

OKALOOSA-WALTON JUNIOR COLLEGE

Niceville, Florida

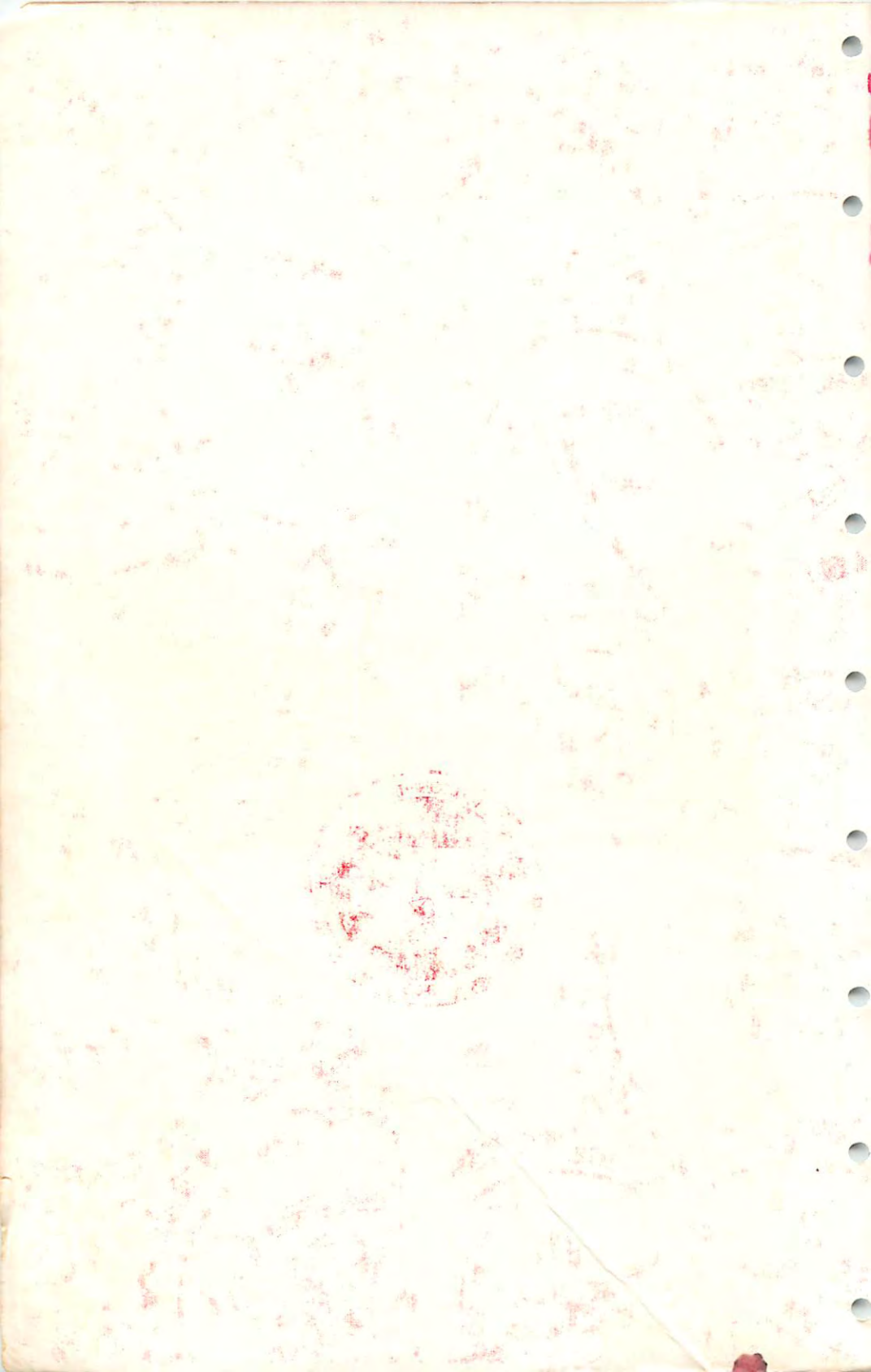
**Equal Opportunities
To Enter And To Succeed**

**DESK
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Catalog 1977-78

VOL. XIII



OKALOOSA-WALTON JUNIOR COLLEGE



ACCREDITED BY

SOUTHERN ASSOCIATION OF COLLEGES
AND SCHOOLS

FLORIDA STATE DEPARTMENT OF EDUCATION

MEMBER

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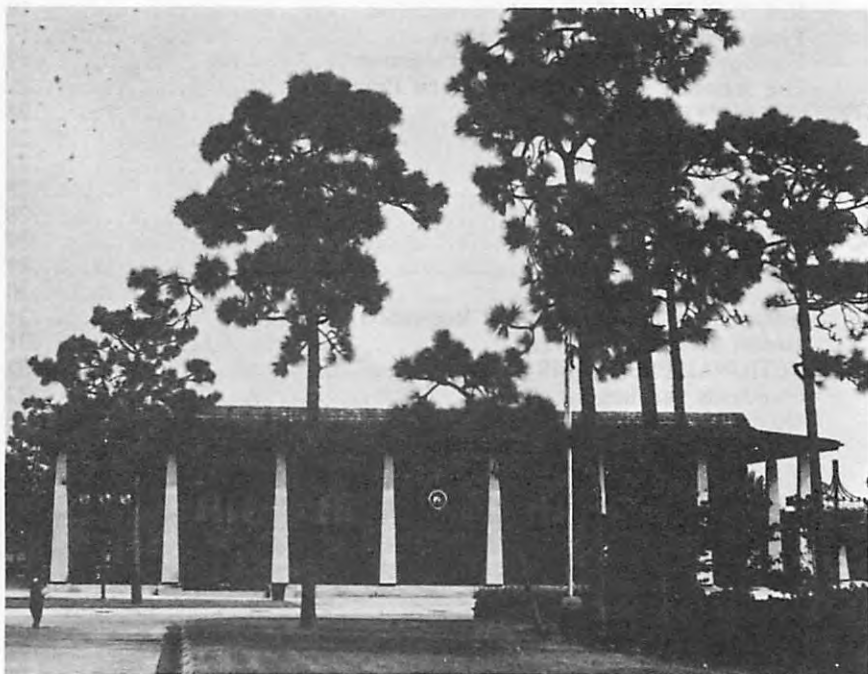
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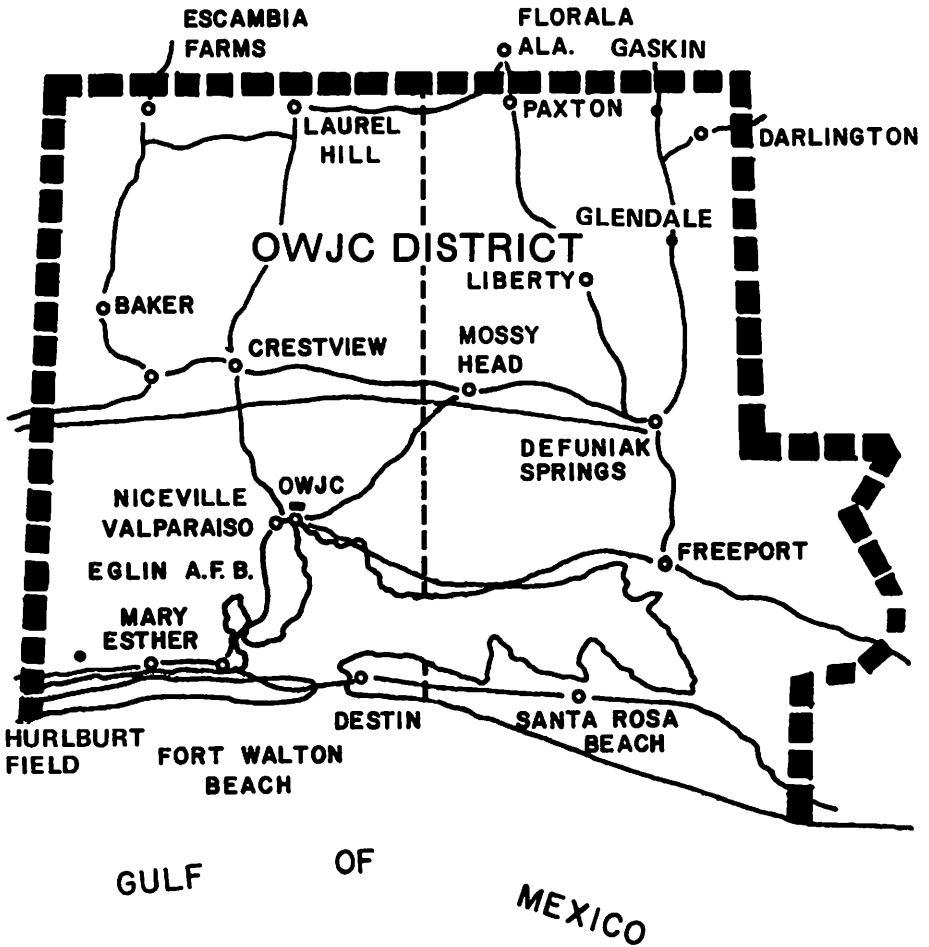
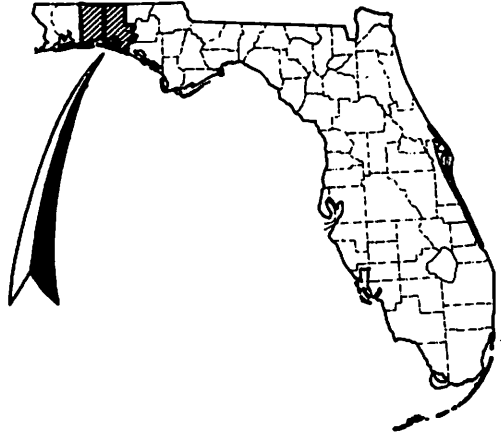
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POINT OF VIEW

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

**OKALOOSA-WALTON
JUNIOR COLLEGE
DISTRICT**



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CALENDAR *

1977-78

Fall Semester

Off-Campus Registrations (by announcement)	July - August
Early Registration Opportunities for previously- and currently-enrolled students	July 19-25
Academic Program Planning Sessions for newly-admitted College-Credit students (by invitation)	July 26-August 7
Registration Briefing for Faculty and Staff (8:00 a.m.)	August 15
Registration Briefing for New Students (7:30 p.m.)	August 15
On-Campus Registration for Returning Students (9:00 a.m.-6:30 p.m.)	August 15
On-Campus Registration for New Students (9:00 a.m.-6:30 p.m.)	August 16
General Faculty Meeting (full-time instructors) (9:00 a.m.)	August 17
Late Registration and last days to add courses	Aug. 18-Aug. 26
Cancellation of classes with insufficient enrolments	Aug. 17-Aug. 19
Class Days:	
College-Credit and Non-College-Credit (including final examination days)	Aug. 22-Dec. 15
Last day to pay fees or to receive any refund of fees for full-term courses	August 26
Labor Day Holiday	September 5
Graduation Application Deadline for Fall Semester (College-Credit, Adult High School, Certificate Programs)	October 7
Columbus Day Holiday (Faculty and Students, only)	October 10
Mid-Term Grades due in Registrar's Office (8:00 a.m.)	October 14
Open House	October 15
Veterans Day Holiday	October 24
Last Day to drop a course with a grade of "W" or to change to "audit" status	October 28
Early Registration Opportunities for Winter Semester for currently-enrolled students (by announcement)	November
Thanksgiving Holiday (beginning at 10:30 p.m., Nov. 23)	Nov. 24-25
Final Examinations (College-Credit Classes)	Dec. 12,13,14,15
Final grades due in Registrar's Office (10:00 a.m.)	December 16
Recognition Breakfast for Prospective Fall Semester Graduates (9:00 a.m.)	December 17
Christmas Holiday	December 26-27
Campus Closed	December 28,29,30

*All programs -- College-Credit and Non-College-Credit

Winter Semester

New Year's Holiday	January 2
Registration Briefing for Faculty and Staff (8:00 a.m.)	January 3
Registration Briefing for New Students (7:30 p.m.)	January 3
On-Campus Registration for Previously-enrolled students (9:00 a.m.-6:30 p.m.)	January 3
On-Campus Registration for New Students (9:00 a.m.-6:30 p.m.)	January 4
Off-Campus Registration (by announcement)	January 3-4
General Faculty Meeting for Full-time Instructors (9:00 a.m.)	January 5
Cancellation of classes with insufficient enrollments	January 5
Class Days:	
College-Credit and Non-College-Credit (including final examination days)	January 6-April 28
Late Registration and last days to add courses	January 6-12
Last day to pay fees or to receive <i>any</i> refund of fees for full-term courses	January 12
Graduation Application Deadline for Winter Semester (College-Credit, Adult High School, Certificate Programs)	February 10
Washington's Birthday Holiday	February 20
Mid-Term grades due in Registrar's Office (12:00 Noon)	February 28
Last day to drop a course with a grade of "W" or to change to "audit" status	March 10
OWJC American Arts Festival	April 7-8
Early Registration Opportunities for Spring Semester for currently-enrolled students (by announcement)	April
Final Examinations (College-Credit classes)	April 25,26,27,28
Final Grades due in Registrar's Office (12:00 Noon)	April 29
Ceremony for Winter Semester Graduates (8:00 p.m.)	May 1

Spring Semester

Orientation and Registration Briefing for New Students (9:00 a.m.)	May 1
Registration Briefing for Faculty and Staff (8:00 a.m.)	May 2
On-Campus Registration for Spring Semester Term I and Term II (9:00 a.m.-6:30 p.m.)	May 2
Off-Campus Registration (by announcement)	May 2

Cancellation of Classes with insufficient enrolments	May 3
Class Days:	
College-Credit and Non-College-Credit	May 4-July 28
Late Registration and last days to add courses	May 4-10
Last day to pay fees or to receive <i>any</i> refund of fees for full-term courses	May 10
Make-up Orientation for all new students who registered late (2:00 p.m.)	May 11
Memorial Day Holiday	May 29
Last day to drop a course with a grade of "W" or to change to "audit" status	June 16
Graduation Application Deadline for Spring Semester (College-Credit, Adult High School, Certificate Programs)	June 30
Independence Day Holiday	July 4
Recognition Ceremony for Prospective Spring Semester Graduates (7:00 p.m.)	July 28
Final Grades due in Registrar's Office (12:00 Noon)	July 29

Term I

Orientation and Registration Briefing for New Students (9:00 a.m.)	May 1
Registration Briefing for Faculty and Staff (8:00 a.m.)	May 2
On-Campus Registration for Term I.	May 2
Off-Campus Registration (by announcement)	May 3
Cancellation of classes with insufficient enrollments	May 3
Class Days:	
College-Credit and Non-College-Credit	May 4-June 15
Late Registration and last days to add courses	May 4-10
Last day to pay fees or to receive <i>any</i> refund of fees for full-term courses	May 10
Make-up Orientation for all new students who registered late (2:00 p.m.)	May 11
Last day to drop a course with a grade of "W" or to change to "audit" status	May 31
Memorial Day Holiday	May 29
Graduation Application Deadline for Term I (College-Credit, Adult High School, Certificate Programs)	June 2
Final Grades due in Registrar's Office (12:00 Noon)	June 16

Term II

Orientation and Registration Briefing for new students (9:00 a.m.).....	June 12
Registration for Term II (11:00 a.m. - 6:30 p.m.).....	June 12-14
Cancellation of classes with insufficient enrollments.....	June 15
Late Registration and last days to add courses.....	June 16-22
Class Days:	
College-Credit and Non-College-Credit.....	June 16-July 28
Last day to pay fees or to receive <i>any</i> refund of fees for full-term courses.....	June 22
Make-up Orientation for new students who registered late (2:00 p.m.).....	June 23
Graduation Application Deadline for Term II (College-Credit, Adult High School, Certificate Programs).....	June 30
Independence Day Holiday.....	July 4
Last day to drop a course with a grade of "W" or to change to "audit" status.....	July 13
Recognition Ceremony for Prospective Spring Graduates (Including Term I and II) (7:00 p.m.).....	July 28
Final Grades due in Registrar's Office (12:00 Noon).....	July 29

NOTE: The time-block 2:00 - 4:00 p.m. is set aside on Tuesdays and Thursdays during Fall and Winter Semesters for special events and activities.

The following Fall Semester 1978-79 activities will be conducted during the months of July and August:

- Academic Programming Planning Sessions (1978-79)
(Newly-admitted College-Credit students
by invitation)..... July - August
- Early Registration Opportunities (1978-79)
(By announcement)..... July - August



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

Twelve years of service and outstanding accomplishments is, in sum, the history of OKALOOSA-WALTON JUNIOR COLLEGE! 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. The College has in its thirteen years served over 90,000 persons; has ranked highest in the State for several years in success of students transferring to senior institutions; and has received many acknowledgments in publications and recognitions, including a citation by the President of the United States of America in 1972.

Approval of the founding and initial funding of the College took place on April 16, 1963, by action of the State Legislature. In prompt succession the initial Advisory Committee, now the District Board of Trustees, was appointed (December, 1963); the first President employed (February 15, 1964); the College named (March 3, 1964); its temporary location established (April 3, 1964); its faculty employed (August 17, 1964); and its first classes begun on a beautiful morning (August 24, 1964) at the quaint temporary campus in Valparaiso, Florida.

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 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 and sixty-four acres of land from the Eglin Air Force Reservation was made in January, 1966, to Okaloosa-Walton Junior College.

The 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 for perpetual archives under the care of the OWJC Library.

The philosophy which undergirded the planning of the College's 264-acre permanent 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."

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. 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, community services, operational support services, information services and financial services.

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

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

The "Heavy Shops" *Industrial-Technical Building* houses 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 58,000 books, periodicals, records, and microfilms, plus a rare books collection, the audio-visual center, a remote access information retrieval system with a capability of ninety-four program sources and ninety-seven audio stations. Faculty offices, conference rooms, classrooms and the Graphics/Printing Technology laboratories are located on the first floor mezzanines. The upper mezzanines are devoted to the College's "Equal Opportunity Laboratory," the Career Information Center, and the unique "home-base alcove" study lounges as part of the library-learning-resource environment.

The *Maintenance Building* constitutes a central facility for maintenance, custodial, and grounds 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 for the law enforcement training center.

The *Home Economics and Consumer Services Building* houses the classrooms and laboratories for programs in home economics and consumer services.

The *College Mall* houses student activities, food services, the bookstore, lounges, meeting rooms, recreation areas, and instructional programs in music and art.

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, through coordination with numerous organizations, and agencies. The College offers numerous non-credit programs and a limited number of credit courses at the 'CNC'.

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 a dedicated College staff 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.

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

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

EVENING PROGRAMS

Courses offered during the late afternoons and evenings are primarily designed for students who are continuing their education on a part-time basis. These courses are the same as 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 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/her 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 its equivalent in non-credit contact hours).

YEAR-ROUND OPPORTUNITY

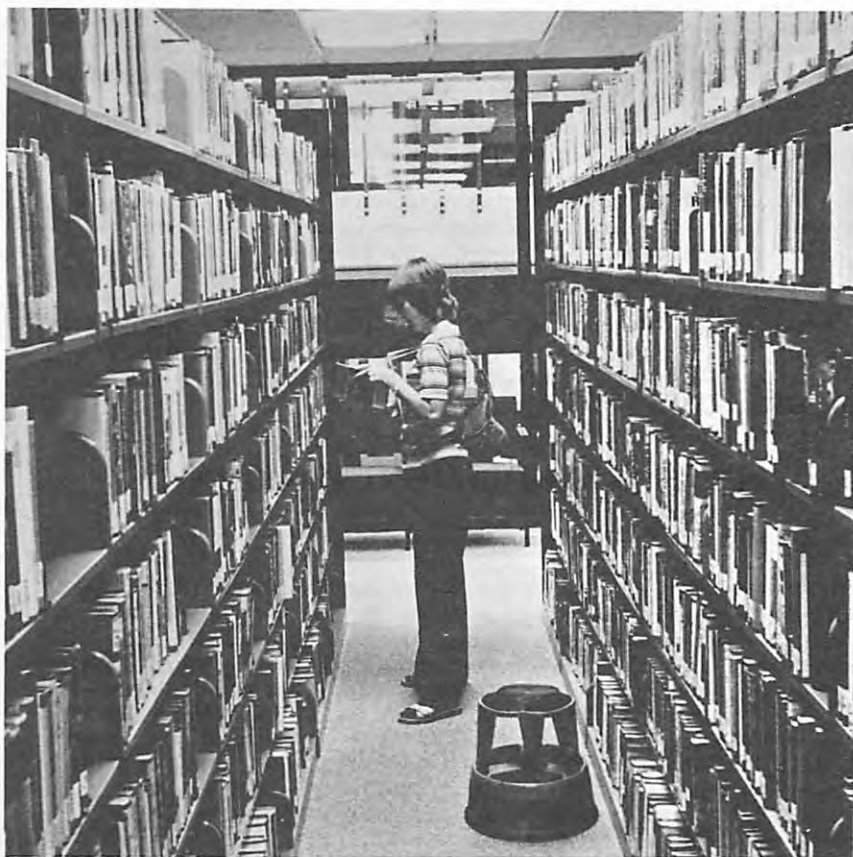
The programs of continuing study at the College vary considerably in their timing. Enrichment programs, workshops, institutes, and numerous certificate programs are offered on demand as sufficient requests occur and for whatever periods of time may be warranted in terms of the nature of the offerings. 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 annually 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.



ADMISSION

GENERAL INFORMATION

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 for the categories of applicants designated in the section "Controlled Admissions" (p.10).

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 acceptance or non-acceptance for admission.

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 unusual cases where this procedure is not feasible, applicants may be *continually enrolled* as provided below, except for dual enrollment, early admission, and foreign student applicants. Provisional Enrollment applies only to those particular students seeking to pursue the Associate of Applied Science program.

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 APPLICANT TO DENIAL OF ADMISSION OR TO IMMEDIATE DISMISSAL FROM THE COLLEGE.

SPECIAL-ENROLLMENT PROGRAMS

Provisional Enrollment (Associate of Applied Science degree only)

An applicant for entry into an Associate of Applied Science (AAS) program who is nineteen (19) years of age or older who has *not* met the admission requirements for other college-credit programs may be granted permission by the Admissions Counselor to enroll for courses in Associate of Applied Science programs, only, on a *provisional* basis. The student will remain in this category (provided in good standing) until such time as regular requirements for entry into college-credit programs are met — or upon completion of a minimum of sixteen (16) or more semester hours of general education credit or thirty-six (36) semester credit hours of occupational skill courses with an overall grade point average of 2.0 or higher — at which time regular admission shall be granted, upon request.

Applicants enrolled on a provisional basis are encouraged to prepare themselves for and to take the G.E.D. examination. High School Review classes, General Education Review classes, an Equal Access/Equal Opportunity Learning Laboratory, tutoring and a mathematics laboratory are provided to assist the individual in preparing for the G.E.D. examination.

Dual Enrollment Program for High School Seniors

Florida Statutes 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."

In accord with this statute, the College offers the following plan for 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/her high school and the fact that completion of three or fewer high school units is all that is required for graduation.
2. Candidates for Dual Enrollment must be high school seniors whose grades averaged "B" or better (3.0 GPA or higher) in grades 9 through 11.
3. A Dual Enrollment student 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/her 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/she understands that the college credits earned while he/she 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/her class, score at the 75th percentile or higher on an accepted college entrance examination, have the unqualified consent of his/her parents, and present the favorable recommendation of his/her principal. Approval of the Admissions Counselor based on a personal interview is also required before a final decision can be made. All admission requirements must be met at least *one month prior* to the regular registration period for the semester/term in which the applicant expects to enter. Applicants who are accepted will be placed in appropriate courses for which they are qualified.

Enrollment of Non-Florida Residents

Applications from out-of-state residents should be submitted at least 30 days prior to registration for the semester in which enrollment is desired. Out-of-state applications will be subject to review by the Admissions Counselor relative to availability of space and related considerations. Should this review affect the application negatively, the Admissions Counselor shall recommend to the Dean of Students such disposition of the application as may be deemed appropriate. The action of the Dean of Students on such recommendations shall be binding.

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. Upon fulfillment of services needed to satisfy this priority, out-of-state and foreign students are welcomed to attend OWJC. 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 (translated into 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; *therefore*, a foreign student will not be enrolled in any courses until this requirement is met. Such proficiency is to be established through the Test of English as a Foreign Language (TOEFL), administered through a recognized test center.
4. Foreign student applicants 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 student applicants 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 \$4,850; Tuition, \$1,200; lab fees, \$60; books and supplies, \$240; room and board, \$2,000; clothing, \$750; miscellaneous, \$600).
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 expected to be required for them to meet expenses.
7. Each foreign student application *must have a sponsor of U.S. citizenship residing in the College District*. The sponsor must provide a letter certifying the extend of responsibility he/she will assume for the applicant, including arrangements for housing and a recognized hospitalization insurance program.
8. Foreign students must, in cooperation with their sponsor, make their own housing arrangements and show documentation of this prior to enrollment. (The College is not responsible for providing housing for any student.)
9. Foreign student applicants must be in good physical and mental health as certified by a licensed physician and validated by an Office of the U.S. Consulate. Immunizations must be current and properly recorded, and an X-ray report submitted which indicates that the applicant is free from 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 student visas are classified as non-Florida residents and may not be reclassified during their enrollment at the College while in an S-2 (foreign student) status.

