



An Equal Access/Equal Opportunity Institution

CATALOG 1978-79



**OKALOOSA-WALTON**

# FEE SCHEDULE (PER SEMESTER)

## College-Credit Programs

(REVISED - EFFECTIVE JULY 1, 1978)

Application Fee . . . . .	\$ 5.00
Required for 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 . . . . .	14.00
Tuition for Non-Florida-Resident Students per semester credit hour . . . . .	29.00
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
Withdrawal Service Fee (per semester hour) . . . . .	2.00 **
Duplicate Transcripts (each) . . . . .	1.00
Graduation Fee . . . . .	12.00
Returned Check Charge . . . . .	5.00
I.D. Card Replacement Fee . . . . .	2.00
Credit by Examination Testing Fee (per semester hour) . . . . .	7.00
Special Service Charges (lock and locker rentals, etc.) . . . . .	At Cost

### 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 . . . . .	\$225.00	\$450.00
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

(REVISED - EFFECTIVE JULY 1, 1978)

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.

Registration Fee (per course) . . . . .	\$ 2.00/C.E.U. (minimum \$4.00) ***
Change of Schedule (per course) . . . . .	1.00
Withdrawal Service Fee (per course) . . . . .	10% of total fees (minimum \$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
Minimum 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 . . . . .	•	•

\* Laboratory and Special Tuition Fees shall include (but are not limited to) self-supporting courses; such as 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 and will be available during registration.

\*\* The Withdrawal Service Fee is applicable during refund period only.

\*\*\* The minimum cost per course is \$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 Base 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.

# OKALOOSA-WALTON JUNIOR COLLEGE



ACCREDITED BY

SOUTHERN ASSOCIATION OF COLLEGES  
AND SCHOOLS

FLORIDA STATE DEPARTMENT OF EDUCATION

MEMBER

AMERICAN ASSOCIATION OF COMMUNITY  
JUNIOR COLLEGES

SOUTHERN ASSOCIATION OF JUNIOR COLLEGES

FLORIDA COMMUNITY COLLEGE ACTIVITIES  
ASSOCIATION

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

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*of*  
*Okaloosa-Walton Junior College*

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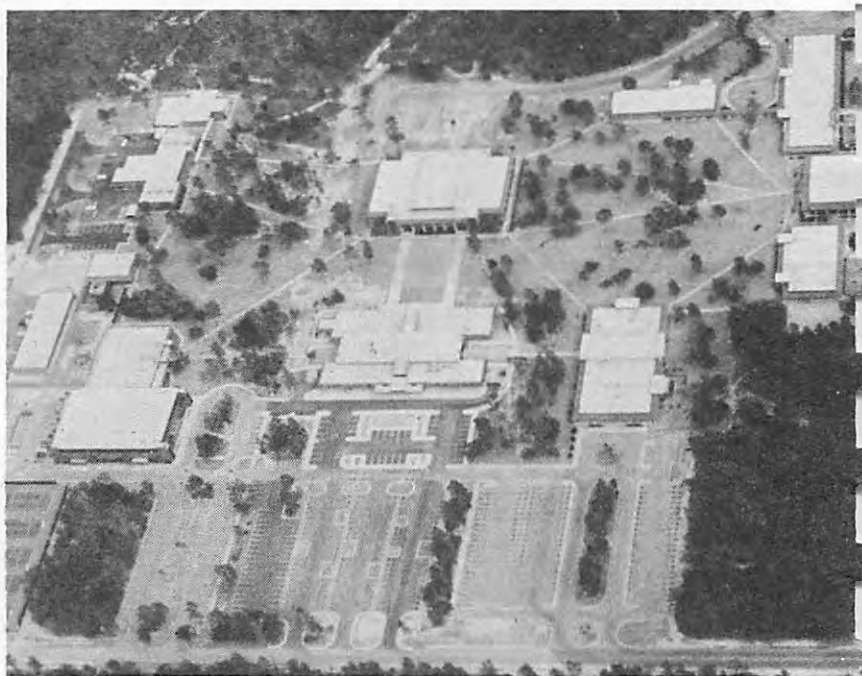
A. Lee Nabors, Chairman

J.E. McCracken, President  
and Corporate Secretary

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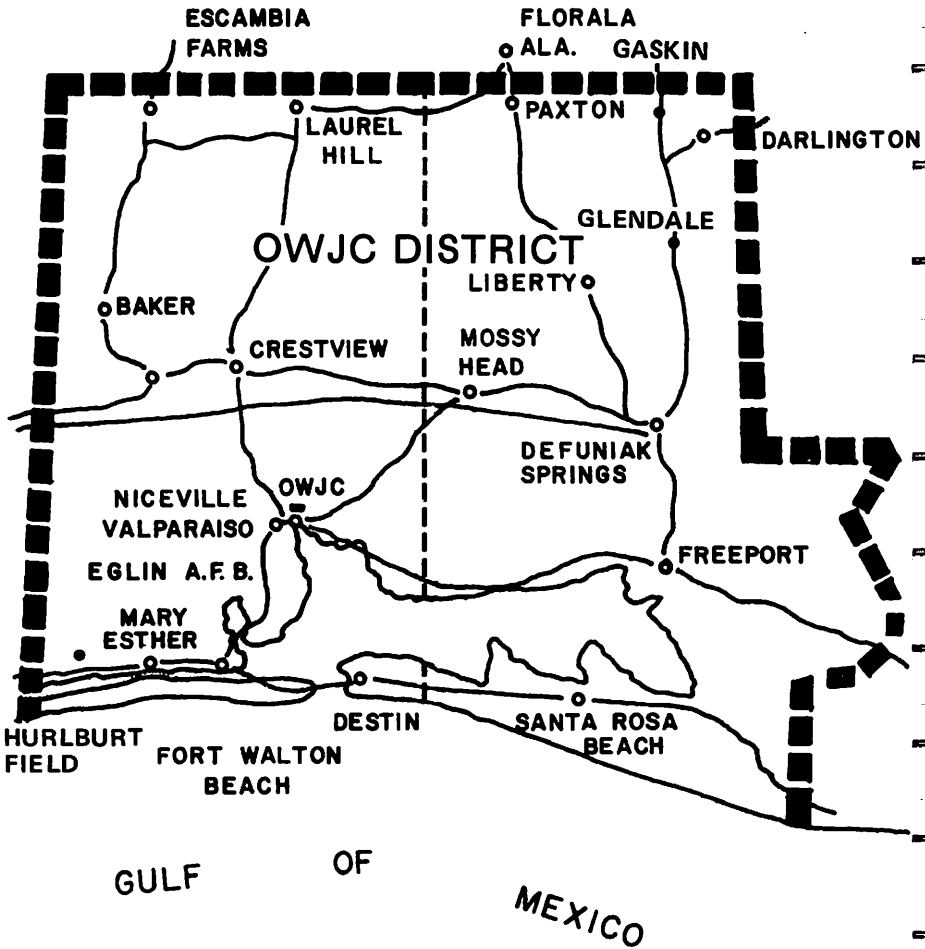
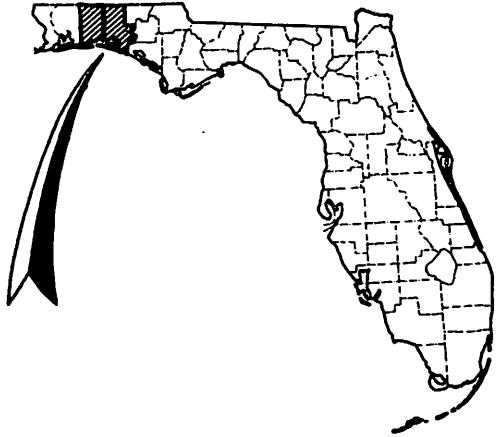
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## POINT OF VIEW

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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1979

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1980

# CALENDAR \*

## 1978-79

### Fall Semester

Off-Campus Registrations (by announcement) .....	July - August
Early Registration Opportunities for previously-and currently-enrolled students .....	July 10-14
Academic Program Planning Sessions for newly-admitted College Credit students (by invitation) .....	July 17-28
Faculty Returns (9:00 a.m.) .....	August 14
Parent - Student Night (7:30 p.m.) .....	August 14
Registration for Returning Students (times by announcement) .....	August 16
Registration Briefing for New Students (7:30 p.m.) .....	August 16
Registration for New Students (times by announcement) .....	August 17
General Faculty Meeting for Full-time Instructors (9:00 a.m., E043) .....	August 18
Cancellation of classes with insufficient enrollments .....	August 18
Late Registration and last days to add courses .....	August 21-25
Class Days:	
College-Credit and Non-College Credit (including final examination days) .....	August 21-December 14
Last day to pay fees or to receive any refund of fees for full-time courses .....	August 25
Labor Day Holiday .....	September 4
Academic Program Planning Session for late registering new students (2:00 p.m.) .....	September 5
Graduation Application Deadling for Fall Semester (all programs) .....	October 6
Columbus Day Holiday (Teaching Faculty & Students only) .....	October 9
Mid-Term Grades due in Registrar's Office (8:00 a.m.) .....	October 13
Last day to drop a course with a grade of "W" or to change to "Audit" status .....	October 17
Open House .....	November 9
Veterans' Day Holiday (beginning at 10:30 p.m. Nov. 9) .....	November 10
Early Registration Opportunities for Winter Semester for currently-enrolled students (by announcement) .....	November 14-16
Thanksgiving Holiday (beginning at 10:30 p.m. Nov. 22) .....	November 23-24
Early Registration Opportunities for Winter Semester for New Students .....	December 4-8
Final Examinations (College-Credit Classes) .....	December 11-14
Final Grades due in Registrar's Office (10:00 a.m.) .....	December 15
Recognition Breakfast for Prospective Fall Semester Graduates (9:00 a.m.) .....	December 16
Christmas Holiday .....	December 25-26
Campus Closed .....	December 27-29

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

## Winter Semester

Academic Program Planning Sessions for newly-admitted College-Credit students (by invitation) . . . . .	December 4-8
New Years Holiday . . . . .	January 1
Registration Briefing for Faculty and Staff (8:00 a.m., K-Bldg.) . . . . .	January 2
Registration for Winter Semester (times by announcement) . . . . .	January 2
Registration Briefing for New Students (10:30 a.m.) . . . . .	January 2
General Faculty Meeting for Full-time Instructors (9:00 a.m., E043) . . . . .	January 3
Cancellation of classes with insufficient enrollments . . . . .	January 3
Late Registration and last days to add courses . . . . .	January 4-10
Class Days: College-Credit and Non-College-Credit (including final examination days) . . . . .	January 4-April 27
Last day to pay fees or to receive any refund of fees for full-term courses . . . . .	January 10
Academic Program Planning Sessions for late registering new students (2:00 p.m.) . . . . .	January 16
Graduation Application Deadline for Winter Semester (all programs) . . . . .	February 2
Washington's Birthday Holiday . . . . .	February 19
Mid-Term grades due in Registrar's Office (12:00 Noon) . . . . .	February 20
Last day to drop a course with a grade of "W" or to change to "Audit" status . . . . .	March 2
Early Registration Opportunities for Spring Semester for currently-enrolled students . . . . .	April 4-5
OWJC American Arts Festival . . . . .	April 6-7
Easter Holiday (beginning at 10:30 p.m. April 12) . . . . .	April 13
Early Registration Opportunities for Spring Semester for new students . . . . .	April 16-20
Final Examinations (College-Credit classes) . . . . .	April 24-27
Final Grades due in Registrar's Office (12:00 Noon) . . . . .	April 28
Ceremony for Winter Semester Graduates (8:00 p.m.) . . . . .	May 1

## Spring Semester

Academic Program Planning Sessions for newly-admitted College-Credit students (by invitation) . . . . .	April 16-20
Registration Briefing for new students (7:30 p.m.) . . . . .	April 19
Registration Briefing for Faculty and Staff (8:00 a.m., K-Bldg.) . . . . .	April 30
Registration for Spring Semester, Term I and Term II (times by announcement) . . . . .	April 30
Cancellation of classes with insufficient enrollments . . . . .	May 1

Late Registration and last days to add courses .....	May 2-8
Last day to pay fees or to receive any refund of fees for full-term courses .....	May 8
Class Days:	
College-Credit and Non-College-Credit (including final examination days) .....	May 2-July 26
Academic Program Planning Sessions for late registering new students (2:00 p.m.) .....	May 10
Memorial Day Holiday .....	May 28
Last day to drop a course with a grade of "W" or to change to "Audit" status .....	June 13
Graduation Application Deadline for Spring Semester (all programs) .....	June 27
Independence Day Holiday .....	July 4
Recognition Ceremony for Prospective Spring Semester Graduates (7:00 p.m.) .....	July 26
Final Grades due in Registrar's Office (12:00 Noon) .....	July 27

## Term I

Academic Program Planning Sessions for newly- admitted College-Credit students (by invitation) .....	April 16-20
Registration Briefing for new students (7:30 p.m.) .....	April 19
Registration Briefing for Faculty and Staff (8:00 a.m., K-Bldg.) .....	April 30
Registration for Term I (times by announcement) .....	April 30
Cancellation of classes with insufficient enrollments .....	May 1
Class Days:	
College-Credit and Non-College-Credit .....	May 2-June 13
Late Registration and last days to add courses .....	May 2-8
Last day to pay fees or to receive any refund of fees for Term I courses .....	May 8
Academic Program Planning Session for late registering new students (2:30 p.m.) .....	May 10
Last day to drop a course with a grade of "W" or to change to "Audit" status .....	May 25
Memorial Day Holiday .....	May 28
Graduation Application Deadline for Term I (all programs) .....	May 30
Final grades due in Registrar's Office (12:00 Noon) .....	June 14

# Term II

*9:00 am*

<b>Academic Program Planning Sessions for newly-admitted</b>	
College-Credit students (by invitation) .....	June 4-8
Registration Briefing for new students (7:30 p.m.) .....	June 7
Registration for Term II (times by announcement) .....	June 11-12
Cancellation of classes with insufficient enrollments .....	June 13
Late Registration and last days to add courses .....	June 14-19
<b>Class Days:</b>	
College-Credit and Non-College-Credit .....	June 14-July 26
Last day to pay fees or to receive any refund of fees for Term II courses .....	June 19
<b>Academic Program Planning Sessions for late registering new students (2:30 p.m.) .....</b>	
	June 20
<b>Graduation Application Deadline for Term II (all programs) .....</b>	
	June 27
Independence Day Holiday .....	July 4
Last day to drop a course with a grade of "W" or to change to "Audit" status .....	July 10
<b>Recognition Ceremony for Prospective Spring Semester Graduates (7:00 p.m.) .....</b>	
	July 26
Final Grades due in Registrar's Office (12:00 Noon) .....	July 27

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**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, 1979-80 activities will be conducted during the month of July:

- Academic Programming Planning Sessions (1979-80)  
(Newly-admitted College-Credit Students  
by invitation)
- Early Registration Opportunities (1979-80)  
(By announcement)

Contract period for nine month Instructional Personnel--

August 14, 1978 - May 1, 1979



# **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 a learning and working environment which emphasizes the presence of equal, non-discriminatory opportunities for participation in programs and services to persons who need special assistance in attaining awareness, entry and success in experiences available at the College.**
- 7. 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;**
- 8. To provide stimulation and assistance in facilitating enrichment of the cultural climate of its two-county community.**

## **HISTORY**

Fourteen years of service and outstanding accomplishments is, in brief, 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 this fourteen years served over 99,000 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) on 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.

## 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, student publications, 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*, the largest structure on the campus, houses a library of more than 64,000 books, 551 periodicals, 2,000 records, and 2,152 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

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. Extensive new outdoor facilities are presently under construction.

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 Building* houses the classrooms and laboratories for programs in home economics.

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, sports, 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 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.

## SERVICEMEN'S OPPORTUNITY COLLEGE

OWJC is designated a Servicemen's Opportunity College and has a commitment to qualified active duty military personnel through its military assistance contracts. Such personnel ordinarily are processed for courses with the College through their respective base education offices, with College liaison effected by the Director of Educational Services for Military Personnel.

## 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.

## CIVIL RIGHTS

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



# ADMISSION

## GENERAL INFORMATION

It is desired that all District residents legally out of grades K-12 who can benefit from the varied programs of educational and community services offered by the College be admitted into appropriate experiences at OWJC. However, the right to deny admission to the College or to any program for the categories of applicants designated in the section titled "Controlled Admissions" (p. 10) is reserved.

Each applicant desiring either full-time or part-time enrollment in courses or programs offered by Okaloosa-Walton Junior College must obtain from and return to the Admissions Office the appropriate admissions forms. Upon receipt and review of all required, completed admission forms, each applicant will be notified of his/her 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 conditionally enrolled as provided on page 10, except for dual enrollment, early admission, and foreign student applicants. An applicant whose circumstances are sufficiently unique that they cannot be accommodated by the designated admissions policies and procedures specified in the Catalog may request special consideration for admission through a formal petition presented to the Admissions Counselor. Registration for applicants admitted in this category normally will be authorized on a space available basis.

Any decision with regard to admissibility on the part of the Admissions Counselor may be appealed to the Admissions Committee. A decision of the Admissions Committee may in turn be appealed to the President.

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*

An applicant who is nineteen (19) years of age or older who has been awarded either a certificate of attendance or a differentiated diploma from a public high school as an indication of high school completion and has *not* met the standard admission requirements for college-credit programs may be granted permission at the discretion of the Admissions Counselor to enroll on a *provisional* basis. The student will continue in this category (provided he/she is in good standing) until such time as the standard 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 skills courses with an overall grade point average of 2.0 or higher—at which time unqualified admissions 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 (~~2.5~~ <sup>3.0</sup> 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 extent 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.

### ***Enrollment of 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 transferring institution, and (2) written approval by appropriate authority of the course(s) 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 transferring institution, along with a full listing of all institutions of higher education previously attended by the applicant.

## **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*.

One of the opportunities available to high school seniors about to graduate is *concurrent enrollment* at OWJC for the Spring Semester/Term I. Under this specialized conditional enrollment program, graduating high school seniors may enroll in courses at the College during the month of May of the year they are scheduled to graduate from high school.

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 on the basis of such circumstances as lack of classroom space or such other conditions as may limit enrollment. In addition, the following categories of applicants are denied routine admission to the College:

1. Any applicant arrested and charged, or whose case is pending following an arrest and charge, 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.
2. Any applicant convicted of a felony.
3. Any applicant under separation from any previously-attended educational institution for non-academic reasons.

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



4. Any applicant who does not meet the entry requirements of the specific 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.*

## **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 which the applicant last attended), or
2. A high school equivalency diploma from a state department of education, or
3. Evidence of qualification by age for provisional enrollment as a non-high-school graduate by virtue of age or by award of either a certificate of attendance or a differentiated diploma from a public high school as an indication of high school completion (see 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 such as to be on Academic Probation by OWJC standards can be admitted on Academic Probation and will be subject to the rules on Academic Probation (see page 41).

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, as appropriate (see page 42-43).

## **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 specific admission requirements for the particular program they desire to enter, as 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 enrolled 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 complete a regular high school program. It is anticipated that all students of high school age ordinarily will complete their secondary education through the public school system.

