



**OKALOOSA-WALTON
JUNIOR COLLEGE
1975-1976**

BICENTENNIAL ISSUE





ACCREDITED BY

SOUTHERN ASSOCIATION OF COLLEGES
AND SCHOOLS

FLORIDA STATE DEPARTMENT OF EDUCATION

MEMBER

AMERICAN ASSOCIATION OF COMMUNITY
JUNIOR COLLEGES
SOUTHERN ASSOCIATION OF JUNIOR COLLEGES
FLORIDA JUNIOR COLLEGE CONFERENCE
FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

District Board of Trustees
of
Okaloosa-Walton Junior College

Archie N. Anderson

Joseph F. McLain

Ruby Burton

J. Wilson Minger

Alston Campbell

A. Lee Nabors

Samuel A. Allen

William A. Young

J. E. McCracken, President
and Corporate Secretary

TABLE OF CONTENTS

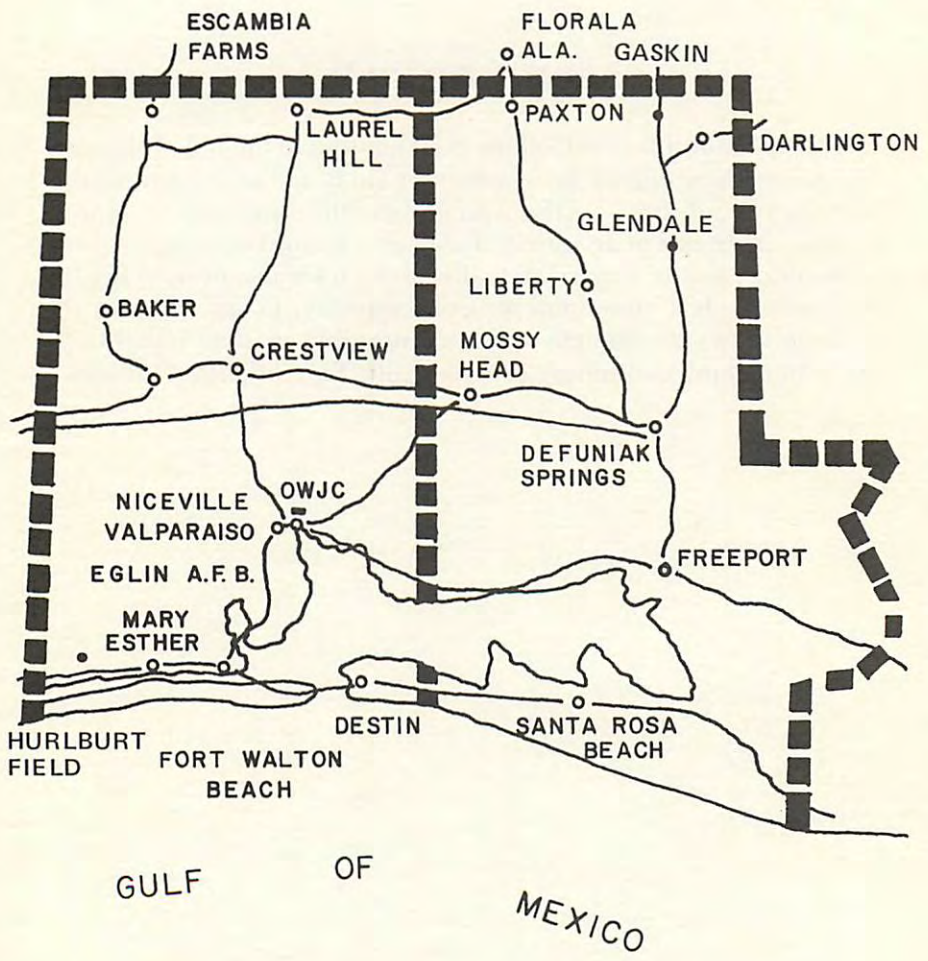
POINT OF VIEW	v
COLLEGE CALENDAR	viii
GENERAL INFORMATION	1
Objectives	1
History	1
Facilities	2
Campus Life	3
Evening Programs	3
Year-Round Opportunity	3
Composition of Student Body	4
Accreditation	4
ADMISSIONS	5
General Requirements	5
General Procedures	5
Non-Florida Residents	6
College-Credit Programs	7
Non-College-Credit Programs	9
Testing and Counseling Services	12
FINANCE	13
Fee Schedule (Per Semester)	14
Cost Summary—College-Credit Programs	14
Cost Summary—Non-College-Credit Programs	15
INSTRUCTIONAL PROGRAM STANDARDS AND REGULATIONS	17
Registration, Enrollment and Attendance	17
Credit by Alternative Means	19
Transferring Credits to a Senior Institution	21
Veterans Education Benefits	21
Academic Standing	22
Superior Academic Standing	22

Substandard Academic Performance	23
Adult High School Students	25
Requirements for Graduation	26
Student Life and Student Services	27
Government	28
Publications	28
Organizations	28
Intercollegiate Athletics	29
Intramural Sports	30
Student Services	30
Academic Assistance	30
Student Financial Aid	31
Programs and Course Description	35
Associate of Arts Degree	36
Associate of Science Degree	62
OCCUPATIONAL AND ADULT STUDIES PROGRAMS ...	74
Occupational Certificate Programs	75
Adult Studies Diploma Programs	81
COURSE DESCRIPTIONS	83
Business	83
Education and Physical Education	91
Art, Humanities, and Music	95
Communications	99
Mathematics	103
Home Economics	105
Social Sciences	109
Physical Sciences	114
Industrial-Technical Education	115
Biological Sciences	125
FACULTY AND STAFF	129
INDEX	135

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.

OKALOOSA-WALTON
 JUNIOR COLLEGE
 DISTRICT



CALENDAR*

1975-76

FALL SEMESTER

- Academic Program Planning Sessions (newly-admitted College-Credit students, by invitation) . . . July-August
- Early Registration Opportunities (by announcement) . July-August
- Faculty Returns 8:00 a.m. August 18
- Registration for Fall Semester:
- OWJC Chautauqua Neighborhood Center (for courses offered in DeFuniak Springs)
 - 11:00 a.m.-6:00 p.m. August 15
 - Other Special Locations (by announcement only) . . . August 18
 - Eglin Air Force Base Education Building
 - 9:00 a.m.-4:00 p.m. August 1 and 18
 - Choctawhatchee High School (for courses offered at this center and in the Fort Walton Beach-Destin area) 6:00 p.m.-8:00 p.m. August 19
 - Hurlburt Field Education Building
 - 9:00 a.m.-4:00 p.m. August 19
 - On-Campus (previously-enrolled College-Credit students and all Non-College-Credit students; for courses offered at any and all locations)
 - 8:30 a.m.-7:30 p.m. August 20
 - On-Campus (for courses offered to College-Credit students and all Non-College-Credit students at any and all locations) 12:00 noon-7:30 p.m. August 21
 - Orientation for new College-Credit students (required for all new students—freshmen and transfers)
 - 9:00 a.m.-12:00 noon August 21
 - General Faculty Meeting (Full-time Instructors)
 - 9:00 a.m. August 22
 - Last day for 90% refund August 22
 - Cancellation of classes with insufficient enrollments .. August 22
 - Class Days:
 - College-Credit and Non-College-Credit (including final examination days) Aug. 25-Dec. 18
 - Late Registration and last days to add courses (College-Credit classes) Aug. 25-Sept. 3
 - Labor Day Holiday (all personnel) September 1
 - Last day to pay Fees or to receive any refund of Fees September 3

*All Programs — College-Credit and Non-College-Credit

Make-up Orientation (for new College-Credit students registered during late registration period) 11:00 a.m.-1:00 p.m.	September 4
Last day for Registration in Semester-Long (16 week) Non-College-Credit classes	September 19
Graduation Application Deadline for Fall Semester (College-Credit, Adult High School, Certificate Programs)	October 10
Columbus Day Holiday (teaching faculty and students)	October 13
Mid-Term Grades due in Registrar's Office 8:00 a.m.	October 17
Veterans Day Holiday (teaching faculty and students)	October 27
Last day to drop a course with a grade of "W," or to change to "Audit" status	October 31
Early Registration for Winter Semester (Eligible enrolled students)	November 24-25
Thanksgiving Holiday (all personnel, beginning at 10:30 p.m., November 26)	November 27-28
Registration for Winter Semester:	
Choctawhatchee High School (for courses offered at this center and in the Fort Walton Beach-Destin area) 6:00 p.m.-8:00 p.m.	December 2
OWJC Chautauqua Neighborhood Center (for courses offered in DeFuniak Springs) 11:00 a.m.-6:00 p.m.	December 9
Other Special Locations (by announcement only), Eglin Air Force Base Education Building 9:00 a.m.-4:00 p.m.	December 1 and 15
Hurlburt Field Education Building 9:00 a.m.-4:00 p.m.	December 16
Final Examinations (College-Credit classes) ..	Dec. 15, 16, 17, 18
Final Grades due in Registrar's Office (10:00 a.m.) .	December 19
Ceremony for Fall Semester Graduates	To be Announced
Christmas Holiday (all personnel)	December 24-26

WINTER SEMESTER

New Year's Holiday (all personnel)	January 1-2
Faculty Returns 8:00 a.m.	January 5
Registration for Winter Semester:	
On-Campus (previously-enrolled College-Credit students and all Non-College-Credit students; for courses offered at any and all locations) 9:00 a.m.-7:30 p.m.	January 5

On-Campus (for courses offered to College-Credit students and Non-College-Credit students at any and all locations)1:00 p.m.-7:30 p.m.	January 6
Last day for 90% refund	January 6
Orientation for new College-Credit students (required for all new students—freshmen and transfers)	
9:00 a.m.-12:00 noon	January 6
General Faculty Meeting (Full-time Instructors)	
9:00 a.m.	January 7
Cancellation of classes with insufficient enrollments ..	January 7
Class Days:	
College-Credit and Non-College-Credit (including final examination days)	Jan. 8-Apr. 29
Late Registration and last days to add courses (College-Credit classes)	January 8-16
Last day to pay Fees, or to receive any refund of Fees	January 16
Make-up Orientation (for new College-Credit students registered during late registration period) 11:00 a.m.-1:00 p.m.	January 20
Last day for Registration in Semester-Long (16 week) Non-College-Credit classes	January 30
Graduation Application Deadline for Winter Semester (College-Credit, Adult High School, Certificate Programs)	February 13
Washington's Birthday Holiday (all personnel)	February 16
Mid-Term Grades due in Registrar's Office 12:00 noon	March 1
Last day to drop a course with a grade of "W," or to change to "Audit" status	March 12
Early Registration for Spring Semester (Eligible enrolled students)	April 6-7
OWJC American Arts Festival	April 9-10
Easter Holiday (all personnel, beginning at 10:30 p.m., April 15)	April 16
Registration for Spring Semester, Term I and Term II:	
Eglin Air Force Base Education Building 9:00 a.m.-4:00 p.m.	April 1 and 15
OWJC Chautauqua Neighborhood Center (for courses offered in DeFuniak Springs) 11:00 a.m.-6:00 p.m.	April 20
Hurlburt Field Education Building 9:00 a.m.-4:00 p.m.	April 19
Choctawhatchee High School (for courses offered at this center and in the Fort Walton Beach-Destin area) 6:00 p.m.-8:00 p.m.	April 22

Final Examinations (College-Credit classes) .. April 26, 27, 28, 29
 Ceremony for Winter Semester Graduates To be Announced
 Final Grades due in Registrar's Office (12:00 noon) April 30

SPRING SEMESTER

Faculty Returns 8:00 a.m. May 4
 Registration for Spring Semester, Term I and Term II:
 On-Campus (previously-enrolled College-Credit
 students and all Non-College-Credit students;
 for courses offered at any and all locations)
 9:00 a.m.-1:00 p.m. May 4
 On-Campus (for courses offered to College-Credit
 students and Non-College-Credit students at
 any and all locations) 1:00 p.m.-7:30 p.m. May 4
 Other Special Locations (by announcement only) May 4
 Orientation for new College-Credit students (required
 for all new students—freshmen and transfers)
 9:00 a.m.-12:00 noon May 4
 Last day for 90% refund May 5
 Cancellation of classes with insufficient enrollments May 5
 General Faculty Meeting (Full-time Instructors)
 9:00 a.m. May 5
 Class Days:
 College-Credit and Non-College-Credit
 (including final examination days) May 6-July 30
 Late Registration and last days to add courses
 (College-Credit classes) May 6-12
 Last day to pay Fees, or to receive any refund
 of Fees May 12
 Make-up Orientation (for new College-Credit
 students registered during late registration
 period) 2:00 p.m.-3:30 p.m. May 18
 Last day for Registration in Semester-Long
 (12 week) Non-College-Credit classes May 25
 Memorial Day Holiday (all personnel) May 31
 Last day to drop a course with a grade of "W,"
 or to change to "Audit" status June 21
 Graduation Application Deadline for Spring Semester
 (College-Credit, Adult High School,
 Certificate Programs) July 2
 Independence Day Holiday (all personnel) July 5
 Ceremony for Prospective Spring Semester
 Graduates July 30
 Final Grades due in Registrar's Office (12:00 noon) July 31

TERM I

Faculty Returns 8:00 a.m.	May 4
Registration for Term I:	
On-Campus (previously-enrolled College-Credit students and all Non-College-Credit students; for courses offered at any and all locations) 9:00 a.m.-1:00 p.m.	May 4
On-Campus (for courses offered to College-Credit students and Non-College-Credit students at any and all locations) 1:00 p.m.-7:30 p.m.	May 4
Other Special Locations (by announcement only)	May 4
Orientation for new College-Credit students (required for all new students—freshmen and transfers) 9:00 a.m.-12:00 noon	May 4
Last day for 90% refund	May 5
Cancellation of classes with insufficient enrollments	May 5
General Faculty Meeting (Full-time Instructors) 9:00 a.m.	May 5
Class Days:	
College-Credit and Non-College-Credit (including final examination days)	May 6-June 17
Late Registration and last days to add courses (College-Credit classes)	May 6-12
Last day to pay Fees, or to receive any refund of Fees	May 12
Last day for Non-College-Credit Registration in Term I (6-week session)	May 13
Make-up Orientation (for new College-Credit students registered during late registration period) 2:00 p.m.-3:30 p.m.	May 18
Last day to drop a course with a grade of “W,” or to change to “Audit” status	May 28
Memorial Day Holiday (all personnel)	May 31
Graduation Application Deadline for Term I (College-Credit, Adult High School, Certificate Programs)	June 1
Final Grades due in Registrar’s Office (12:00 noon)	June 18

TERM II

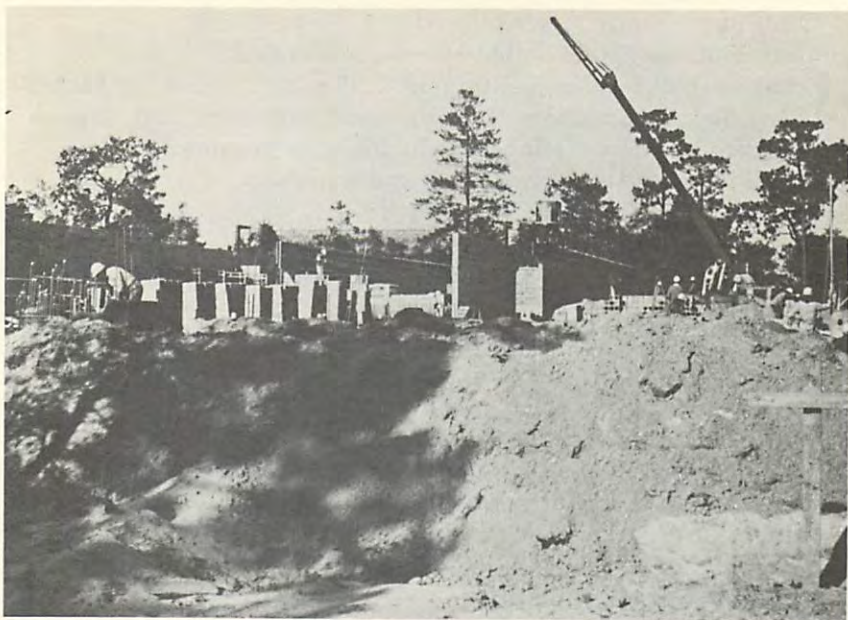
Faculty Returns 8:00 a.m.	June 17
Registration for Term II:	
On-Campus (previously-enrolled College-Credit students and all Non-College-Credit students; for courses offered at any and all locations) 9:00 a.m.-1:00 p.m.	June 17

On-Campus (for courses offered to College-Credit students and Non-College-Credit students at any and all locations) 1:00 p.m.-7:30 p.m.	June 17
Other Special Locations (by announcement only)	June 17
Orientation for new College-Credit students (required for all new students—freshmen and transfers) 9:00 a.m.-12:00 noon	June 17
Last day for 90% refund	June 17
Cancellation of classes with insufficient enrollments (8:00 a.m.)	June 18
Late Registration and last days to add courses (College-Credit classes)	June 18-22
Class Days: College-Credit and Non-College-Credit (including final examination days)	June 18-July 30
Last day to pay Fees, or to receive any refund of Fees	June 22
Last day for Non-College-Credit Registration in Term II (6 week session)	June 23
Make-up Orientation (for new College-Credit students registered during late registration period) 2:00 p.m.-3:30 p.m.	June 24
Graduation Application Deadline for Term II (College-Credit, Adult High School, Certificate Programs)	July 2
Independence Day Holiday (all personnel)	July 5
Last day to drop a course with a grade of "W," or to change to "Audit" status	July 9
Ceremony for Prospective Spring Semester Graduates	July 30
Final Grades due in Registrar's Office (12:00 noon)	July 31

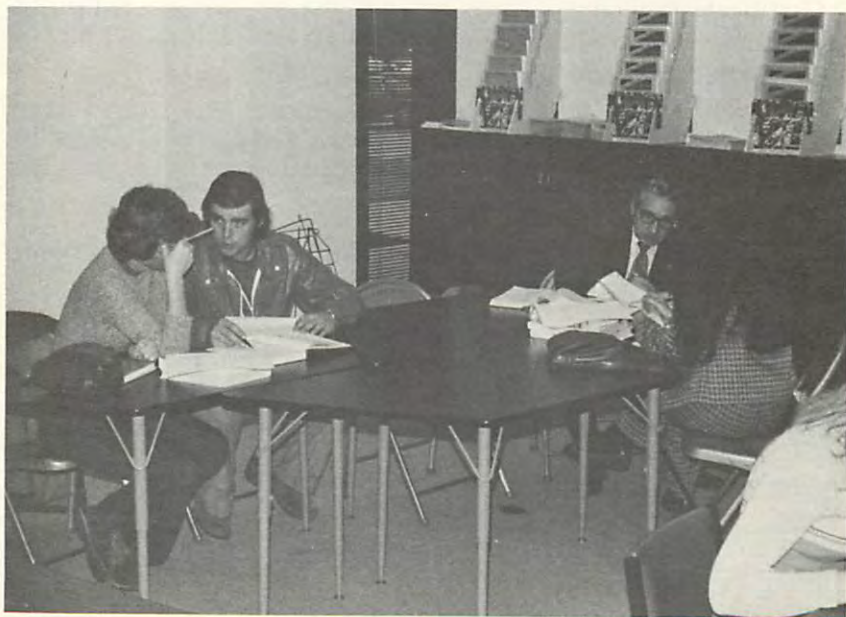
* * * * *

NOTE: The following Fall Semester, 1976-77 activities will be conducted during the months of July and August:

Academic Programming Planning Sessions (Newly-admitted College-Credit students, by invitation)	July-August
Early Registration Opportunities (by announcement) .	July-August



Construction of new OWJC College Mall housing Student Services and Fine Arts. Completion set for Fall of 1975-76.



OWJC Student Tutoring Program helps students with subject deficiencies and gives the tutor a teaching experience.

GENERAL INFORMATION

OBJECTIVES

1. To provide a 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 courses and programs which focus directly upon effective continuing 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 at that time (now the District Board of Trustees) was appointed in December, 1963. The first president of the College assumed his responsibilities on February 15, 1964. Subsequently, the College was officially named 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 temporary site of approximately twelve acres was centered around Perrine Park in Valparaiso. The Twin Cities of Niceville and Valparaiso, Florida, contributed the initial conversion of the parks and buildings, which comprised 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 the fall of 1968 the facilities had increased to twenty-three buildings to accommodate the broader range of programs and the greatly expanded student enrollment.

The permanent site of the main campus, located at the northern boundary of Niceville between State Road 85 and State Road 285 in a beautiful wooded area, 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 Okaloosa-Walton Junior College.

The philosophy which undergirded 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."

From the earliest days of its activation OWJC has been in operation as the Community Junior College and Area Vocational School of the Okaloosa-Walton Junior College District. In this combined role, OWJC is an educational complex which serves those persons legally out of grades 1-12 in both on-campus and off-campus locations.

A ceremony marking the dedication of the permanent site was held April 10, 1969, with Congressman Bob Sikes and artist Emil Holzhauer as the principal honored guests. The dedication ceremonies included establishment of the Robert L. F. Sikes Honorary Faculty Chair in government and the acceptance of the Emil Holzhauer Collection of perpetual archives under the care of the OWJC Library.

FACILITIES

The main campus of Okaloosa-Walton Junior College, occupied in January of 1969, has been cited as an outstanding example of a much-needed return to human dimensions in collegiate environments. In contrast to the cold, hard lines of a preponderance of institutional architecture, the warm, inviting profiles of the buildings and their setting confirm a central commitment of the College—"no one a stranger; a stranger to no one."

The campus presently includes the following permanent facilities for housing its programs and services:

The *Administration Building* houses the executive and administrative offices of the College, including instructional services, student services, institutional research, community services, operational support services and financial services.

Within the *Business Education Building* are located business administration, secretarial science, and mid-management instructional programs.

The *Computer Services Building* houses the computer operations and classrooms.

The "*Heavy Shops*" *Industrial-Technical Building* houses the classrooms and shops for programs in automotive body repair and painting, automotive mechanics, and welding.

The "*Light Shops*" *Industrial-Technical Building* contains the laboratories for instruction in electronics, air conditioning, heating and refrigeration, and drafting and design.

The *Learning Resources Center*, the largest structure on the campus, houses a library of more than 50,000 books, periodicals, records, and microfilms, plus the audio-visual center, a remote access information retrieval system with a capability of ninety-four program sources and ninety-seven audio stations, and a rare books collection. Faculty offices, conference rooms, and classrooms are located on the first floor mezzanines. The upper mezzanines are devoted to "home-base alcove" areas and constitute unique study lounges as part of the library-learning-resource environment.

The *Maintenance Building* constitutes a central facility for maintenance personnel and operations.

The *Masonry Trades Building* houses the classrooms and shops for bricklaying and blocklaying.

The *Physical Education Facility and Auditorium Complex* is a multi-purpose facility used to house all indoor physical education activities and indoor sports events, as well as convocations, theatrical productions, and the Lyceum programs. The complex also contains lecture-classroom and storage facilities.

The *Science Building* is comprised of classrooms and laboratory facilities for programs in biology, physics, physical science, chemistry, and law enforcement.

The *Specialized Consumer Services Building* houses the classrooms and laboratories for programs in home economics and reading.

The *College Mall* will house student activities, food services, the bookstore, lounges, recreation areas, and instructional programs in music and art. Occupancy is expected in the Fall of 1975.

The *Utilities Building* houses the air conditioning and heating equipment for the entire campus. All utility supply lines are located underground.

The *Okaloosa-Walton Junior College Chautauqua Neighborhood Center*, located in DeFuniak Springs, is a special multi-purpose community service facility which was constructed through a HUD grant matched by funds donated by individuals, organizations, and governmental units of Walton County and its municipalities. The OWJC Chautauqua Neighborhood Center serves those persons from Walton County who are physically, economically, educationally, or otherwise disadvantaged.

In addition to its permanent facilities, the College functions in many off-campus locations—churches, schools, community facilities—to bring services and programs closer to diverse clientele whose opportunities to come to the permanent facilities may limit feasible services.

CAMPUS LIFE

The atmosphere on this college campus is determined by the blend of dedicated College personnel interacting with a talented, ambitious, determined, and stimulating student body. From this environment comes an unforgettable chain of memorable experiences for both College personnel and students. Every student and member of the College organization finds appreciation for each person's own nature and for the unique contributions each person makes in building and enriching our college—OWJC.

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

The students and personnel of the College 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

Courses 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 the same as their equivalent day courses and are taught whenever possible by the full-time faculty of the day program or, as becomes appropriate or necessary, by part-time instructors of equivalent preparation and competence.

Students enrolling in evening courses are subject to the same general rules on honors and on probation, suspension, and dismissal as pertain to the full-time students in the day programs. At such time as the credit program part-time student attains 12 credit hours, his record is subject at that time, and each succeeding 12 semester hour block thereafter, to analysis both for honors and for assessment of probation, suspension, or dismissal status.

A student enrolled in the evening program is limited to a maximum of 12 credit hours per semester or its equivalent in non-credit courses. If the student is working full-time, the class load normally is recommended to be 8 credit hours or less, or to its equivalent in non-credit contact hours.

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 sufficient requests 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 over 9,000 students of all ages who are legally out of grades 1-12 (by virtue of graduation, age, or circumstances).

ACCREDITATION

Accreditation by the Florida State Department of Education was granted when the College opened in the Fall of 1964. Effective in December, 1965, the College attained its full accreditation status in the Southern Association of Colleges and Schools.



ADMISSIONS

GENERAL REQUIREMENTS*

OWJC desires to admit into appropriate experiences each and every person legally out of grades K-12 it can accommodate who can benefit from its varied programs of educational and community services. However, the College reserves the right to deny admission to the College or to any program in the following categories of applicants:

1. Any applicant on the basis of such circumstances as lack of classroom space or such other conditions as may limit enrollment.
2. Any applicant arrested and charged, for possession of marijuana, or of any narcotic drug, central nervous system stimulant, hallucinogenic drug, or barbiturate as identified in Chapters 398 or 404 of the Florida Statutes, unless and until the applicant whose case is pending has been adjudicated "not guilty" or has been expunged from the record and the charges dropped.
3. Any applicant convicted of a felony.
4. Any applicant under separation from any previously-attended educational institution for non-academic reasons.
5. Any applicant who does not meet the specific requirements of the program (college degree, adult high school, adult basic education, vocational education, enrichment, etc.) he plans to enter.

Such students as are particularly identified in categories 1-5 of the above shall be considered for admission to OWJC only upon written petition filed with the Admissions Counselor and addressed to the Admissions Committee. Admissions Committee recommendations for favorable action on such petitions shall require approval by the President or his designated representative.

NO PERSON SHALL BE ADMITTED TO OKALOOSA-WALTON JUNIOR COLLEGE WHOSE FELONY CONVICTION IS BECAUSE OF OR REFLECTS TRAFFICKING, SALE, USE OR POSSESSION OF HARD DRUGS. ANY EXCEPTION TO THIS PROVISION SHALL BE SOLELY BY ACTION OF A REVIEW COMMITTEE APPOINTED BY THE PRESIDENT. SUCH EXCEPTIONS SHOULD NOT NORMALLY BE ANTICIPATED.

Any action with regard to admissions policies made by the Admissions Counselor may be appealed to the Admissions Committee. A decision of the Admissions Committee may be appealed to the President, whose decision shall be binding.

FALSIFICATION OR FAILURE TO FURNISH CORRECT REQUESTED INFORMATION ON ANY ADMISSIONS PAPERS WILL SUBJECT THE STUDENT TO DENIAL OF ADMISSION OR TO IMMEDIATE DISMISSAL FROM THE COLLEGE.

GENERAL PROCEDURES

Each applicant desiring either full-time or part-time enrollment in courses or programs offered by Okaloosa-Walton Junior College must obtain from and return to the Admissions Office the appropriate admissions forms. Upon receipt and review of all required, completed admission forms, each applicant will be notified of his acceptance or non-acceptance for admission.

*Applicable to all enrollees — college-credit, non-college-credit, full-time, part-time — Okaloosa-Walton Junior College.

It is expected that all required admissions forms will be submitted to the College in sufficient time to allow for processing and notification of admission status prior to registration. However, in those particular cases where this procedure is not feasible, applicants may be *conditionally enrolled* as provided below, except for dual enrollment, early admission, and foreign student applicants.

Conditional Enrollment

In the event that his completed application has been received, but all required admissions forms and related documents have **not** been received and processed by the Admissions Office prior to registration, an applicant may, upon executing a "Conditional Enrollment Affidavit," be granted permission by the Admissions Office to enroll for courses on a *conditional basis*.

An applicant who is permitted to attend under "Conditional Enrollment" will be entitled to register for a maximum of one (1) semester or term to allow for the receipt by the Admissions Office of the required admission forms and related documents, during which time no official course credit may be earned. Any conditions attached to an enrollment will have to be satisfied **before** the end of the semester or term for which an applicant is conditionally enrolled in order to be admitted to the College; otherwise, no grades or transcripts will be released for any courses in which the applicant is enrolled, and the applicant will not be permitted to register for any subsequent semesters or terms until such time as he has met all admission requirements.

Dual Enrollment, Early Admission, and Foreign Students

Dual enrollment, early admission, and foreign student applicants must have completed all admission requirements and, if found to be acceptable, be admitted *no later than one month prior to registration* for any particular semester or term.

Non-Florida Residents

Applications from Out-of-State residents will be subject to review by the Admissions Counselor relative to availability of space and related considerations prior to approval of such admissions. Should his review affect the application negatively, he shall recommend to the Dean of Students such disposition of the application as he may deem appropriate. The action of the Dean of Students on such recommendations shall be binding.

Transfer Students with Substandard Records

Any transfer student with less than a 1.0 cumulative average (or whose record would have placed him under "Suspension" or "Dismissal" by OWJC standards) will not be considered for admission unless at least one term has elapsed since he attended the last institution. If his transcript indicates his record falls into this college's category for "Suspension" or "Dismissal," he shall be subject to the Okaloosa-Walton Junior College policies relative to suspension or dismissal, respectively. Such students, if admitted, shall be on probation with their records stamped "Admitted on Probation."

A transfer student who enters this institution with a cumulative average between 1.0 and 1.79 will be admitted on probation and will be subject to the rules on probation. If his transcript indicates his record falls into this college's category for "Suspension" or "Dismissal," he shall be subject to the Okaloosa-Walton Junior College policies relative to suspension or dismissal, respectively. Such students, if admitted, shall be on probation with their records stamped "Admitted on Probation."

Special Admissions Requests

An applicant whose circumstances are sufficiently unique to be accommodated by the designated admissions policies and procedures printed in the catalog may request special consideration through a formal petition addressed to the Admissions Office.

Failure to furnish correct requested information on the application forms may result in a denial of admission or an immediate dismissal from the College.

COLLEGE-CREDIT PROGRAMS

The College-Credit Programs of Okaloosa-Walton Junior College include the Associate of Arts Degree Programs, the Associate of Science Degree Programs, and individual credit course enrollments.

Each applicant for admission to college credit programs or courses at OWJC for the first time must submit with his completed application a \$5.00 (*non-refundable*) application fee. In addition, a properly-executed Residency Affidavit must be submitted.

First-Time-in-College Applicants (applicants without prior college work) are responsible for furnishing:

1. An official record of their high school work which indicates graduation. These forms should be mailed directly to the Admissions Office at OWJC from the high school from which the applicant graduated; or

A high school equivalency diploma from one of the various state departments of education within the United States of America; and

2. A completed, full set of application forms and related documents.

Applicants With Prior College Work are responsible for assuring:

1. That official transcripts covering all coursework attempted at *all* colleges and universities previously attended are forwarded *by direct mail* to the Office of Admissions of OWJC (hand-carried documents will not be accepted);
2. That any and all such transcripts are received prior to the beginning of registration (preferably at least two weeks before registration begins);
3. That a completed, full set of application forms and related documents have been received by the Admissions Office.

Dual Enrollment Program for High School Seniors

In the 1971 legislative session, Section 228.041 of the Florida Statutes was amended to provide that "senior high school students who lack three credits or less be allowed to attend as a high school day that portion of the day necessary to earn needed credits."

As a result of this legislative action the College offers the following plan of dual enrollment in programs offered by the College. Criteria to be applied for those seniors who would be simultaneously enrolled at the College and in their own high schools are outlined below:

1. The high school principal must verify current enrollment in his high school and the fact that completion of three or fewer high school units is all that is required for graduation.
2. A student whose high school average in grades 9 through 11 is B or better (GPA 3.0 or higher) is eligible for dual enrollment. One whose cumulative average is in the C to B range (GPA 2.0 to 3.0) is eligible to apply for admission to programs offered by the College contingent upon space availability as determined by the Dean of Instruction, and upon satisfactory performance on standardized achievement and/or aptitude tests as determined by the Admissions Committee.
3. A student lacking three or fewer units for high school graduation may enroll at the College for a maximum of seven (7) semester hours of college-credit work or fifteen (15) contact hours per week of non-college-credit work each semester.

