

OKALOOSA-WALTON JUNIOR COLLEGE



ACCREDITED BY

FLORIDA STATE DEPARTMENT OF EDUCATION
MEMBER

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

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AND SCHOOLS

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OKALOOSA-WALTON JUNIOR COLLEGE

VALPARAISO, FLORIDA
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OKALOOSA-WALTON JUNIOR COLLEGE



ACCREDITED BY

SOUTHERN ASSOCIATION OF COLLEGES
AND SCHOOLS

FLORIDA STATE DEPARTMENT OF EDUCATION

MEMBER

FLORIDA ASSOCIATION OF PUBLIC JUNIOR COLLEGES

AMERICAN ASSOCIATION OF JUNIOR COLLEGES

SOUTHERN ASSOCIATION OF JUNIOR COLLEGES

ADMINISTRATION OF THE COLLEGE

1967 - 68

Boards of Public Instruction

OKALOOSA COUNTY

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Charles Ferdon

Anne Mitchell

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Jack Foster, Chairman

WALTON COUNTY

(Cooperating Board)

John Henry Cassidy

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James A. Durham

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Merrill A. Symonds

Dean of the College

James Rhoades

Director, Projects and Special Services

Ray H. Rudolph

Director, Financial Services

E. C. Wallace

Registrar

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POINT OF VIEW

Okaloosa-Walton Junior College is committed to the belief that provision of opportunities for continuing study is the most desirable approach to fulfillment of the aspirations of the citizens of Northwest Florida. This age of accelerated change, of rapid occupational obsolescence, and of man's intensified search for meaning in his life demands such a commitment. Consequently, every effort of the College draws its strength and structure from its determination to assist in making continuing study a reality for students of all ages.

COLLEGE CALENDAR DATES AND DEADLINES

COLLEGE CREDIT PROGRAMS

FALL SEMESTER 1967

General Faculty Meeting (9:00 A.M.)	August 21
Registration (8:00 A.M.—8:00 P.M. Wed., Thurs.; 8:00 A.M.—4:30 P.M. Fri.; 8:00 A.M.— 12:00 noon Sat.)	August 23, 24, 25, 26
Evening Class Registration	August 23-31
Freshman Orientation	August 24-26
Classes Begin (Day 8:00 A.M.; Evening 6:30 P.M.)	August 28
Late Registration (Day Classes)	August 28, 29, 30
Change of Schedule Period	
Day Classes	August 28, 29, 30
Evening Classes	August 28-31
Last Day to Add Courses	
Day Students	August 30
Evening Students	August 31
Labor Day (No Classes)	September 4
Labor Day Make-Up (Monday Evening Classes)	September 22
Last day to drop a course with a grade of "W", and last day to reprogram student schedules (See Page 15)	October 6
Mid-Term grades due in Registrar's Office by 12:00 noon	October 23
Thanksgiving Holidays	November 23-24
Early Registration for Winter Semester Begins (currently enrolled students only)	November 27- December 8

Thanksgiving Day Make-Up (Thursday Evening Classes)	December 1
Final Examinations	December 15, 16, 18, 19
Christmas Holidays Begin at 4:30 P.M.	December 19
Grades due in Registrar's Office by 12:00 noon	December 20

WINTER SEMESTER 1968

Registration (8:00 A.M.-8:00 P.M.)	January 2, 3, 4
Evening Class Registration	January 2-11
Classes Begin (Day 8:00 A.M.; Evening 6:30 P.M.)	January 5
Late Registration (Day Classes)	January 8, 9, 10
Change of Schedule Period	
Day Classes	January 8, 9, 10
Evening Classes	January 8-11
Last Day to Add Courses	
Day Students	January 10
Evening Students	January 11
Last day to drop a course with a grade of "W", and last day to reprogram student schedules ..	February 16
Graduation Application Deadline	February 20
Mid-Term grades due in Registrar's Office by 12:00 noon	March 1
Early Registration for Spring Semester and Terms I and II (currently enrolled students only)	April 1-11
Spring Holiday	April 12
American Arts Festival	April 18-19-20
Last Day of Classes	April 23
Final Examinations	April 24, 25, 26, 27
Grades due in Registrar's Office by 12:00 noon	April 29
Graduation	May 5

SPRING SEMESTER 1968

Registration	May 6, 7
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Classes Begin	May 8
Change of Schedule Period	
Day Classes	May 8, 9, 10
Evening Classes	May 8-15
Last Day to Add Courses	
Day Classes	May 10
Evening Classes	May 15
Last day to drop a course with a grade of "W", and last day to reprogram student schedules ..	May 29
Mid-Term grades due in Registrar's Office by	
12:00 noon	June 21
Holiday	July 4-5
Final Examinations	August 5
Grades due in Registrar's Office by 12:00 noon ..	August 7

TERM I—1968

Registration	May 6, 7,
Classes Begin	May 8
Change of Schedule Period	May 8, 9, 10
Last Day to Add Courses	May 10
Last day to drop a course with a grade of "W"	May 22
Final Examinations	June 19
Grades due in Registrar's Office by 12:00 noon	June 21

TERM II—1968

Registration	June 20
Classes Begin	June 21
Change of Schedule Period	June 21, 24, 25
Last Day to Add Courses	June 25
Last day to drop a course with a grade of "W"	July 9
Holiday	July 4-5
Final Examinations	August 6
Grades due in Registrar's Office by 12:00 noon	August 7

NON-COLLEGE-CREDIT PROGRAMS

FALL TERM 1967

Registration at all Centers Beginning August 28
(or the first day of classes)

Labor Day (no classes) September 4

Thanksgiving Holidays November 23-24

Classes End for Fall Term at 10:00 P.M. December 15

WINTER TERM 1968

Registration at all Centers Beginning January 8
(or the first day of classes)

Spring Holiday April 12

Classes End April 26

SPRING AND SUMMER TERM 1968

Registration at all Centers Beginning May 8
(or the first day of classes)

Holiday July 4-5

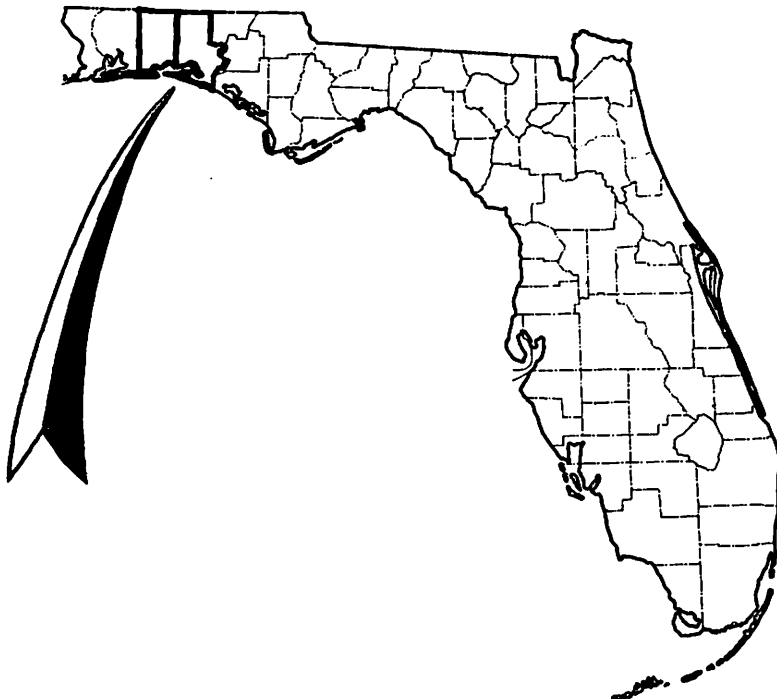
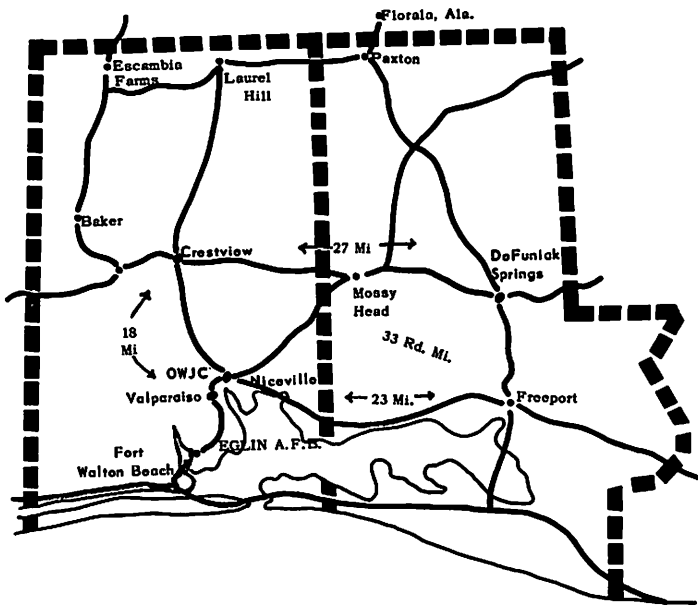
Classes End August 6

1967

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Working cooperatively, the President, the Advisory Committee, and the Board of Public Instruction of Okaloosa County selected in April, 1964, the former downtown section of Valparaiso to serve as the temporary location for the college. Four months later the doors opened to receive the first 767 students.



PERMANENT SITE GROUNDBREAKING CEREMONY

August 29, 1966

From Left to Right: General A. J. Kinney, APGC Commander; Dr. J. L. Wattenbarger, Assistant State Superintendent, Division of Community Junior Colleges; Congressman Robert L. F. Sikes; Dr. J. E. McCracken, OWJC President; Mr. Max Bruner, Superintendent of Okaloosa County Public Schools; State Representative H. D. Elmore (breaking ground); Mr. A. J. Erickson, Chairman OWJC Advisory Committee.



The new 264-acre campus of the college was acquired in January, 1966, through the combined efforts of the College Administration, the College Advisory Committee, the Board of Public Instruction, the U.S. Air Force and the Congress of the United States through the leadership of Congressman Robert L. F. Sikes and Senator Spessard Holland. Occupancy is anticipated by Fall of 1968.

GENERAL INFORMATION

OBJECTIVES

1. To provide an harmonious educational environment which may enhance the learning experience of each and every participant in each specific offering and activity of the college;
2. To provide two years of college study which is directly applicable to degrees at the baccalaureate level;
3. To provide two years of college study which will prepare individuals for those positions in industry, commerce, and the service occupations, which require such preparation as a condition of or preference in employment;
4. To provide specialized, occupational certificate programs which focus directly upon effective, gainful employment;
5. To provide adult general education programs which may lead to a special certificate, to a diploma, to particular personal satisfactions, and to new educational and occupational opportunities;
6. To provide services of personnel and use of facilities of the College, as may be suitable, to benefit appropriate needs and interests of its two-county community;
7. To provide stimulation and assistance in facilitating enrichment of the cultural climate of its two-county community.

HISTORY

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 State Legislature approved and appropriated funds for the establishment of OKALOOSA-WALTON JUNIOR COLLEGE. 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 temporary location was designated as Valparaiso, Florida, effective April 3, 1964. The first faculty members arrived on August 17, 1964 and classes began on August 24, 1964.

The present site of approximately twelve acres 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 temporary 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 contributed the initial conversion of the parks and buildings, which comprise the former center of the picturesque town of Valparaiso, into a collegiate campus.

At the time of its opening session in August 1964, the campus consisted of seven buildings. As of January 1967 the facilities had increased to twenty-two buildings to accommodate the broader range of programs and the greatly expanded student enrollment. Facilities have been made available in local communities throughout the two-county area to serve the many "off-campus" courses taught through extension.

Ample opportunity for recreational activities are available both on-campus and throughout the beautiful beach and bayou areas. In addition to the natural serenity of the wooded campus, meditation and worship opportunities are available in the interdenominational Community Church which is located on the campus.

The permanent site for the main campus was designated on November 24, 1965. Transfer of two hundred sixty-four acres of land from the Eglin Air Force Reservation was made in January 1966, to the Board of Public Instruction of Okaloosa County on behalf of Okaloosa-Walton Junior College. The site is located at the northern boundary of Niceville between State Road 85 and State Road 285 in a beautiful wooded area. The philosophy undergirding the planning of the new 264 acre permanent college facility, as summarized by OWJC President J. E. McCracken, states "We envision . . . through our program, a movement that will enable an individual to experience all aspects of our great heritage—from arts to sciences; from chemical creativity to technical productivity; from contemplation of primeval origins to consideration of ultimate destinies."

"The new campus of OWJC should characterize this heritage by infusion of the crafts and the liberal arts, blending these two inheritances into one unified whole, both in program and in architecture."

A groundbreaking ceremony marking the dedication of the permanent site was held August 29, 1966, with Congressman Bob Sikes as guest speaker. A feature of the ceremony was the gold-plated plow used for turning the soil. The facilities to be completed during the first phase of construction are uniquely designed to implement the mission of the College and are scheduled for occupancy by Fall 1968.

FACILITIES

The College is fortunate in having a well-correlated temporary campus, pending construction of its permanent campus. Buildings,

equipment, and general campus grounds provide students a congenial, efficient environment in which to pursue their learning activities. The campus is comprised of the following buildings:

ADMINISTRATIVE FACILITIES

Administration Building located on Westview Avenue houses the offices of the President, the Dean, the Director of Administrative Services, the Director of Financial Services, and the Registrar.

Adult Studies located on the corner of Westview and Southview houses Faculty offices.

Campus Booknook located in the Student-Faculty Center and handles textbooks and supplies needed by the students.

Library adjacent to the Administration Building houses reading, audio-visual, periodical, and work rooms. Holdings exceeded 15,000 volumes by Spring of 1966-67, its third year of operation.

Maintenance Building located on Edge Avenue constitutes a home base for maintenance personnel and activities.

Student Government Office located in the Student-Faculty Center Annex.

Student-Faculty Center located on the corner of Westview and Glenview houses faculty offices, the Student Services Office, the tutorial and reading laboratories, the student lounge, and the snack bar, which is operated by the Florida Council for the Blind.

CLASSROOMS AND LABORATORIES

Basic Studies located on Southview Avenue houses general classrooms.

Classroom Buildings (5) located behind the Valparaiso Community Church contain general classrooms and specialized laboratories for music, art, drafting, physics, electronics, and air conditioning, heating, and refrigeration.

Communications located on Westview houses two general classrooms.

Convocation Hall (the Jet Theater) located on John C. Sims Parkway is used when all students convene for special programs.

Education Building (Community Church) located on Chicago Avenue houses the day care center program, language laboratory, and general classrooms.

Liberal Arts located adjacent to the Administration Building houses four classrooms and faculty offices. Two annexes behind and beside the principal building house certain business laboratories, a classroom, and a portion of the Library.

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

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

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 college publications, through campus government, through athletics, through hobby groups, and through the many other student activities that complement the central function and purpose of the College—the program of continuing studies.

The students and 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—this is 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. These courses are basically the same as day courses since they are taught whenever possible by the full-time faculty of the day program.

Degree Programs. A student enrolled in the evening program is limited to a maximum of 12 credit hours per semester. If he is working full-time, he should limit his academic load to 8 credit hours or less.

Adult Study Programs. Any student enrolled in these programs should establish with counselors and registration personnel loads suitable to the nature of the program and to his daily work load obligations.

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

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 is especially **INVITED TO REQUEST SHORT OR EXTENDED OFFERINGS** in areas of need or interest.

COMPOSITION OF STUDENT BODY

Okaloosa-Walton Junior College is a co-educational institution serving students of all ages who are legally out (by virtue of graduation, age, or circumstance) of grades 1-12.

ACCREDITATION

Accreditation by the Florida State Department of Education was granted when the College opened in the Fall of 1964.

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.

As of December, 1965, the College attained its status as a "Candidate for Membership" in the Southern Association of Colleges and Schools. This status is an early recognition of those colleges who are progressing at a suitable rate in their accreditation processes.

PROCEDURES AND REGULATIONS

REQUIREMENTS FOR ADMISSION

Associate Degree Programs. Candidates for admission to degree programs must have graduated from a secondary school or must be transfer students from colleges or universities accredited by the appropriate regional accrediting agency. Such candidates 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 with minimum standard score of 40 on each test and an overall average of 45; age minimum of 20 years).

Prospective applicants should obtain admission forms from the Admissions Office which should be completed in detail and returned along with a \$5.00 non-refundable deposit. A health form is included in the packet of admission forms and must be signed by a physician and returned with the application for admission for full-time students. Part-time students will submit the appropriate form designated for part-time students.

Applicants without prior college work must furnish a record of their high school work on forms which are available from the OWJC Admissions Office. These forms should be completed by the high school from which the applicant graduated and mailed directly to the Registrar at OWJC.

Applicants with prior college work must request all colleges attended to send official transcripts of all work completed to the Registrar at Okaloosa-Walton Junior College. All transcripts must be received by the Registrar prior to the beginning of classes and must be received in the mail directly from the institution which awarded the credit.

For applicants who have not graduated from high school, the high school record form should be completed upon graduation and mailed to OWJC; OR a copy of a GED test report with minimum scores (as indicated above) should be submitted.

Upon receipt of all completed admission forms, the Registrar's Office will notify applicants of their status and provide additional information to approved students. All forms relative to admission to the college should be received in the Registrar's Office two weeks prior to the beginning of registration to minimize delays during registration.

FALSIFICATION OF INFORMATION ON ANY ADMISSION PAPERS WILL SUBJECT THE STUDENT TO DENIAL OF ADMISSION OR TO IMMEDIATE DISMISSAL FROM THE COLLEGE.

Adult Studies Programs. Students entering College programs 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 except for those Adult Studies (non-college-credit) courses for which a student may register either on a continuing open enrollment basis or at specific special registrations for specific courses. All late registrants in college credit courses will be charged an additional fee of \$5.00. Fees are to be paid at the time of registration.

Registration, which consists of at least two days, will be completed in person during the regularly scheduled period each semester, except in "open enrollment" programs.

EARLY REGISTRATION

During the Fall and Winter Semesters, for a two-week period just prior to final examinations, all *currently enrolled* degree program students whose mid-term quality-point average is 1.50 or higher are given the opportunity to pre-register for the next semester. By registering early each student is assured a suitable schedule for the subsequent semester.

TRANSFER CREDITS

Course work with a grade of "C" or above from an accredited college will be accepted. Grades of "D" 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.

TRANSFERRING CREDITS TO A SENIOR INSTITUTION

Those students who expect to transfer to a senior institution from Okaloosa-Walton Junior College may obtain programming assistance by consulting a counselor in the Student Services Office. These experienced counselors, available to all students, will gladly assist in

planning and coordinating college programs to facilitate smooth transfers to a senior institution.

It is desirable that a student planning to transfer to a senior institution plan his or her program so that he may transfer to the senior institution at the beginning of the school year (August or September). Curriculums are generally offered in sequence and better articulation in a student's program may be achieved if he will strive to complete his entire two-year program before transferring. Students majoring in highly specialized programs should seek programming assistance well in advance of actual transfer.

COUNSELING AND ADMISSIONS TESTING

The School and College Ability Test (SCAT) and Diagnostic Reading Tests are required for all full-time students at Okaloosa-Walton Junior College. Students are expected to have completed the Florida State-Wide Testing Program which is normally administered in the 12th grade. Students who have not taken such tests may be required to take other achievement tests as necessary. Aptitude and interest tests are administered to individual students as the need arises.

While it is not required for admission to OWJC, it is recommended that applicants take the American College Test (ACT) during their senior year in high school or prior to enrolling in college.

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 Registrar at least *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 degree program 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 for the purpose of arranging a beneficial counseling program.

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.

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, and 5*, and allows advanced placement without credit for scores of 2 upon recommendation of the department concerned. Qualified students may make special arrangements for taking the advanced placement tests through the Director of Student Services at OWJC.

Advanced Placement Tests may be taken at participating high schools or centers; however, a qualified student may make a request and pay the required fees to the College Entrance Examination Board, Educational Testing Service, Princeton, New Jersey, to make arrangements to have the test or tests sent to and administered by the Test Coordinator at OWJC. Information bulletins are available from the Educational Testing Service upon request.

High School Students. Outstanding students from high schools may enroll and participate in an honors program involving enrollment at the College upon approval of: (1) parents or guardians, (2) high school principal, and (3) the Dean of the College. The students may complete a limited number of college credits while still enrolled in high school and be awarded the credit upon successful completion of high school and completion of pertinent CEEB tests. Grades in high school, test scores, and any unique individual circumstances will be considered in making each commitment to this program. Students enrolling in the honors program who intend to transfer the Advanced Placement credits earned prior to graduation from OWJC should in each instance contact the registrar of the receiving institution for course approval before enrolling in this program.

Those high school students who may desire to pursue occupational programs not available within the high school, itself, may consult with their principals and the Dean of the College to arrange, where feasible and wise, for released-time study of such courses at OWJC. Any such released-time study arrangements must have the recommendation and approval both of the principal involved and of the Dean.

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 ruling. 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 which pay tuition and fees, the College Work-Study Program, part-time employment, and other unique loans and scholarships granted on an individual basis. All inquiries concerning financial aid should be directed to the *Director of Financial Services*.

Residence Classification. For the purpose of assessing tuition, students are classified as *Okaloosa or 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, Base-related government contract personnel, and their dependents stationed in Okaloosa or Walton Counties of the State of Florida are classified as residents of these two counties.

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 all college-credit programs of Okaloosa-Walton Junior College. This fee is not refundable.

FEE SCHEDULE

COLLEGE-CREDIT ENROLLMENTS

Full-time students (12 or more semester hours)

1. Matriculation for Okaloosa and Walton County residents and/or residents of other counties which participate in the support of a public junior college\$ 85.00

2. Matriculation for Florida students from counties not participating in the support of a public junior college \$100.00
3. Matriculation for Non-Florida students \$135.00

Part-time students enrolled for less than 12 semester hours

1. Florida students \$ 9.00 per sem. hr.
 Minimum semester charge \$ 18.00
 Maximum semester charge \$ 85.00
2. Non-Florida students \$ 15.00 per sem. hr.
 Minimum semester charge \$ 30.00
 Maximum semester charge \$135.00
3. No activity fee is assessed for part-time students.

NON-CREDIT ENROLLMENTS

Fees will be based on length of course, instructional costs, and costs of special equipment. The minimum cost per course is \$3.00 plus laboratory and shop fees where applicable.

PERQUISITE FOR TEACHERS

Matriculation for courses at OWJC for properly certificated instructional personnel who are on the current payroll in either Okaloosa or Walton County will be at one-half the normal matriculation fee. All other fees (e.g., laboratory, supplies, etc.) will be full price. The one-half price for matriculation will apply only when the payment is an out-of-pocket expense for the teacher involved; should payment be by the State or from Federal funds, full charges will apply. This reduction in price applies only to OWJC courses and is not applicable to courses offered by other institutions on the OWJC campus, unless such institutions establish such policies directly with the Okaloosa County Board of Public Instruction.

OTHER FEES

- | | |
|--|--------------|
| Application fee | \$ 5.00 |
| Required of all applicants planning to enter OWJC college-credit programs for the first time. This fee is <i>not</i> refundable. | |
| Change of schedule (per course) | 1.00 |
| Diploma fee for Adult High School | 5.00 |
| Duplicate transcript (first one free) | 1.00 |
| Graduation fee for degree programs | 10.00 |
| Laboratory fees | \$4.00-12.00 |
| Late examination | 5.00 |

Late registration	5.00
Music fees (per semester hour)	\$10.00-20.00
Special fees (e.g. Equitation)	At Cost
Student activity fee*	
Full-time students	15.00

*STUDENT ACTIVITY FEE, paid at the beginning of each term is used to defray expenses connected with maintaining the following activities: intercollegiate athletics, College newspaper, College annual, College literary magazine, and such special activities as may be sponsored by the College.