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 OWJC Admissions Counselor.

An applicant who does not meet the above requirements may file a petition for admission with the Admissions Counselor if he/she 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 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. High School students in this program 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 for the program is accomplished jointly by the students, their parents or guardian, the principal of the high school, and the Dean of Instructional Services of the College, within space and resource capabilities of the College. The decision of the Dean of Instructional Services is binding with regard to 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 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 documents required for admission as a college-credit student.

1. Applicants must be legally out of grades 1-12.
2. For 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 enrollment in Non-College-Credit Occupational Courses must be legally out of grades K-12 and over sixteen (16) years of age if 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 determined by the nature of the program or class, and these criteria will be published and made available to the general public and interested persons as each such program is 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, although not required, is considered helpful by the College in order to assist students in effective planning of their programs. Even though admission is dependent *only* upon the criteria indicated under "College-Credit-Admission Requirements" and/or "Non-College Credit-Admission 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) or the Scholastic Aptitude Test during their senior year in high school or prior to applying for admission to college. However, other college ability tests may be taken. 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 for 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 39 and 40]*

### *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 twenty (20) 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 twenty-day period, the student is subject to immediate suspension. Also pursuant to Florida law, the holder of such check may turn over the dishonored check and all other available information relating to this incident to the State Attorney for criminal prosecution. If a student habitually issues bad checks, even though each check is made good, disciplinary and/or legal action against the student (or his/her parents or legal guardians(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

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\*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.

3

~~145~~

~~195~~

370.00

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370.00

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480.00

30

29

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270

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260



## 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.....	**	**

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\*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 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 Student Services. 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 specialized counseling assistance. The combined efforts of the faculty and counseling staff are intended 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, a counselor or faculty member's recommendation to participate should be seriously considered.

*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 the College honors its commitment to provide quality education for its students, especially those seeking to overcome learning disabilities due to cultural, ethnic, and socio-economic background differences. Students who need additional instruction in a specific subject area are tutored by superior students who are proficient in the subject. The benefits of the tutoring program 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.

## GOVERNMENT

Provisions for governmental processes at OWJC seek to ensure that all components of the College 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 its clientele and its 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 policies which relate to 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 students, faculty, and administrative personnel, established to consider facts and responsibilities in cases of student misconduct considered harmful to the welfare of the College community.

## 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.

## 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 Student Services 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 ordinarily be considered errors in judgment, but persistent violations will necessitate disciplinary action.

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 may 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.

## STUDENT 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.

## STUDENT 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  
Florida Association of Managerial Education  
Chamber Choir  
Concert Choir  
Stage Band  
Phi Beta Lambda Business Fraternity  
Physical Education Majors Association  
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.* 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 any 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 student-faculty committees 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.



# FINANCIAL AID

## STUDENT FINANCIAL AID

The granting of any and all scholarships, assistantships, grants-in-aid, or of other forms of financial assistance is 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 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 well in advance and normally no later than 60 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"* 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 of 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, awarded 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 1977-78 included:

Air Commando Association  
Air Force Aid Society  
Alabama Textile Products



Alpha Lodge #172 F&AM  
 American Business Women's Association  
 American Legion Post #221, Mayo Music Scholarship  
 Lucile and Ruth Anderson Scholarship Fund  
 Balboa Lions Club  
 Delta Kappa Gamma, Eta Chapter  
 Delta Lambda Chapter, Epsilon Sigma  
 Eglin Non-Commissioned Officers' Wives' Club  
 Eglin Officers' Wives' Club  
 Fort Walton Beach American Legion Auxillary  
 Fort Walton Beach High School Beta Club  
 Fort Walton Beach Business and Professional Women's Club  
 Fort Walton Beach High School Band Parents Association  
     Memorial Scholarship  
 Fort Walton Beach Junior Women's Club  
 Fort Walton Beach Rotary James M. Sutton Scholarship  
 Fort Walton Beach Women's Club  
 Future Business Leaders of America  
 Gitenstein Foundation  
 Kiwanis Club of DeFuniak Springs  
 March of Dimes, Elmore County, Idaho  
 McDonald's Hamburgers  
 Niceville/Valparaiso Civitans  
 Non-Designated Scholarship  
 Oakland Heights PTO  
 Officer's Wives Club, Ft. Rucker, Alabama  
 OWJC Music Department  
 Pilot Club of the Miracle Strip  
 Precepta Beta Gamma/Beta Sigma Phi  
 President's Scholarship  
 T.H. Edney Scholarship

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. *Florida 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, or officially classified as POW or MIA. Scholarships are awarded in the amount of tuition and fees per academic year and may be renewed. Write 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:

The *College Work-Study Program* is authorized under Title IV of the Higher Education Act of 1965, as amended, 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, be enrolled, or accepted for enrollment, as a full-time student and be maintaining satisfactory progress in the course of study he/she is pursuing. 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 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 refund (at the close of the semester) of his/her registration fees at the rate of \$12.00 per semester hours 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.

*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 Education Opportunity Grant. 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:* A specified number of Athletic Grants-In-Aid may be granted each year, based on community support, to outstanding student athletes 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.

*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
  - (10) National Organization for Women
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.

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

3. *Florida Insured Student Loan.* Full-time students who are residents of Florida are eligible for the Florida Insured Student Loan. The maximum amount of this loan is \$2,500 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.



# STUDENT RECORDS

**Directory Information.** The following categories of personal information are designated by the College as "Directory Information" and may be disclosed at the discretion of College officials.

- Category I Name, race, sex, city and county of residence (but not street address).
- Category II Dates of attendance, academic class, major field of study, awards, honors (includes President's and Dean's list), degree(s) conferred (including dates), and previous institutions attended.
- Category III Past and present participation in officially recognized sports and student organizations and activities, and physical characteristics (height, weight of athletes).

Under the provisions of the Family Rights and Privacy Act of 1974, students have the right to withhold the disclosure of any or all of the categories of Directory Information listed above. You may exercise your right to withhold this kind of information by picking up a **DIRECTION TO WITHHOLD DISCLOSURE OF DIRECTORY INFORMATION** form from the office of the Dean, Student Services. This form must be completed and turned in to the Dean, Student Services, by the end of late registration for each semester or term, if your desire to withhold Directory Information is to be recognized. Also, a form for non-disclosure must be submitted each academic semester or term.

Except as required for use by the President in the discharge of his official responsibilities as prescribed by laws, rules of the State Board of Education and Board policies, the designated custodian of student records may release information from these records to others only upon authorization in writing from the student or upon order of a court of competent jurisdiction.

# INSTRUCTIONAL PROGRAMS

## STANDARDS AND REGULATIONS

### *Registration*

Students are expected to register on the day designated in the College Calendar (specific registration times are published in schedule of classes for each term), 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 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 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.

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\*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. 16) for each course added or dropped; the revised schedule will become effective.

## *Class Attendance*

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. 40).

## *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 files 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" will 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 may 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 in order 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.

At the present time, only the following course is approved for granting of "N" grades: English 4110, for college credit.

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

"S" and "U" grades are approved for Adult 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 examination is being sought. Designated courses that can be completed through a Comprehensive Examination are on file in the Office of the Dean of Instruction. Comprehensive Course Examinations will be administered by the Department Chair or his/her representative during the week following the due date for mid-term grades. The Comprehensive Course Examination may not be taken more than one time for a designated course.

To be eligible for credit by Comprehensive Course Examination, the student must:

1. Be admitted to OWJC;
2. Complete necessary request for Comprehensive Course Examination forms at the Office of the Dean of Instruction and pay all fees anytime after the end of late registration through the week prior to the due date for mid-term grades;
3. Contact the appropriate Department Chairperson 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, 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 Veteran's Affairs Office well in advance of registering. The veteran must complete a special form (available in the Veteran's Affairs 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 the Registrar's Office 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 Registrar's Office.

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\*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 the Registrar's Office 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 deferment 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.

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, or 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 then 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. Four (4) semester hours of Physical Education activity credit are required for graduation. All regularly enrolled students seeking an A.A. or A.S. degree should enroll in at least one activity course each semester until the four semester hour requirement is met.

**STUDENTS WHO MUST BE EXEMPT FROM PARTICIPATION IN PHYSICAL EDUCATION ACTIVITY COURSES MUST MAKE UP THE FOUR SEMESTER CREDIT HOURS BY TAKING NON-ACTIVITY PHYSICAL EDUCATION COURSES. Exemptions are as follows:**

- a. *Physical Disability:* A student with a restrictive physical disability must receive a written statement from a physician. The medical statement must then be submitted to the Physical Education Department Chair for departmental approval. If approval is granted, the medical statement and waiver are submitted to the Dean of Instruction for final approval. These students must make up the 4 semester hours by taking non-activity Physical Education courses.
- b. *Age:* Students who have reached their thirtieth birthday are not required to enroll in Physical Education activity courses but must make up the 4 semester hours by taking non-activity Physical Education courses.
- c. *Evidence of Extreme Hardship:* Students completing requirements by attending evening classes *only* and/or part-time day students having difficulty in scheduling and/or meeting the requirements must work *directly with the Physical Education Chair* for a solution to the problem, preferably during the first semester of enrollment.

Non-activity courses which meet graduation requirements for persons *who are exempt from Physical Education activity courses* are as follows:

- 2141 - First Aid
- HES 1000 - Personal and Community Health
- LEI 2330C - Camp Counseling
- PET 1000 - Introduction to Physical Education
- 2175 - Contemporary Coaching Concepts
- 2142 - CPR
- 2195 - Sports Officiating

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.

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\*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 Program Requirements

Basic Associate of Arts Curricula are offered for those students planning to transfer to a four-year institution for the last two years of their Bachelor's degree program. 64 HOURS REQUIRED FOR GRADUATION.

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

**General Education.** The general education program for the Associate of Arts degree at Okaloosa-Walton Junior College embraces a minimum of 40 semester hours of academic credit in the areas of communications, humanities, social sciences, mathematics, sciences, and physical education as follows:

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

	<b>Sem. Hrs.</b>	<b>Course Selections</b>
Communications Skills .....	6	ENC 1103/1136 or 1226
Humanities .....	6	HUM 1020 and ARH 1000 or HUM 1200 or MUH 1001; MUL 2111 and MUL 2112, ARH 2050- ARH 2051 or PHI 2010 or REL 2300 or LIT 1201 or LIT 2164, MUT 1121 and 1122
Social Science .....	6	AMH 2010+2020 or WOH 1012 (Study of U.S. Constitution Required) +1022 or POS 1041-1042 or AMH 1041, AMH 2550 and WOH 2240 or INR 2002 or PSY 2012 or SOC 2000
Mathematics .....	3	MGF 1113 or higher math
Biological Science .....	4-8	APB 1150 or APB 1150C+1151C or BOT 1010C+ZOO 1010C
Physical Science .....	4-8	CHM 1020 or GLY 1000 or CHM 1045 +1046 or PHY 1001+1002 or GLY 1010+1100, PHY 2048+ 2049C
Physical Education .....	4	Any designated activity course

\*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.

In addition to the required 40 semester hours of General Education, each student must complete an additional 24 hours in a specialization as listed in this section. Other areas of emphasis may be developed under the guidance of a Faculty Advisor or Counselor and approved by the Dean of Instruction. **NOTE:** Some areas of emphasis specify more than 24 semester hours—*students should consult their faculty advisor or counselor to select the appropriate courses in the specialized field that will fulfill the 64 hours requirement for graduation.*

**ASSOCIATE OF ARTS DEGREE  
BUSINESS DEPARTMENT\***

**AREA OF EMPHASIS: Banking**

**General Education courses selected from those listed for AA Degree on page 47.**

**Specific General Education Courses**

		Sem.	Hrs.
ECO 2013	Economics I	3	
ECO 2023	Economics II	3	
MAC 1104	College Algebra	3	

**Specialization Courses**

BAN 1110	Principles of Bank Operations	3	
ACC 2001	Accounting I	3	
ACC 2021	Accounting II	3	
BUL 2111	Business Law I	3	
BUL 2112	Business Law II	3	
FIN 2330	Money and Banking	3	
BAN 2240	Installment Credit	3	
BAN 2900	Directed Study in Banking	1	

**AREA OF EMPHASIS: Business Administration**

**General Education courses selected from those listed for AA Degree on page 47.**

**Specific General Education Courses**

		Sem.	Hrs.
STA 1014	Introduction to Business	3	
ECO 2013	Accounting I	3	
ECO 2023	Accounting II	3	
MAC 1104	Speech	3	

**Specialization Courses**

MAN 1700	Statistics	3	
ACC 2001	Economics I	3	
ACC 2021	Economics II	3	
SPC 1600	College Algebra	3	

\*Many upper-level university programs recommend that students complete lower division courses in Oral Communications, College Algebra, Statistics, Accounting, and Economics prior to transfer. Therefore, students are urged to check with the institution to which they plan to transfer. Guidance may be received from the Business Faculty Advisor.

**AREA OF EMPHASIS: Business Data Processing****General Education courses selected from those listed for AA Degree on page 47.****Specific General Education Courses**

		<b>Sem. Hrs.</b>
STA 1014	Statistics	3
ECO 2013	Economics I	3
ECO 2023	Economics II	3
MAC 2411	College Algebra	3

**Specialization Courses**

SES 1100	Typewriting I (Requirement may be waived through a proficiency test.)	3
MAN 1700	Introduction to Business	3
ACC 2001	Accounting I	3
ACC 2021	Accounting II	3
COP 2120	COBOL Programming	4
CRM 8020	Basic Concepts of Data Processing	3
CNM 8001	Computer Mathematics	3

**AREA OF EMPHASIS: Business Teacher Education****General Education courses selected from those listed for AA Degree on page 47.****Specific General Education Courses**

		<b>Sem. Hrs.</b>
STA 1014	Statistics	
ECO 2013	Economics I	3
ECO 2023	Economics II	3
MAC 1104	College Algebra	3

**Specialization Courses**

SES 1110	Typewriting II	2
SES 2120	Typewriting III	2
SES 1211	Dictation	3
ACC 2001	Accounting I	3
ACC 2021	Accounting II	3
BUL 2111	XXX 1130, or XXX 1240 Business Law, Business Math or Business Communications	3
SES 2212	Transcription	3
EDF 1005	Introduction to Education	3

**AREA OF EMPHASIS: Marketing**

General Education courses selected from those listed for AA Degree on page 47.

**Specific General Education Courses**

		Sem. Hrs.
STA 1014	Statistics	3
ECO 2013	Economics I	3
ECO 2023	Economics II	3
MAC 1104	College Algebra	3
PSY 2012	Psychology	3

**Specific General Education Courses**

ACC 2001	Accounting	3
ACC 2021	Accounting II	3
MAR 2011	Introduction to Marketing	3
MAR 2101	Salesmanship	3
MAR 2302	Introduction to Advertising	3
MAR 2930*	Marketing Seminar I	3
MAR 2931	Marketing Seminar II	3
MAR 2933	Marketing Seminar III	6

**Electives may be chosen from:**

BUL 2111	Business Law I
XXX 1240	Business Communications
MAN 2100	Human Relations
MAN 2000	Management
HFT 2010	Hotel-Motel Management I
HFT 2250	Hotel-Motel Management II
MAR 2151	Retail Management
CRM 8020	Data Processing Concepts
SPC 1600	Speech

\*Designed to offer a student directed studies in speciality areas in which course work is not offered. For students who are currently working or plan to work during their enrollment at OWJC.

**AREA OF EMPHASIS: Real Estate**

General Education courses selected from those listed for AA Degree on page 47.

**Specific General Education Courses**

		Sem. Hrs.
STA 1014	Statistics	3
ECO 2013	Economics I	3

**Specialization Courses**

MAN 1700	Introduction to Business	3
REE 1000	Real Estate Principles and Practices	3
ACC 2001	Accounting I	3
ACC 2021	Accounting II	3
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3

Business Electives should be chosen from the following after counseling with the faculty advisor: XXX 1240 Business Communications; MAR 2101 Salesmanship; REE 1200 Real Estate Finance; REE 2100 Real Estate Appraising; REE 2300 Real Estate Investments; REE 2800 Real Estate Management or REE 2041 Real Estate Principles and Practices II.



**AREA OF EMPHASIS: Scientific Data Processing**

General Education courses selected from those listed for AA Degree on page 47.

**Specific General Education Courses**

		Sem. Hrs.
XXX 5220	Calculus I	4
XXX 5221	Calculus II	4
XXX 5222	Calculus III	4
	(The sequence MAC 2411, MAC 2412, MAC 2413, MAC 2414 is also acceptable)	

**Specialization Courses**

CIS 2321	Data Processing Systems Design	3
COP 2110	FORTTRAN Programming	4
CRM 8020	Data Processing Concepts	3
MAP 2302	Differential Equations	3
MAS 2103	Linear Algebra	3
PHY 2048	Physics I	4
PHY 2049C	Physics II	4

**PHYSICAL EDUCATION DEPARTMENT****AREA OF EMPHASIS: Health, Physical Education and Recreation**

General Education courses selected from those listed for AA Degree on page 47.

**Specific General Education Courses**

		Sem. Hrs.
EDG 1005	Introduction to Education	3
SPC 1600	Speech	3
PSY 2012	Psychology	3
APB 1150C	Biology I	3
APB 1151C	Biology II	3

**Specialization Courses**

HES 1400	First Aid	3
HES 1000	Personal and Community Health	3
PED 1004L	Contemporary Coaching Concepts	3
PET 1000	Introduction to Physical Education	3
XXX 2195	Sports Officiating	1
LEI 2330C	Camp Counseling	3
DEP 2004	Human Growth and Development	3
	or	
EDP 2002	Educational Psychology	3
APB 1190C	Human Anatomy and Physiology	4

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

## FINE AND PERFORMING ARTS DEPARTMENT

### AREA OF EMPHASIS: Art

General Education courses selected from those listed for AA Degree on page 47.

#### Specific General Education Courses Sem. Hrs.

ARH 2050	Art History Survey I	3
ARH 2051	Art History Survey II	3

#### Specialization Courses

ART 1300C	Drawing I	3
ART 1301C	Drawing II	3
ART 1201C	Design I (2 Dimensional)	3
ART 1202C	Design II (3 Dimensional)	3

#### Art Electives [Any four of the following courses]:

ART 1110C	Ceramics I	3
ART 1111C	Ceramics II	3
ART 1150C	Jewelry Creation and Design	3
ART 1701C	Sculpture I	3
ART 1400C	Introductory Printmaking	3
ART 2510C	Painting I	3
ART 2520	Painting II	3

### AREA OF EMPHASIS: Ministry

General Education courses selected from those listed for AA Degree on page 47.

#### Specialization Courses Sem. Hrs.

PHI 2010	Philosophy	3
REL 2300	Comparative Religion	3
SPC 1600	Speech	3
LIT 1201	Approach to Literature	3
PSY 2012	Psychology	3
SOC 2000	Sociology	3

**NOTE:** Ministry electives should be selected according to goals of the student's individual program. Electives may vary due to area (e.g., evangelical, pastorate, music ministry, religious graduation, etc.) and denominational emphasis or needs.

**AREA OF EMPHASIS: Music**

General Education courses selected from those listed for AA Degree on page 47.