4. All dual enrollment students are subject to compliance with all rules and regulations of the College and to maintenance of a C average or better. Unsatisfactory academic performance at the College or failure to comply with College rules and policies will result in the withdrawal of the student from the program. Enrollment at the College should in no way jeopardize completion of regular high school work.
5. The student's academic work at the College will be validated only upon his graduation from high school, whether or not enrollment at the College is continued.
6. Any student participating in this program will be required to sign a statement that he understands that the college credits earned while he was simultaneously enrolled in high school are not necessarily transferable to any college in Florida or elsewhere in the United States until after their validation by the College Registrar. (See Item 5 above.)
7. All candidates for participation in this program must petition for admission to the College and have their admission fully approved at least **one month in advance** of the regular registration period for the particular semester in which attendance is desired. Admission is subject to space availability and eligibility as set forth in the above paragraphs.

Early Enrollment Program for Superior Students

Okaloosa-Walton Junior College will admit a limited number of highly-qualified applicants after completion of their junior year in an accredited high school. To be considered for early admission, an applicant must rank in the top 10 per cent of his class, score at the 75th percentile or higher on an accepted college entrance examination, and have the unqualified recommendation both of his parents and of his principal. A personal interview with, and approval of, Okaloosa-Walton Junior College's Admission Counselor is also required before a final decision can be made. All admissions requirements must be met and the student's acceptance granted **one month prior** to registration for any given semester. Applicants who are accepted will be placed in appropriate courses for which they are qualified.

Enrollment of Foreign Students

As a community junior college, the first priority of the College is, by Board policy, to provide educational services for students in the district served. Accordingly, the following criteria are established for selective admission of foreign students to OWJC:

1. The number of applicants accepted from a particular foreign country may be limited to provide a representative cross-section of cultures on the campus.
2. All required transcripts (submitted in English), test results, and other required documents must be on file in the Admissions Office four months prior to the opening date of the semester for which the student is applying.
3. Foreign students must have documented sufficient proficiency in speaking, reading and writing English to enable them to benefit from instruction at the college level and, *therefore will not be admitted to any courses until this requirement is met.* Such proficiency is to be established through the Test of English as a Foreign Language, administered through a recognized test center.
4. Foreign students must provide evidence of academic achievement equivalent to a U.S. high school education with a "C" average or better, or shall have graduated in the upper 1/3 of their school class.
5. Foreign students must present documented evidence (certified through a U.S. Consulate) that they have the financial resources to defray all anticipated costs during their attendance at the College. (The estimated annual costs are

- approximately \$4,500; Matriculation fee, \$1,000; lab fees, \$45; books and supplies, \$225; room and board, \$1,800; clothing, \$750; miscellaneous, \$680.)
6. Foreign student applicants must certify that they intend to attend the College on a full-time basis and that no employment (on or off-campus) is required for them to meet expenses.
 7. Foreign students must make their own housing arrangements and show documentation of this prior to being accepted for enrollment. (The College is not responsible for providing housing for any student.)
 8. Each foreign student applicant *must have a sponsor of U.S. citizenship residing in the College District*. The sponsor must provide a letter certifying the extent of responsibility he will assume for the applicant, including arrangements for housing and a recognized hospitalization insurance program.
 9. Foreign students must be in good physical and mental health as certified by a licensed physician and validated by an Office of the U.S. Consulate. The student health form provided by the College must be completely executed, immunizations current and properly recorded, and an X-ray report submitted which indicates that the applicant is free of communicable disease.
 10. Foreign students must be familiar with applicable regulations of the U.S. Immigration and Naturalization Service and must assume responsibility for complying with these regulations.
 11. Foreign students admitted to the U.S. on S-2 visas are classified as **non-Florida residents** and may not be reclassified during their enrollment at the College while in an S-2 status.

Enrollment of Special Students

A student who already has a degree from a regionally-accredited two-year or four-year college or university and does not intend to pursue a degree program at OWJC may submit, from the institution involved, evidence of the award of that degree in lieu of transcripts from all institutions attended. A valid Teacher's Certificate which indicates possession of a Bachelors or higher degree is acceptable as evidence of award of a degree.

An interim-study (transient) student, who seeks enrollment for one semester only, as part of his pursuit of a degree at another institution, must submit: (1) a letter of good standing (academically and disciplinarily) from an authorized official of the institution he is attending concurrently, and (2) written approval by an appropriate authority of the courses for which enrollment is sought at OWJC as part of his on-going program at that institution. These documents must be accompanied by an official transcript from the institution being attended concurrently, along with a full listing of all institutions of higher education previously attended.

NON-COLLEGE-CREDIT PROGRAMS

First-time applicants for admission to Non-College-Credit Programs at OWJC must submit the appropriate completed student application materials.

Applicants for high school diploma programs must furnish:

1. A record of their school work (on forms available from the College Admissions Office). These forms must be completed by the school which the applicant last attended and mailed directly to the Admissions Counselor of Okaloosa-Walton Junior College, and
2. A complete set of required application forms and attachments.

Applicants for *enrichment courses* and *certificate programs* must provide such documents as may be necessitated by the nature of the course or program.

The Non-College-Credit Programs include the following:

I. *Adult Basic Education*

The purpose of this program is to lead to the completion of elementary studies, including basic reading, writing, and mathematics. ABE classes are designed for adults, 16 years of age or older, who are legally out of school and have less than an eighth grade education.

Admissions Requirements:

1. Candidate must be 16 years of age or older.
2. Candidate must be legally out of school.
3. Candidate must have less than an eighth grade education. If student has completed more than 8 grades in school but has a deficiency in areas covered in ABE classes, especially reading, he may be admitted until deficiencies are removed. Deficiencies shall be determined from student's records and tests administered by the ABE teacher at the location where the student is applying for class.

II. *Adult High School*

The Adult High School is for those individuals who would like to complete work toward their high school diploma but who did not have the opportunity to complete the regular high school program. It is anticipated that all students of high school age will complete their secondary education through the public school system.

Admissions Requirements:

1. The applicant must be eighteen (18) years of age, or older.
2. The applicant must have completed the 9th grade.
3. The applicant must provide the Admissions Counselor with an official transcript of his high school record.

A student who does not meet the above three requirements may file a petition with the Admissions Counselor for admittance. Consideration will be given only when all of the following apply:

1. The candidate has a unique, documented hardship.
2. The candidate has favorable written responses to requests from the College for recommendations from his high school principal and from his parents (or guardian).
3. The candidate is no less than sixteen (16) years of age.

If a student is under sixteen, he must provide the Admissions Committee with all of the following:

1. Proof of hardship.
2. Proof of legal separation from high school — a statement signed by the principal, including verification that student has been out of school for at least 10 weeks.
3. A favorable written response to a request from the College for a recommendation from his high school principal.
4. Proof of parent's consent to attend — a letter to the Admissions Counselor.

In accordance with Florida Statutes and Regulations, *NO student shall be awarded a high school diploma prior to his normal graduation date* (computed from last date of attendance in the grade most recently attended).

III. *Enrichment Programs*

Enrichment programs are those courses, workshops, institutes, and programs offered to special interest groups on a totally self-supporting basis. Since each of these programs is unique unto itself, criteria for admission to each such special program or class will be pertinent to the nature of the program or class and will be published and made available to the general public and interested persons as each such program may be developed and announced. All enrollees in these programs are obligated to comply with "General Admissions Requirements" of the College, and to provide such documents as may be required by the nature of the course or program prior to registration for the course.

IV. *GED Test Preparation Program*

This program is designed for those students who desire to prepare themselves for a State High School Equivalency Diploma issued through a state department of education.

Admissions Requirements:

1. An applicant must be at least eighteen (18) years of age, or
2. An applicant under eighteen (18) years of age at time of desired admission, but who will be eighteen at time of completion of the GED Preparation Program, (*by petition addressed to the Admissions Counselor*). An official transcript of the applicant's high school record must accompany this petition.

A student who does not meet the above requirements may file a petition with the Admissions Counselor for consideration for admission. Consideration will be given only when the following apply:

1. The candidate has a unique, documented hardship.
2. The candidate has proof of legal separation from high school — a statement signed by the principal or his representative.
3. The candidate has a favorable recommendation from the school superintendent or his designate — a letter to the Admissions Counselor.
4. The candidate has proof of parents' (or guardians') consent to attend — a letter to the Admissions Counselor.
5. The candidate is no less than sixteen (16) years of age and has been out of school for at least 10 weeks.

V. *High School Released-Time Program*

As the Area Vocational School for the Okaloosa-Walton Junior College District, the College makes appropriate facilities available to selected high school students for pursuit of certain vocational studies requiring special laboratory and shop facilities and equipment. The high school student remains enrolled in his own high school and has transferred to his high school record those units earned while studying in the OWJC Area Vocational School program. Selection of participants in the program is accomplished jointly by the student, his parents or guardian, the principal of the high school, and the Admissions Counselor of the College, within space and resource capabilities of the College.

VI. *Non-College-Credit General Education Courses*

From time to time persons desire for personal enrichment, for job improvement, or for other reasons, to take non-college-credit courses of a general nature which are equivalent in content to courses in the college-credit programs. Applicants

who seek to enroll in such non-college-credit courses may not desire or be able to provide the necessary required documents for admission as a college-credit student.

Candidates for admission to non-college-credit general education courses must meet the following requirements:

1. Be legally out of grades K-12.
2. Meet the General Admissions Requirements.
3. Submit the appropriate non-college-credit student application materials.
4. For any advanced or specialized non-college-credit course, secure the written permission of the instructor before enrollment in that course.

VII. *Occupational Certificate Programs and Courses (Non-College-Credit)*

A candidate for admission to Non-College-Credit Occupational Certificate Programs and/or courses must meet the following requirements:

1. Persons who are beyond the age of compulsory school attendance and have been legally out of school (grades K-12) enrollment and attendance for at least 10 weeks (since leaving a private or public secondary school), or who are high school graduates, are eligible for admission to these programs provided they meet the "General Admissions Requirements."
2. Persons who have been legally out of grades K-12 of any school system (public or private) less than 10 weeks and who are not high school graduates, shall be admissible to these programs at the discretion of the Admissions Committee upon written recommendation by the principal of the public or private high school most recently attended, and upon consideration of such supplementary data as may be helpful in determining the suitability of such admission.

TESTING AND COUNSELING SERVICES

Submission of college ability test scores is considered helpful by the College in order to assist students in effective planning of their programs. Although admission is dependent only upon the criteria indicated under "Admissions Requirements," availability of test scores is helpful in the placement of students in appropriate academic programs.

It is recommended that applicants take the American College Test (ACT) during their senior year in high school or prior to enrolling in college. However, other college ability test scores may be submitted. Other achievement tests may be required as necessary. Aptitude and interest tests may be administered to individual students as the need arises. The College Guidance and Placement Test (CGP) is required of all entering freshmen for career planning purposes.

Experienced college counselors are available to all students attending the College. The Counseling Services Office is located in the Administration Building. Students are given assistance with problems which may be academic, vocational, social, or financial; and a placement service for full-time or part-time off-campus work is provided.

FINANCE

A student shall not have completed registration until all fees have been paid in full. No faculty or staff member of the College, with the exception of the Comptroller or the President of the College, has the authority to defer fee payments. Accordingly, students will not be admitted to classes until all fees have been paid. A deferment, if granted, must be in writing; and no deferment of fees (except signed veteran fee deferments) may extend beyond the last day for payment of fees as provided in the College Calendar.

Financial Assistance

The College will endeavor to assist students insofar as possible in the identification of opportunities for financial assistance in connection with their studies. A variety of types of opportunities are available to students who seek financial aid: The Basic Educational Opportunity Grant, The College Work-Study Program, The Florida Insured Loan, The Florida Student Loan, and other loans, grants, and scholarships awarded on an individual basis.

All inquiries concerning financial aid should be directed to the Student Financial Aids Counselor.

Residence Classification

For the purpose of assessing tuition, college credit students are classified as *Florida residents* or as *non-Florida residents*. This classification is made by the Comptroller of the College according to Florida Statutes, State Board of Education Regulations, and District Board of Trustee Policies relative to residency in relation to school attendance. (Detailed copies of these Regulations are available in the Comptroller's Office and are binding in decisions on matters of residency classification.)

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 Comptroller in terms of bona fide change of legal residence on the part of the student if over 18 years of age or of the parents if the student is a minor.

Active duty military personnel (including dependent members of their immediate families) stationed in the State of Florida are classified as residents of Florida.

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

Military Assistance

Active duty military personnel who enroll in college credit programs through the education offices at their respective bases are eligible for financial assistance (up to 75% of registration fees) through the Military Assistance Agreements which OWJC has in effect with both Eglin and Hurlburt.

Refund Policy – College Credit and Non-College-Credit Courses

No refunds are automatic. It is the responsibility of the student to complete the proper drop and add or withdrawal forms obtained from the Registrar's Office and present them to the Comptroller's Office for processing of authorized refunds. The following guidelines apply with regard to refunds:

1. If a student presents the proper forms for a complete withdrawal from the College prior to the official opening of classes as indicated in the College Calendar, 90% of all fees paid to that date (except application fee) will be refunded.

2. If a complete withdrawal occurs *on or after* the official opening date of classes but during the *first* week of classes, 80% of all fees paid to that date (except application fee) will be refunded. (This refund policy does not apply to enrichment, avocational, or any other self-supporting classes. **No** refund will be made after the scheduled time of the first class meeting for these classes unless the class is cancelled by the College.)
3. If a student alters his/her schedule by submitting proper drop and add requests during the first week of classes, fees will be recomputed on the basis of the new hours, and additional fees will be collected or a refund of registration and laboratory fees involved will be made as appropriate (80% of refund due to the student if the alteration is not because of cancelled or rescheduled classes).
4. No refunds will be made *after* the end of the first week of classes as specified in the College Calendar. Any and all refunds to active duty military personnel shall be accomplished in accordance with prevailing pertinent military assistance agreements.
5. 100% of fees paid will be refunded, upon request, for classes cancelled by the College, or when it is determined that an OWJC error is the singular cause of the need for a refund.

Returned Check Charge

If a check is issued by a student (or a student's parent, guardian, spouse or any other person on behalf of a student) for a student's financial obligation and the check is not honored by the bank on which it is drawn, the matter will be handled as follows:

- (a) A five dollar (\$5.00) charge to the student's account is applied.
- (b) A period of five (5) days will be allowed the student in which to have the check made good. If the check plus the \$5.00 charge, is not made good within the five-day period, the student is subject to immediate suspension. If a student habitually issues bad checks, even though each check is made good, disciplinary action against the student will be in order.

Fines, Penalties and Indebtedness

A student's or an employee's failure to comply with the rules and regulations concerning parking, library privileges, and other pertinent regulations will be penalized by fines. Grades, transcripts, diplomas, and any other official representation from the College, will be withheld until all fines, penalties and other forms of indebtedness to the College have been paid in full. Students indebted to the College will not be permitted to re-register until all debts to the College are paid.

Fee Changes

Fees are subject to change prior to any given enrollment period.

FEE SCHEDULE (PER SEMESTER)

COLLEGE-CREDIT PROGRAMS

Application Fee	\$ 5.00
Required of all applicants seeking admission to OWJC	
College-credit courses for the first time. This is a	
one-time charge and is not refundable.	
Registration for Florida-Resident Students per semester credit hour	10.00

Tuition for Non-Florida-Resident Students per semester credit hour	21.00
Laboratory and Special Tuition Fees	1.00—45.00*
State Financial Aid Trust Fund (full-time students)	4.50
Special Services Fee (entering freshman)	5.00
Change of Schedule (per course)	2.00
Duplicate Transcripts	1.00
Graduation Fee	10.00
Returned Check Charge	5.00
I.D. Card Replacement Fee	2.00
Credit by Examination (per examination)	10.00

COST SUMMARY—COLLEGE CREDIT PROGRAMS

The range of basic charges for a typical full-time college-credit student per semester, registered for 15 semester hours:

	<u>Florida</u> <u>Resident</u>	<u>Non-Florida</u> <u>Resident</u>
Fees	\$165.00	\$330.00
Books and Supplies	75.00	75.00

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

PERQUISITE FOR IN-DISTRICT TEACHERS

Registration for one college-credit course per semester at OWJC for properly certificated instructional personnel who are on the current full-time payroll in either Okaloosa or Walton County will be at one-half of the normal registration fee. All other fees (e.g., laboratory, supplies, etc.) will be at the full amount. The one-half price for registration will apply 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 charges applies only to OWJC courses and is not applicable to courses offered by other institutions on the OWJC campus.

NON-COLLEGE-CREDIT PROGRAMS

General Adult and Occupational Programs

Fees will be based on length of course, instructional costs, and costs of special equipment. Costs of special avocational and recreational courses and programs offered by the College for which State funding is not available or permissible must be assumed by the student participant and will be collected at the time of registration. Students will be informed of such costs during course planning and registration periods.

*Laboratory and Special Tuition Fees shall include (but are not limited to) such individualized instructional services as music lessons, such special courses involving contracted services as bowling or horsemanship, and independent study offerings. A schedule of such fees for each semester is on file in the Comptroller's Office.

Minimum Cost Per Course*	\$4.00
Occupational Program Certificate Fee	2.00
Diploma Fee for Adult High School	2.00
Duplicate Transcripts (after the first one)	1.00
Laboratory and Special Tuition Fees	**
Returned Check Charge	5.00
I.D. Card Replacement Fee	2.00

COST SUMMARY—NON-COLLEGE-CREDIT PROGRAMS

Typical costs for a student in each non-college-credit course for each semester:

Costs vary widely (\$4.00 to \$200.00) because of differences in costs of materials in various types of programs. Each prospective student is encouraged to check with the Business Office to determine the estimated costs of the program or course he wishes to enter. Representative types of costs follow, many courses costing only registration fee, books and supplies (totaling less than \$15.00).

	Non	
	Occupational	Occupational
Registration Fee (per course)	\$ 4.00	\$ 4.00
Books, supplies and tools	10.00 — 40.00	25.00 — 60.00
Laboratory and Special Tuition Fees	5.00 — 10.00	10.00 — 150.00

*The minimum cost per course is \$4.00 plus laboratory and special tuition fees whenever applicable, except when specifically waived (in full or in part) by the Board of Trustees upon recommendation by the President; (e.g., Adult Basic Education courses, indigents, senior citizens—65 years of age and over with limited income—for certain specified courses offered at Eglin and Hurlburt Air Force Base during the regular assigned duty hours for Military and Civil Service Employees and sponsored by the cognizant Education Officer, or for those courses principally offered at the Chautauqua Neighborhood Center in which complimentary instruction services are provided by appropriate persons, agencies or organizations).

**Upper limit of Laboratory and Special Tuition fees is based upon particular overhead costs for each course offering. A schedule of fees for each semester is on file in the Comptroller's Office.



INSTRUCTIONAL PROGRAM STANDARDS AND REGULATIONS

REGISTRATION, ENROLLMENT AND ATTENDANCE

Registration

Students are expected to register on the days designated in the College Calendar, except for those Adult Studies courses for which a student may register at special announced registration periods for specific courses.

Each new applicant must be admitted to the College or must have executed a Conditional Enrollment Affidavit (see p. 6) before he will be permitted to register for any courses.

Currently-enrolled or previously-enrolled students must be eligible for continuance as of their last semester of enrollment in order to be permitted to register.

Fees are to be paid at the time of registration.

Registration should be completed in person, if possible, for each semester or enrollment period during the regularly-scheduled registration period.

All classes are subject to cancellation at the close of regular registration if the necessary minimum number of students, as judged by the Dean of Instruction, have not enrolled by that date. Full refund of tuition will be made to students enrolled in such cancelled classes. This refund must be applied for by the student.

During the Fall and Winter Semesters, just prior to final examinations, *currently-enrolled degree* program students whose mid-term grade-point averages are 1.80 or higher are given the opportunity to pre-register for the next semester. By registering early, students are more nearly assured of suitable schedules for the subsequent semester.



Full-time and Part-time Status

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 close of registration. A student enrolled for 12 or more semester hours or 24 or more contact hours per week is considered to be a full-time student.

A combination of semester credit hours and non-college-credit contact hours constitutes full-time status based upon the following table, which *does not apply* to the Veterans Administration definition of *full-time status*:

<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

Audit Students

Any student registering in a college credit course on a “non-credit” basis will be considered as an audit student, and his records will be marked accordingly. An “X” grade will be placed on the permanent record, and no hours attempted or quality points will be recorded.

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

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, with the written approval of the Dean of Instruction, **prior** to the date stated in the College Calendar as the last day for dropping courses.

Audit students may not change to credit status following the expiration of the Change of Schedule period specified in the College Calendar.

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 “Drop and Add” forms from the Registrar’s Office. These forms must be signed by the student’s advisor as well as a Counselor in Student Services. When the completed forms are submitted to the Registrar’s Office and to the Comptroller’s Office along with a fee of \$2.00 for each course added or dropped, the revised schedule will become effective.

The \$2.00 drop fee will be waived for complete withdrawal or class cancellation.

Class Attendance

All students are expected to attend all of their scheduled classes. The effect of absences upon grades is determined by the instructor. The instructor may recommend to the Dean of Instruction a withdrawal grade whenever a student's absences become excessive. Arranging to make up work missed because of legitimate class absence is the responsibility of the student.

Attendance is recorded by the instructor and reported to the Registrar's Office. *The instructor will report immediately each student who has accumulated three unexcused absences.*

Examinations and Grades

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 concerned and from the Dean of Instruction. *No grades or transcripts will be released to or for students with incomplete records or outstanding fees, loans, or fines.*

Letter grades will be assigned as follows: A, excellent; B, good; C, average; D, passing; F, failing; I, incomplete; S, satisfactory; U, unsatisfactory; N, non-credit enrichment course completion and X, audit. Work required for removal of "I" must be completed by the end of the semester *immediately* following the issuance of that grade.

Grade-points per semester hour are as follows: A—4; B—3; C—2; D—1; F—0. Grades for "I" are computed as "F's" and entered on the student's permanent record as "F" at the end of the semester following the issuance of the grade, if the work is not "made-up" during that period of time. The "I" will carry 0 grade-points until it is made up. "S's", "U's", "N's", and "X's" carry neither grade-points nor credits.

Withdrawals

Withdrawals from the College are subject to the following rules:

1. Before the end of the 10th week of the Fall and Winter Semester, the 7th week for the Spring Semester, and the 4th week for Terms I and 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 student's permanent record card for a properly-executed withdrawal through the Registrar's Office.

2. After the end of the 10th week for the Fall and Winter Semesters, the 7th week for the Spring Semester, and the 4th week for Term I and II, NO WITHDRAWALS will be permitted. If the student feels a grade of "W" is appropriate in his case, he will be responsible for validation of the specific extenuating circumstances and for filing a petition with the Registrar for referral to the Dean of Instruction for appropriate action.

A STUDENT 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 COMPTROLLER'S OFFICE TO AVOID RECEIVING AN AUTOMATIC GRADE OF "F" IN THE COURSE(S) CONCERNED.

CREDIT BY ALTERNATIVE MEANS

Advanced Placement Credits: 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.

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 Testing Officer at OWJC. Information bulletins are available from the Educational Testing Service upon request.

CLEP Credits: Students may earn up to 32 college credits by passing the college-level (CLEP) general examinations at certain levels according to a schedule administered by the Registrar. Credits may be earned *only* for those subject-matter areas in which students have not taken regular college-level courses. Students may earn up to a total of 45 credits in credit by alternative means from any one source or combination of sources. Of these 45 credits, 32 credits may be earned through the College-Level (CLEP) General examinations at certain levels according to a schedule administered by the Registrar. Credits may be earned *only* for those subject matter areas in which students *have not earned credit in regular college-level courses.* (For instance, a student may not receive CLEP credit in social science if he has earned college credit in history, government, etc. Excluded from this rule are the behavioral sciences—psychology and sociology.)

Comprehensive Examination for Credit in Designated Courses: Students who are enrolled at the College may be granted credit in designated courses based on knowledge or ability as measured by a Comprehensive Examination in the area in which credit by examination is being sought. Credit by a comprehensive examination will be given during the first week of classes in each semester. This examination may not be taken more than one time.

To be eligible for credit by comprehensive examination, the student must: (1) be currently enrolled in the course involved; (2) have the written approval of the pertinent Department Chairman and, (3) have the written approval of the instructor for the course in which the comprehensive examination is to be given. These approvals shall be forwarded by the pertinent Department Chairman to the Dean of Instruction for his written approval. *All approvals must be cleared prior to registration for any given semester.* Upon written notification of full approval, the student shall contact the Department Chairman to set up a test date.

Credit awarded by comprehensive examination will become part of the student's permanent record and be posted with the appropriate grade and with notation that the grade was awarded through credit by comprehensive examination. Only those students who earn an A or B grade on the comprehensive examination will be given credit. Students who earn a C on the examination may request a waiver through the Department Chairman of the course without credit or may remain enrolled in the course for credit. Once the student elects to continue in the course, the waiver option shall not be available to him. No credit will be given for a D or F grade on the comprehensive examination. The student, in order to take an early test by comprehensive examination, in addition to enrolling in the class and paying the regular registration fee for the course, must also pay a \$10.00 test fee.

Students seeking to earn credit by examination should discuss their intentions with the faculty member(s) concerned and with the appropriate Department Chairman involved well in advance of the semester for which such credit is desired.

No more than 45 semester hours of credit by examination may be earned through this source or any combination of sources (i.e., CLEP, military experience, etc.).

Correspondence Course Credits: Up to nine semester hours of credit for correspondence and/or extension courses may be transferred from an accredited college or

university as listed in the current issue of the "American Association of Collegiate Registrars and Admission Officers Bulletin." These hours may be included in, but not in addition to, the credits available through the Servicemen's Opportunity College program.

Servicemen's Opportunity College (Active Duty Personnel): Okaloosa-Walton Junior College subscribes to the principles of the Servicemen's Opportunity College concept and has established flexible policies including credits and/or course waivers based on CLEP, CASE Guide, and "challenge" examinations (plus limited USAFI credits in occupational courses, by petition) geared to the needs of active duty service persons (maximum 45 credit hours). Active duty personnel stationed at Eglin Air Force Base and Hurlburt Field should consult with Okaloosa-Walton Junior College's Director of Educational Services for Military Personnel directly, or through their Education Officer, for complete details regarding the Servicemen's Opportunity College Program.

Transfer Credits: Course work with a grade of "C" or above from an accredited college or university will be accepted. A grade of "D" from properly accredited institutions of higher education 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 grade-point deficiency involved. The acceptability of college courses for transfer credit at Okaloosa-Walton Junior College shall be at the discretion of the Registrar in conjunction with the chairman of the department 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 Counseling Services Office. 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, in the opinion of our counseling staff, that a student planning to transfer to a senior institution plan his or her program so that the transfer to the senior institution may occur at the beginning of the school year (normally in the fall). Curricula 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.

VETERANS EDUCATIONAL BENEFITS

The College is certified for training under the various veteran's training laws. Veterans planning to enroll at OWJC should consult the OWJC Counseling Services Office well in advance of registering. 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 Counseling Services Office) which is required by the Veterans Administration for initial certification.

For V.A. purposes, training time is *usually* computed as follows: 12 or more semester hours or 30 contact hours weekly Full time
9-11 semester hours or 18 contact hours weekly ¾ time
6- 8 semester hours or 15 contact hours weekly ½ time

For the Spring Semester and Terms I and II, training time is computed differently: The V.A. determines credits for Spring/Summer coursework each year and notifies the College accordingly. Spring Semester and Spring/Summer term courses cannot be combined for V.A. payment purposes. For this reason, veterans are advised to contact the Veterans Affairs Counselor in Student Services before registering for Spring Semester and Spring/Summer Term classes.

The V.A. specifies that any veteran who is absent three consecutive class sessions or school days or who accumulates three or more unexcused absences during any calendar month without pre-notifying the Registrar will be interrupted from training for pay purposes, and the Veterans Administration will be notified. Three tardies are required to count as one unexcused absence. The veteran who has been interrupted from training for pay purposes will have to file a certificate of re-entrance in order to have V.A. payments to him resumed.

A veteran in training under Public Law 550 receives an education and training allowance each month from the Government. At registration the veteran will normally be expected to pay all his fees.* Since even the "advanced payment" first checks are sometimes delayed, it is advisable that the veteran be prepared to meet all expenses until that check is received.

A veteran attending 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 Federal Government.

A veteran who wishes to enroll under the "G.I. Bill" should secure a **Certificate of Eligibility 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 Veterans Affairs Counselor in the Counseling Services Office.

A widow of a veteran is now eligible for educational financial assistance as a result of recent Federal legislation; and she should, therefore, consult the Veterans Affairs Counselor for further information.

ACADEMIC STANDING

A full-time student who has attained a grade-point average of 1.5 or better at the end of his first term (12 semester hours or more) is considered to be in good standing; thereafter, a student must attain a grade-point average of 1.8 each semester to be in good standing. He must attain a cumulative grade-point average of 2.0 ("C") on the total of all work transferred and/or taken at Okaloosa-Walton Junior College in order to graduate with an Associate Degree.

Students enrolling in the evening degree programs are subject to the same general rules on honors and on probation, suspension, and dismissal as pertain to the full-time students in the day programs. At such time as the degree program part-time student attains 12 credit hours, that person's record is subject at that time, and each succeeding 12 semester hour block thereafter, to analysis both for honors and for assessment of probation, suspension, or dismissal status.

SUPERIOR ACADEMIC PERFORMANCE

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

President's List. Full-time students in credit programs who make a grade-point average of 3.75-4.00 in any given semester are placed on the President's List for that term.

*NOTE: As of the printing date of this catalog the statement which follows is in effect, but may be changed by the 1975 Legislature. Check with the Veterans Affairs or Student Financial Aids Counselor in Student Services before registration. The policy currently in effect is: Veterans are entitled by 1974 State legislation to a deferment period for the payment of fees of up to sixty (60) days after the last day of late registration. Veterans desiring deferment shall contact the Student Financial Aids Counselor before registering to execute a request for deferment of fees.

Dean's List. Full-time students in credit programs who make a grade-point average of 3.25-3.74 are placed on the Dean's List for that term.

Honors and High Honors. 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).

SUBSTANDARD ACADEMIC PERFORMANCE

When the quality of a student's work is represented by his instructors as less than satisfactory, the College feels obligated to initiate restrictive actions relative to his further studies in order to apprise him of the serious nature of his status in relationship to his studies. For these reasons, the following regulations pertain with respect to academic probation, suspension, or dismissal of a student pursuing *college-credit* studies.

Academic Probation. Any first-term student who has failed to maintain a 1.5 grade-point average during the first semester (or the first 12 hours attempted in the case of the part-time student) will be placed on Academic Probation. This action is based on the fact that a student in order to be graduated from this college must attain a grade-point average of not less than 2.0 ("C") on a cumulative total of all work attempted whether at Okaloosa-Walton Junior College or by transfer. Consequently, the College feels the necessity of apprising any student of shortages of grade-points with respect to these standards. The record of any first semester student who fails to make the 1.5 grade-point average will be stamped "Academic Probation."

Subsequent to the semester in which the student fails to maintain a necessary grade-point average for good standing, the student on probation must attain at least a 2.0 average the next term (or in accumulation of his next 12 semester hours, in the case of part-time student) or an overall average of 1.8 to avoid recurrence of the "Academic Probation" status. A student must, prior to graduation, compensate further for the semester of probation by attaining a grade-point average of 2.0 ("C") on *all* work attempted. A student on academic probation will be permitted to register for more than 14 credit hours only by permission of the Dean of Instruction.

Should the student's record contain the entry "Academic Probation" for two consecutive semesters, and the student fail to remove himself from probation in the next immediate semester (or equivalent of the next 12 semester hours for part-time students) by earning at least a 2.0 average in the third semester, he shall be subject to *automatic* suspension at the end of that semester *for a minimum of one semester*. Any future enrollment in college-credit, degree program courses at the College will be determined in accordance with regulations which pertain to Academic Suspension. As long as a student attains a semester average of 2.0 (on at least 12 semester hours per semester) or a cumulative average of no less than 1.8 thereafter, he shall be permitted to continue his studies.

Any student who enters the College on Academic Probation must attain a 2.0 ("C") grade-point average on the total of all work attempted in his first semester at the college (minimum of 12 semester hours) or a cumulative 1.8 average on all work attempted (whether at OWJC or previous institutions). Failure to attain this average by the end of the first semester shall result in suspension, dismissal or continued probation in accordance with the regular probationary policies and procedures for native OWJC students.

Academic Suspension. Any full-time student who attains less than a 1.0 grade-point average (minimum of 12 hours) shall (except for a first-term freshman) *automatically* be placed on suspension for a minimum of one full semester. The record of each first-term freshman (who is enrolled in college for the first time) who attains less than a 1.0 average shall be reviewed by a committee of Student Services and Instructional Services personnel, who shall recommend either continuation on academic probation for one additional semester, transfer to a non-college-credit program, or suspension

for a minimum of one full semester. Any first semester freshman may appeal this action by petition to the Admissions Committee.