Special Students

College Graduates. 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 Bachelor's, or higher, degree is acceptable as evidence of award of a degree.

Transient Students. An interim-study student (i.e., a transient student who seeks enrollment for one semester or term only as part of his/her pursuit of a degree at another institution) must submit: (1) a letter of good standing

(academically and disciplinarily) from an appropriate official of the institution he/she regularly attends, and (2) written approval by an appropriate authority of the courses for which enrollment is sought at this campus as part of his/her on-going program at that institution. These documents must be accompanied by an official transcript from the institution regularly attended, along with a full listing of all institutions of higher education previously attended.

Other Admission Requests

An applicant whose circumstances are sufficiently unique that they cannot be accommodated by the designated admissions policies and procedures printed in the Catalog may request special consideration through a formal petition presented to the Admissions Counselor. Registration for applicants admitted in this category normally will be permitted on a space available basis.

Conditional Enrollment

In the event that an applicant's 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 his/her first registration, the applicant may, upon executing a "Conditional Enrollment Agreement", be granted permission *at the discretion of the Admissions Counselor* to enroll for courses on a *conditional basis*.

An applicant who is permitted to attend in a "Conditional Enrollment" status will be entitled to register for a maximum of one (1) semester or term to allow for the receipt and acceptance by the Admissions Office of all required admission forms and related documents, during which time any course credit "earned" will not be recorded or released until *all* outstanding forms and documents have been received. Registration will normally be permitted only on the last day of regular registration on a space available basis.

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 in full; 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 all admission requirements are met. Should any data received cause the applicant to be inadmissible, resultant actions taken will be without regard to the prior "Conditional Enrollment" status or presence of the student on campus during that particular period.

CONTROLLED ADMISSIONS*

The College reserves the right to deny admission to the College or to any program for 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.

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

2. Any applicant arrested and charged, or whose case is pending following an arrest, for possession of marijuana, or 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's case 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/she plans to enter.

Such students as are particularly identified in categories 1-5 of the above categories 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 recommendation of a review committee appointed by the President. Such exceptions should not normally be anticipated.

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 ADMISSION REQUIREMENTS

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

Each applicant for admission to college-credit programs or courses at OWJC must submit with his/her completed application a \$5.00 *non-refundable* application fee. In addition, a properly executed Residency Affidavit must be submitted by applicants who claim Florida residency (for enrollment fee assessment purposes).

First-Time-in-College Applicants (i.e.—applicants without prior college work) are responsible for submitting a completed, full set of application forms and related documents. In addition, from the following types of documentation, one must be provided, as appropriate:

1. An official record of high school work which documents graduation. (These forms must be mailed directly to the Admissions Office by the high school from which the applicant graduated), or
2. A high school equivalency diploma from one of the various state departments of education in the United States of America, or
3. Evidence of qualification by age for provisional enrollment in the Associate of Applied Science Program as a non-high-school graduate (page 6, "Provisional Enrollment").

Applicants With Prior College Work (i.e. transfer students or returning college students) are responsible for submitting completed, full sets of application forms and related documents. In addition, they must provide official transcripts covering all coursework attempted at *all* colleges and universities previously attended. (These transcripts must be mailed directly to the Office of Admissions from the respective institutions. Hand-carried documents will not be accepted.)

Transfer students with substandard records, if admitted, shall be placed on Academic Probation with their permanent record stamped "Admitted on Academic Probation".

Transfer students admitted to this institution with a cumulative grade point average who qualify for Academic Probation according to OWJC standards can be admitted on Academic Probation and will be subject to the rules on Academic Probation (see p. 40).

Transfer applicants whose academic records would have placed them on "Suspension" or "Dismissal" by OWJC standards will not normally be considered for admission until at least one semester has elapsed since enrollment at the last institution attended and the individual shall be subject to the Okaloosa-Walton Junior College policies relative to Suspension or Dismissal, respectively (see p. 41-42).

NON-COLLEGE-CREDIT ADMISSION REQUIREMENTS

Non-college-credit programs at Okaloosa-Walton Junior College include Adult Basic Education (ABE), Adult High School, General Education Review, GED Test Preparation Program, individual general education and occupational courses, and self-supporting, enrichment courses. Applicants for admission to Non-College-Credit Programs at OWJC must submit the appropriate application materials and meet the General Requirements for Admissions (See p. 6). In addition, specific admission requirements apply to each particular program which follows:

Adult Basic Education [ABE]

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 who have less than an 8th grade education.

1. Applicants must be 19 years of age or older in Okaloosa County; 16 or older in Walton County.
2. Applicants must have less than an eighth grade education. If applicants have completed more than 8 grades in school but have a deficiency in areas covered in ABE classes, especially reading, they may be admitted until the deficiencies are removed. Deficiencies shall be determined from the student's records and from tests administered by the ABE instructor at the location where the student is applying for class.

Adult High School

The Adult High School program is designed for adults 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. Walton County citizens 16 or older who are legally out of grades 10-12 may enroll in OWJC's Adult High School programs.

1. Okaloosa County applicants must be nineteen (19) years of age or older; Walton County applicants sixteen (16) or older.
2. Applicants must have completed the 9th grade.
3. Applicants must provide the Admissions Counselor with an official transcript of their high school record and a record of prior 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 the College.

An applicant who does not meet the above requirements may file a petition with the Admissions Counselor for admittance if the candidate has a unique, documented hardship.

GED Test Preparation Program [High School & General Education Review]

The High School Review program is designed for adults who desire to prepare themselves to take the GED Test to qualify for a State High School Equivalency Diploma. To qualify for admission to this program, an Okaloosa County applicant must be at least nineteen (19) years of age; a Walton County applicant at least sixteen (16) years of age. An applicant who does not meet this requirement may file a petition with the Admissions Counselor for consideration for admission if the applicant has a claim to a unique, documented hardship.

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 on a limited basis for pursuit of certain vocational studies requiring special laboratory and shop facilities and equipment. The high school students remain enrolled in their own high school and have transferred to their 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 students, their parents or guardian, the principal of the high school, and the Dean of Instruction of the College, within space and resource capabilities of the College. The decision of the Dean of Instruction is binding regarding eligibility and space availability.

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 documents required for admission as a college-credit student.

1. Applicants must be legally out of grades 1-12.
2. For any advanced or specialized non-college-credit course, applicants must obtain the written authorization of the instructor before enrollment in that particular course.

Non-College-Credit Occupational Courses

Applicants for admission to Non-College-Credit Occupational courses must be legally out of grades K-12 and over sixteen (16) years of age from Walton County (over 19 years of age if from Okaloosa County), or be high school graduates.

Enrichment Programs

Enrichment programs are those non-credit 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. Enrollees in these programs are obligated to provide such documents as may be required by the nature of the course or program prior to registration for the course.

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 "College-Credit-Program Requirements" and/or "Non-College-Credit-Program 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 suggested as appropriate. Aptitude and interest tests may be administered to individual students as the need arises. The Comparative Guidance and Placement (CGP) Test is required of all entering freshmen for career planning purposes, but not as an admission requirement.

Experienced college counselors are available to all students attending 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. Accordingly, students will not be admitted to classes until all fees have been paid. 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. A deferment, if granted, must be in writing; and no deferment of fees (except signed veteran fee deferments) may extend beyond the last day of payment of fees 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 Officer.

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 Trustees 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 "residency classification" is determined at the time of his/her 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 holding current, valid ID cards) stationed in the State of Florida are classified as residents of Florida.

Note: A fee of \$10.00 will be charged against the account of any student who misrepresents his/her 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.

Veteran's Benefits and Assistance [See pages 38 and 39]

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

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

Refund Policy for College Credit Courses:

1. Application fees are not refundable.
2. If a student presents the proper forms for withdrawal from a college credit class on or before the scheduled deadline for registering for said class, fees paid to that date for that class, less a \$2.00 service fee per semester credit hour for that course, will be refunded.
3. If a student alters his/her schedule by submitting proper drop and add requests on or before the scheduled deadline for registering for said class or classes, fees will be recomputed on the basis of the revised schedule and additional fees will be collected or the difference in fees involved (less a \$1.00 service fee per semester credit hour for each class added and dropped) will be refunded as appropriate if the alteration is not because of cancelled or rescheduled classes.
4. No refunds will be made, nor financial credit granted, after the scheduled deadline for registering for any given class.
5. Any and all refunds to active duty military personnel currently under Military Tuition Assistance shall be accomplished in accordance with prevailing pertinent military assistance agreements.
6. All fees paid for a specific course 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.

Refund Policy for Non-Credit-Courses:

1. If a student presents the proper forms for withdrawal from a non-college-credit class on or before the scheduled deadline for registering for that class, all fees paid to that date for that class will be refunded, less a service charge of 10% of the total fees for that course (minimum service fee is \$1.00 per non-college-credit course).

2. If a student alters his/her schedule by submitting proper drop and add requests on or before the scheduled deadline for registering for said non-college-credit class or classes, fees will be recomputed on the basis of the revised schedule and additional fees will be collected or a refund of the difference in fees involved (less a \$1.00 service fee per class added and per class dropped) will be made as appropriate if the alteration is not because of cancelled or rescheduled classes.
3. No refunds will be made, nor financial credit granted, after the scheduled deadline for registering for any given class.
4. All fees paid for a specific course 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.

Refund Policy for Enrichment, Avocational, or any other Self-Supporting Courses:

1. If the student presents the proper forms for a withdrawal from an enrichment, avocational, or any other self-supporting course prior to the scheduled date of the first class meeting for said course, all fees paid to that date for that course (less a service charge of 10% of the total fees for that course — minimum service fee is \$1.00 per course) will be refunded.
2. If a student alters his/her schedule by submitting proper drop and add requests prior to the scheduled date of the first class meeting for said class or classes, fees will be recomputed on the basis of the revised schedule, and additional fees will be collected or a refund of the difference in fees involved (less a \$1.00 service fee per class added and per class dropped) will be made as appropriate if the alteration is not because of cancelled or rescheduled classes.
3. No refunds will be made, nor financial credit granted, after the scheduled date of the first class meeting for any given class.
4. All fees paid will be refunded, upon request, for courses 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 persons 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:

1. A five dollar (\$5.00) charge to the student's account is applied.

2. 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 and/or legal action against the student (or his parents or legal guardian(s) if he/she is a minor) will be taken.

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 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.....	12.00
Tuition for Non-Florida-Resident Students per semester credit hour.....	27.00
Laboratory and Special Tuition Fees.....*	
State Financial Aid Trust Fund (full-time students).....	7.00
CGP Testing Fee (entering freshman).....	5.00
Change of Schedule (per semester hour).....	1.00
Duplicate Transcripts (each).....	1.00
Graduation Fee.....	10.00
Returned Check Charge.....	5.00
I.D. Card Replacement Fee.....	2.00
Credit by Examination Testing Fee (per semester hour).....	6.00
Special Service Charges (lock and locker rentals, etc.).....	At Cost

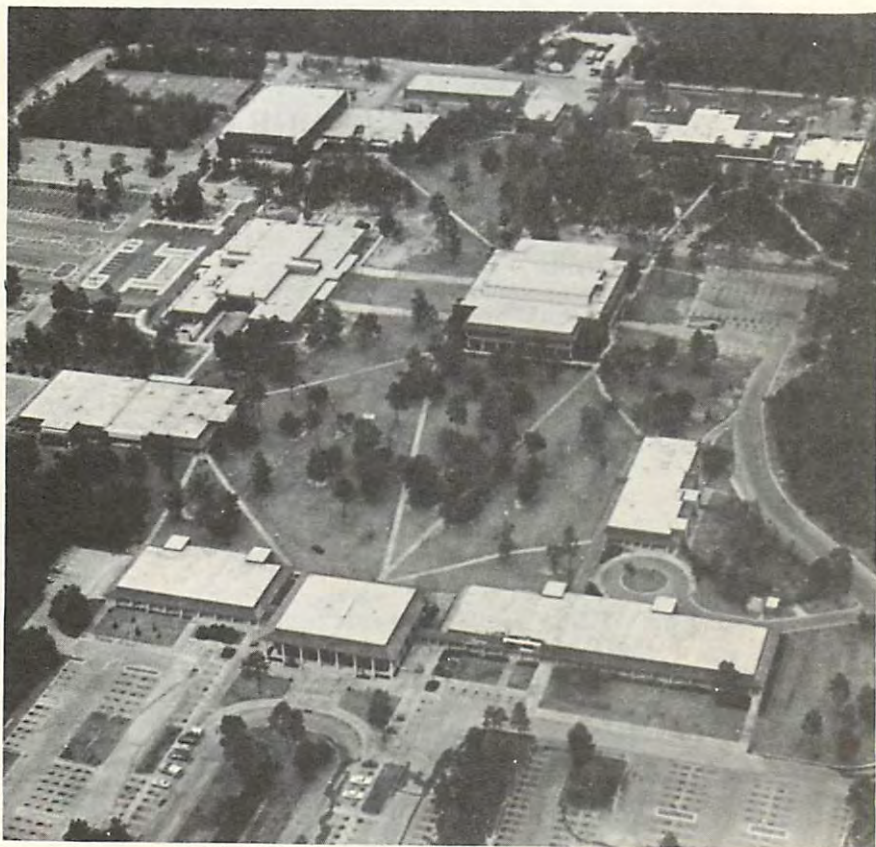
*Laboratory and Special Tuition Fees shall include (but are not limited to) self-supporting courses; such individualized instructional services as music lessons; such special courses involving contracted services as bowling or horsemanship; and independent study offerings. The amount of the fee is determined course-by-course based on costs for each course. A schedule of such fees for each semester is on file in the Comptroller's Office.

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:

	Florida Resident	Non-Florida Resident
Fees.....	\$195.00	\$420.00
Books and Supplies.....	75.00	75.00

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



NON-COLLEGE-CREDIT 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.

Minimum Cost Per Course*.....	\$4.00
Change of Schedule (per course).....	1.00
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
Special Service Charge (lock and locker rentals, etc.).....	At Cost

COST SUMMARY — NON-COLLEGE-CREDIT PROGRAMS

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 Comptroller's Office to determine the estimated costs of the program or course he/she 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.....	**	**

*The minimum cost per course if \$4.00 plus laboratory and special tuition fees whenever applicable, except: (1) in the following approved programs or locations - Adult Basic Education courses, specified courses offered at Eglin and Hurlburt Air Force Bases during the regular assigned duty hours for Military and Civil Service Employees and sponsored by the Cognizant Education Officer, or in courses in which complimentary instructional services or equivalent program costs are provided by appropriate persons, agencies or organizations; or (2) when specifically waived (in full or in part) by the Board of Trustees upon recommendation by the President.

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

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 Equal Opportunity Learning Skills and Writing Laboratory provides valuable services to students of all abilities who wish to improve their proficiency in writing, reading, study, and subject matter areas. Participation in this program is arranged by the student, his/her 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 the Equal Opportunity Learning Skills and Writing Laboratory and 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, 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/she may correct his/her particular deficiencies by concentrated study; and (2) the superior student becomes, through the tutoring he/she provides, more articulate and acquires a greater depth in the subject matter in which he/she 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 by the counselor who coordinates the tutorial program in cooperation with instructional personnel. 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

The grant of any and all scholarships, assistantships, grants-in-aid, or of other forms of financial assistance are subject to such policies as are established by the College with respect to academic eligibility, obligations to the College, the exact amount of the aid within the established limits, and such other criteria as may pertain. The money for these scholarships and assistantships shall come from registration fees collected or from Federal, State, or local resources.

Entering students seeking financial assistance should contact the Placement and Financial Aids Officer, who is located in the Community Services Office. For new students, an application should be filed no later than 30 days prior to the student's anticipated date of enrollment. Student financial aid application forms may be obtained from any Okaloosa or Walton County secondary school or from the Community Services Office of OWJC.

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

1. *"Honors" Scholarships:* A four-semester registration fee scholarship awarded to an "honors" student selected by the principal or his designate from the top 5%, academically, of the graduating seniors in each of the nine public high schools in Okaloosa and Walton Counties. No more than nine new "Honors" Scholarships may be offered each year. Registration fees (\$12.00 per semester hour) will be waived for a maximum 16 semester hours in each of four semesters.
2. *Regional Science and Engineering Convention Scholarship:* A four-semester scholarship for registration fees plus laboratory fees, not to exceed \$180.00 per semester, for award to a Senior Division Grand Award Winner in the annual Regional Science and Engineering Convention, provided he/she elects to attend Okaloosa-Walton Junior College; 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 for 1976-77 included:

Air Force Aid Society
Alabama Textile Products
American Business Women's Association
American Legion Post #221, Mayo Music Scholarship
American Legion Auxiliary of Florida
Lucile and Ruth Anderson Scholarship Fund
Balboa Lions Club
Crestview High School Beta Club
Delta Lambda Chapter, Epsilon Sigma
Eglin Non-Commissioned Officers' Wives' Club
Eglin Officers' Wives' Club
First National Bank of Crestview
First National Bank of DeFuniak Springs
Fort Walton Beach Business and Professional Women's Club
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
Future Business Leaders of America
Gitenstein Foundation

Hurlburt Officers' Wives' Club
 Kiwanis Club of DeFuniak Springs
 Kiwanis Club of Crestview
 Kiwanis Club of Guntersville, Alabama
 Kiwanis Club of Tulsa, Oklahoma
 Laurel Hill Ruritans
 McDonald's Hamburgers
 Chamber of Commerce, Midwest, Oklahoma
 Non-Designated Scholarship
 Oakland Heights PTO
 OWJC Music Department
 Pilot Club of the Miracle Strip
 President's Scholarship
 T.H. Edney Scholarship
 West Florida American Heart Association

4. *Seminole and Miccosukee Indian Scholarships.* The Florida Seminole and Miccosukee Indians are eligible to compete on the basis of financial need and examination. There are eight scholarships for the entire State of Florida, having a value of \$600 per academic year. Write Student Financial Aid, Department of Education, Tallahassee FL 32304 or Bureau of Indian Affairs Agency, Hollywood, Florida 33024.
5. *Scholarships for Children of Deceased or Disabled Veterans.* This scholarship is for children of deceased or 100% disabled veterans whose parent entered the armed forces from the State of Florida. The award is \$375 per year for up to four years. Write Division of Veterans Affairs, Box 1437, St. Petersburg, Florida 33731 or Student Financial Aid, Department of Education, Tallahassee, Florida 32304.
6. *Confederate Memorial Scholarships.* Lineal descendants of Confederate soldiers or sailors are eligible on the basis of competitive examinations. Awards are \$150 per academic year. Write Student Financial Aid, Department of Education, Tallahassee, Florida 32304.

Work-Study, Activity Workers and Student Trainees. Four 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 or better and be enrolled, or accepted for enrollment, as a full-time student. The student's eligibility depends upon his/her 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. *The Vocational Work Study Program* designed to provide part-time employment to eligible vocational students to assist them in entering into or remaining in school.

Compensation for students is based on six hours of work weekly while attending classes full-time. The pay is at an approved hourly wage rate for such program participants.

3. *Student Activities Workers.* Upon recommendation of the Dean of Students and the approval of the President, student activity workers may be retained to perform "contracted services" in connection with implementing specific student activities (e.g., - lighting, sound, photo lab workers) at a rate not to exceed \$180.00 per 16-week semester or \$135.00 per 12-week semester. Such persons shall be obligated to 10-15 hours per week on the average, being available for accomplishing the specific tasks needed for implementing the activities for which retained.
4. *Food Service Trainee Fee Waiver.* Each student who is duly enrolled in commercial food services laboratory courses each semester and who is pursuing the Commercial Food Services AAS and/or Certificate Program is entitled to receive a waiver of registration fees. Each such recipient shall be obligated to be in a training assignment in the food service area for the total number of contact hours per week specified for each course and shall be entitled to one specified meal per day. Any default by a recipient of a Food Service Trainee Fee Waiver in fulfillment of his/her training assignments and performance shall obligate him/her to reimburse the College for such pro-rata portion of his/her grant as may be due for the balance of the semester following the date of his/her default.

Student Assistantships. A limited number of student assistantships are granted to full-time students who are residents of the Okaloosa-Walton District, upon joint selective actions of various departments and the Financial Aids Committee.

An appointee to a student assistantship shall receive a waiver of his/her registration fees at the rate of \$12.00 per semester hour up to a maximum of sixteen (16) semester credit hours in return for his/her obligation to work ten (10) hours per week under the supervision of the departmental chair or administrator to whom he/she is assigned. Any default by a recipient of a department assistantship in fulfilling his/her responsibilities shall obligate him/her to refund to the College such pro-rata portion of his/her assistantship grant as may be due as of the date of his/her default.

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

1. *Basic Educational Opportunity Grant Program (B.E.O.G.).* This Program is a Federal aid program designed to provide financial assistance to those who need it to attend post high school educational institutions. The current maximum award under this program is \$938 per year.

2. **Florida Student Assistance Grant Program.** Full-time students may qualify who are U.S. citizens and who have resided in Florida for 24 consecutive months immediately preceding the beginning of the academic year for which application is made. Applicants must be enrolled or accepted for enrollment as full-time undergraduate students in an eligible institution in Florida. The maximum grant is \$1,200 per academic year with no award being less than \$200. Student Assistance Grants are awarded for one academic year. The award and the amount of the grant is based on financial need.
3. **Supplemental Educational Opportunity Grant [S.E.O.G.].** These grants are for students who have exceptional financial need (as determined by the Financial Aid Officer) 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 Office.
4. **Grants and Loans in 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 \$1,800 per academic year. Students employed full-time by a public law enforcement agency are eligible for grants to cover costs of tuition, books and supplies up to \$750 per academic year.
5. **Vocational Rehabilitation Services.** Students with physical disabilities 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

6. **Athletic Grants-In-Aid:** Twelve (12) Athletic Grants-In-Aid from the general funds of the College may be granted each year to outstanding student athletes through waiver of fees up to a maximum coverage of tuition, registration, and laboratory fees (not including breakage or similar refundable fees) for the particular term in which the Grant-In-Aid is held. Such Grants shall be made on a one-semester basis and shall total no more than the equivalent of twelve (12) two-semester grants per year.

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/she has been fully accepted for enrollment. A student may borrow, normally, partial funds to cover registration or tuition fees each semester, which are to be repaid in three installments or before the end of the semester for which the loan was issued. A \$.50 service charge is made on each loan.

The following organizations 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) Ethel Hopkins Bartell Memorial 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 Student Loans.** Full-time students who are U.S. citizens and have been Florida residents for the preceding 12 months 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 \$1,800 per academic year. Repayment begins six months following graduation or termination of full-time attendance, whichever occurs first.
 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 \$1,500 per academic year. The amount and the disbursement of each loan will be a matter of decision between the student and the Student Financial Aid Office, State Department of Education, based upon the student's financial need.

Veterans' Benefits. The Federal Government has programs which provide some financial assistance for veterans and their dependents. These programs are described briefly on page 17. Assistance and information may be obtained from the OWJC Campus Veterans Affairs Counselor or the Veterans Administration, Regional Office, P.O. Box 1437, St. Petersburg, Florida 33731.

*A documentary stamp tax of fifteen (15) cents per \$100 or fraction thereof is required on each loan.

STUDENT CONDUCT

Each student enrolling at Okaloosa-Walton Junior College is considered to be a responsible adult citizen. Accordingly, students of OWJC are expected to be committed to the common good of the College; to comply with local, State, and Federal laws; and to exercise common sense, good taste (consistent with contemporary standards of this College community), and reasoned judgement in their pursuit of an education. In the event of apparent deviations from acceptable standards of behavior, however, students will be referred to the Dean of Students for appropriate counseling, corrective action, or further referral. Rules and regulations of the College 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 function is prohibited.

The general appearance and behavior of our students is expected to bring credit to Okaloosa-Walton Junior College.

Probation, Suspension, or Dismissal for Disciplinary Reasons. Noticeable or gross departures from expected standards of conduct on the part of students will 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 State Board of Education Regulations, suspend a student pending adjudication of his/her case if he judges such action to be in the best interest of the College.

A student who becomes ineligible for continuation of enrollment as a result of disciplinary action may not continue his/her education through *any* programs, activities, or offerings of Okaloosa-Walton Junior College until such time as he/she may be readmitted.