**Specific General Education Courses**

		Sem. Hrs.
MUT 1121	Music Theory I	4
MUY 1121	Music Theory II	4
MUL 2111	Music Literature I	2
MUL 2112	Music Literature II	2

**Specialization Courses**

XXX 3171**	Applied Music Instruction — Principal Instrument (May be repeated four times for credit)	8
XXX 3172	Applied Music Instruction — Secondary Instrument	4
MUT 2126	Music Theory III	4
MUT 2127	Music Theory IV	4
	Music Organizations (See Note Below)	2 (4+)
	MUN 1710, 1310, 1100, 1340, 1380, 1180	

\*MUSIC ORGANIZATION: (A) Every music major must participate in at least one music performance organization each semester. Credit (or audit) will be entered on the transcript; however, this credit will not substitute for the above program requirements. Two of the minimal 64 credits required for an AA Degree must be elective credit in music organizations. (B) Active participation in music organizations provides the music major with the most appropriate resource for study of literature, performance skills, direction and organization, and techniques which may be obtained in no other manner than actual study of the literature. Music students are urged to participate in as many such activities as can be scheduled.

\*Students who are weak in the knowledge of chords, scales, the great staff, basic notation and sight-singing should take MUT 1001 Fundamentals of Music and/or MVK 1111 Class Piano prior to taking MUT 1121 Music Theory I.

\*\*Students not having a basic performance skill on the principal instrument should elect class instruction until a basic repertoire of etudes and pieces and college entrance levels of technical proficiency are mastered.

**AREA OR EMPHASIS: Humanities**

**General Education courses selected from those listed for AA Degree on page 47.**

**Specific General Education Courses**

		<b>Sem. E</b>
HUM 1020	Humanities I	3
HUM 1200	Philosophy	3
REL 2300	Comparative Religion	3
ARH 2050	Art History Survey I	3
ARH 2051	Art History Survey II	3
THE 2000	Theatre	3
MUT 1121	Music Theory I	3
MUT 1122	Music Theory II	3
MUL 2111	Music Literature I	3
MUL 2112	Music Literature II	3
LIT 1201	Approach to Literature (World)	3

**Other Specialization Courses**

Electives in specific arts and humanities courses from area(s) of weakness and special interest:

**Art Labs**

ART 1300C, ART 1301C, ART 1110C, ART 1111C, ART 1150C, ART 1201C, ART 1202C, ART 1400C, ART 1701C, ART 1115C, ART 2510C, ART 2520C.

**Music Labs**

Skills Classes MUE 1450, MUE 2460, MVK 1111, XXX 3153C

**Individual Instruction, Applied**

XXX 3171, XXX 3172

**Performance Organizations**

MUN 1710, MUN 1310, MUN 1100, MUN 1340, TPP 2110, TPP 2111, THE 2050.

**Other Humanities Electives**

HUM 1200, MUT 2126, MUT 2127, XXX 3297, XXX 3298

**Non-Credit Electives**

XXX 3609, XXX 3612, XXX 3613, XXX 3614

**NOTE: Individualized programs to meet specific interests or transfer needs may be approved in special cases.**

## COMMUNICATIONS DEPARTMENT

### AREA OF EMPHASIS: Foreign Language

General Education courses selected from those listed for AA Degree on page 47.

#### Specific General Education Courses

Sem. Hrs.

AEA 1105	Reading Improvement	2
SPC 1600	Speech	3
LIT 1201	Approach to Literature	3
PSY 2012	Psychology	3

#### Specialization Courses

EDF 1005	Introduction to Education	3
MUT 1001*	Fundamentals of Music	3
MAR 1810*	Structure of Arithmetic for Elementary Teachers	3
MAR 2811*	Informal Geometry for Elementary Teachers	3
DEP 2004*	Human Growth and Development	3

Electives to be selected from Advanced Language or General Education Courses.

\*Required for elementary teachers; secondary teachers may substitute General Education or other specialized courses.

### AREA OF EMPHASIS: Speech

General Education courses selected from those listed for AA Degree on page 47.

#### Specific General Education Courses

Sem. Hrs.

REA 1105	Reading Improvement	2
SPC 1600	Speech	3
LIT 1201	Approach to Literature	3
PSY 2012	Psychology	3

#### Specialization Courses

EDF 1005	Introduction to Education	3
MUT 1001*	Fundamentals of Music	3
MAE 1810*	Structure of Arithmetic for Elementary Teachers	3
MAE 2816*	Informal Geometry for Elementary Teachers	3
DEP 2004*	Human Growth and Development	3

\*Electives for elementary teachers; secondary teachers may substitute General Education or other specialized courses.

**AREA OF EMPHASIS: Teacher Education****General Education courses selected from those listed for AA Degree on page 47.****Specialization Courses**

	<b>Sem. Hrs.</b>	
EDF 1005	Introduction to Education	3
MUT 1001	Fundamentals of Music	3
MAR 1810*	Structure of Arithmetic for Elementary Teachers	3
MAR 2816*	Informal Geometry for Elementary Teachers	3
DEP 2004*	Human Growth and Development	3
EDP 2002**	Educational Psychology	5
	Electives to be selected from General or Specialized Courses	

\*Required for elementary teachers; secondary teachers may substitute General Education or other specialized courses.

\*\*Selected four-year institutions require this course to be taken after transfer; students are advised to consult the catalog or a counselor for guidance.

**AREA OF EMPHASIS: Engineering****General Education courses selected from those listed for AA Degree on page 47.****Specific General Education Courses**

	<b>Sem. Hrs.</b>	
XXX 5220*	Calculus	4
CHM 1045	College Chemistry I	4
CHM 1046	College Chemistry II	4
PHY 2048	College Physics I	4
PHY 2049C	College Physics II	4

**Specialization Courses**

MAP 2302	Differential Equations	3
XXX 5221	Calculus II	4
XXX 5222	Calculus III	4
MAS 2103	Linear Algebra	3
EGN 1120C	Engineering Graphics	3
EGN 1130C	Descriptive Geometry	3

\*Other mathematics courses may be needed to prepare for XXX 5220. (The sequence MAC 2411, 2412, 2413, 2414 is also acceptable.)

**AREA OF EMPHASIS: Mathematics [Meterology]\*****General Education courses selected from those listed for AA Degree on page 47.****Specific General Education Courses**

		<b>Sem. Hrs.</b>
XXX5220**	Calculus I	4
CHM 1045	College Chemistry I	4
CHM 1046	College Chemistry II	4
PHY 2048	College Physics I	4
PHY 2049C	College Physics II	4

**Specialization Courses**

COP 2110***	FORTTRAN Programming	4
MAP 2302	Differential Equations	3
XXX 5221	Calculus II	4
XXX 5222	Calculus III	4
MAS 2103	Linear Algebra	3

\*Foreign Language recommended for Meterology students.

\*\*Other mathematics courses may be needed to prepare for XXX 5220.

\*\*\*Recommended for Meterology students. (The sequence MAC 2411, MAC 2412, MAC 2413, MAC 2414 is also acceptable.)

**HOME ECONOMICS DEPARTMENT****AREA OF EMPHASIS: Child Development****General Education courses selected from those listed for AA Degree on page 47.****Specialization Courses**

		<b>Sem. Hrs.</b>
MUT 1001	Fundamentals of Music	3
CLP 1002	Personal Adjustment	3
MAF 2501	Family and Society	3
CHD 1430	Observing and Recording Child Behavior	3
CHD 1220	Child Growth and Development I	3
CHD 1230	Child Growth and Development II	3
HOE 1010	Introduction to Home Economics	3
CHD 2322	Programs for Young Children	3
CHD 2432	Curriculum for Young Children	3

**Select one course from the following:**

HUN 2001	Nutrition	3
CHD 1230	Child Nutrition	3
FND 1800	Family Meal Planning	3
FND 2710	Advanced Foods	3

Electives are to be selected in consultation with faculty advisor.

**AREA OF EMPHASIS: Family Economics and Home Management****General Education courses selected from those listed for AA Degree on page 47.****Specific General Education Courses**

		Sem. Hrs
ECO 2013	Economics I	3
ECO 2023	Economics II	3
CLP 1002	Personal Adjustment	3
MAF 2501	Family & Society	3

**Specialization Courses**

CHD 1220	Child Growth and Development I	3
HOE 1010	Introduction to Home Economics	3
COE 2100	Consumer Education	3
HHD 2110	Home Planning and Furnishing	3

**Select one course from the following:**

CTE 1310	Clothing Selection and Construction I	3
CTE 1743	Clothing Selection and Construction II	3
CTE 2350	Tailoring	3

**Select one course from the following:**

FND 1800	Family Meal Planning	3
FND 2710	Advanced Foods	3
HHN 2001	Nutrition	3
HHN 2410	Child Nutrition	3

**AREA OF EMPHASIS: Fashion Design and Merchandising****General Education courses selected from those listed for AA Degree on page 47.****Specific General Education Courses**

		Sem. Hrs
ECO 2013	Economics I	3

**Specialization Courses**

ART 1300C	Drawing I	3
ART 1201C	Design I	3
HOE 1010	Introduction to Home Economics	3
CTE 1316	Clothing Selection and Construction I	3
CTE 1743	Clothing Selection and Construction II	3
CTE 2350	Tailoring	3
COA 2100	Consumer Education	3
HHD 2110	Home Planning and Furnishing	3

**Select one course from the following:**

CHD 1220	Child Growth and Development I	3
CHD 1230	Child Growth and Development II	3
MAF 2501	The Family and Society	3
XXX 6210	Human Growth and Development	3
CLP 1002	Personal Adjustment	3

**Select one course from the following:**

FND 1800	Family Meal Planning	3
FND 2710	Advanced Foods	3
HUN 2001	Nutrition	3
HUN 2410	Child Nutrition	3



**AREA OF EMPHASIS: Clothing and Textiles****General Education courses selected from those listed for AA Degree on page 47.****Specific General Education Courses**

		<b>Sem. Hrs.</b>
ECO 2013	Economics I	3
SPC 1600	Speech	3

**Specialization Courses**

HOE 1010	Introduction to Home Economics	3
CTE 1310	Clothing Selection and Construction I	3
CTE 1743	Clothing Selection and Construction II	3
CTE 2350	Tailoring	3
COA 2100	Consumer Education	3
HHD 2110	Home Planning and Furnishing	3

**Select one course from the following:**

CHD 1220	Child Growth and Development I	3
CHD 1230	Child Growth and Development II	3
MAF 2501	The Family and Society	3

**Select one course from the following:**

FND 1800	Family Meal Planning	3
FND 2710	Advanced Foods	3
HUN 2001	Nutrition	3
HUN 2410	Child Nutrition	3

**AREA OF EMPHASIS: Home Economics Education****General Education courses selected from those listed for AA Degree on page 47.****Specific General Education Courses**

		<b>Sem. Hrs.</b>
EDF 1005	Introduction to Education	3
CHM 1045	College Chemistry I	4
CHM 1046	College Chemistry II	4
ECO 2013	Economics I	3
SOC 2000	Sociology	3

**Specialization Courses**

HOE 1010	Introduction to Home Economics	3
CTE 1310	Clothing Selection and Construction I	3
CTE 1743	Clothing Selection and Construction II	3
COA 2100	Consumer Education	3
HHD 2100	Home Planning and Furnishing	3
CHD 1220	Child Growth and Development I	3
FND 1800	Family Meal Planning	3

**AREA OF EMPHASIS: Foods and Nutrition****General Education courses selected from those listed for AA Degree on page 47.****Specific General Education Courses**

	<b>Sem. Hr.</b>
APB 1190C Human Anatomy & Physiology	4
MCB 2013C Microbiology	4
CHM 1045 College Chemistry I	4
CHM 1046 College Chemistry II	4
ECO 2013 Economics I	3
PSY 2012 Psychology	3

**Specialization Courses**

HOE 1010 Introduction to Home Economics	3
FND 1800 Family Meal Planning	3
COA 2100 Consumer Education	3
HUN 2001 Nutrition	3

**Select one course from the following:**

CHD 1220 Child Growth and Development I	3
CHD 1230 Child Growth and Development II	3
MAF 2501 The Family and Society	3
CLP 1002 Personal Adjustment	3
DEP 7004 Human Growth and Development	3

**Select one course from the following:**

CTE 1310 Clothing Selection and Construction I	3
CTE 1743 Clothing Selection and Construction II	3
CTE 2350 Tailoring	3
HHD 2110 Home Planning and Furnishing	3

**AREA OF EMPHASIS: Human Development and Family Relations****General Education courses selected from those listed for AA Degree on page 47.****Specialization Courses****Select 24 semester hours from the following areas:**

CHD 1430 Observing and Recording Child Behavior	3
CLP 1002 Personal Adjustment	3
CHD 1220 Child Growth and Development I	3
MAF 2501 The Family and Society	3
COA 2100 Consumer Education	3

**Select one course from the following:**

FND 1800 Family Meal Planning	3
FND 2710 Advanced Foods	3
HUN 2001 Nutrition	3
HUN 2410 Child Nutrition	3
HHD 2110 Home Planning and Furnishing	3

**Select one course from the following:**

CTE 1310 Clothing Selection and Construction I	3
CTE 1743 Clothing Selection and Construction II	3
CTE 2350 Tailoring	3
HOE 1010 Introduction to Home Economics	3

**AREA OF EMPHASIS: Housing and Design**

General Education courses selected from those listed for AA Degree on page 47.

Specific General Education Courses		Sem. Hrs.
ARH 2050	Art History I	3
ARH 2051	Art History II	3
<b>Specialization Courses</b>		
HOE 1010	Introduction to Home Economics	3
COA 2100	Consumer Education	3
HHD 2110	Home Planning and Furnishing	3
<b>Select one course from the following:</b>		
CTE 1310	Clothing Selection and Construction I	3
CTE 1743	Clothing Selection and Construction II	3
CTE 2350	Tailoring	3
<b>Select one course from the following:</b>		
FND 1800	Family Meal Planning	3
FND 2710	Advanced Foods	3
HUN 2001	Nutrition	3
HUN 2410	Child Nutrition	3
<b>Select one course from the following:</b>		
CHD 1220	Child Growth and Development I	3
CHD 1230	Child Growth and Development II	3
XXX 6210	Human Growth and Development	3

Electives to be selected in consultation with faculty advisor.

**SOCIAL SCIENCE DEPARTMENT****AREA OF EMPHASIS: Liberal Arts\* [History, Government]**

General Education courses selected from those listed for AA Degree on page 47.

Specific General Education Courses		Sem. Hrs.
APB 1150C	Biology I	3
APB 1151C	Biology II	3
<b>Select two of the following courses:</b>		
PHY 2010	Philosophy	3
REL 2300	Comparative Religion	3
LIT 1201	Approach to Literature	3
<b>Specialization Courses</b>		
	Foreign Language	12
POS 1041	American Government I	3
POS 1042	American Government II	3
WOH 1012	World Civilization I	3
WOH 1022	World Civilization II	3
AMH 2020	American History I	3
AMH 2020	American History II	3

Pre Law may select any of the programs listed or work out a special program with a Social Science Advisor.

\*The student must see a Social Science Advisor to select the basic and elective courses for the degree total of 64 hours.

**AREA OF EMPHASIS: Social Services\***

**General Education courses selected from those listed for AA Degree on page 47.**

<b>Specific General Education Courses</b>		<b>Sem. Hrs.</b>
ECO 2013	Economics I	3
ECO 2023	Economics II	3
<b>Select two of the following courses:</b>		
PHI 2010	Philosophy	3
REL 2300	Comparative Religion	3
LIT 1201	Approach to Literature	3

**Specialization Courses**

CLP 1002	Foreign Language	
	Personal Adjustment	12
CCJ 1210	Criminal Law	3
CCJ 1270	Criminal Procedures	12 10
CCJ 1000	Crime and Delinquency	3
CCJ 1020	Introduction to Criminal Justice	3
MAF 2501	Family and Society	3
CCJ 2300	Penology and Corrections	3
AMH 2550	Constitutional Government	1
PSY 2012	Psychology	3

\*The student must see a Social Science Advisor to select the basic and elective courses for the degree total of 64 hours.

**AREA OF EMPHASIS: Social Sciences\***

**General Education courses selected from those listed for AA Degree on page 47.**

<b>Specific General Education Courses</b>		<b>Sem. Hrs.</b>
APB 1150	Introductory Biology	4
<b>Select two of the following courses:</b>		
PHI 2010	Philosophy	3
REL 2300	Comparative Religion	3
LIT 1201	Approach to Literature	3

**Specialization Courses**

CLP 1002	Personal Adjustment	3
CCJ 1000	Crime and Delinquency	3
MAF 2501	Family and Society	3
DEP 2004	Human Growth and Development	3
CCJ 2300	Penology and Corrections	3
INR 2002	Current World Problems	3
AMH 2550	Constitutional Government	1
PSY 2012	Psychology	3
SOC 2000	Sociology	3

\*The student must see a Social Science Advisor to select the basic and elective courses for the degree total of 64 hours.

**AREA OF EMPHASIS: Law Enforcement\*****General Education courses selected from those listed for AA Degree on page 47.****Specialization Courses**

	<b>Sem. Hrs.</b>
CCJ 1400 Police Organization and Administration	3
CCJ 1000 Crime and Delinquency	3
CCJ 1210 Criminal Law	3
**CCJ 1020 Introduction to Criminal Justice	3
CJT 1310 Basic Firearms	1
CJT 1270 Criminal Procedure	3
CJT 2100 Criminal Investigation	3
CJT 2140 Introduction to Criminalistics	3
CJT 2340 Police Operations	3
CJT 2220 Law Enforcement Photography	3

\*The student must see a Law Enforcement Advisor to select the basic and elective courses for the degree total of 64 hours.

\*\*Required

**PHYSICAL SCIENCE DEPARTMENT****AREA OF EMPHASIS: Chemistry\*****General Education courses selected from those listed for AA Degree on page 47.****Specific General Education Courses**

	<b>Sem. Hrs.</b>
CHM 1045 College Chemistry I	4
CHM 1046 College Chemistry II	4
BOT 1010C Botany	4
ZOO 1010C Zoology	4
XXX 5220 Calculus I	4

**Specialization Courses**

XXX 5221 Calculus II	4
XXX 5222 Calculus III	4
CHM 2210 Organic Chemistry I	4
CHM 2211 Organic Chemistry II	4
PHY 2048 College Physics I	4
PHY 2049C College Physics II	4
MAP 2302 Differential Equations	3

\*See Departmental Advisor for options and substitutions.

\*\*Other math courses may be needed to prepare for XXX 5220. (The MAC 2411, MAC 2412, MAC 2413, MAC 2414 sequence is also acceptable).

**AREA OF EMPHASIS: Geology**

General Education courses selected from those listed for AA Degree on page 47.

**Specific General Education Courses****Sem. Hrs.**

	Foreign Language	6
MAC 1104	College Algebra	3
BOT 1010C	Botany	4
ZOO 1010C	Zoology	4
CHM 1045	College Chemistry	4

**Specialization Courses**

MAC 1114	Trigonometry	3
MAC 1154	Analytic Geometry	3
CHM 1046	College Chemistry II	4
GLY 1010	Geology I	4
GLY 1100	Geology II	4

Electives selected in consultation with departmental advisor.