A student who has been on probation twice and fails to free himself from probationary status in the third semester *and thereafter*, shall be subject to suspension. Re-enrollment of such a student subsequent to a semester of suspension shall be at the discretion of the Admissions Committee of the College, upon petition by the student, in terms of *clear* evidence of potentialities for attaining an acceptable record in the future. It is strongly recommended that a student enroll in non-college-credit courses during the semester of suspension in order to strengthen the areas of deficiency. For the student whose record necessitates suspension according to these regulations, the entry "Academic Suspension for a Minimum of one Semester" shall be stamped on his permanent record.

Academic Dismissal. Any full-time student (or part-time student who has accumulated 12 credits) who fails all of his courses his first semester of college-level attendance or more than one-half of his academic work subsequently shall be dismissed for academic reasons. Such a student is not eligible to be readmitted for *college credit* courses at Okaloosa-Walton Junior College for a minimum of one full calendar year; then the student may petition the Admissions Committee for possible readmission, favorable action being dependent upon clear written evidence of factors which indicate promise of successful performance.

Readmission. To be readmitted to Okaloosa-Walton Junior College following academic suspension or academic dismissal, it is necessary for a formal request to be submitted to the Admissions Counselor. (The form for this purpose is available in the Admissions Office.) Such requests will not generally be considered unless at least one term has elapsed since enrollment at the last institution attended. Admissions Committee approval shall be required for such readmission.

Transfer Student with Substandard Records. Any transfer student with less than a 1.0 cumulative average (or whose record would have placed him under "Suspension" or "Dismissal" by OWJC standards) will not be considered for admission unless at least one term has elapsed since he attended the last institution. A transfer student who enters this institution with a cumulative average between 1.0 and 1.79 will be admitted on probation and will be subject to the rules on probation. If his transcript indicated his record falls into this College's category for "Suspension" or "Dismissal," he shall be subject to the Okaloosa-Walton Junior College policies relative to suspension or dismissal, respectively. Such students, if admitted, shall be on probation with their record stamped "Admitted on Probation."

Repeated Courses.

1. A course in which a grade of "D" or "F" has been earned may be repeated. Only the credit from the most recent attempt and the associated grade points will be counted. All attempts will appear on the transcript.
2. Students should be aware that the repeating of a course results in an adjusted grade-point average and that such an adjustment may not be accepted by some private colleges in this state or some colleges and universities outside of the State of Florida.

Academic History Forgiveness Policy. Should a student whose credits are ten or more years old desire to seek relief from the effect of those grades upon his current record at OWJC, he may petition for such relief through the Office of the Registrar. Should favorable action be taken, the grades will continue on the face of the permanent record, but relief will be in not counting such grades and hours in grade-point computations. The action of the College upon such a petition shall be final. All credit passed or failed will not be counted if relief is granted.

Non-academic Probation, Suspension or Dismissal. Restrictive actions for student behavior other than those necessitated by academic performance shall be determined by the College upon recommendation from the Committee on Student Conduct on such occasions as the situation may warrant. OWJC does not mix academic and disciplinary penalties or restrictions except as the restrictions may affect attendance or enrollment privileges. Students who are dismissed for disciplinary reasons are not generally eligible for any further studies at OWJC.

A student who as a result of academic difficulty becomes ineligible to enroll in college credit courses is encouraged (if there are no disciplinary or behavioral factors which complicate his continuance) to continue his education through non-college-credit certificate programs or other non-college-credit offerings. Arrangements may be made through the Counseling Services Office.

Adult High School Students

Good Standing:

A student must attend 75% of all the class meetings for each course in any one monthly attendance period to remain in good standing in that course. As soon as a student has been absent more than 25% of the class meetings in any monthly attendance reporting period or cumulatively in a series of marking periods for a course, his enrollment in that course will be terminated and he will receive a "W" or "F" grade for the course. In case of extenuating circumstances, the student terminated for excessive absences may petition the Dean of Instruction for possible re-enrollment in that class.

Academic Probation:

Any student who fails one course in any semester or who is terminated in one or more courses under the provisions of Item 1, above, will be placed on Academic Probation.

Removal from Academic Probation:

To be removed from academic probation, a student must have received at least a "C" average for the total of all courses attempted during the following semester and each semester thereafter until the required overall average of "C" on all courses attempted at OWJC is attained.

Academic Suspension:

Any student with two or more "F's" in one semester will be subject to suspension for a minimum of one semester.

Any student who remains on Academic Probation for two consecutive semesters and fails to remove himself from probation the next semester by earning a 2.0 in that third semester will be subject to Academic Suspension for a minimum of one full semester. Re-enrollment of such a student subsequent to a semester of suspension shall be at the discretion of the Admissions Committee in terms of evidence of his ability to attain an acceptable record in the future.

Academic Dismissal:

Any student readmitted after Academic Suspension or Academic Dismissal who fails to pass all subjects attempted during the semester of his readmission is subject to Academic Dismissal. Such student is not generally eligible for readmission for adult high school courses at OWJC for one full year. The student will be required to petition the Admissions Committee for readmission, favorable action being dependent upon clear written evidence of factors which indicate promise of successful future performance.

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 or 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 in a planned program (see "General Arts and Sciences," Page 61) which is applicable to a baccalaureate degree at a specific Senior institution.
2. Each graduate is required to have completed successfully at least one course which includes the study of the United States Constitution.
3. Each graduate must be in attendance during the semester in which the degree is earned and must have earned from Okaloosa-Walton Junior College no less than 15 semester credit hours. If a student leaves the College and later applies for a degree he/she must have met the degree requirements at the time of his/her last OWJC enrollment and must have earned 15 semester hours of OWJC credit. Exceptions to these stipulations may be granted only by special written dispensation of the College in response to a petition from a prospective graduate.
4. A grade-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 grade-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 from a properly accredited institution of higher education) upon attainment of an academic record at Okaloosa-Walton Junior College which compensates for the grade-point deficiency involved.
5. 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.
6. Since four (4) semester hours of physical education activity credit are required unless specifically waived, all regularly enrolled full-time students seeking a degree must enroll in, and satisfactorily complete, at least one physical education activity course each semester until the four-semester hour requirement is met. Exceptions are as follow:
 - a. Students who are physically unable to participate in the regular activity program must present a letter from their physician to the Registrar and receive from him a written waiver of the requirement authorized by the Chairman of the Physical Education Department.
 - b. Students who have reached their twenty-fifth birthday need not enroll in physical education activity courses.
 - c. Students who have served in the armed forces of the U.S. on active duty for a period of not less than two years shall be exempt from activity courses. A copy of the official discharge must be submitted to the Office of the Registrar in order to qualify for this exemption. Students currently on active duty who have served for two years must provide the Registrar's Office with written proof of this fact.

- d. Students who are completing the requirements of Okaloosa-Walton Junior College by *attending evening classes only* may be graduated without the physical education activity courses.
- e. Students who are exempt from physical education must make up for the four hours of credit by taking non-activity physical education courses if possible. (Any exception to this requirement must have the approval of the Dean of Instruction.)
- f. Students engaged in varsity sports are required to enroll in the Advanced Sports course to receive credit. Students may receive credit only once for satisfactory participation in each varsity sport.

Physical Education majors are encouraged to enroll in as many physical education courses as their academic schedules will permit.

- 7. Students shall check with a counselor in Student Services during their *next to last semester* to insure that all graduation requirements will be met by the end of the next semester.
- 8. Students must make formal application for graduation on the proper form furnished by the Registrar and *must meet the deadlines* designated in the College Calendar.

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, the fee will be refunded on request or will be held on deposit for candidacy the following semester. Students who applied for graduation but did not meet the requirements must reapply the next semester.

STUDENT LIFE AND STUDENT SERVICES

STUDENT LIFE

Each student enrolling at Okaloosa-Walton Junior College is considered an adult. Rules and regulations are intended for the safety, welfare, and common good of the College community.

Smoking in any building is permissible only where proper receptacles are provided. Specifically, neither smoking nor consumption of food or beverages is permitted in the library or any classroom.

The possession and/or use of alcoholic beverages, marijuana, hallucinogenic drugs, and/or narcotics on College property or at any official College functions is prohibited.

The general appearance and behavior of the 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 be considered errors in judgment. Persistent violations will necessitate disciplinary action.

The continued enrollment of any student who is convicted of a felony or whose decisions and actions are contrary, in the judgment of the Student Conduct Committee, to the common good of the College shall be subject to termination. The President shall, in compliance with State Statutes and Regulations, suspend a student pending deliberation of his case if he judges it to be in the best interest of the College and its welfare.

A student who becomes ineligible as a result of disciplinary action may not continue his education through any programs or offerings of Okaloosa-Walton Junior College until such time as it may be the pleasure of the College to permit re-enrollment of such student.

The College subscribes to the principles of student rights and responsibilities as set forth in the Student Handbook.

GOVERNMENT

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

College Council. The College Council is a group of elected and selected College personnel (including the Chairman of the Board as an ex officio member) and students who confer with and advise the President on college-wide matters affecting the students, faculty, administration, and support staff of the College.

Student Government Association. The principal governing body of the Student Government Association (SGA) is the Student Senate, which is the legislative branch of the SGA. The executive functions of the SGA reside in the elected officers. The functions and membership of the Senate and SGA officers are set forth in the Constitution of the Student Government Association.

Inter-Club Council. The Inter-Club Council serves to promote unity and cooperation among the various clubs and organizations of the College. This organization is responsible for coordinating activities and competition among student clubs and organizations.

Committee on Student Conduct. This committee is an appointed body of student, faculty, and administrative personnel, established to consider facts and responsibilities in cases of student misconduct considered harmful to the welfare of the College community.

PUBLICATIONS

Raider Review. The campus newspaper, *Raider Review*, supplies information about College activities and provides experiences in journalism for its staff. Any student is eligible to serve on the staff upon request. Appropriate material submitted by students and College personnel may be accepted for inclusion in the newspaper.

OKAWAJUCO. The contraction of the name of the College is the title of the campus publication which portrays through pictures and written material in graphic and literary format the personalities and activities of the year.

ORGANIZATIONS

The College has recognized a number of clubs and groups on the campus, including general and special interest groups, honor societies, service clubs, and a social fraternity and sorority. These organizations cover a wide variety of interests and activities. Membership is open to all students who qualify; race, color, creed, sex (except wherein gender is the fundamental basis for that organization by approved charter provisions), and national origin not being factors considered in qualification.

The following organizations and/or activities are currently recognized at OWJC. Descriptions of these groups may be found in the current Student Handbook.

Honor Societies

Alpha Delta Chi

Phi Theta Kappa

General Interest Groups

Forensics Team
Musical Theatre
Proscenium Playhouse
Readers' Theatre
Sailing Club
Student Christian Association

Special Interest Groups

Artista
Baptist Campus Ministries
College Republicans
Florida Association of Managerial Education
OWJC Band
OWJC Brass Ensemble
OWJC Chamber Choir
OWJC Chorus
OWJC Community Chorus
OWJC Stage Band
Phi Beta Lambda Business Fraternity
Physical Education Majors Association
Student National Education Association
Young Democratic Club

Service Clubs (by invitation)

Circle K
Rotaract

Social Fraternity and Sorority (by invitation)

Sigma Delta Phi
Sigma Phi Upsilon

Students are encouraged to affiliate with these organized groups and to participate in their activities so long as they feel that they can enjoy such participation without sacrifice of academic effort.

INTERCOLLEGIATE ATHLETICS

Organizational Membership. Okaloosa-Walton Community College is a member of the National Junior College Athletic Association and the Florida Community College Activities Association composed of all junior colleges in the State of Florida.

Philosophy of Athletics. Competitive sports have long been an important factor in man's history, and they play a significant role in our society today. Such programs provide entertainment for people of all ages while enabling the individual participants to excel and the community to share in the joy of victory and the anguish of defeat.

Intercollegiate Sports Participation. Basketball and tennis are the sports at the present time engaged in by the College on an intercollegiate level. A schedule of intercollegiate activities is provided for students who possess the athletic proficiency. Varsity athletes enjoy the privilege, honor, and social distinction of representing the College in the field of athletic competition. They also benefit by the broadening experience of trips to other colleges and universities. Varsity participation on a team representing the College is open by competitive selection to all students provided they meet the eligibility requirements of the Florida Community College Activities Association and the National Junior College Athletic Association. The athletic program at Okaloosa-Walton Junior College is governed and controlled by a faculty committee and the administration. Policies and rules for awarding financial aid are published annually, and each recipient is furnished with a copy of any agreements affecting him and the assistance he may receive.

INTRAMURAL, EXTRAMURAL, AND RECREATIONAL ACTIVITIES

Participation in sports and recreational activities contributes significantly to the development of physical, mental, emotional, and social qualities which, in themselves, distinguish the truly educated person. The intramural program provides an opportunity for all students, staff, and faculty to participate in organized athletic sports and in wholesome recreational activities. Classes, clubs, fraternities, sororities, and independent groups may form teams while individual participation is encouraged in many other activities. Flag football, volleyball, soccer, softball, and basketball are among the team sports which develop from time to time in the intramural and extramural programs. Tennis, golf, bowling, canoe racing, sailing regattas, swimming, camping, and track and field are among the numerous activities which also have been parts of the intramural and extramural programs.

Appropriate awards are given to winning teams and players. Times, schedules, and places of meetings for activities are posted on the bulletin boards located in the Physical Education Building, Student Activities Building, and the bulletin boards in the Learning Resources Center. Any additional information may be obtained from the Intramural Office in the Physical Education Building.

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 Dean of Students. Each student is assigned to a faculty advisor who provides close personal attention and professional consultation. Counselors are available in the Counseling 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 Counseling Services Office by the student, his instructors, his faculty advisor, or a counselor. Participation is voluntary; however, when a counselor or a faculty member recommends participation to a student, that 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, especially those students seeking to overcome learning disabilities due to cultural, national ethnic, and socio-economic background differences. 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 coordination of counselors and 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 potentialities.

STUDENT FINANCIAL AID

Financial Aid. The student financial aids program is coordinated by the Financial Assistance Committee and is supervised by the Placement and Financial Aids Counselor.

Entering students seeking financial assistance should contact the Placement and Financial Aids Counselor, who is located in the Counseling Services Office. For new students, an application should be filed one month prior to the student's anticipated date of enrollment. Student financial aid application forms may be obtained from an Okaloosa or Walton County secondary school or from the Counseling Services Office of OWJC.

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

1. *Academic Achievement Scholarships.* The senior graduating with the highest scholastic average from each high school in Okaloosa or Walton County, Florida, will be offered a registration fee scholarship for four semesters at Okaloosa-Walton Junior College.
2. *Regional Science and Engineering Convention Scholarship.* This scholarship is a four-semester award for registration fees, not to exceed \$125 per semester, awarded to the Senior Division Grand Award winner in the Regional Science and Engineering Convention, provided that person elects to attend OWJC, with continuation of the scholarship, after the first semester, being dependent on continuing meritorious performance of the recipient — i.e., an average of "B" or better on science courses and an overall average of 2.5 or better.
3. *Donor-designated Scholarships.* A number of scholarships are available on the basis of the various criteria established by the respective donors. The active list of Donor Scholarships includes:

Air Force Aid Society
Alabama Textile Products
Alpha Lodge Number 172, F & AM
Amarillis Court No. 14 Order of Eastern Star
Lucile Anderson Scholarship Fund
Baker Lions Club
Beta Club, Fort Walton Beach High School
Beta Sigma Phi, Beta Phi Chapter
Beta Sigma Phi, Delta Zeta Chapter
Beta Sigma Phi, Explorer Chapter
Beta Sigma Phi, Perceptor Chapter
Beta Sigma Phi, Xi Beta Chapter
Bob Sikes Foundation Scholarship Fund
Cawthon State Bank
Choctawhatchee High School Student Council
Donald Dennis Scholarship
Eglin Non-Commissioned Officers' Wives' Club
Eglin Officers' Wives' Club
Ethel Hopkins Bartell Memorial
First National Bank of Crestview
First National Bank of DeFuniak Springs
Fort Walton Optimist Club
Fort Walton Beach Business and Professional Women's Club
Fort Walton Beach Civic League

Fort Walton Beach Junior Women's Club
 Fort Walton Beach Rotary James M. Sutton Scholarship
 Fort Walton Beach Women's Club
 Freeport High School Scholarship
 Gitenstein Foundation
 Heidman, Marion Scholarship
 Hurlburt Officers' Wives' Club
 Interact Club of Fort Walton Beach High School
 Junior Food Stores of Northwest Florida Scholarship
 Kiwanis Club of DeFuniak Springs
 Laurel Hill Ruritans
 McCorvey, Lydia Scholarship
 National Foundation — March of Dimes
 Okaloosa County Education Association
 Okaloosa-Walton Junior College Scholarship for Vietnamese Students
 Okaloosa-Walton Junior College Student Government Association
 Okaloosa-Walton Junior College Women's Club
 Parker-Mechanical Contractors' Scholarship
 Sonic City Lions Club Robert Baker Scholarship Fund
 T. H. Edney Memorial Scholarship Fund
 Valparaiso-Niceville Civitans
 Mamiruth Walter Scholarship
 Winn-Dixie Montgomery Inc. Scholarship

Work-Study and Assistantships. Two programs are available which enable students to earn needed funds through work assignments on campus:

1. **The College Work-Study Program** was established under Title I, Part C, of the Economic Opportunity Act of 1965 to aid students from low-income families who need jobs to help pay for their college expenses. Students may work up to fifteen hours weekly while attending classes full-time. During the summer or other vacation periods, when students do not have classes, they may work full-time (forty hours per week) under this program.

To work under this program, the student must show academic or creative promise, carry a 2.0 average, and be enrolled or accepted for enrollment as a full-time student. The student's eligibility depends upon his need for employment to defray college expenses, with preference to applicants from low-income families. The pay is at an approved hourly wage rate.

2. **Departmental Assistantships.** A limited number of departmental assistantships which cover registration fee costs are available through the joint selective actions of various instructional departments and the Library.

Grants. A number of grants for educational expenses are available through several programs. These include the following:

1. **Basic Educational Opportunity Grant Program.** The Basic Educational Opportunity Grant Program is a Federal Aid Program designed to provide financial assistance to those who need it to attend post high school educational institutions. The maximum award under this program is \$1,400 per year, minus the amount the family is expected to contribute toward the cost of the recipient's education.
2. **Florida Student Assistant Grant Program.** The Florida Student Assistance Grant is sponsored by the State of Florida and is awarded to qualified, full-time undergraduate students who demonstrate exceptional financial need. The maximum grant amount per academic year is \$1,200.
3. **Supplemental Educational Opportunity Grant (S.E.O.G.).** These grants are for students who have exceptional financial need and who would not be

financially able to attend college without a Supplemental Educational Opportunity Grant. Off-campus applications for S.E.O.G. loans are not necessary. Contact the OWJC Financial Aids Counselor.

4. *Grants and Loans in the Law Enforcement Programs.* Tuition assistance grants and loans are available to students enrolled in Law Enforcement and Police Science. Students enrolled full-time in these programs are eligible to apply for loans up to \$300 per semester. Students employed full-time by a public law enforcement agency are eligible for grants to cover costs of tuition, books and supplies.
5. *Vocational Rehabilitation Services.* Students with physical disability may obtain grants-in-aid covering fees, books, and supplies (and in some cases, general maintenance) through the Vocational Rehabilitation Service which is supported by Federal and State appropriations. In order to be eligible for any of the services of the Vocational Rehabilitation Service, an individual must:
 - (1) Have a disability which substantially interferes with suitable employment;
 - (2) Have a reasonable chance of becoming suitably employed within a reasonable period; and
 - (3) Be at or near working age.

Students who feel they may qualify for this aid can get further information from:

Director of Vocational Rehabilitation
P. O. Box 786
Fort Walton Beach, Florida 32548

Veterans' Benefits. The Federal Government has programs which provide some financial assistance for veterans and their dependents. These programs are described briefly as follows:

Federal benefits are concerned with educational aid to veterans and to their dependents. Increasing numbers of children of veterans of World War I, World War II, Korea and Viet Nam will be eligible for benefits under Chapter 35, Title 38, U.S.C. The child of a veteran who has died in service or as a result of a service-incurred disability should investigate his eligibility for benefits before applying for a scholarship or loan. Chapter 34, Title 38, U.S.C. provides educational benefits to veterans who have had more than 181 days of active duty since January, 1955.

Assistance and information may be obtained from the Veterans Administration Office, Regional Office, P. O. Box 1437, St. Petersburg, Florida 33731.

Loans. A number of loan programs are available to students in need.

1. *Short-term student loans are available for fees during registration periods.* A beginning freshman may be considered for such a loan when he has been officially accepted for enrollment. A student may borrow, normally, sufficient funds to cover registration or matriculation fees each semester, which are to be repaid in three installments or before the end of the semester for which it was issued. A \$.50 service charge is made on each loan issued.

The following groups and persons have provided the College with funds which are presently being utilized for these short-term student loans:

- (1) Alpha Delta Chi Loan Fund
- (2) John B. Arnold Loan Fund
- (3) Jack Bartell Loan Fund
- (4) Eglin Officers' Wives' Club — Emergency Loan Fund
- (5) Niceville-Valparaiso Rotary Club Loan Fund

- (6) Mildred Plew Meigs Memorial Scholarship Loan Fund
- (7) Francis M. Stone Loan Fund
- (8) Okaloosa-Walton Junior College Women's Club—Scholarship Loan Fund
- (9) Valparaiso-Niceville Civitan Club Loan Fund

2. *Florida Students Loans.* Full-time students who are U.S. citizens and have been Florida residents for the preceding two years may apply for these loans provided they have a demonstrated financial need as determined by a recognized method of needs analysis. Loans may be used only for expenses incurred for tuition, fees, and books, up to a maximum of \$1,200 per academic year. Repayment begins six months following graduation or termination of full-time attendance.
3. *Florida Insured Student Loan.* Full-time students who are residents of Florida are eligible for the Florida Insured Student Loan. The maximum amount of this loan is \$2,000 per year, and the interest is seven per cent, with payment to the State of Florida beginning nine months after termination as a full-time student.

HEALTH SERVICES

Health services are coordinated through the Office of Student Services, with emergency first aid services available through qualified personnel. The Services of a full-time registered nurse are immediately available during daytime hours. The parents or nearest relatives are notified as promptly as possible in the event of serious injury to or illness of students. The Security personnel of the College provide first aid and emergency services in the evenings and on weekends.

BUS SERVICE

Bus service is operated, from established departure points, free of charge by the College for the needs of students enrolled in 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.

CIVIL RIGHTS

Okaloosa-Walton Junior College is in compliance with Section 601 of the Civil Rights Act of 1964.

*Contingent on availability of fuel and related operational feasibility.



PROGRAMS AND COURSE DESCRIPTIONS

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 and community 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.

Occupational and Adult Studies Programs provide varied appropriate learning experiences 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, general adult education and adult basic education offerings. *Certificates and/or diplomas* are awarded for completion of the various programs in the Occupational and 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 individual courses on college credit or non-college-credit basis, as appropriate and through self-supporting avocational courses.



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 Instruction.

Courses in Residence. (Credit hours taken at Okaloosa-Walton Junior College.) Minimum requirement of courses taken in residence for an Associate of Arts Degree at Okaloosa-Walton Junior College is 15 semester hours of credit immediately preceding graduation.

General 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. A student with a deficiency in such areas as English, mathematics, or biology will be required to take one or more other courses prerequisite to those listed above. This may require an extra semester.

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 areas of communications, humanities, social sciences, mathematics, sciences, and physical education as follows:

GENERAL EDUCATION REQUIREMENTS ASSOCIATE OF ARTS DEGREE (40-Semester-Hour Minimum)

	Sem. Hrs.	Course Selections
Communication Skills	6	4102-4103 or 4116-4117
Humanities	6	3175 and 3178 or 3179 or 3180 or 3252-3253 or 3254-3255 or 3279 or 3280 or 4109 or 4228 or 4276 or 3118-3119
Social Science	6	6200-6201 or 6133-6134 or 6101-6102 or 6100 or 6257 and 6202, 6256, 6276, 6277
(Study of U.S. Constitution Required)		
Mathematics	3	5101, 5130, 5131, 5132, 5230, 5231, 5232, 5233, 5224, or 5237
Biological Science	4-8	8149 or 8150-51 or 8156, 8160
Physical Science	4-8	7135 or 7138 or 7109 or 7115-7116 or 7140-41 or 7145-7146 or 7240-41
Physical Education	4	2000-series activity sport courses, unless exempted

ASSOCIATE OF ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in
ART
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Course	Physical Education	1	1
3100-3101	Drawing I-II	3	3
3105-3106	Design I-II	3	3
4102-03 or 4116-17	English Communications I-II	3	3
5101, 5130, 5131, 5132, 5230, 5231, 5232, 5233, 5224 or 5237	Mathematics		3
8149, 8150 or 8156-60	Biology	(3) 4	(3)
3175	Humanities I		3
		<hr/>	<hr/>
		(13)14	(19)16

SOPHOMORE YEAR

2000 Activity Course	Physical Education	1	1
*3102 and/or 3109 and/or 3201	Ceramics I, Sculpture, Painting I	3	3
3178, 3179, 8130, 3279 3280, 4109, 4228 or 4276	Humanities		3
**3103 and 3202	Ceramics II and Painting II	3	3
***3254-55	Art History Survey I-II	3	3
6101-02, 6133-34 or 6200-01	Social Science	3	3
7135, 7138, 7109, 7115-16 7140-41, 7145-46 or 7240-41	Physical Science	4	4
		<hr/>	<hr/>
		17	17-20

*Art majors must take 2 of these 3 courses.

**Ceramics II and Painting II optional for transfer student.

***Art majors may use 3 hours of this series toward satisfying the humanities requirements.

ASSOCIATE OF ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in
BIOLOGY
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Course	Physical Education	1	1
4102-03, or 4116-17	English Communications I-II	3	3
5130, 5131	**Mathematics	3	3
7115-16	Chemistry I-II	4	4
8156-60	Botany, Zoology *Elective	4 2	4
		<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 17	<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 15

SOPHOMORE YEAR

2000 Activity Course	Physical Education	1	1
3175 and 3178 or 3179, 3180, 3279, 3280 4109, 4228, 4276	Humanities	3	3
6101-02, 6133-34 or 6200-01 or 6100 and 6256 or 6276 or 6277	Social Science	3	3
7216-17	Organic Chemistry	4	4
8256 and 8200 or 8201 or 8250	Biological Sciences *Elective	3 3	4
		<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 17	<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 15

*Foreign Language recommended.

**Students should consider the calculus sequence if background and scheduling permit. Other mathematics courses may be needed to prepare for 5130.



ASSOCIATE OF ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in
BUSINESS ADMINISTRATION
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
1200	Accounting I		3
1131	Introduction to Business	3	
1286-87	Economics I-II	3	3
1202	Basic Office Machines		2
2000 Activity Course	Physical Education	1	1
4102-03 or 4116-17	English Communications I-II	3	3
5101, 5130, 5131, 5132, 5230, 5231, 5232, 5233, 5224, or 5237	**Mathematics	3	
8149 or 8150-51	Biology	(3)	(3) 4
	Elective	3	
		<u>(19)16</u>	<u>(15)16</u>

SOPHOMORE YEAR

1140	Statistics		3
1201	Accounting II	3	
2000 Activity Course	Physical Education	1	1
3175 and 3178 or 3179, 3180, 3279, 3280, 4109, 4228 or 4276	Humanities	3	3
4105	Speech	3	
*6101-02, 6133-34, 6200-01 or 6100 and 6256 or 6276 or 6277	Social Science	3	3
7135, 7138 or 7115-16, 7140-41, 7145-46 or 7240-41	Physical Science	4	(4)
	Business Electives as required	<u> </u>	<u>5</u>
		17	(19)15

*6133-34 or 6101-02 may be taken by freshmen with permission of instructor.

**Additional mathematics should be taken if scheduling and background permit.

ASSOCIATE OF ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in
BUSINESS DATA PROCESSING
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
*1110	Typewriting	2	
1131	Introduction to Business		3
1814	Data Processing Concepts	3	
1815	Computer Mathematics		3
2000 Activity Courses	Physical Education	1	1
3175	Humanities		3
4102-03	English Communications I-II	3	3
5130	College Algebra	3	
6101-02, 6133-34 or 6200-01 or 6100 and 6256, 6276 or 6277	Social Science	3	3
	Elective	<u>1</u>	<u> </u>
		16	16

SOPHOMORE YEAR

1140	Statistics		3
1200-01	Accounting I-II	3	3
1204	COBOL Programming	4	
1286-87	Economics I-II	3	3
2000 Activity Courses	Physical Education	1	1
3178 or 3179, 3180, 3279, 3280, 4109, 4228 or 4276	Humanities		3
7135 or 7138 or 7109	Physical Science	4	
8149 or 8150-51	Biology	<u>(3)</u>	<u>(3) 4</u>
		(18)15	(16)17

*Requirement may be waived through a proficiency test.

**Other Mathematics courses may be needed to prepare for 5130.

ASSOCIATE OF ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in
BUSINESS TEACHER EDUCATION

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
1200	Accounting I		3
1111 & 1210	**Typewriting II-III	2	2
1286-87	Economics I-II	3	3
2000 Activity Course	Physical Education	1	1
2100	Int. To Education	3	
4102-03 or 4116-17	English Communications I-II	3	3
5101, 5130, 5131, 5132, 5230, 5231, 5232, 5233, 5224, 5237	*Mathematics	3	
8149 or 8150-51	Biology	(3)	(3) 4
		<u>(18)15</u>	<u>(15)16</u>

SOPHOMORE YEAR

1140	Statistics		3
1201	Accounting II	3	
2000 Activity Course	Physical Education	1	1
3175 and 3178 or 3179, 3180, 3279, 3280, 4109, 4228, or 4276	Humanities	3	3
1150	***Dictation	3	
1220, 1130, or 1240	Business Law I, Business Math, or Business Communications		3
1250	Transcription		3
6102-01 or, 6133-34, 6200-01 or 6100 or 6257 and 6276 and 6278	Social Science	(4) 3	3
7135, 7138 or 7115-16, 7140-41, 7145-46 or 7240-41	Physical Science	4	(4)
		<u>(18)17</u>	<u>(20)16</u>

*Additional mathematics should be taken if scheduling and background permit.

**1110 may be required before enrolling in 1111 if student has not had typing.

***1120 may be required before enrolling in 1150 if student has not had shorthand.

ASSOCIATE OF ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in
CHEMISTRY
FRESHMAN YEAR

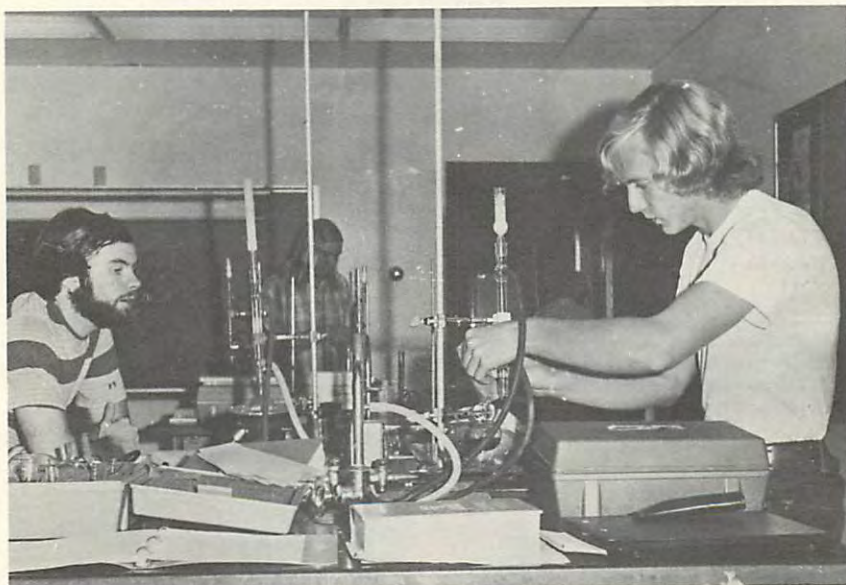
Course	Description	1st Term	2nd Term
2000 Activity Courses 3175 and 3178 or 3179, 3180, 3279, 3280, 4109, 4228, or 4276	Physical Education	1	1
4102-4103 or 4116-17	Humanities	3	3
5230-31	English Communications I-II	3	3
7115-16	Calculus I-II	3	3
8149 or 8150-51	College Chemistry I-II	4	4
5237	Biology	(3) 4	(3)
	Linear Algebra		3
		<hr/> (17)18	<hr/> (20)17

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1	1
5232, 5233	Calculus III-IV	3	3
6101-02 or 6133-34 or 6200-01 or 6100 and 6256, 6276 or 6277	Social Science	3	3
7216-17	Organic Chemistry I-II	4	4
**7240-41	Physics I-II	4	4
		<hr/> 15	<hr/> 15

*Other mathematics courses may be needed to prepare for 5230.