COST SUMMARY

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

Fees	\$100.00 to \$155.00
Books and supplies	\$ 45.00 to \$ 75.00
Total	\$145.00 to \$230.00

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

Change of Schedule. After the period of registration, changes in courses or sections may be made during the time specified in the College Calendar. For such changes, however, the student will be required to pick up "Change of Status" forms from the Admissions Office. These forms must be signed by the student's advisor as well as a representative of the Student Services Office. When the completed forms are submitted to the Admissions Office and to the Business Office along with a fee of \$1.00 for *each course added*, the revised schedule will become effective.

If a student withdraws from the College during the first week of classes he will, upon request, receive a refund in the amount of eighty percent of his *matriculation fee*. No fees other than matriculation shall be refunded. No refund shall be made of *any* fees after the first week of classes. Any and all refunds to military personnel shall be accomplished in accordance with the prevailing pertinent military assistance contract.

Registration will be cancelled for any student who has not paid his fees in full or made satisfactory arrangements with the Director of Financial Services by the close of business on the third regular class day in a semester for students whose schedules are composed primarily of day classes and by the second evening class meeting for

those students whose schedules are composed primarily of evening classes.

Information for Veterans and Military Personnel. 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 complete a special form available in the Business Office which is 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 semester hours	$\frac{1}{2}$ time

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.

Veterans who wish to enroll under the Cold War "G. I. Bill" should secure a Certificate of Eligibility (V.A. Form No. 7-1993) from the Veterans Administration prior to registration in order to expedite the subsistence allowance. Both veteran students and war orphans desiring information about benefits, requirements and registration procedures as required by the Veterans Administration should contact the Student Services Office.

Military Personnel who would like to continue their education through any of the various programs offered by OWJC may receive assistance by contacting the Registrar or the Director of Student Services. Military personnel who enroll in college credit programs through the Education Office at their respective base are eligible for financial assistance (up to 75% of matriculation fees) through the Military Assistance Contracts which OWJC has with both Eglin Main and Hurlburt Field.

ACADEMIC REGULATIONS

Academic Load. A student of OKALOOSA-WALTON JUNIOR COLLEGE is considered to be full-time or part-time according to his course load at the time of registration. The designation will not be changed after the specified deadline for withdrawal. A student enrolled in 12 or more semester hours or 24 or more contact hours is considered to be a full-time student for the purpose of participating in the various student activities.

A combination of semester hours and contact hours (Adult Study Courses) constitutes full-time status based upon the following scale:

<i>Degree Programs</i>	<i>Adult Study Programs</i>
12 semester hours plus	0 contact hours per week
11 semester hours plus	2 contact hours per week
10 semester hours plus	4 contact hours per week
9 semester hours plus	6 contact hours per week
8 semester hours plus	8 contact hours per week
7 semester hours plus	10 contact hours per week
6 semester hours plus	12 contact hours per week
5 semester hours plus	14 contact hours per week
4 semester hours plus	16 contact hours per week
3 semester hours plus	18 contact hours per week
2 semester hours plus	20 contact hours per week
1 semester hour plus	22 contact hours per week
0 semester hours plus	24 contact hours per week

The above table does not necessarily apply to the draft board's or Veterans Administration definition of full-time status. Any student enrolled for less hours than the above combinations will be considered a part-time student.

Class Attendance. Students are expected to attend all of their scheduled classes. Audit students, likewise, 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 Registrar's Office. *The instructor will report immediately each student in college-credit courses who has accumulated three absences.*

Audit Students. Any student registering in a credit course on a "non-credit" basis will be considered as an audit student and his records will be marked accordingly. The word "Audit" will be placed on the permanent record in place of a grade and no hours attempted or quality points will be recorded.

Examinations are not required; however, audit students are expected to attend classes on the same basis as credit students. Audit students are expected to meet all the requirements of the course with the exception of the examination.

Fees are the same for both credit and audit students.

Students may register for a class on an "Audit" basis or change to "Audit" status at any time during the regular registration period or prior to the date *stated in the official catalog calendar* as the last day for reprogramming student schedules. Registration as an "Audit" student at any time other than during registration period must be approved by the Dean; *no* changes to Audit status may occur after the last day for reprogramming student schedules.

Audit students may not change to credit status following the expiration of the change of schedule period.

Repeated Courses. Any course may be repeated; however, the grade, hours attempted, and quality points of *each* attempt will be included in the quality point average, but only one semester-credit entry will count toward the required semester hours for graduation.

Reprogramming of Student Schedules. To provide individual attention to each student's educational aspirations and needs, Okaloosa-Walton Junior College provides the opportunity for evaluation of student progress at the end of the first six weeks of each semester with the possibility of schedule adjustment.

The Director of Student Services has available pertinent test information, and counselors are available for individual conferences at which time schedules may be changed if personal needs so dictate.

After this date any revision of student schedules will be governed by withdrawal policies.

WITHDRAWALS

Withdrawals are subject to the following rules:

1. *Before* the end of the 6th week of the Fall and Winter Semesters, third week for Spring Semester, and second week for Term I and Term II, but *after* the change of schedule period indicated in the College Calendar, a grade of "W" with zero hours attempted will be entered on the permanent record.

2. *After* the end of the 6th week of the Fall and Winter Semesters, third week for Spring Semester, and second week for Term I and Term II, but *before* the week preceding final examinations, a grade of "WP" will be recorded if the student is doing satisfactory work at the time of withdrawal ("0" hours attempted). If the student is not doing satisfactory work at the time of withdrawal, the grade will be

"WF", with the appropriate number of hours attempted being recorded.

3. Withdrawals within *one week prior* to the day designated in the catalog as the first day of final examinations will receive an automatic grade of "F" unless it can be established that the student was doing passing work at the time of withdrawal and that the reason for withdrawal was beyond the control of the individual (e.g.—illness or transfer). Final approval for any student to be exempt from this automatic grade of "F" must be granted by the Admissions and Registration Committee. In the event that the Admissions and Registration Committee does approve the exemption of an "F", a grade of "I" shall be recorded. Should the student not complete all course requirements by mid-term of the following semester, the "I" shall automatically become an "F". Grades of "W" or "WP" do not affect a student's grade point average; a grade of "WF" however, affects the grade point average in the same manner as does the grade of "F."

STUDENTS WITHDRAWING FROM THE COLLEGE OR DROPPING ANY COURSE FOR WHICH REGISTERED, MUST FILE AN OFFICIAL DROP SLIP IN THE OFFICE OF THE REGISTRAR AND THE BUSINESS OFFICE TO AVOID RECEIVING AN AUTOMATIC GRADE OF "F" IN THE COURSES DROPPED.

GRADES AND EXAMINATIONS

Final examinations are held at the end of each term and 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 instructor and from the Admissions Office and pay the fee of \$5.00. *No grades or transcripts will be issued to students with incomplete admissions folders or outstanding fees, loans, or library fines.*

Semester Hours and Quality Points. A minimum of 64 semester hours in a prescribed course of study and a minimum of 128 quality points is required for both the Associate of Arts and the Associate of Science degree. *No degree may be granted for completion of less than 64 semester hours.* The minimum quality point average for graduation is 2.0 on the *total of all work* attempted at Okaloosa-Walton Junior College and any deficiencies in grade point average on work taken at other institutions must be compensated for prior to graduation. Thus, the student must have a minimum quality point average

of 2.0 on the total of *all* college-credit work attempted in order to graduate.

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

At the time of graduation, a student's total academic record is reviewed to determine High Honors (3.75-4.00) and Honors (3.25-3.74).

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

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 through the grades given by each instructor at this institution. When the quality of a student's work is represented by an instructor 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 of twelve semester hours of college credit work (or upon accumulation of each 12 semester hours in the case of part-time students) will be placed on academic probation, beginning with the next semester of 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 (both in residence here and by transfer). 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 at least a 2.0 average on a minimum of twelve semester hours to avoid recurrences of the “Academic Probation” status. 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.

Any student who shall have failed to remove himself from academic probation after two such entries shall be automatically suspended for a *minimum* of one semester. Subsequent readmission shall be solely at the discretion of the Admissions and Registration Committee.

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 during his first twelve semester hours at the College. Failure to attain this average on a minimum of twelve semester hours shall result in automatic suspension and subject the student to the regulations pertaining thereto.

Suspension. Any full-time student who attains less than a 1.00 quality-point average in any given semester (or any part-time student upon accumulation of each 12 semester hours) 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 Admissions and Registration Committee of the College in terms of clear evidence of potentialities for attaining an acceptable record in the future. It is strongly recommended that students enroll in non-credit courses during the semester of suspension in order to strengthen their areas of deficiency. For the student whose record necessitates suspension according to these regulations, the entry “Academic Suspension” 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 average 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 Admissions and Registration Committee.

Dismissal. Any full-time student who has failed all of his academic courses in any given semester (or any part-time student upon attainment of each 12 semester hours) shall be dismissed for academic reasons and his record stamped accordingly. 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.

Readmission and Special Admissions. To be admitted to Okaloosa-Walton Junior College following suspension or dismissal from another institution or following suspension from OWJC, it is necessary for a formal request to be submitted to the Admissions and Registration Committee of the College. The form for this purpose is available in the Registrar's Office.

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. This may be arranged through counseling in the Student Services Office.

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 of Arts or the Associate of Science degree rests with the student.

1. Students must have a total of 64 semester hours for graduation, including a minimum of 40 semester hours of General Education courses for the Associate of Arts Degree and 26 semester hours of General Education courses for the Associate of Science Degree. The remaining 24 hours in the Associate of Arts Program and 38 hours in the Associate of Science Program may be taken in any one of the prescribed programs, or a planned program (see "General Arts and Sciences," page 37) which is applicable to a baccalaureate degree at a specific Senior institution.
2. Four (4) semester hours of physical education activity credit will be required unless waived (see P. E. requirements) in which case 4 hours shall be substituted from non-activity P. E. courses. Each full-time student will be required to enroll and participate in a

physical education activity each semester he is in attendance until the 4-credit hours P. E. requirement is met.

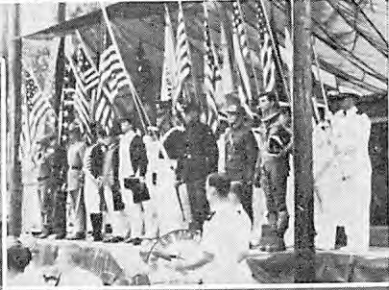
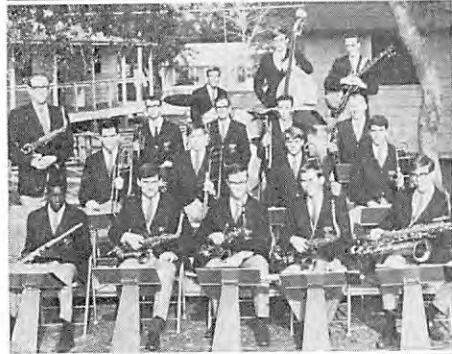
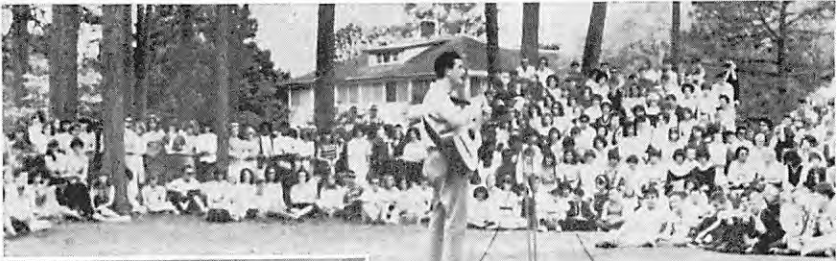
3. Each graduate is required to have successfully completed at least one course which includes study of the United States Constitution.
4. At least 24 semester hours of credit must be earned in residence (at least 18 in the sophomore year), and the student must be in attendance during the semester in which the degree is earned except by special written dispensation of the Administrative Council.
5. A quality point average of not less than 2.0 ("C") must be attained on the cumulative total of all work attempted whether at OWJC or by transfer. The minimum quality point average for all course work attempted at OWJC must be 2.0 ("C"). Any credits accepted for transfer to this institution shall be "C" work or better, or shall be provisional (in the case of "D" grades) upon attainment of an academic record at Okaloosa-Walton Junior College which compensates for the quality-point deficiency involved.
6. Qualification for graduation with Honors or High Honors shall be computed on the total of all degree work attempted, whether at OWJC or by transfer.
7. Students must make formal application for graduation on the proper form furnished by the Registrar.
8. 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. This fee must be paid at the time application for graduation is made. If a student fails to meet the requirements for graduation, fee will be refunded.

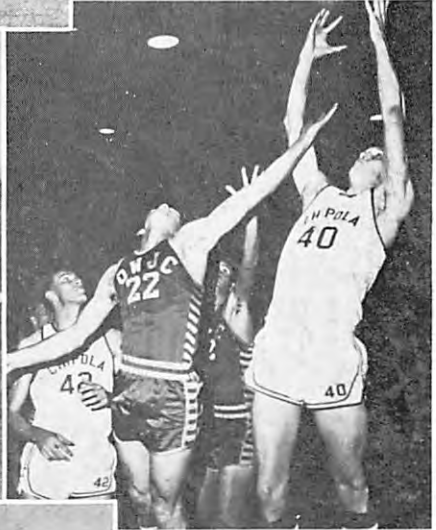
PHYSICAL EDUCATION REQUIREMENTS

All full-time college-credit students (12 hours or more per semester) shall take four semester hours of activity courses in physical education. Exceptions are as follows:

1. A student who is physically unable to participate must present a letter from his physician to the Registrar and receive a written waiver of the requirement.
2. A man or woman who has reached his 25th birthday need not enroll for activity courses in physical education.

3. A student Veteran who has served on active military duty for a period of not less than two years shall be exempt from physical education.
4. Students transferring from other institutions can transfer only 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. Each student is required to complete a minimum of 64 semester hours by course substitution.
6. Students engaged in varsity sports must enroll in a one-hour physical education course for which they have not received credit. Grades will be assigned upon satisfactory completion of the semesters' activities; however, only one semester of P. E. credit may be earned for each varsity sport.
7. Students who are exempt from the required four hours of activity courses shall substitute any four semester hours from the Physical Education area.







STUDENT LIFE AND SPECIAL SERVICES

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 policy of the Board of Public Instruction of Okaloosa County, Florida. The general appearance and behavior of our students is expected to bring credit to Okaloosa-Walton Junior College.

Probation, Suspension, or Dismissal for Disciplinary Reasons. Noticeable or gross departures from expected standards of conduct on the part of students will first be considered errors in judgement. Persistent violations will involve disciplinary action. The Administrative Council of the College may deny admission and/or continuation of enrollment 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 recommends a penalty to the Director of Student Services for administrative concurrence and action or re-

ports its findings to the Director of Student Services. Two faculty members serve as counselors to the Court.

Administrative Council. The Administrative Council consists of the President and six administrators of the College who are responsible for execution and implementation of the official policies of the College.

Faculty Council. The Faculty Council consists of the faculty at large and serves as the legislative body of the professional staff.

OWJC Council. The OWJC Council is a group of selected College administrative officers and Student Government officers which provides liaison between student government officers and the administrative officers of the College.

PUBLICATIONS

The Raider Review. The College newspaper is staffed and published by students under the guidance 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 written materials the personalities and activities of the year. It is published by the students under the guidance of a faculty advisor.

Scope. The College magazine is staffed and published by the students under the leadership 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 under the title of *Scope*, the magazine reflects student creativity in prose and poetry.

ORGANIZATIONS

Chamber Choir. This is a select group of twelve to sixteen voices (SATB) which performs music specifically composed for the chamber choral ensemble. Music is selected from all periods with special emphasis on the Renaissance and the Twentieth Century. Membership in the OWJC Chorale is required for membership in the Chamber Choir, and prospective members are required to sing an audition before the membership of the Chamber Choir.

Chorale. This is a group of mixed voices (SATB) which presents choral music from every historical period. The Chorale performs sev-

eral times during the year, both on campus and at the area secondary schools. In addition, orientation tours to various senior institutions are scheduled each Spring. No audition is required, but membership is contingent upon an attitude of service to the College and a consistent effort to improve oneself musically and thus to enhance the musicianship of the Chorale.

Circle K. This club is a service organization sponsored by Kiwanis of Fort Walton Beach in connection with Kiwanis International. In 1966-67 Circle K built the winning float in the Twin Cities Christmas Parade. This group has as its express purpose—service to OWJC and its community.

Delta Chi Delta. This is a social fraternity which was organized for the purpose of providing social activities for members and for the entire student body. Members also perform various services for the College and charity organizations. This was the first organization of its kind on the campus. Membership in the fraternity is by invitation only.

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

Jazz Ensemble. The OWJC Jazz Ensemble serves two major functions—as a laboratory group which investigates and performs representative works by outstanding composers in the field of jazz, and serves as a rehearsal group for student composer-arrangers and writers in the area which the College serves. The Jazz Ensemble also presents several jazz concerts during the year. Membership in the Jazz Ensemble is by audition, and all members of the Jazz Ensemble must be members of the Wind Ensemble.

Mu Alpha Theta. This organization is sponsored by the National High School and Junior College Mathematics Club with the National Headquarters at the University of Oklahoma. This club is a non-secret organization whose purpose is to stimulate interest in mathematics, recognize superior mathematical scholarship, and promote various mathematics activities for OWJC students.

Oratorio Chorus. The Oratorio Chorus meets one night each week for a two hour rehearsal and usually performs two major works each year—at Christmas and during the Lenten Season. This organization is part of the Adult Studies Program in music, but membership is open to all students enrolled in the College. No audition is required.

Sigma Kappa Zeta. The purpose of this social organization is to further the social and academic well-being of its membership (limited to thirty members) as well as to dedicate its services to Okaloosa-Walton Junior College. Members are selected by invitation on the basis of character, academic record, and service to the College, and must maintain a set academic level in order to be active in the organization.

SNEA. The members of Chapter Number Twenty-Nine of the Student National Education Association are dedicated to serve the College by making American ideals a reality through their individual conduct and education as the means for transmitting and enhancing these ideals.

Student Christian Association. This organization consists of students interested in creating, maintaining, and extending the highest standards of Christian character on the campus and throughout all college activities.

Program or business meetings are held every Thursday in the Community Church. The programs and activities of the Student Christian Association are designed to foster a vigorous and wholesome partnership between academic endeavor and religious development in the college career of the student. As of Fall 1967, the Association assumed responsibility for the Student Counselor Program and Orientation Program for new freshmen and transfer students.

Once each year this organization sponsors Religious Emphasis Week during which outstanding speakers address the student body on matters of vital religious and spiritual concern. During this week of meetings one is held in Ft. Walton Beach; one in Crestview; and one in DeFuniak Springs. All others are held on campus.

The organization is non-sectarian and interdenominational and is open to all students of Okaloosa-Walton Junior College.

Wind Ensemble. The OWJC Wind Ensemble is a small concert group involved with the performance of literature for the wind band. The Wind Ensemble performs frequently on campus and tours extensively during the Spring. No audition is required for members in the Wind Ensemble, but the difficulty of the literature being performed would generally necessitate two or more years of secondary school concert band activity prior to enrollment in the organization.

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 Okaloosa-Walton Junior College Physical Education department. The program provides opportunities for inclusion of every student in some phase of its activities.

Intercollegiate Sports. Basketball, baseball, cross-country, track and field, tennis, golf, and riflery are the sports engaged in by the College on an intercollegiate level. Football is prohibited by regulations of the Florida State Board of Education.

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

STUDENT SERVICES

ACADEMIC ASSISTANCE

Counseling and guidance services are provided by the faculty and counselors of Okaloosa-Walton Junior College under the coordination of the Director of Student Services. Each student is assigned by the Registrar to a faculty advisor who provides close personal attention and professional consultation. Guidance counselors are available in the Student Services Office to provide specific counseling assistance. The combined efforts of the faculty and counseling staff seek to insure for each student those opportunities necessary for maximum growth.

The Learning Skills Laboratory provides valuable services to students of all abilities who wish to improve their proficiency in reading, study, and subject matter areas. Participation in this program is arranged through the office of Student Services by the student, his instructors, his faculty advisor, or by a counselor. Participation is voluntary; however, when a counselor or a faculty member recommends

student participation, this student should make every effort to take advantage of the opportunity.

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 a greater depth in the subject matter in which he is already proficient.

In order to ensure maximum student motivation, participation in the tutorial program is voluntary for both tutors and tutorial students. Scheduling is arranged through the counseling services under the supervision of the counselor in charge of tutorials and through the faculty. Students meet with their tutors for one period one or more days 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 same number of years that they received scholarship aid.

B. *Gift Scholarships.* A number of gift scholarships are available to worthy students. Some of these scholarships are to be repaid after the student's graduation from college.

Scholarships were made available for the 1966-67 school year by the following persons and organizations:

Air Force Aid Society
Alabama Textile Products Corporation
Alabama-West Florida Conference
John Arnold Perpetual Fund
Bank of Fort Walton
Ethel Hopkins Bartell
Beta Sigma Phi, Exemplar Chapter

Haydon Burns
 Choctawhatchee Electric Coop., Inc.
 Choctawhatchee High School
 Civic League of Fort Walton
 Civitan International
 Creel-Puckett College Fund
 Crestview Kiwanis Club
 Crestview Woman's Club
 Eglin N. C. O. Wives Club
 Eglin Officers' Wives Club
 Escambia Farms Community Center
 First National Bank of Crestview
 First National Bank of DeFuniak Springs
 First National Bank of Fort Walton Beach
 Fisher Hardware Company
 Fort Walton Business and Professional Women's Club
 Fort Walton Hospital Auxiliary
 Gitenstein Foundation, Inc.
 Gregg Chapel Methodist Church
 Mrs. Phil Harris
 Institute of Electric and Electronics Engineers
 Kiwanis Club of DeFuniak Springs
 Laurel Hill Ruritan Club
 Niceville-Valparaiso Rotary Club
 Okaloosa Council PTA
 Okaloosa County Education Association
 Okaloosa National Bank
 Paxton Plan
 Perceptor Delta Chapter-Beta Sigma Phi
 Ricks and Kendrick, Architects
 Rotary Club of Fort Walton
 Sonic City Lions Club of Fort Walton
 Temple Mound Chapter, NSA
 Valparaiso State Bank
 W. C. Combs
 Xi Beta Pi #2024—Beta Sigma Phi

C. Athletic Scholarships. Students interested in applying for a scholarship should get in touch with the Director of Financial Services and with the physical education staff.

ASSISTANTSHIPS

Two federal grants under the Economic Opportunities Act are available for students enrolled at OWJC—The College Work-Study Program and The Educational Opportunities Grants. Students who

qualify may participate in a work-study program which has an average value of \$1.25 or \$1.50 an hour or may participate in the Opportunity grant program.

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 Financial 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 Financial Services.

MEDICAL SERVICES

Health services are coordinated through the Student Services Office, with emergency first aid and services available through qualified personnel at the Physical Education Building and at the Student Services Office. On-call services of three registered nurses and a local physician are immediately available through these offices or through the switchboard. Parents or nearest relative are notified immediately in the event of illnesses and/or emergencies.