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

GOVERNMENT

Provisions for governmental processes at OWJC seek to assure 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 efforts toward the goal of providing maximum opportunities for our clientele and our personnel.

Coordinating Council for Planning and Policy Development. This college-wide Council involves personnel and students in recommendation and review of planning and of policies to be created, modified or repealed. Considerations of this group lead, also, to proposed legislation and to proposed modifications of State Board Regulations. Particular attention is given by this group to such policies as those which relate to the Administrative Procedures Act and the State and local EA/EO plans.

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 recognized student organizations of the College. This Council is responsible for coordinating activities and competition among the various student 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.

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, age, 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 have been recognized at OWJC. Descriptive briefs of these groups may be found in the current Student Handbook.

Honor Societies

Alpha Delta Chi

Phi Theta Kappa

General Interest Groups

Musical Theatre
Outing Club
Proscenium Playhouse
Readers' Theatre
Sailing Club
Student Christian Association

Special Interest Groups

Artista
Baptist Campus Ministries
College Republicans
Florida Association of Managerial Education
Chamber Choir
Concert Choir
Concert Band
Stage Band
Phi Beta Lambda Business Fraternity
Physical Education Majors Association
Veterans' Club
Young Democratic Club

Service Clubs

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 Junior College is a member of the National Junior College Athletic Association and the Florida Community College Activities Association, which is composed of all public community 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.

Athletic and sports programming at OWJC is responsive and attentive to participation by those students who seek and qualify for the various types and levels of competition, without regard to race, creed, color, sex, age, or national origin.

Intercollegiate Sports Participation. Basketball is the sport at the present time engaged in by the College on the intercollegiate level. 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 the 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 student-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/her and the assistance he/she 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 events 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 meeting for activities are posted on the bulletin boards located in the Physical Education Building, in the College Mall, and in the Learning Resources Center. Any additional information may be obtained from the Intramural Office in the Physical Education Building.

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. Security personnel of the College provide first aid and emergency services in the evenings and on weekends.

CIVIL RIGHTS

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

INSTRUCTIONAL PROGRAMS

STANDARDS AND REGULATIONS

Registration

Students are expected to register on the day designated in the College Calendar, except for those specially-scheduled courses for which a student may register at special announced registration periods. The following categories of students may be required to register on the last day of regular registration: transfer students with substandard records, special admission students and conditional enrollment students.

Each new applicant must be admitted to the College or must have executed a Conditional Enrollment Affidavit (see page 10) before being permitted to register for any course.

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 during the regularly-scheduled registration period, in person if possible, for each semester or enrollment 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 upon request.

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 the 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*:*

College-Credit Courses	Non-College-Credit Courses
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

Students registering in a college credit course on a "non-credit" basis will be considered as audit students and their 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 examinations. Excessive absences for audit students are treated the same as for credit students--the instructor may recommend to the Dean of Instruction that the student be dropped from the class with a grade of "W".

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 written approval of the Dean of Instruction, **prior** to the date stated in the College Calendar as the last day for dropping classes. "Audit" students must meet the same admission requirements as college-credit students.

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

*See pages 38 and 39 for classification. For further assistance and additional VA information consult the Coordinator of Veterans Affairs.

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 payment of the service charges (see "Refund Policies, p. 17) for each course added or dropped, the revised schedule will become effective.

Class Attendance

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

Attendance is recorded by the instructor who will report immediately to the Registrar's Office each student who has accumulated three consecutive day class absences or two (2) consecutive evening absences from class. Each set of such consecutive absences will be reported. *Veterans* are subject to the same attendance requirements as all other students (see p. 39).

Examinations and Grades

Final examinations are held at the end of each semester 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, no grade (non-punitive); and X, audit. Work required for removal of an "I" must be completed by the end of the late registration period immediately following the issuance of that grade.

Grade-points per semester hour are as follow: 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 late registration period 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.

Incomplete ("I") Grades

A grade of "I" may be given as a semester grade by an instructor when a student is unable to complete the required work during the semester enrolled, because of clearly documented extenuating circumstances *and only if* the student concerned has a reasonable chance of obtaining a passing grade when the work is completed. Further, the instructor shall file with the department chair and with the student concerned an outline of the work that must be completed together with an estimate of the student's grade standing for work already completed during the semester. Work for the removal of the "I" must be completed prior to the **END OF THE LATE REGISTRATION PERIOD** in the semester immediately following the issuance of the grade, and will revert to a grade of "F" on the official transcript if not removed by that time. The "I" will carry **ZERO** grade points and these grade points and course hours will be used in the calculation of GPA for registration privileges in the semester subsequent to the issuance of the grade. A grade of "I" shall not be given as a mid-term progress grade.

Non-Punitive ("N") Grades

"N" Grades may be awarded for modular-type courses only. For those courses in which college credits may be earned, the "N" would only be awarded at the end of the term in which a student could not complete the modular requirements necessary to earn a "standard" letter grade. An "I" grade would be awarded if, by mutual agreement between student and instructor, the student understands and assumes the responsibility for completing all modules by the end of late registration of the next term (mandatory completion time for "I" grades).

If a student has not completed a course in which he/she received an "N" grade by the end of the second semester of enrollment in that course he/she can receive no more than a grade of "C" for that course in any subsequent semester. Re-enrollment and payment of all necessary fees is required to be eligible in a subsequent semester to earn a letter-grade and the appropriate credits in a course in which an "N" has been awarded.

The following courses are approved for "N" grades:

College Credit

4110 English
5100 Basic Algebra
5104 Intermediate Algebra

Non-College-Credit

5600 High School Algebra I
5602 High School Algebra II

Satisfactory/Unsatisfactory ("S" and "U") Grades

"S" and "U" grades are approved for Adult and Basic Education, General Education Review, High School Review, Driver Rehabilitation, Community Instructional Service courses and enrichment courses.

Withdrawals

Withdrawals from the College are subject to the following rules:

1. **Before** the end of the 10th week of the Fall and Winter Semesters, 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/her case, he/she 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 Psychometrist 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. 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 only 32 credits may be earned through CLEP.) 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/she earned 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 admitted to the College may be granted credit in designated courses based on knowledge or ability as measured by a Comprehensive Course Examination in the area in which credit by exam is being sought. Designated courses that can be administered through a Comprehensive Examination are on file in the Dean of Instruction's office. Comprehensive Course Examinations will be administered by the Department Chair or his/her representative during the week following the mid-term grades due date each semester. The Comprehensive Course Examination may not be taken more than one time for a designated course.

To be eligible for credit by comprehensive examination, the student must:

1. Be admitted to OWJC;
2. Complete necessary request for comprehensive examination forms at the Dean of Instruction's office and pay all fees anytime after the end of late registration through the week prior to mid-term grades due date;
3. Contact Department Chair after clearance and fee payment to set up a test date.

Credit awarded by Comprehensive Course Examination will become part of a student's permanent record and will be posted to the student's transcript with the appropriate grade with the notation that the grade was earned through credit by comprehensive examination. Only those students who earn an A, B, or C grade on the comprehensive examination will be given credit. No credit will be given for a D or F grade on the comprehensive examination.

The student, in order to take a comprehensive course examination shall pay a testing fee of \$6 per credit hour or semester hour equivalent for the course in which he/she is being tested. If the student makes A, B, or C on the course examination, a fee equal to the registration fee for the course (excluding lab fees) minus the testing fee shall be paid in order to receive credit for the course.

No more than 45 semester hours of non-traditional credit may be earned through this means 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 chairperson of the department involved.

TRANSFERRING 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 students planning to transfer to a senior institution plan their programs 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 efforts are made to complete the 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 by the VA under the various veterans' training laws. Veterans planning to enroll at OWJC should consult with the OWJC Counseling Services Office well in advance of registering. The veteran must complete a special form (available in the Counseling Services Office) which is required by the Veterans Administration for initial certification and, thereupon, assume responsibility for all fees from his/her own resources or out of monies paid to the individual by the Veterans Administration.

Veterans are normally expected to pay all fees at registration.* Since even the "advanced payment" first check is 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 registration fees paid directly to the College by the Federal Government.

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..... 3/4-time
6-8 semester hours or 15 contact hours weekly..... 1/2-time

For the **Spring Semester and Terms I and II**, training time is computed differently: The V.A. determines credits for Spring/Summer course work 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 Coordinator of Veterans Affairs in Student Services before registering for Spring Semester and Spring/Summer Term classes.**

Any student-veteran who is absent three consecutive class sessions or school days without pre-notifying the Coordinator of Veterans Affairs (and confirming that notice in writing) will be interrupted from training for pay purposes, and the Veterans Administration will be notified. The veteran who has been interrupted from training for pay purposes will have to request enrollment recertification thru the Coordinator of Veterans Affairs in order to request that V.A. payments to him/her be resumed.

A veteran who wishes to enroll under the "G.I. Bill" should notify the OWJC Coordinator of Veterans Affairs and secure a Certificate of Eligibility from the Veterans Administration prior to registration in order to expedite the subsistence allowance. Veterans, widows of veterans, and war orphans desiring information about benefits, requirements and registration procedures as required by the Veterans Administration should contact the Coordinator of Veterans Affairs in the Counseling Services Office.

*NOTE: As of the printing of this catalog the statement which follows is in effect: Veterans are urged to check with the Coordinator of Veterans Affairs in Student Services before registration. The policy currently in effect is: Veterans are entitled to one deferment period per year for the payment of fees of up to sixty (60) days after the last day of late registration. Veterans in need of fee derferment shall contact the Coordinator of Veterans Affairs before registering to execute a request for deferment of fees. *No extension of the 60-day deferment will be granted.*

ACADEMIC STANDING

Each program of the College has appropriate standards ranging from recognition of excellence to discontinuance for inadequate progress toward the respective program goals. These standards apply to both full-time and part-time students. Alternative non-credit programming and adult education opportunities are available for persons who do not choose to continue in degree or credit certificate programs. For those who enroll as part-time college-credit students (less than twelve (12) semester hours) the cumulative grade-point average will not be computed for honors or probation until the student has attempted a minimum of twelve (12) semester hours.

SUPERIOR SCHOLARSHIP PERFORMANCE. When the quality of a student's work is superior, the College is pleased to honor such work through recognition of his/her accomplishments as follows:

President's List. Full-time students who make a grade-point average of 3.80-4.00 in any given semester are placed on the President's List for that term.

Dean's List. Full-time students who make a grade-point average of 3.50-3.79 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 (3.80-4.00) and Honors (3.50-3.79). For students to graduate with this distinction they must have earned 24 or more hours of credit at OWJC and must have attained these same standards on all work done at OWJC.

GOOD STANDING. A student is considered in good standing while maintaining a 1.8 grade-point average and while on Academic Probation. Students on Academic Suspension, Academic Dismissal (or on Disciplinary Suspension or Dismissal) are not considered to be in good standing at OWJC.

SUBSTANDARD ACADEMIC PERFORMANCE. When the quality of a student's work is less than satisfactory, the College is obligated to initiate restrictions relative to further studies in order to apprise him/her of the serious nature of his/her academic status. 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 on the next term (or in accumulation of his/her next 12 semester hours, in the case of the 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.

Should the student's record contain the entry "Academic Probation" for two consecutive semesters, and the student fail to remove himself/herself 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/she 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/she shall be permitted to continue his/her 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/her 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-time 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 to the Admissions Committee.

A student who has been on probation twice and fails to free himself/herself from probationary status in the third semester *and thereafter*, shall be subject to suspension. Re-enrollment of such a student subsequent to a semester on suspension shall be at the discretion of the Admissions Committee of the College, upon petition by the student, in term 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/her permanent record.

Academic Dismissal. Any full-time student (or part-time student who has accumulated 12 credits) who fails all of his/her courses in his/her first semester of college-level attendance, more than one-half of his/her academic work in any subsequent semester, or shall have been placed on Academic Suspension twice without having been restored to good standing in the semester of readmission following the second Suspension, shall be automatically 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. 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.

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 that person's current record at OWJC, petition for such relief may be made through the Office of the Registrar. Should favorable action be taken, the grade will continue on the face of the permanent record, but relief will be in not counting such grade and hours in grade-point computations. The action of the College upon such a petition shall be final. No credit passed or failed that is ten (10) or more years old will be counted if such relief is granted. Knowledge from such courses may, however, be a sound basis for seeking contemporary credit through comprehensive examinations.

Repeated Courses. A course in which a grade of "N," "D" or "F" has been earned may be repeated. Only the credit from the most recent attempt at these courses will appear on the transcript. A student may not repeat a course in which a grade of "C" or better was earned. If a student registers for a course in which a grade of "C" or better was earned, he or she will be automatically disenrolled as soon as it is detected and will be given a grade of "W". (Exceptions to this repeat policy are Independent Study, Tutorial, and certain music courses as indicated in course descriptions.)

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.

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 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; 26 semester hours of General Education courses for the Associate of Science Degree; or 16 semester hours of General Education courses for the Associate of Applied Science Degree. The remaining hours in each program may be taken in any one of the prescribed programs, or in a planned program approved, in writing, by the Dean of Instruction.
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. A student shall graduate with Honors or High Honors, however, only if the degree work done at OWJC qualifies for Honors or High Honors in its own right, also.

6. Since four (4) semester hours of physical education activity credit are required for A.A. and A.S. students unless specifically waived, all regularly enrolled full-time students seeking an A.A. or A.S. 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/her a written waiver of the requirement authorized by the Chair 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 activity courses 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.)

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 the 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.

PROGRAMS

Okaloosa-Walton Junior College offers three basic degrees which students may pursue for the purpose of completing specific goals. In addition, the College offers occupational curricula and other educational and community services in an attempt to provide total educational opportunities for the community.

The *Associate of Arts Degree* curriculum provides for full credit transfer to other institutions for the purpose of satisfying the requirements for a baccalaureate degree.

The *Associate of Science Degree* provides the student with college-credit curricula not specifically designed for transfer but designed to prepare persons for employment or advancement in a specific occupational area. Certain public senior institutions in Florida and in other states do accept Associate of Science Degree students with full credit for transfer.

The *Associate of Applied Science Degree* provides the student with college-credit curricula not designed for transfer but designed to provide occupational skills required for employment and mid-management experiences for advancement. Certain public senior institutions in Florida do accept Associate of Applied Science Degree students for transfer.

Occupational Certificate Curricula provide students with one year of occupational skill training for employment and for mid-management experiences.

Continuing Education courses provide individuals with an opportunity to increase their occupational efficiency through individual courses or to become more effective in the use of their leisure time. Continuing Education Units (CEU's)* are earned by persons completing these experiences. These CEU's allow individuals to accumulate, update and transfer their records of continuing education as evidence of progress made in fulfilling personal improvement goals.

*The number of "CEU's" granted for a course equals 10 percent of the contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

ASSOCIATE OF ARTS DEGREE

The Associate of Arts curriculum is offered for those students planning to transfer to a four-year or upper-level institution for the last two years of a baccalaureate degree program.

Suggested specializations or areas of emphasis for meeting upper level program requirements are listed in the **Instructional Services Bulletin** which is available from the Office of the Registrar. Other areas of emphasis may be developed under the guidance of a faculty advisor.

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

AA Degree Requirements. The number of semester hours required for this degree are indicated as follow: **64** hours as a minimum grand total, consisting of **40** hours in general education courses and **24** hours in a specialization. For suggested curricula see the "Instructional Services Bulletin" which is available in the Registrar's Office.

General Education. The general education requirement 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 follow:

GENERAL EDUCATION REQUIREMENTS ASSOCIATE OF ARTS DEGREE [40-Semester-Hour Minimum]*

	Sem. Hrs.	Course Selections
Communications Skills	6	4102-4103 or 4117
Humanities	6	3175 or 3178 or 3179 or 3180 or 3252-3253 or 3254-3255 or 3279 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

*Students who complete the minimum General Education sequence with less than 40 semester hours will have to complete sufficient additional semester hours of General Education courses from within the above Departments (excluding Physical Education) to reach the 40 semester hour requirement. In some Specializations, specific general education courses are designated which are not in the above areas — these are unique approved exceptions. Other exceptions, although not anticipated, may be worked out in cooperation with a faculty advisor and approved by the Dean of Instruction to meet specific essential needs.

Mathematics	3	5101, or 5105 or any more advanced courses from the mathematics sequence
Biological Science	4-8	8147 or 8150-51 or 8156-8160
Physical Science	4-8	7135 or 7138 or 7115-7116 7140-41 7145-7146 or 7240-41
Physical Education	4	2000-series activity sport courses, unless exempted
General Education Electives		As needed (Must be approved General Education Courses)

SPECIALIZATIONS

In addition to the required 40 semester hours of General Education, each student must complete an additional 24 semester hours in a specialization. (See the **Instructional Services Bulletin** available from the Registrar's Office for suggested areas of emphasis.) Other specializations may be worked out with a faculty advisor and approved by the Dean of Instruction to meet specific transfer needs.



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/her 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.) The minimum requirement for courses taken in residence for an Associate of Science Degree at Okaloosa-Walton Junior College is 15 semester hours of credit immediately preceding graduation.

AS Degree Requirements. The number of semester hours required for this degree are indicated as follow: 64 hours as a minimum grand total, consisting of 26 hours in general education courses and 38 hours in a specialization. For suggested curricula see the "Instructional Services Bulletin" which is available in the Registrar's Office.

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, sciences, and physical education, as follow:

GENERAL EDUCATION REQUIREMENTS ASSOCIATE OF SCIENCE DEGREE [26-Semester-Hour Minimum]*

	Sem. Hrs.	Course Selections
Communication Skills	6	4102, 4103, 4110, 4112, 4117
Humanities	3	3175, 3178, 3179, 3180, 3252-3253, 3254-3255, 3279, 3280, 4109, 4228, 4276, 3118-3119
Mathematics	3	1130, 1815, 5160, 5161 or 5101, 5130, 5131, 5132, 5224, 5230, 5231, 5232, 5233, or 5237

*Students who complete the minimum General Education sequence with less than 26 semester hours will have to complete sufficient additional semester hours of General Education courses from within the above Departments (excluding Physical Education) to reach the 26 semester hour requirement. In some Specializations, specific general education courses are designated which are not in the above areas — these are unique approved exceptions. Other exceptions, although not anticipated, may be worked out in cooperation with a faculty advisor and approved by the Dean of Instruction to meet specific essential needs.

Physical Education	4	2000-series activity sport courses, unless exempted
Science	3-6	7109, 7135, 7138, 7140-7141, 7145, 7146 8147, or 8150-8151
Social Science	3	6100, 6101, 6134, 6200, 6257, or any General Education Social Science course
(Study of U.S. Constitution Required)		
Approved Electives*		Must be approved General Education courses

SPECIALIZATIONS

Self-contained curricula (see **Institutional Services Bulletin**) are offered by the departments for those students seeking to prepare themselves for entry-level positions in a career field upon completion of the Associate of Science Degree. Students desiring to complete an Associate of Science Degree may in consultation with a faculty advisor select one of the following specializations:

BUSINESS

- General Business Management
- Commercial Data Processing
- Mid-Management
- Real Estate
- Secretarial Science

HOME ECONOMICS

- Child Development Associate

SOCIAL SCIENCES

- Criminal Justice-Police Science

INDUSTRIAL-TECHNICAL

- Drafting and Design Technology
- Electronics Technology
- Fire Science Technology

ASSOCIATE OF APPLIED SCIENCE DEGREE

Associate of Applied Science Degree programs provide for skill training in industrial, technical, business, and home economics-child care. Additional training is provided each student in mid-management areas to prepare himself/herself better for advancement or for a supervisory position.

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

AAS Degree Requirements. The number of semester hours required for this degree are indicated as follow: **64** hours as a minimum grand total, consisting of **16** hours in general education courses and **48** hours in a specialization. For suggested curricula see the "Instructional Services Bulletin" which is available in the Registrar's office.

General Education. The general education requirements for the Associate of Applied Science Degree at Okaloosa-Walton Junior College embrace a minimum of 16 semester hours of academic credit to be selected from four of the five following areas, subject to approval of the department chair.

GENERAL EDUCATION REQUIREMENT ASSOCIATE OF APPLIED SCIENCE DEGREE [16-Semester-Hour Minimum]*

	Sem. Hrs.	Course Selections
Communications Skills	3	4102, 4103, 4110
Mathematics	3	1130, 1815, 5160, 5161, 5101, 5130, 5131, 5132, 5224, 5230, 5231, 5232, 5233, or 5237
Social Science	3	Any 3 semester- hour General Education Social Science course
(Study of U.S. Constitution Required)		
Science	3-4	7109, 7135, 7138, 7140, 7141, 7145- 7146, 8147, 8150, 8151
Approved Electives*	4-3	(Must be approved General Education Courses)

*Students who complete the minimum General Education sequence with less than 16 semester hours will have to complete sufficient additional semester hours of General Education courses from within the above Departments to reach the 16 semester hour requirement. In some specializations, specific general education courses are designated which are not in the above areas — these are unique approved exceptions. Other exceptions, although not anticipated, may be worked out in cooperation with a faculty advisor and approved by the Dean of Instruction to meet specific essential needs.

SPECIALIZATIONS

Self contained curricula (see **Institutional Services Bulletin**) are offered by the departments for those persons seeking to prepare themselves for entry-level positions in a career field upon completion of the Associate of Applied Science Degree. Applications for entry into any AAS program must be approved by the Admissions Counselor.

Students desiring to complete an Associate of Applied Science Degree may in consultation with a faculty advisor select one of the following specializations:

BUSINESS EDUCATION DEPARTMENT

- Clerk-General
- Secretary
- Data Processing Technology
- Real Estate

INDUSTRIAL-TECHNICAL DEPARTMENT

- Auto Body Repair & Refinishing
- Air Conditioning & Refrigeration Mechanics
- Auto Mechanics
- Brick & Blocklaying
- Commercial Food Services
- Graphics/Printing Technology
- Industrial Drafting & Design
- Industrial Electronics
- Welding Mechanics

HOME ECONOMICS

- Child Care
- Homemaking

OCCUPATIONAL CERTIFICATE PROGRAMS

Admission requirements are the same as those for the Associate of Applied Science programs.

Each graduate must be in attendance at OWJC during the last term preceding graduation. A grade average of not less than "C" must be obtained on the cumulative total of all work attempted, whether at OWJC or by transfer.

Students must make formal application for certificates on the proper form which is available from the Registrar.

Students desiring information or wishing to enter one of the certificate programs are to see the Admissions Counselor.

Certificates are issued for completion of one year of skill training (30 to 36 semester hours) in programs which follow:

***BIOLOGY**

Emergency Medical Technician

***BUSINESS EDUCATION DEPARTMENT**

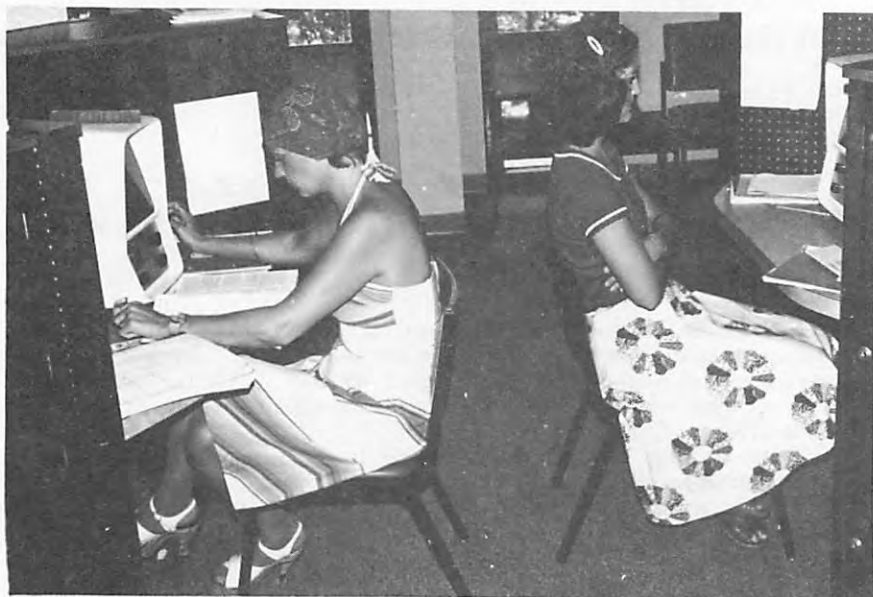
Clerical
Data Processing
Real Estate
Stenographic

***INDUSTRIAL-TECHNICAL DEPARTMENT**

Auto Body Repair & Refinishing
Air Conditioning & Refrigeration Mechanics
Auto Mechanics
Brick & Blocklaying
Commercial Food Services
Graphics/Printing Technology
Industrial Drafting and Design
Industrial Electronics
Welding Mechanics

***HOME ECONOMICS DEPARTMENT**

Child Care



*NOTE—These programs are **NOT** approved for Veterans training.