**AREA OF EMPHASIS: Physics**

General Education courses selected from those listed for AA Degree on page 47.

**Specific General Education Courses****Sem. Hrs.****Consult catalog for accepted combinations for Humanities and Social Sciences.**

*XXX 5220	Calculus I	4
CHM1045	College Chemistry I	4

**Specialization Courses**

XXX 5221	Calculus II	4
XXX 5222	Calculus III	4
MAS 2103	Linear Algebra	3
MAP 2302	Differential Equations	3
CHM 1046	College Chemistry II	4
PHY 2048**	College Physics I	4
PHY 2049C	College Physics II	4

\*Other mathematics courses may be needed to prepare for XXX 5220.

\*\*To prepare for PHY 2048, XXX 5220 should be completed prior to Sophomore year.

(The sequence MAC 2411, MAC 2412, MAC 2413, MAC 2414 is also acceptable.)

NOTE: Basic Language Programming COP 2170 is a highly recommended elective if time permits.

## BIOLOGY DEPARTMENT

### AREA OF EMPHASIS: Pre-Professional [Medicine, Veterinary, Dentistry]

General Education courses selected from those listed for AA Degree on page 47.

#### Specific General Education Courses

Sem. Hrs.

MAC 1104*	College Algebra	3
CHM 1045	College Chemistry I	4
CHM 1046	College Chemistry II	4
BOT 1010C	Botany	4
ZOO 1010C	Zoology	4

#### Specialization Courses

	Foreign Language	6
MAC 1114	Trigonometry	3
MAC 1154	Analytical Geometry	3
CHM 2210**	Organic Chemistry I	4
CHM 2211**	Organic Chemistry II	4
ZOO 2713C	Comparative Vertebrate Anatomy	4
PCB 2023	Cell Biology	4

\*Other mathematics courses may be needed to prepare for MAC 1104.

\*\*PHY 1001-PHY 1002 or PHY 2048-PHY 2049C is also recommended.

### AREA OF EMPHASIS: Medical Technology\*

General Education courses selected from those listed for AA Degree on page 47.

#### Specific General Education Courses

Sem. Hrs.

MAC 1104**	College Algebra	3
CHM 1045	College Chemistry I	4
CHM 1046	College Chemistry II	4
BOT 1010C	Botany	4
ZOO 1010C	Zoology	4

#### Specialization Courses

APB 1190	Anatomy and Physiology	4
MCB 2013C	Microbiology	4
PCB 2023	Cell Biology	4

\*The proper selection of courses in this program is very important; therefore, any student planning to major in this program at a senior institution should get a catalog from the institution to which he/she is planning to transfer to facilitate the development of an appropriate program at OWJC.

\*\*Other mathematics courses may be needed to prepare for MAC 1104.

**AREA OF EMPHASIS: Pre-Pharmacy**

General Education courses selected from those listed for AA Degree on page 47.

**Specific General Education Courses**

	<b>Sem. Hrs</b>
MAC 1104*	3
MAC 1114	3
CHM 1045	4
CHM 1046	4
BOT 1010C	4
ZOO 1010C	4

**Specialization Courses**

	Foreign Language	6
MAC 1154	Analytical Geometry	3
**CHM 2210	Organic Chemistry I	3
**CHM 2211	Organic Chemistry II	4
PCB 2023	Cell Biology	4
ZOO 2713C	Comparative Vertebrate Anatomy or	4
MCB 2013C	Microbiology	4

\*Students should take the calculus sequence if background and scheduling permits.

Other mathematics courses may be needed to prepare for MAC 1104.

\*\*Physics PHY 1001-PHY 1002 or PHY 2048-PHY 2049C may be substituted.

**AREA OF EMPHASIS: Biology [Marine, Forestry, Teacher Ed.]**

General Education courses selected from those listed for AA Degree on page 47.

**Specific General Education Courses**

	<b>Sem. Hrs.</b>
MAC 1104*	3
MAC 1114	3
CHM 1045	4
CHM 1046	4
BOT 1010C	4
ZOO 1010C	4

**Specialization Courses**

	Foreign Language Recommended	4
CHM 2210	Organic Chemistry I	4
CHM 2211	Organic Chemistry II	4
PCB 2023	Cell Biology	4

**Select one course from the following;**

ZOO 2713C	Comparative Vertebrate Anatomy	4
BOT 2011C	Advanced Botany	4
MCB 2013C	Microbiology	4

\*Students should consider the calculus sequence if background and scheduling permits.

Other mathematics courses may be needed to prepare for MAC 1104



**AREA OF EMPHASIS: Nursing\***

General Education courses selected from those listed for AA Degree on page 47.

**Specific General Education Courses**

		<b>Sem. Hrs.</b>
SPC 1600	Speech	3
MAC 1104**	College Algebra	3
SOC 2000	Sociology	3
CHM 1045	College Chemistry I	4
CHM 1046	College Chemistry II	4
BOT 1010C	Botany	4
ZOO 1010C	Zoology	4

**Specialization Courses**

APB 1190C	Anatomy and Physiology	4
HUN 2001	Nutrition	3
MCB 2013C	Microbiology	4
XXX 6210	Human Growth and Development	3
PSY 2012	Psychology	3

\*The proper selection of courses in this program is very important; therefore, any student planning to major in Nursing at a senior institution should get a catalog from the institution to which he/she is planning to transfer so that the necessary OWJC courses may be completed.

\*\*Other mathematics courses may be needed to prepare for MAC 1104.



## ASSOCIATE OF SCIENCE DEGREE PROGRAM REQUIREMENTS

Associate of Science Degree programs provide for specialization in technical, business, semi-professional, and supervisory education. Okaloosa-Walton Junior College within its objective of continuing study has developed programs for such studies based on the assumption that self-contained curricula will best equip each student who selects one of the programs to pursue fulfillment of his role as a productive citizen. Programs include study and practical applications, both on the job and in the laboratory. **64 HOURS REQUIRED FOR GRADUATION.**

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

**General Education.** The general education program for the Associate of Science degree at Okaloosa-Walton Junior College embraces a minimum of 26 semester hours of academic credit in the areas of communications, humanities, social science, mathematics, science, and physical education, as follows:

### GENERAL EDUCATION REQUIREMENTS ASSOCIATE OF SCIENCE DEGREE

	Sem. Hrs.	Course Selections
Communication Skills .....	6	ENC 1103, 1126, 1013, 1315, 1226
Humanities .....	3	HUM 1020, ARH 1000, HUM 1200, MUH 1001, MUL 2111, MUL 2112, ARH 2050, 2051, PHI 2010, REL 2300, LIT 1201, 2164, THE 2000, MUT 1121, 1122
Mathematics .....	3	MTB 1103, 1321, 1322, CNM 8001, MGF 1113, MAC 1104, 1114, 1154, 2411, 2412, 2413, 2414, MAP 2302, MAS 2103
Physical Education .....	4	Any designated activity sport courses unless exempted
Science .....	4-8	CHM 1020, PSC 1321, GLY 1000, PHY 1001, 1002, GLY 1010, 1100, APB 1150, 1150C, 1151C
Social Science .....	3	AMH 1041, POS 1041, WOH 1022, AMH 2010, 2250
(Study of U.S. Constitution Required)		
Approved Electives .....	4	Selected from within the above departments but not restricted to these courses

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

Self-contained curricula 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 DEPARTMENT

#### AREA OF EMPHASIS: General Business Management

General Education courses selected from those listed for AS Degree on page 68.

Specialization Courses		Sem. Hrs.
SES 1100*	Typewriting I	2
MAN 1700	Introduction to Business	3
BUL 2111	Business Law I	3
MAN 2100	Human Relations	3
ACC 2001	Accounting I	3
ACC 2021	Accounting II	3
BUL 2112	Business Law II	3
SES 2335	Business Communications	3
MAN 2000	Management	3
ECO 2013	Economics	3

\*the requirement of Basic Typewriting will be waived for students who pass a proficiency test in typewriting or present a satisfactory grade for one year of typewriting at the high school level.

#### AREA OF EMPHASIS: Commercial Data Processing

General Education courses selected from those listed for AS Degree on page 68.

Specialization Courses		Sem. Hrs.
SES 1100*	Typewriting I	2
MAN 1700	Introduction to Business	3
STA 1014	Statistics	3
ACC 2001	Accounting I	3
ACC 2021	Accounting II	3
COP 2120	COBOL Programming	4
CIS 2321	Data Processing Systems Design and Procedure	3
COP 2110	FORTTRAN Programming	4
CRM 8020	Basic Concepts of Data Processing	3
**CNM 8001	Computer Mathematics	3
ACC 2409	Cost Accounting	3
ECO 2013	Economics I	3
ECO 2023	Economics II	3

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

\*\*CNM 8001 satisfies the General Education requirement for the AS Degree only.

**AREA OF EMPHASIS: Mid-Management**

**General Education courses selected from those listed for AS Degree on page 68.**

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
MAN 1700	Introduction to Business	3
ACC 2001	Accounting I	3
BUL 2111	Business Law I	3
MAR 2101	Salesmanship	3
MAR 2302	Advertising	3
MAR 2930	Marketing Seminar I	3
ACC 2021	Accounting II or	2
BUL 2112	Business Law II	3
MAR 2011	Marketing	3
MAN 2100	Human Relations	3
MAN 2000	Management	3
ECO 2013	Economics I	3
MAR 2931	Marketing Seminar II	2
MAR 2932	Marketing Seminar III	2

Electives may be chosen from Retail Management, MAR 2151; Hotel-Motel Management, HFT 2010-HFT 2250; Economics II, ECO 2023; Statistics, STA 1014; Speech, SPC 1600; Business Communications, XXX 1240.

**AREA OF EMPHASIS: Real Estate**

**General Education courses selected from those listed for AS Degree on page 68.**

<b>Specialization Courses</b>		<b>Sem. Hr</b>
MAN 1700	Introduction to Business	3
REE 1000	Introduction to Real Estate Principles and Practices	3
ACC 2001	Accounting I	3
ECO 2013	Economics I	3
REE 1200	Real Estate Finance	3
BUL 2111	Business Law I	3
SES 2335	Business Communications	3
MAR 2101	Salesmanship	3
REE 2100	Introduction to Real Estate Appraising	3
REE 2300	Real Estate Investments	3
REE 2800	Real Estate Management	3

## AREA OF EMPHASIS: Secretarial Science

General Education courses selected from those listed for AS Degree on page 68.

Specialization Courses		Sem. Hrs.
SES 1100*	Typewriting I	2
SES 1110	Typewriting II	2
SES 2120	Typewriting III	2
SES 1210	Shorthand	3
SES 1211	Dictation	3
SES 2212	Transcription	3
MAN 1700	Introduction to Business	3
ACC 2001	Accounting I	3
SES 1150	Introduction to Word Processing	3
SES 1361	Machine Transcription	3
BUL 2111	Business Law I	3
SES 2335	Business Communications	3
SES 2402	Secretarial Office Procedures	3
MAN 2100	Human Relations	3
ECO 2013	Economics I	3

\*Students will be admitted to the levels of typewriting and shorthand for which they are qualified; SES 2120 and SES 2212 must be included in this degree program.

## HOME ECONOMICS DEPARTMENT

### AREA OF EMPHASIS: Child Development Associate

General Education courses selected from those listed for AS Degree on page 68.

Specialization Courses		Sem. Hrs.
CHD 1430	Observing and Recording Child Behavior	3
CHD 1220	Child Growth and Development I	3
CHD 1230	Child Growth and Development II	3
HOE 1010	Introduction to Home Economics	3
CHD 2322	Programs for Young Children	3
CHD 2432	Curriculum for Young Children I	3
HUN2410	Child Nutrition and Health	3
FND 1800	Family Meal Planning	3
CHD 2332	Curriculum for Young Children II	4
CHD 2334	Curriculum for Young Children III	4
CHD 2337	Curriculum for Young Children IV	4
CHD 2433	Child Development Seminar	3

## SOCIAL SCIENCE DEPARTMENT

### AREA OF EMPHASIS: Police Science

General Education courses selected from those listed for AS Degree on page 68.

Specialization Courses		Sem. Hrs.
* CCJ 1400	Police Organization and Administration	3
* CCJ 1000	Crime and Delinquency	3
* CCJ 1210	Criminal Law	3
* CCJ 1020	Introduction to Criminal Justice	3
* CJT 1310	Basic Firearms	1
* CCJ 1270	Criminal Procedure	3
* CJT 2100	Criminal Investigation	3
* CJT 2140	Introduction to Criminalistics	3
* CJT 2340	Police Operations	3
* CJT 2220	Law Enforcement Photography	3

Electives may be selected from the following courses in consultation with Department Advisor.

HES 1400	First Aid	3
PEM 1141L	Aerobics	2
SPC 1600	Speech	3
CLP 1002	Personal Adjustment	3
CCJ 1941	Internship (by arrangement)	3
MAF 2501	Family and Society	3
DEP 2004	Human Growth and Development	3
CCJ 2905	Independent Study--Criminal Justice	1
CCJ 2300	Penology and Corrections	3
PSY 2012	Psychology	3
SOC 2000	Sociology	3

\*Students must earn 64 semester hours of credit. 26 hours in General Education (Reference catalog). 38 hours in the above specialized courses. Those indicated by an asterisk (\*) must be taken.

## INDUSTRIAL-TECHNICAL DEPARTMENT

### AREA OF EMPHASIS: Drafting and Design Technology

General Education courses selected from those listed for AS Degree on page 68.

Specialization Courses		Sem. Hrs.
ETD 1701C	Drafting I	6
ETD 1702C	Drafting II	6
ETD 1703C	Drafting III	6
ETD 1704C	Drafting IV	6
ETD 2702C	Advanced Drafting-Mechanical	2
XXX 7220	Architectural Drafting	6
ETE 1318	Industrial Processes	3
ETI 8703	Shop Safety	1
XXX 7221	Architectural Drawing	3
MTB 1364	Metric Measurement	3

**AREA OF EMPHASIS: Electronics****Specific General Education Courses:**

		<b>Sem. Hrs.</b>
ENC 1103	English Communications I	3
ENC 1136	English Communications II	3
HUM 1020	Humanities I	3
MAC 1104	College Algebra	3
PHY 1001	Applied Physics I	4
PHY 1002	Applied Physics II	4

**Specialization Courses**

ETE 1010C	Electronics Technology 1-D.C.	6
ETE 1020C	Electronics Technology 2-A.C.	6
ETE 1140C	Electronics Technology 3-Devices	6
ETE 1161C	Electronics Technology 4-Circuits	6
ETE 2601C	Electronics Technology 5-Computers	6
ETE 2442C	Electronics Technology 6-Microwaves	6

Electives selected in consultation with Department Advisor.

**AREA OF EMPHASIS: Fire Science Technology****Specific General Education Courses**

		<b>Sem. Hrs.</b>
MTB 1103	Business Math	3
SPC 1600	Speech	3
*ENC 1013	English I	3
*ENC 1315	Technical Report Writing	3
PSC 1321	Physical Science	4

**Select one of the following courses:**

*MAN 2100	Human Relations	3
MAN 2000	Management	3
PSY 2012	Psychology	3
SOC 2000	Sociology	3

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

**Specialization Courses**

HFS 1400	First Aid	3
FFP 1000	Introduction to Fire Science	3
FFP 1100	fire Protection Organization and Administration	3
FFP 2300	Fire Codes and Building Construction	3
FFP 2200	Fundamentals of Fire Prevention	3
FFP 2410	Fire Fighting Tactics and Strategy I	3
FFP 2420	Fire Fighting Tactics and Strategy II	3
FFP 2620	Automatic Alarm and Extinguishing Systems	3
FFP 2600	Fire Apparatus	3
FFP 2240	Arson Detection and Investigation	3
FFP 2500	Explosives and Hazardous Material	5
EMT 1102C	E.M.T.I.	

## ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM REQUIREMENTS

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 area to better prepare himself/herself for advancement or a supervisory position.

**Courses in Residence.** (Credit hours taken at Okaloosa-Walton Junior College.) Minimum requirement of 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. 64 HOURS REQUIRED FOR GRADUATION.

**General Education.** The general education requirements for the Associate of Applied Science Degree at Okaloosa-Walton Junior College embraces 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 chairman.

### GENERAL EDUCATION REQUIREMENTS ASSOCIATE OF APPLIED SCIENCE DEGREE

	Sem. Hrs.	Course Selections
<i>English</i> Communications Skills .....	3	ENC 1103, 1136, 1013
Mathematics .....	3	MTB 1103, CNM 8001, MTB 1321, 1322, MGF 1113, MAC 1104, 1114 1154, MAP 2302, MAC 2411, 2412, 2413, 2414, MAS 2103
Social Science .....	3-4	Three semester hours Gen- eral Education Social Science courses.
(Study of U.S. Constitution Required)		
Science .....	4-3	CHM 1020, PSC 1321, GLY 1000, PHY 1001, 1002, GLY 1011, APB 1150, ABB 1150C
Approved Electives .....	4-3	(must be approved Gen- eral Education courses.)

**Specialization.** In order to complete requirements for graduation, each student must have earned at least 64 semester hours of credit, with a minimum of 16 in the general education sequence and an approximate total of 48 in a specialization.

The student is to plan his/her specialized program in consultation with a Departmental Advisor.

Self-contained curricula 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 Applied Science Degree.

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



## BUSINESS DEPARTMENT

### AREA OF EMPHASIS: Clerk-General

General Education courses selected from those listed for AAS Degree on page 74.

Specialized Courses		Sem. Hrs.
SES 1100	Typewriting I	2
SES 1110	Typewriting II	2
SES 1310	Filing	3
MTB 1103	Business Math	3
MAN 1700	Introduction to Business	3
ACC 2001	Accounting I	3
CRM 1011	Key punch	2
SES 1150	Introduction to Word Processing	3
SES 1361	Machine Transcription	3
SES 2120	Typewriting III	2
COP 2170	Basic Language Programming	3
BWL 2111	Business Law I	3
SES 2335	Business Communications	3
SES 2401	General Office Practice	3
MAN 2100	Human Relations	3
MAN 2000	Management	3
ECO 2013	Economics I	3
SES 2151	Word Processing: Editing I	3

### AREA OF EMPHASIS: Secretary

General Education courses selected from those listed for AAS Degree on page 74.

Specialization Courses		Sem. Hrs.
SES 1100	Typewriting I	2
SES 1110	Typewriting II	2
SES 1210	Shorthand	3
SES 1310	Filing	3
MTB 1103	Business Math	3
MAN 1700	Introduction to Business	3
SES 2151	Word Processing: Editing I	3
SES 1211	Dictation	3
SES 1150	Introduction to Word Processing	3
SES 1361	Machine Transcription	3
SES 2120	Typewriting III	2
SES 2152	Word Processing: Editing II	3
BUL 2111	Business Law I	3
SES 2335	Business Communications	3
SES 2212	Transcription	3
SES 2402	Secretarial Office Practices	3
MAN 2100	Human Relations	3

## AREA OF EMPHASIS: Data Processing Technology

General Education courses selected from those listed for AAS Degree on page 74.