BUS SERVICE

County bus service is provided free of charge for the convenience of students enrolled at Okaloosa-Walton Junior College. The busses arrive in time for the first period class each morning and leave the College at the end of the last class in the afternoon.

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 an attempt 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 college-credit curricula designed to prepare persons for employment or advancement in a specific occupational area.

Adult Study Programs provide for any person legally out of grades 1-12 by virtue of age or situation regardless of the grade previously completed. The courses in this area include vocational, technical, high school completion, and adult basic education. *Certificates and/or diplomas* are awarded for completion of the various programs in the Adult Studies areas.

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

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 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 40 semester hours of academic credit in the area of communications, humanities, social sciences, mathematics, sciences, and physical education. Students completing the general education courses and earning an overall average of "C" will have their permanent

records 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.

**GENERAL EDUCATION REQUIREMENTS
ASSOCIATE OF ARTS DEGREE**

(40-Semester-Hour Minimum)

	Sem. Hrs.	Course Selections
Communication Skills ✓	6	4100-4101
Humanities	6	3175-3179
Social Science ✓ (Study of U.S. Constitution Required)	6	6200-6201 or 6133-6134 or 6136-6137 or 6100 with one of the following courses: 6126, 6138, 6202, 6256, 6276, 6277.
Mathematics ✓	3	5101, 5110, or 5111; or any more advanced course from the mathematics sequences.
Biological Science	6-8	7150-7151 or 7156-7160
Physical Science	6-8	7130-7131 or 7240-7241, or 7110-7111, or 7115-7116.
Physical Education	4	2000-series activity sport courses, unless exempted per page 20.
General Education Electives As Necessary		Selected from within the above divisions, but not restricted to the above courses, <i>per se</i> .

TOTAL minimum required

General Education..... 40 Semester Hours

Specialization. In order to complete requirements for graduation, each student must have earned at least 64 semester hours of credit, with a minimum of 40 in the general education sequence and an approximate total of 24 hours in a specialization.

The specializations within which students should plan their programs are described in the following section:

**SPECIALIZATIONS
ASSOCIATE OF ARTS DEGREE**

Art	Sem. Hrs.	Course Selections
Drawing.....	6	3100-3101
Design.....	6	3105-3106
Art History.....	4	3254-3255
Painting.....	3	3201
Ceramics.....	3	3102
Approved Electives.....	2-3	

1 Business Administration (College Transfer)

Speech.....	3	4105
Economics.....	6	1286-1287
Typewriting.....	2	1110*
Business.....	3	1131
Accounting.....	6	1200-1201
		or 1211-1212
Statistics.....	3	1140
Mathematics—1130 Business Mathematics (or 5101, 5110, etc.) is allowable to meet general education mathematics requirement for business majors.		
Approved Electives..... <i>As Necessary</i>		

Law

Accounting.....	6	1200-1201
		or 1211-1212
Literature.....	6	4226-4227,
		or 4220-4221
Philosophy.....	3	3279
Psychology.....	3	6276
Political Science—required as general education choice.....		6136-6137
Personal Adjustment.....	3	6126
Approved Electives.....	3	

Liberal Arts

Foreign Language†.....	6-12	
French.....		4140-4141
		and 4240-4241
		or 4243-4244
Spanish.....		4160-4161
		and 4260-4261
		or 4262-4263

* Students will be admitted to the level of typewriting for which they are qualified (based upon proficiency tests or High School credits) and all lower level courses will be waived, for which students will be required to substitute other business courses.

†On the basis of sufficient prior studies in a given language, a student may, *with permission of the instructor*, be enrolled initially in second year language and thus fulfill the language requirement in 6 semester hours.

	Sem. Hrs.	Course Selections
German.....		4150-4151
		and 4251-4252
		or 4253-4254
Biology—required as general education choice (select two).....		7155, 7156, 7160
Philosophy or Psychology.....	3	3279
		or 6276
Approved Electives.....	<i>As Necessary</i>	
Ministry		
Speech.....	3	4105
Philosophy.....	3	3279
Comparative Religion.....	3	3280
Sociology.....	3	6277
World Civilization—may be used with 6100 as general education choice..		6133
Approved Electives.....	12	
Music		
Music Theory.....	12	3121-3122, 3220-3221
Keyboard Harmony.....	2	3250-3251
Music Literature.....	4	3252-3253
Music Seminar.....	4	3123-3124, 3225-3226
Applied Music (Instrumental or Vocal).....	<i>As Required</i>	
Music Organizations.....	<i>As Required</i>	
Pre-Engineering		
Analytic Geometry and Calculus.....	12	5200-5201-5202*
Chemistry and Qualitative Analysis..	8	7115-7116
Physics—required as general education choice.....		7240-7241
Slide Rule.....	1	5136
Engineering Drawing.....	4	7256
Descriptive Geometry.....	4	7106
Pre-Medicine		
Foreign Language**, as follows:	6-12	
French.....		4140-4141
		and 4240-4241
or		or 4243-4244

* Four (4) semester hours may be allowed toward general education requirement. If mathematics background is insufficient, 5101, 5110, and/or 5111 may be required prior to this sequence. 5200 must be completed prior to start of third semester to prepare properly for 7240.

** On the basis of sufficient prior studies in a given language, a student may, *with permission of the instructor*, be enrolled initially in a second year language and thus fulfill the language requirement in 6 semester hours.

	Sem.	Hrs.	Course Selections
German.....			4150-4151 and 4251-4252
Mathematics.....	3*		5110-5111, or any more advanced sequence.

Biological Science

Required general education choice.....			7155-7156
Specialization requirement.....	8		7160-7200

Chemistry

Required general education choice.....			7115-7116
Specialization requirement.....	8		7216-7217
Recommended Electives.....	<i>As Necessary</i>		7130-7131 and 7132-7133

Teacher Education

Introduction to Education.....	✓ 3		2100
Speech.....	✓ 3		4105
Psychology.....	3		6276
Approved Electives.....	11-15		

Teacher Education (Science Option)

Introduction to Education.....	3		2100
Speech.....	3		4105
Psychology.....	3		6276
Biological Science—required for general education choice (select two).....			7155, 7156, 7160
Physical Science—required for general education choice.....			7115-7116, or 7240-7241, or 7130-7131 and 7132-7133

Science Electives, as follow:

Advanced Math.....	3		
Advanced Science.....	8		

General Arts and Sciences

A specialization designed to permit planning of individually developed curricula for the following needs:

(1) Students who seek a specialization not previously listed may request approval by the Dean of the College and the Chairman of any of the following disciplines of a specially designed sequence which, with the general education

* Plus the 3-semester hours which count as general education.

sequence, will meet degree requirements: Biological Science, Business, Communications, Humanities, Mathematics, Physical Education, Physical Science, and Social Sciences.

(2) Students who intend to transfer to a specific known senior institution may arrange a specialization program, with the approval of a faculty advisor and the Dean of the College, which will articulate most effectively with the junior and senior years at that institution; which specialization, along with the general education sequence, shall meet degree requirements.

Any programs planned under the General Arts and Sciences Specialization should consist of at least 24-semester hours of planned electives. These electives, in combination with the general education sequence required of all Associate of Arts students, shall total at least 64-semester hours for graduation.

ASSOCIATE OF SCIENCE DEGREE

Associate of Science Degree programs provide for specialization in 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 one of these programs 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 26 semester hours of academic credit in the areas of communications, humanities, social science, mathematics, science, and physical education.

Specialization. In order to complete requirements for graduation, each student must have earned at least 64 semester hours of credit, with a minimum of 26 in the general education sequence and an approximate total of 38 in a specialization.

The specializations within which students should plan their programs are described in the following section:

**GENERAL EDUCATION REQUIREMENTS
ASSOCIATE OF SCIENCE DEGREE**

(26-Semester-Hour Minimum)

	Sem. Hrs.	Course Selections
Communication Skills	6	4100 and 4101 or 4105 or 4242
Humanities	3	3175
Social Sciences (Study of the U. S. Constitution Required)	3	6100 or 6200 or 6134 or 6136
Mathematics	3	5101 or 1140 or any more advanced math course.
Physical Science	3-4	7130 or 7110 or any more advanced physical science course.
Biological Science	3-4	7150 or 7151 or 7156 or 7160
Physical Education	4	2000-series activity-sport courses unless exempted per page 20.
General Education Electives As Necessary		Selected from within the above divisions, but not restricted to the above courses, <i>per</i> <i>se.</i>
TOTAL Minimum Required	—	
General Education.....	26 Semester Hours	

SPECIALIZATIONS

ASSOCIATE OF SCIENCE DEGREE

	Sem. Hrs.	Course Selections
Accounting		
Communications Skills—required as general education choice.....		4100
Speech—required as general education choice		4105
Economics.....	6	1286-1287
Business Math—required as general education choice.....		1130

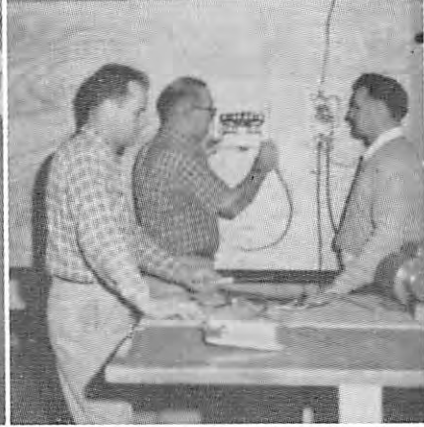
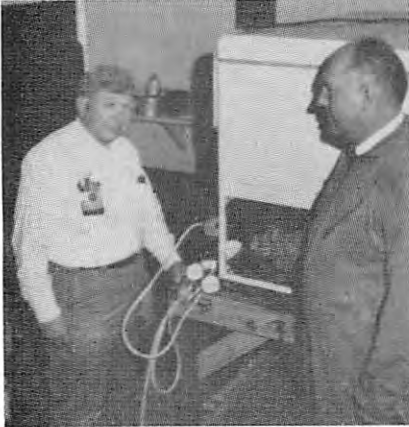
	Sem. Hrs.	Course Selections
Typewriting.....	2	1110*
Business.....	3	1131
Business Law.....	6	1220-1221
Business Communications.....	3	1240
Accounting.....	18	1200-1201, or 1211-1212 1242-1243, 1244, 1245.
Management.....	3	1277
Statistics.....	3	1140
Commercial Data Processing†		
Economics.....	6	1286-1287
Typewriting.....	2	1110*
Business.....	3	1131
Accounting.....	9	1200-1201, 1244 or 1211-1212, 1244
Business Law.....	3	1220
Statistics.....	3	1140
Introduction to Data Processing.....	3	1112
Unit Record Equipment.....	8	1113, 1205
Computer Programming.....	8	1204, 1208
Data Processing Systems Design.....	3	1207
Food Service Management		
Mathematics—required as general education choice		1130
Communications—required as general education choices.....		4100, 4105
Food Service: School Law & Finance.....	3	2850
First Aid.....	2	2140
Business Law.....	3	1220
Human Relations.....	3	1276
Food Service Courses.....	21	1800, 1801, 1802, 7821, 7822, 7824, 7826.
Approved Electives.....	6	
General Business Management		
Economics.....	6	1286-1287
Typewriting.....	2	1110*
Business.....	3	1131
Salesmanship.....	3	1270
Business Law.....	6	1220-1221
Business Communications.....	3	1240

*The requirement of Basic Typewriting will be waived for students who pass a proficiency test in typewriting or present a satisfactory grade for one year of typewriting at the High School level. If waived, student will be required to take 2 hours of other Business courses.

†Not available in full before January 1968.

	Sem. Hrs.	Course Selections
Human Relations.....	3	1276
Management.....	3	1277
Mathematics.....	3	1130
Accounting.....	6	1200, 1201
		or 1211-1212
Statistics—required as general education choice.....		1140
General Office Management		
Economics.....	6	1286-1287
Typewriting.....	2	1110*
Business.....	3	1131
Business Communications.....	3	1240
Office Practices.....	3	1260
Business Law.....	6	1220-1221
Human Relations.....	3	1276
Management.....	3	1277
Mathematics.....	3	1130
Accounting.....	6	1200, 1201
		or 1211-1212
Basic Office Machines.....	3	1202
Statistics—required as general education choice.....		1140
Drafting and Design		
Communications—required as a substitute for general education classes.....		4110, 4111
Social Science—required as general education choice....		6200
Math and Science—required as substitute for general education choices.....		7107, 7242
Math and Science.....	9	7106, 7108, 7243
Technical Drafting.....	12	7122, 7123
Drafting and Design.....	29	7222 or 7223
		or 7224 and 7232, 7233, 7234, 7235, 7244, 7245, 7246, 7247
Secretarial Science		
Communication Skills—required as general education choices.....		4100-4101
Mathematics—required as substitute for general education choice.....		1130
Economics.....	6	1286-1287
Typing.....	6	1110*, 1111, 1210

*Students will be admitted to the level of typewriting and shorthand for which they are qualified (based upon proficiency tests or high school credits) and all lower level courses will be waived for which students will be required to substitute other business courses.



Shorthand.....	9	1120*, 1150, 1250
Business.....	3	1131
Business Communications.....	3	1240
Business Law.....	6	1220-1221
Accounting.....	3	1200 or 1211
Human Relations.....	3	1276
Specialization Elective:	3	
Legal Office Practices.....		1252
Medical Office Practices.....		1251

*Students will be admitted to the level of typewriting and shorthand for which they are qualified (based upon proficiency tests or high school credits) and all lower level courses will be waived for which students will be required to substitute other business courses.

ADULT STUDIES PROGRAMS

Adult Studies Programs provide for any person legally out of grades 1-12 by virtue of age or situation regardless of the grade previously completed. The courses in this area include vocational, technical, high school completion, and adult basic education. Certificates and/or diplomas are awarded for completion of the various programs in the Adult Studies areas with no less than 30% of the work in each program (except Adult Basic Education and High School Completion) earned in residence. All programs and announcements each year will be available in separate bulletins *on request*.

Okaloosa-Walton Junior College has been designated as the Area Adult and Vocational-Technical Educational Facility for the two-county area and programs in five(*) of the eight vocational areas are currently offered.

Agriculture and Agri-Business

*Business Education

*Distributive Occupations

Fishery Occupations

Health Occupations

*Home Economics

*Industrial Education

*Technical Education

College degree occupational programs are described under "Associate of Science Degree." Certificate Programs follow:

CERTIFICATE PROGRAMS*

AIR-CONDITIONING, REFRIGERATION, HEATING, INDUSTRIAL

Required Program	Class Hours
7838 Air-Conditioning, Refrigeration and Heating Mechanics, Part 1	256
7839 Air-Conditioning, Refrigeration and Heating Mechanics, Part 2	256
7840 Air-Conditioning, Refrigeration and Heating Mechanics, Part 3	256
7841 Air-Conditioning, Refrigeration and Heating Mechanics, Part 4	256
	1024

AIR-CONDITIONING, REFRIGERATION & HEATING TECHNICIAN

Required Program	Class Hours
7838 Air-Conditioning, Refrigeration and Heating Mechanics, Part 1	256
7839 Air-Conditioning, Refrigeration and Heating Mechanics, Part 2	256
7840 Air-Conditioning, Refrigeration and Heating Mechanics, Part 3	256
7841 Air-Conditioning, Refrigeration and Heating Mechanics, Part 4	256
7850 Air-Conditioning, Refrigeration and Heating, Technical, Part 1	256
7851 Air-Conditioning, Refrigeration and Heating, Technical, Part 2	256
7852 Air-Conditioning, Refrigeration and Heating, Technical, Part 3	256
7853 Air-Conditioning, Refrigeration and Heating, Technical, Part 4	256
	2048

* When the certificate requirements are designated in "Class Hours", high school graduation is not a prerequisite for admission; when the requirements are in "Semester Hours", high school graduation is a prerequisite.

AVIATION MECHANIC (POWER & FRAME)

Required Program	Class Hours
7936 Aircraft Frame, Part 1	256
7937 Aircraft Frame, Part 2	256
7938 Aircraft Frame, Part 3	256
7939 Aircraft Frame, Part 4	256
7940 Aircraft Power, Part 1	256
7941 Aircraft Power, Part 2	256
7942 Technical Aircraft Maintenance, Part 1	256
7943 Technical Aircraft Maintenance, Part 2	256
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	2048

BOOKKEEPING

Required Program	Class Hours
1907 Vocational Typewriting 1	72
1907 Vocational Typewriting 2	72
1921 Bookkeeping 1	72
1923 Bookkeeping 2	72
1924 Bookkeeping 3	72
1903 Business English 1	72
1904 Business English 2	72
1906 Business English 3	72
1908 Business English 4	72
1913 High School Business Law	72
1905 Business Arithmetic	72
1918 Office Machines	72
1915 Basic Office Practices	72
	<hr/>
	936

DRAFTING AND DESIGN

Required Program	Class Hours
5813 Technical Mathematics 1.....	64
4600 English 1.....	64
7960 Technical Drafting 1.....	128
5814 Technical Mathematics 2.....	64
4601 English 2.....	64
7961 Technical Drafting 2.....	128
7981 Technical Physics 1.....	64
4815 Technical Report Writing.....	64
7979 Materials Strength.....	64
7973 Geometric Drafting.....	64
7980 Design Statics.....	64
7972 Design Principles.....	64
7978 Elementary Surveying.....	64
7982 Technical Physics 2.....	64
7974 Plumbing-Heating-Air Conditioning Design.....	64
7976 Machinery Design.....	64
7977 Technical Drawing.....	64
7975 Military-Specification Drafting.....	64
7962 Drafting and Design, Electrical or 7964 Drafting and Design, Mechanical or 7966 Drafting and Design, Architectural.....	256
	1536

ELECTRICAL MECHANIC

Required Program	Class Hours
7944 Electrical, Part 1.....	256
7945 Electrical, Part 2.....	256
7946 Electrical, Part 3.....	256
7947 Electrical, Part 4.....	256
	1024

ELECTRICAL TECHNICIAN

Required Program	Class Hours
7944 Electrical, Part 1.....	256
7945 Electrical, Part 2.....	256
7946 Electrical, Part 3.....	256
7947 Electrical, Part 4.....	256
7948 Technical Electricity, Part 1.....	256
7949 Technical Electricity, Part 2.....	256
7950 Technical Electricity, Part 3.....	256
7951 Technical Electricity, Part 4.....	256
	2048

FOOD SERVICE

Required Program	Class Hours
7927 Basic Principles of Nutrition.....	48
7930 Equipment Use and Care.....	48
7929 Quantity Cookery.....	48
1985 Accounting and Reporting (Record Keeping).....	48
7926 Sanitation and Safety.....	48
7925 Foundation of Quantity Food Preparation and Service.....	48
1941 Food Service Management.....	48
1987 Purchasing.....	48
7600 High School Biology.....	48
7606 Human Anatomy and Physiology.....	48
1935 Applied Marketing Economics.....	48
2912 Industrial First Aid.....	24
4606 Effective Speaking.....	24
5608 Everyday Business Mathematics.....	48
	624

GENERAL SALES

Required Program	Class Hours
1903 Business English 1.....	72
1904 Business English 2.....	72
1906 Business English 3.....	72
1908 Business English 4.....	72
1905 Business Arithmetic.....	72
1913 High School Business Law.....	72
1932 Principles of Business Organization.....	72
1949 Principles of Retailing.....	72
1934 Merchandising.....	72
1954 Advertising.....	72
1951 Techniques of Selling.....	72
1952 Business Psychology.....	72
1983 Organization and Management.....	72
1945 Marketing Executive Development.....	72
	1008

SECRETARIAL

Required Program	Class Hours
1907 Vocational Typewriting 1.....	72
1997 Vocational Typewriting 2.....	72
1909 Shorthand 1.....	72
1999 Shorthand 2.....	72
1903 Business English 1.....	72
1904 Business English 2.....	72
1906 Business English 3.....	72
1908 Business English 4.....	72
1913 High School Business Law.....	72
1905 Business Arithmetic.....	72
1919 Office Machines.....	72
1929 Filing.....	36
1917 Advanced Secretarial Practice.....	72
1952 Business Psychology.....	72
1921 Bookkeeping 1.....	72
	1044

VOCATIONAL CLERICAL

Required Program	Class Hours
1907 Vocational Typewriting 1.....	72
1997 Vocational Typewriting 2.....	72
1903 Business English 1.....	72
1904 Business English 2.....	72
1906 Business English 3.....	72
1908 Business English 4.....	72
1905 Business Arithmetic.....	72
1952 Business Psychology.....	72
1919 Office Machines.....	72
1915 Basic Office Practices 1.....	72
1916 Advanced Office Practices 2.....	72
1929 Filing.....	36
	828

CLERICAL*

Suggested Program	Semester Hours
1110 Typewriting	2
1111 Typewriting	2
1130 Business Mathematics.....	3
1131 Business.....	3
1277 Management.....	3
1260 Office Practices.....	3
1240 Business Communications	3
4100 Communication Skills.....	3
Electives.....	8
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	30

STENOGRAPHIC*

Suggested Program	Semester Hours
1131 Business.....	3
1277 Management.....	3
1150 Dictation.....	3
1250 Transcription.....	3
1210 Typewriting.....	2
1260 Office Practices.....	3
1240 Business Communications	3
4100 Communication Skills.....	3
Electives.....	7
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* High school graduation required for entry.

GENERAL ADULT EDUCATION

ADULT HIGH SCHOOL DIPLOMA

Coursework leading to completion of elementary and secondary level studies is available through the Adult Basic Education Program and through the Adult High School Program. Additional offerings are made available through credit and non-credit certificate programs and upon special request.