CONTINUING EDUCATION

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 tenth, 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 ninth-grade education wish to enroll, he/she will be required to prepare for tenth-grade standing by successfully passing the accelerated high school programs or by demonstrating equivalent readiness for entry into the tenth-grade programs.

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	1-2 units
	<hr/>
	8 units*

GENERAL EDUCATION DEVELOPMENT [G.E.D.]

Coursework to prepare individuals for the G.E.D. Test is available. Persons passing the G.E.D. Test are awarded a High School Equivalency Certificate by the State of Florida.

VOCATIONAL UP-GRADING

Coursework to prepare individuals for advancement or up-grading in their occupations is available.

ENRICHMENT COURSES

Enrichment or avocational courses are available to provide individuals an opportunity to become more effective in the utilization of their leisure time. These courses are self-supporting and are offered when desired.

*Total of 3 units in Mathematics and Science required. In addition, College Preparatory students are advised to 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 Distributive 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 the ten departments.

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

This catalog lists two course numbers for some courses. The first is the Florida Statewide Common Course Numbering System which will eventually be used statewide by all colleges. For your purposes, the second number in brackets [6848] is the one you will use for registration and which will be used in schedules. Always refer to the second number when discussing a course.

BUSINESS EDUCATION DEPARTMENT

- SES 1100** **Typewriting I, 2 semester hours, 1 lec., 3 lab. [Fall, Winter,**
[1110] **Spring]**
Development of correct typewriting technique, learning keyboard control, problem typing and business letter writing.
- SES 1110** **Typewriting II, 2 semester hours, 1 lec., 3 lab. [Fall, Winter,**
[1111] **Spring]**
Speed building through basic technique, tabulation, business letter writing, reports, and manuscript typing. Prerequisite: Previous typewriting experience or permission of the instructor.
- **Word Processing: Intro Theory, 3 semester hours, 3 lec.**
[1115] **[Offered as needed]**
An overview of word processing as a concept for business and the relationship of the concept to existing office and clerical work. The course is designed to provide an insight into the procedures, equipment, and training needed in word processing. Career opportunities in word processing are included. Prerequisite: Permission of the instructor.
- **Machine Transcription, 3 semester hours, 2 lec., 2 lab. [Offered**
[1116] **as needed]**
Operation of recorders and transcribers to develop transcription skills in English grammar, punctuation, sentence structure, and vocabulary. Advanced problems in producing and handling typewritten documents of all kinds. Letters with variations, real estate, medical, legal, and general correspondence. Prerequisite: 1110 or equivalent.
- SES 1210** **Shorthand, 3 semester hours, 2 lec., 3 lab. [Fall]**
[1120] **Basic skills and vocabulary of shorthand. Beginning of dictation and transcription.**

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[1121] **Filing, 3 semester hours, 1 lec., 3 lab. [Fall, Winter, Spring]**
Methods and systems of filing used in business offices, filing equipment, and time-and-motion saving skills. Filing practice sets are used.
- MTB 1103 X
[1130] **Business Mathematics, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
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.
- MAN 1700
[1131] **Introduction to Business, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
Designed to give students a broad understanding of the nature of business and a preliminary idea of the various areas of business specialization.
- ACC 1885
[1133] **Secretarial Accounting, 3 semester hours, 3 lec. [Fall]**
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.
- STA 1014 +
[1140] **Statistics, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
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.
- CRM 1011
[1141] **Key punch, 2 semester hours, 1 lec., 3 lab. [Offered as needed]**
Development of correct techniques, learning keyboard and development of manual skill.
- COC 1120
[1142] **Flowcharting and Documentation, 3 semester hours, 2 lec., 2 lab. [Fall, Winter]**
Designed for data processing majors, stresses the importance of logic and proper documentation of programs to be used in a computer center.
- CRM 1032
[1143] **Computer Operations, 4 semester hours, 2 lec., 4 lab. [Fall, Winter]**
All clerical aspects of a general data processing center such as logging, decollating, 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.
- SES 1211
[1150] **Dictation, 3 semester hours, 2 lec., 3 lab. [Winter]**
Speed-building in taking dictation and transcription. Prerequisite: Dictation experience or permission of the instructor.

- REE 1200**
[1156] **Real Estate Finance, 3 semester hours, 3 lec. [Offered as needed]**
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.
- BAN 1110**
[1157] **Principles of Bank Operations, 3 semester hours, 3 lec. [Offered as needed]**
This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad (and operational) perspective. The descriptive orientation is intentional.
- REE 1000** ✕
[1158] **Introduction to Real Estate: Course I, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
This course is intended to provide the prospective licensee with the fundamental knowledge in the field of real estate principles and practices and real estate law. This is the required course prescribed by the Florida Real Estate Commission for a person desiring to become registered as a real estate salesperson.
- SES 1942**
[1160] **Internship-Business Education, 3 semester hours, 15 lab. [Offered as needed]**
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.
- ACC 2001**
[1200] **Accounting I, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
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.
- ACC 2021**
[1201] **Accounting II, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
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.
- SES 2321**
[1202] **Basic Office Machines, 2 semester hours, 1 lec., 2 lab. [Fall, Winter, Spring]**
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.

- COP 2120** **COBOL Programming, 4 semester hours, 2 lec., 4 lab. [Fall, Winter, Spring]**
 [1204] 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 adaption. Prerequisite: 1814 or permission of instructor.
- SES 2325** **Secretarial Machines and Records Management, 3 semester hours, 2 lec., 2 lab. [Winter]**
 [1205] 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).
- CIS 2321** **Data Processing Systems Design and Procedures, 3 semester hours, 2 lec., 3 lab. [Offered as needed]**
 [1207] 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.
- COP 2110** **FORTRAN Programming, 4 semester hours, 2 lec., 4 lab. [Fall, Winter, Spring]**
 [1208] 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.
- MAR 2011** **Introduction to Marketing, 3 semester hours, 3 lec. [Offered as needed]**
 [1209] 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.
- SES 2120** **Typewriting III, 2 semester hours, 1 lec., 3 lab. [Winter]**
 [1210] Development of occupational proficiency in business letter writing, advanced tabulation, and manuscript typewriting. Prerequisite: 1111, or permission of the instructor.
- COP 2170** **Basic Language Programming, 2 semester hours, 1 lec., 3 lab. [Offered as needed]**
 [1211] An introduction to the BASIC (Beginner All Purpose Symbolic 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.

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[1215] **Word Processing: Editing I, 3 semester hours, 2 lec., 2 lab.**
 [Offered as needed]
 A basic course in operating magnetic text-editing typewriters with revisions and variables. Emphasis on gaining machine proficiency in elementary applications. Prerequisite: 1205 or 1116.
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[1216] **Word Processing: Editing II, 3 semester hours, 2 lec., 2 lab.**
 [Offered as needed]
 An advanced course in using magnetic text - editing typewriters. Advanced typewriting problems, extensive revisions, medical and legal documents, are emphasized. Usage of dual storage media is stressed.
- BUL 2111 **Business Law I, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
[1220] 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.
- BUL 2112 **Business Law II, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
[1221] Continuation of 1220. Course content explores laws relative to Personal Property and Bailments, sales, insurance, partnerships, corporations, and real property.
- REE 2100 **Introduction to Real Estate Appraising, 3 semester hours, 3 lec.**
[1230] **[Offered as needed]**
 Nature and purpose of appraisals, reasons for and use of appraisals, depreciations, cost approach, valuations, values, costs and markets.
- REE 2800 **Real Estate Management, 3 semester hours, 3 lec. [Offered as needed]**
[1231] 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.
- REE 2300 **Real Estate Investments, 3 semester hours, 3 lec. [Offered as needed]**
[1232] 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.

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[1233] **Course II: Real Estate Principles and Practices, 3 semester hours, 3 lec. [Offered as needed]**
This course is designed to convey a practical understanding and knowledge of the operation and conduct of the real estate brokerage business in Florida to the end that the public will be better served in accordance with the objectives of the real estate license law by the elevation of professional standards. It will not be designed, primarily to aid in passing the real estate broker's examination, nor will satisfactory completion of the course effect a waiver of the requirement of passing said examinations. Prerequisite: Students must be registered with the Florida Real Estate Commission and also must complete an affidavit verifying their status as an active real estate salesperson for at least six months.
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[1240] **Business Communications, 3 semester hours, 3 lec. [Fall]**
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.
- ACC 2409 **Cost Accounting, 3 semester hours, 3 lec. [Offered as needed]**
[1244] 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.
- ACC 2509 **Tax Accounting, 3 semester hours, 3 lec. [Offered as needed]**
[1245] 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.
- SES 2212 **Transcription, 3 semester hours, 2 lec., 3 lab. [Spring]**
[1250] Increasing accuracy in transcribing notes and a speed-building program for dictation. Prerequisite: 1150, or permission of the instructor.
- SES 2401 **General Office Practices, 3 semester hours, 3 lec. [Spring]**
[1259] 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.

- SES 2402**
[1260] **Secretarial Office Practices, 3 semester hours, 2 lec., 2 lab. [Spring]**
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.
- MAR 2101**
[1270] **Salesmanship, 3 semester hours, 3 lec. [Offered as needed]**
Selling, correct attitudes and personal attributes for dealing with the public on a business or professional basis.
- FIN 2230**
[1271] **Money and Banking, 3 semester hours, 3 lec. [Offered as needed]**
This course stresses the practical aspects of money and banking and emphasizes the basic inventory theory needed by the banking student to apply knowledge acquired on the job. Historical treatment is kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange.
- BAN 2240**
[1272] **Instalment Credit, 3 semester hours, 3 lec. [Offered as needed]**
In this course, the techniques of instalment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the accounts due. Each phase of a bank's instalment credit operation is carefully scrutinized. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of instalment lending.
- MAN 2100** +
[1276] **Human Relations, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
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.
- MAN 2000** +
[1277] **Management, 3 semester hours, 3 lec. [Offered as needed]**
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.

- MAN 2905**
[1280] **Independent Study—Business, 1 semester hour, 1 lec., 2 lab. [Fall, Winter, Spring]**
Directed study and individual projects designed to meet the needs of students interested in specialized areas of business for which present course availability is limited. Areas of study can also be supplemented to present business courses for special emphasis or depth.
- MAR 2302**
[1282] **Introduction to Advertising, 3 semester hours, 3 lec. [Offered as needed]**
Advertising as a marketing tool, its planning, creation, and use. A survey of copy writing, layout, and media (newspapers, magazines, radio, television, films, etc.).
- HFT 2010**
[1283] **Hotel Management I, 3 semester hours, 3 lec. [Offered as needed]**
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.
- HFT 2250**
[1284] **Hotel Management II, 3 semester hours, 3 lec. [Offered as needed]**
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.
- HFT 2251**
[1285] **Hotel Management III, 3 semester hours, 3 lec. [Offered as needed]**
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.
- ECO 2013**
[1286] **Economics I, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
Macroeconomics deals with basic economic concepts and develops the economics of public fiscal and monetary policy.
- ECO 2023**
[1287] **Economics II, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
Provides microeconomic price theory concepts and treats current national and international economics problems.
- MAR 2151**
[1288] **Retail Management, 3 semester hours, 3 lec. [Offered as needed]**
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.

- MAR 2930** **Marketing Seminar I, 2 semester hours, 1 lec. [Offered as**
[1291] **needed]**
 One class hour per week discussing job problems and a minimum of twelve hours per week of on-the-job experience to be arranged.
- MAR 2931** **Marketing Seminar II, 2 semester hours, 1 lec. [Offered as**
[1292] **needed]**
 One class hour per week discussing job problems and a minimum of twelve hours per week of on-the-job experience to be arranged.
- MAR 2932** **Marketing Seminar III, 2 semester hours, 1 lec. [Offered as**
[1293] **needed]**
 One class hour per week discussing job problems and a minimum of twelve hours per week of on-the-job experience to be arranged.
- BAN 2900** **Directed Study—Banking, 1 semester hour, 2 lab. [Offered as**
[1294] **needed]**
 A directed study designed to enable the student interested in banking to pursue an in-depth study of a specialized area of banking.
- MAN 2940** **Directed Work Study—Business, 1 semester hour, 6 lab. [Fall,**
[1295] **Winter, Spring]**
 Directed experience in instructional, laboratory and/or materials assistance in a designated business area.
- MAR 2000** **Tutorial-Business, 1 semester hour [Fall, Winter, Spring]**
[1299] **An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.**
- **Beginning Shorthand I, 1/2 unit [Offered as needed]**
[1600] **Basic skills and vocabulary of shorthand. Beginning of dictation and transcription. Performance in transcription is comparable to high school courses in shorthand.**
- **Beginning Shorthand II, 1/2 unit [Offered as needed]**
[1601] **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.**
- **Refresher Shorthand, 20 class hours, 2 c.e.u. [Offered as**
[1602] **needed]**
 This course will assist students to enlarge their vocabularies in the Gregg Shorthand system, and increase speed and accuracy in successfully transcribing notes.

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[1603] **Typewriting Improvement, 15 class hours, 1.5 c.e.u. [Offered as needed]**
A course designed to review basic typing techniques and correct technique difficulties in order to acquire the minimum speed required for individual AFSC.
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[1606] **Beginning Typewriting I, 1/2 unit [Offered as needed]**
Mastery of the keyboard and ability to write personal and business letters accurately. Comparable to high school courses in typewriting.
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[1609] **Beginning Typewriting II, 1/2 unit [Offered as needed]**
A continuation of 1606.
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[1610] **Personal Typing, 20 class hours, 2 c.e.u. [Offered as needed]**
To provide the student with the fundamental skills and knowledge necessary for personal-use typing.
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[1620] **Basic Management for Supervisors, 20 class hours, 2 c.e.u. [Offered as needed]**
Managerial functions — planning, organizing, staffing, directing, and controlling — are analyzed, described and discussed for the edification of each student.
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[1651] **Personal Financial Management, 30 class hours, 3 c.e.u. [Offered as needed]**
A course designed to assist individuals and families with personal financial management planning. Areas of emphasis will include the art of budgeting, housing, credit, insurance, savings, investments, and other financial management considerations essential to personal and family income.
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[1663] **Course I: Real Estate Principles and Practices, 51 class hours, 5.1 c.e.u. [Fall, Winter, Spring]**
This course is intended to provide the prospective licensee with the fundamental knowledge in the field of real estate principles and practices and real estate law. This is the required course prescribed by the Florida Real Estate Commission for a person desiring to become registered as a real estate salesperson.
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[1666] **Real Estate Appraising, 45 class hours, 4.5 c.e.u. [Offered as needed]**
Nature and purpose of appraisals, reasons for and use of appraisals, depreciation, cost approach, valuation, values, costs and markets.
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[1667] **Real Estate Managing, 45 class hours, 4.5 c.e.u. [Offered as needed]**
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 practice and management.

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[1668] **Real Estate Investing, 45 class hours, 4.5 c.e.u. [Offered as needed]**
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, 4.5 c.e.u. [Offered as needed]**
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.
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[1670] **Personal Income Tax, 30 class hours, 3 c.e.u. [Offered as needed]**
To familiarize the student with the various aspects of personal income tax, where such information is contained, and the completion of sample problems.
-
[1811] **Industrial Management Supervision, 60 class hours, 6 c.e.u. [Fall, Winter, Spring]**
Preparation of technicians and personnel in specialized areas of industrial personnel management and supervision.
- CRM 8020
[1814] **Basic Concepts of Data Processing, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
Data processing equipment; consideration of general systems design, machine wiring, card and report design, and typical unit record equipment components.
- CNM 8001 +
[1815] **Computer Mathematics, 3 semester hours, 3 lec. [Fall, Winter]**
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.
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[1902] **Personnel Management, 40 class hours, 4 c.e.u. [Offered as needed]**
A course of instruction designed primarily for 1st and 2nd level supervisors embodying coverage of principles of personnel administration as it pertains to the line organization. Subjects include, Classification, Employment, Training, Labor Relations, Equal Employment Opportunity, Employee-Management Relations, and others. Forty classroom hours are required to adequately cover subject matter.
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[1903] **Business English I, 1/2 unit [Offered as needed]**
Effective oral and written expression for business; application of rules of grammar and development of vocabulary through supervised business activities involving speaking and writing.

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[1918] **Secretarial Techniques Seminar, 12 class hours, 1.2 c.e.u. [Offered as needed]**
A seminar designed to allow students to update knowledge in the following areas: their role as a secretary, their range of responsibilities, the working relationship with their supervisor, and decision making.
-
[1921] **Bookkeeping I, 1/2 unit [Offered as needed]**
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.
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[1923] **Bookkeeping II, 1/2 unit [Offered as needed]**
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.
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[1927] **Management Training for NAFI, 16 class hours, 1.6 c.e.u. [Offered as needed]**
A course designed to train supervisors in procedures of supervision required for NAFI civilian employees.
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[1928] **Office Methods and Procedures Seminar, 16 class hours, 1.6 c.e.u. [Offered as needed]**
A course designed to provide a review and update of office skills and Air Force methods and procedures as they apply to clerical and secretarial personnel.
- +
[1938] **Management II, 50 class hours, 5 c.e.u. [Offered as needed]**
A course of instruction designed primarily for 1st and 2nd level supervisors embodying coverage of principles of personnel administration as it pertains to the line organization. Subjects include, Classification, Employment, Training, Labor Relations, Equal Employment Opportunity, Employee-Management Relations, and Management of Military Personnel.
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[1961] **Securities and Investments, 15 class hours, 1.5 c.e.u. [Offered as needed]**
Designed for both new and moderately experienced investors wanting to improve their skill and knowledge in investing.

EDUCATION AND PHYSICAL EDUCATION DEPARTMENT

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[2121] **Aerobics I, 2 semester hours, 4 lab. [Fall, Winter]**
Introductory course in Aerobics with emphasis on diagnostic testing, participation in a safe aerobic program, evaluation of progress, and a study of the concepts involved.
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[2122] **Aerobics II, 2 semester hours, 4 lab. [Fall, Winter]**
A continuation of Aerobics I. Students will train using a point system with appropriate evaluation of progress.
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[2141] **First Aid, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
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, cardio-pulmonary resuscitation, transportation of the injured, oral poisoning and other medical emergencies.
- PEL 1621L **Basketball,* 1 semester hour, 2 lab. [Fall, Winter]**
[2145] Instruction and participation in the fundamental aspects of basketball with emphasis on both the mental and motor skill developments.
- HES 1000 **Personal and Community Health, 3 semester hours, 3 lec. [Fall,**
[2146] **Winter, Spring]**
A systematic and comprehensive coverage of basic factual material, concepts, terminology, and important trends in major health areas of concern today.
- DAA 1340 **Folk Dance,* 1 semester hour, 2 lab. [Fall]**
[2148] Instruction and participation in various Folk Dances.
- DAA 1310 **Square Dance,* 1 semester hour, 2 lab. [Winter]**
[2149] Instruction and participation in traditional, modern, and advanced square dance.
- PEL 1111L **Beginning Bowling,* 1 semester hour, 2 lab. [Fall, Winter,**
[2150] **Spring]**
The development of skills and practice in the basic fundamentals of bowling.
- PEL 1121L **Beginning Golf,* 1 semester hour, 2 lab. [Fall, Winter, Spring]**
[2152] Instruction in the fundamental techniques and the development of personal skills through participation.
- PEM 1361L **Horsemastership I,* 1 semester hour, 2 lab. [Offered as needed]**
[2153] Instruction in the fundamental techniques and the development of personal skills through participation.

*Activity course fulfills the Physical Education requirement.

- PEL 1341L** **Tennis,* 1 semester hour, 2 lab. [Fall, Winter, Spring]**
 [2154] The history of tennis, the fundamental techniques and the development of personal skills through participation.
- PEM 1362L** **Horsemastership II,* 1 semester hour, 2 lab. [Offered as needed]**
 [2156] Instruction in advanced principles and skills of equitation, dressage, and introduction to jumping techniques. Prerequisite: satisfactory completion of Horsemastership I and/or permission of the instructor.
- PEL 1511L** **Soccer,* 1 semester hour, 2 lab. [Fall]**
 [2157] Introduction in the fundamental techniques and the development of personal skills through participation.
- PEM 1226L** **Elementary Trampoline,* 1 semester hour, 2 lab. [Fall, Winter, Spring]**
 [2159] Instruction in the fundamental techniques and the development of personal skills through participation.
- PEN 1206C** **Basic Seamanship, 2 semester hours, 2 lab. [Offered as needed]**
 [2162] Introduction to pleasure boating, maneuvering, rope tying, aids to navigation, charts and compass, rules of the road, legal responsibilities, and safe motorboat operation.
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 [2170] **Fitness Lab for Men,* 1 semester hour, 2 lab. [Spring]**
 Instruction and participation in an aerobic exercise program for the attainment of physical fitness with emphasis on cardiovascular fitness.
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 [2171] **Fitness Lab for Women,* 1 semester hour, 2 lab. [Spring]**
 Instruction and participation in an aerobic exercise program for the attainment of physical fitness with emphasis on cardiovascular fitness.
- PEL 1346L** **Beginning Badminton,* 1 semester hour, 2 lab. [Fall, Winter, Spring]**
 [2172] Instruction and practice in the basic skills for full participation and enjoyment of the game of badminton.
-
 [2175] **Contemporary Coaching Concepts, 3 semester hours, 3 lec. [Offered as needed]**
 Course offers instruction in the concepts of contemporary coaching techniques and methods. This includes the organizational, administrative and motivational aspects of the coaching profession.

*Activity course fulfills the Physical Education requirement.

- PET 1000**
[2190] **Introduction to Physical Education, 3 semester hours, 3 lec. [Fall, Winter]**
Instruction in the history, principles and basic philosophy of physical education. Emphasis in the basic concepts and foundations of the total physical education program.
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[2192] **Modern Fitness for Men,* 2 semester hours, 4 lab. [Fall, Winter]**
This course includes fitness testing and body conditioning exercises. Student receives instruction and practice in vigorous activities geared primarily toward better physical conditioning with emphasis on cardiovascular fitness.
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[2193] **Modern Fitness for Women,* 2 semester hours, 4 lab. [Fall, Winter]**
This course includes fitness testing and body conditioning exercises. Student receives instruction and practice in vigorous activities geared primarily toward better physical conditioning with emphasis on cardiovascular fitness.
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[2195] **Sports Officiating, 1 semester hour, 1 lec., 1 lab. [Fall]**
Instruction in rule interpretation and the fundamental techniques required in officiating football, basketball, and other selected sports.
- PEM 2201L**
[2241] **Women's Gymnastics; Floor Exercise and Balance Beam,* 1 semester hour, 2 lab. [Fall]**
The student will learn to perform United States Gymnastic Federation compulsory routines in floor exercise and balance beam within the standards of the United States Gymnastic Federation evaluation scale.
- PEM 2221L**
[2255] **Tumbling,* 1 semester hour, 2 lab. [Fall, Winter, Spring]**
Instruction in the fundamental techniques and the development of personal skills through participation.
- PEM 2227L**
[2259] **Intermediate Trampoline,* 1 semester hour, 2 lab. [Fall, Winter]**
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.
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[2291] **Directed Work Study—Physical Education, 1 semester hour, 6 lab. [Offered as needed]**
Directed experience in instructional, laboratory and/or materials assistance in a designated Physical Education area. Entry by permission of Department Chair only.

*Activity course fulfills the Physical Education requirement.

- PEN 2101L** **Aquatic Skills,* 2 semester hours, 4 lab. [Fall, Winter, Spring]**
 [2292] 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.
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 [2295] **Advanced Sports,* 1 semester hour, labs as required [Fall, Winter]**
 Instruction, practice, and intercollegiate participation in individual and team sports. The continuous development of physical skills is of major importance in this course. Prerequisite: Permission of the instructor. (May be taken four times for credit).
- LEI 2330C** **Camp Counseling, 3 semester hours, 2 lec., 2 lab. [Fall, Winter]**
 [2296] The training of camp counselors in organized camping, including camp crafts, nature, and informal activities.
- PEQ 2115C** **Water Safety,* 1 semester hour, 2 lab. [Fall, Spring]**
 [2297] 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; (4) Be able to endure long exposure in water (2 hours).
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 [2298] **Independent Study—Physical Education, 1 semester hour, 2 lab. [Fall, Winter, Spring]**
 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.
- PEM 2013L** **Tutorial: Education and Physical Education, 1 semester hour, 2 lab. [Fall, Winter, Spring]**
 [2299] An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
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 [2601] **Adult Basic Education, 45 class hours, 4.5 c.e.u. [Fall, Winter, Spring]**
 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.

*Activity course fulfills the Physical Education requirement.