Specialization Courses		Sem. Hrs.
SES 1310	Filing	3
MAN 1700	Introduction to Business	3
CRM 1011	Key punch	2
COC 1120	Flowcharting	3
CRM 1032	Computer Operation	3
ACC 2001	Accounting I	3
ACC 2021	Accounting II	3
COP 2120	COBOL Programming	4
COP 2110	FORTRAN Programming	4
COP 2170	Basic Language Programming	2
BUL 2111	Business Law I	3
MAN 2100	Human Relations	3
MAN 2000	Management	3
ECO 2013	Economics I	3
CRM 8020	Basic Concepts of Data Processing	3
CRM 8001	Computer Math	3

## AREA OF EMPHASIS: Real Estate

General Education courses selected from those listed for AAS Degree on page 74.

Specialization Courses		Sem. Hrs.
MTB 1103	Business Math	3
MAN 1700	Introduction to Business	3
REE 1200	Real Estate Finance	3
REE 1000	Introduction to Real Estate: Course I	3
ACC 2001	Accounting I	3
ACC 2021	Accounting II	3
BUL 2111	Business Law I	3
BUL 2112	business Law II	3
REE 2100	Introduction to Real Estate Appraising	3
REE 2800	Real Estate Management	3
SES 2335	Business Communications	3
MAN 2101	Salesmanship	3
MAN 2100	Human Relations	3
ECO 2013	Economics I	3
ECO 2023	Economics II	3
MAR 2151	Retail Management	3

**AREA OF EMPHASIS: Word Processing****General Education courses selected from those listed for AAS Degree on page 74.**

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
SES 1110	Typewriting II	2
SES 1310	Filing	3
MTB 1103	Business Mathematics	3
MAN 1700	Introduction to Business	3
ACC 2001	accounting I	3
SES 2120	Typewriting III	2
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
SES 2335	Business Communications	3
SES 2401	General Office Practice	3
MAN 2100	Human Relations	3
MAN 2000	Management	3
SES 1150	Word Processing Introduction Theory	3
SES 1361	Machine Transcription	3
SES 2151	Word Processing Editing I	3
SES 2152	Word Processing Editing II	3

**HOME ECONOMICS DEPARTMENT****AREA OF EMPHASIS: Child Care****General Education courses selected from those listed for AAS Degree on page 74.**

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
CHD 1430	Observing and Recording Child Behavior	3
CLP 1002	Personal Adjustment	3
CHD 1220	Child Growth and Development I	3
CHD 1230	Child Growth and Development II	3
MAF 2501	Family and Society	3
HUN 2410	Child Nutrition	3
CHD 2432	Curriculum for Young Children I	3
CHD 2332	Curriculum for Young Children II	4
CHD 2334	Curriculum for Young Children III	4
CHD 2337	Curriculum for Young Children IV	4
CHD 2433	Child Development Seminar	3

**Recommended Electives:**

HES 1400	First Aid	12
HES 1000	Personal and Community Health	
LEI 2330C	Camp Counseling	
MUT 1001	Fundamentals of Music	
MUH 1001	Music for General Education	

## AREA OF EMPHASIS: Homemaking

General Education courses selected from those listed for AAS Degree on page 74.

CHD 1430	Observing and Recording Child Behavior	3
CHD 1220	Child Growth and Development I	3
CHD 1230	Child Growth and Development II	3
CLP 1002	Personal Adjustment	3
MAF 2501	Family and Society	3
HUN 2410	Child Nutrition or 8221 Nutrition	3
CTE 1310	Clothing I	3
HHD 2110	Home Planning and Furnishing	3
COA 2100	Consumer Education	3
END 1800	Family Meal Planning	3
FND 2710	Advanced Foods	3

## INDUSTRIAL-TECHNICAL DEPARTMENT

### AREA OF EMPHASIS: Auto Body

General Education courses selected from those listed for AAS Degree on page 74.

Specialization Courses	Sem. Hrs.
AER 1211 Body Repair I	6
AER 1212 Body Repair II	6
AER 1213 Body Repair III	6
AER 1214 Body Repair IV	6
AER 1221 Body Refinishing I	6
AER 1222 Body Refinishing II	6
Approved Occupational Electives selected in consultation with Departmental Advisor	12*

### AREA OF EMPHASIS: Air Conditioning

General Education courses selected from those listed for AAS Degree on page 74.

Specialization Courses	Sem. Hrs.
ETM 1650C Electrical Theory	6
ETM 1610C Principles of Air Conditioning, Heating and Refrigeration	6
ETM 1700C Principles of Gas and Electrical Heating	6
ETM 1616C Air Conditioning, Heating, and Refrigeration	6
XXX 7236 Automotive Air Conditioning	6
XXX 7237 Electrical Controls for Air Conditioning and Refrigeration	6
Approved Occupational Electives	12*

**AREA OF EMPHASIS: Commercial Foods**

General Education courses selected from those listed for AAS Degree on page 74.

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
FND 1700	Beginning Food Preparation I	6
FND 1701	Beginning Food Preparation II	6
INM 1410	Quantity Food Preparation I	6
INM 1420	Quantity Food Preparation II	6
HFT 2261	Restaurant Management I	6
HFT 2262	Restaurant Management II	6
	Approved Occupational Electives	12*

**AREA OF EMPHASIS: Industrial Drafting and Design**

General Education courses selected from those listed for AAS Degree on page 74.

<b>Specialized Courses</b>		<b>Sem. Hrs.</b>
ETD 1701C	Drafting I	6
ETD 1702C	Drafting II	6
ETD 1703C	Drafting III	6
ETD 1704C	Drafting IV	6
ETD 2702C	Advanced Drafting-Mechanical	2
ARC 2154C	Advanced Drafting-Architectural	2
ETG 2530	Strength of Materials	3
ETG 2506	applied Mechanics: Statics	3
ETE 1318	Industrial Processes	3
ETI 8703	Shop Safety	1

**AREA OF EMPHASIS: Industrial Electronics**

General Education courses selected from those listed for AAS Degree on page 74.

<b>Specialized Courses</b>		<b>Sem. Hrs.</b>
COP 2170	Basic Language Programming	2
ENC 1315	Technical Report Writing	3
ETE 1010C	Electronics Technology 1-D.C.	6
ETE 1020C	Electronics Technology 2-A.C.	6
ETE 1140C	Electronics Technology 3-Devices	6
ETE 1161C	Electronics Technology 4-Circuits	6
ETE 2601C	Electronics Technology 5-Computers	6
ETE 2442C	Electronics Technology 6-Microwaves	6
ETE 2322C	Electronics Technology 7-Industrial	6

**AREA OF EMPHASIS: Automotive Mechanics****General Education courses selected from those listed for AAS Degree on page 74.**

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
AER 1180	Cooling and Lubrication Systems	3
AER 1100	Automotive Charging Systems	3
AER 1132	Power Train	3
AER 1101	Electrical Accessory Circuits	3
XXX 7152	Electrical Fundamentals and Cost	3
XXX 7153	Shop Familiarization	3
XXX 7154	General Engines	3
XXX 7155	Ignition Systems	3
XXX 7253	Automotive Chassis	3
XXX 7254	Engine Reconditioning	3
XXX 7255	Automotive Braking Systems	3
XXX 7256	Fuel Systems	3
	Approved Occupational Electives	12*

**AREA OF EMPHASIS: Brick and Blocklaying****General Education courses selected from those listed for AAS Degree on page 74.**

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
XXX 7181	Brick and Blocklaying I	6
XXX 7182	Brick and Blocklaying II	6
XXX 7183	Blocklaying I	6
XXX 7184	Blocklaying II	6
XXX 7185	Bricklaying I	6
XXX 7186	Bricklaying II	6
	Approved Occupational Electives	12*

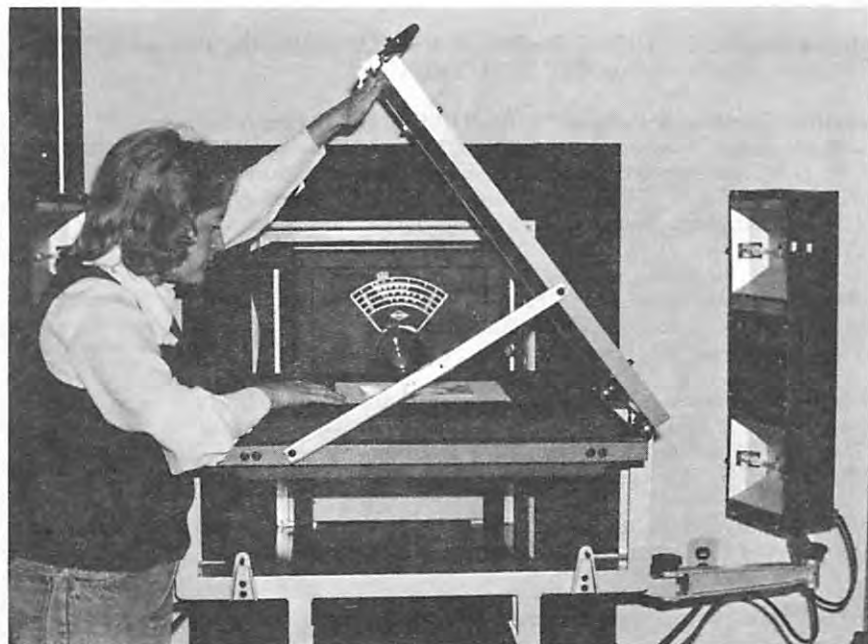
**AREA OF EMPHASIS: Welding Mechanics****General Education courses selected from those listed for AAS Degree on page 74.**

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
MTR 1100	Oxyacetylene Welding and Cutting I	6
MTR 1112	Arc Welding	6
MTR 1121	Advanced Oxyacetylene Welding and Cutting	6
MTR 1122	Heliarc Welding	6
MTR 1130	Advanced Heliarc Welding and Arc Welding	6
MTR 1131	Advanced Arc Welding and Mig	6
	Approved Occupational Electives	12*

## AREA OF EMPHASIS: Graphics/Printing Technology

General Education courses selected from those listed for AAS Degree on page 74.

Specialization Courses		Sem. Hrs.
ARV 1210C	Introduction to Copy Preparation	4
ARV 1211C	Advanced Copy Preparation	4
ARV 1250	Process Camera, Stripping, and Platemaking I	7
ARV 1251	Process Camera, Stripping and Platemaking II	7
ARV 1253	Small Offset Press Operations	4
ARV 1258	Production Printing and Finishing Operations I	7
ARV 1254	Large Offset Press Operations	4
ARV 1259	Production Printing and Finishing Operations II	7
Electives (4 semester hours selected from the following):		
SES 1100	Typewriting I	2
MAN 2000	Management	3
MAR 2302	Introduction to Advertising	3
HES 1400	First Aid	3
ART 1300C	Drawing	3
ART 1400C	Introductory Printmaking	3
ETI 8703	Shop Safety	1
XXX 7259	Directed Work Study-Graphics/Printing	1
XXX 7260	Independent Study-Graphics/Printing	1



## OCCUPATIONAL ELECTIVES FOR THE AAS PROGRAM IN INDUSTRIAL-TECHNICAL EDUCATION

**Occupational Electives.** The following courses would be common to any of the 9 programs for the AAS Degree in the Industrial-Technical Department as occupational electives:

ACC 2001	Accounting I	MAR 2101	Salesmanship
BUL 2111	Business Law I	MAR 2302	Introduction to Advertising
EGN 1120C	Engineering Graphics	MYB 1103	Business Math
ENC 1315	Technical Report Writing	MTB 1321	Applied Math I
ETI 8703	Shop Safety	MTB 1322	Applied Math II
MAN 1700	Introduction to Business	SES 1100	Typewriting
MAN 2000	Management	SES 2335	Business Communications
MAN 2100	Human Relations	HES 1400	First Aid
		MTB 1364	Shop Safety

Other courses by programs which might serve as the 12 hours of occupational electives for the following Industrial-Technical AAS Degree are:

**Auto Body:** Beginning course(s) in Air Conditioning, Welding, Electronics Technology, Auto Mechanics programs and/or ETE 1318-Industrial Processes, ETG 2530-Strength of Materials.

**Air Conditioning:** Beginning course(s) in Auto Body, Welding, Electronics Technology, Auto Mechanics programs.

**Auto Mechanics:** Beginning course(s) in Auto Body, Welding, Electronics Technology, Air Conditioning and/or ETE 1318-Industrial Processes, ETG 2530-Strength of Materials.

**Brick & Block:** ETD 1701C-Drafting I, ETE 1318-Industrial Processes, ETG 2530-Strength of Materials, ETC 2321L-Surveying I.

**Industrial Drafting & Design:** COP 2110-FORTRAN Programming, COP 2170-Basic Language Programming, CRM 8020-Basic Concepts of Data Processing, EGN 1130C-Descriptive Geometry, ETE 1010C-Electronics I, ETE 1020C-Electronics 2, ETC 2321L-Surveying I, ETG 2530-Strength of Materials, ETG 2506-Applied Mechanics: Statics, ETD 2614-Electronic Drafting and Fabrication.

**Industrial Electronics:** COP 2110-FORTRAN Programming, COP 2170-Basic Language Programming, CRM 8020-Basic Concepts of Data Processing, ETD 2614-Electronic Drafting and Fabrication, ETD 1701C-Drafting I.

**Welding Mechanics:** Beginning course(s) in Auto Body, Air Conditioning, Auto Mechanics, Electronics Technology and/or EGN 1130C-Descriptive Geometry, ETD 1701C-Drafting I, ETD 1702C-Drafting II, ETG 2530-Strength of Materials, ETG 2506-Applied Mechanics: Statics.

Other courses may be approved upon written recommendation to the Dean of Instruction by the Department Advisor.



**OCCUPATIONAL CERTIFICATE PROGRAMS**

Certificates are issued for completion of one year of skill training (30 to 36 semester hours) in the following programs.

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

Each graduate must be in attendance at O.W.J.C. during his/her last term preceding graduation. A grade average of not less than 'C' must be obtained on the accumulative total of all work attempted, whether at O.W.J.C. or by transfer.

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

Students desiring information or wishing to enter one of the certificate programs are to see the Department Chair of the department which has the program.

Appropriate course substitutions may be made by the Dean of Instruction, upon written recommendation by the Department Chair.

\*NOTE--These programs are NOT approved for Veterans training.

**BUSINESS EDUCATION  
OCCUPATIONAL CERTIFICATE PROGRAMS**

**CLERICAL**

<b>Course</b>	<b>Course Title</b>	<b>Sem. Hrs.</b>
SES 1100	Typewriting I	2
SES 1110	Typewriting II	2
SES 1310	Filing	3
MTB 1103	Business Math	3
ACC 2001	Accounting I	3
CRM 1011	Key punch	2
SES 1150	Introduction to Word Processing	3
SES 1361	Machine Transcription	3
SES 2120	Typewriting III	2
COP 2170	Basic Language Programming	2
SES 2335	Business Communications	3
SES 2401	General Office Practice	3
SES 2151	Word Processing: Editing I	3
SES 2152	Word Processing: Editing II	3

## DATA PROCESSING

Course	Course Title	Sem. Hrs.
SES 1310	Filing	3
CRM 1011	Keypunch	2
COC 1120	Flowcharting	3
CRM 1032	Computer Operation	3
COP 2120	COBOL Programming	4
COP 2110	FORTRAN Programming	4
COP 2170	Basic Language Programming	2
MAN 2100	Human Relations	3
CRM 8020	Basic Concepts of Data Processing	3
CNM 8001	Computer Math	6
	Technical or Business Education Electives	

## REAL ESTATE

MTB 1103	Business Math	3
REE 1200	Real Estate Finance	3
REE 1000	Introduction to Real Estate: Course I	3
ACC 2001	Accounting I	3
ACC 2021	Accounting II	3
BUL 2111	Business Law I	3
REE 2100	Introduction to Real Estate Appraising	3
REE 2800	Real Estate Management	3
SES 2335	Business Communications	3
MAR 2101	Salesmanship	3
MAN 2100	Human Relations	3
	Business Education Electives	3

## STENOGRAPHIC

SES 1100	Typewriting I	2
SES 1110	Typewriting II	2
SES 1210	Shorthand	3
SES 1310	Filing	3
MTB 1103	Business Math	3
SES 1211	Dictation	3
SES 1150	Introduction to Word Processing	3
SES 1361	Machine Transcription	3
SES 2120	Typewriting III	2
SES 2335	Business Communications	3
SES 2212	Transcription	3
SES 2402	Secretarial Office Practice	3
ACC 2001	Accounting I	3

## WORD PROCESSING

SES 1100	Typewriting I	2
SES 1110	Typewriting II	2
SES 1310	Filing	3
MTB 1103	Business Mathematics	3
ACC 2001	Accounting I	3
CRM 1011	Keypunch	2
SES 2120	Typewriting III	2
SES 2335	Business Communications	3
SES 2401	General Office Practice	3
SES 1150	Word Processing Introduction Theory	3
SES 1361	Machine Transcription	3
SES 2151	Word Processing: Editing I	3
SES 2152	Word Processing: Editing II	3

**INDUSTRIAL-TECHNICAL  
OCCUPATIONAL CERTIFICATE PROGRAMS**

**AIR CONDITIONING, REFRIGERATION AND HEATING TECHNOLOGY**

<b>Course</b>	<b>Course Title</b>	<b>Sem. Hrs.</b>
ETM 1650C	Electrical Theory	6
ETM 1610C	Principles of Air Conditioning, Heating, and Refrigeration	6
ETM 1700C	Principles of Gas and Electrical Heating	6
ETM 1616C	Air Conditioning, Heating and Refrigeration	6
XXX 7236	Automotive Air Conditioning	6
XXX 7237	Electrical Controls for Air Conditioning and Refrigeration	6

**AUTO BODY REPAIR AND REFINISHING**

AER 1211	Body Repair I	6
AER 1212	Body Repair II	6
AER 1213	Body Repair III	6
AER 1214	Body Repair IV	6
AER 1221	Body Refinishing I	6
AER 1222	Body Refinishing II	6

**AUTOMOTIVE MECHANICS**

AER 1180	Cooling and Lubrication Systems	3
AER 1100	Automotive Charging Systems	3
AER 1132	Power Train	3
AER 1101	Electrical Accessory Circuits	3
XXX 7152	Electrical Fundamentals and Cost	3
XXX 7153	Shop Familiarization	3
XXX 7154	General Engines	3
XXX 7155	Ignition Systems	3
XXX 7253	Automotive Chassis	3
XXX 7254	Engine Reconditioning	3
XXX 7255	Automotive Braking Systems	3
XXX 7256	Fuel Systems	3

**COMMERCIAL FOODS**

END 1700	Beginning Food Preparation I	6
END 1701	Beginning Food Preparation II	6
INM 1410	Quantity Food Preparation I	6
INM 1420	Quantity Food Preparation II	6
HFT 2261	Restaurant Management I	6
HFT 2262	Restaurant Management II	6

## DRAFTING AND DESIGN

Course	Course Title	Sem. Hrs.
MTB 1321	Applied Mathematics I	3
MTB 1322	Applied Mathematics II	3
ETE 1318	Industrial Processes	3
ETD 1701C	Drafting I	6
ETD 1702C	Drafting II	6
ETD 1703C	Drafting III	6
ETD 1704C	Drafting IV	6
ETI 8703	Shop Safety	1
	Technical Electives	2

## ELECTRONICS

ETE 1010C	Electronics Technology 1-D.C.	6
ETE 1020C	Electronics Technology 2-A.C.	6
ETE 1140C	Electronics Technology 3-Devices	6
ETE 1161C	Electronics Technology 4-Circuits	6
ETE 2601C	Electronics Technology 5-Computers	6
ETE 2442C	Electronics Technology 6-Microwaves	6

## BRICK & BLOCKLAYING

XXX 7181	<del>Brick and Blocklaying I</del>	6
XXX 7182	<del>Brick and Blocklaying II</del>	6
XXX 7183	<del>Blocklaying I</del>	6
XXX 7184	<del>Blocklaying II</del>	6
XXX 7185	<del>Bricklaying I</del>	6
XXX 7186	<del>Bricklaying II</del>	6

## WELDING

MTR 1100	Oxyacetylene Welding and Cutting I	6
MTR 1112	Arc Welding	6
MTR 1121	Advanced Oxyacetylene Welding and Cutting	6
MTR 1122	Heliarc Welding	6
MTR 1130	Advanced Heliarc Welding and Arc Welding	6
MTR 1131	Advanced Arc Welding and Mig	6

**GRAPHICS/PRINTING TECHNOLOGY**

Course	Course Title	Sem. Hrs.
ARV 1201C	Introduction to Copy Preparation	4
ARV 1211C	Advanced Copy Preparation	4
ARV 1250	Process Camera, Stripping and Platemaking I	7
ARV 1251	Process Camera, Stripping and Platemaking II	7
ARV 1253	Small Offset Press Operations	4
ARV 1258	Production Printing and Finsihing Operations I	7
ARV 1254	Large Offset Press Operations	4

**HOME ECONOMICS  
OCCUPATIONAL CERTIFICATE PROGRAMS**

**CHILD CARE**

CHD 1430	Observing and Recording Child Behavior	3
CLP 1002	Personal Adjustment	3
CHD 1220	Child Growth and Development I	3
CHD 1230	Child Growth and Development II	3
MAF 2501	Family and Society	3
CHD 2432	Curriculum for Young Children I	3
CHD 2332	Curriculum for YOUNG Children II	4
CHD 2334	Curriculum for Young Children III	4
CHD 2337	Curriculum for Young Children IV	4
CHD 2433	Child Development Seminar	3

**HOME ECONOMICS  
NON-COLLEGE CREDIT PROGRAM**

**CHILD CARE**

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

\*Select two (2) from asterisk (\*) courses.