Representative outlines of both diploma and enrichment certificate programs and offerings follow:

BOOKKEEPING

Total Requirements and Suggested Sequence

English	2 units
4600 English 1	
1903 Business English 1	
Social Studies (U.S. Constitution Required).....	2 units
6604 United States History	
6606 Civics	
Mathematics	2 units
1905 Business Arithmetic	
5610 General Mathematics	
Science	2 units
7600 High School Biology	
7604 General Science	
Business	8 units
1919 Office Machines	
1921 Bookkeeping 1	
1923 Bookkeeping 2	
1924 Bookkeeping 3	
1907 Vocational Typewriting 1	
1913 High School Business Law	
1915 Basic Office Practices	
1916 Advanced Office Practices	

CLERICAL

Total Requirements and Suggested Sequence

English	2 units
4600 English 1	
1903 Business English 1	
Social Studies (U.S. Constitution Required).....	2 units
6604 United States History	
6606 Civics	

Mathematics	2 units
1905 Business Arithmetic	
5610 General Mathematics	
Science	2 units
7600 High School Biology	
7604 General Science	
Business	8 units
1907 Vocational Typewriting 1	
1997 Vocational Typewriting 2	
1915 Basic Office Practices	
1916 Advanced Office Practices	
1919 Office Machines	
1921 Bookkeeping 1	
1913 High School Business Law	
1952 Business Psychology	

COLLEGE PREPARATORY
Total Requirements and Suggested Sequence

English	
4600, 4601, 4603, 4605.....	4 units
Social Studies (U.S. Constitution Required)	4 units
6606 Civics	
6604 United States History	
6605 World History	
6600 American Constitution and Government	
Mathematics	2 units
5600 High School Algebra 1	
5602 High School Algebra 2	
Science	4 units
7600 High School Biology	
7602 High School Chemistry or 7608 Basic Physical Science	
7604 General Science	
7610 Physics	
Electives	2 units

DISTRIBUTIVE EDUCATION
Total Requirements and Suggested Sequence

English	4 units
1903 Business English 1	
1904 Business English 2	
1906 Business English 3	
1908 Business English 4	
Social Studies (U.S. Constitution Required)	2 units
6604 United States History	
6606 Civics	

Mathematics	2 units
1905 Business Arithmetic	
5610 General Mathematics	
Science	2 units
7600 High School Biology	
7604 General Science	
Business	6 units
1913 High School Business Law	
1934 Merchandising	
1953 Sales Psychology	
1948 Principles of Retailing	
1951 Techniques of Selling	
1957 Distributive Education Training and Orientation	

FOOD SERVICE

Total Requirements and Suggested Sequence

English	2 units
4600 English 1	
1903 Business English 1	
Social Studies (U.S. Constitution Required)	2 units
6606 Civics	
6604 United States History	
Mathematics	2 units
5610 General Mathematics	
1905 Business Arithmetic	
Science and Technology	8 units
7600 High School Biology	
7608 Basic Physical Science	
7606 Human Anatomy and Physiology	
7910 Basic Foods	
7927 Basic Principles of Nutrition	
7925 Foundation of Quantity Food Preparation and Service	
7929 Quantity Cookery	
7931 Equipment Use and Care	
Business	2 units
1987 Purchasing	
1941 Food Service Management	

SECRETARIAL

Total Requirements and Suggested Sequence

English	2 units
4600 English 1	
1903 Business English 1	
Mathematics	2 units
5610 General Mathematics	
1905 Business Arithmetic	

Science	2 units
7600 High School Biology	
7604 General Science	
Social Studies (U.S. Constitution Required)	2 units
6604 United States History	
6606 Civics	
Business	8 units
1907 Vocational Typewriting 1	
1997 Vocational Typewriting 2	
1909 Shorthand 1	
1999 Shorthand 2	
1929 Filing	
1915 Basic Office Practices	
1919 Office Machines	
1917 Secretarial Practice or 1925 Legal Secretary or 1927 Medical Secretary	

ENRICHMENT CERTIFICATES

CULTURAL ENRICHMENT*

Suggested Program	Semester Hours
4226-4227 English Literature.....	6
4220-4221 American Literature.....	6
3279 Philosophy.....	3
3176-3177-3178 Humanities.....	6
6100 American Civilization.....	3
Electives.....	6
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SCIENTIFIC ENRICHMENT*

Suggested Program	Semester Hours
5101 Mathematics.....	3
5110 Algebra.....	3
7130-7131 Physical Science.....	6
7150 or 7156 Biology or Botany.....	3-4
7151 or 7160 Biology or Zoology.....	4
7136 Physical Geography.....	3
Electives.....	7-8
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*High school graduation required for entry.

SOCIOLOGICAL ENRICHMENT*

Suggested Program	Semester Hours
6100 American Civilization.....	3
6138 Political Geography.....	3
6277 Sociology.....	3
3279 Philosophy.....	3
3280 Comparative Religion.....	3
6126 Personal Adjustment.....	3
6256 Current World Problems.....	3
Electives.....	9
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*High school graduation required for entry.

COURSE DESCRIPTIONS

The courses which are offered by OKALOOSA-WALTON JUNIOR COLLEGE are listed below in numerical order within seven subject matter areas. The first digit of a course number indicates the subject matter area within which that course is offered:

- | | | | |
|-------------|-------------------------------------|-------------|---------------------------|
| 1 | Business | 5 | Mathematics |
| 2 | Education and
Physical Education | 6 | Social Sciences |
| 3 | Arts and Humanities | 7 | Science and
Technology |
| 4 | Communications and
Language Arts | | |

The second digit* of a course number indicates the class level or specialized nature of the course.

- | | | | |
|-------------|-----------|-------------|---------------|
| 1 | Freshman | 6 | General Adult |
| 2 | Sophomore | 7 | Industrial |
| 3 | Junior | 8 | Technical |
| 4 | Senior | 9 | Vocational |
| 5 | Graduate | | |

The third and fourth digits of the numbers are used for the sequential numbering of the courses in each area; 1110 represents a business course on the freshman level which is the first of a sequence, 1111 being the second course of that sequence, and 1210 being the sophomore level course in the same subject matter area. 7608 is a science course in the adult high school program providing 1 unit toward graduation, 7700 is a science course in industrial education leading to a certificate, and 7701 being the second in a sequence in this same subject. *Courses identified as "Certificate Program" are uniquely designed for special interest groups as workshops, institutes, seminars, short courses, etc.*

A cross-reference list of course numbers in use prior to the Fall Semester, 1966, is available from the Director of Administrative Services.

*Only numbers 1 and 2 pertain to those freshman and sophomore courses which typically constitute the Associate of Arts Degree programs. Numbers 3, 4, 5, pertain to advanced undergraduate courses. Numbers 6 through 9 designate specialized courses within the various occupational and preparatory programs.

BUSINESS

- 1110 Typewriting 1, 2 semester hours, 1 lec., 3 lab.
Development of correct typewriting technique, learning keyboard control, problem typing and business letter writing.
- 1111 Typewriting 2, 2 semester hours, 1 lec., 3 lab.
Speed building through basic technique, tabulation, business letter writing, reports, and manuscript typing. Prerequisite: Previous typewriting experience or permission of the instructor.
- 1112 Introduction to Data Processing, 3 semester hours, 3 lec.
An introduction to basic methods, techniques, and systems of manual, mechanical, and electronic data processing. Course covers development of data processing, basic data processing functions as applied in manual, mechanical, electro mechanical, and electronic data processing system, as well as an introduction to analysis and application of these systems to business and industrial paper work and information.
- 1113 Unit Record Equipment 1, 2 semester hours, 1 lec., 2 lab.
The first of two semester courses in the electric accounting machines used to program business applications. It includes programming of interpreters, reproducers, collators, and accounting machine.
- 1114 Basic Concepts of Data Processing
1115 Computer Methodics (3)
- 1120 Shorthand, 3 semester hours, 2 lec., 3 lab.
Basic skills and vocabulary of shorthand. Beginning of dictation and transcription.
- 1130 Business Mathematics, 3 semester hours, 3 lec.
Mathematical problems involved in business transactions including 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. Prerequisite: Satisfactory score on mathematics section of the Florida High School Placement Test, satisfactory completion of 5101, or permission of instructor.
- 1131 Business, 3 semester hours, 3 lec.
Examination and discussion of the problems of the business world. Principles of taxation, insurance, marketing, advertising, and factors of production.
- 1133 Secretarial Accounting 3 hrs.
- 1140 Statistics, 3 semester hours, 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. For business majors.

- 1150 Dictation, 3 semester hours, 2 lec., 3 lab.
Speed-building in taking dictation and transcription. Prerequisite: Dictation experience or permission of the instructor.
- 1200–1201 Accounting 1–2 (3–3), 2 lec., 3 lab.
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.
- 1202 Basic Office Machines, 3 semester hours, 3 lec.
Operation of adding and calculating machines, including touch control of the 10-key adding machine, the use of correction techniques, and the verification of answers.
- 1203 Machine Accounting Systems, 3 semester hours, 3 lec.
Operation of representative makes of accounting machines. Includes machine posting methods for accounts receivable, accounts payable, and payroll; detection of error in accounting distribution; posting and proof of posting; and basic operation of key punch machines. (offered on demand)
- 1204 Computer Programming 1, 4 semester hours, 2 lec., 4 lab.
A basic course in the programming of electronic digital computers to prepare programmers and students of closely related occupations for employment in business and industry. Course covers problems of data processing, characteristics of computers, and computer programming.
- 1205 Unit Record Equipment 2, 2 semester hours, 1 lec., 2 lab.
This course presents typical business applications of electric accounting machines. It suggests procedures for managing an electric accounting machine data processing installation as well as the operation of various machines in their applications to processing accounts receivable, accounts payable, payroll, and inventory in a simulated business. Prerequisite: 1113 or permission of the instructor.
- 1207 Data Processing Systems Design & Procedures, 3 sem. hrs., 2 lec. 3 lab.
A study of data processing systems and procedures including analysis of various existing business data processing applications, integrated processing principles, total management information, and data system concepts. Case study projects developing detailed data processing procedures are stressed.

- 1208 Computer Programming 2, 4 semester hours, 2 lec., 4 lab.
An advanced course in electronic digital computer programming for achievement of technological proficiency in programming input and output devices, machine-aided coding/compiler, program optimizing, basic file maintenance, computer problem planning, and report writing. Prerequisite: 1204 or permission of the instructor.
- 1210 Typewriting 3, 2 semester hours, 1 lec., 3 lab.
Development of occupational proficiency in business letter writing, advanced tabulation, and manuscript typewriting. Prerequisite: 1111, or permission of the instructor.
- 1211–1212 Accounting 1–2 (3–3), 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. Evening classes only. Admitted by permission of instructor.
- 1220–1221 Business Law 1–2 (3–3), 3 lec.
Nature, classification, and characteristics of law; courts and procedures; crimes and torts; business relationships; the contract, agency, and employment; personal property; bailments.
- 1240 Business Communications, 3 semester hours, 3 lec.
Correspondence and report forms for a business office; various kinds of business letters and reports.
- 1242 Accounting 3, 3 semester hours, 3 lec.
Accounting theory relating to income measurement, corporate capital structure, preparation and correction of financial statements with emphasis on measurement of receivables, inventories, and investment. Prerequisite: 1200-1201 or permission of the instructor.
- 1243 Accounting 4, 3 semester hours, 3 lec.
A continuation of 1242. Measurement of tangible fixed assets, liabilities, reserves, and the interpretation of financial statements; analysis of working capital, application of funds and cash-flow.
- 1244 Cost Accounting, 3 semester hours, 3 lec.
Measuring unit production costs; principles of manufacturing, cost accounting for business planning, control and income measurement; product costing practice. Prerequisite: 1200-1201 or permission of the instructor.
- 1245 Tax Accounting, 3 semester hours, 3 lec.
Determining income of individuals, partnerships, and corporations

for income tax purposes; interpretations of Internal Revenue Code, related regulations, and tax advisory services; payroll tax return of business firms. Prerequisite: 1200-1201 or permission of the instructor.

1250 Transcription, 3 semester hours, 2 lec., 3 lab.

Increasing accuracy in transcribing notes and a speed-building program for dictation. Prerequisite: 1150, or permission of the instructor.

1251 Medical Secretarial Practices, 3 semester hours, 2 lec., 3 lab.

General medical office procedures dealing with appointment scheduling, health and insurance records, medical correspondence, filing, collections, billing, credit extension and follow-up, and medical record keeping, including medical terminology. Prerequisite: 1250 or permission of instructor. Usually offered in alternate odd numbered winter semesters, e.g., 1967, 1969, 1971 . . .

1252 Legal Secretarial Practices, 3 semester hours, 2 lec., 3 lab.

The legal secretary's role in an attorney's office including compilation and safeguarding professional information, accounting for the law office, payroll and miscellaneous recordkeeping. Prerequisite: 1250 or permission of instructor. Usually offered in alternate even numbered winter semester, e.g., 1966, 1968, 1970 . . .

1260 Office Practices, 3 semester hours, 2 lec., 2 lab.

Secretary's duties in an office setting. Includes dictation, filing, telephone usage, record keeping, reports, minutes, office machines, and duplication procedures. Prerequisite: 1111 and 1120, or permission of the instructor.

1270 Salesmanship, 3 semester hours, 3 lec.

Selling; correct attitudes and personal attributes for dealing with the public on a business or professional basis.

1276 Human Relations, 3 semester hours, 3 lec.

Psychology of human behavior in industry; role of the technician. Human behavior that bears upon success and failure on the job, technique of group participation and leadership, plus opportunity for self-analysis.

1277 Management, 3 semester hours, 3 lec.

Business organization and management; problems and principles in personnel management; budgets and financial controls; plant location and layout; and other vital managerial techniques.

1286-1287 Economics 1-2 (3-3), 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.

1290 Data Processing Concepts, 3 semester hours, 3 lec.

Data processing equipment; consideration of general systems design, machine wiring, card and report design, and typical unit record equipment components.

1299 Tutorial—Business, 1 semester hour

An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.

1600 Beginning Shorthand, 1 unit

Basic skills and vocabulary of shorthand. Beginning of dictation and transcription. Performance in transcription is comparable to high school courses in shorthand.

1602 Bookkeeping, non-vocational, 1 unit

Principles, concepts and knowledges required for practical bookkeeping in everyday living; principles of personal and family financing.

1604 General Business, 1 unit

Non-vocational course to provide adults an understanding of general business practice as related to the everyday business affairs of the lay citizen.

1606 Beginning Typewriting, 1 unit

Non-vocational course in typewriting for personal use; mastery of the keyboard and ability to write personal and business letters accurately. Comparable to high school courses in typewriting.

1607 *Unit Record Processing*
1701 Industrial Supervision and Foremanship, 1 unit

Supervision of workers by studying and interpreting blue-prints, sketches, and written or verbal orders, determining procedure of work, assigning duties, and inspecting work for quality and quantity production; timekeeping, production record keeping, and other record keeping; employing, training, and discharging workers; and setting up and inspecting equipment prior to regular operation.

1718 *Law For the layman*
1719 Law Enforcement, 1 unit

Phases of law enforcement such as weaponless defense, small arms use, chemical tests for intoxication, police administration and supervision, criminology, and crime prevention.

1800 Food Services—Merchandising, 3 semester hours, 3 lec.

Aesthetic and realistic display of foods providing a setting which enhances the product.

1801 Food Services—Purchasing, 3 semester hours, 3 lec.

Analysis of purchasing, planning, pricing, promotion and distribution as it relates to cost control.

- 1802 Food Services—Supervision and Administration, 3 semester hours, 3 lec.
Principles, methods, and procedures related to the effective utilization of human resources in food service programs.
- 1811 Industrial Management and Supervision, 1 unit
Preparation of technicians and personnel in specialized areas of industrial personnel management and supervision.
- 1901 Farm Management, 1 unit
Operation of the farm as a unit. Instruction and supervision is provided for managerial jobs on the farm such as planning the farm; financing; renting and leasing; evaluation of property; keeping records and analyzing records.
- 1903–1904 Business English 1–2, 1–1 unit
Effective oral and written expression for business; application of rules of grammar and development of vocabulary through supervised business activities involving speaking and writing.
- 1905 Business Arithmetic, 1 unit
Arithmetical concepts required for effective bookkeeping and merchandising; provides practice in solving business problems which involve mathematics.
- 1906–1908 Business English 3–4, 1–1 unit
Effective oral and written expression for business, application of rules of grammar and development of vocabulary through supervised business activities involving speaking and writing. Prerequisite: 1904 or permission of the instructor.
- 1907–1907 Vocational Typewriting 1–2, 1–1 unit
Skills, techniques, and knowledge in the use of the typewriter for work in a business office in a clerical or stenographic position.
- 1909–1909 Shorthand 1–2, 1–1 unit
Integration of shorthand, English, and typewriting skills to develop the ability and speed for vocational competence.
- 1913 High School Business Law, 1 unit
Legal system and principles of law applied to business situations; prepares the office worker to meet and cope with simple legal problems of an office occupation.
- 1915–1916 Basic Office Practices 1–2, 1–1 unit
A laboratory course to aid the student in filing, duplicating, operating a switchboard and office machines, record keeping, and developing job efficiency; personal qualities and traits essential for success.

- 1917 Advanced Secretarial Practice, 1 unit
Preparation for the examination offered by the National Secretaries' Association for the designation of "Certified Professional Secretary." Open to secretaries interested in improving job proficiency.
- 1919 Office Machines, 1 unit
Practice in the use of business machines. Short courses to achieve proficiency on a specific type of office machine may be offered.
- 1921 Bookkeeping 1, 1 unit
Complete bookkeeping cycle, including journalizing, posting, preparing financial statements, and adjusting and closing the books. Procedures for proprietorships, partnerships, and corporations, inventory methods, control accounts, special journals, the voucher systems, notes and drafts, depreciation and payroll methods.
- 1923–1924 Bookkeeping 2–3, 1–1 unit
Theory and accounting procedures for merchandising, manufacturing concerns, and the principles of cost accounting. Profit and loss analysis, comparative statements, ratios, adjustments, and various cost accounting systems are included. Attention to income, income tax and official security tax laws, returns, and accounting procedures.
- 1925 Legal Secretarial Practice, 1 unit
Stenographic procedures for employment in law offices; legal forms, instruments, and legal terminology for the legal secretary.
- 1927 Medical Secretarial Practice, 1 unit
Secretarial procedures for the doctors office, clinic, or hospital-medical vocabulary, medical case histories, and problems of dealing with the ill and infirm.
- 1929 Filing, 1 unit
Methods and systems of filing used in business offices, filing equipment, and time-and-motion saving skills. Filing practice sets are used.
- 1931 Supervisory Training for Business, 1 unit
Principles and procedures of supervision for a business office; supervision, establishment of good relationships, evaluation of job performance, employee training and job advancement.
- 1932 Principles of Business Organization, 1 unit
This course is designed for new and/or prospective managers and/or owners of small businesses. Included in the course are

units covering location determination, financing a new business, legal risks, personnel management, market research, and taxation.

1933 Business Management, 1 unit

Administrative management personnel problems in the organization and operation of a business; location, sales promotion, long and short-term financing, record keeping, managerial aids, and efficient use of personnel and merchandise.

1934 Merchandising, 1 unit

This course deals principally with training for personnel specializing in merchandising and buying. The functions of the merchandising department, inventory control system, stock turnover, the buying functions, and sales promotion are covered.

1935 Applied Marketing Economics, 1 unit

Economic principles applied to specific marketing problems encountered by managers of distributive businesses. Short course dealing with the national income and its distribution; demand, supply and prices; competition, spending and taxes; international trade and commercial policy; debt management; and money and banking.

1937 Service Station Management, 1 unit

Service station managers and owners training. Principles involved, customer relations, accounting, servicing, and product control.

1939 Hotel-Motel Management, 1 unit

Hotel and/or motel operation including supervision of employees, room sales, dining room service, bellman duties, and training techniques; promoting the sales of services offered and accounting procedures.

1941 Food Service Management, 1 unit

Managerial or supervisory problems of the food service industry; food purchasing, food cost accounting, food control, food checking, and food sales and services.

1943 Insurance Sales and Agency Management, 1 unit

Insurance agency and insurance sales management. The history of the industry and methods of operation, essentials of direct selling, group demonstrations, and techniques of preparing sales talks.

1945 Marketing Executive Development, 1 unit

Executive supervisory personnel specializing in merchandising and buying. The functions of marketing, inventory control systems, buying, and sales promotion. Management problems and typical operation sheets are developed.

- 1947 Supervisory Training for Distributive Workers, 1 unit
Principles and application of supervision; job of supervision, human relations, evaluation of job performance, employee training, and job advancement.
- 1949 Principles of Retailing, 1 unit
Organization and operation of a retail merchandising business; sales, service, sales promotion and advertising, credit and accounting, and administration departments. Also channels of distribution, store financing, personnel problems, and operating statements are studied.
- 1951 Techniques of Selling, 1 unit
Selling sequences for making a sale. Includes retailing, direct and wholesaling areas, and an analysis of the buyer-focused theory of selling.
- 1952 Business Psychology, 1 unit
This course attempts to show how modern psychology is useful for the person in business. The course also deals with abilities, motives disappointments, ambitions, and idiosyncrasies normally displayed by people in business.
- 1953 Applied Sales Psychology, 1 unit
Short course of psychological principles applied to selling problems which include buyer motivation, the factors of attention and interest in the sales process, and the attributes of a successful salesperson.
- 1954 Advertising, 1 unit
Included in this course are retail advertising procedures, copywriting and testing, selection and use of illustrations, direct mail advertising, including research and analysis of sales territory, and the coordination of the display, advertising, and sales departments.
- 1955 Sales Promotion, 1 unit
Methods and techniques used in sales promotion program development. Research, advertising, merchandising display, direct mail advertising, development of effective sales talks, and demonstrations are covered.
- 1956 Floral Design and Sales, certificate program
Designs and specific sales technique for personnel employed as retail florists.
- 1957 Distributive Education Training Orientation, 1 unit
A study of the kinds of organizations performing distributive functions, marketing, retailing, wholesaling, and the total con-

cepts in distribution of goods and services as they apply to a specific job, to the business, and to that particular business operation as it functions in the business community and the general economy.

1958 Interior Decorating for Retail Sales, certificate program
Problems of persons employed in selling furniture, draperies and fabrics, household accessories, carpeting, paint, and other lines requiring a knowledge of interior decoration. Presentation of information regarding design and color to assist in making more effective sales.

1959

Basic Investments
1961 Negotiable Instruments, 1 unit
Provisions of the uniform negotiable instruments law with emphasis upon bills of lading, stock certificates, bonds, certificates of deposit, trade acceptances, warehouse receipts, and other similar banking instruments.

1963 Real Estate Law—Instruments and Documents, 1 unit
Legal practices and procedures in real estate including a study of the legal documents used in real estate transactions. Actual practice in the preparation of various legal forms.

1965 Real Estate Appraisals, 1 unit
Nature and purpose of appraisals, reasons for and use of appraisals, depreciations, income approach, types of appraisals, valuations, maps, values, costs, and markets.

1966 Waiter-Waitress Training, certificate program
Techniques used in greeting guests, seating them, taking orders, serving food, proper sanitation practices, and suggestive selling to aid uncertain customers.

1968 Hostess Training, certificate program
Problems of restaurant personnel which covers the proper way to handle goods, dress, how to take orders, placing of orders, seating arrangements, dining room service, and ways to make customer's meals pleasant.

1970 Hotel-Motel Front Office Procedures, certificate program
Duties and responsibilities of front office personnel, i.e., registering and rooming guests, reservations, recording charges and credits, billing guests, checking out guests, preparing transcripts of guest's accounts receivable, and balancing transcripts.

1972 Hotel-Motel Cashiering, certificate program
Procedure and mathematics required to prepare guest accounts accurately. Posting of charges and credits to individual guest accounts, handling of checks and making change, posting of

- charges and credits to accounts of non-registered guests, handling of transcripts, check-ins and check-outs.
- 1974 Hotel-Motel Auditing and Posting Machine, certificate program
Posting charges and credits to guest accounts, correcting errors, balancing cash at end of watch, transferring bills to new accounts, taking trial balance, and proving all transactions made during the watch.
- 1976 Hotel-Motel PBX Operator, certificate program
Manipulative skills involved in handling keys, cards, supervisory signals, dials, extensions, incoming and outgoing local and long distance calls, voice techniques, and courtesy. Proper phrasing, paging, and filing names of guests are included.
- 1978 Executive Housekeeping, certificate program
Leadership and organizational ability for supervisory personnel responsible for maintaining an establishment in a clean, orderly, and attractive manner. Includes the basic technical knowledge essential to the position.
- 1980 Hotel Housekeeping, certificate program
Training in the cleaning, orderliness, and decorating of a commercial housing establishment, including the purchasing of supplies and equipment for the housekeeping department.
- 1983 Organization and Management, 1 unit
Fundamentals of organization which include planning, lines of responsibility and authority, environmental factors influencing organization, and the measures of successful organization and management.
- 1985 Accounting and Reporting (Record Keeping), 1 unit
Recording and reporting quantity food service business. Includes sound record keeping and reporting system, daily practice in maintaining adequate records and reporting information clearly and accurately for food service managers and accountants.
- 1987 Purchasing, 1 unit
Principles of purchasing, grades of food, quality and control of costs, marketing functions, laws, regulation, purchasing procedures and purchasing records for food service managers.
- 1988 Supervised Food Service Worker, certificate program
Preparation and serving of food in institutions such as hospitals, homes for the aged, nursing homes, children's homes, and daycare centers. Hygienic practices in food preparation, cooking, serving, and storing; safety regulations in use of equipment and food

handling. Preparation of large quantity recipes, serving food at table or on trays; organizing work in relation to space and time limitations.