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[2602] **Employment Skills, 15 contact hours, 1.5 c.e.u. [Offered as needed]**
A brief orientation course covering the areas of concern to persons seeking employment. Items covered include: application forms, withholding tax, credit unions, and other areas normally associated with the new employee. The course will be conducted in seminar format with resource persons from local agencies.
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[2605] **High School Review, 45 class hours, 4.5 c.e.u. [Fall, Winter, Spring]**
Study in the area(s) of deficiency in order to learn or regain lost high school level skills for job placement or GED examinations.
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[2627] **Tennis for Adults, 20 class hours, 2 c.e.u. [Offered as needed]**
Designed to make each person proficient enough in tennis to enjoy playing the game.
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[2630] **Sports Instructional Clinic, 40 class hours, 4 c.e.u. [Offered as needed]**
To give each individual enrolled a better understanding of their own unique potentials as an athlete, stressing sound fundamentals, proper reactions, quickness, and aggressiveness to meet those competitive challenges they may face.
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[2633] **C.P.R., 15 class hours, 3 lec., 1 lab., 1.5 c.e.u. [Offered as needed]**
To train the lay public in the essentials of prudent heart living. To give each trainee a background knowledge of the physiology of the cardio-pulmonary system. To train each trainee in the motor skills involved in the application of CPR in the field and to clear obstructed airways.
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[2690] **General Education Review, 45 class hours, 4.5 c.e.u. [Offered as needed]**
Remedial education program to help remove deficiencies in order that individuals may prepare for further education for college transfer or vocational programs or to prepare for the high school equivalency testing program.
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[2700] **Standard First Aid Course, 20 class hours, 2 c.e.u. [Offered as needed]**
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.

FINE AND PERFORMING ARTS DEPARTMENT

- ART 1300C** **Drawing I, 3 semester hours, 4 lab., 1 lec., [Offered as needed]**
[3100] Problems in drawing techniques and media.
- ART 1301C** **Drawing II, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**
[3101] Problems in drawing and composition. Prerequisite: 3100, or permission of the instructor.
- ART 1110C** **Ceramics I, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**
[3102] Hand-building techniques and use of ceramic equipment; creative development of pottery and sculptural forms from clay.
- ART 1111C** **Ceramics II, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**
[3103] Intermediate course in ceramics which covers techniques used on potter's wheel. Prerequisite: 3102 or permission of the instructor.
- ART 1150C** **Jewelry Creation and Design, 3 semester hours, 4 lab., 1 lec.**
[3104] **[Spring]**
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.
- ART 1201C** **Design I, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**
[3105] Principles of visual organization. Deals with line, space, form and color in two-dimensional composition.
- ART 1202C** **Design II, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**
[3106] Extension and development of the elements of design in three-dimensional projects.
- ART 1701C** **Sculpture I, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**
[3109] 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. Students will be expected to solve problems in several different media that best expresses their particular sensibilities.
- ART 1400C** **Introductory Printmaking, 3 semester hours, 4 lab., 1 lec.**
[3110] **[Spring]**
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.

- MUE 1450**
[3112] **Woodwind Techniques, 1 semester hour, 2 lec. [Fall]**
Designed to acquaint the potential music teacher with all the students in the woodwind section including clarinet, flute, oboe, bassoon, and saxophone and a beginning study on one instrument.
- MUT 1121**
[3118] **Music Theory I, 4 semester hours, 3 lec., 2 lab. [Fall]**
Major and minor scales, intervals, triads, seventh chords, inversions, cadences, periods, and chord progressions in all keys; two-, three-, and four-part writing, harmonic, melodic and intervalic dictation combined with singing prepared music and performing music at sight. Prerequisite: 3150 or 3153A or departmental approval.
- MUT 1122**
[3119] **Music Theory II, 4 semester hours, 3 lec., 2 lab. [Winter]**
Major and minor scales, intervals, triads, seventh chords, inversions, cadences, periods, and chord progressions in all keys; two-, three-, and four-part writing, harmonic, melodic, and intervalic dictation combined with singing prepared music and performing music at sight. Prerequisite: 3150 or 3153A or departmental approval.
- MUN 1710**
[3131A] **Music Organizations, Stage Band, 1 semester hour, 3 lab. [Offered as needed]**
Music Organizations may be repeated three times for credit.
- MUN 1310**
[3131B] **Music Organizations, OWJC Chorus, 1 semester hour, 3 lab. [Offered as needed]**
Music Organizations may be repeated three times for credit.
- MUN 1100**
[3131C] **Music Organizations, OWJC Band, 1 semester hour, 3 lab. [Offered as needed]**
Music Organizations may be repeated three times for credit.
- MUN 1340**
[3131D] **Music Organizations, OWJC Chamber Chorus, 1 semester hour, 3 lab. [Offered as needed]**
Music Organizations may be repeated three times for credit.
- MUN 1380**
[3131E] **Music Organizations, OWJC Community Chorus, 1 semester hour, 3 lab. [Offered as needed]**
Music Organizations may be repeated three times for credit.
- MUN 1180**
[3131F] **Music Organizations, OWJC Community Band, 1 semester hour, 3 lab. [Offered as needed]**
Music Organizations may be repeated three times for credit.
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[3131G] **Music Organizations, OWJC Community Stage Band, 1 semester hour, 3 lab. [Offered as needed]**
Music Organizations may be repeated three times for credit.

- MUT 1001** **Fundamentals of Music, 3 semester hours, 3 lec. [Offered as needed]**
 [3150] 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.
- MVK 1111** **Class Instrument Instruction, Piano, 1 semester hour, 2 lec.**
 [3153A] [Offered as needed]
 The study of basic techniques for the beginning student. May be taken for credit one time.
- MVV 1111** **Class Instrument Instruction, Voice, 1 semester hour, 2 lec.**
 [3153B] [Offered as needed]
 The study of basic techniques for the beginning student. May be taken for credit one time.
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 [3153C] **Class Instrument Instruction, Guitar, 1 semester hour, 2 lec.**
 [Offered as needed]
 The study of basic techniques for the beginning student. May be taken for credit one time.
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 [3171] **Applied Music Instruction, Principal Instrument, 2 semester hours [Offered as needed]**
 Two ½-hour private lessons per week. Two hours daily individual practice. May be repeated four times for credit. A. Woodwinds; B. Brasses; C. Percussion; D. Piano; E. Voice. Audition required prior to registration.
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 [3172] **Applied Music Instruction, Secondary Instrument, 1 semester hour [Offered as needed]**
 One ½-hour private lesson per week. May be repeated four times for credit. A. Woodwinds; B. Brasses; C. Percussion; D. Piano; E. Voice.
- HUM 1020** **Humanities I, 3 semester hours, 3 lec. [Offered as needed]**
 [3175] Techniques, forms, and basic evaluative tools related to music, the visual arts, poetry, drama, the dance, film, and philosophy. Art works themselves are utilized as much as possible with examples relating to Contemporary culture.
- ARH 1000** **Humanities Art, 3 semester hours, 3 lec. [Offered as needed]**
 [3178] Basic concepts of art, including formal analysis and the sociology and psychology of style. Does not fulfill Art History requirement for art majors.
- HUM 1200** **Humanities II, 3 semester hours, 3 lec. [Offered as needed]**
 [3179] Some prevailing ideas about the nature of man and his relationship to his universe, especially as revealed in the arts, literature, and philosophy.

- MUH 1001** **Music for General Education, 3 semester hours, 3 lec. [Offered as needed]**
[3180] 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.
- ART 1115C** **Reduction Firing and Glazing, 1 semester hour, 4 lab. [Offered as needed]**
[3181] 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.
- ART 2510C** **Painting I, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**
[3201] Problems of constructing a composition in color. The academic method of painting and student experimentation. Prerequisite: 3101 or permission of the instructor.
- ART 2520C** **Painting II, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**
[3202] 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.
- MUT 2126** **Music Theory III, 4 semester hours, 3 lec., 3 lab. [Fall]**
[3218] The harmonization and modulation of melodies through the use of nondominant harmony, and the study of sequence writing. Incorporates keyboard harmony plus sight reading chromatic melodies, large intervals, and advanced rhythms on the major instrument or voice. Prerequisite: 3118 and 3119.
- MUT 2127** **Music Theory IV, 4 semester hours, 3 lec., 2 lab. [Winter]**
[3219] The harmonization and modulation of melodies through the use of nondominant harmony, and the study of sequence writing. Incorporates keyboard harmony plus sight reading chromatic melodies, large intervals, and advanced rhythms on the major instrument or voice. Prerequisite: 3118 and 3119.
- MUE 2460** **Brass Techniques, 1 semester hour, 2 lab. [Winter]**
[3227] Designed to acquaint the potential music teacher with all the instruments in the brass section, including trumpet, French horn, trombone, baritone and tuba and a beginning study of one brass instrument.
- MUL 2111** **Music Literature I, 2 semester hours, 2 lec. [Fall]**
[3252] Major periods of music history through the classical period with emphasis on style and form. May be elected with Applied Music or Music Organization to complete second 3-hour humanities requirement. Prerequisite: ability to read music.

- MUL 2112** **Music Literature II, 2 semester hours, 2 lec. [Winter]**
 [3253] Major periods of music history from the romantic period to the present day. May be elected with Applied Music or Music Organization to complete second 3-hour humanities requirement. Prerequisite: 3252.
- ARH 2050** **Art History Survey I, 3 semester hours, 3 lec. [Fall]**
 [3254] A survey of significant contributions in art, architecture and the crafts from prehistoric times through the Renaissance period.
- ARH 2051** **Art History Survey II, 3 semester hours, 3 lec. [Winter]**
 [3255] A survey of significant contributions in art, architecture and the crafts from the Renaissance period to recent Twentieth Century works.
- PHI 2010** **Philosophy, 3 semester hours, 3 lec. [Offered as needed]**
 [3279] Central concepts of philosophy are developed, including a description of the main philosophical problems involved through ancient, medieval, and contemporary thought.
- REL 2300** **Comparative Religion, 3 semester hours, 3 lec. [Offered as needed]**
 [3280] Principal religions of the world are compared and contrasted. Christianity is examined in its historical and contemporary forms.
- **Directed Work Study—Fine and Performing Arts, 1 semester**
 [3297] **hour, 6 lab. [Offered as needed]**
 Directed experience in instructional, laboratory and/or materials assistance in a designated Arts-Humanities area. Entry by permission of department chair only.
- **Independent Study—Arts and Humanities, 1 semester hour**
 [3298] **[Offered as needed]**
 A defined independent study which is pursued under supervision of a faculty directing teacher and recorded through departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized or advanced nature and not available through classes or courses available on a college schedule. The student must obtain proper departmental approval prior to commencing the independent study.
- **Tutorial—Arts and Humanities, 1 semester hour, 2 lab.**
 [3299] An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- **OWJC Civic Chorus, 30 contact hours, 3.0 c.e.u. [Offered as needed]**
 [3601] Study of standard choral literature, vocal skills, and choral techniques. May perform with other college choral groups as "OWJC Concert Chorus."

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[3602] **OWJC Community Concert Band, 30 contact hours, 3.0 c.e.u. [Offered as needed]**
Study and performance of standard band literature. May meet with college credit OWJC Band or OWJC Community Band or activity band as "OWJC Concert Band."
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[3603] **OWJC Stage Band, 30 contact hours, 3.0 c.e.u. [Offered as needed]**
Instrumental music literature of a lighter, more popular or dance band nature is studied and performed. May meet with college credit OWJC Stage Band or OWJC Community Stage Band or activity Stage Band as "OWJC Stage Band."
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[3604] **Art-Drawing and Painting, 1/2 unit, 4 lab., 1 lec. [Offered as needed]**
A course designed to provide instruction and experience in graphite pencils, charcoal, ink, oils, water color and other art forms.
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[3605] **Ceramics, 1/2 unit, 4 lab., 1 lec. [Offered as needed]**
Instruction and experiences in handbuilding techniques, use of ceramic equipment, creative development of pottery and sculptural forms from clay.
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[3608] **Design and Creation of Jewelry I, 75 class hours, 4 lab., 1 lec., 7.5 c.e.u. [Spring]**
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.
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[3609] **Basic Interior Decorating, 20 class hours, 2 c.e.u. [Offered as needed]**
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.
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[3610] **Creative Handweaving, 20 class hours, 2 c.e.u. [Offered as needed]**
A course designed to develop handweaving skills.
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[3611] **Introductory Reduction Firing/Glazing, 24 class hours, 2.4 c.e.u. [Offered as needed]**
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.

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[3612] **Antiques, 20 class hours, 2 c.e.u. [Offered as needed]**
Basic information concerning antiques for the homeowner and employee in antiques, furnishings or related fields; development of American furniture and accessories of all styles or periods including construction, woods, and materials.
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[3800] **Printmaking, 75 class hours, 4 lab., 1 lec., 7.5 c.e.u. [Spring]**
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.
- THE 2000
[4276] **Theatre, 3 semester hours, 3 lec. [Offered as needed]**
An introduction to theatre and theatrical production. Topics span a wide range of interests — critical, historical, aesthetic and practical — intended to lay a foundation for further knowledge and skill of the theatre.
- TPP 2110
[4277] **Acting I, 3 semester hours, 2 lec., 2 lab. [Offered as needed]**
Through in-class performance the student will develop an understanding of and proficiency in those skills of movement, voice, and expression which are required of a theatrical performer.
- TPP 2111
[4278] **Acting II, 3 semester hours, 3 lec. [Offered as needed]**
Through in-class performance the student develops an understanding of and proficiency in styles of acting from classic through modern.
- THE 2050
[4279] **Amateur Theatre, 3 semester hours, 3 lec. [Offered as needed]**
Guidelines for students of the theatre who may become active in community theatres; and for teachers who may be assigned the task of directing plays. This course is designed to find practical solutions for contemporary producing groups.

COMMUNICATIONS DEPARTMENT

- EDF 1005
[2100] **Introduction to Education, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
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.
- ENC 1103
[4102] **English Communications I, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
Interpretive reading of essays. Instruction and intense practice in expository and argumentative writing. Prerequisite: A score in the 40th percentile or above on the CGP test or an equivalent score on a similar diagnostic test.

- ENC 1136 [4103] **English Communications II, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
 Interpretive 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.
- REA 1105 [4104] **Reading Improvement, 2 semester hours, 2 lab., 1 lec. [Fall, Winter, Spring]**
 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.
- SPC 1600 [4105] **Speech, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
 Emphasis is on assisting the individual to develop his/her potential in oral communication. Individual participation in preparation and presentation of speeches reinforced by continuing group analysis and constructive criticism.
- LIT 1201 [4109] **Approach to Literature, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
 Designed to encourage students to know and appreciate something of the great literature which helps to mold their thinking and everyday living. To include, without regard to national origin, those masterpieces of the Western World which reflect their cultural and intellectual heritage.
- ENC 1013 [4110] **English I, 3 semester hours, 3 lab or lec. [Fall, Winter, Spring]**
 Study and drill in grammar, punctuation, syntax, spelling and vocabulary building. A modular course requiring successful completion of each section for course completion.
- ENC 1315 [4112] **Technical Report Writing, 3 semester hours, 3 lec. [Offered as needed]**
 The fundamentals of report writing, mechanics and style with practice in preparing various common types of reports. Prerequisite: 4110 or 4102.
- ENC 1226 [4117] **Honors English Composition II, 3 semester hours, 3 lec. [Offered as needed]**
 Content and activities structured to the abilities of qualified students. Students are selected by the department chair or the instructor of the class.

- FRE 1100**
[4140] **French I,* 3 semester hours, 3 lec. [Offered Fall and Term I Spring]**
Pronunciation and grammatical structures of French, with emphasis upon balanced development of all four skills—listening, speaking, reading, and writing. Students who have successfully completed two or three years of high school French should enroll in French III-IV.
- FRE 1101**
[4141] **French II, 3 semester hours, 3 lec. [Offered Winter and Term II Spring]**
Pronunciation and grammatical structures of French, with emphasis upon balanced development of all four skills—listening, speaking, reading and writing. Students who have successfully completed two or three years of high school French should enroll in French III-IV.
- GER 1100**
[4150] **German I,* 3 semester hours, 3 lec. [Offered Fall and Term I Spring]**
Functional development of understanding of spoken and written German, with emphasis upon balanced development of all four skills — listening, speaking, reading, and writing. Students who have successfully completed two or three years of high school German should enroll in German III-IV.
- GER 1101**
[4151] **German II, 3 semester hours, 3 lec. [Offered Winter and Term II Spring]**
Functional development of understanding of spoken and written German, with emphasis upon balanced development of all four skills—listening, speaking, reading and writing. Students who have successfully completed two or three years of high school German should enroll in German III-IV.
- SPN 1100**
[4160] **Spanish I,* 3 semester hours, 3 lec. [Offered Fall and Term I Spring]**
Pronunciation and grammatical structures of Spanish, with emphasis upon balanced development of all four skills — listening, speaking, reading, and writing. Students who have successfully completed two or three years of high school Spanish should enroll in Spanish III-IV.
- SPN 1101**
[4161] **Spanish II, 3 semester hours, 3 lec. [Offered Winter and Term II Spring]**
Pronunciation and grammatical structures of Spanish, with emphasis upon balanced development of all four skills—listening, speaking, reading, and writing. Students who have successfully completed two or three years of high school Spanish should enroll in Spanish III-IV.

*Students 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 they 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.

- AML 2020** **American Literature I, 3 semester hours, 3 lec. [Fall]**
 [4220] American letters from the colonial period to the Civil War. (For transfer credit the student should complete both 4220 and 4221).
- AML 2022** **American Literature II, 3 semester hours, 3 lec. [Winter]**
 [4221] American letters from the Civil War through the contemporary period.
- LIT 2164** **Contemporary Literature, 3 semester hours, 3 lec. [Offered as needed]**
 [4228] Studies in modern Western drama, prose, and poetry, focusing on their comments on modern man. May be used as credit in Humanities II.
- FRE 2200** **French III, 3 semester hours, 3 lec. [Offered Fall and Spring Term I]**
 [4240] Intermediate level review of grammar, readings in French literature, and development of conversational and writing skills. Prerequisite: Two or three years of high school French with grade of "B" or better, or 4140-4141 or its equivalent.
- FRE 2201** **French IV, 3 semester hours, 3 lec. [Offered Winter and Spring Term II]**
 [4241] Intermediate level review of grammar, readings in French literature, and development of conversational and writing skills. Prerequisite: two or three years of high school French with grade of "B" or better, or 4140-4141 or its equivalent.
- FRE 2560** **Contemporary France I, 3 semester hours, 3 lec. [Offered as needed]**
 [4242] Readings and discussions of current events in France. Prerequisite: 4241.
- FRE 2561** **Contemporary France II, 3 semester hours, 3 lec. [Offered as needed]**
 [4243] Readings and discussions of current events in France. Prerequisite: 4241 or its equivalent.
- FRW 2100** **Introduction to French Literature I, 3 semester hours, 3 lec. [Offered as needed]**
 [4245] The development of French literature from the beginning to the present. Prerequisite: 4241 or its equivalent.
- FRW 2101** **Introduction to French Literature II, 3 semester hours, 3 lec. [Offered as needed]**
 [4246] The development of French literature from the beginning to the present. Prerequisite: 4241 or its equivalent.
- FRE 2420** **Advanced French Grammar and Composition I, 3 semester hours, 3 lec. [Offered as needed]**
 [4247] Study of advanced grammatical structures and practice in composition. Prerequisite: 4241 or its equivalent.

- FRE 2421**
[4248] **Advanced French Grammar and Composition II, 3 semester hours, 3 lec. [Offered as needed]**
Study of advanced grammatical structures and practice in composition. Prerequisite: 4241 or its equivalent.
- CRW 2020**
[4250] **Creative Writing, 3 semester hours, 3 lec. [Offered as needed]**
Creativity in prose, poetry, and drama. All student creations are submitted to publisher's market.
- GER 2200**
[4251] **German III, 3 semester hours, 3 lec. [Offered as needed]**
Intermediate level review of grammar, readings in contemporary literature and current affairs, audiolingual practice, and development of conversational and writing skills. Prerequisite: German I-II, or two years of more of high school German with a grade of B or better, or equivalent.
- GER 2201**
[4252] **German IV, 3 semester hours, 3 lec. [Offered Winter and Term II Spring]**
Intermediate level review of grammar, readings in contemporary literature and current affairs, audio-lingual practice, and development of conversational and writing skills. Prerequisite: Two or three years of high school German with grade of "B" or better, or 4150-51 or its equivalent.
- GER 2500**
[4253] **German Civilization and Culture I, 3 semester hours, 3 lec. [Offered Fall and Term I Spring when needed]**
Readings in primary sources, secondary analysis, and literary reflections of events. Independent research, individual and group reports, discussions with resource persons, study with films, slides, periodicals. First semester covers period of Luther to mid-19th Century. Prerequisite: 4252 or its equivalent.
- GER 2501**
[4254] **German Civilization and Culture II, 3 semester hours, 3 lec. [Offered Winter and Term II Spring when needed]**
Readings in primary sources, secondary analysis, and literary reflections of events. Independent research, individual and group reports, discussions with resource persons, study with films, slides, periodicals. Second semester, Bismarck to the present. Prerequisite: 4252 or its equivalent.
- GEW 2010**
[4255] **Introduction to German Literature I, 3 semester hours, 3 lec. [Offered Fall and Term I Spring when needed]**
The development of German literature from the Middle Ages to the present: first semester to 1833. Prerequisite: 4252 or equivalent.
- GEW 2011**
[4256] **Introduction to German Literature II, 3 semester hours, 3 lec. [Offered Winter or Term II Spring when needed]**
The development of German literature from the Middle Ages to the present; second semester from 1833 to the present. Prerequisite 4252 or equivalent.

- GER 2420**
[4257] **Advanced German Grammar and Composition I, 3 semester hours, 3 lec. [Offered Fall and Term I Spring when needed]**
Study of advanced grammatical structures, selected development of vocabulary and idiom, practice in oral and written composition. Prerequisite: 4252 or four years of high school German.
- GER 2421**
[4258] **Advanced German Grammar and Composition II, 3 semester hours, 3 lec. [Offered Winter or Term II Spring when needed]**
Study of advanced grammatical structures, selected development of vocabulary and idiom, practice in oral and written composition. Prerequisite: 4252 or four years of high school German.
- GER 2250**
[4259] **Readings in Scientific German, 3 semester hours, 3 lec. [Offered as needed]**
Development of reading skills 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. Prerequisite: 4252 or equivalent.
- SPN 2200**
[4260] **Spanish III, 3 semester hours, 3 lec. [Offered Fall and Spring Term I]**
Intermediate level review of grammar, readings in Spanish literature, and development of conversational and writing skills. Prerequisite: Two or three years of high school Spanish with grade of "B" or better, or 4160-4161 or its equivalent.
- SPN 2201**
[4261] **Spanish IV, 3 semester hours, 3 lec. [Offered Winter and Spring Term II]**
Intermediate level review of grammar, readings in Spanish literature, and development of conversational and writing skills. Prerequisite: two or three years of high school Spanish with grade of "B" or better, or 4160-4161 or its equivalent.
- SPN 2202**
[4262] **The Contemporary Spanish-Speaking World, 3 semester hours, 3 lec. [Offered as needed]**
Readings and discussions of current events in Spain and Latin-American countries. Prerequisite: 4261 or its equivalent.
- SPW 2100**
[4265] **Introduction to Spanish Literature I, 3 semester hours, 3 lec. [Offered as needed]**
Selected readings in modern Spanish and Spanish-American literature. Prerequisite: 4261 or its equivalent.
- SPW 2101**
[4266] **Introduction to Spanish Literature II, 3 semester hours, 3 lec. [Offered as needed]**
Selected readings in modern Spanish and Spanish-American literature. Prerequisite: 4261 or its equivalent.

- SPN 2300**
[4267] **Advanced Spanish Grammar and Composition I, 3 semester hours, 3 lec. [Offered as needed]**
Study of advanced grammatical structures and practice in composition. Prerequisite: 4261 or its equivalent.
- SPN 2301**
[4268] **Advanced Spanish Grammar and Composition II, 3 semester hours, 3 lec. [Offered as needed]**
Study of advanced grammatical structures and practices in composition. Prerequisite: 4261 or its equivalent.
- ENC 2940**
[4294] **Directed Work Study—Communications, 1 semester hour [Fall, Winter, Spring]**
Directed experience in instructional, laboratory and/or materials assistance in a designated Communication area. Entry by permission of department chair only.
- GER 2905**
[4295] **Independent Study—German, 1 semester hour [Offered as needed]**
Directed study designed to meet needs of students interested in specific areas of German language and literature for which the present course offerings are limited. Permission of department chair required.
- LIS 2001**
[4296] **Independent Study—Library, 1 semester hour, [Offered as needed]**
Directed study designed to acquaint the student with the works of the various departments necessary for a well-organized library. Entry by permission of LRC Director only.
- ENG 2905**
[4298] **Independent Study—Literature, 1 semester hour [Offered as needed]**
A critical study and analysis of a specific literary figure or era. Offered and directed to meet the needs of students interested in such a specialized area. By permission of department chair only.
- ENC 2941**
[4299] **Tutorial—Communications, 1 semester, 2 lab. [Fall, Winter, Spring]**
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
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[4602] **English for Foreign Born, 90 class hours, 9 c.e.u.**
English for non-English speaking adults. Emphasis is placed on speaking, reading, and writing English based on living experiences and needs.
-
[4603] **English XI, 1/2 unit [Offered as needed]**
When offered for high school credit the content is comparable to that of the corresponding high school English course. Prerequisite: Permission of the instructor.