NOTE: This program is 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 program offers 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.

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\*Total of 3 units in Mathematics and Science required. In addition, College Preparatory students are advised to earn at least 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 BY DEPARTMENT

Since courses are listed under the department in which they are taught, the following list of courses is provided to assist in locating a particular course.

- |                  |                     |                       |
|------------------|---------------------|-----------------------|
| 01 - Business    | 06 - Home Ec        | 11/12 - Adult Ed      |
| 05 - Mathematics | 10 - Bio Studies    | 04 - Communications   |
| 09 - Ind Tech    | 03 - Art            | 08 - Physical Science |
| 02 - Physical Ed | 07 - Social Science |                       |

COURSE # DEPT	COURSE # DEPT	COURSE # DEPT	COURSE # DEPT
ACC 1885 01	ART 1300C 03	CHM 1046C 08	ENC 1136 04
ACC 2001 01	ART 1301C 03	CHM 2210C 08	ENC 1226 04
ACC 2021 01	ART 1400C 03	CHM 2211C 08	ENC 1251 04
ACC 2409 01	ART 1701C 03	CIS 2321 01	ENC 1315 04
ACC 2509 01	ART 2510C 03	CJT 1310 07	ENC 2940 04
AER 1100 09	ART 2520C 03	CJT 2100 07	ENC 2941 04
AER 1101 09	BAN 1110 01	CJT 2140 07	ENG 2905 04
AER 1132 09	BAN 2240 01	CJT 2220 07	ETC 2321L 09
AER 1180 09	BAN 2900 01	CJT 2340 07	ETD 1701C 09
AER 1211 09	BCN 2610 09	CLP 1002 07	ETD 1702C 09
AER 1212 09	BCT 1411 09	CNM 1001 01	ETD 1703C 09
AER 1213 09	BCT 1412 09	COA 2100 06	ETD 1704C 09
AER 1214 09	BCT 1413 09	COC 1120 01	ETD 2614 09
AER 1221 09	BCT 1414 09	COC 2010 09	ETD 2705C 09
AER 1222 09	BCT 1415 09	COP 2110 01	ETD 2905 09
AMH 1041 07	BCT 1416 09	COP 2120 01	ETE 1010C 09
AMH 2010 07	BOT 1010C 10	COP 2170 01	ETE 1020C 09
AMH 2020 07	BOT 2011C 10	CRM 1011 01	ETE 1111C 09
AMH 2550 07	BSC 2946 10	CRM 1020 01	ETE 1112C 09
AML 2020 04	BUL 2111 01	CRM 1030 01	ETE 1140 09
AML 2022 04	BUL 2112 01	CRW 2020 04	ETE 1140C 09
APB 1120 10	CCJ 1000 07	CTE 1310 06	ETE 1161C 09
APB 1150 10	CCJ 1020 07	CTE 1743 06	ETE 1318 09
APB 1150C 10	CCJ 1210 07	CTE 2350 06	ETE 2121C 09
APB 1151C 10	CCJ 1270 07	DAA 1310 02	ETE 2141C 09
APB 1190C 10	CCJ 1400 07	DAA 1340 02	ETE 2310C 09
ARC 1120C 09	CCJ 1941 07	DEP 2004 07	ETE 2322C 09
ARC 1122C 09	CCJ 2300 07	DIE 1430 06	ETE 2441 09
ARC 2121C 09	CCJ 2905 07	ECO 2013 01	ETE 2442C 09
ARC 2123C 09	CHD 1220 06	ECO 2023 01	ETE 2601C 09
ARC 2154C 09	CHD 1230 06	EDF 1005 04	ETG 1941 09
ARH 1000 03	CHD 1430 06	EDP 2002 07	ETG 2506 09
ARH 2050 03	CHD 2322 06	EGN 1120C 09	ETG 2530 09
ARH 2051 03	CHD 2332 06	EGN 1130C 09	ETG 2905 09
ART 1110C 03	CHD 2334 06	EMT 1101C 10	ETI 1703 09
ART 1111C 03	CHD 2337 06	EMT 1102C 10	ETI 2906 09
ART 1115C 03	CHD 2432 06	EMT 1121C 02	ETI 2940 09
ART 1150C 03	CHD 2433 06	EMT 1161C 10	ETM 1610C 09
ART 1201C 03	CHM 1020 08	ENC 1013 04	ETM 1616C 09
ART 1202C 03	CHM 1045C 08	ENC 1103 04	ETM 1650C 09

COURSE #	DEPT	COURSE #	DEPT	COURSE #	DEPT	COURSE #	DEPT
ETM 1700C	09	HHD 2110	06	MTB 1322	05	PET 1000	02
FFP 1000	09	HME 1200	06	MTB 1364	09	PHI 2010	03
FFP 1100	09	HOE 1010	06	MTR 1100	09	PHY 1001C	08
FFP 2200	09	HOE 2905	06	MTR 1112	09	PHY 1002C	08
FFP 2240	09	HOE 2906	06	MTR 1151	09	PHY 2048C	08
FFP 2300	09	HOE 2907	06	MTR 1152	09	PHY 2049C	08
FFP 2410	09	HUM 1020	03	MTR 1160	09	POS 1041	07
FFP 2420	09	HUM 1200	03	MTR 1161	09	POS 1042	07
FFP 2500	09	HUN 2001	10	MUE 1450	03	POT 1002	07
FFP 2600	09	HUN 2410	06	MUE 2460	03	PSC 1321	08
FFP 2620	09	INM 1410	09	MUH 1001	03	PSC 2905	08
FIN 2230	01	INM 1420	09	MUL 2111	03	PSC 2906	08
FND 1700	09	INR 2002	07	MUL 2112	03	PSC 2945	08
FND 1701	09	LEI 2330C	02	MUN 1100	03	PSY 2012	07
FND 1800	06	LIS 2001	04	MUN 1180	03	REA 1105	04
FND 2710	06	LIT 1201	04	MUN 1310	03	REE 1040	01
FRE 1100	04	LIT 2164	04	MUN 1340	03	REE 1200	01
FRE 1101	04	MAC 1104	05	MUN 1380	03	REE 2041	01
FRE 2200	04	MAC 1114	05	MUN 1710	03	REE 2100	01
FRE 2201	04	MAC 1154	05	MUN 1711	03	REE 2300	01
FRE 2420	04	MAC 1411	05	MUT 1001	03	REE 2800	01
FRE 2421	04	MAC 1412	05	MUT 1121	03	REL 2300	03
FRE 2560	04	MAC 1413	05	MUT 1122	03	SES 1100	01
FRE 2561	04	MAC 2411	05	MUT 2126	03	SES 1110	01
FRW 2100	04	MAC 2412	05	MUT 2127	03	SES 1150	01
FRW 2101	04	MAC 2413	05	MVK 1111	03	SES 1210	01
FSS 1290	06	MAC 2414	05	MVS 1116	03	SES 1211	01
FSS 1291	06	MAE 1810	05	MVV 1111	03	SES 1310	01
GEB 1011	01	MAE 2816	05	OCB 2013C	10	SES 1361	01
GER 1100	04	MAF 2501	07	OCE 1005	08	SES 1942	01
GER 1101	04	MAN 2000	01	PCB 2023	10	SES 2120	01
GER 2200	04	MAN 2100	01	PCB 2063C	10	SES 2151	01
GER 2201	04	MAN 2905	01	PEL 1000L	02	SES 2152	01
GER 2250	04	MAN 2940	01	PEL 1111L	02	SES 2212	01
GER 2420	04	MAP 2302	05	PEL 1121L	02	SES 2321	01
GER 2421	04	MAR 2000	01	PEL 1341L	02	SES 2325	01
GER 2500	04	MAR 2011	01	PEL 1346L	02	SES 2335	01
GER 2501	04	MAR 2101	01	PEL 1511L	02	SES 2401	01
GER 2905	04	MAR 2151	01	PEL 1621L	02	SES 2402	01
GEW 2010	04	MAR 2302	01	PEM 1141L	02	SOC 2000	07
GEW 2011	04	MAR 2930	01	PEM 1142L	02	SPC 1600	04
GLY 1000	08	MAR 2931	01	PEM 1226L	02	SPN 1100	04
GLY 1010C	08	MAR 2932	01	PEM 1361L	02	SPN 1101	04
GLY 1100C	08	MAS 2103	05	PEM 1362L	02	SPN 2200	04
HES 1000	02	MAT 1024	05	PEM 2013L	02	SPN 2201	04
HES 1400	02	MAT 1033	05	PEM 2201L	02	SPN 2202	04
HFT 2010	01	MAT 2905	05	PEM 2221L	02	SPN 2300	04
HFT 2250	01	MAT 2949	05	PEM 2227L	02	SPN 2301	04
HFT 2251	01	MCB 2013C	10	PEN 1206C	02	SPW 2100	04
HFT 2261	09	MGF 1113	05	PEN 2101L	02	SPW 2101	04
HFT 2262	09	MTB 1103	01	PEO 1004L	02	SSI 2943	07
HHD 1321	06	MTB 1321	05	PEQ 2115C	02	STA 1014	01



COURSE #	DEPT	COURSE #	DEPT	COURSE #	DEPT	COURSE #	DEPT
THE 2000	03	2700	02	6625	06	7116L	08
THE2050	03	2701	02	6629	09	7121	09
TPP2110	03	3171	03	6630	06	7140L	08
TPP2111	03	3172	03	6631	06	7141L	08
WOH1012	07	3297	03	6632	06	7145L	08
WOH1022	07	3298	03	6633	06	7146L	08
WOH2240	07	3299	03	6634	06	7152	09
ZOO1010C	10	3601	03	6635	06	7153	09
ZOO2713C	01	3602	03	6636	06	7154	09
1600	01	3603	03	6700	07	7155	09
1601	01	3604	03	6701	07	7156	09
1602	01	3605	03	6702	07	7157	09
1603	01	3608	03	6704	07	7166	09
1606	01	3609	03	6705	07	7167	09
1609	01	3610	03	6761	06	7168	09
1610	01	3611	03	6762	06	7169	09
1620	01	3612	03	6800	07	7177	09
1621	01	3613	03	6801	07	7178	09
1651	01	3614	03	6802	07	7179	09
1663	01	3615	03	6803	07	7180	09
1666	01	3616	03	6804	07	7197	09
1667	01	3617	03	6805	07	7198	08
1668	01	3618	03	6851	07	7216L	08
1669	01	3619	03	6903	06	7217L	09
1670	01	3800	03	6904	06	7236	09
1811	01	4602	04	6905	06	7237	08
1902	01	4603	04	6906	06	7240L	08
1903	01	4604	04	6907	06	7241L	09
1918	01	4606	04	6908	06	7253	09
1921	01	4607	04	6909	06	7254	09
1923	01	4610	04	6910	06	7255	09
1927	01	4612	04	6911	06	7256	09
1928	01	4626	04	6913	06	7259	09
1938	01	4627	04	6914	06	7260	09
1961	01	4628	04	6915	06	7600	09
2123	02	4629	04	6916	06	7601	09
2143	02	4630	04	6917	06	7700	09
2170	02	4800	04	6918	06	7701	09
2171	02	4815	04	6919	06	7702	09
2192	02	4816	04	6920	06	7703	09
2193	02	5600	05	6921	06	7704	09
2195	02	5602	05	6922	06	7705	09
2291	02	5613	05	6923	06	7706	09
2295	02	5614	05	6924	06	7707	09
2298	02	5625	05	6925	06	7715	09
2601	11	6290	07	6926	06	7720	09
2602	11	6298	07	6927	06	7721	09
2605	11	6600	07	6928	06	7723	09
2607	02	6601	06	6929	06	7730	09
2608	02	6604	07	6930	06	7731	09
2627	02	6605	07	6931	06	7732	09
2630	02	6607	07	6933	06	7733	09
2632	02	6609	07	6934	06	7734	09
2633	02	6620	06	6935	06	7735	09
2690	11	6622	07	7115L	08	7743	09

COURSE #	DEPT	COURSE #	DEPT	COURSE #	DEPT	COURSE #	DEPT
7744	09	7781	09	7838	09	8151L	10
7745	09	7782	09	7839	09	8160L	10
7746	09	7783	09	7840	09	8256L	10
7747	09	7784	09	7841	09	8298	10
7748	09	7785	09	7842	09	8299	10
7749	06	7790	09	7843	09	8609	10
7756	06	7791	09	7844	09	8610	10
7757	09	7792	09	7971	09	8611	10
7763	09	7793	09	7972	09	8800	10
7764	09	7794	09	7973	09	8801	10
7765	09	7795	09	7974	09	8802	10
7766	09	7796	09	7975	09		
7767	09	7815	09	7976	09		
7780	09	7837	09	7984	08		



# 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.

## BUSINESS EDUCATION DEPARTMENT

- ACC 2001**      **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**      **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.
- ACC 2409**      **Cost Accounting, 3 semester hours, 3 lec. [Offered as needed]**  
Measuring unit production costs; principles of manufacturing, cost accounting for business planning, control and income measurement; product costing practice. Prerequisite: ACC 2001/2021 or permission of the instructor.
- ACC 2509**      **Tax Accounting, 3 semester hours, 3 lec. [Offered as needed]**  
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: ACC 2001/2021 or permission of the instructor.
- BAN 1110**      **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.
- BAN 2240**      **Installment Credit, 3 semester hours, 3 lec. [Offered as needed]**  
In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation is carefully scrutinized. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

- BAN 2900**      **Directed Study—Banking 1 semester hour, 2 lab. [Offered as needed]**  
 A directed study designed to enable the student interested in banking to pursue an in-depth study of a specialized area of banking.
- BUL 2111**      **Business Law I, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 Introductory course in business law with objective of presenting the law underlying business transactions. Course includes the study of the Law of Contracts, Law of Agency and the Law of Bailments, based on the UNIFORM COMMERCIAL CODE. Recommended for students in real estate.
- BUL 2112**      **Business Law II, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 Continuation of Business Law I BUL 2111. Course content explores laws relative to the Law of Sales, Partnership Law (includes study of Uniform Partnership Act), Corporation Law and the Law of Commercial Paper, based on UNIFORM COMMERCIAL CODE.
- CIS 2321**      **Data Processing Systems Design and Procedures, 3 semester hours, 2 lec., 3 lab. [Offered as needed]**  
 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: COP 2110 or permission of the instructor.
- CNM 1001**      **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. Prerequisite: Two years high School Algebra or College Algebra.
- COC 1120**      **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.
- COP 2110**      **FORTRAN Programming, 4 semester hours, 2 lec., 4 lab. [Fall, Winter, Spring]**  
 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: CRM 8020 or permission of instructor.
- COP 2120**      **COBOL Programming, 4 semester hours, 2 lec., 4 lab. [Fall, Winter, Spring]**  
 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: CRM 8020 or permission of instructor.

- COP 2170**      **Basic Language Programming, 2 semester hours, 1 lec., 3 lab. [Offered as needed]**  
 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.
- CRM 1011**      **Keypunch, 2 semester hours, 1 lec., 3 lab. [Offered as needed]**  
 Development of correct techniques, learning keyboard and development of manual skill.
- CRM 8020**      **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.
- CRM 1030**      **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.
- ECO 2013**      **Economics I, 3 semester hours, 3 lec. [Fall, or as needed]**  
 Macroeconomics deals with basic economic concepts and treats current national and international economics problems.
- ECO 2023**      **Economics II, 3 semester hours, 3 lec. [Winter, or as needed]**  
 Provides microeconomic price theory concepts and treats current national and international economics problems.
- FIN 2230**      **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. Prerequisite: ECO 2013/2023
- GEB 1011**      **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.
- HFT 2010**      **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: ACC 2001, MAN 2000, and MAR 2011.

- HFT 2250**      **Hotel Management II, 3 semester hours, 3 lec. [Offered as needed]**  
 Hotel Management II is a continuation of the study of management in the hospitality industry with emphasis on the development of a hospitality property. Prerequisite: HFT 2010.
- HFT 2251**      **Hotel Management III, 3 semester hours, 3 lec. [Offered as needed]**  
 Hotel Management III is a continuation of the Hotel Management series. Prerequisite: HFT 2250.
- MAN 2000**      **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 2100**      **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 2905**      **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.
- MAN 2940**      **Directed Work Study—Business, 1 semester hour, 6 lab. [Fall, 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]**  
 An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- MAR 2011**      **Introduction to Marketing, 3 semester hours, 3 lec. [Offered as needed]**  
 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.

