Science and Mathematics</i>
HEATH, LANNY R., George Peabody College, M.A.	<i>Physical Education</i>
HECKROTH, LEWIS C., Texas A. and M., M.S.	<i>Science and Mathematics</i>
LEVY, ALLISON M., Tulane University, B.M.E.	<i>Engineering Drawing*</i>
MATTHEWS, JOSEPH J., University of Miami, M.A.	<i>History</i>
PATERSON, DONALD M., JR., University of Texas, Doctoral Candidate	<i>Psychology</i>
ROBERTS, WILLIAM S., University of Southern Mississippi, M.S.	<i>Business</i>
SORENSEN, CATHERINE H., University of Florida, Ed.D.	<i>Communications</i>
WALTER, MAMIRUTH C., George Washington University, M.E.	<i>English and Education</i>
WILSON, CLARENCE M., JR., University of Florida, M.E.	<i>Communications</i>

STAFF

VICTORIA LAWRENCE	<i>Secretary to the President</i>
DOROTHY HACKWORTH	<i>Secretary to the Dean</i>
ANNA BELL McDONALD	<i>Secretary to the Librarian</i>
SHIRLEY HENDRIX	<i>Bookkeeper</i>
PATRICIA RICKARD	<i>Secretary, Materials Center</i>
ANN SEXTON	<i>Records Secretary</i>
JAMES E. STONE	<i>Maintenance Supervisor</i>
ALTHEAH REVERE	<i>Secretary to the Director of Admissions</i>
ANTHONY LAUDERO	<i>Maintenance</i>
ROBBIE V. MIMS	<i>Maintenance</i>

*Part-Time