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[4604] **Foreign Language—Spanish, 1/2 unit [Offered as needed]**
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.
-
[4606] **Effective Speaking, 1/2 unit [Offered as needed]**
Fundamentals of effective speaking, practice in organization of materials and delivery, development of voice, vocabulary, diction and poise, and elements of parliamentary procedure.
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[4607] **Effective Writing, 10 class hours, 1 c.e.u. [Offered as needed]**
An intensive study of effective writing with emphasis on writing mechanics and practical application.
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[4610] **Reading, 1/2 unit [Offered as needed]**
Reading courses are offered on different levels to satisfy adult reading needs. Emphasize basic reading skills and comprehension and the increase of reading speed.
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[4612] **Foreign Language—French, 1/2 unit [Offered as needed]**
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.
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[4626] **High School English, 1/2 unit [Offered as needed]**
Intensive review of English on the secondary school level.
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[4627] **Oral Interpretation Workshop, 10 lec., 1 c.e.u. [Offered as needed]**
A workshop designed to enable the students to develop their skills in the presentation of a variety of literature selections including prose, poetry, and drama. Activities will include individual and group presentation.
-
[4628] **Creative Writing Workshop, 30 lec., 3 c.e.u. [Offered as needed]**
A workshop designed to develop writing writers, to broaden the perspective of writing writers, and to help the student appreciate writing by experiencing the craftsmanship of writing. This is a "learn by doing" course.
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[4629] **Survival German, 12 lec., 1.2 c.e.u. [Offered as needed]**
A conversational German course designed to aid the student in the exchange of everyday thoughts, feelings, and questions of urgent importance to the traveler or neighbor in a German-speaking situation.
-
[4630] **Research Writing, 20 lec., 2 c.e.u. [Offered as needed]**
A workshop designed to help the student become familiar with a library and how to use published material, bibliographies and how to develop research topics and develop correct note-taking procedures.

.....
[4800] **Applied English I, 1/2 unit [Offered as needed]**
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.

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[4815] **Technical Writing, 1/2 unit [Offered as needed]**
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 DEPARTMENT

MAT 1024 +
[5100] **Basic Algebra, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
Designed specifically for the student needing further preparation prior to enrollment in 5104. A modular course requiring successful completion of each section for course completion. **5100 is a compensatory education course and is not allowable to meet degree requirements.**

MGF 1113
[5101] **Mathematics for General Education, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
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.



- MAT 1033** + **Intermediate Algebra, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
[5104] Designed specially for the pre-engineering, pre-science and pre-mathematics student who needs further work before entering a modern pre-calculus mathematics sequence. A modular course requiring successful completion of each section for course completion. **Does not meet General Education requirements for mathematics.**
-
[5105] **Structure of Arithmetic for Elementary Teachers, 3 semester hours, 3 lec. [Fall, Spring]**
 Designed for elementary education majors in preparation for teaching modern elementary mathematics. Prerequisite: Departmental permission.
- MAC 1104** **College Algebra, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
[5130] Typical first course in a pre-calculus sequence. Covers equations and inequalities, functions and relations, systems of equations and inequalities, and matrices and determinants. A screening test will be given at the beginning of each semester to determine student's qualifications to remain in the course. Prerequisite: Two years of high school algebra or 5104 and departmental permission.
- MAC 1114** **Trigonometry, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
[5131] Typical modern trigonometry course. Prerequisite: Departmental permission.
- MAC 1154** **Analytic Geometry, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
[5132] Typical modern analytic geometry course in two and three space. Prerequisite: Departmental permission. May be taken concurrently with 5131.
- MTB 1321** **Applied Mathematics I, 3 semester hours, 3 lec. [Fall, or as needed]**
[5160] Review of basic algebra and geometry. Emphasis on technical applications. (For Associate of Science students).
- MTB 1322** **Applied Mathematics II, 3 semester hours, 3 lec. [Winter, or as needed]**
[5161] 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. [Fall, Winter]**
 Designed for elementary education majors in preparation for teaching of modern elementary mathematics. Prerequisite: Departmental permission.

- MAP 2302** **Differential Equations, 3 semester hours, 3 lec. [Winter, or as needed]**
 [5224] Prerequisite: Department permission. May be taken concurrently with 5233.
- MAC 2411** † **Calculus I, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
 [5230] First course in a four course calculus sequence. It stresses basic concepts of differentiation. Prerequisite: Departmental permission.
- MAC 2412** **Calculus II, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
 [5231] 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.
- MAC 2413** **Calculus III, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
 [5232] This is the third course in a four semester sequence. It stresses multi-variable calculus. Prerequisite: 5231 with a grade of "C" or better.
- MAC 2414** **Calculus IV, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
 [5233] 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.
- MAS 2103** **Linear Algebra, 3 semester hours, 3 lec. [Winter, or as needed]**
 [5237] Designed for mathematics and engineering majors. Prerequisite: 5230 or departmental permission.
- MAT 2949** **Directed Work Study—Mathematics, 1 semester hour, 6 lab.**
 [5298] [Fall, Winter, Spring]
 Directed experience in instructional, laboratory and/or materials assistance in a designated Mathematics area. Entry by permission of department chair only.
- MAT 2905** **Tutorial—Mathematics, 1 semester hour [Fall, Winter, Spring]**
 [5299] 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.
- † **High School Algebra I, 1/2 unit [Fall, Winter, Spring]**
 [5600] 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. A modular course requiring successful completion of each section for course completion.
- **High School Algebra II, 1/2 unit [Fall, Winter, Spring]**
 [5602] Algebra including products and factors, proportions and variations, exponents, roots and radicals, solutions of equations, logarithms, ratios, progression and variation and numerical trigonometry. A modular course requiring successful completion of each section for course completion.

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[5613] **Mathematics Applied I, 1/2 unit [Fall, or as needed]**
Review of basic algebra and geometry. Emphasis on technical applications.
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[5614] **Mathematics Applied II, 1/2 unit [Winter, or as needed]**
Continuation of Mathematics Applied I. Functional algebra and trigonometry. Emphasis on technical applications. Prerequisite: 5613 or departmental permission.
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[5625] **Metrication, 12 class hours, 1.2 c.e.u. [Offered as needed]**
A course in the Metric system of measurement for students, teachers, and laymen with emphasis on laboratory experiences designed to promote metric "thinking."

HOME ECONOMICS DEPARTMENT

- CHD 1430 **Observing and Recording Child Behavior, 3 semester hours, 2**
[6105] **lec., 3 lab. [Fall, Spring]**
Designed to increase objectivity and proficiency in observing and interpreting children's behavior; in addition, to increase awareness of normative patterns of children from birth through five years of age.
- CHD 1220 **Child Growth and Development I, 3 semester hours, 3 lec. [Fall,**
[6160] **Spring]**
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.
- CHD 1230 **Child Growth and Development II, 3 semester hours, 3 lec.**
[6161] **[Winter, Spring]**
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.



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[6162] **Home Management I, 1 semester hour [Offered as needed]**
Basic course in managing the home as related to individual and family activities; includes principles of positive interaction of family members as well as time and energy management applied to housekeeping tasks of providing and maintaining food, shelter, and clothing, and good communication for family members.
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[6163] **Cooking With Microwave, 1 semester hour [Offered as needed]**
The basic operation and use of the microwave oven including cooking techniques for various foods.
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[6164] **Controlling Personal Weight, 1 semester hour [Offered as needed]**
A basic course in weight control using behavior modification techniques to change eating habits, as well as nutritional and exercise practices so that desired weight is acquired and maintained. (Self-Supporting).
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[6165] **Easy Food Entertaining, 1 semester hour [Offered as needed]**
Basic course in easy entertaining with food in the home, focusing on planning, and implementing the plan, including purchasing food and accessories, time organization, and basic preparation of food for guests.
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[6166] **Basic Home Decorating, 1 semester hour [Offered as needed]**
Basic study of home decorating principles and techniques; analyzing decorating needs and priorities; inexpensive ideas for creating individual and inviting atmosphere in the home through buying wisely, making needed items, or using existing home furnishings.
- HOE 1010 **Introduction to Home Economics, 3 semester hours, 3 lec.**
[6179] **[Offered as needed]**
Introduction to Home Economics as a career field of study; a consideration of history, professional opportunities, problems and current trends.
- CTE 1310 **Clothing Selection and Construction I, 3 semester hours, 1 lec.,**
[6180] **4 lab. [Offered as needed]**
A basic course in clothing construction stressing judgement in the selection and use of commercial patterns, development of skill and understanding of construction techniques and fitting. A consideration of art principles as related to clothing.
- CTE 1743 **Clothing Selection and Construction II, 3 semester hours, 1 lec.,**
[6181] **4 lab. [Winter, Spring]**
Advanced problems and techniques of clothing construction and creative expression through application of basic flat pattern design techniques. Prerequisite: 6180.

- FND 1800** **Family Meal Planning, 3 semester hours, 2 lec., 2 lab. [Offered as needed]**
[6182] A basic study of foods and principles underlying meal planning, food selection, preparation and service. A consideration of the essentials of an adequate diet.
- CHD 2322** ⁺ **Programs for Young Children, 3 semester hours, 3 lec. [Winter, Spring]**
[6260] 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.
- HUN 2410** **Child Nutrition and Health, 3 semester hours, 2 lec., 3 lab. [Offered as needed]**
[6261] Methods of meeting physical needs of young children through nutrition and good health practices. Recognition of childhood diseases and care of the handicapped child.
- CHD 2432** ^x **Curriculum for Young Children I, 3 semester hours, 1 lec., 6 lab. [Fall, Spring]**
[6262] Study of the techniques of using language arts, science, art, social studies, music, mathematics, and physical activities with young children. Participation in Child Development Education Center.
- CHD 2332** **Curriculum for Young Children II, 4 semester hours, 1 lec., 6 lab. [Winter]**
[6263] Study of and development of effective skills and techniques used in program planning and use of creative media for young children.
- CHD 2334** **Curriculum for Young Children III, 4 semester hours, 1 lec., 9 lab. [Winter]**
[6264] 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.
- CHD 2337** **Curriculum for Young Children IV, 4 semester hours, 1 lec., 9 lab. [Winter]**
[6265] 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.
- CHD 2433** **Child Development Seminar, 3 semester hours, 3 lec. [Winter]**
[6266] Weekly seminar to critique performance and plan effective intern experience. Scheduled concurrently with 6263, 6264, and 6265.

- CTE 2350**
[6280] **Tailoring, 3 semester hours, 1 lec., 4 lab. [Fall]**
Tailoring principles and techniques of constructing, fitting, and selecting tailored garments. Prerequisite: 6180, 6181.
- FND 2710**
[6281] **Advanced Foods, 3 semester hours, 1 lec., 4 lab. [Winter]**
Principles and problems of nutrition and application in food preparation techniques. A consideration of food preparation for special occasions. Prerequisite: 6182.
- COA 2100**
[6283] **Consumer Education, 3 semester hours, 3 lec. [Offered as needed]**
A study of the role of the consumer and consumer goods and services related to the home. The course will encourage wise planning and use of resources.
- HHD 2110**
[6284] **Home Planning and Furnishing, 3 semester hours, 3 lec. [Offered as needed]**
A basic course in home planning, selection, use and care of equipment and furnishing for family living. Consideration of art principles in planning liveable interiors, and current trends in housing.
- HOE 2906**
[6287] **Directed Work Study—Home Economics, 1 semester hour [Fall, Winter, Spring]**
Directed experience in instructional, laboratory and/or materials assistance in a designated Home Economics area. Entry by permission of department chair only.
- HOE 2905**
[6288] **Independent Study—Home Economics, 1 semester hour, 1 lec., 4 lab. [Fall, Winter, Spring]**
Directed study in individual projects designed to meet the needs of students interested in specialized areas of Home Economics for which present course availability is limited. Areas of study can also supplement present Home Economics courses for special emphasis of depth. Recommendation by department chair.
- HOE 2907**
[6289] **Tutorial—Home Economics, 1 semester hour, 2 lec. [Fall, Winter, Spring]**
An experience in individual depth study in which one student prepares for and engages in tutoring one or more students for 2 class periods per week. The student will assist other students having remedial and specific needs (academic or laboratory) in a designated area in Home Economics. Recommendation by department chair.
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[6620] **Understanding Child Behavior, 20 class hours, 2 c.e.u. [Offered as needed]**
A course designed to help parents learn to be more effective teachers of their children. This course will show parents how to systematically use consequences to teach children in positive ways what children need to learn to become more effective people.

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[6625] **Managing Your Home I, 15 class hours, 1.5 c.e.u. [Offered as needed]**
Basic course in managing the home as related to individual and family activities; includes principles of positive interaction of family members as well as time and energy management applied to housekeeping tasks of providing and maintaining food, shelter, and clothing, and good communication for family members.
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[6630] **Cake Decorating, 14 class hours, 1.4 c.e.u. [Offered as needed]**
Designed to teach how to decorate a cake.
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[6631] **Clothing Construction for the Beginner, 20 class hours, 2 c.e.u. [Offered as needed]**
An elementary course for the person wanting to learn the basics of making simple clothing.
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[6632] **Playtime Fashions, 10 class hours, 1 c.e.u. [Offered as needed]**
Construction of casual fashions, using simplified methods in making accessories, beachwear, casual and simple party clothes.
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[6633] **Creative Sewing, 10 class hours, 1 c.e.u. [Offered as needed]**
Use of creative stitchery and new materials in designing and constructing personalized fashions.
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[6634] **Teen Treats, 10 class hours, 1 c.e.u. [Offered as needed]**
Planning and preparing foods teenagers like to eat including snacks and party foods that are good, quick, attractive and nutritious.
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[6635] **Baby Sitting Clinic, 10 class hours, 1 c.e.u. [Offered as needed]**
Basic course in baby sitting as a professional. It includes safety tips, satisfying customers (both children and adults), understanding young children and preparation of a baby sitter's survival kit.
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[6636] **Budget Decorating, 10 class hours, 1 c.e.u. [Offered as needed]**
Course features inexpensive ideas for home decorating with emphasis on bedroom decorating. Personal home decorating project selected by students for implementation.
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[6761] **Nutrition for School Food Service Personnel, 30 class hours, 3 c.e.u. [Offered as needed]**
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.

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[6762] **Work Improvement for School Food Service, 30 class hours, 3 c.e.u. [Offered as needed]**
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.
-
[6903] **Homemaker Services I, 90 class hours, 9 c.e.u. [Offered as needed]**
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, 9 c.e.u. [Offered as needed]**
Continuation of Homemaker Services I.
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[6905] **Homemaker Services III, 90 class hours, 9 c.e.u. [Offered as needed]**
Continuation of Homemaker Services II.
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[6906] **Basic Child Day Care, 90 class hours, 9 c.e.u. [Offered as needed]**
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, 9 c.e.u. [Fall, Winter, Spring]**
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.
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[6908] **Orientation to Basic Child Care, 24 class hours, 2.4 c.e.u. [Offered as needed]**
An introduction to child care with emphasis on children's growth and development, to be followed by Basic Child Day Care, 6906.
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[6909] **Basic Child Care and Guidance, 45 class hours, 45 lab., 4.5 c.e.u. [Offered as needed]**
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.

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[6910] **Introduction to Consumer and Homemaking Education, 30 class hours, 3 c.e.u. [Offered as needed]**
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, 4.5 c.e.u. [Offered as needed]**
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.
-
[6913] **Curriculum for Young Children, 75 class hours, 7.5 c.e.u. [Offered as needed]**
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, 9 c.e.u. [Offered as needed]**
Designed to train adult students to care for patients confined to their homes under medical care. Includes modified homemaker's 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, 10.5 c.e.u. [Offered as needed]**
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.
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[6916] **Parent Involvement, 60 class hours, 6 c.e.u. [Offered as needed]**
Study of effective ways of working with parents, understanding home and community setting. Prerequisite: 6906, 6913, 6915 preferable.
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[6917] **Constructing Creative Equipment and Material, 60 class hours, 6 c.e.u. [Offered as needed]**
Selecting and making and using indoor and outdoor equipment and teaching materials with young children; approximately one-half focusing on language development. Prerequisite: 6906, 6913 and 6915 preferable.

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[6918] **Child Care Services, 45 class hours, 1 lab., 3 lec., 4.5 c.e.u.**
[Offered as needed]
Study of programs for young children with emphasis on the teaching roles, selection and use of equipment and materials for groups of young children.
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[6919] **Kindergarten Program, 90 class hours, 9 c.e.u. [Offered as needed]**
Working with and understanding kindergarten children and kindergarten curriculum development. Prerequisite: 6906, 6913, 6915 preferable.
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[6920] **Programs for School Age Children, 90 class hours, 9 c.e.u. [Offered as needed]**
Emphasis on programming for after-school care; includes understanding needs of school age child up to 12 years.
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[6921] **Child Behavior, 90 class hours, 9 c.e.u. [Offered as needed]**
Covers needs, characteristics and care of an infant 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, 9 c.e.u. [Offered as needed]**
Study of development and application of effective skills and techniques used in programming for young children. Prerequisite: 6906, 6913, 6915 preferable.
-
[6923] **Food Service Manager Seminar, 30 class hours, 3 c.e.u. [Offered as needed]**
Designed to update the food service manager in the areas of nutrition, merchandising, work simplifications, job descriptions and analysis, and human relations. Prerequisite: employment in school food service.
-
[6924] **Advanced Food Preparation, 75 class hours, 1 lec., 4 lab. 7.5 c.e.u. [Offered as needed]**
Principles and problems of nutrition and application in food preparation techniques. A combination of food preparation for special occasions. Prerequisite: 7930 recommended.
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[6925] **Basic Tailoring, 75 class hours, 1 lec., 4 lab., 7.5 c.e.u. [Offered as needed]**
Tailoring principles and techniques of constructing, fitting and selecting tailored garments. Prerequisite: 7933, 7935 recommended.
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[6926] **Microwave Cooking, 15 class hours, 1.5 c.e.u. [Offered as needed]**
The basic operation and use of the microwave oven including cooking techniques for various foods.

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[6927] **Personal Weight Control, 15 class hours, 1.5 c.e.u. [Offered as needed]**
A basic course in weight control using behavior modification techniques to change eating habits, as well as nutritional and exercise practices so that desired weight is acquired and maintained. (Self-Supporting).
-
[6928] **Easy Entertaining with Foods, 15 class hours, 1.5 c.e.u. [Offered as needed]**
Basic course in easy entertaining with food in the home, focusing on planning and implementing the plan including purchasing food and accessories, time organization, and basic preparation of food for guests.
-
[6929] **Decorating Your Home I, 15 class hours, 1.5 c.e.u. [Offered as needed]**
Basic study of home decorating principles and techniques; analyzing decorating needs and priorities; inexpensive ideas for creating individual and inviting atmosphere in the home through buying wisely or making needed items, or using existing home furnishings.
-
[6930] **Food Preparation for Homemakers, 60 class hours, 6 c.e.u. [Offered as needed]**
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.
-
[6931] **Food Planning and Preparation, 2 lab., 2 lec., 60 class hours, 6 c.e.u. [Offered as needed]**
A basic study of foods and principles underlying meal planning, food selection, preparation and service. A consideration of the essentials of an adequate diet.
-
[6933] **Basic Clothing Construction, 75 class hours, 7.5 c.e.u. [Offered as needed]**
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, 6 c.e.u. [Offered as needed]**
"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.

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[6935] **Advanced Clothing Construction, 75 class hours, 7.5 c.e.u. [Offered as needed]**
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.
-
[7756] **Sanitation and Safety for School Food Service, 30 class hours, 3 c.e.u. [Offered as needed]**
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.
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[7757] **Quantity Food Production for School Food Service Personnel, 60 class hours, 6 c.e.u. [Offered as needed]**
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.

SOCIAL SCIENCES DEPARTMENT

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[6100] **American Civilization, 3 semester hours, 3 lec. [Offered as needed]**
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.
- POS 1041
[6101] **American Government I, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
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.
- POS 1042
[6102] **American Government II, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
Further studies in American Government, concentrating on state and local levels. Includes a study of the U.S. Constitution.
- CLP 1002
[6126] **Personal Adjustment, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
Psychology of adjustment, application of psychological theory for problem solving and better mental health. An examination of psychological defense mechanisms and adaptive behavior.

WOH 1012 **World Civilization I, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
[6133]

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.

WOH 1022 **World Civilization II, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
[6134]

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.

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[6142] **Police Organization and Administration, 3 semester hours, 3 lec. [Offered as needed]**

Principles 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.

CCJ 1000 **Crime and Delinquency, 3 semester hours, 3 lec. [Winter]**
[6143]

A study of the nature and causes of crime and delinquency; the development of delinquent and criminal behavior; specific behavioral problems of addicts, compulsive and habitual offenders and juvenile offenders..



- CCJ 1210** **Criminal Law, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
[6145] Fundamentals of Criminal Law to include historical background and development, jurisdiction, the criminal act and responsibility. Classification and analysis of Florida statutes.
- CCJ 1020** **Introduction to Criminal Justice, 3 semester hours, 3 lec. [Fall, Winter]**
[6146] 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.
- CJT 1310** **Basic Firearms, 1 semester hour, 2 lab. [Offered as needed]**
[6147] 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 with permission of instructor.
- CCJ 1941** **Internship—Police Science, 3 semester hours [Offered as needed]**
[6149] 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. Corequisite: Must be enrolled in at least one other course in the respective degree program.
- CCJ 1270** **Criminal Procedure, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
[6151] 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.
- AMH 2010** **American History I, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
[6200] 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.

- AMH 2020** **American History II, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
[6201] 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 continual historical process.
- WOH 2240** **Twentieth Century, 3 semester hours, 3 lec. [Spring]**
[6202] International political and historical affairs in the twentieth century through the institutions and organizations of the Western State System. Attention is on international cooperation, decision making force, world resources, and world political geography.
- MAF 2501** **The Family and Society, 3 semester hours, 3 lec. [Offered as needed]**
[6203] An examination of the problems which arise out of participation in marriage, family and community situations. Designed to provide students with a basic understanding of the dynamics of family interaction, the effects upon the children, and the family's relationship to and participation in the community.
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[6210] **Human Growth and Development, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
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: 6275 and 8149 or 8150 or permission of instructor.
- CCJ 2905** **Independent Study—Criminal Justice, 1 semester hour, 3 lab. [Fall, Winter]**
[6230] 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 the instructor.
- CCJ 2300** **Penology and Corrections, 3 semester hours, 3 lec. [Fall]**
[6240] Theories of punishment and incarceration; the organization of correction programs and institutions, principles of probation and parole, role of parole and probation officers, legal implications; problems of rehabilitation.
- CJT 2100** **Criminal Investigation, 3 semester hours, 3 lec. [Fall]**
[6241] 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.

- CJT 2140**
[6242] **Introduction to Criminalistics, 3 semester hours, 3 lec. [Fall, Winter]**
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.
- CJT 2340**
[6243] **Police Operations, 3 semester hours, 3 lec. [Fall, Winter]**
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.
-**
[6249] **Law Enforcement Photography, 3 semester hours [Offered as needed]**
A basic course in police photography techniques to include photographic principles, illumination, composition, identification, fingerprint, crime scene, traffic accident, courtroom technician, dark room and film processing, enlarging, printing and field application. By permission of instructor. Prerequisite: 6241 or 6851 or 6243.
- INR 2002**
[6256] **Current World Problems, 3 semester hours, 3 lec. [Spring]**
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.
- AMH 2550**
[6257] **Constitutional Government, 1 semester hour, 1 lec. [Fall, Winter, Spring]**
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.
- PSY 2012**
[6276] **Psychology, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
Surveys of the various fields of psychology. Understanding human behavior by studying the adaptation of the individual to the physical and social environment.
- SOC 2000**
[6277] **Sociology, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
Concentration on the description of individual and group behavior. Basic concepts related to the family and the city. Individual, industrial, and political problem areas.