- MAR 2101**      **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.
- MAR 2151**      **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 2302**      **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.).
- MAR 2930**      **Marketing Seminar I, 2 semester hours, 1 lec. [Offered as 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 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.  
Prerequisite: MAR 2930
- MAR 2932**      **Marketing Seminar III, 2 semester hours, 1 lec. [Offered as 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.  
Prerequisite: MAR 2931.
- MTB 1103**      **Business Mathematics, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
Presents basic principles used to solve everyday business problems, including a review of basic skills and business terminology. Topics in the course include: base, rate and percentage; trade and cash; discounts and commissions; wage and salary administration; insurance (fire and automobile); depreciation and business profits; distribution of partnership profits; distribution of corporate dividends; simple interest and bank discount and buying and selling of corporation bonds and stocks; and metrics.
- REE 1040**      **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.

- REE 1200**      **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.
- REE 2041**      **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.
- REE 2100**      **Introduction to Real Estate Appraising, 3 semester hours, 3 lec. [Offered as needed]**  
 Nature and purpose of appraisals, reasons for and use of appraisals, depreciations, cost approach, valuations, values, costs and markets.
- REE 2300**      **Real Estate Investments, 3 semester hours, 3 lec. [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 fundamentals, income tax considerations, ownership forms for investment, financing the investment, and analyzing and projecting investment returns.
- REE 2800**      **Real Estate Management, 3 semester hours, 3 lec. [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 office practice and management.
- SES 1100**      **Typewriting I, 2 semester hours, 1 lec., 3 lab. [Fall, Winter, 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, Spring]**  
 Speed building through basic technique, tabulation, business letter writing, reports, and manuscript typing. Prerequisite: Previous typewriting experience or permission of the instructor.



- SES 1150**      **Word Processing: Intro Theory, 3 semester hours, 3 lec. [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.
- SES 1210**      **Shorthand, 3 semester hours, 2 lec., 3 lab. [Fall]**  
 Basic skills and vocabulary of shorthand. Beginning of dictation and transcription.
- SES 1211**      **Dictation, 3 semester hours, 2 lec., 3 lab. [Winter]**  
 Speed-building in taking dictation and transcription. Prerequisite: Dictation experience or permission of the instructor.
- SES 1310**      **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.
- SES 1361**      **Machine Transcription, 3 semester hours, 2 lec., 2 lab. [Offered 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: SES 1100 or equivalent.
- SES 1942**      **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.
- SES 2120**      **Typewriting III, 2 semester hours, 1 lec., 3 lab. [Winter]**  
 Development of occupational proficiency in business letter writing, advanced tabulation, and manuscript typewriting. Prerequisite: SES 1110, or permission of the instructor.
- SES 2151**      **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: SES 1361

- SES 2152**      **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.
- SES 2212**      **Transcription, 3 semester hours, 2 lec., 3 lab. [Spring]**  
 Increasing accuracy in transcribing notes and a speed-building program for dictation. Prerequisite: SES 1211, or permission of the instructor.
- SES 2335**      **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.
- SES 2401**      **General Office Practices, 3 semester hours, 3 lec. [Spring]**  
 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: SES 1110 or equivalent.
- SES 2402**      **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: SES 1110, 1210, or permission of the instructor.
- STA 1014**      **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.
- XXX 1600**      **Beginning Shorthand I, 1/2 unit [Offered as needed]**  
 Basic skills and vocabulary of shorthand. Beginning of dictation and transcription. Performance in transcription is comparable to high school courses in shorthand.
- XXX 1601**      **Beginning Shorthand II, 1/2 unit [Offered as needed]**  
 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.

**XXX 1602**

**Refresher Shorthand, 20 class hours, 2 c.e.u. [Offered as needed]**  
This course will assist students to enlarge their vocabularies in the Gregg Shorthand system, and increase speed and accuracy in successfully transcribing notes.

**XXX 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.

**XXX 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.

**XXX 1609**

**Beginning II, 1/2 unit [Offered as needed]**

A continuation of XXX 1606.

**XXX 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.

**XXX 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.

**XXX 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.

**XXX 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.

**XXX 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.

- XXX 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.
- XXX 1608**      **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.
- XXX 1609**      **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.
- XXX 1670**      **Personal Income Tax, 45 class hours, 4.5 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.
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 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.

**XXX 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.

**XXX 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.

**XXX 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.

**XXX 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.

**XXX 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.

**XXX 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

- DAA 1310**      **Square Dance, \*1 semester hour, 2 lab. [Winter]**  
Instruction and participation in traditional, modern, and advanced square dance.
- DAA 1340**      **Folk Dance, \*1 semester hour, 2 lab. [Fall]**  
Instruction and participation in various Folk Dances.
- EMT 1121C**      **Cardiopulmonary Resuscitation, 1 semester hour, 2 lec., 1 lab. [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 cardiopulmonary system. To train each trainee in the motor skills involved in the application of CPR in the field and to clear obstructed airways.
- HES 1000**      **Personal and Community Health, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
A systematic and comprehensive coverage of basic factual material, concepts, terminology, and important trends in major health areas of concern today.
- HES 1400**      **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.
- LEI 2330C**      **Camp Counseling, 3 semester hours, 2 lec., 2 lab. [Fall, Winter]**  
The training of camp counselors in organized camping, including camp crafts, nature, and informal activities.
- PEL 1000L**      **Introduction to Recreational Sports, 1 semester hour, 2 lab. [Offered as needed]**  
Basic instruction and participation in such recreational sports as badminton, volleyball, tennis, square dance, and jogging.
- PEL 1111L**      **Beginning Bowling, \*1 semester hour, 2 lab. [Fall, Winter, 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]**  
Instruction in the fundamental techniques and the development of personal skills through participation.
- PEL 1341L**      **Tennis, \* 1 semester hour, 2 lab. [Fall, Winter, Spring]**  
The history of tennis, the fundamental techniques and the development of personal skills through participation.
- PEL 1346L**      **Beginning Badminton, \*1 semester hour, 2 lab. [Fall, Winter, Spring]**  
Instruction and practice in the basic skills for full participation and enjoyment of the game of badminton.

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\*Activity course fulfills the Physical Education requirement.

- PEL 1511L Soccer, \*1 semester hour, 2 lab. [Fall]**  
Introduction in the fundamental techniques and the development of personal skills through participation.
- PEL 1621L Basketball, \*1 semester hour, 2 lab. [Fall, Winter]**  
Instruction and participation in the fundamental aspects of basketball with emphasis on both the mental and motor skill developments.
- PEM 1141L 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.
- PEM 1142L 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. Prerequisite: PEM 1141L or Departmental approval.
- PEM 1226L Elementary Trampoline, \*1 semester hour, 2 lab. [Fall, Winter, Spring]**  
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]**  
Instruction in the fundamental techniques and the development of personal skills through participation.
- PEM 1362L Horsemastership II, \* 1 semester hour, 2 lab. [Offered as needed]**  
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.
- PEM 2013L Tutorial: Education and Physical Education, 1 semester hour, 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.
- PEM 2201L 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 Tumbling, \* 1 semester hour, 2 lab. [Fall, Winter, Spring]**  
Instruction in the fundamental techniques and the development of personal skills through participation.
- PEM 2227L 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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\*Activity course fulfills the Physical Education requirement.

- PEN 1206C**      **Basic Seamanship, 2 semester hours, 2 lab. [Offered as needed]**  
Introduction to pleasure boating, maneuvering, rope tying, aids to navigation, charts and compass, rules of the road, legal responsibilities, and safe motorboat operation.
- PEN 2101L**      **Aquatic Skills, \* 2 semester hours, 4 lab. [Fall, Winter, Spring]**  
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.
- PED 1004L**      **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.
- PEQ 2115C**      **Water Safety, \*1 semester hour, 2 lab. [Fall, Spring]**  
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 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).
- PET 1000**      **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.
- XXX 2123**      **Basic Aerobics, 1 semester hour, 2 lab. [Offered as needed]**  
Instruction and participation in an aerobics program.
- XXX 2143**      **First Aid / CPR update, 1 semester hour, 1 lec., 1 lab. [Offered as needed]**  
Reviews fundamental principles and skills in first aid, CPR and accident prevention. Prerequisite: Permission of instructor.
- XXX 2170**      **Fitness Lab for Men\*, 1 semester hour, 2 lab. [Spring]**  
Instruction and participation in an exercise program with emphasis on muscle endurance, strength and flexibility.
- XXX 2171**      **Fitness Lab for Women\*, 1 semester hour, 2 lab. [Spring]**  
Instruction and participation in exercise for figure control.
- XXX 2192**      **Modern Fitness for Men\*, 2 semester hours, 4 lab. [Fall, Winter]**  
Instruction in the concepts of and practice in exercise techniques geared primarily toward muscle strength, endurance and flexibility.

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\*Activity course fulfills the Physical Education requirement.



- XXX 2193**      **Modern Fitness for Women\***, 2 semester hours, 4 lab. [Fall, Winter]  
Instruction in the concepts of and practice in exercise techniques geared primarily toward figure control.
- XXX 2195**      **Sports Officiating**, 3 semester hours, 2 lec., 2 lab. [Offered as needed]  
Instruction in rule interpretation and the fundamental techniques required in officiating football, basketball, and other selected sports.
- XXX 2291**      **Directed Work Study—Physical Education**, 1 semester hour, 6 lab. [Offered as needed]  
Directed experience instructional, laboratory and/or materials assistance in a designated Physical Education area. Entry by permission of Department Chair only.
- XXX 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).
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 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 of GED examinations.

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\*Activity course fulfills the Physical Education requirement.

- XXX 2608**      **Safety Education Defensive Driving, 8 class hours, .8 c.e.u. [Offered as needed]**  
Takes into account every aspect of driving to avoid accidents regardless of conditions or actions of others.
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 2701**      **First Aid / CPR Review, 16 class hours, 1.6 c.e.u. 1 lec., 1 lab. [Offered as needed]**  
Reviews fundamental principles and skills in first aid, CPR and accident prevention. Prerequisite: Permission of instructor.



## FINE AND PERFORMING ARTS DEPARTMENT

- ARH 1000**      **Humanities Art, 3 semester hours, 3 lec. [Offered as needed]**  
Basic concepts of art, including formal analysis and the sociology and psychology of style. Does not fulfill Art History requirement for art majors.
- ARH 2050**      **Art History Survey I, 3 semester hours, 3 lec. [Fall, or as needed]**  
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, or as needed]**  
A survey of significant contributions in art, architecture and the crafts from the Renaissance period to recent Twentieth Century works.
- ART 1110C**      **Ceramics I, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**  
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]**  
Intermediate course in ceramics which covers techniques used on potter's wheel. Prerequisite: ART 1110C or permission of the instructor.
- ART 1115C**      **Reduction Firing and Glazing, 1 semester hour, 4 lab. [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.
- ART 1150C**      **Jewelry Creation and Design, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**  
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 specific needs of the students.
- ART 1201C**      **Design I, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**  
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]**  
Extension and development of the elements of design in three-dimensional projects.
- ART 1300C**      **Drawing I, 3 semester hours, 4 lab. 1 lec., [Offered as needed]**  
Problems in drawing techniques and media.
- ART 1301C**      **Drawing II, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**  
Problems in drawing and composition. Prerequisite: 3100, or permission of the instructor.

- ART 1400C**      **Introductory Printmaking, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**  
 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.
- ART 1701C**      **Sculpture I, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**  
 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 2510C**      **Painting I, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**  
 Problems of constructing a composition in color. The academic method of painting and student experimentation. Prerequisite: ART 1301C or permission of the instructor.
- ART 2520C**      **Painting II, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**  
 Technique is stressed as an end result of approach to subject matter, development of abstraction through the use of theory. Prerequisite: ART 2510C or permission of the instructor.
- HUM 1020**      **Humanities I, 3 semester hours, 3 lec. [Offered as needed]**  
 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.
- HUM 1200**      **Humanities II, 3 semester hours, 3 lec. [Offered as needed]**  
 Some prevailing ideas about the nature of man and his relationship to his universe, especially as revealed in the arts, literature, and philosophy.
- MUE 1450**      **Woodwind Techniques, 1 semester hour, 2 lec. [Offered as needed]**  
 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. May be repeated 3 times for credit.
- MUE 2460**      **Brass Techniques, 1 semester hour, 2 lab. [Offered as needed]**  
 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.
- MUH 1001**      **Music for General Education, 3 semester hours, 3 lec. [Offered as needed]**  
 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.

- MUL 2111**      **Music Literature I, 2 semester hours, 2 lec. [Fall, or as needed]**  
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, or as needed]**  
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: MUL 2111
- MUN 1100**      **Music Organizations, OWJC Band, 1 semester hour, 3 lab. [Offered as needed]**  
Music Organizations may be repeated three times for credit.
- MUN 1180**      **Music Organizations, OWJC Community Band, 1 semester hour, 3 lab. [Offered as needed]**  
Music Organizations may be repeated three times for credit.
- MUN 1310**      **Music Organizations, OWJC Chorus, 1 semester hour, 3 lab. [Offered as needed]**  
Music Organizations may be repeated three times for credit.
- MUN 1340**      **Music Organizations, OWJC Chamber Chorus, 1 semester hour, 3 lab. [Offered as needed]**  
Music Organizations may be repeated three times for credit.
- MUN 1380**      **Music Organizations, OWJC Community Chorus, 1 semester hour, 3 lab. [Offered as needed]**  
Music Organizations may be repeated three times for credit.
- MUN 1710**      **Music Organizations, Stage Band, 1 semester hour, 3 lab. [Offered as needed]**  
Music Organizations may be repeated three times for credit.
- MUN 1711**      **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]**  
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.
- MUT 1121**      **Music Theory I, 4 semester hours, 3 lec., 2 lab. [Fall, or as needed]**  
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 intervallic dictation combined with singing prepared music and performing music at sight. Prerequisite MUT 1001 or MVK 1111 or departmental approval.

- MUT 1122**      **Music Theory II, 4 semester hours, 3 lec., 2 lab. [Winter, or as needed]**  
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: MUT 1001 or departmental approval.
- MUT 2126**      **Music Theory III, 4 semester hours, 3 lec., 2 lab. [Fall, or as needed]**  
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: MUT 1121/1122.
- MUT 2127**      **Music Theory IV, 4 semester hours, 3 lec., 2 lab [Winter, or as needed]**  
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: MUT 2126.
- MVK 1111**      **Class Instrument Instruction, Piano, 1 semester hour, 2 lec. [Offered as needed]**  
The study of basic techniques for the beginning and continuing student. May be repeated 3 times for credit.
- MVS 1116**      **Class Instrument Instruction, Guitar, 1 semester hours, 2 lec. [Offered as needed]**  
The study of basic techniques for the beginning and continuing student. May be repeated 3 times for credit.
- MVV 1111**      **Class Instrument Instruction, Voice, 1 semester hour, 2 lec. [Offered as needed]**  
The study of basic techniques for the beginning and continuing student. May be repeated 3 times for credit.
- PHI 2010**      **Philosophy, 3 semester hours, 3 lec. [Offered as needed]**  
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]**  
Principal religions of the world are compared and contrasted. Christianity is examined in its historical and contemporary forms.
- THE 2000**      **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.

**THE 2050**

**Amateur Theatre, 3 semester hours, 2 lec., 2 lab. [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.

**TPP 2110**

**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**

**Acting II, 3 semester hours, 2 lec., 2 lab. [Offered as needed]**

Through in-class performance the student develops an understanding of and proficiency in styles of acting from classic through modern.

**XXX 3171**

**Applied Music Instruction, Principal Instrument, 2 semester hours [Offered as needed]**

Two ½-hour private lessons per week. Two hours daily individual practice. Jury examination and recital participation may be required. May be repeated four times for credit. A. Woodwinds; B. Brasses; C. Percussion; D. Piano; E. Voice; F. Strings. Audition required prior to registration.

**XXX 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; F. Strings.

**XXX 3297**

**Directed Work Study—Fine and Performing Arts, 1 semester 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.

**XXX 3298**

**Independent Study—Arts and Humanities, 1 semester hour [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.

**XXX 3299**

**Tutorial—Arts and Humanities, 1 semester hour, 2 lab.**

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

- XXX 3601**      **OWJC Civic Chorus, 30 contact hours, 3.0 c.e.u. [Offered as needed]**  
 Study of standard choral literature, vocal skills, and choral techniques. May perform with other college choral groups as "OWJC Concert Chorus."
- XXX 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."
- XXX 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."
- XXX 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.
- XXX 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.
- XXX 3608**      **Design and Creation of Jewelry I, 75 class hours, 4 lab., 1 lec., 7.5 c.e.u. [Offered as needed]**  
 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.
- XXX 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.
- XXX 3610**      **Creative Handweaving, 20 class hours, 2 c.e.u. [Offered as needed]**  
 A course designed to develop handweaving skills.



- XXX 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.
- XXX 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.
- XXX 3613**      **Painting, 20 class hours, 2 c.e.u. [Offered as needed]**  
A "short" course dealing with problems of perspective construction, application and color composition of two-dimensional art forms. Limited primarily to A. Watercolors, B. oils, C. acrylics. May be repeated.
- XXX 3614**      **Photography, 20 class hours, 2 c.e.u. [Offered as needed]**  
Fundamentals of photography. Exploratory experiences for the student having vocational, avocational, hobby or fine arts interests in photography. (A) Basic principles of photography, (B) film processing and developing techniques, (C) composition, lighting, mounting and special applications. May be repeated. Student should provide own camera.
- XXX 3615**      **Intermediate Drawing, 75 class hours, 4 lab., 1 lec., 7.5 c.e.u. [Offered as needed]**  
Intermediate course in the technical and aesthetic considerations of exploring drawing media.
- XXX 3616**      **Introduction to Two-Dimensional Design, 75 class hours, 4 lab., 1 lec., 7.5 c.e.u. [Offered as needed]**  
An introductory course, both theoretical and applied, dealing with the principles of organization and the elements of design in a two-dimensional format. This is a foundation course for all of the graphic arts: painting, printmaking, and the two-dimensional crafts.
- XXX 3617**      **Introduction to Three-Dimensional Design, 75 class hours, 4 lab., 1 lec., 7.5 c.e.u. [Offered as needed]**  
An introductory course, both theoretical and applied, dealing with the principles of organization and the elements of design in a three-dimensional format. This is a foundation course for all of the plastic arts: sculpture, architecture and the three-dimensional crafts.
- XXX 3618**      **Beginning Sculpture, 75 class hours, 4 lab., 1 lec., 7.5 c.e.u. [Offered as needed]**  
An introductory course in the technical and aesthetic considerations of creating sculptural forms. Includes a wide range of possible materials and expressions, those used in the past and those being used currently, in both the reductive and additive methods. The student will be expected to solve problems in several different media that best express his particular sensibilities.

**XXX 3619**      **Painting, 75 class hours, 4 lab., 1 lec., 7.5 c.e.u. [Offered as needed]**  
Beginning course in painting using the acrylic medium. Course covers problems in painting technique related to composition, color and form. Individual student ideas and approaches will be encouraged.

**XXX 3800**      **Printmaking, 75 class hours, 4 lab., 1 lec., 7.5 c.e.u. [Offered as needed]**  
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.

### COMMUNICATIONS DEPARTMENT

**AML 2020**      **American Literature I, 3 semester hours, 3 lec. [Fall]**  
American letters from the colonial period to the Civil War. (For transfer credit the student should complete both AML 2020 and 2022.)