**To prepare properly for 7240, 5230 should be completed prior to the sophomore year.



ASSOCIATE OF ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in
CRIMINAL JUSTICE (HUMAN SERVICES)

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses	Physical Education	1	1
4102-03 or 4116-17	Communications	3	3
5101, 5130, 5131, 5132, 5230, 5232, 5233, 5224, or 5237	Mathematics	3	
6101-02 or 6200-01	Social Science	3	3
6151	Criminal Procedure		3
6146	Introduction to Criminal Justice	3	
6240	Penology and Corrections		3
6276	Psychology	3	
8149	General Biology		4
		<hr/>	<hr/>
		16	17

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1	1
3175 and 3178, or 3179, 3180, 3279, 3280, 4109, 4228 or 4276	Humanities	3	3
6126	Personal Adjustment	3	
6143	Crime and Delinquency		3
6145	Criminal Law		3
6150	Criminal Justice Seminar		3
6203-04, 6210	Family and Society or Human Growth and Development	3	
6277	Sociology	3	
7135 or 7138 or 7109	Physical Science Elective		4
		<hr/>	<hr/>
		14	17



ASSOCIATE OF ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in
CRIMINAL JUSTICE
(LAW ENFORCEMENT)

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses	Physical Education	1	1
4102-03 or 4116-17	Communications	3	3
5101, 5130, or 5131, 5132, 5230, 5231, 5232, 5233, 5224, or 5237	Mathematics	3	
6101-02 or 6200-01 or 6133-34 or 6257 and 6256 or 6276 or 6277	Social Science	(4) 3	3
6146	Introduction to Criminal Justice	3	
6151	Criminal Procedure		3
6243	Police Operations		3
6276	Psychology	3	
8149 or 8155	Biology, or Human Anatomy and Physiology		4
		(17)16	17

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1	1
2140	First Aid	2	
3175 and 3178 or 3179, 3180, 3279, 3280, 4109 4228, or 4276	Humanities	3	3
6143	Crime & Delinquency		3
6145	Criminal Law		3
6150	Criminal Justice Seminar	3	
6241	Criminal Investigation	3	
6242	Introduction to Criminalistics		3
7135 or 7138 or 7109	Physical Science	4	
6147	Firearms		1
	Elective		1
		16	15

NOTE—It is recommended that 6148 also be scheduled if time permits.

ASSOCIATE OF ARTS DEGREE

A Transfer Program Leading to a Bachelor's Degree in

ENGINEERING

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity	Physical Education	1	1
4102-03	Communication Skills I-II	3	3
*5230-5231	Calculus I-II	3	3
5237	Linear Algebra		3
7115-16	College Chemistry I-II	4	4
7105	Engineering Graphics	3	
7106	Descriptive Geometry		3
		14	17

SOPHOMORE YEAR

2000 Activity Course	Physical Education	1	1
3175 and 3178, or 3179, 3180, 3279, 3280, 4109, 4228, 4276	Humanities	3	3
5232, 5233	Calculus III-IV	3	3
5224	Differential Equations		3
***7240-41	College Physics I-II	4	4
**6101-02 or 6133-34 or 6200-01 or 6100 and 6256 or 6276 or 6277	Social Science	3	3
8149	General Biology	4	
		18	17

*Other mathematics courses may be needed to prepare for 5230.

**NOTE: BASIC Language Programming, 1211 is highly recommended if time permits.

***To prepare properly for 7240, 5230 should be completed prior to the sophomore year.

ASSOCIATE OF ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in
HOME ECONOMICS (CHILD DEVELOPMENT)*
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses	Physical Education	1	1
3150	Fundamentals of Music	3	
3175	Humanities		3
4102-03 or 4116-17	Communications Skills	3	3
5101	Mathematics		3
6101-02, or 6200-01, or 6133-34 or 6257 and 6256 or 6276 or 6277	Social Science	(4) 3	3
6105	Observing & Recording Child Behavior I	3	
6160	Child Growth & Development I	3	
6161	Child Growth & Development II		3
		-----	-----
		16	16

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1	1
2100	Intro to Education	3	
3178, 3179, 3180, 3279, 3280, 4109, 4228, 4276	Humanities		3
4105	Speech		3
6203	Family & Society	3	
8221	Nutrition		3
6262	Curriculum for Young Children	3	
7109, 7135, 7138, 7115-16, or 7140-41	Physical Science	4	
8150-51 or 8155	Biology	(3) 4	(3)
	Electives		(4)
		-----	-----
		(17)18	(17)14

*Students interested in Elementary Education with Early Childhood Education as their major interest should follow the Teacher Education sequence and select Child Development courses as electives.

ASSOCIATE OF ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in
LIBERAL ARTS (INCLUDING PRE-LAW)
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses	Physical Education	1	1
4102-03 or 4116-17	Communication Skills I-II	3	3
4140-41 or 4240-4241 or 4245-46 or 4247-48	*Foreign Language French	3	3
4150-51 or 4251-52 or 4255-56 or 4257-58	or German		
4160-61 or 4260-61 or 4265-66 or 4267-68	or Spanish		
5101, 5130, 5131, 5132, 5230, 5231, 5232, 5233, 5224, or 5237	Mathematics	3	
7109, 7135, 7138, 7115-16, 7140-41, 7145-46 or 7240-41	Physical Science	4	(4)
**8150 or 8156	Biology		(3) 4
	Electives	2	4
		<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
		16	(18)15

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1	1
3175 and 3178, 3179 3180 or 3279, 3280			
4109, 4228 or 4276 3279 or 3280	Humanities Philosophy or Comparative Religion	3	3
	*Foreign Language (if not completed)	3	3
4240-41 or 4245-46 or 4247-48	French		
4251-52 or 4255-56 or 4257-58	or German		
4260-61 or 4265-66 4267-68	or Spanish		
6101-02, 6133-34, 6200-01 or 6100 and 6256 or 6276 or 6277	Social Science	3	3
**8151 or 8160	Biology	(3) 4	
	Electives as required (6101, 6102 recommended)		6
		<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
		(16)17	16

*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 one year or he may take third-year language as part of his program.

**Sequence started must be completed.

ASSOCIATE OF ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in
MARKETING
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
1200-01	Accounting I-II	3	3
1270	Salesmanship	3	
1282	Introduction to Advertising		3
1291	Marketing Seminar I		2
2000 Activity Courses	Physical Education	1	1
6100	American Civilization	3	
4102-03 or 4116-17	Communications Skills I-II	3	3
6276	Psychology	3	
8149 or 8150-51	Biology	<u>(3)</u>	<u>(3) 4</u>
		(19)16	(15)16

SOPHOMORE YEAR

1140	Statistics		3
1209	Introduction to Marketing	3	
1286-87	Economics I-II	3	3
1292-93	Marketing Seminar II-III	2	2
2000 Activities Courses	Physical Education	1	1
3175 and 3178, or 3179, 3180, 3279, 3280, 4109, 4228, 4276	Humanities	3	3
5101, 5130, 5131, 5132, 5230 5231, 5232, 5233, 5224, or 5237	Mathematics	3	
7135 or 7138 or 7109	Physical Science		4
	Electives	<u>1</u>	
		16	16

Electives may be chosen from:

*1278-79	Independent Study I-II
1283-84-85	Hotel-Motel Management I-II-III
1288	Retail Management
1276	Human Relations
1277	Management
1814	Data Processing Concepts
1240	Business Communications
1220	Business Law I

*Designed to offer a student directed studies in specialty areas in which course work is not offered—for example, real estate, insurance, etc.

ASSOCIATE OF ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in
MATHEMATICS
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity	Physical Education	1	1
4102-03	Communications Skills I-II	3	3
*5230-31	Calculus I-II	3	3
5237	Linear Algebra		3
7115-16	College Chemistry I-II	4	4
8150-51	Biology I-II	3	3
		<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
		14	17

SOPHOMORE YEAR

2000 Activity	Physical Education	1	1
3175 and 3178, or 3179, 3180, 3279, 3280, 4109, 4228, 4276	Humanities	3	3
5232-33	Calculus III-IV	3	3
5224	Differential Equations		3
**7240-41	College Physics I-II	4	4
6101-02 or 6133-34 or 6200-01 or 6100 and 6256 or 6276 or 6277	Social Science Electives	3	3
		<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
		14	19

*Other mathematics courses may be needed to prepare for 5230.

**To prepare properly for 7240, 5230 should be completed prior to the sophomore year.

NOTE: Certain senior institutions require two years of a foreign language, usually German or French. If planning to attend such a school, or if planning graduate work, addition of a foreign language in each term should be considered. Consult the appropriate senior institution's catalog in planning your program.

NOTE: Basic Language Programming, 1211, is a highly recommended elective if time permits.

ASSOCIATE OF ARTS DEGREE
 A Transfer Program Leading to a Bachelor's Degree in
 MEDICINE, VETERINARY MEDICINE, OR DENTISTRY
 FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses	Physical Education	1	1
4102-03 or 4116-17	Communication Skills I-II	3	3
	*Foreign Language	3	3
4140-41 or 4240-41 or 4245-46 or 4247-48	French		
4150-51 or 4250-51 or 4255-56 or 4257-58	or German		
4160-61 or 4260-61 or 4265-66 or 4267-68	or Spanish		
***5130-31	Mathematics	3	3
7115-16	General Chemistry I-II	4	4
8156, 8160	Botany, Zoology	4	4
		18	18

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1	1
3175 and 3178 or 3179 3180, 3279, 3280 4109, 4228, 4276	Humanities	3	3
	*Foreign Language (if not complete)	(3)	(3)
4240-41 or 4245-46 or 4247-48	French		
4251-52 or 4255-56 or 4257-58	or German		
4260-61 or 4265-66 or 4267-68	or Spanish		
**6133-34, 6101-02 or 6200-01 or 6100 and 6256, 6276 or 6277	Social Science	3	3
7216-17 or 7140-41 or 7240-41	Organic Chemistry I-II or Physics I-II	4	4
8256	Cell Biology		3
5132	Analytical Geometry	3	
		(17)14	(17)14

*On the basis of sufficient prior studies in a given language, a student may, with the permission of the instructor, be enrolled initially in second-year language and thus fulfill the language requirements in one year, or he may take third year as part of his program.

**6133-34 or 6101-02 may be taken by freshman with permission of the instructor.

***Students should take the calculus sequence if background and scheduling permit. Other mathematics courses may be needed to prepare for 5130.

ASSOCIATE OF ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in
MINISTRY
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses	Physical Education	1	1
4102-03 or 4116-17	Communication Skills I-II	3	3
4105	Speech		3
4109	World Literature		3
5101, 5130, 5131, 5132, 5230, 5231, 5232, 5233, 5224, or 5237	Mathematics	3	
6276	Psychology	3	
7109, 7135, 7138, 7115-16, 7140-41, 7145-46, or 7240-41	Physical Science	(4)	4
8149, 8150-51, or 8156, 8160	Biology	(3) 4	(3)
		<hr style="width: 100%; border: 0.5px solid black;"/> (17)14	<hr style="width: 100%; border: 0.5px solid black;"/> (17)14

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1	1
3175 and 3178 or 3179, 3180 or 4228 or 4276	Humanities	3	3
3279	Philosophy	3	
3280	Comparative Religion		3
6133-34	World Civilization	3	3
6277	Sociology	3	
	Electives as required	4	9
		<hr style="width: 100%; border: 0.5px solid black;"/> 17	<hr style="width: 100%; border: 0.5px solid black;"/> 19



ASSOCIATE IN ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in

MUSIC

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
4102 or 4116-17	Communications Skills I-II	3	3
5101, 5130, 5131, 5132, 5230, 5224, or 5237	Mathematics	3	
7135 or 7138 or 7109	Physical Science		4
2000 Activity Courses	Physical Education	1	1
3252-53	Music Literature	2	2
3118-19	Music Theory I-II	4	4
3171	Applied Music: Principal	2	2
*3172, or 3112, 3153A, 3153B, 3227	Applied Music: Secondary, or music instrument techniques classes	1	1
**3131	Music Performance Organization	<u>(1-2)</u>	<u>(1-2)</u>
		16	17

SOPHOMORE YEAR

3175	Humanities I		3
8149	Biology	4	
6133-6134, 6276, 6101-6192, 6200- 6201 or 6100 and 6256, 6276, or 6277	Social Sciences	3	3
2000 Activity Courses	Physical Education	1	1
3218-19	Music Theory III-IV	4	4
3171	Applied Music: Principal	2	2
*3172, or 3112, 3153A, 3153B, 3227	Applied Music: Secondary, or music instrument techniques classes	1	1
3250	Keyboard Harmony		2
**3131	Music Performance Organization	<u>(1-2)</u>	<u>(1-2)</u>
		15	16

*All music majors should elect piano or voice until proficiency levels in piano (2 yr. class/secondary) and voice (1 yr. class) are completed. Secondary instrument requirements will be waived as soon as the performance examinations are completed. Students should exhibit proficiency on both principal and secondary instrument, and should elect as many technique classes as possible.

**Every music major must participate in at least one performance organization each semester. Credit (or audit) will be entered on the transcript; however, this credit will not substitute for the above program requirements.

ASSOCIATE OF ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in
***NURSING AND MEDICAL TECHNOLOGY**
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses	Physical Education	1	1
4102-03 or 4116-17	Communication Skills I-II	3	3
4105	Speech	3	
**5130	Mathematics	3	
7115-16	Chemistry I-II	4	4
8156-60	Botany and Zoology	4	4
	Electives (General Education)		3
		<hr style="width: 100px; margin-left: auto; margin-right: 0;"/>	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/>
		18	15

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1	1
3175 and 3178 or 3179, 3180, 3279, 3280, 4109, 4228, 4276	Humanities	3	3
6100	American Civilization	3	
6210	Human Growth and Development	3	
6276	Psychology	3	
6277	Sociology		3
8155	Anatomy and Physiology		4
8221	Nutrition	3	
8250	Microbiology		4
		<hr style="width: 100px; margin-left: auto; margin-right: 0;"/>	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/>
		16	15

*The proper selection of courses in this program is very important; therefore, any student planning to major in this program at a senior institution should get a catalog from the institution to which he is planning to transfer so that he can plan his program carefully.

**Other mathematics courses may be needed to prepare for 5130.

ASSOCIATE OF ARTS DEGREE
 A Transfer Program Leading to a Bachelor's Degree in
 PHYSICAL EDUCATION
 FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses	Physical Education	1	1
2100	Introduction to Education	3	
2140	First Aid	2	
2190	Introduction to Physical Education		3
4102-03 or 4116-17	Communications Skills I-II	3	3
5101, 5130, 5131, 5132, 5230, 5231, 5232, 5233, 5224, or 5237	Mathematics	3	
7135 or 7138 or 7109	Physical Science or Earth Science		4
8150-51	Biology Electives	3	3
		<hr style="width: 100px; margin-left: auto; margin-right: 0;"/>	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/>
		15	16

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1	1
2146	Personal and Community Health	3	
2296	Camp Counseling		3
3175 and 3178, 3179, 3180 or 3279, 3280, 4109, 4228 or 4276	Humanities	3	3
4105	Speech	3	
6101-02, 6133-34 or 6200-01	Social Science	3	3
6210 or 6278	Human Growth and Develop- ment or Educational Psychology		3
6276	Psychology	3	
8155	Human Anatomy and Physiology		4
		<hr style="width: 100px; margin-left: auto; margin-right: 0;"/>	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/>
		16	17

ASSOCIATE OF ARTS DEGREE

A Transfer Program Leading to a Bachelor's Degree in

PHYSICS

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses	Physical Education	1	1
4102-03 or 4116-17	Communications Skills I-II	3	3
*5230-31	Calculus I-II	3	3
6133-34 or 6101-02 or 6200-01 or 6100 and 6256, 6276 or 6277	Social Science	3	3
7115-7116	College Chemistry I-II	4	4
8149	Biology	4	
5237	Linear Algebra		3
		18	17

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1	1
3175 and 3178 or 3179, 3180, 3279, 3280, 4109, 4228 or 4276	Humanities	3	3
5232-33	Calculus III-IV	3	3
**7240-41	College Physics I-II	4	4
5224	Differential Equations		3
	Elective	3	1
		14	15

*Other mathematics courses may be needed to prepare for 5230.

**To prepare properly for 7240, 5230 should be completed prior to the sophomore year.

NOTE: Basic Language Programming, 1211, is a highly recommended elective if time permits.



ASSOCIATE OF ARTS DEGREE

A Transfer Program Leading to a Bachelor's Degree in

REAL ESTATE

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
1131	Introduction to Business	3	
1153	Real Estate Principles and Practices	3	
1155	Real Estate Law		3
1200	Accounting I		3
1286	Economics I		3
2000 Activity Course	Physical Education	1	1
3175	Humanities I	3	
4102-4103 or 4116-4117	English Communications	3	3
5101, 5130, 5131, 5132, 5230, 5231, 5232, 5233, 5224, or 5237	Mathematics	3	
8149, 8150 or 8151	Biology	(3)	(3) 4
		<u>(19)16</u>	<u>(16)17</u>

SOPHOMORE YEAR

1140	Statistics		3
1201	Accounting II	3	
1220	Business Law	3	
2000 Activity Course	Physical Education	1	1
3178 or 3179	Humanities	3	
6200-01, or 6100 and 6256, or 6276 or 6277	Social Science	3	3
7135, 7138, 7109	Physical Science		4
	*Business Electives	3	4
		<u>16</u>	<u>15</u>

*Business Electives should be chosen from the following after counseling with the faculty advisor: 1240-Business Communications; 1270-Salesmanship; 1156-Real Estate Finance; 1230-Real Estate Appraising; 1232-Real Estate Investments; 1231-Real Estate Management.

ASSOCIATE OF ARTS DEGREE
 A Transfer Program Leading to a Bachelor's Degree in
 SCIENTIFIC DATA PROCESSING
 FRESHMAN YEAR

Course	Description	1st Term	2nd Term
1814	Data Processing Concepts	3	
2000 Activity Courses 3175 and 3178 or 3179, 3180, 3279, 3280, 4109, 4228 or 4276	Physical Education	1	1
4102-03 or 4116-17	Humanities	3	3
*5230-31	Communications Skills I-II	3	3
5237	Calculus I-II	3	3
8149	Linear Algebra		3
	Biology		4
		<hr/>	<hr/>
		13	17

SOPHOMORE YEAR

1207	Data Processing Systems Design		3
1208	FORTRAN Programming	4	
2000 Activity Courses	Physical Education	1	1
5232-33	Calculus III-IV	3	3
6133-34 or 6101-02 or 6200-01 or 6100 and 6256, 6276 or 6277	Social Science	3	3
**7240-41	Physics I-II	4	4
5224	Differential Equation		3
	Elective	<hr/>	
		2	
		<hr/>	<hr/>
		17	17

*Other mathematics courses may be needed to prepare for 5230.

**To prepare properly for 7240, 5230 should be completed prior to the sophomore year.



ASSOCIATE OF ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in
SPEECH

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses	Physical Education	1	1
4102-03 or 4116-17	Communications Skills I-II	3	3
4105	Speech	3	
4274	Public Address		3
5101, 5130, 5131, 5132 5230, 5231, 5232, 5233, 5224, or 5237	Mathematics	3	
6133-34 or 6200-01 or 6101-02 or 6100 and 6256 or 6277 or 6202	Social Science	3	3
8149 or 8150-51	Biology	3	(4) 3
2100 or 4109 or 6276	Elective		3
		<hr/>	<hr/>
		16	16

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1	1
3175 and 3178 or 3179, 3180, 3279, 3280	Humanities	3	3
4108, 4274, 4276, 4277	Speech-related Courses	6	6
7109 or 7135 or 7138	Physical Science	4	
4220-21 or 4226-27 or 4228	Electives	3	5
		<hr/>	<hr/>
		17	15



ASSOCIATE OF ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in
TEACHER EDUCATION
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses	Physical Education	1	1
2100	Introduction to Education	3	
*3150	Music Fundamentals	3	
4102-03 or 4116-17	Communications Skills I-II	3	3
4105	Speech		3
4109	Approach to Literature		3
5101, 5130, 5131, 5132, 5230, 5231, 5232, 5233, 5224, or 5237	Mathematics		3
6276	Psychology	3	
8149 or 8156-60 or 8150-8151	Biology	<u>(3) 4</u>	<u>(3) 4</u>
		(16)17	(16)17

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1	1
3175 and 3179, 3279, 3280, 4228, 4276	Humanities	3	
*5105 and 5210	Mathematics	3	3
6133-34, 6200-01 or 6101-02 or 6100 and 6256 or 6277	Social Science	3	3
6278 or 6210	Educational Psychology or *Human Growth and Development	3	
7109, 7135, 7138, 7115-16, 7140-41, 7145-46 or 7240-41	Physical Science Electives—General Education	4	(4)
		<u>17</u>	<u>6</u> (17)13

*Required for elementary teachers.

ASSOCIATE OF ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in
TEACHER EDUCATION (SCIENCE OPTION)
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses	Physical Education	1	1
2100	Introduction to Education	3	
4102-03 or 4116-17	Communication Skills I-II	3	3
4105	Speech		3
*5130-31	Mathematics	3	3
6276	Psychology	3	
8156-60	Biology	4	4
		<hr style="width: 100%; border: 0; border-top: 1px solid black; margin: 0;"/> 17	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin: 0;"/> 14

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1	1
3175 and 3179, 3279, 3280, 4109, 4228 or 4276	Humanities	3	3
6200-01 or 6133-34	Social Studies	3	3
6278	Educational Psychology		3
7115-16, 7140-41 or 7240-41	Physics or Chemistry	4	4
	Electives (Science)	3	2
5132	Analytic Geometry	3	
		<hr style="width: 100%; border: 0; border-top: 1px solid black; margin: 0;"/> 17	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin: 0;"/> 16

*Students should take the calculus sequence if background and scheduling permit. Other mathematics courses may be needed to prepare for 5130.



ASSOCIATE OF ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in
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 Instruction and the Chairman of any of the following disciplines of a specially-designed sequence which, *with the general education sequence*, will meet degree requirements: Biological Science, Business, Communications, Humanities, Mathematics, Music, Physical Education, Physical Science, Social Sciences, and Technical.

(2) Fulfillment of general education requirements as defined on Page 36.

(3) 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 Instruction, which will articulate most effectively with the junior and senior years at the institution; which specialization, *along with the general education sequence*, shall meet degree requirements.

(4) Transfer programs other than those listed on page 37 through 60. Every Associate of Arts degree student must have a planned program of 24 or more semester hours beyond general education requirements in college transfer courses. A planned program means one worked out with an advisor or counselor and approved in advance of the second year of study by the Dean of Instruction. Students who elect to receive their Associate of Arts degree under this program should be aware that upon acceptance at a Senior University and when a major is declared, required prerequisites may have to be taken at the University.

(5) Modern Languages. Any student who looks forward to graduate work beyond his bachelor's degree is strongly advised to begin his modern language study in junior college. Most graduate schools require one or two languages for a master's or doctor's degree. A student who is contemplating graduate study should consider the Liberal Arts Curriculum on Page 47.



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 such studies based on the assumption that self-contained curricula will best equip each student who selects one of the 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.

Courses in Residence. (Credit hours taken at Okaloosa-Walton Junior College.) Minimum requirement of courses taken in residence for an Associate of Science Degree at Okaloosa-Walton Junior College is 15 semester hours of credit immediately preceding graduation.

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, as follows:

	Semester Hours
<i>English:</i> Two courses—4102-03 or 4110-11 or 4116-17 or 4110-12	6
<i>Humanities:</i> 3175	3
<i>Mathematics:</i> 1130, 1815, 5160, 5161, 5260 or 5101, 5130, 5131, 5132, 5230, 5231, 5232, 5233, 5224, or 5237	3
<i>Physical Education:</i> Four semester hours of activity courses, 2000 series. Exemptions page 26	4
<i>Science:</i> 7109, 7135, 7138, 7140-41, 8149, or 8150-51	3-6
<i>Social Science:</i> 6100, 6101, 6134, 6200	3
<i>Approved Electives:</i> Selected from within the above departments but not restricted to the courses named	3
	26-28

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 specialization within which students should plan their programs are described in the following section.



ASSOCIATE OF SCIENCE DEGREE
A Specialized Program Leading to a Career in
GENERAL BUSINESS MANAGEMENT
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
*1110	Typewriting	(2)	
2000 Activity Courses	Physical Education	1	1
4102-03 or **4110-11 or 4116-17	Communication Skills I-II	3	3
**1130 or 5101	Mathematics	3	
1131	Introduction to Business	3	
1202	Basic Office Machines		2
1220	Business Law I		3
1276	Human Relations		3
7135 or 7138 or 7109	Physical Science	4	
8149 or 8150-51	Biology	(3)	(3) 4
	Electives	2	
		(21)16	(15)16

SOPHOMORE YEAR

1200-01	Accounting I-II	3	3
1221	Business Law II	3	
1240	Business Communications	3	
1277	Management		3
1289	Basic American Economics	3	
2000 Activity Courses	Physical Education	1	1
3175	Humanities I	3	
6100, 6101, 6134, or 6200	Social Science		3
	Electives		6
		16	16

*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.

**These courses meet the General Education requirements for the Associate of Science Degree only.



ASSOCIATE OF SCIENCE DEGREE
A Specialized Program Leading to a Career in
CHILD DEVELOPMENT ASSOCIATE*
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses	Physical Education	1	1
3175	Humanities		3
4102-03 or **4110-11 or 4116-17 **5101, 1130	Communication Skills	3	3
6100, 6200, 6133, 6101	Mathematics		3
6105	Social Sciences	3	
	Observing and Recording Child Behavior	3	
6126	Personal Adjustment	3	
6160	Child Growth and Development I	3	
6161	Child Growth and Development II		3
8221	Nutrition		3
		<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 16	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 16

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1	1
2146	Personal and Community Health	3	
6203	Family and Society	3	
6262	Curriculum for Young Children I	3	
6263	Curriculum for Young Children II		4
6264	Curriculum for Young Children III		4
6265	Curriculum for Young Children IV		4
6266	Child Development Seminar		3
7109 or 7135 or 7138 or 8150-51	Physical Science or Biology	(3) 4	(3)
	Elective	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 2	
		<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 15	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 16

*Graduates may be employed in day care centers, headstart centers, school settings as teacher aids, and other child related assignments.

**These courses meet the General Education requirements for the Associate of Science degree only.

ASSOCIATE OF SCIENCE DEGREE
A Specialized Program Leading to a Career in
COMMERCIAL DATA PROCESSING
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
*1110	Typewriting	2	
1131	Introduction to Business	3	
1814	Basic Concepts of Data Processing	3	
**1815	Computer Mathematics	3	
1200	Accounting I		3
1204	COBOL Programming		4
2000 Activity Courses	Physical Education	1	1
3175	Humanities I		3
4102-03 or 4100-01 or 4116-17	Communication Skills I-II	(4) 3	(4) 3
6100 or 6101, 6200 or 6134	Social Sciences		3
		(16)15	(18)17

SOPHOMORE YEAR

1140	Statistics		3
1207	Data Processing Systems Design and Procedures		3
1208	FORTTRAN Programming	4	
1244	Cost Accounting	3	
1286-87	Economics I-II	3	3
2000 Activity Courses	Physical Education	1	1
7135 or 7138 or 7109	Physical Science or Earth Science		4
8149 or 8150-51	Biology	(3)	(3) 4
1201	Accounting II	3	
		(17)14	(17)18

*The requirement of Basic Typewriting will be waived for students who pass a proficiency test in typewriting or present satisfactory grade for one year typewriting at the high school level. If the course is waived, a substitute must be taken.

**This course satisfies the General Education requirement for the Associate of Science Degree only.

ASSOCIATE OF SCIENCE DEGREE
A Specialized Program Leading to a Career in
DRAFTING AND DESIGN TECHNOLOGY
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 (Activity Course)	Physical Education	1	1
3175	Humanities	3	
*4110-4102	Communications Skills	3	
*4112	Technical Report Writing		3
*5160-5161	Applied Math	3	3
7107	Industrial Processes		3
7122-7123	Drafting and Design I-II	5	5
7800	Shop Safety		1
		15	16

SOPHOMORE YEAR

1211	Basic Language Programming	2	
*1276	Human Relations		3
2000 (Activity Course)	Physical Education	1	1
6100, 6101, 6134, 6200	Social Science		3
7140-7141	Applied Physics	4	4
7244	Surveying I		3
7245	Strength of Materials	3	
7246	Applied Mech. (statics)	3	
	Approved Technical Electives	3	3
		16	17

*These courses meet the General Education requirements for the Associate of Science degree only.

Math 5161 should be completed before attempting 7140-41, 7244, 7246 or Technical Electives.



ASSOCIATE OF SCIENCE DEGREE
A Specialized Program Leading to a Career in
ELECTRONICS TECHNOLOGY
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
1211	Basic Language Programming	2	
*1276	Human Relations		3
2000 Activity Courses	Physical Education	1	1
4102 or *4110	Communications Skills	3	
*4112	Technical Report Writing		3
*5161	**Mathematics	3	
6101	American Government I		3
7800	Shop Safety		1
7158	Basic Electronics I	4	
7159	Basic Electronics II		4
7164	Electronics Devices	3	
		<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
		16	15

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1	1
7140-41	Physics I-II	4	4
3175	Humanities I	3	
7231	Computer Fundamentals		3
7235	Microwaves	4	
7280	Semiconductors		3
7282	Electronic Drafting and Fabrication	1	
7283	Industrial Electronics	3	
7284	Electronic Circuits		3
	Approved Elective		3
		<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
		16	17

*These courses meet the General Education requirements for the Associate of Science degree only.

**Other mathematics courses may be needed to prepare for 5161.

ASSOCIATE OF SCIENCE DEGREE
A Specialized Program Leading to a Career in
FIRE SCIENCE TECHNOLOGY
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
*1130	Business Math	3	
*1276	Human Relations	3	
2000	Physical Education	1	1
3175	Humanities I		3
4105	Speech		3
*4110	English I	3	
*4112	Report Writing		3
6200	American History I	3	
7170	Introduction to Fire Science	3	
7171	Fire Protection Organization and Administration		3
7135	Physical Science	3	4
		<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 16	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 17

SOPHOMORE YEAR

*1277 or 6276 or 6277	Management, Psychology, or Sociology		3
2000	Physical Education	1	1
2148	First Aid		2
7200	Fire Codes and Building Construction		3
7201	Fundamentals of Fire Prevention	3	
7202	Fire Fighting Tactics and Strategy I	3	
7203	Fire Fighting Tactics and Strategy II		3
7204	Automatic Alarm and Extinguishing Systems	3	
7205	Fire Apparatus		3
7250	Arson Detection and Investigation	3	
7206	Explosives and Hazardous Material	3	
		<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 3	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/>
		16	15

*These courses meet the General Education requirements for the Associate of Science Degree only.

ASSOCIATE OF SCIENCE DEGREE
A Specialized Program Leading to a Career in
MID-MANAGEMENT
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
1131	Introduction to Business	3	
1200	Accounting I		3
1220	Business Law I	3	
1270	Salesmanship	3	
1282	Advertising		3
1291	Marketing Seminar I		2
2000 Activity Courses	Physical Education	1	1
4102-03 or 4116-17	Communication Skills	3	3
6100	American Civilization	3	
7135, or 7138 or 7109 or 8149 or 8150-51	Physical or Biological Science	(3)	(3) 4
		(19)16	(15)16

SOPHOMORE YEAR

1201 or 1221	Accounting II or Business Law II	3	
1209	Introduction to Marketing		3
**1276	Human Relations		3
1277	Management		3
1286, or 1289	Economics I	3	
1292-93	Marketing Seminar II-III	2	2
2000 Activity Courses	Physical Education	1	1
3175	Humanities	3	
5101, or **1130, or 5130 or 5230	Mathematics	3	
	*Electives	<u>2</u>	<u>3</u>
		17	15

*Electives may be chosen from: Retail Management, 1288; Hotel-Motel Management, 1283-84-85; Independent Study, 1278-79; Economics II, 1287; Statistics, 1140.

**These courses meet the General Education requirements for the Associate of Science Degree only.

ASSOCIATE OF SCIENCE DEGREE
A Specialized Program Leading to a Career in
CRIMINAL JUSTICE (POLICE SCIENCE)

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
*2158	Defensive Tactics	2	
4102-03 or **4110-11	Communication Skills	3	3
5101	Mathematics	3	
6101-02	American Government	3	3
6151	Criminal Procedure		3
6146	Introduction to Criminal Justice	3	
6243	Police Operations		3
6276	Psychology	3	
6277	Sociology		3
		<hr/>	<hr/>
		17	15

SOPHOMORE YEAR

2140	First Aid	2	
3175	Humanities I		3
4105	Speech	3	
6142	Police Organization and Administration	3	
6143	Crime and Delinquency		3
6145	Criminal Law		3
*6147	Basic Firearms	1	
6148	Advanced Firearms		1
6150	Criminal Justice Seminar		3
6241	Criminal Investigation	3	
6242	Introduction to Criminalistics		3
8150	Biology	3	
2000 Activity Course	Physical Education	1	
		<hr/>	<hr/>
		16	16

*Meets Activity Physical Education Requirement.