- 1989 Personal Wardrobe Maintenance Specialist, certificate program
Wardrobe repairing, cleaning, and storing; job determination and wardrobe examination to determine care, repair, and upkeep.

EDUCATION AND PHYSICAL EDUCATION

- 2100 Introduction to Education, 3 semester hours, 3 lec.

Orientation to the profession of teaching and an overview of education in a democratic society. Opportunities to observe activities in local schools. Visits and lectures by resource personnel.

- 2111 Orientation, 1 semester hour.

Designed as an introduction to aid the student in the transition from high school to college and to help him work up to his capacity by developing his basic qualities. Coordinated with guidance and counseling services. May not be used to meet graduation requirements.

- 2140 First Aid, 2 semester hours, 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.

- 2146 Personal and Community Health, 3 semester hours, 3 lec.

History, fundamental concepts, programs, and requirements in personal and community health.

- 2150 Bowling, 1 semester hour, 2 lab.

The development of skills and practice in the basic fundamentals of bowling.

- 2151 Dance, 1 semester hour, 2 lab.

Instruction and practice in various folk dances, square dances, and American ballroom dances.

- 2152 Golf, 1 semester hour, 2 lab.

Instruction in the fundamental techniques and the development of personal skills through participation.

- 2153 Horsemanship, 1 semester hour, 2 lab.

Instruction in the fundamental techniques and the development of personal skills through participation.

- 2154 Tennis, 1 semester hour, 2 lab.

Instruction includes the history of tennis, the fundamental tech-

niques, and the development of personal skill through participation.

Beginning Swimming
2155 ~~Tumbling~~, 1 semester hour, 2 lab.

Instruction in the fundamental techniques and the development of personal skills through participation.

2157 Soccer, 1 semester hour, 2 lab.

Instruction in the fundamental techniques and the development of personal skills through participation.

Defensive Tactics 2 hrs.
2158 ~~Elementary Classical Ballet~~, 1 semester hour, 2 lab.

This course is designed to provide the beginning student with a basic foundation so that he will be capable of more advanced study and to provide the non-beginner a thorough review and a deeper understanding of the technique of classical ballet.

2159 Elementary Trampoline, 1 semester hour, 2 lab.

Instruction in the fundamental techniques and the development of personal skills through participation.

2165 Volleyball & Speed Ball
2190 Physical Education Theory, 3 semester hours, 3 lec.

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

2191 Police Firearms and Weapons 2 hrs.
2193-2194 Physical Education 1-2 (1-1) 2 lab.

This course includes fitness testing and body conditioning exercises. Student receives instruction and practice in vigorous activities geared primarily toward better physical conditioning. Required of all first semester freshmen who have successfully passed the physical examination.

2194 Intermediate Swimming 1 hr.

2195-2198 Adaptive Physical Education 1-4, 1 semester hour per course, 2 lab.

This course is designed to meet the individual needs of students with physical limitations so severe that they cannot benefit from instruction in regular activity classes. Activities included in the course content will be modified to meet the abilities, needs, and interests of these students.

2230 Audio Visual Institute for Teachers, 3 semester hours, 3 lec.

Designed for teachers who wish to update their understanding of the use of audio visual equipment and materials.

2231 Reading Institute for Teachers, 3 semester hours, 3 lec.

Designed for teachers who wish to update their understanding of reading processes in public schools.

- 2255 Tumbling, 1 semester hour, 2 lab.
Instruction in the fundamental techniques and the development of personal skills through participation. (women only)
- 2259 Intermediate Trampoline, 1 semester hour, 2 lab.
Instruction in the fundamental techniques and the development of personal skills through participation. Prerequisite: 2159 or permission of the instructor.
- 2260 Advanced Trampoline, 1 semester hour, 2 lab.
Instruction in the fundamental techniques and the development of personal skills through participation. Prerequisite: 2259 or permission of the instructor.
- 2293–2294 Physical Education 3–4 (1–1) 2 lab.
Continuation of 2194. This course includes fitness testing and body conditioning exercises. Student receives instruction and practice in vigorous activities geared primarily toward better physical conditioning.
- 2295 Advanced Sports, 1 semester hour, labs as required.
Instruction, practice, and intercollegiate participation in individual and team sports. The continuous development of physical skills is of major importance in this course. Prerequisite: Permission of the instructor. (May be repeated as often as three semesters for additional credit)
- 2296 Camp Counseling, 3 semester hours, 2 lec., 2 lab.
The training of counselors in organized camping including camp craft, nature of woods lore, and informal activities.
- 2297 Water Safety, 1 semester hour, 2 lab.
This course is designed to organize, train, condition, and prepare the student in advanced water skills necessary in meeting the American National Red Cross Water Safety Instructor's Certification Requirements. Prerequisite: (1) Students must have received the senior life saving certificate within the last three years; (2) Passed their 18th birthday prior to final examination of this course; (3) Successfully passed a complete physical examination by a licensed medical doctor within the last year; and (4) Be able to endure long exposure in water, (2 hours).
- 2299 Tutorial—Education and P. E., 1 semester hour
An experience in individual depth study in which one student prepares for an engages in tutoring another for two class periods per week.
- 2600 Elementary Education, Adult Basic Educa., certificate program
Elementary education for adults possessing the skills of reading and writing and planning to continue their study toward the

secondary school. Includes reading, handwriting, arithmetic, spelling, social studies, general science, health, and the language arts.

2602 General Education, certificate program

General education subjects at the elementary and secondary levels. Accommodates the needs of a class which consists in part of individuals who are on the secondary school level.

2604 Literacy Education, certificate program

Instruction in the basic skills of reading and writing for the adult beginner.

2605 ~~2606-2607~~ Accelerated Adult High School, no credit

How to Pass The Civil Service Exam
Intensive review of the four major academic areas: English mathematics, social studies and science, on the secondary school level.

2609 2609 Safety Education, no credit

Reading and Writing
Concepts of safe driving, financial responsibility laws, and court systems. Companion course to 2610, Driver Education, which provides for the laboratory experience in driving.

2610 Driver Education, no credit

Course of instruction to prepare people to learn to drive automobiles safely by thoroughly understanding the road rules, the road signs, the physics involved in driving and to learn basic safety factors in the operation of an automobile in order that they might qualify for the state of Florida driving license test.

2612 Basic Seamanship, 16 class hours

Introduction to pleasure boating, maneuvering, rope tying, aids to navigation, charts and compass, rules of the road, legal responsibilities, and safe motorboat operation.

2850 Food Services—School Law and Finance, 3 semester hours, 3 lec.

School law and principles of finance which directly relate to school lunch personnel.

2860 ~~2908~~ 2908 Child Day-Care Center Worker, certificate program

Self Defense Training
Problems and procedures for children in day-care centers. Activities for different age groups; care of clothing; supervision of activities; development of children's habits; and provisions for cleanliness, attractiveness and accident free day-care centers.

2910 Visiting Homemaker, certificate program

Training in maintaining normal family life in an emergency in cooperation with Welfare or Health agency in charge and maintenance of family routines and activities.

ARTS AND HUMANITIES

- 3100 Drawing 1, 3 semester hours, 1 lec., 4 lab.
Problems in drawing techniques and media.
- 3101 Drawing 2, 3 semester hours, 1 lec., 4 lab.
Problems in drawing and composition. Prerequisite: 3100, or permission of the instructor.
- 3102 Ceramics 1, 3 semester hours, 1 lec., 4 lab.
Hand-building techniques and use of ceramic equipment; creative development of pottery and sculptural forms from clay.
- 3103 Ceramics 2, 3 semester hours, 1 lec., 4 lab.
Intermediate course in ceramics which covers techniques used on potters wheel. Prerequisite: 3102 or permission of the instructor.
- 3104 Art Workshop, 1 semester hour, 1 lec.
Art education workshop. Broadens the scope of art education. Use of art materials and the planning and teaching of school art through actual participation where art projects are carried through to completion.
- 3105 Design 1, 3 semester hours, 1 lec., 4 lab.
Principles of visual organization. Deals with line, space, form, and color in two-dimensional composition.
- 3106 Design 2, 3 semester hours, 1 lec., 4 lab.
Extension and development of the elements of design in three-dimensional projects.
- 3120 ~~Elementary Instrumental Techniques~~, 2 semester hours, 2 lec.
Offers the music education student instruction in teaching instrumental music in heterogeneous groups.
Sections: 1. Brass, 2. Percussion, 3. Strings, 4. Winds.
- 3121-3122 Music Theory 1-2 (3-3), 3 lec.
Theory and harmony, with emphasis on dictation, elementary composition, part-writing, and key board harmony.
- 3123-3124 Music Seminar 1-2 (1-1) 2 lab.
Convocations featuring student recitals, lectures and recitals by the music faculty, and discussions on the various areas in the music career field. Visits by artist/teachers from neighboring senior institutions. Opportunities for performance as soloists. Prerequisite: permission of the instructor.
- 3125 Sight Singing & Ear Training 1, 1 semester hour, 2 lab.
Beginning study of scales and intervals with emphasis on dictation and individual sight-singing development. Required for mu-

sic majors and open to all students with permission of instructor.

3126 Sight Singing & Ear Training 2, 1 semester hour, 2 lab.
Continuation of 3125. Triad identification and major and minor scales. Prerequisite: 3125 or permission of instructor.

3131 Music Organizations, 1 semester hour, 3 lab. *College Chorus*
Sections: 1. ~~Jazz~~^{5/7/6/8/4/3/2} ensemble, 2. Chamber choir, 3. ~~Chorale~~,
4. ~~Wind ensemble~~^{Call 496-8857}, 5. Oratorio-chorus, 6. Concert band. May be repeated for credit

3140-3141 Instrumental Lab 1-2 (1-1), 3 lab.
Instrumental practice in the flexible atmosphere of the performance workshop. May be repeated for credit.

3150 Music Fundamentals, ^{3 Music} 3 semester hours, 3 lec.
Materials of musical composition. Includes reading from all clefs and continues through triad identification and analysis, with emphasis on sight-singing and ear-training.

3153 Class Instrument Instruction. 1 semester hour, 1 lab.
Sections: 1. Piano, 2. ~~Woodwinds~~, 3. Brass, 4. Percussion, 5. Strings, 6. Voice, 7. ~~Other~~.

2-1 hr
10558.15
3171-~~3172~~ Applied Music-Principal Instrument 1-2 (2-2), 2 lab. *Woodwinds*
Two ½ hour private lessons per week. Sections: 1. Bassoon, *brass*
2. Clarinet, 3. Cornet/Trumpet, 4. Flute/Piccolo, 5. French *percussion*
Horn, 6. Oboe/English Horn, 7. Percussion, 8. Piano, 9. Saxo-*Piano*
phone, 10. Trombone, 11. Tuba, 12. Voice, 13. Other. *voice*

3153
2-½ hr
10558.15
3173 & 3174
3173-3174 Applied Music-Secondary Instrument 1-2 (1-1); 1 lab.
One ½ hour private lesson per week. Sections: 1. Bassoon, *drum*
2. Clarinet, 3. Cornet/Trumpet, 4. Flute/Piccolo, 5. French *dr*
Horn, 6. Oboe/English Horn, 7. Percussion, 8. Piano, 9. Saxo-*drum*
phone, 10. Trombone, 11. Tuba, 12. Voice, 13. Other.

3175 Humanities 1**, 3 semester hours, 3 lec.
An integrated approach to art, literature, music, and philosophy, utilizing the historical method of study. Begins with the classical period of Greece and extends through the renaissance.

3176 Humanities Literature, 2 semester hours, 2 lec.
Masterpieces of our western world culture with attention paid to the development of influential literary genre. (Not open to first semester Freshman.)

** Students who begin their studies in the humanities with 3176, 3177, or 3178 must complete their humanities requirement with the other two in this sequence. Students who begin their studies in the humanities with 3175 must complete their humanities studies with 3179.

- 3177 Humanities Music, 2 semester hours, 2 lec.
History of man and his music from prehistory to the present. Fundamentals of music with laboratory experiences in musical creativity. (Not open to first semester Freshman.)
- 3178 Humanities Art, 2 semester hours, 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. (Not open to first semester Freshman.)
- 3179 Humanities 2, 3 semester hours, 3 lec.
A continuation of Humanities 1, extending from the Baroque period through the Twentieth Century. Prerequisite: 3175. See footnote 3175.
- 3200 Music Appreciation 2 credit hours*
- 3201 Painting 1, 3 semester hours, 1 lec., 4 lab.
Problems of constructing a composition in color. The academic method of painting and student experimentation. Prerequisite: 3101, or permission of the instructor.
- 3202 Painting 2, 3 semester hours, 1 lec., 4 lab.
Technique is stressed as an end result of approach to subject matter. Development of abstraction through the use of theory. Prerequisite: 3201, or permission of the instructor.
- 3203 Art Appreciation*
- 3210 Music Theory for Teachers, 3 semester hours, 3 lec.
A survey of current concepts and practices in the area of music theory, both pedagogical and analytical. Designed to upgrade skills in music theory for the music specialist in training and in the field. Includes review of sight-singing, dictation, and keyboard harmony, part-writing, and written analysis. This course will not substitute for the regular courses in music theory, and enrollment in the course will be upon completion of the regular two-year theory sequence and with permission of the instructor.
- 3220 Music Theory 3, 3 semester hours, 3 lec.
Continuation of 3122. Theory and harmony with emphasis on dictation, elementary composition, part-writing, and key board harmony. Prerequisite: 3122 or permission of the instructor.
- 3221 Music Theory 4, 3 semester hours, 3 lec.
A continuation of 3220, through the use of substitute chords, chromatic harmony, and with an introduction to Twentieth Century techniques. Harmonic analysis of various compositional styles. Prerequisite: 3220 or permission of the instructor.
- 3222 Sight Singing & Ear Training 3, 1 semester hour, 2 lab.
Continuation of 3126. Sophomore level course for music majors. Dictation of two or more parts, chromatic melodies, and ad-

vanced sight-singing. Prerequisite: 3126 or permission of instructor.

3223 Sight Singing & Ear Training 4, 1 semester hour, 2 lab.

Continuation of 3222. Dictation of four parts including modulations to distant keys, chromatic and atonal melodies, sight-singing of examples from standard literature, all clefs. Prerequisite: 3222 or permission of instructor.

3227-3228 ~~3225-3226~~ Music Seminar 1-2 (1-1), 2 lab.

Convocations featuring student recitals, lectures and recitals by the music faculty and discussions on the various areas in the music career field. Visits by artist/teachers from neighboring senior institutions. Opportunities for performance as soloists. Prerequisite: permission of the instructor.

3237 ~~Recorder Ensemble 1~~, 1 semester hour, 1 lec., 1 lab.

The instruction of beginners in the art of playing the recorder, or prime flute, and to offer performance opportunities for the advanced players of the instrument.

3238 ~~Recorder Ensemble 2~~, 1 semester hour, 1 lec., 1 lab.

Continuation of 3237. Exploring the literature for the recorder as a solo instrument and in the ensemble with primary emphasis on the Baroque period.

3250-3251 ~~Keyboard Harmony 1-2~~ (1-1) 2 lab.

Creation of bass lines for given melodies, harmonization of melodies, realization of figured bass, improvised accompaniments for given melodies.

3252 Music Literature 1, 2 semester hours, 2 lec.

Major periods of music history from the Renaissance through the classical period with emphasis on style and form. Prerequisite: 3177 or permission of the instructor.

3253 Music Literature 2, 2 semester hours, 2 lec.

Continuation of 3252, from the romantic period to the present day. Prerequisite: 3252 or permission of the instructor.

3254 Art History Survey 1, 2 semester hours, 2 lec.

A survey of significant contributions in art and architecture from pre-historic cave paintings through the renaissance.

3255 Art History Survey 2, 2 semester hours, 2 lec.

A survey of significant contributions in art and architecture from the renaissance to recent 20th century works.

3271-3272 Applied Music—Principal Instrument 3-4 (2-2)

Two ½ hour private lessons per week. Sections: 1. Bassoon, 2. Clarinet, 3. Cornet/Trumpet, 4. Flute/Piccolo, 5. French Horn,

6. Oboe/English Horn, 7. Percussion, 8. Piano, 9. Saxophone, 10. Trombone, 11. Tuba, 12. Voice, 13. Other.

woodwinds 3273-3274 Applied Music—Secondary Instrument 3-4 (1-1) *- 1/2 hr*

brass
French Horn
voice One ½ hour private lesson per week. Sections: 1. Bassoon, 2. Clarinet, 3. Cornet/Trumpet, 4. Flute/Piccolo, 5. French Horn, 6. Oboe/English Horn, 7. Percussion, 8. Piano, 9. Saxophone, 10. Trombone, 11. Tuba, 12. Voice, 13. Other.

3279 Philosophy, 3 semester hours, 3 lec.

Central concepts of philosophy are developed, including a description of the main philosophical problems involved through ancient, medieval, and contemporary thought.

3280 Comparative Religion, 3 semester hours, 3 lec.

Principal religions of the world are compared and contrasted. Christianity is examined in its historical and contemporary forms.

3290 Humanities for Teachers, 3 semester hours, 3 lec.

Designed for teachers who wish to familiarize themselves with the humanities in preparation for instructing in this area. Includes a survey of A-V materials and teaching aids in the humanities, as well as the study of the various concepts currently influencing humanities education.

3299 Tutorial—Arts & Humanities, 1 semester hour

An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.

3600 Music Appreciation, 1 unit

Study of the basic elements of music necessary for intelligent listening and appreciation. Survey of the history of music in its social and cultural context.

3602 3700 Commercial Art, 1 unit

3602 How to use art as a medium of expression. Principles and problems in composition, techniques, and media.

3805 3805 Interior Decoration, 3 semester hours, 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.

3811 Technical Illustration, 1 unit

Drafting, basic design, blueprint reading, and phases of commercial art for technical reports, manuals, and illustrations.

COMMUNICATIONS AND LANGUAGE ARTS

4100 Communication Skills 1, 3 semester hours, 3 lec.

Interpretive and the critical reading of essays and biographies. Instruction in and intense practice of writing the exposition and the argument, with stress on logical thinking.

4101 Communication Skills 2, 3 semester hours, 3 lec.

Interpretive and the critical reading of fiction, (novel, novella, short-story), drama, poetry. Practice in the writing of descriptive and narrative discourse. Special practice in writing the library research term paper.

4102 - Eng Comm 1
3 Sem hrs

4103 - Eng Comm 2
3 Sem hrs

4105 Speech, 3 semester hours, 3 lec.

Preparation and presentation of speeches for business, social, and professional occasions. Participation in speech media with continuing group analysis and constructive criticism.

4106 Parliamentary Speech, 1 semester hour, 1 lec.

Parliamentary procedure and practice in conducting and participating in meetings governed by parliamentary rules. (offered on demand)

4108 Oral Interpretation, 3 semester hours, 3 lec.

Oral communication of re-recreation of poetry, prose, and drama for an audience. Prerequisite: 4105, or permission of the instructor.

4109 Introduction to Literature 3 hrs.
4110 Applied English I, 3 semester hours, 3 lec.

A course designed for students enrolled in non-transfer programs. It deals with fundamentals of English usage, grammar, principles of organization rhetoric. Prerequisite: Permission of the instructor.

4111 Applied English II, 3 semester hours, 3 lec.

A continuation of Applied English I. Prerequisite: 4110 and permission of the instructor.

4112 Technical Reporting Writing, 3 semester hours, 2 lec., 2 lab.

Technical writing, industrial publications functions, and the fundamentals of applied sciences with emphasis on electricity and electronics; preparation of service manuals; operation manuals; and similar types of literature to conform to accepted standards of industrial communication and military specifications for technical publications. Prerequisite: 4111 and permission of the instructor.

4120 Photography I 3 hrs. 4130 Photography II 3 hrs.
4133 Library Use, 1/semester hour, 1 lec.

Acquaintance with library procedures. Consideration of fundamental techniques in using books, periodicals, and material.

4140-4141 French 1-2** (3-3), 2 lec., 2 lab.

Pronunciation and grammatical structures of French with emphasis upon balanced development of the four skills—listening, speaking, reading, and writing. Exercises in composition and grammar. Not open to students who have completed successfully two or three years of high school French with grade of “C” or better.

4150-4151 German 1-2, (3-3), 2 lec., 2 lab.

Pronunciation and grammatical structures of German with emphasis upon balanced development of the four skills—listening, speaking, reading, and writing. Exercises in composition and grammar. Not open to students who have completed successfully two or three years of high school German with grade of “C” or better. See footnote 4140.

4160-4161 Spanish 1-2 (3-3), 2 lec., 2 lab.

Pronunciation and grammatical structures of Spanish with emphasis upon balanced development of the four skills—listening, speaking, reading, and writing. Exercises in composition and grammar. Not open to students who have completed successfully two or three years of high school Spanish with grade of “C” or better. See footnote 4140.

4220 American Literature 1, 3 semester hours, 3 lec.

American letters from the colonial period to the Civil War.

4221 American Literature 2, 3 semester hours, 3 lec.

American letters from the Civil War through the contemporary period.

4226 English Literature 1, 3 semester hours, 3 lec.

English literature based upon masterpieces from the times of Beowulf through the eighteenth century.

4227 English Literature 2, 3 semester hours, 3 lec.

English literature based upon masterpieces from the Romantic era through modern times.

4228 Contemporary Literature, 3 semester hours, 3 lec.

Studies in contemporary prose and poetry.

** Every student presenting 2 or more years of foreign language study in high school (or its equivalent) will be required to take the Modern Language Association's Co-Operative Foreign Language Tests 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 foreign language. No student will be allowed to enroll for two beginning foreign language courses in any one semester.

4240-4241 French 3-4 (3-3), 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: Two or three years of high school French with grade of "C" or better; 4140-4141, or its equivalent. See footnote 4140.

4242 Communications: Technical, 3 semester hours, 3 lec.

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

4243-4244 Conversational French 1-2 (2-2), 1 lec., 2 lab.

Development of fluency in French conversation through practice on topics of everyday use. Prerequisite or corequisite: 4240-4241, or equivalent. See footnote 4140.

4250 Creative Writing, 3 semester hours, 3 lec.

Creativity in prose, poetry, and drama. All student creativity is submitted to publisher market.

4251-4252 German 3-4 (3-3), 2 lec., 2 lab.

Readings in the literature and cultural history of Germany, a brief review of grammar, and practice in audio-lingual skill. Prerequisite: Two or three years of high school German with grade of "C" or better; 4150-4151, or its equivalent. See footnote 4140.

4253-4254 Conversational German 1-2 (2-2), 1 lec., 2 lab.

Development of fluency in German conversation through practice on topics of everyday use. Prerequisite or corequisite: 4251-4252, or equivalent. See footnote 4140.

4260-4261 Spanish 3-4 (3-3), 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: Two or three years of high school Spanish completed with grade of "C" or better; 4160-4161, or its equivalent. See footnote 4140.

4262-4263 Conversational Spanish 1-2 (2-2), 1 lec., 2 lab.

Development of fluency in Spanish conversation through practice on topics of everyday use. Prerequisite or Corequisite: 4260-4261, or equivalent. See footnote 4140.