- EDP 2002 — Educational Psychology, 3 semester hours, 3 lec. [Fall, Winter, Spring]**
[6278] 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.
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Independent Study—Social Science, 1 semester hour, 3 lab. [Fall, Winter, Spring]
[6290] 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.
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Directed Work Study—Social Science, 1 semester hour [Fall, Winter, Spring]
[6298] Directed experience in instructional, laboratory and/or materials assistance in a designated social science area. Entry by permission of department chair only.
- SSI 2943 Tutorial—Social Studies, 1 semester hour [Fall, Winter, Spring]**
[6299] An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
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American Constitution and Government, 1/2 unit [Fall, Winter, Spring]
[6600] 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.
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U.S. History I, 1/2 unit [Fall, Winter, Spring]
[6604] Political, social and economic events in the development of the United States from Colonial times to the late 19th Century.
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World History I, 1/2 unit [Fall, Winter, Spring]
[6605] 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.
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World History II, 1/2 unit [Fall, Winter, Spring]
[6607] 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.
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U.S. History II, 1/2 unit [Fall, Winter, Spring]
[6609] Political, social and economic events in the development of the United States from the late 19th Century to the present.

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[6622] **General Psychology, 1/2 unit [Fall, Winter, Spring]**
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.
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[6700] **Chemical Tests for Intoxication, 40 class hours, 4 c.e.u. [Offered as needed]**
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.
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[6701] **Private Security Guard, 60 class hours, 6 c.e.u. [Offered as needed]**
A course designed to prepare persons for licensure and employment as private security watchmen, guards, or patrolmen in accordance with Chapter 75-230, Florida Statutes. Course meets required criteria for the issuance of a Class "G" Gun Permit.
-
[6702] **Criminal Identification, 20 class hours, 2 c.e.u. [Offered as needed]**
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.
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[6704] **Police Officer Supervision Training, 86 class hours, 8.6 c.e.u. [Offered as needed]**
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.
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[6705] **Requalification Test for Intoxication, 6 contact hours, non-credit [Offered as needed]**
Course meets Florida Department of Education requirements for Chemical Tests Technician for in-service law enforcement officers(or civilian employees) with a minimum of two years experience.
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[6800] **Police Officer Refresher, 40 class hours, 4 c.e.u. [Offered as needed]**
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.

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[6801] **Police Officer Intermediate, 80 class hours, 8 c.e.u. [Offered as needed]**
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.
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[6802] **Police Officer Advanced, 40 class hours, 4 c.e.u. [Offered as needed]**
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.
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[6803] **Evidence Technician Course, 80 class hours, 8 c.e.u. [Offered as needed]**
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.
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[6804] **Police Officer Supervision Training, 80 class hours, 8 c.e.u. [Offered as needed]**
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 by filling a supervisory position in law enforcement.
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[6805] **Police Photography, 45 class hours, 4.5 c.e.u. [Offered as needed]**
A basic course in police photography techniques to include photographic principles, illumination, composition, identification, fingerprint, crime scene, traffic accident, courtroom technician, dark room and film processing, enlarging, printing and field application. By permission of instructor. Prerequisite: In-service law enforcement officer.
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[6851] **Police Officer Recruit Training, 320 class hours and 20 hours of internship, 34 c.e.u. [Winter]**
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 SCIENCES DEPARTMENT

CHM 1020
[7109]

Chemical Science, 4 semester hours, 4 lec. [Fall, Winter, Spring]

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.

CHM 1045C
[7115]

College Chemistry I, 4 semester hours, 3 lec., 3 lab. [Fall, Winter, Spring]

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.

CHM 1046C
[7116]

College Chemistry II, 4 semester hours, 3 lec., 3 lab. [Fall, Winter, Spring]

Continuation of 7115; solutions, chemical equilibrium and qualitative analysis. Electrochemistry, radiation chemistry and hydrocarbons.



- PSC 1321** † **Physical Science, 4 semester hours, 4 lec. [Fall, Winter, Spring]**
[7135] 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.
- GLY 1000** † **Earth Science, 4 semester hours, 4 lec. [Fall, Winter, Spring]**
[7138] Survey of processes, materials and structure of the solid earth, oceanography, meteorology, and the relation of the earth to other planets. Intended for general education physical sciences requirement. Practical exercises in mineral and rock identification.
- PHY 1001** **Applied Physics I, 4 semester hours, 3 lec., 3 lab. [Offered as needed]**
[7140] 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. Basic algebra and trigonometry will be used. This course is intended for Biology and Health-related majors as well as Technical majors.
- PHY 1002** **Applied Physics II, 4 semester hours, 3 lec., 3 lab. [Offered as needed]**
[7141] Continuation of 7140. Electricity, magnetism, optics, structure of matter, and modern physics. Prerequisite: 7140 or instructor's permission.
- GLY 1010C** † **Geology I, 4 semester hours, 3 lec., 3 lab. [Fall]**
[7145] An introduction to the materials and processes operating on the solid earth, through lecture, laboratory and field study of actual examples. Also emphasized are the origins and processes effecting landforms, and the use of topographic and geologic maps showing the distributions of forms and materials.
- CLY 1100C** † **Geology II, 4 semester hours, 3 lec., 3 lab. [Winter]**
[7146] The history of the earth, including the origins of continents, mountains and ocean basins, as recorded in rocks and fossils. A survey of the fossil record and changes in animal and plant life throughout geologic time. Prerequisite: Geology I or its equivalent.
- OCE 1005** † **Introduction to Oceanography, 3 semester hours, 3 lec. [Spring]**
[7147] 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.

- CHM 2210C** **Organic Chemistry I, 4 semester hours, 3 lec., 3 lab. [Offered as needed]**
 [7216] Hydrocarbons, stereochemistry, molecular structure, and reaction mechanisms. Prerequisites: 7115-7116 or permission of the instructor.
- CHM 2211C** **Organic Chemistry II, 4 semester hours, 3 lec., 3 lab. [Offered as needed]**
 [7217] Functional groups, IR, NMR, and mass spectroscopy theory. Prerequisite: 7216.
- PHY 2048** **College Physics I, 4 semester hours, 3 lec., 3 lab. [Fall, or as needed]**
 [7240] Mechanics, heat and sound. Calculus is used where feasible. For pre-engineering and science majors. Prerequisite: 5230.
- PHY 2049C** **College Physics II, 4 semester hours, 3 lec., 3 lab. [Winter, or as needed]**
 [7241] Continuation of 7240. Electricity, magnetism and optics. Calculus is used where feasible. Prerequisite: 7240 or instructor's permission.
- PSC 2906** **Directed Work Study—Physical Science, 1 semester hour, 6 lab. [Fall, Winter, Spring]**
 [7287] Practical experience with use and maintenance of lab equipment and materials. Participation in support activities and organizational routines of lab courses. Entry by permission of department chair only.
- PSC 2905** **Independent Study—Physical Science, 1 semester hour [Fall, Winter, Spring]**
 [7296] 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.
- PSC 2945** **Tutorial—Science, 1 semester hour [Fall, Winter, Spring]**
 [7299] 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 DEPARTMENT

- EGN 1120C** **Engineering Graphics, 3 semester hours, 2 lec., 2 lab. [Fall, Spring]**
[7105] 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.
- EGN 1130C** **Descriptive Geometry, 3 semester hours, 2 lec., 2 lab. [Winter]**
[7106] 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. Prerequisites: 7105, 7122, or permission of instructor.
- ETE 1318** **Industrial Processes, 3 semester hours, 3 lec. [Fall]**
[7107] 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.
- FND 1700** **Beginning Food Preparation I, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**
[7117] 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 personal hygiene.
- FND 1701** **Beginning Food Preparation II, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**
[7118] A study of basic food preparation on small quantity basis.
- INM 1410** **Quantity Foods Preparation I, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**
[7119] A study of food preparation in quantity.
- INM 1420** **Quantity Foods Preparation II, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**
[7120] A study of food preparation in quantity and quality through progressive preparation and inspection.
- ARC 1120C** **Drafting and Design I, 5 semester hours, 2 lec., 6 lab. [Offered as needed]**
[7122] 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.

- ARC 1122C [7123] Drafting and Design II, 5 semester hours, 2 lec., 6 lab. [Offered as needed]**
 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: 7122 or permission of instructor.
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[7124] Metric Measurement, 3 semester hours [Offered as needed]
 A course in metric measurement designed to give the student a rationale for metric conversion in the United States, an overview of the history of measurement, study in metric units of length, metric units of area and volume, metric units of mass, and metric units of capacity.
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[7126] Electrical Theory for Air Conditioning, 6 semester hours, 5 lec., 7 lab. [Offered as needed]
 A study of alternating current, electrical theories and practices as they apply to air conditioning, study of Ohm's law, basic and advanced circuitry, switches and controls.
-
[7127] Principles of Air Conditioning, 6 semester hours, 5 lec., 7 lab. [Offered as needed]
 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.
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[7128] Principles of Gas and Electrical Heating, 6 semester hours, 5 lec., 7 lab. [Offered as needed]
 A course designed to prepare the student to acquire a working knowledge of gas and electrical heating systems.
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[7129] Cooling and Lubrication Systems, 3 semester hours, 1 lec., 5 lab. [Offered as needed]
 In-depth study and practical experience relating to cooling and lubrication systems in use in today's automobiles.
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[7130] Automotive Charging Systems, 3 semester hours, 1 lec., 5 lab. [Offered as needed]
 In-depth study of automotive charging systems. Includes practical experience.
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[7131] Power Train, 3 semester hours, 1 lec., 5 lab. [Offered as needed]
 Study and practical experience covering the clutch, standard transmission, automatic transmission, drive line, and differential.

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[7132] **Electrical Accessory Circuits, 3 semester hours, 1 lec., 5 lab.**
[Offered as needed]

Study of automotive accessories to include horns, switches, indicating devices, headlights, wipers, radios, directional signals and blowers.

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[7133] **Air Conditioning, Heating and Refrigeration, 6 semester hours, 5 lec., 7 lab.** [Offered as needed]

A continuation of air conditioning and heating practice with special emphasis on service and repair of refrigeration equipment.

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[7148] **Electronics Technology I-DC, 6 semester hours, 3 lec., 9 lab.**
[Offered as needed]

Introductory course to electronics. Includes theory of matter, OHM's law, series circuits, parallel circuits, series-parallel circuits, direct current, meters, Kirchhoff's laws, superposition, Thevenis's theorem, Morton's theorem, batteries, magnetism, electromagnetic induction, alternating voltage and current. Proper and proficient utilization of test equipment is stressed.

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[7149] **Electronics Technology II-AC, 6 semester hours, 3 lec., 9 lab.**
[Offered as needed]

Continuation of Electronics Technology I. Includes inductive circuits, capacitive circuits, alternating-current circuits, complex numbers, resonance, filters, transformers, alternating voltage and current, inductive reactance, inductance, capacitance. Proper and proficient utilization of test equipment is stressed. Prerequisite: 7148 or permission of department chair.

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[7150] **Electronics Technology III-Devices, 6 semester hours, 3 lec., 9 lab.** [Offered as needed]

An analysis of active devices. Familiarization with basic diodes, transistor and tube theory. Study includes devices such as vidicons, cathode-ray tubes, klystrons, magnetrons, silicon controlled rectifiers, field effect transistors, operational amplifiers and triode tubes. Proper and proficient utilization of test equipment is stressed. Completion of an appropriate electronic construction project is required. Prerequisite: 7149 or permission of department chair.

.....
[7151] **Electronics Technology IV-Circuits, 6 semester hours, 3 lec., 9 lab.** [Offered as needed]

Presentation of basic circuits common to all types of equipment and systems. Includes oscillators, amplifiers, detectors, mixers, modulators, transmission lines, logic circuits (flip-flops, gates, etc.). Proper and proficient utilization of test equipment is stressed. Completion of an appropriate electronic construction project is required. Prerequisite: 7150 or permission of department chair.

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[7152] **Electrical Fundamentals and Cranking Systems, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**
Study of electrical fundamentals as pertains to the automobile. In-depth study of automobile cranking systems. Includes practical experience.
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[7153] **Shop Familiarization, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**
Shop safety; first aid; use and care of hand tools and shop equipment. Study of shop layouts and shop procedures.
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[7154] **General Engines, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**
In-depth study of engine fundamentals as related to construction and operation of internal-combustion engines used in modern automobiles.
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[7155] **Ignition Systems, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**
In-depth study of theory and function of automotive ignition systems. Instruction in operation of modern diagnostic equipment used in engine tune-up. Includes practical experience.
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[7156] **Introduction to Copy Preparation, 4 semester hours, 2 lec., 4 lab. [Offered as needed]**
Comprehensive overview and practical experiences relating to fundamentals, techniques, procedures and tools used in the preparation of copy for offset printing.
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[7157] **Advanced Copy Preparation, 4 semester hours, 1 lec., 5 lab. [Offered as needed]**
Comprehensive study and practical experiences relating to more technical and advanced methods of preparing copy for offset printing. Prerequisite: 1110 or equivalent.
- ETE 1111C { **Basic Electronics I, 4 semester hours, 3 lec., 2 lab. [Offered as needed]**
[7158] Introductory course in 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 induction, alternating voltage and current, inductance, inductive reactance, capacitance, and capacitive reactance.
- ETE 1112C { **Basic Electronics II, 4 semester hours, 3 lec., 2 lab. [Offered as needed]**
[7159] Includes inductive circuits, capacitive circuits, alternating current circuits, complex numbers, resonance, filters, transformers. Prerequisite: 7158.

- ETG 1941**
[7160] **Internship-Technical Education, 3 semester hours, 15 lab hours weekly [Offered as needed]**
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. Corequisite: Must be enrolled in at least one other course in the respective degree program.
- ETE 1140** ✓
[7164] **Electronic Devices, 3 semester hours, 2 lec., 2 lab. [Fall]**
An analysis of active devices. To familiarize the student with basic diode, transistor and tube theory. Study includes devices such as vidicons, cathode-ray tubes, klystrons, magnetrons, silicon controlled rectifiers, field effect transistors, operational amplifiers. Prerequisite: 7158 or consent of instructor.
-
[7166] **Process Camera, Stripping and Platemaking I, 7 semester hours, 2 lec., 10 lab. [Offered as needed]**
This course will provide a comprehensive study of, and practical experience in the areas of process camera work, stripping techniques, proofing methods, and offset platemaking. Prerequisite or corequisite: 7156.
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[7167] **Process Camera, Stripping and Platemaking II, 7 semester hours, 2 lec., 10 lab. [Offered as needed]**
This course is a continuation of Process Camera I with more advanced techniques and processes included, such as, halftones, duotones, and the use of color-key for proofing. Prerequisite: 7166.
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[7168] **Small Offset Press Operations, 4 semester hours, 1 lec., 5 lab. [Offered as needed]**
This course covers small offset press operations, adjustments and maintenance, and various aspects of paper, such as manufacturing, handling, and cutting.
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[7169] **Production Printing and Finishing Operations I, 7 semester hours, 2 lec., 10 lab. [Offered as needed]**
This course provides practical experience of production printing done on a small offset press and the various finishing operations that a job might need performed before it is completed. Prerequisite or corequisite: 7168.
- FFP 1000**
[7170] **Introduction to Fire Science, 3 semester hours, 3 lec. [Offered as needed]**
A study of the phenomena and incidents of fire; the principles of fire prevention, suppression, and protection; a review of municipal fire protection ratings and components; survey of professional fire protection career opportunities.

FFP 1100
[7171]

Fire Protection, Organization and Administration, 3 semester hours, 3 lec. [Fall, Spring]

Principles of organization and administration in fire protection service; the structure and function of battalion and company as components of municipal organizations; duties and responsibilities of the company officer; a study of company personnel management and training, budgeting, records, reports, and public relations.

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[7172]

Oxyacetylene Welding and Cutting I, 6 semester hours, 3 lec., 9 lab. [Offered as needed]

Shop safety precautions and the use of safety procedures and protective equipment, practical and theoretical training in the use of oxyacetylene welding and cutting equipment and accessories; training in the recognition of various materials for welding and in the selection of proper welding materials and equipment.

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[7173]

Arc Welding, 6 semester hours, 3 lec., 9 lab. [Offered as needed]

Shop safety precautions and use of safety procedures and protective equipment, practical and theoretical training in the use of shielded arc welding equipment and accessories, and training in the recognition of various materials and in the selection of proper welding materials and equipment. Prerequisite: 7172 or permission of instructor.



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[7174] **Advanced Oxyacetylene Welding and Cutting, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**
Shop safety precautions and the use of safety procedures and protective equipment, practical and theoretical training in the use of oxyacetylene welding and cutting equipment and accessories; training in the recognition of various materials for welding and in the selection of the proper welding materials and equipment.
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[7175] **Heli-Arc Welding, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**
Shop safety precautions and use of safety procedures and protective equipment, practical and theoretical training in the use of shielded arc welding equipment and accessories, and training in the recognition of various materials and in the selection of the proper welding materials and equipment. Prerequisite: Permission of instructor.
-
[7176] **Advanced Heli-Arc Welding and Arc Welding, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**
Tungsten-Arc and gas-metal-arc welding. The process variations and applications of each on all common joints and positions. Prerequisite: 7172, welding test and permission of instructor.
-
[7177] **Large Offset Press Operations, 4 semester hours, 1 lec., 5 lab. [Offered as needed]**
Comprehensive study of, and practical experience on a large sheet-fed offset press. Course includes press make-ready, operation, adjustments, and maintenance.
-
[7178] **Production Printing and Finishing Operations II, 7 semester hours, 2 lec., 10 lab. [Offered as needed]**
This course provides practical experience of production printing done on a large offset press and the various finishing operations that are associated with work performed on a large press. Prerequisite or corequisite: 7177.
-
[7181] **Brick and Blocklaying I, 6 semester hours, 2 lec., 10 lab. [Offered as needed]**
Introduction to the craft, basic hand tools, trade terminology, construction of brick loads and walls. Bonds, patterns, and texture.
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[7182] **Brick and Blocklaying II, 6 semester hours, 2 lec., 10 lab. [Offered as needed]**
Exercises in construction of combination brick and block wall types, cavity walls, reinforced masonry walls, loadbearing walls, and columns.

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[7183] **Blocklaying I, 6 semester hours, 2 lec., 10 lab. [Offered as needed]**
Introduction to the craft, basic hand tools, their use and care, trade terminology. Construction of block leads, mortar mixing, evolution of the trade.
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[7184] **Blocklaying II, 6 semester hours, 2 lec., 10 lab. [Offered as needed]**
Continuation of Brick and Blocklaying I. Shop safety, trade terminology, practical experience in construction of block walls, material estimation.
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[7185] **Bricklaying I, 6 semester hours, 2 lec., 10 lab. [Offered as needed]**
Advanced problems of the trade. Review of block and brick principles, problems in bonding, piers, junctions, tees. Floors and pavements. Blueprint reading.
-
[7186] **Bricklaying II, 6 semester hours, 2 lec., 10 lab. [Offered as needed]**
Continuation of Bricklaying I. Advanced masonry problems. Flashing, fireplace and chimney design. Blueprint takeoffs. Cost estimation.
-
[7187] **Drafting I, 6 semester hours, 2 lec., 8 lab. [Offered as needed]**
The first course of a sequence of four in a drafting certificate, AS and AAS programs. Includes basic use of instruments, freehand lettering, geometric construction, orthographic projection, auxiliary views, sections and conventions, screw threads, dimensioning, and reproduction of drawings.
-
[7188] **Drafting II, 6 semester hours, 2 lec., 8 lab. [Offered as needed]**
The second course (one of four) in a drafting certificate, AS and AAS programs. Including related mathematics, tolerance and precision dimensioning per mil standards, pictorial drawings, use of catalogs and handbooks, and descriptive geometry. Prerequisite: 7187.
-
[7189] **Drafting III, 6 semester hours, 2 lec., 8 lab. [Offered as needed]**
The third course (one of four) in a drafting certificate, AS and AAS programs. Includes intersections and developments, piping, welding, structural, electrical and electronic drawings, gears and cams. Prerequisite: 7188.
-
[7190] **Drafting IV, 6 semester hours, 2 lec., 8 lab. [Offered as needed]**
The fourth course (one of four) in a drafting certificate, AS and AAS programs. Includes drive components, strength of materials, jig and fixture design, architectural details, student project, and job-seeking information. Prerequisite: 7189.

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[7191] **Body Repair I, 6 semester hours, 2 lec., 10 lab. [Offered as needed]**
Auto body construction, basic hand and power tools, damage assessment, shop safety and procedures, human relationships. Metal straightening, shrinking sheetmetal, filling dents, pull rods, welding and cutting.
-
[7192] **Body Repair II, 6 semester hours, 2 lec., 10 lab. [Offered as needed]**
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.
-
[7193] **Body Repair III, 6 semester hours, 2 lec., 10 lab. [Offered as needed]**
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 lower seats and windows.
-
[7194] **Body Repair IV, 6 semester hours, 2 lec., 10 lab. [Offered as needed]**
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.
-
[7195] **Body Refinishing I, 6 semester hours, 2 lec., 10 lab. [Offered as needed]**
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.
-
[7196] **Body Refinishing II, 6 semester hours, 2 lec., 10 lab. [Offered as needed]**
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.
- FFP 2300** **Fire Codes and Building Construction, 3 semester hours, 3 lec.**
[7200] **[Winter, Spring]**
A study of fire codes and standards used in building and transportation; role of the State Fire Marshal; fixed fire protection devices; survey of research and standards development. Prerequisite: 7170 Introduction to Fire Science.

- FFP 2200** **Fundamentals of Fire Prevention, 3 semester hours, 3 lec.**
[7201] **[Fall, Winter]**
 Fire prevention organization; techniques of fire prevention interpretation and application of fire code; recognition and elimination of fire hazards; fundamentals of public relations for fire service.
- FFP 2410** **Fire Fighting Tactics and Strategy I, 3 semester hours [Fall,**
[7202] **Winter]**
 A study of the basic concepts involved in fire fighting; including fire behavior; fire fighting fundamentals; principles of extinguishment; the proper role for utilization of various fire companies; pre-planning fire problems. Prerequisite: 7170.
- FFP 2420** **Fire Fighting Tactics and Strategy II, 3 semester hours [Winter,**
[7203] **Spring]**
 A study of the principles utilized on fire ground for maximum manpower and equipment utilization; fire ground administration starting with a small fire, on up through major conflagrations, emphasis will be on developing thinking skills in relation to crisis. Prerequisite: 7170 and 7202, Fire Fighting Tactics and Strategy I.
- FFP 2620** **Automatic Alarm and Extinguishing Systems, 3 semester hours**
[7204] **[Winter, Spring]**
 A study of the types of fixed extinguishing systems, standard and special fire alarm and fire detection systems. Includes their operation, installation requirements, testing, inspection, maintenance.
- FFP 2600** **Fire Apparatus, 3 semester hours [Fall, Winter]**
[7205] Principles and operation of ladder trucks, pumping engines, and other specialized equipment. Includes study of basic hydraulics.
- FFP 2500** **Explosives and Hazardous Material, 3 semester hours [Offered**
[7206] **as needed]**
 Storage, handling laws, standards, and fire fighting practices pertaining to hazardous solids, liquids, gases, and commercial explosives.
-** **Advanced Arc-Welding and Mig-Welding, 6 semester hours, 3**
[7207] **lec., 9 lab. [Offered as needed]**
 Review of semester 1 and 2. Techniques of utilizing heat treating oven, strength testing methods, cutting, angles, bevels, etc.
- ETD 2702C** **Advanced Drafting and Design: Mechanical, 2 semester hours,**
[7223] **6 lab. [Fall, Winter]**
 Mechanical and machine design, schematics and symbols, advanced dimensions and tolerances with emphasis on finished working drawings including details, sub-assemblies, assemblies, and parts list. Prerequisite: 7107 or 7122.

- ARC 2154C** **Advanced Drafting and Design: Architectural, 2 semester hours, 6 lab. [Fall, Winter]**
 [7224] Architectural design of residential, commercial, and public buildings with emphasis on finished working drawings including detailing, sectioning, elevations, floor and plot plans, plumbing and electrical plans. Prerequisite: 7107 or 7122.
- ETD 2905** **Independent Study—Drafting, 1 semester hour [Fall, Winter, Spring]**
 [7227] 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.
- COC 2010** **Computer Fundamentals, 3 semester hours, 2 lec., 2 lab. [Fall]**
 [7231] 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, Machine and Assembly language diagnostics. Prerequisite: 7284 or consent of instructor.
- ETE 2441** **Microwaves, 4 semester hours, 2 lec., 2 lab. [Fall]**
 [7235] 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.
-
 [7236] **Automotive Air Conditioning, 6 semester hours, 5 lec., 7 lab. [Offered as needed]**
 A course designed to prepare a student to diagnose, service and repair automotive air conditioning systems.
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 [7237] **Electrical Controls for Air Conditioning and Refrigeration, 6 semester hours, 5 lec., 7 lab. [Offered as needed]**
 A course designed to prepare the student to diagnose and correct malfunctioning which may occur in air conditioning and refrigeration units.
- ETC 2321L** **Surveying I, 3 semester hours, 1 lec., 4 lab. [Fall]**
 [7244] Measurement of distances, elevations and angles; analysis of errors; adjustment of instruments; computation of positions, area volumes; contours; establishing grades; topographic mapping and land surveying. Prerequisite: 7105 or 7122.
- ETG 2530** **Strength of Materials, 3 semester hours, 2 lec., 2 lab. [Winter]**
 [7245] Fundamentals of stress and strain; stress-strain relations, temperature effects, bar with axial force, thin-wall cylinders; torsion; beams; columns. Prerequisite: 7140.