**Meets the General Education requirement for the Associate of Science degree only.

ASSOCIATE OF SCIENCE DEGREE
A Specialized Program Leading to a Career in

REAL ESTATE

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
1131	Introduction to Business	3	
1153	Real Estate Principles and Practices	3	
1155	Real Estate Law		3
1200	Accounting I		3
1286	Economics I		3
1156	Real Estate Finance		3
2000	Physical Education	1	1
4102-03, 4116-17	Communication Skills	3	3
5101, 5130, 5131, 5132, 5230, 5231, 5232, 5233, 5224 or 5237	Mathematics	3	
7135, 7138, 7109, 8149 or 8150-51	Physical or Biological Science	<u>(3) 4</u>	<u>(3)</u>
		(16) 17	(19) 16

SOPHOMORE YEAR

1220	Business Law	3	
1240	Business Communications	3	
1270	Salesmanship	3	
1230	Introduction to Real Estate Appraising		3
1232	Real Estate Investments		3
1231	Real Estate Management		3
2000	Physical Education	1	1
3175	Humanities		3
6100, 6101, 6134, 6200	American Civilization	3	
	*Business Electives	<u> </u>	<u>5</u>
		16	15

*Recommended electives should be selected after counseling with advisor.

ASSOCIATE OF SCIENCE DEGREE
A Specialized Program Leading to a Career in
SECRETARIAL SCIENCE
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
*1110, 1111, 1210	Typewriting	2	2
*1120, 1150, 1250	Shorthand	3	3
**1130 or 5101 or 5130 or 5230	Mathematics		3
1131	Introduction to Business	3	
1133	Secretarial Accounting		3
2000 Activity Courses	Physical Education	1	1
4100-01 or 4102-03 or **4110-11 or 4116-17	Communication Skills I-II	(4) 3	(4) 3
8149 or 8150-51	Biology	(3) 4	(3)
	Elective		1
		<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 16	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 16

SOPHOMORE YEAR

1202	Basic Office Machines	2	
1205	Secretarial Machines and Records Management		3
1220	Business Law	3	
1240	Business Communications		3
1260	Secretarial Office Procedures		3
**1276	Human Relations	3	
1289	Basic American Economics	3	
2000 Activity Courses	Physical Education	1	1
3175	Humanities		3
6100 or 6101	Social Studies		3
7135 or 7138 or 7109	Physical Science	4	
		<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 16	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 16

*Students will be admitted to the levels of typewriting and shorthand for which they are qualified. 1210 and 1250 must be included in this degree program.

**These courses meet the General Education requirements for the Associate of Science Degree only.

ASSOCIATE OF SCIENCE DEGREE
A Specialized Program Leading to a Career as a
TEACHER ASSISTANT
FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000	Physical Education	1	1
2100	Introduction to Education	3	
2140	First Aid	2	
2173	Recreational Lead-Up Games		1
4102-03	English Communications I-II	3	3
1110-1111	Typewriting I-II	2	2
3175	Humanities	3	
3150	Fundamentals of Music		3
6100	American Civilization	3	
8150	Biology I		3
4104	Reading		1
		<hr/>	<hr/>
		17	14

SOPHOMORE YEAR

2000	Physical Education	1	1
2146	Personal and Community Health	3	
2174	Introduction to Recreational Sports		1
2210	Internship-Teacher Assistant		3
4105	Speech	3	
1259	General Office Practices		3
5101	Mathematics for General Education	3	
5105	Structure of Arithmetic for Elementary Teachers		3
6210	Human Growth and Development	3	
6276	Psychology	3	
6260	Programs for Young Children		3
6278	Educational Psychology		3
		<hr/>	<hr/>
		16	17

OCCUPATIONAL AND ADULT STUDIES PROGRAMS

Occupational and Adult Studies Programs provide educational opportunities 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 occupational, high school completion, general adult education and adult basic education. Certificates and/or diplomas are awarded for completion of the various programs in the Occupational and Adult Studies areas. Entrance and/or completion requirements for each program will be found by reference to that program in this catalog.

Ocala-Walton Junior College is the Area Adult and Vocational-Technical Educational Facility for the District. Programs in six vocational areas are currently offered.

- Business Education
- Distributive Occupations
- Health Occupations Elective
- Home Economics
- Industrial Education
- Technical Education

Two-year college degree occupational programs are described under "Associate of Science Degree." Certificate Programs follow.



OCCUPATIONAL CERTIFICATE PROGRAMS

Requirements for granting of certificate:

These programs are industrial-technical courses requiring study in trade areas and related classes. Students must be in attendance 85% of the scheduled class time. Each graduate must be in attendance at OWJC during his last term preceding graduation.

A grade average of not less than "C" must be attained on the accumulative total of all work attempted, whether at OWJC or by transfer.

Students must make formal application for certificates on the proper form furnished by the Registrar.

AUTO BODY REPAIR AND REFINISHING

7700	Auto Body 1	15 hours weekly
7701	Auto Body 2	15 hours weekly
7702	Auto Body 3	15 hours weekly
7703	Auto Body 4	15 hours weekly
7704	Auto Body 5	15 hours weekly
7705	Auto Body 6	15 hours weekly

AIR CONDITIONING AND REFRIGERATION MECHANICS

7837	Basic Air Conditioning and Refrigeration Mechanics	15 hours weekly
7838	Refrigeration Mechanics 1	15 hours weekly
7839	Refrigeration Mechanics 2	15 hours weekly
7840	Air Conditioning Mechanics 1	15 hours weekly
7841	Air Conditioning Mechanics 2	15 hours weekly
7842	Advanced Air Conditioning and Refrigeration Mechanics	15 hours weekly

AUTO MECHANICS

7971	Auto Mechanics 1	15 hours weekly
7972	Auto Mechanics 2	15 hours weekly
7973	Auto Mechanics 3	15 hours weekly
7974	Auto Mechanics 4	15 hours weekly
7975	Auto Mechanics 5	15 hours weekly
7976	Auto Mechanics 6	15 hours weekly

BRICK AND BLOCKLAYING

7790	Brick and Blocklaying 1	15 hours weekly
7791	Brick and Blocklaying 2	15 hours weekly
7792	Brick and Blocklaying 3	15 hours weekly
7793	Brick and Blocklaying 4	15 hours weekly
7794	Brick and Blocklaying 5	15 hours weekly
7795	Brick and Blocklaying 6	15 hours weekly

These Programs are approved for Veterans training. All certificate courses meeting 15 hours weekly meet 1/2 time V.A. requirements.

COMMERCIAL FOOD SERVICES

7763	Beginning Foods 1	15 hours weekly
7764	Beginning Foods 2	15 hours weekly
7765	Quantity Foods 1	15 hours weekly
7766	Quantity Foods 2	15 hours weekly

DATA PROCESSING

First Semester

1612	Fundamentals of Data Processing	15 hours weekly
1816	Computer Arithmetic	5 hours weekly
1936	Human Relations At Work	5 hours weekly
5813	Applied Mathematics	3 hours weekly
4610	Reading	3 hours weekly

Second Semester

1613	Fundamentals of Computer Programming	15 hours weekly
1803	Clerical and Computer Operations	15 hours weekly

Third Semester

1812	Computer Programming	15 hours weekly
1804	Advanced Clerical and Computer Operations	15 hours weekly

INDUSTRIAL DRAFTING AND DESIGN

7770	Industrial Drafting and Design 1	15 hours weekly
7771	Industrial Drafting and Design 2	15 hours weekly
7772	Industrial Drafting and Design 3	15 hours weekly
7773	Industrial Drafting and Design 4	15 hours weekly

INDUSTRIAL ELECTRONICS

7780	Industrial Electronics 1	15 hours weekly
7781	Industrial Electronics 2	15 hours weekly
7782	Industrial Electronics 3	15 hours weekly
7783	Industrial Electronics 4	15 hours weekly
7784	Industrial Electronics 5	15 hours weekly
7785	Industrial Electronics 6	15 hours weekly

WELDING MECHANICS

7743	Welding 1	15 hours weekly
7744	Welding 2	15 hours weekly
7745	Welding 3	15 hours weekly
7746	Welding 4	15 hours weekly
7747	Welding 5	15 hours weekly
7748	Welding 6	15 hours weekly

These Programs are approved for Veterans training. All certificate courses meeting 15 hours weekly meet 1/2 time V.A. requirements.

NON-COLLEGE-CREDIT CLERK GENERAL PROGRAM

		Hours Per	Hours Weekly	
		Semester	Fall	Winter
1606	Beginning Typewriting I	60	4	
(or 1907)	Vocational Typewriting I	(60)		
1609	Beginning Typewriting II	60		4
(or 1997)	Vocational Typewriting II	(60)		
1608	Principles of Data Processing	60	4	
1903	Business English I	45	3	
1904	Business English II	45		3
1605	Key Punch Operation	45		3
1905	Business Arithmetic	45	3	
1915	Basic Office Practices I	60	4	
1916	Basic Office Practices II	60		4
1919	Office Machines	45	3	
1921	Bookkeeping I	60	4	
1923	Bookkeeping II	60		4
1929	Filing	60		4
4800	Applied English I	45		3
Total Hours for Program		750	25	25

Approved for Veterans Training.



NON-COLLEGE-CREDIT SECRETARY PROGRAM

		Hours Per	Hours Weekly	
		Semester	Fall	Winter
1600	Beginning Shorthand I	60	4	
(or 1909)	(Shorthand I)	(60)		
1601	Beginning Shorthand II	60		4
(or 1910)	(Shorthand II)	(60)		
1606	Beginning Typewriting I	60	4	
(or 1907)	(Vocational Typewriting)	(60)		
1609	Beginning Typewriting II	60		4
(or 1997)	(Vocational Typewriting II).....	(60)		
1903	Business English I	45	3	
1904	Business English II	45		3
1905	Business Arithmetic	45	3	
1915	Basic Office Practices I	60	4	
1916	Basic Office Practices II	60		4
1919	Office Machines	45	3	
1917	Advanced Secretarial Practice	60		4
1921	Bookkeeping I	60	4	
1923	Bookkeeping II	60		4
1929	Filing	60		4
	Total Hours for Program	780	25	27

Approved for Veterans training.

NON-COLLEGE-CREDIT COMPUTER SYSTEMS SECRETARY PROGRAM

Course	Description	Hrs	Spring	
		Semester	Fall	Winter Term I
1612	Fundmntls Data Process	225	15	
1803	Clerical/Computer Oper.	225		15
1804	Adv. Clerical/Computer Oper. ..	225		30*
1903	Business English I	45	3	
1905	Business Arithmetic	45	3	
1910	Shorthand II	60	5	
1911	Shorthand III	60		5
1916	Basic Office Practice II	60		3
1919	Office Machines	45		3
1997	Vocational Typewriting II	60	4	
1998	Vocational Typewriting III	60		4
		1110	30	30

*If taken during a regular semester, fifteen hours per week. Approved for Veteran's Training.

NON-COLLEGE-CREDIT CHILD CARE PROGRAM

Course Description	Semester Hours
1905 Business Math	45
2700 First Aid	45
4610 Reading	45
4800 Applied English	45
6906 Basic Child Care & Guidance	90
6913 Curriculum for Young Children	135
6915 *Ways of Working with Young Children	90
6916 Parent Involvement	60
6917 Constructing Creative Equipment & Materials	60
6919 *Kindergarten Program	90
6920 *Programs for School Age Children	90
6922 *Ways of Working with Young Children II	90
	705

Select 2 from asterisk () courses

**Includes directed practice and work experience

COLLEGE-CREDIT CLERICAL PROGRAM*

Course Description	Semester Hours
1110 Typewriting I	2
1111 Typewriting II	2
1130 Business Mathematics	3
1131 Introduction To Business	3
1202 Basic Office Machines	2
1205 Secretarial Machines and Records Management	3
1210 Typewriting III	2
1240 Business Communications	3
1259 General Office Practices	3
4110 English	3
Electives	4
	30

*High School graduation required for entry. Certificates will be issued only upon full completion of each program. A student will not be issued a certificate in these College-Credit Programs unless he has attained a minimum 2.0 average.

COLLEGE-CREDIT STENOGRAPHIC PROGRAM*

Course Description	Semester	Hours
1111 Typewriting II		2
1130 Business		3
1120 Shorthand		3
1150 Dictation		3
1202 Basic Office Machines		2
1205 Secretarial Machines and Records Management		3
1210 Typewriting III		2
1240 Business Communications		3
1250 Transcription		3
1260 Secretarial Office Practice		3
4110 English I		3
		<hr/>
		30

*High School graduation required for entry. Certificates will be issued only upon full completion of each program. A student will not be issued a certificate in these College-Credit Programs unless he has attained a minimum 2.0 average.

COLLEGE-CREDIT REAL ESTATE PROGRAM*

Course Description	Semester	Hours
1130 Business Mathematics		3
1131 Introduction to Business		3
1240 Business Communications		3
1153 Real Estate Principles and Practices		3
1200 Accounting I		3
1220 Business Law I		3
1270 Salesmanship		3
1286 Economics I		3
1155 Real Estate Law		3
Electives		3
		<hr/>
		30

*High School graduation required for entry. Certificates will be issued only upon full completion of each program. A student will not be issued a certificate in these College-Credit Programs unless he has attained a minimum 2.0 average.

ADULT STUDIES DIPLOMA PROGRAMS

ADULT BASIC EDUCATION

Coursework leading to completion of elementary studies is available, without charge, through the Adult Basic Education Program.

ADULT HIGH SCHOOL

Coursework leading to completion of a high school diploma is available through the Adult High School Program. To earn an OWJC high school diploma, a student must complete at least two units of high school work at this institution. Students who are present for less than 75% of the classes will be subject to termination in the course and cannot be granted credit for the course. A student with two or more F's in one semester will be subject to suspension for a minimum of one semester.

The Adult High School programs offer credit only on the eleventh and twelfth-grade levels. Students eligible to return to their respective high schools are encouraged to do so; however, should an eligible student with less than a tenth-grade education wish to enroll, he will be required to prepare for eleventh-grade standing by successfully passing the accelerated high school program or demonstrating equivalent readiness for entry into the eleventh-grade programs. Students who are at least seventeen and one-half years of age or older may prefer to work for a high school equivalency diploma through the OWJC accelerated high school courses.

Each candidate for an OWJC diploma must present the following units of credit:

English	3-4 units
Social Studies (U.S. Constitution Required)	2-3 units
*Mathematics	1-2 units
*Science	<u>1-2 units</u>
	8 units*

*Total of 3 units in Mathematics and Science required.

In addition, College Preparatory students must earn at least eight units of electives in courses relating to the subject in which they plan to major when attending college.

Business students, whether in Bookkeeping, Clerical, Secretarial, or Distribution Education, must earn eight additional units in business-related high school courses.

Vocational and Technical students must earn at least eight units in their area of specialization.



COURSE DESCRIPTIONS

The courses which are offered by Okaloosa-Walton Junior College are listed below in numerical order within eight subject matter areas. The first digit of a course number indicates the subject matter area within which that course is offered:

1. . . . Business
2. . . . Education and Physical Education
3. . . . Art, Humanities, and Music
4. . . . English, Speech and Foreign Language
5. . . . Mathematics
6. . . . Social Sciences
7. . . . Physical Science and Industrial-Technical Education
8. . . . Biological Sciences

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

1. . . . Freshman
2. . . . Sophomore
6. . . . General Adult
7. . . . Industrial
8. . . . Technical
9. . . . Vocational

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 an adult studies science course providing $\frac{1}{2}$ unit toward high school graduation, 7700 is an occupational course in industrial education leading to a certificate; and 7701 is the second in a sequence in the same subject.

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

Since various courses are dependent upon mastery of certain competencies or prerequisites, *admission to any course* is subject to approval by the respective department chairman.

BUSINESS

1110 Typewriting I, 2 semester hours, 1 lec., 3 lab.

Development of correct typewriting technique, learning keyboard control, problem typing and business letter writing.

1111 Typewriting II, 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.

1120 Shorthand, 3 semester hours, 2 lec., 3 lab.

Basic skills and vocabulary of shorthand. Beginning of dictation and transcription.

*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 are correlated with statewide course coding and pertain to advanced undergraduate courses, therefore, not occurring in OWJC COURSE NUMBERING. Numbers 6 through 9 designate specialized courses within the various occupational and preparatory programs.

- 1130 Business Mathematics, 3 semester hours, 3 lec.**
Presents basic principles used to solve everyday business problems, including business terminology. Topics in the course include percentage, trade discounts, payroll, insurance, business expenses, taxes, depreciation, simple interest, discounting, promissory notes, and corporate stocks.
- 1131 Introduction to Business, 3 semester hours, 3 lec.**
Designed to give students a broad understanding of the nature of business and a preliminary idea of the various areas of business specialization.
- 1133 Secretarial Accounting, 3 semester hours, 3 lec.**
Designed to meet the needs of secretarial science majors by a comprehensive treatment of principles for sole proprietorship. Use of journals, ledgers, worksheets, and financial statements.
- 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.
- 1153 Real Estate Principles and Practices, 3 semester hours, 3 lec.**
Real Estate Principles and Practices is designed for the beginner in real estate. The material covered is considered to be the bare essentials for successful operations in the field, whether as a real estate salesman, home buyer, or novice investor.
- 1154 Florida Real Estate Handbook Review (For 12 Weeks), 2 semester hours, 3 lec.**
A review of the Real Estate Statutes of Florida to aid prospective real estate salesmen preparing for the Salesman's Licensing Exam for the State of Florida.
- 1155 Real Estate Law, 3 semester hours, 3 lec.**
A study and analysis of the Florida Real Estate Handbook including specific aspects of Real Estate law as applied to real estate documents, their form and contents, mechanics of their use, and an exposition of modern real estate transactions.
- 1156 Real Estate Finance, 3 semester hours, 3 lec.**
Designed to explore in detail the many facets of real estate financing with emphasis given to legal aspects, sources of funds, methodologies of major lending institutions, and the effects of high interest rates.
- 1160 Internship-Business Education, 3 semester hours, 15 lab.**
On-the-job training in the Associate of Science degree program in which the student is enrolled. The student is under the supervision, at work, of a qualified supervisor. The supervisor will rate the student's performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student three weeks prior to the close of the semester. May be repeated four times for a total of 12 semester hours.
- 1200-1201 Accounting I-III (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.
- 1202 Basic Office Machines, 2 semester hours, 1 lec., 2 lab.**
Operation of adding and calculating machines, including touch control of the

ten-key adding machine, the use of correct techniques, and the verification of answers.

1204 COBOL Programming, 4 semester hours, 2 lec., 4 lab.

A survey of automatic data processing and an introduction to COBOL programming. Historical development, general concepts and state of the art. COBOL is introduced with emphasis on problem solving. Emphasis on methods of analyzing business problems for computer adaptation. Prerequisite: 1814 or permission of instructor.

1205 Secretarial Machines and Records Management, 3 semester hours, 2 lec., 2 lab.

Operation of duplicating and copying machines, dictating and transcribing machines; alphabetic, numeric, geographic, and subject filing systems for record storing. Prerequisite 1111 or permission of the instructor. (Associate of Science degree students only.)

1207 Data Processing Systems Design and Procedures, 3 semester hours, 2 lec., 3 lab.

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. Prerequisite: 1208 or permission of the instructor.

1208 FORTRAN Programming, 4 semester hours, 2 lec., 4 lab.

A survey of automatic data processing and an introduction to FORTRAN IV programming. Historical developments, general concepts, and state of the art. Problems are selected from scientific areas. Prerequisite: 1814 or permission of instructor.

1209 Introduction to Marketing, 3 semester hours, 3 lec.

An introductory course in the field of marketing including a look at marketing as it exists in our economy today. Consideration of the market, the product, distribution channels. Special emphasis on the study of human behavior in marketing promotion.

1210 Typewriting III, 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 Basic Language Programming, 2 semester hours, 1 lec., 3 lab.

An introduction to the BASIC (Beginner All purpose Symbollic Instruction Code) programming language for students majoring in data processing as well as those students who need to use the computer as a tool in their classes.

1220 Business Law I, 3 semester hours, 3 lec.

Introductory course in business law with objective of presenting the law underlying business transactions. Course includes the law of contracts, law of agency, and law of commercial paper, based on UNIFORM COMMERCIAL CODE. Also recommended for students in real estate.

1221 Business Law II, 3 semester hours, 3 lec.

Continuation of 1220. Course content explores laws relative to Personal Property and Bailments, sales, insurance, partnerships, corporations, and real property.

1230 Introduction to Real Estate Appraising, 3 semester hours, 3 lec.

Nature and purpose of appraisals, reasons for and use of appraisals, depreciations, cost approach, valuations, values, costs and markets.

1231 Real Estate Management, 3 semester hours, 3 lec.

A study of the theories and techniques of professional management of real

estate. Includes a complete study of the functions performed by a property manager as well as real estate office practice and management.

1232 Real Estate Investments, 3 semester hours, 3 lec.

Designed to assist the student to become a more knowledgeable, and potentially, a more successful investor. Emphasis will be given to basic investment fundamentals, income tax considerations, ownership forms for investment, financing the investment, and analyzing and projecting investment returns.

1240 Business Communications, 3 semester hours, 3 lec.

A comprehensive coverage of language structure and particular emphasis on writing superior business letters and reports. Instruction in *principle*, then *illustration*, and *practice* in applying the principles. A fundamental concept of the appearance, language and style, tone and psychology of effective business letters.

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.

1259 General Office Practices, 3 semester hours, 3 lec.

Presentation of general office practices and procedures, including studies in human relations problems, telephone techniques, mailing procedures, letter writing, telegraph services, travel arrangements, banking activities, payrolls, letters of application and personal data sheets. Prerequisite: 1111 or equivalent.

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

Designed for those who plan a secretarial career. Emphasis is placed on secretarial duties in an office setting. Course includes studies in telephone usage, mailing procedures, transcription, letter composition, telegraph services, travel arrangements, banking procedures, payroll and tax duties, job applications and data sheets. Prerequisite 1111, 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.

Designed to help students develop an understanding of how they may be motivated to work together in greater harmony in all kinds of organizations. The basis of human motivation and how it is influenced by leadership, the organization itself, and the social environment in which the organization exists.

1277 Management, 3 semester hours, 3 lec.

Each function of management is analyzed and described in a systematic manner. Both the distilled experience of practical managers and the findings of scholars are presented. Other aspects of management are presented such as management process and concepts analysis of the technical knowledges and skills of managers, influences upon managerial decision-making process, and the psychological principles inherent in management.

1278-1279 Independent Study in Business I-II (3—3)

Directed study and individual projects designed to meet the needs of students interested in a specialized area of business for which present course availability is limited. Feasible areas for study include food store management, interior decoration, fashion merchandising, etc., under the auspices of the mid-management program or as a supplement to the present accounting or other business programs.

1282 Introduction to Advertising, 3 semester hours, 3 lec.

Advertising as a marketing tool, its planning, creation, and use. A survey of copy writing, layout, and media (newspapers, magazines, radio, television, films, etc.).

1283-1284-1285 Hotel-Motel Management I-II-III (3—3—3), 3 lec.

History, organization problems, and opportunities in hotel-motel industries. A study of the functions of departments, promotional and personnel functions of management; current trends and developments. Includes a unit on hotel machine accounting. Prerequisite: 1200, 1277, and 1209.

1286-1287 Economics I-II (3—3), 3 lec.

Economics I, Macroeconomics, deals with Basic Economic concepts and develops the economics of public fiscal and monetary policy. Economics II provides microeconomic price theory concepts and treats current national and international economics problems.

1288 Retail Management, 3 semester hours, 3 lec.

Retail store management, location, buying, merchandise control policies, services, pricing, expenses, profits; training and supervision of retail sales forces, administrative problems. Also includes a variety of current perspectives in retailing management.

1289 Basic American Economics, 3 semester hours, 3 lec.

An analytical and problem-solving approach to both macroeconomics and microeconomics. Limited in mathematics to simple geometric presentations. Open to all students except Pre-Business Administration majors, who are required to take 1286-1287.

1291-1292-1293 Marketing Seminar I-II-III (2—2—2), 1 lec.

One class hour per week discussing job problems and a minimum of twelve hours per week of on-the-job experience to be arranged.

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 I, ½ unit

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

1601 Beginning Shorthand II, ½ unit

Enlargement of vocabulary in Gregg Shorthand Diamond Jubilee Series. Intensive dictation on familiar material and an introduction to transcription to bring the student closer to a degree of vocational skill in taking dictation and transcribing it in mailable form. Performance in transcription is comparable to high school courses in shorthand.

1602 Refresher Shorthand, 20 class hours

This course will assist the student to enlarge his vocabulary in the Gregg Shorthand system, and increase his speed and accuracy in successfully transcribing his notes.

- 1603 Typewriting Improvement, 15 class hours**
A course designed to review basic typing techniques and correct technique difficulties in order to acquire the minimum speed required for individual AFSC.
- 1605 Key Punch Operation, 45 class hours, ½ unit**
Development of correct technique, learning keyboard and development of manual skill. Prerequisite: Permission of the instructor and ability to type.
- 1606 Beginning Typewriting I, ½ 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.
- 1608 Principles of Data Processing, ½ unit**
The course provides orientation for punch card accounting machinery through the principles of computer programming. The course includes data processing overview, punched card data processing, detail computer components, coding systems, and data processing management.
- 1609 Beginning Typewriting II, ½ unit**
A continuation of 1606.
- 1610 Personal Typing, 20 class hours**
To provide the student with the fundamental skills and knowledge necessary for personal-use typing.
- 1612 Fundamentals of Data Processing, 1½ units, 15 class hours per week**
Learning the keyboard and development of manual skill of the keypunch and verifier. Basic principles of operation and functional principles of wiring of the interpreter, sorter, collator, reproducer, and accounting machine.
- 1613 Fundamentals of Computer Programming, 1½ units, 15 class hours per week**
Basic concepts and principles of programming, including history, type and uses, input/output and storage devices, flow charting and simple programming in COBOL.
- 1620 Basic Management for Supervisors, 20 class hours**
Managerial functions — planning, organizing, staffing, directing, and controlling — are analyzed, described and discussed for the edification of each student.
- 1665 Real Estate Law Review, 45 class hours**
A study and analysis of the Florida Real Estate Handbook including specific aspects of Real Estate law as applied to real estate documents, their form and contents, mechanics of their use, and an exposition of modern real estate transactions.
- 1666 Real Estate Appraising, 45 class hours**
Nature and purpose of appraisals, reasons for and use of appraisals, depreciations, cost approach, valuations, values, costs and markets.
- 1667 Real Estate Managing, 45 class hours**
A study of the theories and techniques of professional management of real estate. Includes a complete study of the functions performed by a property manager as well as real estate office practice and management.
- 1668 Real Estate Investing, 45 class hours**
Designed to assist the student to become a more knowledgeable and, potentially, a more successful investor. Emphasis will be given to basic investment, fundamental income tax considerations, ownership forms for investment, financing the investment, and analyzing and projecting investment returns.

- 1669 Real Estate Financing, 45 class hours**
Designed to explore in detail the many facets of real estate financing with emphasis given to legal aspects, sources of funds, methodologies of major lending institutions, and the effects of high interest rates.
- 1670 Personal Income Tax, 30 class hours**
To familiarize the student with the various aspects of personal income tax, where such information is contained, and the completion of sample problems.
- 1701 Industrial Supervision and Foremanship, 45 class hours**
Supervision of workers by studying and interpreting blueprints, sketches, and written or verbal orders, determining procedure of work, assigning duties, and inspecting work for quality and quantity production; time-keeping, production record keeping, and other record keeping; employing, training, and discharging workers; and setting up and inspecting equipment prior to regular operation.
- 1803 Clerical and Computer Operations, 15 hours weekly**
All clerical aspects of a general Data Processing Center such as logging, decolating, filing cards by hand, pulling cards by hand, research of files for various information, dispersing of documents, operations of the computer and any available unit record equipment.
- 1804 Advanced Clerical and Computer Operations, 15 hours weekly**
A continuation of Clerical and Computer Operations with more emphasis on practical experience than classroom instruction. Pre-requisite: 1612, 1803.
- 1811 Industrial Management and Supervision, 60 class hours**
Preparation of technicians and personnel in specialized areas of industrial personnel management and supervision.
- 1812 Computer Programming, 15 hours weekly**
A continuation of 1613 with more emphasis on applying programming techniques to practical situations. Pre-requisite: 1612, 1613.
- 1814 Basic Concepts of Data Processing, 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.
- 1815 Computer Mathematics, 3 semester hours, 3 lec.**
Designed for the student entering the field of Data Processing. Includes study of number systems, basic algebraic techniques, matrix methods, linear programming control methods, modern algebra as applied to the computer.
- 1816 Computer Arithmetic, 75 class hours.**
A basic course covering those aspects of elementary mathematics most useful to the technician in the computer field.
- 1900 Civil Service Preparation, 20 class hours**
A course designed to prepare prospective civil service employees to take the civil service examination.
- 1903-1904 Business English I-II, ½ — ½ 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, ½ unit**
Arithmetical concepts required for effective bookkeeping and merchandising; provides practice in solving business problems which involve mathematics.
- 1907 Vocational Typewriting I, ½ unit**
Skills, techniques, and knowledge in the use of the typewriter for work in a business office in a clerical or stenographic position.

- 1909-1910-1911 Shorthand I-II-III, ½, ½, ½ unit**
Integration of shorthand, English, and typewriting skills to develop the ability and speed for vocational competence.
- 1913 High School Business Law, ½ unit**
Legal systems 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 I-II, ½ — ½ 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, 60 class hours**
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, ½ unit**
Practice in the use of business machines. Short courses to achieve proficiency on a specific type of office machine may be offered.
- 1920 Postal Exam Preparation, 40 class hours**
Designed to aid all service personnel in preparing for the Postal Service Examination.
- 1921 Bookkeeping I, ½ 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, and voucher systems, notes and drafts, depreciation and payroll methods.
- 1923 Bookkeeping II, ½ 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. Attention to income, income tax and official security tax laws, returns, and accounting procedures.
- 1929 Filing, ½ unit**
Methods and systems of filing used in business offices, filing equipment, and time-and-motion saving skills. Filing practice sets are used.
- 1930 First Line Supervision and Management, 30 class hours**
Designed to assist those first line supervisors who need in-service training business and industrial and technical areas of supervision and management.
- 1934 Merchandising, ½ 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.
- 1936 Human Relations At Work, 75 class hours**
Designed to help students develop an understanding of how they may be motivated to work together in greater harmony in all kinds of organizations; the basics of human motivation and how it is influenced by leadership, the organization itself, and the social environment in which the organization exists.
- 1939 Hotel-Motel Management, ½ 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.

- 1951 Techniques of Selling, ½ unit**
Selling sequences for making a sale. Includes retailing, direct and wholesaling areas, and an analysis of the buyer-focused theory of selling.
- 1961 Securities and Investments, 15 class hours**
Designed for both new and moderately experienced investors wanting to improve their skill and knowledge in investing. A continuation of Basic Investments.
- 1991 Real Estate Principles and Practices, 45 class hours**
Required for those wishing to be permitted to sit for the examination to earn a real estate salesman's license in the State of Florida.
- 1992 Real Estate Review, 36 class hours**
A review of the Real Estate Statutes of Florida to aid prospective real estate salesmen preparing for the Salesman's Licensing Exam for the State of Florida.
- 1997 Vocational Typewriting II, ½ unit**
Skills, techniques, and knowledge in the use of the typewriter for work in a business office in a clerical or stenographic position.
- 1998 Vocational Typing III, 60 class hours**
Development of occupational proficiency in business letter writing, side tabulations, legal papers, executive forms and papers, and manuscripts.
Prerequisite: 1997

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.
- 2120 Self-Defense for Men,* 1 semester hour, 2 lab.**
The art of defending oneself when attacked or disarming an opponent. Instruction in the use of various wrestling holds, judo, etc.
- 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. A standard First Aid Card is issued by the American Red Cross for satisfactory completion.
- 2145 Basketball,* 1 semester hour, 2 lab.**
Instruction and participation in the fundamental aspects of basketball with emphasis on both the mental and motor skill developments.
- 2146 Personal and Community Health, 3 semester hours, 3 lec.**
A systematic and comprehensive coverage of basic factual material, concepts, terminology, and important trends in major health areas of concern today.
- 2148 Folk Dance,* 1 semester hours, 2 lab.**
Instruction and participation in various Folk Dances.
- 2149 Square Dance,* 1 semester hour, 2 lab.**
Instruction and participation in traditional, modern, and advanced square dance.

*Activity course fulfills the Physical Education requirement.