4273 Discussion and Debate, 3 semester hours, 3 lec.

Reflective thinking and logical reasoning with emphasis on discussion and competitive debate. Prerequisite: An introductory course in speech, or permission of the instructor.

4274 Public Address, 3 semester hours, 3 lec.

Public addresses as aids in speaking extemporaneously and from manuscript. The relationship between public speaking and policy formulation. Prerequisite: 4105 or permission of the instructor. (offered on demand)

4276 Theatre, 3 semester hours, 3 lec.

Appreciation of the theatre through a study of the various aspects of dramatic production. Prerequisite: An introductory course in speech, or permission of the instructor.

4280 Spanish for Teachers, 3 semester hours, 3 lec.

Designed for teachers who wish to update their foreign language preparation; provides background for the audio-lingual approach to modern foreign language.

4281 French for Teachers, 3 semester hours, 3 lec.

date
Designed for teachers who wish to update their foreign language preparation; provides background for the audio-lingual approach to modern foreign language.

4298
4299 Tutorial-Communications, 1 semester hour.

An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.

4600 English 1, 1 unit

When offered for high school credit the content is comparable to that of the corresponding high school English course.

4601 English 2, 1 unit

When offered for high school credit the content is comparable to that of the corresponding high school English course. Prerequisite: 4600 or permission of the instructor.

4602 English for Foreign Born, 1 unit

English for non-English speaking adults. Emphasis is placed on speaking, reading, and writing English based on living experiences and needs.

4603 English 3, 1 unit

When offered for high school credit the content is comparable to that of the corresponding high school English course. Prerequisite: 4601 or permission of the instructor.

4604 Foreign Language-Spanish, 1 unit

For high school credit, comparable in content to those offered in the regular secondary school. For conversational purposes, emphasis is placed on speaking and oral comprehension.

4605 English 4, 1 unit

When offered for high school credit the content is comparable to that of the corresponding high school English course. Prerequisite: 4603 or permission of the instructor.

4606 Effective Speaking, 1 unit

Fundamentals of effective speaking, practice in organization of materials and delivery, development of voice, vocabulary, diction and poise, and elements of parliamentary procedure.

4610 Reading, 1 unit

Reading courses are offered on different levels to satisfy adult reading needs. Emphasize basic reading skills and comprehension and to increase reading speed.

4612 Foreign Language—French, 1 unit

For high school credit, comparable in content to those offered in the regular secondary school. For conversational purposes, emphasis is placed on speaking and oral comprehension.

4815 Technical Writing (Publications Technology), 1 unit

Technical writing, industrial publications functions, and the fundamentals of applied sciences with emphasis on electricity and electronics; preparation of service manuals, operation manuals, and similar types of literature to conform to accepted standards of industrial communication and military specifications for technical publications. May include applied mathematics, physics and chemistry, manufacturing processes, and business practices.

MATHEMATICS

5100 Mathematics, 3 semester hours, 3 lec.

Mathematics with practical applications. Includes arithmetic, basic algebra, trigonometry, and logarithms. Designed specifically for the student needing further preparation in mathematics prior to enrollment in 5101. *Does not meet general education requirements for the Associate of Arts Degree or the Associate of Science Degree.*

5101 Mathematics, 3 semester hours, 3 lec.

Although designed to meet general education requirements, this course may be used to strengthen ones personal foundation for further mathematical study. Fundamental algebra, ratio and proportion, variation, relations and functions, elementary trigonometry and logarithms. Prerequisite: 5100 or 5610, adequate test scores or permission of the instructor.

5104 - Intermediate Algebra
5105 - Algebraic Structures & Real Number Systems

5110 Algebra, 3 semester hours, 3 lec.

For students whose high school mathematics has not prepared them to enter a regular course in analytic geometry and calculus. Sets, logic, number systems, algebra, vectors and matrices. Prerequisite: 5101, adequate test scores or permission of instructor.

5111 Algebra and Trigonometry, 3 semester hours, 3 lec.

First math sequence course acceptable for mathematics majors in the Florida University System. Advanced work in algebra, and analytical trigonometry in preparation for analytic geometry and calculus. Prerequisite: 5110, adequate test scores or permission of the instructor.

5136 Slide Rule, 1 semester hour, 1 lec. 008V

Principles in the use of the slide rule with practice and problem solving.

5200 Analytic Geometry and Calculus 1, 4 semester hours, 4 lec.

Concepts of analytic geometry; includes relations, graphs, distance formula, straight lines, circles, parabolas, ellipses, hyperbolas; axes rotation and translation are covered as they relate to the general second degree equation; calculus topics include slope of a curve velocity and other related rates, limits, derivatives and differentials of algebraic functions, applications by related rates and maxima/minima problems and the Mean Value Theorem. Prerequisite: 5111, or permission of the instructor.

5201 Analytic Geometry and Calculus 2, 4 semester hours, 4 lec.

Integration of algebraic functions, areas by calculus, differentiation and integration of transcendental functions, applications of the definite integral, special integration methods, polar coordinates. Prerequisite: 5200, or permission of the instructor.

5202 Analytic Geometry and Calculus 3, 4 semester hours, 4 lec.

Vectors and parametric equations, solid analytic geometry, partial differentiation, multiple integration. Prerequisite: 5201, or permission of the instructor.

5237 Linear Algebra, 3 semester hours, 3 lec.

Coordination of space, scalar and vector product, equations of lines and planes in vector form, linear transformation. Prerequisite: 5200, or permission of instructor. This course may be taken concurrently with 5201. Designed for math majors.

5270 Math for Elementary Teachers, 3 semester hours, 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.

- 5271 Math for Secondary Teachers, 3 semester hours, 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.
- 5299 Tutorial—Mathematics, 1 semester hour
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- 5600 High School Algebra 1, 1 unit
Algebra including formulas, positive and negative numbers, graphs, simple equations, linear equations, factoring, fractional equations, basic work on powers and roots of numbers, and simple quadratic equations.
- 5602 High School Algebra 2, 1 unit
Algebra including products and factors, proportions and variations, exponents, roots and radicals, solution of equations, logarithms, ratios, progression and variation, and numerical trigonometry.
- 5604 Analytical Geometry, Technical, 1 unit
Coordinate geometry in two or three dimensions, circles, parabolas, ellipses, hyperbolas—transformations and tangents, planes and quadric surfaces, polar coordinates, and transcendental curves.
- 5606 Applied General Mathematics, 1 unit
For individuals whose interests or responsibilities require specialized mathematical skills and understanding.
- 5608 Everyday Business Mathematics, 1 unit
Non-vocational course to develop mathematical abilities needed for day to day problems involving personal business affairs. Fundamental operations in arithmetic applied to problems of budgeting, banking, computation of interest, income tax preparation, installment buying, insurance wages, and related business activities.
- 5610 General Mathematics, 1 unit
Fundamental principles of arithmetic and beginning algebra, with emphasis upon fractions, decimals, formulas, graphs, equations, maps, charts, measurements, and consumer buying problems.
- 5612 Modern Mathematics for Parents, 1 unit
For parent's orientation and understanding of the basic concepts

and terminology of the new mathematics program being taught in the elementary and junior high schools in Florida.

5614 Plane Geometry, 1 unit

Concepts of geometry, including a study of geometric problem solving, postulates, axioms and theorems, circles, areas of plane figures, kinds of angles, parallel lines, polygons, and quadrilaterals.

5616 Solid Geometry, 1 unit

Three dimensional geometry with emphasis upon points, lines, planes in space, polyhedrons, cylinders, cones, spheres, and prisms.

5618 Trigonometry, 1 unit

Trigonometric functions and identities, functions of angles, formulas, meaning and use of logarithms, and trigonometric and logarithmic tables.

5707 Blueprint Reading and Estimation, 1 unit

Reading and interpretation of blueprints and architectural drawing, and from such designs computing labor, material and equipment costs for construction work.

5713 Elementary Drafting, 1 unit

Preparation of clear, complete, and accurate working plans and detail drawings from rough or detailed sketches, or notes for engineering or manufacturing purposes, according to specified dimensions.

5759 Surveying, 1 unit

Location and measurement of points, elevations, lines, areas, and contours on the earth's surface for purposes of securing data for construction, map making, deeds, or other records.

5813 Technical Mathematics 1, 64 hours

Review of basic arithmetic, algebra, geometry and the fundamental concepts of trigonometry; use of tables; solution of right triangles; law of cosines; special products and factoring; simultaneous equations; exponents and radicals; quadratic equations, logarithms; sliderule; vector algebra, emphasis is on the application of mathematics. Prerequisite: Permission of the instructor.

5814 Technical Mathematics 2, 64 hours

Mathematics used in solving problems includes trigonometry, vector algebra, miscellaneous mathematics, graphic methods of calculus, the functions, differentiation, differentiation of higher order, integration, additional trigonometric functions, hyperbolic functions, mathematical series, and Laplace transforms. Prerequisite: 5813 and permission of the instructor.

SOCIAL SCIENCES

6100 American Civilization, 3 semester hours, 3 lec.

Unified, historical approach to American studies. Involves the emerging pattern of American character and heritage in history, literature, and the humanities. Includes a study of the U. S. Constitution.

6126 Personal Adjustment, 3 semester hours, 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.

6133 World Civilization 1, 3 semester hours, 3 lec.

Historical material from pre-history to the present. Includes medieval history, the Renaissance, the Reformation, and the expansion of Europe. Non-Western history is studied but primarily as a means of enhancing the students understanding of the West.

6134 World Civilization 2, 3 semester hours, 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.

6136-6137 Political Science 1-2 (3-3), 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. Includes a study of the U. S. Constitution.

6138 Political Geography, 3 semester hours, 3 lec.

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.

6140 Introduction to Law Enforcement
6141 Administration of Justice 3 hrs
6200 American History 1, 3 semester hours, 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.

6142 Police Organization and Administration 3 hrs
6148 Police and Community Relations

6146 - Crime Laboratory Techniques 3 hrs.
6147 - Criminal Law II 3 hrs.

6201 American History 2, 3 semester hours, 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.

6257 - *Constitutional Government*
6202 Twentieth Century, 3 semester hours, 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.

6240 - *Penology and Corrections*
6256 Current World Problems, 3 semester hours, 3 lec.
6241 - *Criminal Investigation*
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.

6242 - *Seminars*
6276 Psychology, 3 semester hours, 3 lec.
6243 - *Police Operations*
Surveys the various fields of psychology. Provides an understanding of the human behavior by studying the adaptation of the individual to his physical and social environment.

6277 Sociology, 3 semester hours, 3 lec.
6246 - *Ecology*
6247 - *Community*
6248 - *Environment*
Field of concentration is on the description of the individual and group behavior. Basic concepts are related to the family and the city. Individual, industrial, and political problem areas are also considered.

6299 Tutorial-Social Studies, 1 semester hour
6249 - *Education*
6250 - *Education*
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.

6600 American Constitution and Government, 1 unit
The constitution, legislative, executive, and judicial branches, and functions of national, state, and local government, finance and taxation, national defense, health, education and welfare, elections, and citizenship.

6602 Americanism vs. Communism, no credit
Critical-analytical study of the nature, purpose, methods, objectives, and dangers of communism to our free society. Focus is on the ideology of the communist part, the structure and functions of the Soviet system, and the rule of the current regime.

6604 United States History, 1 unit
Political, social, and economic events in the development of the United States from Colonial times to the present.

6605 World History, 1 unit

A study of mans social, economic and political progress from earliest civilization to the present, and how world development has been influenced by persons, ideas and events through the years.

6606 Civics, 1 unit

Structure and function of government at the local, state, and national levels. May include a survey and analysis of current vocational opportunities. For high school credit, the course is comparable to the regular secondary school course.

6608 Citizenship (Civic) Education, 1 unit

A short course dealing with the responsibilities of citizenship in a democratic society. Examination and study of the current scene and the implications for citizenship participation and relationship to local, state, and national government.

6610 Citizenship Education for Foreign Born, 1 unit

Acquaints prospective citizens with United States history, the Constitution and its historic background, the organization of local, state, and federal government; to promote understanding and appreciation for ideals, privileges, and responsibilities of democratic citizenship; and to prepare individuals for the examination administered by immigration and naturalization authorities.

6612 High School Economics, 1 unit

Economic problems of a modern democratic society. Typical subjects, or separate short courses may include consumer relations and problems, laws of supply and demand, money and banking, production and labor problems, modern business, trade and transportation, and governmental functions.

6614 Florida Government, 1 unit

Framework and function of local and state government. In addition to a general overview course in local and state governmental operation, short courses may be developed which treat specific aspects or facets of government in Florida, such as Taxation, the Minimum Foundation Program, Legislative Reapportionment, or the Florida Constitution.

6616 Florida History, 1 unit

Social, political, and economic development of the State of Florida from territorial days to the present.

6618 Geography, 1 unit

Physical, economic, political, and cultural aspects of important geographic areas and peoples, and their influence on world con-

ditions and problems. Short courses may also be offered dealing with specific areas and people.

6620 Problems of Democracy, 1 unit

Problems of living in the American democracy, based on historical and current political issues and problems. Includes a review and analysis of America's role in world affairs.

6622 General Psychology, 1 unit

Human behavior with consideration to the family and its place in society, psychology in human relations, coping with the problems of a changing social and cultural environment, understanding the interests, attitudes, and desires of individuals in matters of personal and group adjustment.

SCIENCE AND TECHNOLOGY

7106 Descriptive Geometric Drafting, 3 semester hours, 2 lec., 2 lab.

The fundamental theories underlying the graphic language, drawing as applicable to the problems of industry and scientific life; use of descriptive geometry to the architect, machine or structural designer, geologist, topographer, civil engineer and others; projections and fundamental relation of points, lines, planes, surfaces, and their uses. Prerequisite: 7123 and permission of the instructor.

7107 Technical Mathematics 1, 3 semester hours, 2 lec., 2 lab.

Review of basic arithmetic, algebra, geometry and the fundamental concepts of trigonometry; use of tables; solution of right triangles; law of cosines; special products and factoring; simultaneous equations; exponents and radicals; quadratic equations, logarithms; sliderule; vector algebra, emphasis is on the application of mathematics. Prerequisite: Permission of the instructor.

7108 Technical Mathematics 2, 3 semester hours, 2 lec., 2 lab.

Mathematics used in solving problems includes trigonometry, vector algebra, miscellaneous mathematics, graphic methods of calculus, the functions, differentiation, differentiation of higher order, integration, additional trigonometric functions, hyperbolic functions, mathematical series, and La Place transforms. Prerequisite: 7107 and permission of the instructor.

7110-7111 Chemistry 1-2 (4-4), 3 lec., 3 lab.

Theoretical and descriptive chemistry, with practical experience in the laboratory. Includes historical development and perspective relationships with industry, other sciences, and household materials. For non-science majors with no previous chemistry.

7115 College Chemistry 1, 4 semester hours, 3 lec., 3 lab.

Quantitative approach to modern theoretical and descriptive chemistry, with appropriate development of laboratory technique including semi-micro qualitative analysis. Logical treatment of experimental data leading to understanding of the (1) particulate, electrical nature of matter and bonding, (2) periodicity of properties of the elements, and (3) relationships of properties to structure. For science majors, pre-medical, pre-engineering students and others who have acceptable backgrounds in chemistry and math.

7116 College Chemistry and Qualitative Analysis 2, 4 semester hours, 3 lec., 3 lab.

Continuation of 7115, with chemical equilibrium and qualitative analysis.

7120 Basic Drafting, 4 semester hours, 2 lec., 4 lab.

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.

7122 Technical Drafting 1, 6 semester hours, 4 lec., 4 lab.

This course includes exercises in the use of drawing instruments, freehand lettering, geometric construction, orthographic projection, sections, isometric drawings, oblique drawings, graphs, and freehand sketching. Prerequisite: Permission of the instructor.

7123 Technical Drafting 2, 6 semester hours, 4 lec., 4 lab.

Continuation of Technical Drafting 1 with special emphasis on the finished drawing. Prerequisite: 7122 and permission of the instructor.

7130-7131 Physical Science 1-2 (3-3), 3 lec.

Physical factors of the environment, astronomy, chemistry, geology, meteorology, and concepts of physics. Not intended for physical science majors.

7132-7133 Physical Science Lab 1-2 (1-1), 2 lab.

Laboratory experience for Physical Science majors. Must be scheduled concurrently with 7130-7131.

7136 Physical Geography 1, 3 semester hours, 3 lec. (Not offered 1967-68)

The earth in the solar system, maps and map reading, the weather elements, the climate and global circulation, soil, water, landform, with the underlying theme being the Geosynclinal Cycle Theory.

7137 Physical Geography 2, 3 semester hours, 3 lec. (Not offered 1967-68)

Weather circulation on a global basis, various weather zones, i.e., polar, arctic, and highland climates, etc. The physiographic providences of the U. S. including the coastal plain (shelf), included will be the economic aspects of each providence along with the physical properties.

7145 Geology
7146 Geology
8150-8151 Biology 1-2 (3-3), 3 lec.

The nature of living organisms and of life, contemporary information concerning the basic biological concepts, the history of the development of the science of biology, a first hand experience with the scientific method of study, and an appreciation of man's understanding of his environment. (For non-science majors)

8152 Biology 1526-1

8155 Cell Biology, 4 semester hours, 3 lec., 3 lab.

An introduction to the ultrastructure, biochemistry and physiology of plant and animal cells.

8156 Botany, 4 semester hours, 3 lec., 3 lab.

A study of the morphology, growth and reproduction of plants with emphasis on the flowering plants. The plant will be surveyed to study the evolutionary relationships of the plant phyla.

8160 Zoology, 4 semester hours, 3 lec., 3 lab.

A study of the concepts of animal life. An introduction to the tissues in higher animals, embryology and relationships of major animal phyla to each other and to man.

7170 Metallurgy and Metals
8169 Electricity and Magnetic Fields and Forces

8200 Comparative Vertebrate Anatomy, 4 semester hours, 3 lec., 3 lab.

Lectures and laboratory dissections to acquaint the student with the structure of vertebrates, using representative examples of fish, amphibia, reptiles, birds, and mammals, comparing them with each other as well as with the primitive chordates. Lectures on the embryological origins of the adult organ systems. Prerequisite: 7160 or its equivalent.

8201 Advanced Botany 4 hrs 8202 Marine Biology

8216-8217 Organic Chemistry 1-2 (4-4), 3 lec., 3 lab.

The essential chemistry of functional groups, molecular structure, and fundamental theories. Prerequisite: 7115-7116 or permission of the instructor.

8220 Inorganic Qualitative Analysis, 4 semester hours, 2 lec., 4 lab.

Identification of metals and selected anions. Equilibrium theory applied to weak acids and bases, precipitates, hydrolysis, and coordination compounds. Prerequisite: 7111 or permission of the instructor. (Not offered 1967-68)

8221 Nutrition (Nursing Transfer) 89

7222 Drafting and Design: Electrical-Electronics, 5 semester hours, 2 lec., 6 lab.

Electrical circuits, schematics and symbols, wiring diagrams, electrical parts list, printed circuit design, instrumentation, and power transmission and distribution. Prerequisite: 7123, 7247, and permission of the instructor.

7223 Drafting and Design: Mechanical, 5 semester hours, 2 lec., 6 lab. Mechanical design, schematics and symbols, basic devices, advanced dimensions, tolerances, sheetmetal, air-conditioning, and instrumentation. Prerequisite: 7123, 7247, and permission of the instructor.

7224 Drafting and Design: Architectural-Structural-Civil, 5 sem. hrs., 2 lec., 6 lab.

Architectural, structural, and civil design, schematics and symbols. Prerequisite: 7123, 7247, and permission of the instructor.

7232 Heating: Air Conditioning—Plumbing Design, 3 sem. hrs., 2 lec., 2 lab.

A problem course designed to provide experience in designing year around air-conditioning and heating systems and plumbing systems and fixtures. It includes writing specifications, preparing working drawings, and selection of equipment for a specific building. Prerequisite: 7247 and permission of instructor.

7233 Mil-Specs Drafting, 3 semester hours, 2 lec., 2 lab.

Military standards and the American Standards Association documents that are used for specifications and their application to problems. Prerequisite: 7123 and permission of the instructor.

7234 Machine Design, 3 semester hours, 2 lec., 2 lab.

Studies in the design and application of gears, cams, belts, friction drives, assemblies, tools, dies, gages, jigs, fixtures, cutters, and other manufacturing elements. Emphasis on design projects. Prerequisite: 7247 and permission of the instructor.

7235 Technical Illustrating, 3 semester hours, 2 lec., 2 lab.

This course applies drafting in the preparation of technical reports, manuals, and illustrations. Considerable skill is developed in perspective relationship of detail parts to main parts, preparing preliminary and complete drawings, as well as exploded views. Prerequisite: 7123 and permission of the instructor.

7240 Physics 1, 4 semester hours, 3 lec., 2 lab.

Mechanics, heat and sound. Prerequisite: 5200 or permission of the instructor.

- 7241 Physics 2, 4 semester hours, 3 lec., 2 lab.
Optics, electricity and magnetism. Prerequisite: 7240 or instructors permission.
- 7242 Applied Physics 1, 3 semester hours, 2 lec., 2 lab.
Mechanics, properties of matter, heat, and sound with emphasis on practical applications in industry. Prerequisite: 7107 or equivalent, and permission of the instructor.
- 7243 Applied Physics 2, 3 semester hours, 2 lec., 2 lab.
Light, magnetism, electricity, electronics, and atomic physics, with applications to industry. Prerequisite: 7242 and permission of the instructor.
- 7244 Basic Surveying, 3 semester hours, 2 lec., 2 lab.
Location and measurement of points, elevations, lines, areas, and contours of the earth's surface for purposes of securing data for construction map making, deeds, or other records. Prerequisite: 7123 and permission of the instructor.
- 7245 Strength of Materials, 3 semester hours, 2 lec., 2 lab.
Determination of stresses, strains, and deformation of simple structures. Prerequisite: 7108 and permission of the instructor.
- 7246 Statics for Design, 3 semester hours, 2 lec., 2 lab.
Theory of stresses enriched by experience in its application to design problems. Prerequisite: 7108, 7247, and permission of the instructor.
- 7247 Principles of Design, 3 semester hours, 2 lec., 2 lab.
Theory of design enriched by experience in its application to design problems. Prerequisite: 7243 and permission of the instructor.
- ~~8~~253-8254 Biology for Teachers 1-2 (3-3), 3 lec.
Recent progress in selected areas of plant and animal sciences to teachers or to those who are seeking refresher training in order to return to teaching following an interim out of the profession. Prerequisite: At least one year college biology and permission of the instructor.
- 7256 Engineering Drawing, 4 semester hours, 3 lec., 2 lab.
Making, reading, and interpretation of engineering drawings.
- ~~8~~259 Parasitology, 3 semester hours, 2 lec., 3 lab.
A study of human parasites, their pathogenicity, diagnosis, and treatment as applied in the medical technology clinical laboratory. (Not offered 1967-68)

8260 Hematology, 3 semester hours, 2 lec., 3 lab.

Human hematopoietic system, testing procedures, and evaluation of results as applied in the medical technical clinical laboratory. (Not offered 1967-68)

8261 Diagnostic Micro Biology, 3 semester hours, 3 lec.

A study of bacteria and fungi, their pathogenicity, diagnosis, and treatment as applied in the medical technology clinical laboratory. (Not offered 1967-68) 7269 Fortran Programming

8262 Clinical Chemical Analysis, 3 semester hours, 3 lec.

A study of normal and abnormal level of organic and inorganic components of biological fluids, testing procedures, and evaluation of results as applied in the medical technical clinical laboratory. (Not offered 1967-68)

8286 Genetics, 3 semester hours, 3 lec.

Heredity, the physical basis on inheritance including the contemporary concept of the gene, and the qualitative and quantitative aspects of genetic variation. Prerequisites: 7150-7151 or the equivalents, with a grade of "C" or better, or 7156 and 7160 or the equivalents, with a grade of "C" or better or permission of the instructor.