- ETG 2506**
[7246] **Applied Mechanics: Statics, 3 semester hours, 2 lec., 2 lab. [Fall]**
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.
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[7253] **Arson Detection and Investigation, 3 semester hours, 3 lec. [Offered as needed]**
An introduction to arson laws and types of incendiary fires. Students learn methods of determining fire cause, recognizing and preserving evidence, etc. Prerequisite: Sophomore standing in Fire Science Technology or employed Firefighter, or permission of the instructor.
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[7253] **Automotive Chassis, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**
Study and function of chassis components to include steering systems and front-end geometry.
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[7254] **Engine Reconditioning, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**
In-depth study and shop practice relating to complete engine reconditioning practices.
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[7255] **Automotive Braking Systems, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**
Study of braking systems, including diagnosis and overhaul of hydraulic units, machining brake drums and discs.
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[7256] **Fuel Systems, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**
In-depth study and practical experience relating to automotive fuel systems.
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[7259] **Directed Work Study—Graphics/Printing, 1 semester hour, 6 lab. [Offered as needed]**
Directed experience in instructional, laboratory and/or materials assistance in a designated graphics/printing area. Prerequisite: 7156, 7166 and 7168.
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[7260] **Independent Study—Graphics/Printing, 1 semester hour, 3 lab. [Offered as needed]**
Practical treatment of graphics/printing technology within the field of offset printing. Emphasis on individual work projects utilizing such areas as copy preparation, darkroom work, stripping and platemaking, press operation, and bindery operations. Prerequisite: 7156, 7166 and 7168.

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[7261] **Tutorial—Industrial-Technical, 1 semester hour [Offered as needed]**
A program which awards credit recognition to outstanding students who volunteer to assist or tutor other students having remedial and specific academic or laboratory needs in a designated subject. Student tutors are recommended by faculty teaching a designated course and are supervised through the Counseling Office.
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[7274] **Restaurant Management I, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**
A course designed to provide the student with the general principles of production management, work scheduling and preparation supervision.
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[7275] **Restaurant Management II, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**
A course designed to provide the student with the general principles of total food service management, menu planning, purchasing, inventory control, cost control and service techniques.
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[7276] **Electronics Technology V-Computers, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**
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. Completion of an appropriate electronic construction project. Proper and proficient utilization of test equipment is stressed. Prerequisite: 7151, or permission of department chair.
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[7277] **Electronics Technology VI-Microwaves, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**
Presentation of basic concepts of UHF and microwave generators, klystrons, magnetrons, wave guides, transmitting lines, traveling wave tubes, cavity resonators, velocity-modulating, field strength indicators, coupling methods, antennas, radar and pulse modulation. Completion of an appropriate electronic construction project. Proper and proficient utilization of test equipment is stressed. Prerequisite: 7151 or permission of department chair.
-
[7278] **Electronics Technology VII-Industrial, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**
Analysis of special circuits used in industry. Includes timers, light meters, strobos, geiger counters, tachometers, motor speed controls, universal motors, shunt-field, and compound wound D.O. motors, synchronous motors, servos. Completion of an appropriate electronic construction project. Proper and proficient utilization of test equipment is stressed. Prerequisite: 7151 or permission of department chair.

ETE 2141C Semiconductors, 3 semester hours, 2 lec., 2 lab. [Winter]
[7280] — Presents the student with advanced 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, 2 lab. [Winter]**
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.

ETE 2310C Industrial Electronics, 3 semester hours, 2 lec., 2 lab. [Winter]
[7283] — Anaylsis of special circuits used in industry. Includes timers, light meters, strobos, 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.

ETE 2121C Electronic Circuits, 3 semester hours, 2 lec., 2 lab. [Winter]
[7284] — 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.

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[7286] **Directed Work Study—Industrial Technical, 1 semester hour, 6 lab. [Fall, Winter, Spring]**
Directed experience in instructional, laboratory and/or materials assistance in a designated industrial-technical area. Entry by permission of department chair only.

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[7600] **Auto Mechanics for the Layman, 20 class hours, 2 c.e.u. [Fall]**
A course designed to prepare drivers to handle simple problems relating to the automobile, including the performance of simple maintenance.

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[7601] **Woodworking for Layman, 20 class hours, 2 c.e.u. [Winter]**
Designed to provide the student with a knowledge of woods, basic tool processes, finishing methods, design and construction.

.....
[7843] **Communication System, 45 class hours, 4.5 c.e.u. [Offered as needed]**
Communication systems and the factors affecting the design, operation and maintenance of receiving and transmission equipment, AC/DC theory, antennas, transistors, microwaves, oscillators and amplifiers are covered. Preparation for F.C.C. license examination.

.....
[7844] **Metric Awareness, 45 class hours, 4.5 c.e.u. [Offered as needed]**
A course in metric measurement designed to give the student a rationale for metric conversion in the United States, an overview of the history of measurement, study in metric units of length, metric units of area and volume, metric units of mass, and metric units of capacity.

BIOLOGICAL SCIENCES DEPARTMENT

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[8110] **Emergency Medical Treatment I, 4 semester hours, 3 lec., 3 lab. [Offered as needed]**
Emergency Medical Treatment I is the first course of training for a career in emergency medical services. The course covers all techniques of emergency medical care personnel as well as operational aspects of the job. Emergency Medical Treatment I is a 90 contact hour credit course. Ten additional hours in hospital observation/participation is required. Prerequisite: Current Standard First Aid Card.

APB 1150
[8147] **Introductory Biology, 4 semester hours, 4 lec. [Fall, Winter]**
The principles of biology are included. Human Biology is emphasized. Man's effect on the environment is considered wherever appropriate. (Not for majors in Biology).

APB 1120
[814C] **Man and Environment, 3 semester hours, 3 lec. [Offered as needed]**
A study of the physical and biological environment and its intelligent utilization.

APB 1150C
[8150] **Biology I, 3 semester hours, 2 lec., 2 lab. [Fall, Winter, Spring]**
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).

APB 1151C
[8151] **Biology II, 3 semester hours, 2 lec., 2 lab. [Fall, Winter, Spring]**
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).

- APB 1190C** **Human Anatomy and Physiology, 4 semester hours, 3 lec., 3 lab. [Fall, Winter, Spring]**
 [8155] An integrated study of human anatomy and physiology including structure and functions of the human organ systems. Prerequisites: High school chemistry or biology.
- BOT 1010C** **Botany, 4 semester hours, 3 lec., 3 lab. [Fall, Winter, Spring]**
 [8156] A course designed to introduce the student to the biological principles of the plant kingdom with emphasis on the flowering plants.
- ZOO 1010C** **Zoology, 4 semester hours, 3 lec., 3 lab. [Fall, Winter, Spring]**
 [8160] 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.
- ZOO 2713C** **Comparative Vertebrate Anatomy, 4 semester hours, 2 lec., 4 lab. [Winter]**
 [8200] 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.
- BOT 2011C** **Advanced Botany, 4 semester hours, 2 lec., 4 lab. [Offered as needed]**
 [8201] A survey of the algae and fungi with emphasis on the structure, reproductive processes, and phylogenetic relationships of the principal 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.
- OCB 2013C** **Introductory Marine Biology, 4 semester hours, 2 lec., 4 lab. [Offered as needed]**
 [8202] Marine and estuarine waters and their occupants. Emphasis on the conservation and the taxonomy of the biota of economic importance. Prerequisite: Zoology.
- HUN 2001** **Nutrition, 3 semester hours, 3 lec. [Offered as needed]**
 [8221] 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: At least one chemistry course or permission of the instructor.
- MCB 2013C** **Microbiology, 4 semester hours, 2 lec., 4 lab. [Fall, Winter, Spring]**
 [8250] 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.

- PCB 2023** **Cell Biology, 4 semester hours, 3 lec., 3 lab. [Fall, Winter, Spring]**
 [8256] An introduction to the ultrastructure, biochemistry and physiology of plant and animal cells. Prerequisite: 8156 or 8160.
- PCB 2063C** **Genetics, 4 semester hours, 3 lec., 3 lab. [Offered as needed]**
 [8286] 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.
- BSC 2946** **Directed Work Study—Biology, 1 semester hour, 6 lab. [Fall, Winter, Spring]**
 [8287] Directed experience in instructional, laboratory and/or materials assistance in a designated biology area. Entry by permission of department chair only.
- **Independent Study—Biology, 1 semester hour [Fall, Winter, Spring]**
 [8298] A course designed to (1) allow student to complete part of a course taken elsewhere and thereby complete general education requirements, (2) to go deeper into special areas of interest. Permission of department chair.
- **Tutorial Biology, 1 semester hour [Fall, Winter, Spring]**
 [8299] An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods a week.
- **Green Thumb, 20 class hours, 2 c.e.u. [Offered as needed]**
 [8609] "Green Thumb" is designed to make each student cognizant of the main principles of plant selection and care.



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[8800]

Emergency Medical Treatment, 90 class hours, 9 c.e.u. [Offered as needed]

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 90 hours of class.

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[8801]

Refresher Emergency Medical Treatment, 20 class hours, 2 c.e.u. [Offered as needed]

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.

EMERGENCY MEDICAL TECHNOLOGY II COURSES—Course numbers, titles, and descriptions for these courses will be published in an addendum before the beginning of Fall Semester, 1977.

ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL

- Adams, Henderson L. *Mathematics Instructor*
Columbia University, M.A.
- Atwood, Robert C. *Graphics/Printing Coordinator-Instructor*
Michigan State University, M.A.
- Barnes, Virginia R. *Home Economics Instructor*
George Peabody College, M.A.
- Bates, Doris W. *Emergency Medical Technology*
Boston University, M.S. *Coordinator-Instructor*
- Beal, Roby A. *Mathematics Instructor*
Nova University, Ed.D.
- 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 R. *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.

*On Leave 1977-78

- Castle, George A. *Admissions Counselor*
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. *Chair and Instructor, Home Economics*
University of North Carolina, M.S. *Department*
- Couey, Ned. R. *Coordinator, Occupational and Adult Education, &*
University of South Florida, M.A. *Chair, Industrial-Technical Department*
- Craiger, Vera C. *Business Instructor*
University of Alabama, M.A.
- Crozier, Margaret A. *Communications Instructor*
Louisiana Polytechnic Institute, M.A.
- Culwell, Jackson P. *Physical Science Instructor*
U.S. Naval Postgraduate School, M.A.
- Davy, Carl W. *Computer Programmer*
Central State Teachers College, Wisc., B.S.
- Durham, James A. *Dean, Instructional Services*
University of Southern Mississippi, Ed.D.
- Elmore, Olivia S. *Adult Basic Education Instructor*
University of South Alabama, M.S.
- Fernstrom, Dorothy B. *Counselor and Psychometrist*
Nova University, Ed.D.
- Fowler, Gerald L. *Comptroller*
University of West Florida, M.B.A.
- Friese, Edward W. *Business Instructor*
University of South Florida, M.A.T.
- Gardner, Edwin A., Jr. *French/Spanish Instructor*
University of Oregon, M.A.
- Glasgow, John C. *Mathematics Instructor*
Florida State University, M.S.
- Goetsch, David L. *Drafting Instructor*
University of West Florida, M.S.
- Graham, James A. *Auto Mechanics Instructor*
University of West Florida, B.S.

- Gulledge, Earl N. *Dean*
East Carolina University, M.A.
- 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 Science*
University of the Pacific, Ph.D. *Department*
- Heath, Lanny R. *Chair and Instructor, Physical Education*
George Peabody College, M.A. *Department*
- Heckroth, Lewis C. *Chair and Instructor, Mathematics Department*
Texas A & M University, M.A.
- Hester, Thomas J. *Personnel Officer*
Berry College, B.S.
- Hilton, Rosa N. *Chair and Instructor, Communications Department*
Florida State University, M.A.
- Howard, Rietta W.B. *Communications Instructor*
University of North Carolina, M.A.
- Howell, Myron A. *Mathematics Instructor*
University of Florida, M.Ed.
- Jackson, Dorothy C. *Business Instructor*
University of Mississippi, M.B.E.
- Jasperson, Gordon L. *Coordinator of Student Activities and*
University of Wyoming, Ed.S. *Career Counselor*
- Johnson, Cecil R. *Business Instructor*
University of Alabama, M.S.
- Jones, Elizabeth H. *Librarian*
Florida State University, M.S.L.S.
- Jordan, Martha *Mathematics Instructor*
Florida State University, M.S.
- Keller, Victoria L. *Assistant to the President and*
Director, Operational Support Services
- King, L. Catherine *Communications Instructor*
Troy State University, M.S.

- Langley, Charlotte *Business Instructor*
University of Southern Mississippi, M.S.
- LaRoche, James N. *Communications Instructor*
University of Texas, M.A.
- Larson, Robert A. *Humanities Instructor*
Florida State University, Ph.D.
- 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.
- Lucas, George *Business Instructor*
Marshall University, M.A.
- Martin, Elizabeth N. *Business Instructor*
University of Alabama, Ed.S.
- Matthews, Joseph J. *Chair and Instructor, Social Science*
Kansas State University, Ph.D. *Department*
- McCracken, J. E. *President*
Ohio State University, Ph.D.
- Meador, Linda D. *Coordinator, Evening Counseling*
Tuskegee Institute, M.A.
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Freshour, Mary H. *Library*
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*Professional Leave 1977-78

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Zuleeg, Charlene	<i>Data Processing</i>

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Banks, Viola D.	<i>Custodian</i>
Barnes, Tom J.	<i>Maintenance and Grounds Specialist</i>
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Blocker, O.C.	<i>Custodian</i>
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Cobb, Benjamin F.	<i>Custodian</i>
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 Willoughby, Alice Y. *Food Services*

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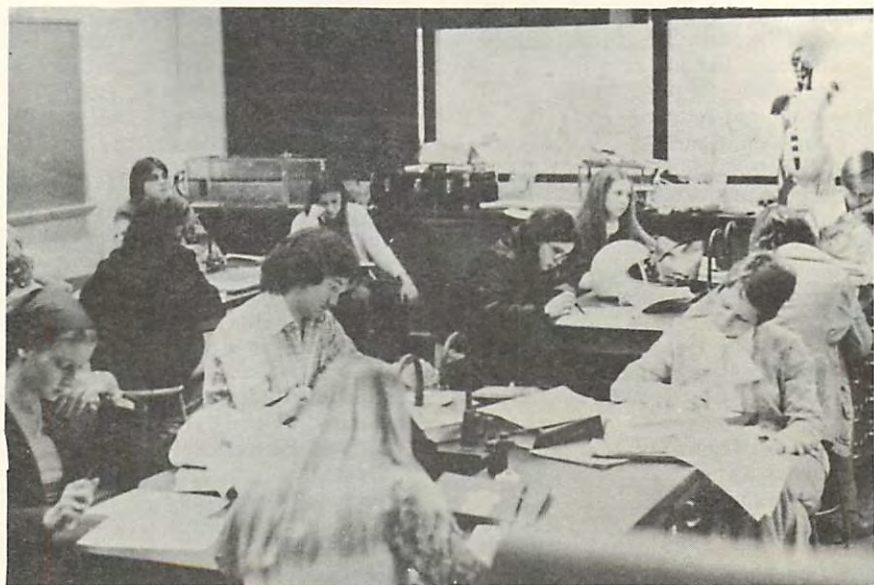
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REQUEST FOR INFORMATION

_____ (Date)

**Admissions Counselor
Okaloosa-Walton Junior College
Niceville, Florida 32578**

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

1. I have (check the highest level which applies):

- _____ completed elementary school
- _____ received a high school equivalency diploma
- _____ graduated from high school
- _____ completed some college studies
- _____ a bachelor's degree
- _____ completed some graduate studies
- _____ a graduate student

2. I would like to enroll as a:

- _____ Full-time student
- _____ Part-time student

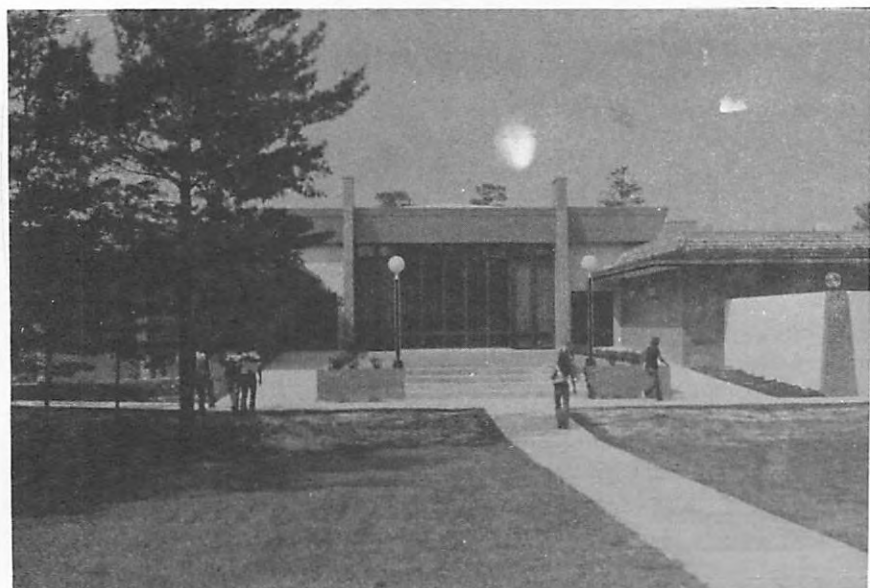
3. My interest is in the following kind of studies: _____

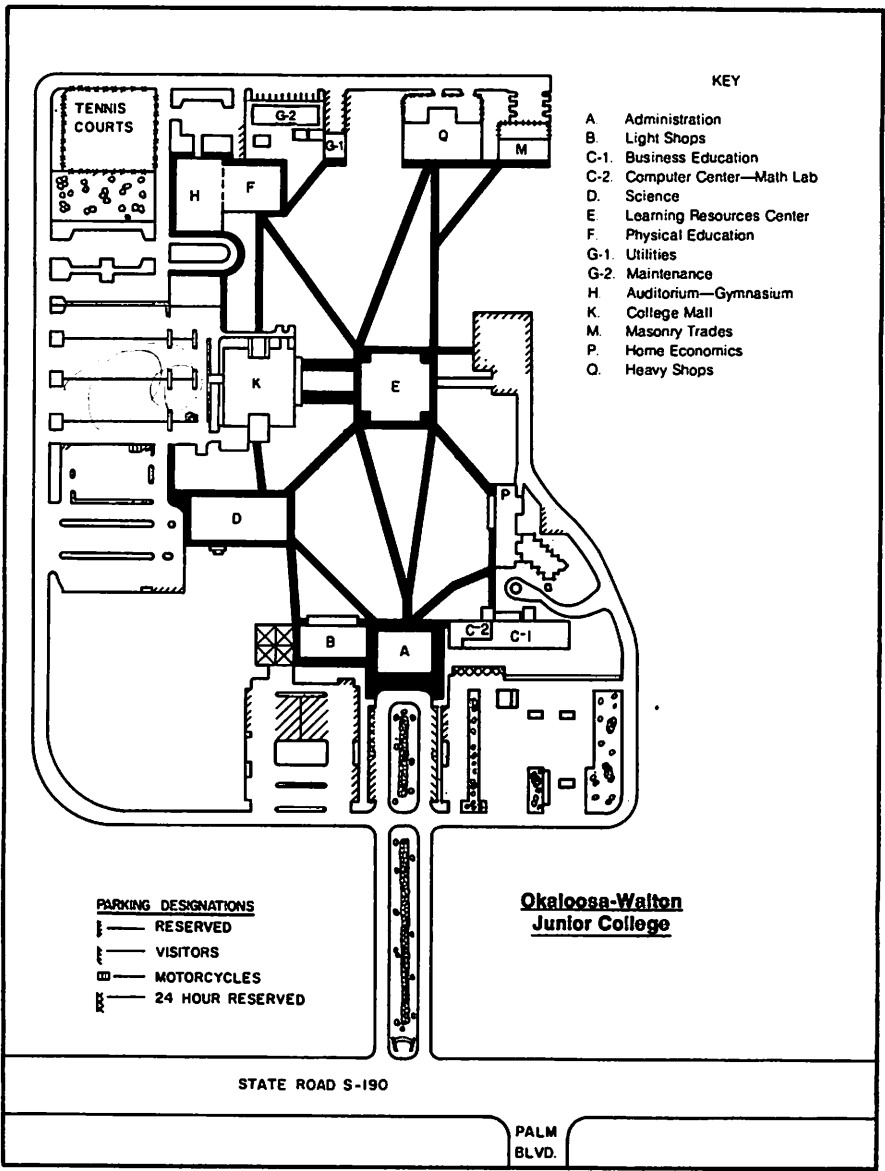
Name (Please Print) _____

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

Signature _____

(Please tear out and fold this page for mailing)





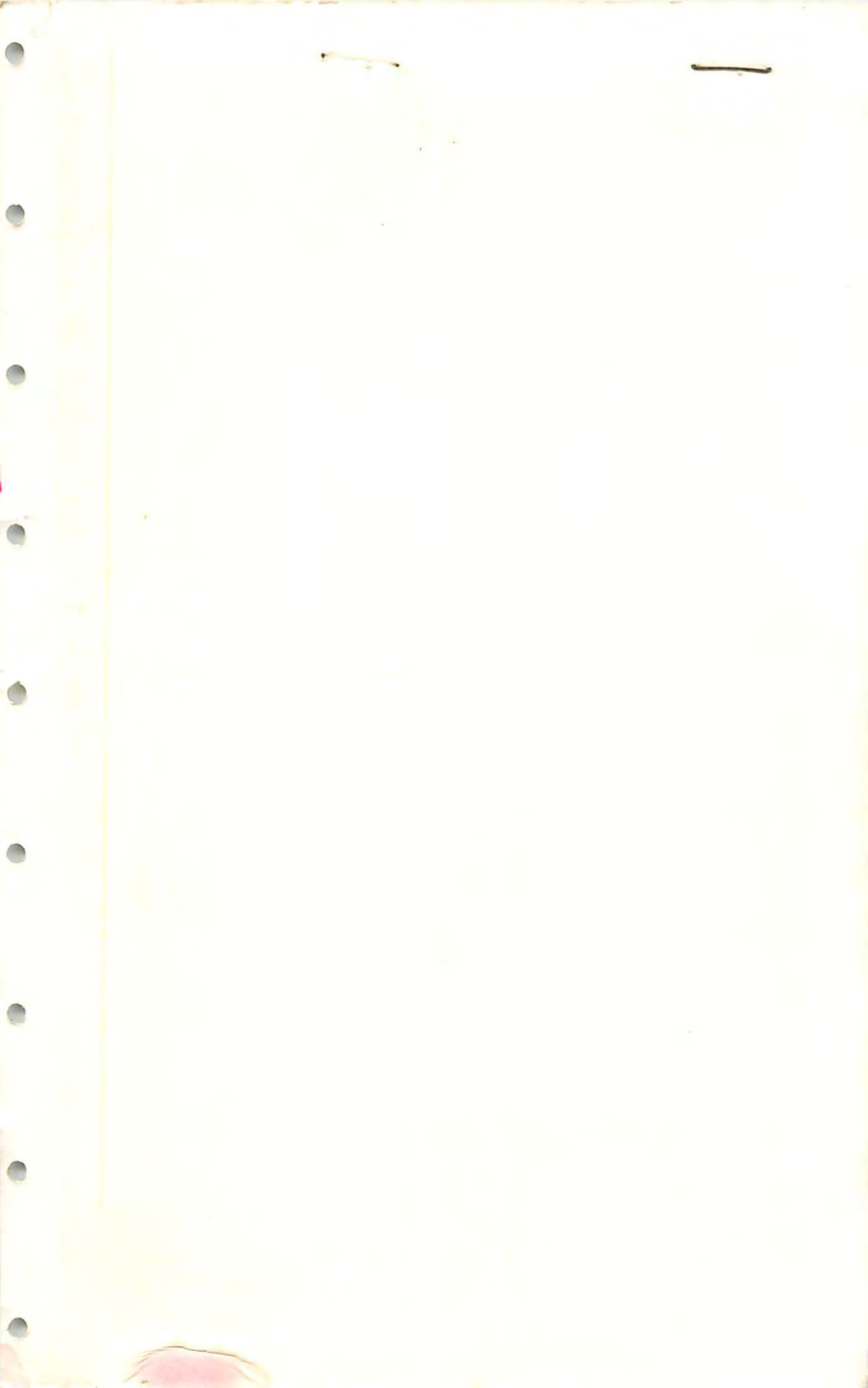
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