- 2150 Beginning Bowling,* 1 semester hour, 2 lab.**
The development of skills and practice in the basic fundamentals of bowling.
- 2152 Beginning Golf,* 1 semester hour, 2 lab.**
Instruction in the fundamental techniques and the development of personal skills through participation.
- 2153 Horsemastership I,* 1 semester hours, 2 lab.**
Instruction in the fundamental techniques and the development of personal skills through participation.
- 2154 Tennis,* 1 semester hour, 1 lab.**
The history of tennis, the fundamental techniques and the development of personal skills through participation.
- 2155 Beginning Swimming,* 1 semester hour, 2 lab.**
Designed to equip the individual with basic water skills and knowledge in order to make him safe in, on, or about the water.
- 2156 Horsemastership II,* 1 semester hour, 2 lab.**
Instruction in advanced principles and skills of equitation, dressage, and introduction to jumping techniques. Prerequisite: satisfactory completion of Horsemastership I and/or permission of instructor.
- 2157 Soccer,* 1 semester hour, 2 lab.**
Instruction in the fundamental techniques and the development of personal skills through participation.
- 2158 Defensive Tactics,* 2 semester hours, 4 lab.**
Techniques and special methods of self-defense against individuals both armed and unarmed. Come-alongs and techniques of minimizing resistance to arrest and detention. Demonstration and drill in non-injurious restraint of prisoners and the mentally ill. Prerequisite: Permission of instructor.
- 2159 Elementary Trampoline,* 1 semester hour, 2 lab.**
Instruction in the fundamental techniques and the development of personal skills through participation.
- 2160 Self-Defense for Women,* 1 semester hour, 2 lab.**
Instruction and practice in the art of defending oneself when attacked. Use of various wrestling holds, judo, etc.
- 2162 Basic Seamanship, 2 semester hours, 2 lec.**
Introduction to pleasure boating, maneuvering, rope tying, aids to navigation, charts and compass, rules of the road, legal responsibilities, and safe motorboat operation.
- 2170 Fitness Lab for Men,* 1 semester hour, 2 lab.**
Instruction and participation in various types of exercise programs available for the attainment of physical fitness.
- 2171 Fitness Lab for Women,* 1 semester hour, 2 lab.**
Instruction and participation in various types of exercise programs available for the attainment of physical fitness.
- 2172 Beginning Badminton,* 1 semester hour, 2 lab.**
Instruction and practice in the basic skills for full participation and enjoyment of the game of badminton.
- 2174 Introduction to Recreational Sports,* 1 semester hour, 2 lab.**
Instruction and practice in the basic techniques of a variety of recreational sports.

*Activity course fulfills the Physical Education requirement.

- 2190 Introduction to Physical Education, 3 semester hours, 3 lec.**
Instruction in the history, principles and basic philosophy of physical education. Emphasis in the basic concepts and foundations of the total physical education program.
- 2192 Modern Fitness for Men,* 2 semester hours, 4 lab.**
This course includes fitness testing and body conditioning exercises. Student receives instruction and practice in vigorous activities geared primarily toward better physical conditioning.
- 2193 Modern Fitness for Women,* 2 semester hours, 4 lab.**
This course includes fitness testing and body conditioning exercises. Student receives instruction and practice in vigorous activities geared primarily toward better physical conditioning.
- 2195 Sports Officiating, 1 semester hour, 1 lecture, 1 lab.**
Instruction in rule interpretation and the fundamental techniques required in officiating football, basketball, and other selected sports.
- 2210 Internship-Teacher Assistant, 3 semester hours, 12 lab hours weekly**
On-the-job training in the Associate of Science degree program in which the student is enrolled. The student is under the supervision at work of a qualified supervisor. The supervisor will rate the student's performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student three weeks prior to the close of the semester. Co-requisite: Must be enrolled in at least one other course in the respective degree program.
- 2240 Progression and Judging of Women's Gymnastics, 3 semester hours, 2 lec., 2 lab.**
The progression of teaching women's gymnastics on all Olympic events. The judging of gymnastics followed by an accreditation test by a United States Gymnastics Representative.
- 2250 Volleyball-Soccer/Women, 1 semester hour, 2 lab.**
Instruction and participation in the skills and techniques of volleyball and soccer.
- 2255 Tumbling,* 1 semester hour, 2 lab.**
Instruction in the fundamental techniques and the development of personal skills through participation.
- 2259 Intermediate Trampoline,* 1 semester hour, 2 lab.**
A continuation of skills learned in Elementary Trampoline with emphasis on the more advanced principles and techniques of the turning and twisting stunts. Prerequisite: Satisfactory completion of Elementary Trampoline and/or permission of instructor.
- 2292 Aquatic Skills,* 2 semester hours, 4 lab.**
This course is designed to develop the necessary knowledge and skill to operate small sailboats, rowboats, and canoes while in, on, or about the water.
- 2293 Senior Life Saving,* 1 semester hour, 2 lab.**
Designed to provide the individual with knowledge and skill to save his life or the life of another in the event of an emergency in, on, or about the water. Prerequisite: Permission of the instructor.
- 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

*Activity course fulfills the Physical Education requirement.

this course. Prerequisite: Permission of the instructor. (May be taken only once for credit — Fall Semester.)

- 2296 Camp Counseling, 3 semester hours, 2 lecture, 2 lab.**
The training of camp counselors in organized camping, including camp crafts, nature, 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: Students must have (1) 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).
- 2298 Independent Study — Physical Education, 1 semester hour, 2 lab.**
Directed study and/or individual projects designed to meet the needs and interests of students in a specialized area of health, physical education and recreation, for which present course availability is limited.
- 2299 Tutorial: Education and Physical Education, 1 semester hour, 2 lab.**
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- 2600 Elementary Education, 45 class hours**
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.
- 2601 Adult Basic Education, 45 class hours**
Elementary Education for Adults with special needs for developing skills in reading, writing, arithmetic, and other academic courses as well as skills related to gainful employment and enrichment for everyday living.
- 2605 High School Review, 45 class hours**
Study in the area(s) of deficiency in order to prepare for the GED Examination.
- 2609 Safety Education, 42 hours**
Concepts of safe driving, financial responsibility laws, and court systems. Companion course to 2610, Driver Education, which provides the laboratory experience in driving.
- 2610 Driver Education, 42 hours**
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.
- 2621 Accelerated Adult High School—Science, 30 class hours**
Intensive review of science on the secondary school level.
- 2622 Accelerated Adult High School—Mathematics, 30 class hours**
Intensive review of mathematics on the secondary school level.
- 2623 Accelerated Adult High School—Social Studies, 30 class hours**
Intensive review of social studies on the secondary school level. Includes American History, Civics, and Americanism versus Communism.

*Activity course fulfills the Physical Education requirement.

- 2624 Accelerated Adult High School—English, 30 class hours**
Intensive review of English on the secondary school level.
- 2627 Tennis for Adults, 20 class hours**
Designed to make each person proficient enough in tennis to enjoy playing the game.
- 2628 Personal Self-Defense for Women, 20 class hours**
This course is designed to help women learn how to defend themselves from assailants.
- 2629 Basic Judo and Karate for Men, 20 class hours**
A course designed for men to learn how to defend themselves and subdue an assailant.
- 2630 Sports Instructional Clinic, 40 class hours**
To give each individual enrolled a better understanding of his own unique potentials as an athlete, stressing sound fundamentals, proper reactions, quickness, and aggressiveness to meet those competitive challenges he may face.
- 2631 Health, ½ unit, 3 lec.**
A systematic and comprehensive coverage of basic factual material, concepts, terminology, and important trends in major health areas of concern today.
- 2699 PREP, 180 hours — ½ time, 90 hours, ¼ credit**
Pre-discharge remedial education program, to prepare active duty personnel for high school diploma or to remove deficiencies in order that individual may enter college or vocational program.
- 2700 Standard First Aid Course, 20 class hours**
Preparation to meet emergencies that occur in the school, home, industry or on the highway. Instruction and practice in dressing and bandaging, care of wounds, shock, bone and joint injuries, artificial respiration, transportation of the injured, oral poisoning and medical emergencies.

ART, HUMANITIES, AND MUSIC

- 3100 Drawing I, 3 semester hours, 6 lab.**
Problems in drawing techniques and media.
- 3101 Drawing II, 3 semester hours, 6 lab.**
Problems in drawing and composition. Prerequisite: 3100, or permission of the instructor.
- 3102 Ceramics I, 3 semester hours, 6 lab.**
Hand-building techniques and use of ceramic equipment; creative development of pottery and sculptural forms from clay.
- 3103 Ceramics II, 3 semester hours, 6 lab.**
Intermediate course in ceramics which covers techniques used on potter's wheel. Prerequisite: 3102 or permission of the instructor.
- 3104 Jewelry Creation and Design, 3 semester hours, 6 lab.**
Introduction to the basic technical and aesthetic aspects in the design and creation of jewelry. Students will be taught basic jewelry techniques in metal, wood and stone including; soldering, enameling, filing, shaping and others depending upon the specific needs of the students. Along with this they will be made aware of examples of jewelry design from the past as well as the present. (Offered in Spring Semester only.)
- 3105 Design I, 3 semester hours, 6 lab.**
Principles of visual organization. Deals with line, space, form, and color in two-dimensional composition.

- 3106 Design II, 3 semester hours, 6 lab.**
Extension and development of the elements of design in three-dimensional projects.
- 3109 Sculpture I, 3 semester hours, 6 lab.**
An introductory course in the technical and aesthetic considerations of creating sculptural forms. Includes a wide range of possible materials and expressions, those used in the past and those being used currently, in both the reductive and additive methods. The student will be expected to solve problems in several different media that best express his particular sensibilities.
- 3110 Introductory Printmaking, 3 semester hours, 6 lab.**
Introduction to the technical and aesthetic considerations of creating graphic art forms. An effort will be made to create an awareness of the range of materials and expressions possible in graphic art. The student will explore the creative possibilities of several graphic media. (Spring Semester)
- 3112 Woodwind Techniques, 1 semester hour, 2 lec.**
Designed to acquaint the potential band director with all the instruments in the woodwind section including clarinet, flute, oboe, bassoon, and saxophone. (Fall Semester)
- 3118-3119 Music Theory I-II, (4-4), 5 lec., 2 lab.**
Major and minor scales, intervals, triads, seventh chords, inversions, cadences, periods, and chord progressions in all keys. Emphasis on two-, three-, and four-part writing in the Eighteenth Century style. Also a practical study of harmonic, melodic, and intervalic dictation combined with singing prepared music and performing music at sight.
- 3131 Music Organizations, 1 semester hour**
1. State Band; 2. OWJC Chorus; 3. OWJC Band; 4. OWJC Chamber Chorus; 5. OWJC Community Chorus; 6. OWJC Community Band; 7. OWJC Community Stage Band. Each organization may be repeated three times for credit.
- 3150 Fundamentals of Music, 3 semester hours, 3 lec.**
A pre-theory course for the non-music major, or for the aspiring Elementary Education major. Included are the studies of reading clefs, rhythm, notation, scales, and doing simple keyboard and sight-singing exercises. The emphasis is on developing music reading skills.
- 3153 Class Instrument Instruction, 1 semester hour, 2 lec.**
The study of basic techniques for the beginning student. May be repeated for credit one time. A. Piano; B. Voice.
- 3171 Applied Music Instruction, Principal Instrument, 2 sem. hr.**
Two ½-hour private lessons per week. Two hours daily individual practice. May be repeated four times for credit. 1. Woodwinds; 2. Brasses; 3. Percussion; 4. Piano; 5. Voice. Audition required prior to registration.
- 3172 Applied Music Instruction, Secondary Instrument, 1 sem. hr.**
One ½-hour private lesson per week. May be repeated four times for credit. 1. Woodwinds; 2. Brasses; 3. Percussion; 4. Piano; 5. Voice.
- 3175 Humanities I**, 3 semester hours, 3 lec.**
Access to techniques, forms, and basic evaluative tools related to music, the visual arts, poetry, drama, the dance, film, and philosophy. Art works them-

**3175 is the required Humanities course for all A.A. and A.S. candidates. A.A. candidates may complete their Humanities requirement (6 semester hours) by successfully completing 3175 and either 3178, 3179, 3180, 3252-3253, 3254-3255, 3279, 3280, 4109, 4228, or 4276. Pre-Law and Pre-Ministry students should take 3175 and 3179 plus the required courses in Philosophy and/or Comparative Religion.

selves are utilized as much as possible with examples concentrating on the Nineteenth and Twentieth Centuries.

- 3178 Humanities Art, 3 semester hours, 3 lec.**
Basic concepts of art, including formal analysis and the sociology and psychology of style. Does not fulfill Art History requirement for art majors.
- 3179 Humanities II, 3 semester hours, 3 lec.**
Some prevailing ideas about the nature of man and his relationship to his universe, especially as revealed in the arts, literature, and philosophy.
- 3180 Music for General Education, 3 semester hours, 3 lec.**
Designed to develop a more intelligent understanding and appreciation of music specifically. Brings about an awareness of music as a vital source in human life, including the advantageous utilization of leisure time and developing positive attitudes toward culture and the Fine Arts.
- 3181 Reduction Firing and Glazing, 1 semester hour, 4 lab.**
Specialized course in reduction firing techniques and procedures involving gas fired kiln and raku firing. Exploration and testing of glaze and clay body variation for reduction and raku shall be the major concern of the course. Prerequisite: Ceramics I or permission of the instructor.
- 3201 Painting I, 3 semester hours, 6 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 II, 3 semester hours, 6 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.
- 3218-3219 Music Theory III-IV, (4-4), 3 lec., 2 lab.**
The harmonization and modulation of melodies through the use of non-dominant harmony, and the study of sequence writing. Also sight reading chromatic melodies, large intervals, and advanced rhythms on the major instrument or voice. Prerequisite: 3118 and 3119.
- 3227 Brass Techniques, 1 semester hour, 2 lab.**
Designed to acquaint the potential band director with all the instruments in the brass section, including trumpet, French horn, trombone, baritone, and tuba. (Winter Semester)
- 3250 Keyboard Harmony, 2 semester hours, 2 lec.**
The creation of bass lines for given melodies; harmonization of melodies; knowledge of figured bass; and improvised accompaniments for given melodies. Prerequisite: 3119 or permission of the instructor. (Winter Semester)
- 3252 Music Literature I, 2 semester hours, 2 lec.**
Major periods of music history through the classical period with emphasis on style and form. May be elected with applied or organization to complete second 3-hour humanities requirement.
- 3253 Music Literature II, 2 semester hours, 2 lec.**
Major periods of music history from the romantic period to the present day. May be elected with applied or organization to complete second 3-hour humanities requirement.
- 3254 Art History Survey I, 3 semester hours, 3 lec.**
A survey of significant contributions in art, architecture and the crafts from prehistoric through the Renaissance.

- 3255 Art History Survey II, 3 semester hours, 3 lec.**
A survey of significant contributions in art, architecture and the crafts from the Renaissance to recent Twentieth Century works.
- 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.
- 3298 Independent Study—Arts and Humanities, 1 semester hour**
- 3299 Tutorial—Arts and Humanities, 1 semester hour, 2 lab.**
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- 3601 OWJC Civic Chorus**
- 3602 Okaloosa-Walton Community Concert Band**
- 3603 OWJC Community Stage Band**
- 3604 Art—Drawing and Painting, ½ unit**
A course designed to provide instruction and experience in graphite pencils, charcoal, ink, oils, water colors, and other art forms.
- 3605 Ceramics, ½ unit**
Instruction and experiences in handbuilding techniques, use of ceramic equipment, creative development of pottery and sculptural forms from clay.
- 3608 Design and Creation of Jewelry I, 75 class hours**
Introduction to the basic technical and aesthetic aspects in the design and creation of jewelry. Students will be taught basic jewelry techniques in metal, wood and stone, including soldering, enameling, filing, shaping, and others, depending upon the specific needs of the students. Students will also be made aware of examples of jewelry designs from the past, as well as the present. (Spring Semester only)
- 3609 Basic Interior Decorating, 20 class hours**
A course designed to acquaint the student with basic fundamentals relating to interior decorating, including a study of simple room arrangements, furniture and drapery styles, the selection of carpets and the proper use of color.
- 3610 Creative Handweaving, 20 class hours.**
A course designed to develop handweaving skills.
- 3611 Introductory Reduction Firing/Glazing, 24 class hours**
Specialized course in reduction firing techniques and procedures involving gas fired kiln and raku firing. Exploration and testing of glaze and clay body variation for reduction and raku shall be the major concern of the course. Pre-requisite: Ceramics I or permission of the instructor.
- 3800 Printmaking, 75 class hours**
Introduction to the technical and aesthetic considerations of creating graphic art forms. An effort will be made to create an awareness of the range of materials and expressions possible in graphic art. The student will explore the creative possibilities of several graphic media. (Spring Semester)
- 3902 Ceramics**
Instruction and experiences in handbuilding techniques, use of ceramic equipment, creative development of pottery and sculptural forms from clay.

COMMUNICATIONS

- 4102 English Communications I, 3 semester hours, 3 lec.**
Interpretative and critical reading of essays and biographies. Instruction and intense practice in writing the exposition and the argument, with stress on logical thinking.
- 4103 English Communications II, 3 semester hours, 3 lec.**
Interpretative and 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. Prerequisite: 4102.
- 4104 Reading Improvement, 1 semester hour, 3 lab.**
A highly individualized laboratory approach combined with some group work designed to improve reading comprehension, vocabulary, rate of comprehension, listening and study skills. Recommended for all students who do not achieve 27 percentile on the DRT Survey Test; encouraged for all other interested students.
- 4105 Speech, 3 semester hours, 3 lec.**
Emphasis is on assisting the individual develop his potential in oral communication. Individual participation in preparation and presentation of speeches reinforced by continuing group analysis and constructive criticism.
- 4108 Oral Interpretation, 3 semester hours, 3 lec.**
Oral communication or re-creation of poetry, prose, and drama for an audience.
- 4109 Approach to Literature, 3 semester hours, 3 lec.**
Designed to encourage the student to know and appreciate something of the great literature which helps to mould his thinking and his everyday living. To include, without regard to national origin, those masterpieces of the Western World which reflect his cultural and intellectual heritage.
- 4110 English I, 3 semester hours, 3 lec.**
Grammar study and drill, punctuation, correct usage, spelling, sentence structure, elimination of errors in sentence structure, business and social correspondence, library and research paper methods, and writing for comprehension.
- 4111 English II, 3 semester hours, 3 lec.**
Vocabulary building, dictionary study, basic sentence faults, practice in developing sentence style, precise writing, paragraph development and technique, a study of logic, and written exercise stressing effective communications. Prerequisite: 4110.
- 4112 Technical Report Writing, 3 semester hours, 2 lec.**
The fundamentals of report writing mechanics and style with practice in preparing reports of the various types most likely to be used by engineering technicians. Prerequisite: 4110 or 4111.
- 4113 Journalism I, 3 semester hours, 3 lec.**
Theory of journalism and practice in journalistic writing. This course is required of all students working on college publications.
- 4114 Journalism II, 3 semester hours, 3 lec.**
Various media of mass communications and experiences in the gathering and writing of news stories and features. Prerequisite: 4113. This course is required of all students working on the College newspaper.
- 4116 Honors English Composition I, 3 semester hours, 3 lec.**
Content and activities consistent with the goals of 4100 but structured to the abilities of qualified students. Students are selected by the Chairman of the Department or the instructor of the class.

- 4117 Honors English Composition II, 3 semester hours, 3 lec.**
Content and activities structured to the abilities of qualified students. Students are selected by the Chairman of the Department or the instructor of the class.
- 4140-4141 French I-II* (3—3), 1ec.**
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, I, II* (3—3), 3 lec.**
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.
- 4160-4161 Spanish I, II* (3—3), 3 lec.**
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.
- 4165 Conversational Spanish, 3 semester hours, 3 lec., 1 lab.**
Training in pronunciation, aural comprehension, and oral expression. Will not meet foreign language requirements. Prerequisite: 4160 or 4161.
- 4170-4171 Russian I-II* (3—3), 3 lec.**
Pronunciation and grammatical structures of Russian 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 successfully completed two or three years of high school Russian with a cumulative grade of “C” or better.
- 4220 American Literature I, 3 semester hours, 3 lec.**
American letters from the colonial period to the Civil War. (For transfer credit the student should complete both 4220 and 4221.)
- 4221 American Literature II, 3 semester hours, 3 lec.**
American letters from the Civil War through the contemporary period.
- 4226 English Literature I, 3 semester hours, 3 lec.**
English literature based upon masterpieces from the times of Beowulf through the Eighteenth Century. (For transfer credit the student should complete both 4226 and 4227.)
- 4227 English Literature II, 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 modern Western drama, prose, and poetry, focusing on their comments on modern man.

*Every student presenting two 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 III-IV (3—3), 3 lec.**
Reading 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.
- 4242 Contemporary France, 3 semester hours, 3 lec.**
Readings and discussions of current events in France. Prerequisite: 4241 or its equivalent.
- 4243 Contemporary France II, 3 semester hours, 3 lec.**
Readings and discussions of current events in France. A continuation of 4142 plus additional individually assigned studies. Class discussions and reports involve students at more advanced levels.
- 4245-4246 Introduction to French Literature I-II (3—3), 3 lec.**
The development of French literature from the beginning to present. Prerequisite: 4241 or four years of high school French.
- 4247-4248 Advanced French Grammar and Composition I-II (3—3), 3 lec.**
Study of advanced grammatical structures and practice in composition. Prerequisite: 4241 or four years of high school French.
- 4250 Creative Writing, 3 semester hours, 3 lec.**
Creativity in prose, poetry, and drama. All student creations are submitted to publisher’s market.
- 4251-4252 German III-IV (3—3), 3 lec.**
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.
- 4253 German Civilization and Culture I, 3 semester hours, 3 lec.**
Readings in primary sources, secondary analyses, and literary reflections of events. Independent research, individual and group reports, discussions with resource persons, study with films, slides, periodicals. Second semester will cover approximately the periods from Bismarck to the present. Pre-requisite: 4252 or equivalent.
- 4254 German Civilization and Culture II, 3 semester hours, 3 lec.**
Reading in primary sources, secondary analyses, and literary reflections of events. Independent research, individual and group reports, discussions with resource persons, study with films, slides, periodicals. Second semester will cover approximately the periods from Bismarck to the present. Prerequisite: 4253 or equivalent.
- 4255-4256 Introduction to German Literature I-II, (3—3), 3 lec.**
The development of German literature from the Middle Ages to the present. Prerequisite: 4252 or four years of high school German.
- 4257-4258 Advanced German Grammar and Composition I-II (3—3), 3 lec.**
Study of advanced grammatical structures and practice in composition. Prerequisite: 4252 or four years of high school German.
- 4259 Readings in Scientific German, 3 semester hours, 3 lec.**
Development of reading skill and vocabulary for functional use of German as a communications source in any or all sciences. Familiarization with scientific research sources and bibliographical methods in German. Pre-requisite: 4252 or equivalent.
- 4260-4261 Spanish III-IV (3—3), 3 lec.**
Readings in the literature and cultural history of representative Spanish speaking countries, a brief review of grammar, and practice in audiolingual skill.

- Prerequisite: Two or three years of high school Spanish completed with grade of "C" or better; 4160-4161 or its equivalent.
- 4262 The Contemporary Spanish-Speaking World, 3 semester hours, 3 lec.**
Readings and discussions of current events in Spain and Latin-American countries. Pre-requisite: 4261 or its equivalent.
- 4265-4266 Introduction to Spanish Literature I-I (3-3), 3 lec.**
The development of Spanish literature from the Middle Ages to the present. Prerequisite: 4261 or four years of high school Spanish.
- 4267-4268 Advanced Spanish Grammar and Composition I-II (3—3), 3 lec.**
Study of advanced grammatical structures and practice in composition. Prerequisite 4261 or four years of high school Spanish.
- 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.
- 4277 Acting, 3 semester hours, 2 lec., 2 lab.**
Through in-class performances the student will develop an understanding of an proficiency in those skills of movement, voice, and expression which are required of a theatrical performer.
- 4279 Amateur Theatre, 3 semester hours, 3 lec.**
To establish a guideline for students of the theatre who may become active in community theatres; and for teachers in secondary schools who may be assigned the task to direct plays. This course is designed to find practical solutions to these contemporary producing groups. In amateur theatre things most lacking in proficiency are: projection of actors, ensemble playing with actors, ensemble rapport between directors, actors and general public.
- 4295 Independent Study; German, 1 semester hour.**
- 4296 Independent Study; Library, 1 semester hour.**
- 4297 Independent Study; Journalism, 1 semester hour.**
- 4298 Independent Study; Literature, 1 semester hour.**
- 4299 Tutorial—Communications, 1 semester, 2 lab.**
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- 4602 English for Foreign Born, 90 class hours**
English for non-English speaking adults. Emphasis is placed on speaking, reading, and writing English based on living experiences and needs.
- 4603 English XI, ½ unit**
When offered for high school credit the content is comparable to that of the corresponding high school English course. Prerequisite: Permission of the instructor.

- 4604 Foreign Language—Spanish, ½ 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 XII, ½ 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, ½ unit**
Fundamentals of effective speaking, practice in organization of materials and delivery, development of voice, vocabulary, diction and poise, and elements of parliamentary procedure.
- 4607 Effective Writing**
An intensive study of effective writing with emphasis on writing mechanics and practical application.
- 4608 Speed Reading for Executives**
An intensified program with emphasis on speed of comprehension. The use of films and mechanical aids is combined with drill activities utilizing the printed page in various types of reading material.
- 4610 Reading, ½ unit**
Reading courses are offered on different levels to satisfy adult reading needs. Emphasize basic reading skills and comprehension and the increase of reading speed.
- 4612 Foreign Language—French, ½ 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.
- 4615 Public Speaking, 20 class hours**
The student learns to communicate through preparation, delivery, and evaluation of speeches.
- 4626 High School English, ½ unit**
Intensive review of English on the secondary school level.
- 4800 Applied English I, ½ unit**
Grammar study and drill, punctuation, correct usage, spelling, sentence structure, elimination of errors in sentence structure, business and social correspondence, library and research paper methods, and writing for comprehension.
- 4803 Modern Novels, ½ unit**
Designed for people interested in the reading and discussion of modern novels. Presented in a manner similar to the Great Books Discussion Group. Selections to be read may vary according to student interest; however, certain selections will be required.
- 4815 Technical Writing, ½ unit**
The fundamentals of report writing mechanics and style with practice in preparing reports of the various types most likely to be used by engineering technicians.

MATHEMATICS

- 5100 Basic Algebra, 3 semester hours, 3 lec.**
Designed specifically for the student needing further preparation prior to enrollment in 5104. *5100 is a Compensatory Education course and is not allowable to meet degree requirements.*

- 5101 Mathematics for General Education, 3 semester hours, 3 lec.**
 Designed to give insight into what mathematics is, what it attempts to accomplish, and how it is pursued as a human enterprise. Course covers sets and logic, numeration and mathematical systems, real number system, and probability. Designed for students whose program requires no additional mathematics. Course meets general education requirements.
- 5104 Intermediate Algebra, 3 semester hours, 3 lec.**
 Designed specifically for the pre-engineering, pre-science and pre-mathematics student who needs further work before entering a modern pre-calculus mathematics sequence. DOES NOT MEET GENERAL EDUCATION REQUIREMENTS.
- 5105 Structure of Arithmetic for Elementary Teachers, 3 semester hours, 3 lec.**
 Designed for elementary education majors in preparation for teaching modern elementary mathematics. Prerequisite: Any mathematics general education course. See page 36. DOES NOT MEET GENERAL EDUCATION REQUIREMENT.
- 5130 College Algebra, 3 semester hours, 3 lec.**
 This course covers logic, methods of proof, the field properties, rational, real and complex numbers, vectors and matrices group, ring and relations and function, inequalities, systems of linear equations and inequalities, quadratic equations, polynomial, equations of degree three or higher, equations and inequalities involving fractions and radicals, general methods of graphing, composite and inverse functions. Pre-requisite: two years of high school Algebra, 5104, or permission of the instructor.
- 5131 Trigonometry, 3 semester hours, 3 lec.**
 Typical modern trigonometry course. Prerequisite: Departmental permission.
- 5132 Analytic Geometry, 3 semester hours, 3 lec.**
 Typical modern analytic geometry course in two and three space. Prerequisite: None (Departmental permission) May be taken concurrently with 5131.
- 5160 Applied Mathematics I, 3 semester hours, 3 lec.**
 Review of basic algebra and geometry. Emphasis on technical applications. (For Associate of Science students.) DOES NOT MEET GENERAL EDUCATION REQUIREMENTS.
- 5161 Applied Mathematics II, 3 semester hours, 3 lec.**
 Continuation of Mathematics I. Functional algebra and trigonometry. Emphasis on technical applications. Prerequisite: 5160 or Departmental permission. (For Associate of Science students.)
- 5210 Informal Geometry for Elementary Teachers, 3 semester hours, 3 lec.**
 Designed for elementary education majors in preparation for teaching of modern elementary mathematics. Prerequisite: Departmental permission. DOES NOT MEET GENERAL EDUCATION REQUIREMENTS.
- 5224 Differential Equations, 3 semester hours, 3 lec.**
 Prerequisite: Departmental permission. May be taken concurrently with 5233.
- 5230 Calculus I, 3 semester hours, 3 lec.**
 First course in a four course calculus sequence. It stresses basic concepts of differentiation. Prerequisite: Departmental permission.
- 5231 Calculus II, 3 semester hours, 3 lec.**
 This is the second course in a four course calculus sequence. It completes the study of basic differentiation and integration techniques. Prerequisite: Grade of C or better in 5230.

- 5232 Calculus III, 3 semester hours, 3 lec.**
This is the third course in a four semester sequence. It stresses multi-variable calculus. Prerequisite: 5231 with a grade of C or better.
- 5233 Calculus IV, 3 semester hours, 3 lec.**
This is the fourth course in a four semester sequence. It stresses infinite sequences and series, and advanced topics in integration techniques. Prerequisite: Grade of C or better in 5232.
- 5237 Linear Algebra, 3 semester hours, 3 lec.**
Designed for mathematics and engineering majors. Prerequisite: 5230 or departmental permission.
- 5260 Applied Mathematics III, 3 semester hours, 3 lec.**
Continuation of Mathematics II. Emphasis on technical applications. Prerequisite: 5161 or Departmental permission. (For Associate of Science students)
- 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. Prerequisite: Departmental permission.
- 5600 High School Algebra I, ½ 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 II, ½ unit**
Algebra including products and factors, proportions and variations, exponents, roots and radicals, solution of equations, logarithms, ratios, progression and variation, and numerical trigonometry.
- 5613 Mathematics Applied I, ½ unit**
Review of basic algebra and geometry. Emphasis on technical applications.
- 5614 Mathematics Applied II, ½ unit**
Continuation of Mathematics Applied I. Functional algebra and trigonometry. Emphasis on technical applications. Prerequisite: 5613 or Departmental permission.
- 5615 Mathematics Applied III, ½ unit**
Continuation of Mathematics Applied II. Emphasis on technical applications. Prerequisite: 5614 or Departmental permission.
- 5625 Metrication, 12 class hours**
A course in the Metric system of measurement for students, teachers, and laymen with emphasis on laboratory experiences designed to promote metric "thinking."
- 5813 Applied Mathematics I, 45 class hours**
Review of basic algebra and geometry. Emphasis on technical applications.
- 5814 Applied Mathematics II, 45 class hours**
Continuation of Applied Mathematics I. Functional algebra and trigonometry. Emphasis on technical applications. Prerequisite: 5813 or Departmental permission.
- 5815 Applied Mathematics III, 45 class hours**
Continuation of Applied Mathematics II. Emphasis on technical applications.

HOME ECONOMICS

- 6105 Observing and Recording Child Behavior, 3 semester hours, 2 lec., 3 lab.**
Designed to increase objectivity and proficiency in observing and interpreting

children's behavior; in addition, to increase awareness of normative patterns of children from birth through five years of age.

- 6160 Child Growth and Development I, 3 semester hours, 3 lec.**
Growth and development of the child from conception through age five, including the physical, social, emotional and mental development of the young child, influence of environment, principles and theories of development.
- 6161 Child Growth and Development II, 3 semester hours, 3 lec.**
Study of the physical, emotional, social, and intellectual growth and development of the school age child (6 through 12 years) up to pre-adolescence. Includes dynamics of behavior, child guidance and needs of exceptional children.
- 6260 Programs for Young Children, 3 semester hours, 3 lec.**
Study of principles and practices of programs for young children; current research in early childhood education, role of the teacher, and selection and use of equipment and materials for groups of young children.
- 6261 Child Nutrition and Health, 3 semester hours, 2 lec., 3 lab.**
Methods of meeting physical needs of young children through nutrition and good health practices. Recognition of childhood diseases and care of the hand-icapped child.
- 6262 Curriculum for Young Children I, 3 semester hours, 1 lec., 6 lab.**
Study of the techniques of using language arts, science, art, social studies, music, mathematics, and physical activities with young children. Participation in Child Development Education Center.
- 6263 Curriculum for Young Children II, 4 semester hours, 1 lec., 6 lab.**
Study of and development of effective skills and techniques used in program planning and use of creative media for young children.
- 6264 Curriculum for Young Children III, 4 semester hours, 1 lec., 9 lab.**
Study of the principles, methods, and materials used to assist young children acquire basic skills to use language effectively and competently; evaluation and development of appropriate teaching materials to use with young children.
- 6265 Curriculum for Young Children IV, 4 semester hours, 1 lec., 9 lab.**
Study of the basic concepts, methods, and materials of mathematics, science, and social studies appropriate to the education of young children; identification of the role of staff members in the center for the education of young children; and overview of parent education.
- 6266 Child Development Seminar, 3 semester hours, 3 lec.**
Weekly seminar to critique performance and plan effective intern experience. Scheduled concurrently with 6263, 6264, and 6265.
- 6625 Managing the Home, 18 class hours**
Study of the management of the home as related to current activities of individuals and families. Emphasis on nutrition and sanitation. The care and upkeep of the home and its furnishings with the least expenditure of time, energy, and money will be covered.
- 6630 Cake Decorating, 14 class hours**
Designed to teach how to decorate a cake.
- 6631 Clothing Construction for the Beginner, 20 class hours**
An elementary course for the person wanting to learn the basics of making simple clothing.
- 6902 Care and Guidance of Children I, 1½ units, 270 class hours**
Designed to prepare high school students for employment at the entry level in

jobs which involve the care and guidance of children. Concepts offered will help students learn about the world of work as related to employment in child care programs, as well as gain knowledge regarding children's growth and behavior, and develop skill in working with children.