8287 Ecology, 3 semester hours, 2 lec., 3 lab.

Plant and animal communities in relation to climatic, physiographic, edaphic, and biotic factors. Representative biotic communities in Northwest Florida will be studied. Prerequisites: 8150-8157, or 8156 and 8160, or equivalents or permission of the instructor.

7292 Qualitative Organic Analysis, 4 semester hours, 2 lec., 4 lab. Characterization and identification of organic compounds. Prerequisite: 7216 or permission of the instructor. (Not offered 1967-68)

7295 Quantitative Analysis, 4 semester hours, 2 lec., 4 lab.

Theory and technique of volumetric, gravimetric, and instrumental analysis. Evaluation of data. Prerequisite: 7115-7116 or permission of the instructor. (Not offered 1967-68)

8296 Local Flora, 3 semester hours, 1 lec., 6 lab.

Identification and classification of native vascular plants. Field trips for the collection of local vascular plants to be identified and preserved. Prerequisites: 7150-7151, or 7160, or equivalent or permission of the instructor.

7299 Tutorial—Science & Technology, 1 semester hour

An experience in individual depth study in which one student

8299 Tutorial—Science 92 (Bio 399)

prepares for and engages in tutoring another for two class periods per week.

7600 High School Biology, 1 unit

Living things, plant and animal, from the most simple to the most complex; structures, reproduction, characteristics and classification of living things, conservation of natural resources, economic botany, and sanitation.

7602 High School Chemistry, 1 unit

Laws of chemistry, structure and classification of matter, formulas and equations, and the periodic table. Topics involving chemistry in the home, in industry, and in nature may be included to broaden the student's understanding of the subject.

7604 General Science, 1 unit

Physical and biological sciences, with emphasis on scientific facts, theories, and the use of the scientific method in problem solving.

7606 Human Anatomy and Physiology, 1 unit

Structure and function of organs and systems of the human body. Students should have successfully completed a course in biology.

7608 Basic Physical Science, 1 unit

High school credit, designed to acquaint the individual with various aspects of the physical sciences. It includes elements of physics, chemistry, geology, astronomy, meteorology, and other selected physical science topics.

7610 High School Physics, 1 unit

Physical laws and the basic principles of heat, electricity, light and sounds, atomic energy, radiation, and electronics.

7704 Aircraft Mechanic, Electrical, Part 1, 96 class hours

The nature of electricity, direct current circuit analysis, magnetic principles, electrical measuring devices, identifying and locating electrical troubles, circuit controlling devices, and electrical wiring. Prerequisite: Permission of the instructor.

7705 Aircraft Mechanic, Electrical, Part 2, 96 class hours

Continuation of 7704. The nature of electricity, direct current circuit analysis, magnetic principles, electrical measuring devices, identifying and locating electrical troubles, circuit controlling devices, and electrical wiring. Prerequisite: 7704 and permission of the instructor.

7709 Cabinet Making, Millwork, and Furniture Making, 1 unit

Training in hand carpentry necessary to cut, shape, and assemble

furniture, fixtures, cabinets, door and window frames, and finished interior woodwork.

7711 Carpentry, 1 unit

Training in general carpentry work involved in erection of wooden building frames, installation of exterior and interior trim, floor-laying, form building, scaffold construction, stairbuilding, and other similar types of woodwork.

7715 Electric Wiring, 1 unit

Training in the installation of wiring systems and lighting fixtures, in buildings, including laying conduit, installation of switch panels, pulling wire, splicing, testing circuits, line construction and performing other duties and jobs required of an electrician.

7717 Gasoline Engine Mechanics, 1 unit

Training in the inspection and repair of the mechanical equipment of gasoline-powered engines (other than automobile and truck), including motor testing, carburetor adjusting, fuel line cleaning, generator adjusting, valve replacing and grinding, piston ring installing, and replacing broken or damaged parts.

7721 Business Machine Mechanics, 1 unit

Training in the inspection, adjustment, repair, cleaning, and servicing of office machines including adding machines, calculators, tabulators, bookkeeping machines, duplicators, typewriters, and cash registers.

7722 Custodial Service and Building Maintenance, certificate program.

Training in the upkeep of commercial and public buildings.

7725 Electricity—Industrial, 1 unit

Training in the installation, repair, and maintenance of electrically controlled and operated machinery and equipment used in industry.

7727 Electric Line Service and Repair, 1 unit

Training in the repair and replacement of defective power and communication lines and auxiliary equipment, including replacement of defective poles, installation of transformers, and inspection of insulators.

7729 Electric Motor and Generator Mechanics, 1 unit

Training in repair of electronic motors, generators, and accessory equipment such as starting devices and switches, in winding armatures and field coils; and in testing and installing repaired motors and transformers.

- 7732 Garment Making—Commercial, certificate program
Training in the design, pattern cutting and making of clothing.
- 7735 Gas Service Installation and Repair, 1 unit
Training in the installation and repair of gas service systems and related equipment, including natural, butadiene, butane, ethylene, and propane types.
- 7737 Hydraulic Mechanics, 1 unit
Training in the testing and adjusting of hydraulic systems including diagnosing faulty operation of systems, and the replacing and adjusting of defective parts.
- 7738 Industrial Safety, certificate program
Instruction in the methods for preventing accidents or reducing their frequency in industrial plants through examination of plans and specifications for new machinery and equipment to ascertain if all safety precautions have been included. Includes the inspection of machinery and equipment and installation designs.
- 7741 Welding, 1 unit
Training in fusing metal parts by means of oxyacetylene torch or electric welding apparatus and welding rods to fabricate metal articles or to repair damaged metal objects.
- 7742 Welding (96 hours)*
7743 Instrument Repair, 1 unit
Training in the installation, repair, and adjustment of recording, regulating, and control instruments such as pressure, flow, and combustion meters and gauges.
- 7745 Medical Assistant (Lab or Office), 1 unit
Training in the preparation of patients for medical examination and in simple laboratory testing and analyzing. May also include record-keeping, appointment making, and other duties assigned by doctors.
- 7746 Nursing Aide, certificate program
Training in the performance of selective tasks under the supervision of a professional nurse, which involves personal care and comfort measures for patients in hospitals or nursing homes.
- 7747 Teacher Aide Lab, certificate program
Public school experience for individuals planning to enter the teacher profession.
- 7749 Practical Nursing, 1 unit
Preparatory course leading to eligibility to take the state licensing examination or extend the knowledge and improve the practice of the practical nurse licensed by waiver. The study and applica-

tion of basic principles of nursing care of the sick and injured to work under the direction of a physician or a registered nurse to give safe, intelligent and competent bedside care to selected patients and to assist the registered nurse with the care of the more seriously ill.

7751 Radio Communications, 1 unit

Training in the receiving and sending of messages by radio, radio-telephone, radiotelegraph, and other electronic transmission equipment.

7754 Aircraft Mechanic, Sheet Metal, Part 1, 96 class hours

The study of basic blueprint reading, materials and fasteners, layout and forming, secondary manufacturing equipment, basic hand tools and accessories. Prerequisite: Permission of the instructor.

7755 Aircraft Mechanic, Sheet Metal, Part 2, 96 class hours

Continuation of 7754. The study of basic blueprint reading, materials and fasteners, layout and forming, secondary manufacturing equipment, basic hand tools and accessories. Prerequisite: 7754 and permission of the instructor.

7757 Surgical Technical Assistant, 1 unit

Training as an operating room scrub or circulating assistant, including preparation, care, and maintenance of instruments, tools, materials, equipment and supplies.

7760 General Electronics Part 1, 256 class hours

Review of arithmetic, introduction to electricity, how electricity is produced, algebra, addition, subtraction, multiplication, division, special products, factoring, fractional equations, powers of ten, slide rule, units and dimensions. Prerequisite: Permission of the instructor.

7761 General Electronics Part 2, 256 class hours

Analysis, series, parallel, electric power, resistance, ohms law, wire sizes, Kirchoffs laws, voltage dividers, distribution, bridge circuits, motor, generator and battery circuits. Prerequisite: 7760 and permission of the instructor.

7762 General Electronics Part 3, 256 class hours

Intermediate algebra, simultaneous equations, exponents and radicals, trigonometric functions, solution of right triangles, AC circuit analysis, inductance, capacitance, LCR circuits, series and parallel, series and parallel resonance, filters. Prerequisite: 7761 and permission of the instructor.

7763 General Electronics Part 4, 256 class hours

Transformers, power suppliers, vacuum tubes, amplifiers graph-

ical, load lines, tube constants, equivalent circuits, cathode followers, wide and narrow band amplifiers, oscillators, transmitter circuits, receivers, wave propagation. Prerequisite: 7762 and permission of the instructor.

7764 General Electronics Part 5, 256 class hours

Quadratic equations, logarithms, test equipment, meters, oscilloscope, signal generators, radar special circuits, transients voltages in LCR circuits, rise and decay functions, rate of change. Prerequisite: 7763 and permission of the instructor.

7765 General Electronics Part 6, 256 class hours

Differentiation and integration, limiters, clampers, RC peakers, time base generator, multivibrators, counting circuits, transmission lines. Prerequisite: 7764 and permission of the instructor.

7766 General Electronics Part 7, 256 class hours

Electronic structure of atoms, energy levels, covalent bonding, PN junction diodes, biasing, construction, tunnel diodes, point contact, zener diode. Prerequisite: 7765 and permission of the instructor.

7767 General Electronics Part 8, 256 class hours

Special purpose transistors, NPN, PNP fundamentals, characteristic, rectifiers, power supplies, DC to AC converters, servicing techniques. Prerequisite: 7766 and permission of the instructor.

7800 Basic Electronics, 3 semester hours, 3 lec.

Electron theory, magnetism, DC circuits, AC circuits, and simple electron devices. *Not for electronics majors.*

7801 Electronics 1, 7 semester hours, 16 lec/lab.

Concepts of electronics, DC 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.

7802 Electronics 2, 7 semester hours, 16 lec/lab.

Advanced circuit analysis, single and polyphase AC, inductance, capacitance, applied geometry and trigonometry and graphical analysis. Designed as a theory course for persons actually employed in electronic industries. Prerequisite: 7801 and permission of the instructor.

7803 Electronics 3, 7 semester hours, 16 lec/lab.

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: 7802 and permission of the instructor.

7806 Electronics 4, 7 semester hours, 16 lec/lab.

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: 7803 and permission of the instructor.

7807 Electronics 5, 7 semester hours, 16 lec/lab.

Quantum physics, semi-conductor physics, transistor, detection theory, and differential calculus. Designed as a theory course for persons actually employed in electronic industries. Prerequisite: 7806 and permission of the instructor.

7808 Electronics 6, 7 semester hours, 16 lec/lab.

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: 7807 and permission of the instructor.

7809 Electronics 7, 7 semester hours, 16 lec/lab.

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: 7808 and permission of the instructor.

7810 Electronics 8, 7 semester hours, 16 lec/lab.

Unijunction transistor, RF amplification, servo-systems, modulation, advanced measurements, transmission lines, and pulse techniques. Designed as a theory course for persons actually employed in electronic industries. Prerequisite: 7809 and permission of the instructor.

7811 Introduction to Electronics, 96 class hours.

Theory of electricity, OHM's Law, series circuits, parallel circuits, network theorems, direct current meters, conductors and insulators, resistors, batteries, magnetism, electro magnetic induction, alternating voltage and current, inductance, inductive reaction, inductive circuits, capacitance, capacitive reactance, capacitive circuits, alternating current circuits, complex numbers resonance, filters, electron tubes. Prerequisite: Permission of the instructor.

- 7812 Transistors 1 96 class hours
Introduction to modern electron theory, semiconductor diodes and transistors, transistor characteristics, transistor amplifiers and transistor oscillators. Prerequisites: Introduction to electronics and permission of the instructor.
- 7813 Transistors 2 96 class hours.
Continuation of Transistors I (7812) Prerequisites: Transistors I (7812) and permission of the instructor.
- 7821 Food Services—Nutrition, 3 semester hours, 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.
- 7822 Food Services—Equipment, 3 semester hours, 3 lec.
Layouts, materials, specifications, and maintenance of food service equipment.
- 7823 Food Services—Facilities, 3 semester hours, 3 lec.
Description and function of food service facilities. Efficient and economical operation of food service facilities.
- 7824 Food Services—Quantity Cooking 1, 3 semester hours, 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.
- 7825 Food Services—Quantity Cooking 2, 3 semester hours, 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. Prerequisite: 7824 or permission of the instructor.
- 7826 Food Services—Sanitation and Safety, 3 semester hours, 3 lec.
Procedures and practices which result in sanitary and safe handling of food products.
- 7835 Clothing Construction, 3 semester hours, 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 of garments and developing of basic construction skills.
- 7836 Clothing Construction, 3 semester hours, 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: 7835 or permission of the instructor.

7837 Basic Air Cond. & Ref. 240 class hours
7838 Air Conditioning, Refrigeration & Heating Mech. Pt. 1, 256 class hours I 240

Safety, measuring tools, fasteners & assembly devices, hand tools, power tools, heating devices, soft soldering, silver brazing, aluminum brazing, tubing, refrigeration fittings, blueprints, pipe & threaded fittings, basic mathematics, special tools & equipment, basic fundamentals of refrigeration, fundamental service skills. Prerequisite: Permission of the instructor.

7839 Air Conditioning, Refrigeration & Heating Mech. Pt. 2, 256 class hours II 240

Continuation of 7838. Safety, measuring tools, fasteners & assembly devices, hand tools, power tools, heating devices, soft soldering, silver brazing, aluminum brazing, tubing, refrigeration fittings, blueprints, pipe & threaded fittings, basic mathematics, special tools & equipment, basic fundamentals of refrigeration, fundamental service skills. Prerequisite: 7838 and permission of the instructor.

7840 Air Conditioning, ~~Refrigeration~~ & Heating Mech. Pt. 3, 256 class hours I 240

Refrigerants and oils, features of refrigerants, handling of refrigerants, moisture removal, refrigeration—minor service operations refrigeration system—service operations, and basic electricity. Prerequisite: 7839 and permission of the instructor.

7841 Air Conditioning, ~~Refrigeration~~ & Heating Mech. Pt. 4, 256 class hours II

Continuation of 7840. Refrigerants and oils, features of refrigerants, handling of refrigerants, moisture removal, refrigeration—minor service operations refrigeration system—service operations, and basic electricity. Prerequisite: 7840 and permission of the instructor.

7842 Advanced Air Conditioning & Refrig.
7843 Data Processing Technology, 1 unit 240 class hours

Use and operation of electronic computing equipment. Implementation of designed programming, processing, and interpretation of data.

7845 Electronics technology, 1 unit

Engineering research, design, manufacture, and operation of technical electronic equipment. Special skills are developed in rapid diagnosis required for maintenance, repair, and adjustment of complicated technical electronics equipment.

- 7847 Instrumentation Technology, 1 unit
Operation and maintenance of electrical, mechanical, and thermal instruments and industrial control equipment, including the installation, calibration, testing, inspection, and maintenance of various instruments used in research, development, and manufacturing establishments.
- 8849 Medical Technology, 1 unit
Performance of medical duties in a hospital or medical laboratory, such as making tests of urine and blood, identifying parasites and infections, and giving inoculations.
- 7850 Air Conditioning, Refrigeration & Heating, Tech. Pt. 1, 256 class hours
Advanced electricity, repair and trouble shooting procedures, compressors, evaporators, condensers, domestic refrigeration—hermetics, commercial refrigeration—semi-hermetic. Prerequisite: 7841 and permission of the instructor.
- 7851 Air Conditioning, Refrigeration & Heating, Tech. Pt. 2, 256 class hours
Continuation of 7850. Advanced electricity, repair and trouble shooting procedures, compressors, evaporators, condensers, domestic refrigeration—hermetics, commercial refrigeration—semi-hermetic. Prerequisite: 7850 and permission of the instructor.
- 7852 Air Conditioning, Refrigeration & Heating, Tech. Pt. 3, 256 class hours
Air conditioning, fundamentals, residential central air conditioning, commercial air conditioning, window units, air conditioning, controls and circuits, residential heating systems, commercial heating systems, trouble shooting air conditioning and heating systems.
- 7853 Air Conditioning, Refrigeration & Heating, Tech. Pt. 4, 256 class hours
Continuation of 7852. Air conditioning, fundamentals, residential central air conditioning, commercial air conditioning, window units, air conditioning, controls and circuits, residential heating systems, commercial heating systems, trouble shooting air conditioning and heating systems. Prerequisite: 7852 and permission of the instructor.
- 7860 Management & Supervision for Teachers, 3 semester hours, 3 lec.
Theory and practice in developing the attitudes and aptitudes necessary to become a successful supervisor. Designed for in-

service education of technical, vocational, and agricultural teachers. Prerequisite: Permission of the instructor.

7861 Building and Contracting Technology, 1 unit

Estimating, planning, erecting, and repairing of structures such as buildings, bridges, waterworks, drainage systems, and utility tunnels. Determining cost, interpreting specifications and conducting routine test of materials.

7901 Farm Mechanization, Including Farm Shop and Machinery, 1 unit

Instruction and supervision in the construction, care and repair of farm buildings and equipment, including the farm home; also, purchase, operation, care and repair of farm machinery and equipment; and farm electrification.

7902 Farm and Home Improvement, Including Landscaping, Certificate Program

Improvement of the farm home and farmstead; practices in planning, maintenance, alteration, and repair of buildings, construction of small building, additions, and household conveniences. Propagation, culture, and appropriate use of plant materials in landscaping may also be included.

7905 Farm Forestry, 1 unit

Establishing and or maintaining a forest or farm woodlot; establishment, maintenance, and protection of desirable trees, the production, marketing of forestry products, and practices for which Agricultural Conservation Program payments are available.

7907 Non-Production Agriculture, 1 unit

Training for non-agricultural production occupations. A separate course is set up for each occupation where training is needed for a period necessary for upgrading and providing the enrollees with salable skills.

7916 Companion to an Elderly Person, Certificate Program

Training as aide to an elderly or convalescent person. Students are trained to serve meals, answer the telephone, assist with correspondence, and other activities which are required in the home care of an elderly or convalescent person.

7918 Family Dinner Service Specialist, Certificate Program

Training in the preparation of home meals for those who wish to prepare for employment in the home or as a refresher course for those already employed as a Family Dinner Service Specialist. Training also includes menu planning and grocery shopping.

7920 Homemakers Assistant, Certificate Program

Training in the performance of basic housekeeping duties and in the use of the various manual and electrical equipment used in the home. Training also includes simple laundering techniques, preparation and serving of family meals, use of the telephone, child care in the absence of the parents, etc.

7922 High School Credit, 1 unit

Comprehensive in scope and includes at least four of the areas of instruction in home economics education.

7925 Foundation of Quantity Food Preparation and Service, 1 unit

To assist employees in finding and solving problems of quantity food service including the characteristics of good food service and the principles of menu planning, purchasing, food preparation, equipment use and care, sanitation and safety, personal cleanliness and grooming, personal relationships, etc.

7927 Basic Principles of Nutrition, 1 unit

Good nutrition and the relation of food selection to health. The aim is to interpret nutrition in terms of its practical application in the planning, preparing and serving of meals and relating these meals to the other food for the week. It also aims to develop an understanding of daily dietary allowances for various age groups and the responsibility for providing these. It includes information on foods with maximum nutritive value and how to purchase, store and prepare them in order to retain these values to the maximum.

7929 Quantity Cookery, 1 unit

To improve quality and quantity of food served. It includes principles and techniques of quantity food production. Actual preparation of foods in quantity provides on-the-job experiences using principles and techniques learned. Trainees learn proper use and care of equipment, use of available serving tools to assure adequate portions, and gain experience in calculating and recording quantities of food used, adjusting and standardizing recipes for numbers to be served.

7931 Equipment Use and Care, 1 unit

To enable employees to use school lunchroom equipment in the easiest, safest, and most effective way, to properly care for equipment and to appreciate the value of good equipment as an aid in providing superior food. Participants learn simple repair techniques and preventive maintenance, cleaning methods and record keeping as it relates to equipment.

7932 - *Basic Clothing Construction Design*

7933 Basic Clothing Construction, 1 unit

For the person who has had little or no experience in recently developed techniques in clothing construction and includes a study of pattern selection including body measurements and simple alterations, fabric selection and preparation with emphasis placed on easy-to-sew patterns and fabrics, selection, use, and care of modern sewing and pressing equipment, completion of a simple garment using modern sewing techniques and selection of suitable accessories.

7935 Advanced Clothing Construction, 1 unit

For the person who has completed Basic Clothing Construction. It includes developing the ability to make more difficult pattern alterations, use of more complicated patterns, use and care of fabrics requiring special treatments and completion of at least one garment using more advanced techniques and details which give individuality to the garment will be required.

7936 Aircraft Frame, Part 1, 256 class hours

Review of mathematics, physical science, nomenclature of aircraft, basic shop, safety, hand tools, aircraft hardware, and aircraft, welding. Prerequisite: Permission of the instructor.

7937 Aircraft Frame, Part 2, 256 class hours

Basic drafting applied to aircraft, and aircraft sheetmetal. Prerequisite: 7936 and permission of the instructor.

7938 Aircraft Frame, Part 3, 256 class hours

Air frame orientation, woodwork, fabric work, finishings, air and fluid flow, flight, structures, identification, regulations, job cost estimating, control systems, plastics, assembly and rigging. Prerequisite: 7937 and permission of the instructor.

7939 Aircraft Frame, Part 4, 256 class hours

Hydraulic systems, landing gear, wheels, tires, brakes, fuel systems, oxygen systems, instrument and radio installation, and cabin heating and pressurization. Prerequisite: 7938 and the permission of the instructor.

7940 Aircraft Power, Part 1, 256 class hours

Reciprocating engine orientation and introduction, internal combustion principle, reciprocating engine classification, engine disassemble, construction, cleansing, lubrication, minor overhaul and repair, assemble and inspection, rigging and test run, instruments, carburetion superchargers, and fuel and fuel systems. Prerequisite: Permission of the instructor.