6903 Homemaker Services I, 90 class hours

This course is designed to train students to seek gainful employment as maids in motels, hotels, institutions and private homes. Special emphasis will be given to home catering to enable students to gain enough competence in this area for self-employment.

6904 Homemaker Services II, 90 class hours

Continuation of Homemaker Services I.

6905 Homemaker Services III, 90 class hours

Continuation of Homemaker Services II.

6906 Basic Child Day Care, 90 class hours

Introduction to child care with emphasis on children's programs as they relate to children's growth and development. Includes a look at the teaching role in understanding and meeting needs of young children in groups.

6907 Consumer and Homemaking Education, 90 class hours

Designed to help students improve home environment and the quality of personal and family life and includes instruction in food and nutrition, child development, clothing, housing, family relations and management of resources with emphasis on selection, use, and care of goods and services, budgeting and other consumer responsibilities.

6908 Orientation to Basic Child Care, 24 class hours

An introduction to child care with emphasis on children's growth and development, to be followed by Basic Child Day Care, 6906.

6909 Basic Child Care & Guidance, 45 class hours, 45 lab.

Introductory course in child care with emphasis on children's growth and development. Includes ways of working with children from infancy through age five. Role of play in learning. Prerequisite to other child care courses.

6910 Introduction to Consumer and Homemaking Education, 30 class hours

Designed to help students to improve home environments and the quality of personal and family life, and includes instruction in food and nutrition, child development, clothing, housing, family relations and management of resources with emphasis on selection, use and care of goods and services, budgeting and other consumer responsibilities.

6911 Introduction to Basic Clothing Construction, 45 class hours

Designed to help the disadvantaged adult to develop or improve intellectual abilities and skills in clothing selection and construction. Emphasis on management of individual resources to meet the needs of family members.

6912 Care and Guidance of Children II, 1½ units, 270 class hours

Continuation of 6902. Designed to prepare high school students for employment at the entry level in jobs which involve the care and guidance of children. Concepts offered will help students learn about the world of work as related to employment in child care programs, as well as gain knowledge regarding children's growth and behavior, and develop skills in working with children.

6913 Curriculum for Young Children, 75 class hours

Study of techniques of using language arts, science, art, social studies, music, math, and physical activities with young children with emphasis on interdisciplinary learning.

- 6914 Homemaker's Aide, 90 class hours**
Designed to train adult students to care for patients confined to their homes under medical care. Includes modified homemakers services, daily personal care, home nursing services so the patient may recover at home.
- 6915 Ways of Working With Young Children I, 105 class hours**
Course designed to increase objectivity and proficiency in observing, recording, and interpreting children's behavior; in addition, to increase awareness of patterns of behavior of children from 2 to 5 years. Includes child guidance and discipline techniques. Various assignments given as participant observers in child development centers or homes.
- 6916 Parent Involvement, 60 class hours**
Study of effective ways of working with parents, understanding home and community setting. Prerequisite: 6906, 6913, 6915 preferable.
- 6917 Constructing Creative Equipment and Material, 60 class hours.**
Selecting and making and using indoor and outdoor equipment and teaching materials with young children; approximately ½ focusing on language development. Prerequisite: 6906, 6913, and 6915 preferable.
- 6918 Child Care Services, 60 class hours**
Study of programs for young children with emphasis on the teaching roles, selection and use of equipment and materials for groups of young children. Prerequisite: 6906 preferable.
- 6919 Kindergarten Program, 90 class hours**
Working with and understanding kindergarten children and kindergarten curriculum development. Prerequisite: 6906, 6913, 6915 preferable.
- 6920 Programs for School Age Children, 90 class hours**
Emphasis on programming for after-school care; includes understanding needs of school age child up to 12 years.
- 6921 Child Behavior, 90 class hours**
Covers needs, characteristics and care of infants from birth until child is developmentally ready for group care (approx. 2 years of age). Prerequisite: 6906, 6913, 6915 preferable.
- 6922 Ways of Working with Young Children II, 90 class hours**
Study of development and application of effective skills and techniques used in programming for young children. Prerequisite: 6906, 6913, 6915 preferable.
- 6761 Nutrition for School Food Service Personnel, 30 class hours**
Provides basic information regarding normal nutrition, with an emphasis on the needs of children and youth; the role of food nutrients; promotion of good eating habits; and the conservation of nutritional value of food during storage, preparation, and service. Prerequisite: employment in school food service.
- 6762 Work Improvement for School Food Service, 30 class hours**
Basic principles of motion, economy, and the application of time-saving methods to a job. Stress is placed on simplifying tasks, conserving energy, eliminating physical strain and increasing efficiency. Prerequisite: employment in school food service.
- 6835 Clothing Construction I, 3 semester hours, 1 lec., 4 lab.**
Selection of design, color and fabric, selection and use of commercial patterns; planning and construction of garments; developing of basic construction skills.
- 6836 Clothing Construction II, 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 finishing details. Prerequisite: 6835 or permission of the instructor.

- 6930 Food Preparation for Homemakers, 60 class hours**
A study of wise selection and correct preparation of foods necessary to promote optimum nutrition. Emphasis is given to planning, buying and preparing nutritional foods for the low-income family.
- 6933 Basic Clothing Construction, 75 class hours**
For the person who has had little or no experience in recently developed techniques in clothing construction. 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 and completion of a simple garment using modern sewing techniques and selection of suitable accessories required.
- 6934 Garment Making, 60 class hours**
"Industrial Machine Sewing" is intended to provide pre-employment training for the beginning garment worker, and to provide skill development and practice in handling material, needle and bobbin changing, machine threading, pedal and knee control, straight stitching, back tacking, curves and corners, and other sewing skills and procedures.
- 6935 Advanced Clothing Construction, 75 class hours**
Developing the ability to make more difficult pattern alterations, use of more complicated patterns and use and care of fabrics requiring special treatment. The completion of at least one garment using more advanced techniques and details which give individuality to the garment. Prerequisite: 6933.

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.
- 6101 American Government I, 3 semester hours, 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. Includes a study of the U.S. Constitution.
- 6102 American Government II, 3 semester hours, 3 lec.**
Further studies in American Government, concentrating on state and local levels. 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 I, 3 semester hours, 3 lec.**
A study of world history from 400 BC to 1650 AD as it relates to the development of western civilization. History is analyzed in terms of social, religious, philosophical, political, and economic concepts rather than as merely a collection of facts arranged chronologically.
- 6134 World Civilization II, 3 semester hours, 3 lec.**
A study of history from 1650 AD to the present as it relates to the development of the modern world. History is analyzed in terms of social, religious, philosophical, political, and economic concepts rather than as merely a collection of facts arranged chronologically. The course includes a study of the U.S. Constitution.

- 6142 Police Organization and Administration, 3 semester hours, 3 lec.**
Principles of organization and administration in law enforcement; fundamentals of organization and administration in law enforcement; fundamentals of police planning; budget analysis; recruitment, training, and assignment; disciplinary problems and methods of control; cooperation with other agencies; public relations; records and inspection.
- 6143 Crime and Delinquency, 3 semester hours, 3 lec.**
A study of the nature and causes of crime and delinquency; the development of delinquent and criminal behavior; specific police problems dealing with addicts, compulsive and habitual offenders; juvenile procedures, detention, and case disposition; custody and treatment of juvenile offenders. (Winter)
- 6145 Criminal Law, 3 semester hours, 3 lec.**
Fundamentals of Criminal Law to include historical background and development, jurisdiction, the criminal act and responsibility. Classification and analysis of Florida statutes. (Winter)
- 6146 Introduction to Criminal Justice, 3 semester hours, 3 lec.**
An introduction to the philosophical and historical background of law enforcement and the administration of criminal justice. Organization and jurisdiction of local, state, and federal law enforcement agencies. Court and criminal procedures. Career opportunities in Criminal Justice field.
- 6147 Basic Firearms, 1 semester hour, 2 lab.**
Legal provisions and restrictions on the use of firearms and other police equipment. Range firing of weapons emphasizing deliberate, point, and defense shooting. Prerequisite: Open to criminal justice majors or by permission of instructor.
- 6148 Advanced Firearms, 1 semester hour, 2 lab.**
Instruction and practice in the advanced techniques of selected firearms. Students will fire the National Police Firearms Combat Course. Prerequisite: Satisfactory completion of Basic Firearms and/or permission of instructor.
- 6149 Internship — Police Science, 3 semester hours**
On-the-job training in the Associate of Science degree program in which the student is enrolled. The student is under the supervision at work of a qualified supervisor. The supervisor will rate the student's performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student three weeks prior to the close of the semester. May be repeated four times for a total of 12 semester hours. Co-requisite: Must be enrolled in at least one other course in the respective degree program.
- 6150 Criminal Justice Seminar, 3 semester hours, 3 lec.**
Exploration, development and discussion of contemporary problems in the Criminal Justice System.
- 6151 Criminal Procedure, 3 semester hours, 3 lec.**
Fundamentals of constitutional, criminal and civil law. Principles, duties, and mechanics of criminal procedures in Florida as applied to arrest, search, seizure, and court processing. A functional analysis of the rules of evidence in court procedures.
- 6200 American History I, 3 semester hours, 3 lec.**
American history to 1865; describes the social, political, and economic development of the American people against the geographical background of the New World. Particular emphasis on American intellectual and political thought leading to the emergence of basic American character, ideas, and attitudes. Includes a study of the United States Constitution.

- 6201 American History II, 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 a continued historical process.
- 6202 Twentieth Century, 3 semester hours, 3 lec.**
International political affairs in the twentieth century through the institutions and organizations of the Western State System. Attention is on international cooperation, decision making, force, world resources, and world political geography.
- 6203 The Family and Society, 3 semester hours, 3 lec.**
An examination of the problems which arise out of participation in family and community situations. Designed to provide students with a basic understanding of the dynamics of family interaction, the effects upon the children, and the family's relationship to and participation in the community. (Fall)
- 6210 Human Growth and Development, 3 semester hours, 3 lec.**
A research-oriented course in human development, covering the life span of the human being from conception to death. Special emphasis placed upon the interrelationships of the stages of development of the normal person. Prerequisite: 6276 and 8149 or 8150 or permission of instructor.
- 6230 Independent Study-Criminal Justice, 1 semester hour, 3 lab.**
Directed study and individual projects designed to meet the student's interests in a specialized area of Criminal Justice for which present course availability is limited. Prerequisite: Permission of instructor.
- 6240 Penology and Corrections, 3 semester hours, 3 lec.**
Theories of punishment and incarceration; organization and management of jails and prisons; problems of discipline, security and custody. Principles of probation and parole; role of parole and probation officers, legal implications; problems of rehabilitation.
- 6241 Criminal Investigation, 3 semester hours, 3 lec.**
Fundamentals of investigation; duties and responsibilities of the investigator, interview and interrogation techniques; crime scene procedures; sketching; photography; collection and preservation of evidence; rules of evidence, search and seizure; scientific aids and other sources of information; court preparation and case follow-up. Prerequisite: Permission of instructors. (Fall)
- 6242 Introduction to Criminalistics, 3 semester hours, 3 lec.**
The scientific aspects of investigation and crime scene technology, crime laboratory functions, ballistics, dactyloscopy and latent print development, scientific methods of criminal identification. Prerequisite: Permission of Instructor.
- 6243 Police Operations, 3 semester hours, 3 lec.**
Responsibilities, powers, and duties of the uniformed patrolman; patrol techniques and procedures; field interrogation and note-taking; mechanics of arrest and search; handling of the mentally ill; transportation of prisoners; elements of property protection; fundamentals of community relations; mob and riot control, traffic enforcement programs and techniques.
- 6248 Criminal Investigation II, 3 semester hours, 3 lec.**
A continuation of Criminal Investigation with emphasis on the scientific aspects of investigation and crime scene technology; firearms examination, ballistics comparison, dactyloscopy, spectrographic examination, chemical analysis of evidence, hair and fiber examination, latent fingerprint development, document analysis, and identification methods. Prerequisite: Completion of course 6241 or permission of instructor.

- 6256 Current World Problems, 3 semester hours, 3 lec.**
Critical world issues and immediate troubled areas against a historical, economic, and social background. The individual student develops a special area of interest. Prerequisite: permission of the instructor.
- 6257 Constitutional Government, 1 semester hour, 1 lec.**
Concepts developing from early constitutions, such as the Magna Carta and the English Bill of Rights of 1688, in terms of their relationship with the U.S. Constitution. Federalism and the American system of government compared with other systems. Principles and characteristics of the U.S. Constitution in detail. Meets State requirements for constitutional study.
- 6276 Psychology, 3 semester hours, 3 lec.**
Surveys of the various fields of psychology. Understanding human behavior by studying the adaptation of the individual to his physical and social environment.
- 6277 Sociology, 3 semester hours, 3 lec.**
Concentration on the description of the individual and group behavior. Basic concepts related to the family and the city. Individual, industrial, and political problem areas.
- 6278 Educational Psychology, 3 semester hours, 3 lec.**
Significant aspects of the growth and development of children and youth, including physical, social, and intellectual developments as they affect behavior patterns. Psychology as applied in improving the learning process. Prerequisite: 6276.
- 6290 Independent Study—Social Science, 1 semester hour, 3 lab.**
Directed study and individual projects designed to meet the needs of students interested in a specialized area of the social sciences for which present course availability is limited. Departmental permission.
- 6299 Tutorial—Social Studies, 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.
- 6600 American Constitution and Government, ½ 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, ½ unit**
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 party, the structure and functions of the Soviet system, and the rule of the current regime.
- 6604 U.S. History I, ½ unit**
Political, social, and economic events in the development of the United States from Colonial times to the late 19th Century.
- 6605 World History I, ½ unit**
A study of man's social, economic and political progress from earliest civilization to the mid 17th Century and how world development has been influenced by persons, ideas and events through the years.
- 6606 Civics, ½ 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.

- 6607 World History II, ½ unit**
A study of man's social, economic and political progress from mid 17th Century to the present, and how world development has been influenced by persons, ideas, and events through the years.
- 6608 Citizenship (Civic) Education, ½ unit**
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.
- 6609 U.S. History II, ½ unit**
Political, social and economic events in the development of the United States from the late 19th Century to the present.
- 6622 General Psychology, ½ 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.
- 6623 High School Social Science, ½ unit**
Intensive review of social studies on the secondary school level. American history, civics, and Americanism versus Communism.
- 6626 Child Psychology for Parents, 20 class hours**
The course is intended to explore the complicated parent-child relationships so that parents can better learn to deal with family problems.
- 6627 Law for the Layman, 20 class hours**
Designed to give the student a general knowledge of the law as it applies to his everyday life, whether in the house or at his office.
- 6628 Using Psychology For Personal Living, 20 class hours**
A course designed for adult students to study human behavior, both to understand themselves better and those with whom they associate.
- 6629 Understanding & Coping With the Problems of the Aging, 20 class hours.**
A study of the problems of aging Americans.
- 6700 Chemical Tests for Intoxication, 40 class hours**
Background and history of alcohol; effects on motor coordination; operation and maintenance of breathalyzer equipment; court testifying; metric systems; and legal aspects of consent law.
- 6702 Criminal Identification, 20 class hours**
Designed to train students in the techniques and use of the Identi-Kit in building facial composites of wanted and missing persons. For in-service law enforcement officers.
- 6703 Refresher Tests for Intoxication, 20 contact hours**
For in-service law enforcement officers. Meets State Certification Refresher Training requirements.
- 6704 Police Auxiliary Recruit, 80 class hours**
A course designed to meet police auxiliary officer minimum standards as promulgated by the Florida Police Standards Board.
- 6800 Police Officer Refresher, 40 class hours**
A career development refresher training course for full-time police officers, part-time police officers, and auxiliary police officers. Prerequisite: Certificate of Compliance or completion of the Florida Police Standards Recruit Training Course or completion of the Police Officer Auxiliary Officer Recruit Course.

- 6801 Police Officer Intermediate, 80 class hours**
A career development intermediate training course for full-time police officers, part-time police officers, and auxiliary police officers. Prerequisite: Successful completion of the Police Officer Refresher Training Course.
- 6802 Police Officer Advanced, 40 class hours**
A career development advanced training course for full-time police officers, part-time police officers, and auxiliary police officers. Prerequisite: Successful completion of the Police Officers Intermediate Training Course.
- 6803 Evidence Technician Course, 80 class hours**
The scientific aspects of criminal investigation and crime scene technology; firearms and tool marks examination, fiber examination, latent fingerprint development, document analysis, identification methods, crime scene photography, serology, shoe print and tire evidence, forensic pathology and toxicology. The role of the crime laboratory in applying the physical, chemical and biological sciences. Prerequisite: Limited to in-service law enforcement officers.
- 6804 Police Officer Supervision Training, 80 class hours**
A career development course for full-time police officers designed to train the line supervisor. Prerequisite: Successful completion of the Police Officers Advanced Training course or be filling a supervisory position in law enforcement.
- 6851 Police Officer Recruit Training, 320 class hours and 20 hours of internship.**
This course meets Florida Police Standard recruit training requirements for law enforcement officers. Students must meet basic certification requirements upon enrollment. Prerequisite: Approval of Law Enforcement Coordinator.

PHYSICAL SCIENCE

- 7109 Chemical Science, 4 semester hours, 4 lec.**
Fundamental principles and theories of the dual nature of physical existence, matter and energy; atomic theory; periodicity of elements; dependence of properties on structure; kinetic-molecular theory; the nature of chemical bonding; and the collision theory of reactions. Meets graduation requirements for programs other than science and mathematics.
- 7115 College Chemistry I, 4 semester hours, 3 lec., 3 lab.**
Quantitative approach to modern theoretical and physical chemistry, with appropriate development of laboratory technique. Logical treatment of experimental data leading to understanding of (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 II, 4 semester hours, 3 lec., 3 lab.**
Continuation of 7115; solutions, chemical equilibrium and qualitative analysis. Electrochemistry, radiation chemistry, hydrocarbons.
- 7135 Physical Science, 4 semester hours, 4 lec.**
Lectures and demonstrations to provide a survey of physical science and acquaint the student with the concept of the solar system, behavior of matter and energy, and molecular and atomic phenomena. Not intended for majors in the physical sciences. Prerequisite: None. Completion of 5100 or 5101 recommended.

- 7138 Earth Science, 4 semester hours, 4 lec.**
Survey of astronomy, meteorology, climatology and geology with primary emphasis on geology. Mineral identification, choice of required field trips.
- 7140 Applied Physics I, 4 semester hours, 3 lec., 3 lab.**
The first half of a two-semester sequence of non-calculus physics designed for non-physical science majors. Physics I covers the areas of mechanics, mechanical energy, temperature and heat, and electrostatic. Basic algebra and trigonometry will be used. This course is intended for Biology and Health-related majors as well as Technical majors.
- 7141 Applied Physics II, 4 semester hours, 3 lec., 3 lab.**
Continuation of 7140. Electricity, magnetism, optics, structure of matter, and modern physics. Prerequisite: 7140.
- 7147 Introduction to Oceanography, 3 semester hours, 3 lec.**
A survey of the geography, chemistry, physics, and geology of the oceans. Lectures, demonstrations, and laboratory-type exercises to acquaint the student with oceanographic operations and data. No prerequisite.
- 7216 Organic Chemistry I, 4 semester hours, 3 lec., 3 lab.**
Hydrocarbons, stereochemistry, molecular structure, and reaction mechanisms. Prerequisites: 7115-7116 or permission of the instructor.
- 7217 Organic Chemistry II, 4 semester hours, 3 lec., 3 lab.**
Functional groups, IR, NMR, and mass spectroscopy theory.
- 7240 College Physics I, 4 semester hours, 3 lec., 3 lab.**
Mechanics, heat and sound. Calculus is used where feasible. For pre-engineering and science majors. Prerequisite: 5220.
- 7241 College Physics II, 4 semester hours, 3 lec., 3 lab.**
Continuation of 7240. Electricity, magnetism and optics. Calculus is used where feasible. Prerequisite: 7240 or instructor's permission.
- 7296 Independent Study—Physical Science, 1 semester hour**
Directed study and individual projects designed to meet the needs of students interested in a specialized area of the physical sciences for which present course availability is limited.
- 7299 Tutorial—Science, 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.

INDUSTRIAL-TECHNICAL EDUCATION

- 7105 Engineering Graphics, 3 semester hours, 2 lec., 2 lab.**
Use of instruments, lettering practice; geometric construction; multi-view projection and conventions, auxiliary views, section views, axonometric and oblique projections, rotation, and methods of reproduction.
- 7106 Descriptive Geometry, 3 semester hours, 2 lec., 2 lab.**
Basic principles of orthographic projection; auxiliary views and rotation as they apply to points, lines, and planes in space; addition of co-planar and non-co-planar vectors; intersections and developments; and selected abstract and practical problems. Prerequisite 7105, 7122, or permission of instructor.
- 7107 Industrial Processes, 3 semester hours, 3 lec.**
A study of methods, shop processes and materials as they relate to the production of machine parts, including casting, molding, welding, metal cutting and forming.
- 7122 Drafting and Design I, 5 semester hours, 2 lec., 6 lab.**
Exercises in the use of drawing instruments, lettering, geometric constructions,

- 7235 Microwaves, 4 semester hours, 2 lec., 2 lab.**
Presentation of basic concepts of UHF and microwave generators, klystrons, magnetrons, wave guides, transmission lines, traveling wave tubes, cavity resonators, velocity-modulation, field strength indicators, coupling methods, antennas, radar and pulse modulation. Prerequisite: 7284 or consent of instructor.
- 7244 Surveying I, 3 semester hours, 1 lec., 4 lab.**
Measurement of distances, elevations and angles; analysis of errors; adjustment of instruments; computation of positions, areas volumes; contours; establishing grades; topographic mapping and land surveying. Prerequisite: 7105 or 7122.
- 7245 Strength of Materials, 3 semester hours, 2 lec., 2 lab.**
Fundamentals of stress and strain; stress-strain relations, temperature effects, bar with axial force, thin-wall cylinders; torsion; beams; columns. Prerequisite: 7140.
- 7246 Applied Mechanics: Statics, 3 semester hours, 2 lec., 2 lab.**
Resolution and composition of forces; equilibrium of force systems; friction centroids; moments of inertia; enriched by experience in the application to design problems. Prerequisite: 7140.
- 7250 Arson Detection & Investigation, 3 semester hours, 3 lec.**
An introduction to arson laws and types of incendiary fires. Students shall learn methods of determining fire cause, recognizing and preserving evidence, etc. Prerequisite: Sophomore standing Fire Science Technology or employed Firefighter, or permission of the instructor.
- 7280 Semiconductors, 3 semester hours, 2 lec., 2 lab.**
Presents the student with advance concepts of semiconductors. Devices include bipolar and field effect transistors, silicon controlled rectifiers, zener diodes. Bias stabilization, h-parameters, y-parameters. Continuous reference is made to specification sheets. Prerequisite: 7164 or consent of instructor.
- 7282 Electronic Drafting and Fabrication, 1 semester hour, 0 lec., 2 lab.**
Presentation of drafting practices, component identification, electronic packaging, diagrams, tools, soldering principles, wire preparation and harness assembly, terminal connections, hardware and mechanical assembly. Includes breadboarding, layout, generating parts and wire lists of a system. Prerequisite: 7158 or consent of instructor.
- 7283 Industrial Electronics, 3 semester hours, 2 lec., 2 lab.**
Analysis of special circuits used in industry. Includes timers, light meters, stroboscopes, geiger counters, tachometers, motor speed control, universal motors, shunt-field, and compound wound D.C. motors, synchronous motors, servos. Prerequisite: 7164 or consent of instructor.
- 7284 Electronic Circuits, 3 semester hours, 2 lec., 2 lab.**
Presentation of basic circuits common to all types of equipment. Includes oscillators, amplifiers, detectors, mixers, modulators, antennas, transmission lines, logic circuits (flip-flops, gates, etc.). Prerequisite: 7164 or consent of instructor.
- 7600 Auto Mechanics for the Layman, 20 class hours**
A course designed to prepare drivers to handle simple problems relating to the automobile, including the performance of simple maintenance.
- 7601 Woodworking For the Layman, 20 class hours**
Designed to provide the student with a knowledge of woods, basic tool processes, finishing methods, design and construction.
- 7700 Auto Body I, 15 hours weekly**
Auto body construction, basic hand and power tools, damage assessment, shop

safety and procedures, human relationships. Metal straightening, shrinking sheet metal, filling dents, pull rods, welding and cutting.

7701 Auto Body II, 15 hours weekly

Auto body construction, basic hand and power tools, damage assessment, shop safety and procedures, human relationships. Straightening panels, replacing fenders and panels, repairing fiberglass bodies, auto body maintenance, replacing windshields.

7702 Auto Body III, 15 hours weekly

Auto body construction, basic hand and power tools, damage assessment, shop safety and procedures, human relationships. Aligning hoods and deck lids, adjusting doors, door hardware, interior trim and weatherstrip, power seats and windows.

7703 Auto Body IV, 15 hours weekly

Auto body construction, basic hand and power tools, damage assessment, shop safety and procedures, human relationships. Frame and unitized body straightening, cutting and welding, wheel alignment.

7704 Auto Body V, 15 hours weekly

Auto body construction, basic hand and power tools, damage assessment, shop safety and procedures, human relationships. Surface preparation for painting, metal straightening, filling dents, sanding, masking.

7705 Auto Body VI, 15 hours weekly

Auto body construction, basic hand and power tools, damage assessment, shop safety and procedures, human relationships. Preparing paint, matching colors, spray painting equipment, how to spray paint.

7706 Home Industries, 273 class hours or 45 class hours

A course designed to prepare individuals for the manufacture of goods in the home to be sold; training in the construction of handicraft items such as leathergoods, ceramics, lapidary, woodworking, engraving, drawing, silk screen, weaving, and small electrical appliances repairs. A. Home Industries, Combination, 273 hours; B. Small Electrical Appliances Repair, 45 hours; C. Woodworking, 45 hours; D. Ceramics, 45 hours; E. China painting, 45 hours; F. Lapidary, 45 hours; G. Weaving, 45 hours; I. Leatherworking, 45 hours; J. Engraving and Silkscreening, 45 hours; K. Painting and Drawing, 45 hours; M. Other manufacturing preparation, 45 hours.

7715 Electric Wiring: Apprentice

Related theory and classroom work for electrical apprenticeship training. Training in the installation of wiring systems and lighting fixtures in building, including laying conduit, installation switch panels, pulling wire, splicing, testing circuits, line construction and performing other duties and jobs required of an electrician.

7720 Air Frame & Power Mechanics I, 4 lec., 4 lab weekly

A course to prepare aircraft frame mechanics for the F.A.A. Air frame portion of the licensing examination. Prerequisite: none, but F.A. R-65.77 must be complied with before student will be permitted to take F.A.A. examination.

7721 Air Frame & Power Mechanics II, 4 lec., 4 lab weekly

A course to prepare aircraft power mechanics for the F.A.A. powerplant portion of the licensing examination. Prerequisite: none, but F.A. R-65.77 must be complied with before student will be permitted to take F.A.A. examination.

7730 Air Conditioning and Heating: Apprentice

Related theory and classroom work for air conditioning and heating, apprentice training. Instruction in mathematics, blueprint reading, method of construction, safety, use of building materials, and other technical subjects.

- 7731 Bricklaying: Apprentice**
Related theory and classroom work for Bricklaying, apprentice training. Instruction in mathematics, blueprint reading, method of construction, safety, use of building materials, and other technical subjects.
- 7732 Carpentry: Apprentice**
Related theory and classroom work for carpentry, apprentice training. Instruction in mathematics, blueprint reading, method of construction, safety, use of building materials, and other technical subjects.
- 7733 Painting: Apprentice**
Related theory and classroom work for painting, apprentice training. Instruction in mathematics, blueprint reading, method of construction, safety, use of building materials, and other technical subjects.
- 7734 Plumbing and Pipefitting: Apprentice**
Related theory and classroom work for plumbing and pipefitting, apprentice training. Instruction in mathematics, blueprint reading, method of construction, safety, use of building materials, and other technical subjects.
- 7735 Sheetmetal: Apprentice**
Related theory and classroom work for sheetmetal, apprentice training. Instruction in mathematics, blueprint reading, method of construction, safety, use of building materials, and other technical subjects.
- 7743 Welding I, 15 hours weekly**
Acetylene Welding. Practical and theoretical training in the weldability and identification of metals and alloys, use of equipment and manual and automatic cutting and burning. Acetylene welding includes theory and practice of welding light metals, brazing and hard surfacing. The safety and care, use and adjustment of the various types of welding equipment.
- 7744 Welding I, 15 hours weekly**
A continuation of Welding II. Prerequisite: 7743 or permission of the instructor.
- 7745 Welding III, 15 hours weekly**
Arc Welding. Practical and theoretical training in the weldability and identification of metals and alloys, use of equipment. The manipulation and application of various American Welding Society electrodes, joint construction, signs and symbols, terminology, metallurgy, A.W.S. Electrode classification and coatings. The safety and care, use and adjustment of the various types of welding equipment. Prerequisite: 7744 or permission of the instructor.
- 7746 Welding IV, 15 hours weekly**
A continuation of Welding III. Prerequisite: 7745 or permission of the instructor.
- 7747 Welding V, 15 hours weekly**
Heli-arc Welding. Techniques in bonding aluminum and stainless steel, the safety and care, use and adjustment of the various types of welding equipment. Prerequisite: 7746 or permission of the instructor.
- 7748 Welding VI, 15 hours weekly**
Review of Welding I, II, III, IV and V. Techniques of utilizing Heat Treating Oven, strength testing methods, cutting angles, bevels, etc. Prerequisite: 7747 or permission of the instructor.
- 7751 Quantity Foods, 90 class hours**
The application of good cookery principles to quantity food production emphasizing high production standards, attractive food, and the use of equipment in its production. Prerequisite: 7921 or permission of the instructor.

- 7756 Sanitation and Safety for School Food Service, 30 class hours**
Designed to develop a consciousness of safe and sanitary procedures in food storage and preparation and a desire to follow safe personal and operational habits in school food service. Prerequisite: employment in school food service.
- 7757 Quantity Food Production for School Food Service Personnel, 60 class hours**
Methods of quantity food preparation utilizing standard recipes, recommended weights and measures, with timing, scheduling, equipment utilization and service of meals designed for school food service. Prerequisite: employment in school food service.
- 7763 Beginning Foods I, 15 class hours weekly**
A basic and beginning study of Lab safety, Lab sanitation, the use and care of Lab equipment, the use and care of hand utensils, Lab layouts and procedures, and a study of personnel hygiene.
- 7764 Beginning Foods II, 15 class hours weekly**
A study of basic food preparation on small quantity basis. Prerequisite: Beginning Foods I or concurrent enrollment in same.
- 7765 Quantity Foods I, 15 class hours weekly**
A study of food preparation in quantity. Prerequisite: Beginning Foods I, II or concurrent enrollment in same.
- 7766 Quantity Foods II, 15 class hours weekly**
A study of food preparation in quantity and quality through progressive preparation and inspection. Prerequisite: Beginning Foods II, Quantity Foods I or concurrent enrollment.
- 7767 Foods Service Management, 450 class hours**
A course designed to provide the student with the general principles of good service management, planning menus, purchasing, inventory control, cost control, employee scheduling, supervision of preparation, and service techniques. Prerequisite: 7763, 7764, 7765, 7766.
- 7770 Industrial Drafting and Design I, 15 hours weekly**
The first course in a drafting and design certificate or released high school program. Includes basic use of instruments, freehand lettering, geometric construction, orthographic projection, auxiliary views, sections and conventions and screw threads. Related study in mathematics, science, and reproduction methods.
- 7771 Industrial Drafting and Design II, 15 hours weekly**
A continuation of 7770, including dimensioning, tolerances, fasteners, geometric and positional tolerances, pictorial drawings, working drawings with emphasis on use of catalogs and handbooks. Related study in mathematics and descriptive geometry.
- 7772 Industrial Drafting and Design III, 15 hours weekly**
A continuation of 7771, including intersections and sheet metal developments, piping drawings, welding drawings, structural, electrical and electronic drawings, cams and gears. Related study in mathematics.
- 7773 Industrial Drafting and Design IV, 15 hours weekly**
A continuation of 7772, drive components — belts, chains and related calculations, strength of materials, jig and fixture design, architectural details and project in area of student's major interest. Tips and suggestions for job hunting.
- 7780 Industrial Electronics I, 15 hours weekly**
Introductory course to electronics. Includes theory of matter, OHM's Law, series circuits, parallel circuits, series-parallel circuits, direct-current, meters, conductors and insulators, resistors, batteries, magnetism, electromagnetic in-

duction, alternating voltage and current, inductive reactions, inductance, capacitance, capacitive reactance.