- 7941 Aircraft Power, Part 2, 256 class hours
Introduction to jet engines, components, inspection, assembly, jet engine accessories, test and trouble shooting, lubrication systems, ignition systems, engine air systems, and jet engine starting systems. Prerequisite: 7940 and permission of the instructor.
- 7942 Technical Aircraft Maintenance, Part 1, 256 class hours
Introduction to aviation electricity, electron theory, rectifier and vacuum tubes, circuits, battery, magnetism, induction, electromagnetism, meters and measurement, alternating current, bonding, shielding and grounding, generators, electric motors, relays and solenoids, fuses and circuit breakers, switches, inverters and rectifiers, and electrical system testing. Prerequisite: Permission of the instructor.
- 7943 Technical Aircraft Maintenance, Part 2, 256 class hours
Principles and application of aircraft weight and balance, parking and tiedown, towing, taxing, ground power, servicing, inspector responsibilities, technical aids, and F.A.A. forms. Prerequisite: 7942 and permission of the instructor.
- 7944 Electrical, Part 1, 256 class hours
Technical mathematics, direct current circuits, units, series circuits, parallel circuits, combination circuits, circuit laws, electrochemical, conductors and insulators, magnetism, electrocapacitance, electrical machines, generator and motor testing. Prerequisite: Permission of the instructor, shop practice and technical drawing.
- 7945 Electrical, Part 2, 256 class hours
Continuation of 7944. Technical mathematics, direct current circuits, units, series circuits, parallel circuits, combination circuits, circuit laws, electrochemical, conductors and insulators, magnetism, electrocapacitance, electrical machines, generator and motor testing. Prerequisite: 7944 and permission of the instructor.
- 7946 Electrical, Part 3, 256 class hours
Technical mathematics, sine waves, alternating current vectors, series and parallel AC circuits, polyphase systems, two-phase systems, integrating circuits, differentiating circuits, miscellaneous alternating circuits, basic electronics, shop processes, technical report writing, and graphic analysis. Prerequisite: 7945 and permission of the instructor.
- 7947 Electrical, Part 4, 256 class hours
Continuation of 7946. Technical mathematics, sine waves, alter-

nating current vectors, series and parallel AC circuits, polyphase systems, two-phase systems integrating circuits, differentiating circuits, miscellaneous alternating circuits, basic electronics, shop processes, technical report writing, and graphic analysis. Prerequisite: 7946 and permission of the instructor.

7948 Technical Electricity, Part 1, 256 class hours

Forces, motion, work & power, simple machines, strength of materials, fluids, gasses, heat elements, light & lenses, electrical instruments and measurements, alternating current, electrical installation planning, and chemistry & applications in electricity. Prerequisite: 7947 and permission of the instructor.

7949 Technical Electricity, Part 2, 256 class hours

Continuation of 7948. Forces, motion, work & power, simple machines, strength of materials, fluids, gasses, heat elements, light & lenses, electrical instruments and measurements, alternating current, electrical installation planning, and chemistry & applications in electricity. Prerequisite: 7948 and permission of the instructor.

7950 Technical Electricity, Part 3, 256 class hours

Feedback circuits, electronic timers, thermionic electronics, photo-electric cell devices, industrial power conversion, power machines, electronic heating system control, transistors, servomechanisms, electrical control circuits, electrical power systems, in plant distribution, and operating problem analysis.

7951 Technical Electricity, Part 4, 256 class hours

Continuation of 7950. Feedback circuits, electronic timers, thermionic electronics, photo-electric cell devices, industrial power conversion, power machines, electronic heating system control, transistors, servomechanisms, electrical control circuits, electrical power systems, in plant distribution, and operating problem analysis. Prerequisite: 7950 and permission of the instructor.

7952 Automotive Mechanics, Part 1, 256 class hours

Automotive vehicle, service trade and shop organization, parts and trade information, measurement, hand tools, shop safety, engine operation, cooling system, exhaust system, parts cleaning, gaskets and seals, valve train, camshaft and timing, cylinder block and head, piston and rod assembly, crankshaft and bearing, lubrication, fuel system. Prerequisite: Permission of the instructor.

7953 Automotive Mechanics, Part 2, 256 class hours

Continuation of 7952. Automotive vehicle, service trade and shop organization, parts and trade information, measurement, hand tools, shop safety, engine operation, cooling system, exhaust system, parts cleaning, gaskets and seals, valve train, camshaft and timing, cylinder block and head, piston and rod assembly, crankshaft and bearing, lubrication, fuel system. Prerequisite: 7952 and permission of the instructor.

7954 Automotive Mechanics, Part 3, 256 class hours

Automotive electrical fundamentals, storage battery, generators and regulators, electrical starting motors, ignition systems, lighting systems, electrical accessories and instrument gages, power train, springs and suspension system, steering system, brakes, lubrication, air conditioning, and automotive service and repair in shop practice concentrating on diagnosis of problems. Prerequisite: 7953 and permission of the instructor.

7955 Automotive Mechanics, Part 4, 256 class hours

Continuation of 7954. Automotive electrical fundamentals, storage battery, generators and regulators, electrical starting motors, ignition systems, lighting systems, electrical accessories and instrument gages, power train, springs and suspension system, steering system, brakes, lubrication, air conditioning, and automotive service and repair in shop practice concentrating on diagnosis of problems. Prerequisite: 7954 and permission of the instructor.

7960 Technical Drafting 1, 128 hours

This course includes exercises in the use of drawing instruments, freehand lettering, geometric construction, orthographic projection, sections, isometric drawings, oblique drawings, graphs, and freehand sketching. Prerequisite: Permission of the instructor.

7961 Technical Drafting 2, 128 hours

Continuation of Technical Drafting 1 with special emphasis on the finished drawing. Prerequisite: 7960 and permission of the instructor.

7962 Drafting and Design—Electrical, 256 hours

Electrical circuits, schematics and symbols, wiring diagrams, electrical parts list, printed circuit design, instrumentation, and power transmission and distribution. Prerequisite: 7961, 7972 and permission of the instructor.

7964 Drafting and Design—Mechanical, 256 hours

Mechanical design, schematics and symbols, basic devices, ad-

vanced dimensions, tolerances, sheetmetal, air-conditioning, and instrumentation. Prerequisite: 7961, 7972 and permission of the instructor.

7966 Drafting and Design—Architectural, 256 hours

Architectural, structural and civil design, schematics and symbols.

Prerequisite: 7961, 7972 and permission of the instructor.

7967 Architectural Drafting

7968 Radio Repair, Part 1, 256 class hours

History of radio communications, radio mathematics, wave motion basic electricity, basic electronics, basic radio, receiver principles, receiver servicing, A-M receivers, F-M receivers, radio waves, transmission lines and antennas, new radio-receiver developments, and test equipments. Prerequisite: Permission of the instructor.

7969 Radio Repair, Part 2, 256 class hours

Continuation of 7968. History of radio communications, radio mathematics, wave motion, basic electricity, basic electronics, basic radio, receiver principles, receiver servicing, A-M receivers, F-M receivers, radio waves, transmission lines and antennas, new radio-receiver developments, and test equipment. Prerequisite: 7968 and permission of the instructor.

7970 Television Repair, Part 1, 256 class hours

Basic television and television receiver servicing, transistors, mechanics of Hi-Fi and stereophonics, Hi-Fi and stereophonics servicing, and shop practice.

7971 Television Repair, Part 2, 256 class hours

Continuation of 7970. Basic television and television receiver servicing, transistors, mechanics of Hi-Fi and stereophonics, Hi-Fi and stereophonics servicing, and shop practice. Prerequisite: 7970 and permission of the instructor.

7972 Design Principles, 64 hours

Theory of design enriched by experience in its application to design problems. Prerequisite: 7982 and permission of the instructor.

7973 Geometric Drafting, 64 hours

The fundamental theories underlying the graphic language, drawing as applicable to the problems of industry and scientific life, use of descriptive geometry to the architect, machine or structural designer, geologist, topographer, civil engineer and others; projec-

tions and fundamental relation of points, lines, planes, surfaces, and their uses. Prerequisite: 7961 and permission of the instructor.

7974 Plumbing, Heating, Air Conditioning Design, 64 hours

A problem course designed to provide experience in designing year-around air conditioning and heating systems and plumbing systems and fixtures. It includes writing specifications, preparing working drawings, and selection of equipment for a specific building. Prerequisite: 7972 and permission of the instructor.

7975 Military Specification, 64 hours

Military standards and the American Standards Association documents that are used for specifications and their application to problems. Prerequisite: 7961 and permission of the instructor.

7976 Machinery Design, 64 hours

Studies in the design and application of gears, cams, belts, friction drives, assemblies, tools, dies, gages, jigs, fixtures, cutters, and other manufacturing elements. Emphasis on design projects. Prerequisite: 7972 and permission of the instructor.

7977 Technical Drawing, 64 hours

This course applies drafting in the preparation of technical reports, manuals, and illustrations. Considerable skill is developed in perspective relationship of detail parts to main parts, preparing preliminary and complete drawings, as well as exploded views. Prerequisite: 7961 and permission of the instructor.

7978 Elementary Surveying, 64 hours

Location and measurement of points, elevations, lines, areas, and contours of the earth's surface for purposes of securing data for construction map making, deeds or other records. Prerequisite: 7960 and permission of the instructor.

7979 Material Strength, 64 hours

Determination of stresses, strains, and deformation of simple structures. Prerequisite: 5814 and permission of the instructor.

7980 Design Statics, 64 hours

Theory of stresses enriched by experience in its application to design problems. Prerequisite: 5814 and permission of the instructor.

7981 Technical Physics 1, 64 hours

Mechanics, properties of matter, heat, and sound with emphasis on practical applications in industry. Prerequisite: 5813 or equivalent and permission of the instructor.

7982 Technical Physics 2, 64 hours

Light, magnetism, electricity, electronics, and atomic physics, with applications to industry. Prerequisite: 7981 and permission of the instructor.

- (932V) 7990 - Control of Electrical Wiring
7999 Radiological Monitoring
- 986V 7983 Mathematics For Water and Sewage Plant Operators.
- 986V 7984 Chemistry For Water and Sewage Plant Operators.
- 7985 On The Form Agricultural Training

FACULTY AND STAFF

FACULTY

- ALMONRODE, WILLIAM L. *Social Science*
University of Mississippi, M.S.
- ANDERSON, LUCILE *Director of Library Services*
Florida State University, M.A.
- *BARKER, JAMES M. *Social Science*
Indiana State University, M.S.
- BARTELL, JACK *Director of Student Services*
University of Mississippi, M.A.
- BEAL, ROBY *Mathematics*
University of South Carolina, M.S.
- BROWNING, CLARK T. JR. *Social Science*
University of Southern Mississippi, M.S.
- BRUCE, GAIUS M. *Physical Education*
Memphis State University, M.A.
- BURCKHALTER, THOMAS *Biological Science*
Northern Illinois University, M.S.
- CAMPBELL, LOUISE *Librarian*
Florida State University, M.A.
- CROZIER, MARGARET A. *Communications-Speech*
Louisiana Polytechnic Institute, M.A.
- CULWELL, JACKSON P. *Physics*
U.S. Naval Postgraduate School, M.S.
- DAVIS, FANNY-FERN *Chair, Biological Science*
Washington University, Ph.D.
- DURHAM, JAMES A. *Director of Administrative Services*
University of Tennessee, M.S.
- ELMORE, H. D. *Director, Adult Program Planning*
Florida State University, M.A.
- *ELOFSON, ELFRED L. *Reading Specialist*
Florida State University, B.S.
- FRENCH, ALLARD C. *Humanities*
Illinois Wesleyan University, M.M.

* Leave of absence 1967-1968.

- FRIESE, EDWARD *Business—Distributive Education*
University of South Florida, M.A.T.—D.E.
- GLASGOW, J. C. *Mathematics*
Florida State University, M.S.
- GRINER, LEWIS *Coordinator, Industrial Programs*
Whitworth College, B.A.
- HARRIS, JANE R. *Business*
University of Florida, L.L.B.
- HART, ARNOLD *Art*
University of Florida, M.Ed.
- HEAD, RONALD A. *Chair, Physical Science*
University of the Pacific, Ph.D.
- HEATH, LANNY R. *Chair, Physical Education*
George Peabody College, M.A.
- HECKROTH, LEWIS C. *Chair, Mathematics*
Texas A & M University, M.S.
- HESTER, THOMAS JEFFERSON *Supervisory Training*
Berry College, B.S.
- HILTON, ROSA N. *Communications—English*
Florida State University, M.A.
- JOHNSON, CECIL ROBERT *Chair, Business*
University of Alabama, M.S.
- JORDAN, MARTHA C. *Mathematics*
Florida State University, M.S.
- KERCE, ROSETTA F. *Communications—English*
Stetson University, B.A.
- LARSON, ROBERT A. *Humanities*
University of Florida, M.A.
- LAW, L. BOB *Coordinator of Evening Programs
and Assistant Registrar*
George Peabody College, M.A.
- LEON, LIONEL O. *Biological Science*
University of Florida, M.S.
- LINDSAY, BRYAN E. *Chair, Humanities*
George Peabody College, Ph.D.
- LUNAN, MACKENZIE ALEXANDER *Counselor*
University of Southern Mississippi, M.Ed.

- MARTIN, ELIZABETH N. *Business*
University of Alabama, M.A.
- MCCRACKEN, J. E. *President*
Ohio State University, Ph.D.
- PARK, ROBERT T. *Communications—English*
University of Chattanooga, M.Ed.
- *PATERSON, DONALD *Social Science*
University of Mississippi, B.A.
- PULLEY, CHARLES H. *Physical Education*
University of Florida, M.Pe.
- RATHKE, MARY LOUAN *Physical Education*
Woman's College, University of North Carolina, M.Ed.
- RAY, LAURA *Assistant Librarian*
George Peabody College, M.A.
- RHOADES, JAMES *Director of Projects
and Special Services*
Florida State University, M.S.
- ROBERTS, WILLIAM S. *Director of Financial Services*
University of Southern Mississippi, M.S.
- RUDOLPH, RAY *Fiscal Specialist*
Syracuse University, M.B.A.
- SIMMONS, OLIVIA *Consultant, Adult Basic Education*
Florida State University, B.S.
- SINGLETARY, LOYD DAVID *Business*
University of Southern Mississippi, M.S.
- SMITH, MARY ALICE *Communications—Language*
George Peabody College, M.M.
- SORENSEN, CATHERINE H. *Communications—Language*
University of Florida, Ed.D.
- STAIR, JOHN *Counselor*
Auburn University, M.S.
- STEGALL, MARY L. *Home Economics*
University of North Carolina, M.S.
- STONE, FRANCIS M. *Social Science*
George Washington University, M.A.

* Leave of absence 1967-1968.

STUTZENBERGER, DAVID R. University of Illinois, M.S.	<i>Humanities</i>
STUTZENBERGER, LINDA George Peabody College, M.M.	<i>Humanities</i>
SYMONDS, MERRILL A. Clark University, Ph.D.	<i>Dean</i>
TROTMAN, WILLIAM I. University of Florida, M.Ed.	<i>Chair, Social Science</i>
VANOUS, ELLEN O. University of Iowa, M.S.	<i>Science</i>
WALLACE, E. CHARLES Duke University, M.A.T.	<i>Registrar</i>
WALTER, MAMIRUTH George Washington University, M.Ed.	<i>Counselor, Testing and Study Skills</i>
WEBER, CARMEN R. Tulane University, M.A.	<i>Adult Studies Program</i>
WILSON, CLARENCE M. University of Florida, M.Ed.	<i>Chair, Communications</i>
ZELNICK, GALE E. Southern Illinois University, M.S.	<i>Science</i>

TECHNICAL

CAMPBELL, JAMES W.	<i>Data Systems Specialist</i>
STONE, JAMES E.	<i>Campus Engineer</i>

SECRETARIAL STAFF

BARNETTE, LURA	<i>Administrative Secretary</i>
CREWS, JANET	<i>Secretary</i>
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GARNER, BETTY	<i>Bookkeeper</i>
HELTON, SANDRA	<i>Secretary</i>
JOHNSON, ETHEL	<i>Secretary</i>
JORDAN, JOSEPHINE	<i>Secretary</i>
LANGLEY, CHARLOTTE	<i>Data Processing Machine Operator</i>

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LAWRENCE, VICTORIA *Secretary to the President*
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PANITZKE, SYLVIA *Switchboard Operator*
SEXTON, ANN *Administrative Secretary*
THOMAS, BETTY *Secretary*
TURNER, ERIS *Administrative Secretary*
WEBBER, SAUNDRA *Administrative Secretary*
ZUMWALT, LINDA K. *Administrative Secretary*

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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

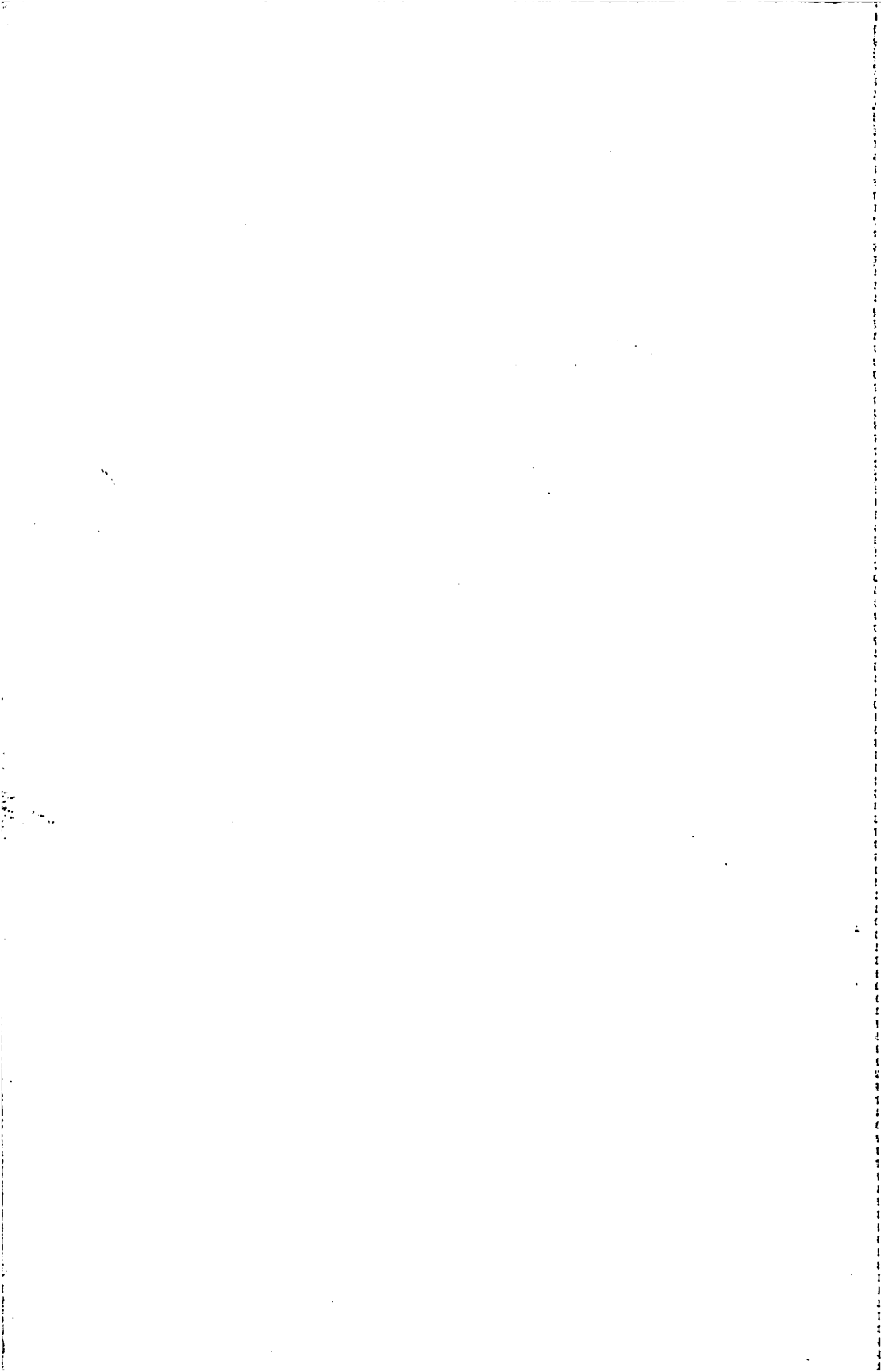
3. My interest is in the following kind of continuing study
(please state):

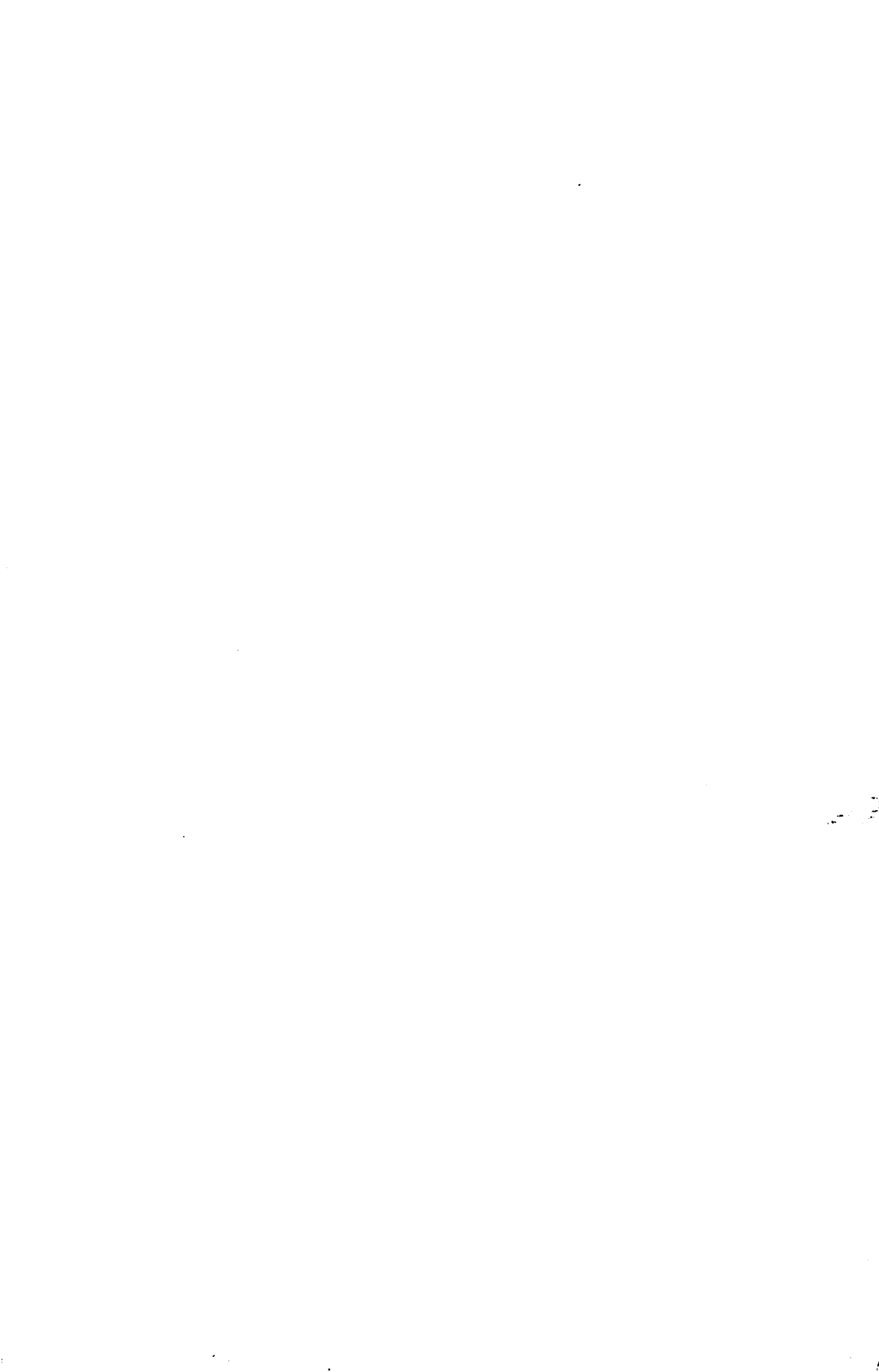
Name (Please Print) _____

Signature _____

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

(Please tear off and fold this page for mailing)





A

Non-Occup.
Credit
Gen. Educ.

J

Non-Credit
Non-Occup.
Gen. Educ.

Non-M.F.P.