7781 Industrial Electronics II, 15 hours weekly

Continuation of 7780. Includes inductive circuits, capacitive circuits, alternating-current circuits, complex numbers, resonance, filters, transformers.

7782 Industrial Electronics III, 15 hours weekly

An analysis of active devices. Familiarization with basic diode, transistor, tube theory. Study includes devices such as, vidicons, cathode-ray tubes, klystrons, magnetrons, silicon controlled rectifiers, field effect transistors, operational amplifiers.

7783 Industrial Electronics IV, 15 hours weekly

Presentation of basic circuits common to all types of equipment. Includes oscillators, amplifiers, detectors, mixers, modulators, antennas, transmission lines, logic circuits.

7784 Industrial Electronics V, 15 hours weekly

Analysis of special circuits used in industry. Includes timers, light meters, stroboscopes, geiger counters, tachometers, motor speed controls, universal motors, shunt-field, and compound wound D.C. motors, synchronous motors, servos.

7785 Industrial Electronics VI, 15 hours weekly

Includes binary and octal number systems, basic logic gates, flip-flops, Boolean algebra, Karnaugh mapping, binary counters, serial-parallel addition, code conversion and decoding, and computer system circuitry, such as registers, memory, input/output.

7786 Independent Study Electronics, 1 semester hour

Directed study and individual projects designed to meet the needs of students interested in a specialized area of electronics for which present course availability is limited.

7790 Brick and Blocklaying I, 15 hours weekly

Introduction to the craft, basic hand tools, their use and care, trade terminology. Construction of block leads, mortar mixing, evolution of the trade.

7791 Brick and Blocklaying II, 15 hours weekly

Continuation of Brick and Blocklaying I. Shop safety, trade terminology, practical experience in construction of block walls, material estimation.

7792 Brick and Blocklaying III, 15 hours weekly

Introduction to the craft, basic hand tools, trade terminology, construction of brick leads and walls. Bends, patterns, and texture.

7793 Brick and Blocklaying IV, 15 hours weekly

Continuation of Brick and Blocklaying III. Exercises in construction of combination brick and block wall types, cavity walls, reinforced masonry walls, loadbearing walls and columns.

7794 Brick and Blocklaying IV, 15 hours weekly

Advanced problems of the trade. Review of block and brick principles, problems in bonding, piers, junctions, tees. Floors and pavements. Blueprint reading.

7795 Brick and Blocklaying VI, 15 hours weekly

Continuation of Brick and Blocklaying V. Advanced masonry problems. Flashing, fireplace and chimney design. Blueprint takeoffs. Cost estimation.

7800 Shop Safety, 1 semester hour

Introduction to shop safety regulations, causes of safety hazards, preventative measures, and what to do in case of an accident.

- 7801 Shop Safety Introduction, 15 class hours**
Introduction to shop safety regulations, causes of safety hazards, preventative measures, and what to do in case of an accident.
- 7810 Aviation Seminar, 9 class hours**
Seminar discussion, and guest lectures to help adults stay abreast of advancements in aeronautical science subjects.
- 7815 Electronics Theory & Fabrication, 38 class hours**
This course provides a practical presentation of basic theory and of fabrication of subjects presented including the following: Safety, Math, concepts of voltage, current, and power, components, use of the VOM, how to read diagrams, tools, soldering principles, wiring, quality control and hardware.
- 7837 Basic Air Conditioning and Refrigeration Mechanics, 15 class hours weekly**
Beginning course in air conditioning and refrigeration with emphasis on basic fundamentals, safety, measuring tools, hand and power tools, soldering and brazing, blueprints, and basic mathematics.
- 7838 Refrigeration Mechanics I, 15 class hours weekly**
A continuation of 7837 with special emphasis on refrigeration equipment. Includes basic electricity, refrigerants, oils, moisture removal, and study of the refrigeration cycle. Prerequisite or corequisite: 7837.
- 7839 Refrigeration Mechanics II, 15 class hours weekly**
A continuation of 7838 with special emphasis on service and repair of refrigeration equipment. Prerequisite: 7838.
- 7840 Air Conditioning Mechanics I, 15 class hours weekly**
A continuation course in the air conditioning and refrigeration program with emphasis on the air conditioning and heating cycle and equipment. Continuation of the study of mathematics and electricity. Prerequisite: 7839 or concurrently.
- 7841 Air Conditioning Mechanics II, 15 class hours weekly**
A continuation of 7840 with special emphasis on service repair, testing, and installation of air conditioning and heating equipment. Prerequisite: 7840.
- 7842 Advanced Air Conditioning and Refrigeration Mechanics, 15 class hours weekly**
A continuation and culmination of the air conditioning and refrigeration program with emphasis on advanced study and experience in service and repair of equipment. This course includes a proficiency examination in preparation for the certificate. Prerequisite: 7841.
- 7843 Communication Systems, 45 class hours**
Communication systems and the factors affecting the design, operation and maintenance of receiving and transmission equipment. AC/DC Theory, antennas, transistors, microwave, oscillators and amplifiers are covered. Preparation for F.C.C. license examination.
- 7848 Independent Study — Drafting, 2 semester hours**
Practical treatment of special geometry, graphics, and design. Emphasis on individual work projects utilizing such graphical techniques as orthographic projection, perspective drawing, auxiliary views, topographic drawing, and graphing. Prerequisite: 7105 or 7122, or permission of instructor.
- 7849 Blueprint Reading Improvement, 45 class hours**
A course designed to improve the student's ability to read and understand blueprints associated with specific trade areas through the use of a series of workbooks of various levels of difficulty, and through the presentation of related trade information.

- 7932 Upholstery, 45 class hours**
Training in installing, arranging, and securing springs, padding, and covering material, such as cloth or leather to frames of overstuffed chairs, davenport and stationary seats, including automobile seats.
- 7960 Technical Drafting and Design I, 120 class hours**
Exercises in the use of drawing instruments, lettering, geometric constructions, multi-view projection and conventions, auxiliary views, section views, axonometric and oblique projection, rotation, dimensioning, and methods of reproduction.
- 7961 Technical Drafting and Design II, 120 class hours**
Review of reproduction and control of drawings, review of shop processes, screw threads, fasteners, springs, tolerances and precision dimensioning, geometric and positional tolerancing, working drawings, perspectives, intersections and developments, and student project. Prerequisite 7960 or permission of instructor.
- 7971 Auto Mechanics I, 15 class hours weekly**
Shop Safety. Use and care of hand tools, shop equipment, shop layouts, and procedures. Study of engine fundamentals and construction.
- 7972 Auto Mechanics II, 15 class hours weekly**
Shop Safety. Use and care of hand tools, shop equipment, shop layouts, and procedures. In-depth study of engine operations, valve train, cylinder heads, crankshafts, and oil systems. Study and practical experience relating to cooling and systems.
- 7973 Auto Mechanics III, 15 class hours weekly**
Shop Safety. Use and care of hand tools, shop equipment, shop layouts, and procedures. Instruction in operating modern testing equipment used in engine tuneups. Theory and function of automotive ignition systems. Includes practical experience.
- 7974 Auto Mechanics IV, 15 class hours weekly**
Shop Safety. Use and care of hand tools, shop equipment, shop layouts, and procedures. Fundamentals of electricity as pertains to the battery, cranking motors, generators and alternators, and voltage regulators. Includes practical experience.
- 7975 Auto Mechanics V, 15 class hours weekly**
Shop Safety. Use and care of hand tools, shop equipment, shop layouts, and procedures. Study of brakes, including diagnosis and overhaul of hydraulic units, machining brake drums and discs. Theory and function of steering systems, front wheel alignment. Includes practical experience.
- 7976 Auto Mechanics VI, 15 class hours weekly**
Shop Safety. Use and care of hand tools, shop equipment, shop layouts, and procedures. Study and practical experience covering the clutch, standard transmission, automatic transmission, drive line, and differential. Purpose and function of frames, springs, shock absorbers. Includes practical experience.
- 7977 Automotive Service Refresher, 33 class hours**
A refresher course in the areas of engines, brakes, wheel alignment and balance, air conditioning, cooling systems, automatic transmissions, and tune-up. Provides preparation for the National Institute for Automotive Service Certification Exam. A minimum of two years as an auto mechanic is required.

BIOLOGICAL SCIENCES

- 8148 Man and Environment, 3 semester hours, 3 lec.**
A study of the physical and biological environment and its intelligent utilization. (Offered in Spring Semester only)
- 8149 General Biology, 4 semester hours, 3 lec., 2 lab.**
The principles of biology will be covered. Human biology will be emphasized. Admission by permission of the instructor only. (Not for majors in biology.)
- 8150-8151 Biology I-II (3—3), 2 lec., 2 lab.**
The nature of living organisms and of life, contemporary information concerning the basic biological concepts. A first-hand experience with the scientific method of study and an appreciation of man's understanding of his environment. Admission by permission of instructor only. (For non-science majors)
- 8155 Human Anatomy and Physiology, 4 semester hours, 3 lec., 3 lab.**
An integrated study of human anatomy and physiology including structure and functions of the organ systems of men. Prerequisites: High school chemistry or biology. (Winter and Spring terms)
- 8156 Botany, 4 semester hours, 3 lec., 3 lab.**
A course designed to introduce the student to the biological principles of the plant kingdom with emphasis on the flowering plants.
- 8160 Zoology, 4 semester hours, 3 lec., 3 lab.**
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.
- 8200 Comparative Vertebrate Anatomy, 4 semester hours, 2 lec., 4 lab.**
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: 8160 or its equivalent. (Winter term)
- 8201 Advanced Botany, 4 semester hours, 2 lec., 4 lab.**
A survey of the plant kingdom with emphasis on the structure, reproductive processes, and phylogenetic relationships of the principal plant groups. Related fields of physiology, ecology, genetics and taxonomy are frequently called upon to interpret the more dynamic aspects of plant form. Prerequisite: General Botany. (Winter Semester)
- 8202 Introductory Marine Biology, 4 semester hours, 2 lec., 4 lab.**
Marine and estuarine waters and their occupants. Emphasis on the conservation and the taxonomy of the biota of economic importance. Prerequisite: Zoology. (Spring Semester)
- 8221 Nutrition, 3 semester hours, 3 lec.**
The role of nutrients in maintenance of physiological well-being. Application of nutrition principles to the individual and family as well as to some selected problems. Prerequisite: 7115 and 8150 or 8160 (may be taken concurrently); or permission of the instructor. (Winter Semester)
- 8250 Microbiology, 4 semester hours, 2 lec., 4 lab.**
A fundamental course in microbiology designed to fulfill the needs of pre-med., nursing and pharmacy students as well as science majors. A general survey of microbiology, the cultivation and observation of micro-organisms and their chemical and biological relationships to water, food, industrial processes and disease. Prerequisites: 8156-8160 or 7115 (may be taken concurrently) or permission of the instructor. (Fall Semester)

- 8256 Cell Biology, 3 semester hours, 3 lec.**
An introduction to the ultrastructure, biochemistry and physiology of plant and animal cells.
- 8286 Genetics, 4 semester hours, 3 lec., 3 lab. (Fall term)**
Heredity, the physical basis on inheritance including the contemporary concept of the gene, and the qualitative and quantitative aspects of genetic variation. Prerequisites: 8150-8151 or the equivalents, with a grade of "C" or better or 8156 and 8160 or the equivalents, with a grade of "C" or better or permission of the instructor.
- 8298 Independent Study; Biology, 1 semester hour**
- 8299 Tutorial Biology, 1 semester hour**
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods a week.
- 8600 High School Biology, (½—½) unit**
Plant and animal life from the most simple to the most complex; structures, reproduction, characteristics and classification of living things; conservation of natural resources; economic botany and sanitation.
- 8604 Biology Seminar**
Seminar discussions and guest lectures to help adults stay abreast of the advancements in the biological sciences in the modern world.
- 8609 Green Thumb, 20 class hours**
"Green Thumb" is designed to make each student cognizant of the main principles of plant selection and care.
- 8800 Emergency Medical Treatment, 81 class hours**
Roles and responsibilities of Emergency Medical Treatment personnel. Development of skill in diagnosis and emergency treatment procedures. Development of skill in use and maintenance of emergency medical equipment. Prerequisite: First aid. Ten hours of in-hospital observation/participation required in addition to 81 hours of class.
- 8801 Refresher Emergency Medical, 20 class hours**
Refresher Emergency Medical Treatment is part of a career structure for emergency medical technicians (EMT's) it contributes to the maintenance of a uniformly high level of training and skill among EMT's. The course reviews basic skill and knowledge of emergency medical care and then brings the student up to date on new developments in the field of emergency medical treatment. Prerequisite: 8800 or equivalent work experience and permission of the department of biology.

ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL

- Adams, Henderson L. *Mathematics Instructor*
Columbia University, M.A.
- Ainsworth, Jack H. *Interim Director CNC*
University of Southern Mississippi, M.S.
- Anderson, John R. *Placement and Financial Aids Counselor*
University of Mississippi, M.S.
- Beal, Roby A. *Mathematics Instructor*
University of South Carolina, M.S.
- Beasley, Ernest A., Jr. *Business Instructor*
University of Miami, M.B.A.
- Benvenuti, Eugene S. *Registrar*
University of Southern Mississippi, M.A.
- Boone, Harold A. *Auto Paint and Body Instructor*
- Boyer, Paul *Physical Science Instructor*
University of Illinois, Ph.D.
- Browning, Clark T. III *Social Science Instructor*
University of Southern Mississippi, M.S.
- Bruce, Gaius M. *Physical Education Instructor*
University of Southern Mississippi, M.S.
- Bundy, Roy E. *Chair and Instructor, Biology Department*
University of Wisconsin, Ph.D.
- Cash, Herbert J. *Biology Instructor*
Montana State College, M.S.
- Cast, Lynda W. *Music Instructor*
Louisiana State University, M.M.
- Castle, George A. *Social Science Instructor*
University of West Florida, M.A.
- Chapman, Leigh M. *Air Conditioning Instructor*
- Christmas, N. Donald *Humanities Instructor*
University of Houston, M.A.
- Clark, Grady E., Sr. *Auto Mechanics Instructor*
- Conger, Flora S. *Child Development Education Instructor*
University of North Carolina, M.S.
- Couey, Ned R. *Director of Chautauqua Neighborhood Center*
University of South Florida, M.A.
- Craiger, Vera C. *Business Instructor*
University of Alabama, M.A.
- Crozier, Margaret A. *Speech Instructor*
Louisiana Polytechnic Institute, M.A.
- Culwell, Jackson P. *Physical Science Instructor*
U.S. Naval Postgraduate School, M.S.
- Davy, Carl W. *Computer Programmer*

- Durham, James A. *Director of Institutional Research*
University of Southern Mississippi, Ed.D.
- Elmore, Olivia S. *Adult Basic Education Instructor*
University of South Alabama, M.S.
- Fernstrom, Dorothy B. *Veterans Counselor and Psychometrist*
University of Houston, M.A.
- Fowler, Gerald L. *Comptroller*
University of West Florida, M.B.A.
- Friese, Edward W. *Mid-Management Programs Instructor*
University of South Florida, M.A.T. — D.E.
- Gardner, Edwin A., Jr. *French/Spanish Instructor*
University of Oregon, M.A.
- Glasgow, John C. *Mathematics Instructor*
Florida State University, M.S.
- Graham, James A. *Auto Mechanics Instructor*
University of West Florida, B.S.
- Gulledge, Earl N. *Dean of Instruction and Director*
East Carolina University, M.A. *of Occupational Education*
- Hamilton, Ross E., Jr. *Biology Instructor*
Northeast Louisiana State College, M.S.
- Harris, Dorothy P. *German and Communications Instructor*
University of North Carolina, M.A.
- Hart, Arnold *Art Instructor*
University of Florida, M.Ed.
- Head, Ronald A. *Chair and Instructor, Physical*
University of the Pacific, Ph.D. *Science Department*
- Heath, Lanny R. *Chair and Instructor, Physical*
George Peabody College, M.A. *Education Department*
- Heckroth, Lewis C. *Chair and Instructor,*
Texas A & M University, M.A. *Mathematics Department*
- Hester, Thomas J. *Personnel Officer*
Berry College, B.S.
- Hilton, Rosa N. *Chair and Instructor, Communications*
Florida State University, M.A. *Department*
- Howard, Rietta W. B. *Communications Instructor*
University of North Carolina, M.A.
- Howell, Myron A. *Mathematics Instructor*
University of Florida, M.Ed.
- Hutchcroft, John C. *Music Instructor*
Ithaca College, M.M.
- Jackson, Dorothy C. *Business Instructor*
University of Mississippi, M.B.E.
- Jasperson, Gordon L. *Counselor*
University of Wyoming, Ed.S.
- Jensen, Chilton K. *Drafting Instructor*
Florida State University, M.S.

Johnson, Cecil R. *Business Instructor*
University of Alabama, M.S.

Jones, Elizabeth H. *Librarian*
Florida State University, M.S.L.S.

Jones, Linda D. *Counselor*
Tuskegee Institute, M.A.

Jordan, Martha *Mathematics Instructor*
Florida State University, M.S.

King, L. Catherine *Communications Instructor*
Troy State University, M.S.

King, Ralph B. *Air Conditioning Instructor*

Langley, Charlotte *Data Processing Instructor*
University of West Florida, B.S.

LaRoche, James N. *Communications Instructor*
University of Texas, M.A.

Larson, Robert A. *Humanities Instructor*
University of Florida, M.A.

Lawrence, Victoria *Assistant to the President and*
Director of Operational Support Services

Lawson, R. D. *Data Processing Instructor*
Florida State University, M.S.

Leatherwood, John G. *Music Instructor*
George Peabody College, M.M.

Leon, Lionel O. *Biology Instructor*
University of Florida, Ed.D.

Lintz, Charles W. *Procurement Officer*
St. Louis University, B.S.

Lucas, George *Business Instructor*
Marshall University, M.A.

Martin, Elizabeth N. *Business Instructor*
University of Alabama, M.A.

Matthews, Joseph J. *Chair and Instructor,*
Kansas State University, Ph.D. *Social Science Department*

McCracken, J. E. *President*
Ohio State University, Ph.D.

McWilliams, Robert W. *Information Services Specialist*
Murray State University, M.S.

Mettee, Maurice F. *Supervisor of Plant and Grounds*

Mitchell, Annette *Home Economics Instructor*
Tuskegee Institute, M.Ed.

Muhlbach, George W. *Police Science Instructor*
Northern Colorado State University, M.A.

Nudo, Albert L. *Music Instructor*
New England Conservatory of Music, M.M.

Owens, David *Art Instructor*
Florida State University, M.F.A.

Perdue, Riley *Quantity Foods Instructor*

Phillips, Fred M. *Welding Instructor*

Pulley, Charles H. *Physical Education Instructor*
University of Florida, M.A.

Rathke, Louan B. *Physical Education Instructor*
University of North Carolina, M.Ed.

Ray, Laura N. *Director of Learning Resources Center*
George Peabody College, M.A.L.S.

Rhoades, James *Director of Community Services*
Florida State University, M.S.

Roberson, Hosmer W. *Librarian*
University of Southern Mississippi, M.S.

Roberts, William S. *Chair and Instructor, Business Department*
University of Southern Mississippi, M.S.

Ross, Ray H. *Physical Education Instructor*
Xavier University, M.Ed.

Rudolph, Ray H. *Director of Educational Services*
Syracuse University, M.B.A. *for Military Personnel*

Sadler, William T. *Associate Dean of Instruction and*
Florida State University, Ph.D. *Chair, Industrial-Technical*
Education Department

Schoen, Robert W. *Computer Programmer*

Scofield, Edward T. *Social Science Instructor*
Eastern Washington State College, M.A.

Sears, Rebecca A. *Communications Instructor*
Eastern Kentucky University, M.A.

Senzig, Ronald G. *Psychology Instructor*
Indiana State University, M.A.

Sheppard, J. B. *Field Representative,*
University of Florida, Ed.S. *Adult Education*

Shiple, Walter B. *Performing Arts Instructor*
Memphis State University, M.A.

Shuler, Bernice G. *Librarian*
Florida State University, M.S.L.S.

Stair, John W. *Assistant Dean of Students and*
Auburn University, M.S. *Coordinator of Student Activities*

Stegall, Mary L. *Psychology Instructor*
University of North Carolina, M.S.

Symonds, Merrill A. *Social Science Instructor*
Clark University, Ph.D.

Szuch, Paul J. *Coordinator, Occupational and Adult*
University of Southern Mississippi, M.Ed. *Education and Acting Chair,*
Home Economics Department

Tharpe, Harriett *Computer Programmer*
Georgia Southern College, B.S.

Thigpen, Margaret B. *Librarian*
Emory University, M.A.L.S.

Davenport, Clayton	Bookstore
Davis, Lorraine A.	Keypunch Operator
Deulley, Vilma	Instructional Services
Edge, Kathleen A.	Operational Support Services
Ferguson, Catherine L.	Procurement Office
Footman, Georgia	Library
Freshour, Mary H.	Library
Frost, Carolyn D.	Community Services
Fuller, Barbara J.	Evening Clerk, Instructional Services
Hensley, Spencer D.	Library-Materials Center
Humphreys, Barbara D.	Comptroller's Office
Johnson, Jaciel	Registrar's Office
Kidd, Karen R.	Admissions Office
Krummrich, Syrita C.	Chautauqua Neighborhood Center
Lanier, Shelia W.	Facility Services
Laux, Carolyn L.	Learning Resources Center
Lincecum, Connie S.	Counseling Services
Livingston, Edward M., Jr.	Library-Audio Visual
MacDonald, Dixie D.	Comptroller's Office
McDaniel, Margaret V.	Library
McDonald, Anna B.	Learning Resources Center
McDonald, Charlotte	Business Department
Perry, Inge A.	Student Services
Peters, Martha W.	Library
Phelps, Ethel C.	Registrar's Office
Reed, Sylvia J.	Day Switchboard Operator
Segers, Frances R.	Evening Switchboard Operator
Shermer, Naomi V.	Nurse
Toliver, Linda C.	Learning Resources Center
Webber, Sandra J.	Comptroller's Office
Whittington, Karen L.	Counseling Services
Willis, Jimmy W.	Data Processing
Woltz, Karen B.	Institutional Research
Wysong, Louise F.	Comptroller's Office

PLANT OPERATIONS

Baker, Murdene	Custodian
Banks, Jesse	Assistant Maintenance Man
Banks, Viola D.	Custodian
Barnes, Tom J.	Maintenance Man

Curry, Sam P.	<i>Groundsman</i>
Davis, Anthony	<i>Custodian</i>
Eiriksson, Paul W.	<i>Groundsman</i>
Etzwiler, Ben A.	<i>Custodian</i>
Fisher, George R.	<i>Head Custodian</i>
Frazier, Michael	<i>Custodian</i>
Hardee, Ruby L.	<i>Custodian</i>
Jamieson, Charles E.	<i>Groundsman</i>
Jenkins, Francis L.	<i>Maintenance Man</i>
Johnson, Bethel	<i>Custodian</i>
Johnson, Leslie M.	<i>Groundsman</i>
Johnson, Wayne B.	<i>Custodian</i>
Keaton, Maudie	<i>Custodian</i>
Lee, James R.	<i>Inventory Clerk</i>
Lewis, Alex	<i>Custodian</i>
Longman, Phillip K.	<i>Custodian</i>
Marckres, Wayne	<i>Maintenance Specialist</i>
McCaskill, Henry C.	<i>Custodian</i>
McCormick, Gladys D.	<i>Custodian</i>
Money, Hitomi	<i>Custodian</i>
Monroe, Ira T.	<i>Maintenance Specialist</i>
Perfect, Moore C.	<i>Head Groundsman</i>
Pritchett, L. Z.	<i>Custodian</i>
Pruess, Rodney W.	<i>Assistant Maintenance Man</i>
Rooks, Ada B.	<i>Custodian</i>
Sharon, Hazel E.	<i>Custodian</i>
Smith, Annie L.	<i>Custodian</i>
Sterling, Ethel L.	<i>Custodian</i>
Stevens, Edward C.	<i>Occupational Supply Specialist</i>
Thomas, Willie L.	<i>Assistant Maintenance Man</i>
Vass, Bernard M.	<i>Head Custodian</i>
Wilkerson, Douglas R.	<i>Custodian</i>
Williams, John W.	<i>Custodian</i>
Winston, Morris J.	<i>Groundsman</i>



INDEX

Academic Assistance	30	Communications	99
Academic Probation	23	Composition of Student Body	4
Academic Standing	22	Comprehensive Exam for Credits in Designated Course	20
Academic Suspension, Adult High School	25	Course Descriptions	83
Accreditation	4	Credit by Alternative Means	19
Admissions	5	Criminal Justice	43, 44, 70
Adult Basic Education	10, 81	Data Processing	76
Adult High School	10, 25, 81	Dean's List	23
Adult Studies Diploma Programs	81	Dentistry	50
Advanced Placement	19	Dismissal, Academic	24
Air Conditioning and Refrigeration Mechanics	75	Dismissal, Non-Academic	25
Alpha Delta Chi	28	Drafting and Design Technology ...	66
Application Fee	14	Dual Enrollment Program for High School Students	7
Art	37, 95	Early Enrollment Program for Superior Students	8
Artista	29	Education and Physical Education, Courses	91
Assistance, Financial	13	Educational Benefits, Veterans	21
Assistance, Military Personnel	13	Electronics Technology	67
Associate of Arts Degree	35, 36	Engineering	45
Associate of Science Degree	35, 62	Enrichment Programs	11
Audit Students	18	Enrollment and Attendance	17
Baptist Campus Ministries	29	Enrollment of Foreign Students	8
Basic Educational Opportunity Grant Program	32	Enrollment of Special Students	9
Biological Sciences	125	Evening Programs	3
Biology	38	Examinations and Grades	19
Bus Service	34	Facilities	2
Business Administration	39	Fee Schedule	14
Business Data Processing	40	Finance	13
Business Education, Courses	83	Fines, Penalties, Indebtedness	14
Business Teacher Education	41	Fire Science Technology	68
Calendar	viii	Florida Association of Managerial Education	29
Campus Life	3	Forensics Team	29
Change of Schedule	18	Foreign Students	8
Chemistry	42	Full and Part-Time Status	18
Child Development	46	GED Test Preparation Program	11
Child Development Associate	64	General Arts and Sciences	61
Circle K	29	General Business Management	63
Civil Rights	34	General Information	1
Class Attendance	19	Good Standing	22
CLEP Credits	20	Good Standing, Adult High School Students	25
Clerical	79	Government	28
Clerk General—Non-College Credit Program	77	Grade-Points	19
College Council	28	Graduation Requirements	26
College Credit Programs	7	Health Services	34
College Republicans	29	High School Released-Time Program	11
College Work Study Program	32	Home Economics	46, 105
Commercial Data Processing	65		
Commercial Food Services	76		
Committee on Student Conduct	27		

Honors	23	Point of View	v
Honorary Members	131	President's List	22
Human Services	43	Probation, Academic	23
Humanities	95	Probation, Non-Academic	25
Industrial Drafting and Design	76	Programs and Course Descriptions .	35
Industrial Electronics	76	Proscenium Playhouse	29
Industrial-Technical Education ...	115	Publications	28
Instructional Program Standards		Raider Review	28
and Regulations	17	Readers' Theatre	29
Inter-Club Council	28	Real Estate	56, 71, 80
Intercollegiate Athletics	29	Refund Policy	13
Interim Study Students	9	Registration	17
Intramural Sports	30	Removal from Academic Probation .	25
Law Enforcement	44	Repeated Courses	24
Learning Skills Laboratory	30	Requirements for Graduation	26
Liberal Arts	47	Residence Classification	13
Loans	33	Returned Check Charge	14
Marketing	48	Rotaract	29
Mathematics	49, 103	Sailing Club	29
Medical Technology	53	Scholarships	31
Medicine	50	Scientific Data Processing	57
Mid-Management	69	Secretarial Science	72
Ministry	51	Serviceman's Opportunity College .	21
Music	52, 95	Sigma Delta Phi	29
Musical Theatre	29	Sigma Phi Upsilon	29
Non-Academic Probation,		Social Sciences	109
Suspension or Dismissal	25	Special Admission	24
Non-College-Credit General		Speech	58
Education Courses	15	Stenographic	80
Non-College-Credit Programs	9	Student Christian Association	29
Non-College-Credit Secretary		Student Financial Aid	31
Program	78	Student Government Association ...	28
Nursing	53	Student Life	27
Occupational and Adult		Student National Education	
Studies Programs	35, 74	Association	29
Occupational Certificate Programs .	75	Student Services	27, 30
Occupational Certificate Programs		Superior Academic Performance ...	22
and Courses (Non-College-Credit)	12	Teacher Assistant	73
OKAWAJUCO	28	Teacher Education	59
Organizations	28, 29	Teacher Education (Science Option)	60
OWJC Band	29	Testing and Counseling Services ...	12
OWJC Brass Ensemble	29	Transfer of Credits	21
OWJC Chamber Choir	29	Transferring Credits "to" a	
OWJC Chorus	29	Senior Institution	21
OWJC Stage Band	29	Transient Students	9
Perquisite for In-District Teachers .	15	Tutorial Program	30
Personnel	127	Veterans Benefits	21, 33
Phi Beta Lambda Business		Veterinary Medicine	50
Fraternity	29	Vocational Rehabilitation	33
Phi Theta Kappa	28	Vocational Work Study Program	32
Philosophy of Athletics	29	Welding Mechanics	76
Physical Education	54	Withdrawals	19
Physical Education Majors		Year-Round Opportunity	4
Association	29	Young Democratic Club	29
Physical Science	114		
Physics	55		



REQUEST FOR INFORMATION

(Date)

Admissions Office
Okaloosa-Walton Junior College
Niceville, Florida 32578

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)

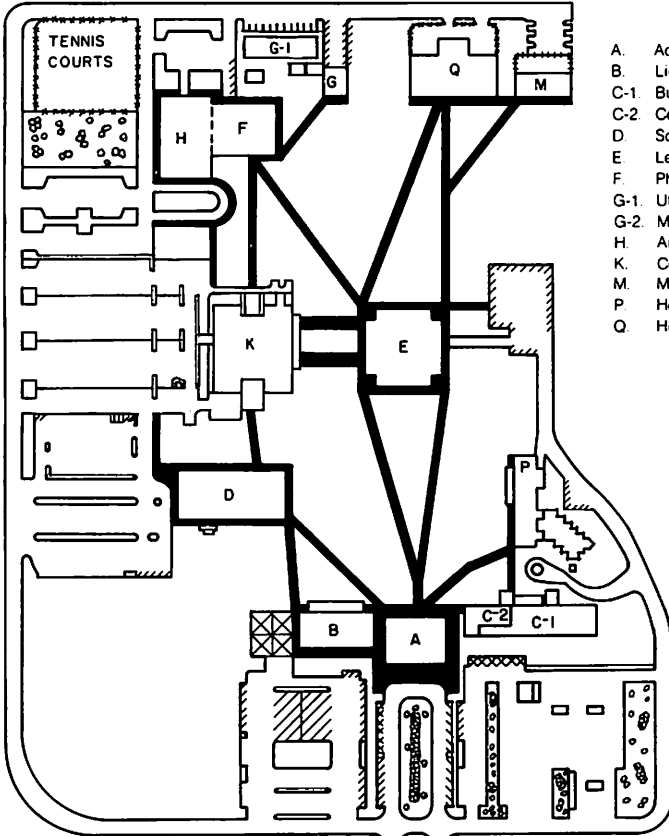
(State)

(Zip)

(Please tear out and fold this page for mailing)

KEY

- A. Administration
- B. Light Shops
- C-1. Business Education
- C-2. Computer Center—Math Lab
- D. Science
- E. Learning Resources Center
- F. Physical Education
- G-1. Utilities
- G-2. Maintenance
- H. Auditorium—Gymnasium
- K. College Mall
- M. Masonry Trades
- P. Home Economics
- Q. Heavy Shops



PARKING DESIGNATIONS

- RESERVED
- VISITORS
- B — MOTORCYCLES
- XXX — 24 HOUR RESERVED

**Okaloosa-Walton
Junior College**

STATE ROAD S-190

PALM
BLVD.

OKALOOSA-WALTON JUNIOR COLLEGE
NICEVILLE, FLORIDA 32578