**AML 2022**      **American Literature II, 3 semester hours, 3 lec. [Winter]**  
American letters from the Civil War through the contemporary period.

**CRW 2020**      **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.

**EDF 1005**      **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 1013**      **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 1103**      **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**      **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: ENC 1103.

- ENC 1226**      **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.
- ENC 1251**      **Research Papers, 1 semester hour, 4 lab. [Fall, Winter, Spring]**  
 A learn-by-doing course in the methods of conducting library research and writing a documented paper. Students will work in the library on self-selected subjects under the supervision and guidance of the instructor in a tutorial relationship. For successful completion, each student will write a paper documented with footnotes and bibliography in accordance with a standard system.
- ENC 1315**      **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: ENC 1013 or ENC 1103.
- ENC 2940**      **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.
- ENC 2941**      **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.
- ENG 2905**      **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.
- FRE 1100**      **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.

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\*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.

- FRE 1101**      **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.
- FRE 2200**      **French III, 3 semester hours, 3 lec. [Offered Fall and Spring Term I]**  
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 FRE 1100 and 1101 or its equivalent.
- FRE 2201**      **French IV, 3 semester hours, 3 lec. [Offered Fall and Spring Term II]**  
Intermediate level review of grammar, reading 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 FRE 1100 and 1101 or its equivalent.
- FRE 2420**      **Advanced French Grammar and Composition I, 3 semester hours, 3 lec. [Offered as needed]**  
Study of advanced grammatical structures and practice in composition. Prerequisite: FRE 2201 or its equivalent.
- FRE 2421**      **Advanced French Grammar and Composition II, 3 semester hours, 3 lec. [Offered as needed]**  
Study of advanced grammatical structures and practice in composition. Prerequisite: FRE 2201 or its equivalent.
- FRE 2560**      **Contemporary France I, 3 semester hours, 3 lec. [Offered as needed]**  
Readings and discussions of current events in France. Prerequisite: FRE 2201.
- FRE 2561**      **Contemporary France II, 3 semester hours, 3 lec. [Offered as needed]**  
Readings and discussions of current events in France. Prerequisite: FRE 2201.
- FRW 2100**      **Introduction to French Literature I, 3 semester hours, 3 lec. [Offered as needed]**  
The development of French literature from the beginning to the present. Prerequisite: FRE 2201 or its equivalent.
- FRW 2101**      **Introduction to French Literature II, 3 semester hours, 3 lec. [Offered as needed]**  
The development of French literature from the beginning to the present. Prerequisite: FRE 2201 or its equivalent.

**GER 1100**

**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**

**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.

**GER 2200**

**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 or more of high school German with a grade of B or better, or equivalent.

**GER 2201**

**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 GER 1100 and 1101 or its equivalent.

**GER 2250**

**Readings in Scientific German, 3 semester hours, 3 lec. [Offered as needed]**

Development of readings 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: GER 2201 or equivalent.

**GER 2420**

**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: GER 2201 or four years of high school German.

**GER 2421**

**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: GER 2201 or four years of high school German.

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\*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.

- GER 2500**      **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. First semester covers period of Luther to mid-19th Century. Prerequisite: GER 2201 or its equivalent.
- GER 2501**      **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: GER 2201 or its equivalent.
- GER 2905**      **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.
- GEW 2010**      **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: GER 2201 or equivalent.
- GEW 2011**      **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: GER 2201 or equivalent.
- LIS 2001**      **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.
- LIT 1201**      **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.
- LIT 2164**      **Contemporary Literature, 3 semester hours, 3 lec. [Offered as needed]**  
 Studies in modern Western drama, prose, and poetry, focusing on their comments on modern man. May be used as credit in Humanities II.

REA 1105

**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

**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.

PN 1100

**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.

PN 1101

**Spanish II, 3 semester hours, 3 lec. [Offered Winter and Term II Spring]**

Pronunciation and grammatical structure 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.

PN 2200

**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 SPN 1100 and 1101 or its equivalent.

PN 2201

**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 SPN 1100 or 1101 or its equivalent.

PN 2202

**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: SPN 2201 or its equivalent.

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- SPN 2300**      **Advanced Spanish Grammar and Composition I, 3 semester hours, 3 lec. [Offered as needed]**  
Study of advanced grammatical structures and practice in composition. Prerequisite: SPN 2201 or its equivalent.
- SPN 2301**      **Advanced Spanish Grammar and Composition II, 3 semester hours, 3 lec. [Offered as needed]**  
Study of advanced grammatical structure and practices in composition. Prerequisite: SPN 2201 or its equivalent.
- SPW 2100**      **Introduction to Spanish Literature I, 3 semester hours, 3 lec. [Offered as needed]**  
Selected readings in modern Spanish and Spanish-American literature. Prerequisite: SPN 2201 or its equivalent.
- SPW 2101**      **Introduction to Spanish Literature II, 3 semester hours, 3 lec. [Offered as needed]**  
Selected readings in modern Spanish and Spanish-American literature. Prerequisite: SPN 2201 or its equivalent.
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 4626**      **High School English, 1/2 unit [Offered as needed]**  
Intensive review of English on the secondary school level.



- XXX 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.
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 4800**      **Applied English, 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.
- XXX 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**

- MAC 1104**      **College Algebra, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 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 MAT 1033 departmental permission.
- MAC 1114**      **Trigonometry, 3 semester hours, 3 lec. [Fall, Winter, Spring,]**  
 Typical modern trigonometry course. Prerequisite: Departmental permission.

- MAC 1154**      **Analytic Geometry, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 Typical modern analytic geometry course in two and three space. Prerequisite: Departmental permission. May be taken concurrently with MAC 1114.
- MAE 1810**      **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.
- MAE 2816**      **Informal Geometry for Elementary Teachers, 3 semester hours, 3 lec. [Fall, Winter]**  
 Designed for elementary education majors in preparation for teaching modern elementary mathematics. Prerequisite: Departmental permission.
- MAP 2302**      **Differential Equations, 3 semester hours, 3 lec. [Winter, or as needed]**  
 Prerequisite: Department permission. May be taken concurrently with XXX 5222.
- MAS 2103**      **Linear Algebra, 3 semester hours, 3 lec. [Winter, or as needed]**  
 Designed for mathematics and engineering majors. Prerequisite: XXX 5220 or departmental permission.
- MAT 1024**      **Basic Algebra, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 Designed specifically for the student needing further preparation prior to enrolment in MAT 1033, MAT 1024 is a compensatory education course and is not allowable to meet degree requirements.
- MAT 1033**      **Intermediate Algebra, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 Designed specially for the pre-engineering, pre-science and pre-mathematics student who needs further work before entering a modern pre-calculus mathematics sequence. Does not meet General Education requirements for mathematics.
- MAT 2905**      **Tutorial—Mathematics, 1 semester hour [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. Prerequisite: Departmental permission.
- MAT 2949**      **Directed Work Study—Mathematics, 1 semester hour, 6 lab. [Fall, Winter, Spring]**  
 Directed experience in instructional, laboratory and/or materials assistance in a designated Mathematics area. Entry by permission of department chair only.

**MGF 1113**

**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.

**MTB 1321**

**Applied Mathematics I, 3 semester hours, 3lec. [Fall, or as needed]**

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]**

Continuation of Mathematics I. Functional algebra and trigonometry. Emphasis on technical applications. Prerequisite: MTB 1321 or departmental permission (For Associate of Science students).

**XXX 5220**

**Calculus I, 4 semester hours, 4 lec. [Fall, Winter, Spring]**

First course in a three course sequence. Covers basic concepts of differentiation and integration. Prerequisite: Departmental permission.

**XXX 5221**

**Calculus II, 4 semester hours, 4 lec. [Fall, Winter, Spring]**

This is the second course in a normal three semester sequence. It is a continuation of XXX 5220, and provides further insight into the methods and applications of differentiation and integration. Prerequisite: Grade of "C" or better in XXX 5220.

**XXX 5222**

**Calculus III, 4 semester hours, 4 lec. [Fall, Winter, Spring]**

This is the third course in a normal three semester sequence. It stresses multivariable calculus and infinite series. Prerequisite: Grade of "C" or better in XXX 5221.

**XXX 5600**

**High School Algebra I, 1/2 unit [Fall, Winter, Spring]**

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.

**XXX 5602**

**High School Algebra II, 1/2 unit [Fall, Winter, Spring]**

Algebra including products and factors, proportions and variations, exponents, roots and radicals, solutions of equations, logarithms, ratios, progression and variation and numerical trigonometry.

**XXX 5613**

**Mathematics Applied I, 1/2 unit [Fall, or as needed]**

Review of basic algebra and geometry. Emphasis on technical applications.

**XXX 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: XXX 5613 or departmental permission.

XXX 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 1220

**Child Growth and Development I, 3 semester hours, 3 lec. [Fall, 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. [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.

CHD 1430

**Observing and Recording Child Behavior, 3 semester, 2 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 2322

**Programs for Young Children, 3 semester hours, 3 lec. [Winter, Spring]**

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.

CHD 2332

**Curriculum for Young Children II, 4 semester hours, 1 lec., 6 lab. [Winter]**

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]**

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]**

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 2432**      **Curriculum for Young Children I, 3 semester hours, 1 lec., 6 lab. [Fall, Spring]**  
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 2433**      **Child Development Seminar, 3 semester hours, 3 lec. [Winter]**  
Weekly seminar to critique performance and plan effective intern experience. Scheduled concurrently with CHD 2332, 2334, and 2337.
- COA 2100**      **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.
- CTE 1310**      **Clothing Selection and Construction I, 3 semester hours, 1 lec., 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., 4 lab. [Offered as needed]**  
Advanced problems and techniques of clothing construction and creative expression through application of basic flat pattern design techniques. Prerequisite: CTE 1310.
- CTE 2350**      **Tailoring, 3 semester hours, 1 lec., 4 lab. [Fall]**  
Tailoring principles and techniques of constructing, fitting and selecting tailored garments. Prerequisite: CTE 1310, CTE 1743.
- DIE 1430**      **Controlling Personal Weight, 1 semester hours [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).
- FND 1800**      **Family Meal Planning, 3 semester hours, 2 lec., 2 lab. [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.
- FND 2710**      **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: FND 1800.
- FSS 1290**      **Cooking With Microwave, 1 semester hour [Offered as needed]**  
The basic operation and use of the microwave oven including cooking techniques for various foods.

- FSS 1291** **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.
- HHD 1321** **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.
- HHD 2210** **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.
- HME 1200** **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.
- HOE 1010** **Introduction to Home Economics, 3 semester hours, 3 lec. [Offered as needed]**  
Introduction to Home Economics as a career field of study; a consideration of history, professional opportunities, problems and current trends.
- HOE 2095** **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 2906** **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 2907** **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.

- HUN 2410**      **Child Nutrition and Health, 3 semester hours, 2 lec., 3 lab. [Offered as needed]**  
 Methods of meeting physical needs of young children through nutrition and good health practices. Recognition of childhood diseases and care of the handicapped child.
- XXX 6601**      **Educating the Consumer, 45 class hours, 4.5 c.e.u. [Offered as needed]**  
 A study of the role of the consumer and consumer goods and services as related to the home. The course will encourage wise planning and use of resources.
- XXX 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 parent how to systematically use consequences to teach children in positive ways what children need to learn to become more effective people.
- XXX 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.
- XXX 6630**      **Cake Decorating, 14 class hours, 1.4 c.e.u. [Offered as needed]**  
 Designed to teach how to decorate a cake.
- XXX 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 basic of making simple clothing.
- XXX 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.
- XXX 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.
- XXX 6634**      **Teen Treats, 10 class hours, 1 c.e.u. [Offerd as needed]**  
 Planning and preparing foods teenagers like to eat including snacks and party foods that are good, quick, attractive and nutritious.
- XXX 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.

- XXX 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.
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 6904**      **Homemaker Services II, 90 class hours, 9 c.e.u. [Offered as needed]**  
 Continuation of Homemaker Services I.
- XXX 6905**      **Homemaker Services III, 90 class hours, 9 c.e.u. [Offered as needed]**  
 Continuation of Homemaker Services II.
- XXX 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.
- XXX 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.
- XXX 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, XXX 6906.



**XXX 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.

**XXX 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.

**XXX 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 need of family members.

**XXX 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.

**XXX 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.

**XXX 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.

**XXX 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: XXX 6906, XXX 6913, XXX 6915 preferable.

**XXX 6917**

**Constructing Creative Equipment and Material, 60 class hours, 6 c.e.u. [Offered as needed]**

Selecting, making and using indoor and outdoor equipment and teaching materials with young children; approximately one half focusing on language development. Prerequisite: XXX 6906 XXX 6913 and XXX 6915 preferable.

- XXX 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.
- XXX 6919**      **Kindergarten Program, 90 class hour, 9 c.e.u. [Offered as needed]**  
 Working with and understanding kindergarten children and kindergarten curriculum development. Prerequisite: XXX 6906, XXX 6913, XXX 6915 preferable.
- XXX 6920**      **Programs for School-Age Children, 45 class hours, 4.5 c.e.u. [Offered as needed]**  
 Emphasis on programming for after-school care; includes understanding needs of school age child up to 12 years.
- XXX 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: XXX 6906, XXX 6913, XXX 6915 preferable.
- XXX 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 use in programming for young children. Prerequisite: XXX 6906, XXX 6913, XXX 6915 preferable.
- XXX 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.
- XXX 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: XXX 6930 recommended.
- XXX 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 selecting tailored garments. Prerequisite: XXX 6933, XXX 6935 recommended.
- XXX 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.
- XXX 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).

- XXX 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.
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 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: XXX 6933.

**XXX 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.

**XXX 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**

**AMH 1041**      **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.

**AMH 2010**      **American History I, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
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]**  
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.

**AMH 2550**      **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.

**CCJ 1000**      **Crime and Delinquency, 3 semester hours, 3 lec. [Winter]**  
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 1020**      **Introduction to Criminal Justice, 3 semester hours, 3 lec. [Fall, Winter]**  
 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.
- CCJ 1210**      **Criminal Law, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 Fundamentals of Criminal Law to include historical background and development, jurisdiction, the criminal act and responsibility. Classification and analysis of Florida statutes.
- CCJ 1270**      **Criminal Procedure, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 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.
- CCJ 1400**      **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 assignments; disciplinary problems and methods of control; cooperation with other agencies; public relations; records and inspection.
- CCJ 1941**      **Internship—Police Science, 3 semester hours [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. Prerequisite: Must be enrolled in at least one other course in the respective degree program.
- CCJ 2300**      **Penology and Corrections, 3 semester hours, 3 lec. [Fall]**  
 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.
- CCJ 2905**      **Independent Study—Criminal Justice, 1 semester hour, 3 lab. [Fall, Winter]**  
 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.

- CJT 1310**      **Basic Firearms, 1 semester hour, 2 lab. [Offered as needed]**  
 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.
- CJT 2100**      **Criminal Investigation, 3 semester hours, 3 lec. [Fall]**  
 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**      **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 2220**      **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, darkroom and film processing, enlarging, printing and field application. By permission of instructor. Prerequisite: CJT 2100 or XXX 6851 or CJT 2340.
- CJT 2340**      **Police Operations, 3 semester hours, 3 lec. [Fall, Winter]**  
 Responsibilities, powers, and duties of the uniformed partolman; 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; fundamental of community relations; mob and riot control, traffic enforcement programs and techniques.
- CLP 1002**      **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.
- DEP 2004**      **Human Growth and Development, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 A research-oriented course in human developemnt, 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: APB 1150C or permission of instructor.

- EDP 2002**      **Educational Psychology, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 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: PSY 2012.
- INR 2002**      **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.
- MAF 2501**      **The Family and Society, 3 semester hours, 3 lec. [Offered as needed]**  
 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.
- POS 1041**      **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**      **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.
- PSY 2012**      **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**      **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.
- SSI 2943**      **Tutorial—Social Studies, 1 semester hour [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.
- WOH 1012**      **World Civilization I, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 A study of world history from 4000 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]**  
 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.
- WOH 2240**      **Twentieth Century, 3 semester hours, 3 lec. [Spring]**  
 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.
- XXX 6290**      **Independent Study—Social Science, 1 semester hour, 3 lab. [Fall, Winter, Spring]**  
 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.
- XXX 6298**      **Directed Work Study—Social Science, 1 semester hour [Fall, Winter, Spring]**  
 Directed experience in instructional, laboratory and/or materials assistance in a designated social science area. Entry by permission of department chair only.
- XXX 6600**      **American Constitution and Government, 1/2 unit [Fall, Winter, Spring]**  
 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.
- XXX 6604**      **U.S. History I, 1/2 unit [Fall, Winter, Spring]**  
 Political, social and economic events in the development of the United States from Colonial times to the late 19th Century.
- XXX 6605**      **World History I, 1/2 unit [Fall, Winter, Spring]**  
 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.
- XXX 6607**      **World History II, 1/2 unit [Fall, Winter, Spring]**  
 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.
- XXX 6609**      **U.S. History II, 1/2 unit [Fall, Winter, Spring]**  
 Political, social and economic events in the development of the United States from the late 19th Century to the present.



XXX 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.

XXX 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.

XXX 6701

**Private Security Guard, 50 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.

XXX 6702

**Criminal Identification, 20 class hours, 2 c.e.u. [Offered as needed]**

Designed to train students in the techniques and use of the Ident-Kit in building facial composites of wanted and missing persons. For in-service law enforcement officers.

XXX 6704

**Police Auxiliary 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.

XXX 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.

XXX 6800

**Police Officer Refresher, 40 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.

XXX 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.

XXX 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 Officer Intermediate Training Course.

XXX 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.

XXX 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 Advance Training Course or by filling a supervisory position in law enforcement.

XXX 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, darkroom and film processing, enlarging, printing and field application. By permission of instructor. Prerequisite: In-service law enforcement officer.

XXX 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**      **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**      **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**      **College Chemistry II, 4 semester hours, 3 lec., 3 lab. [Fall, Winter, Spring]**  
Continuation of CHM 1045C: Solutions, chemical equilibrium and qualitative analysis. Electrochemistry, radiation chemistry and hydrocarbons.
- CHM 2210C**      **Organic Chemistry I, 4 semester hours, 3 lec., 3 lab. [Offered as needed]**  
Hydrocarbons, stereochemistry, molecular structure, and reaction mechanisms. Prerequisites: CHM 1045C and 1046C or permission of the instructor.
- CHM 2211C**      **Organic Chemistry II, 4 semester hours, 3 lec., 3 lab. [Offered as needed]**  
Functional groups, IR, NMR, and mass spectroscopy theory. Prerequisite: CHM 2210C.
- GLY 1000**      **Earth Science, 4 semester hours, 4 lec. [Fall, Winter, Spring]**  
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.
- GLY 1010C**      **Geology I, 4 semester hours, 3 lec., 3 lab. [Fall]**  
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.
- GLY 1100C**      **Geology II, 4 semester hours, 3 lec., 3 lab. [Winter]**  
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]**  
 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.
- PHY 1001C**      **Basic Physics I, 4 semester hours, 3 lec., 3 lab. [Offered as needed]**  
 The first half of a two-semester sequence of non-calculus, general physics, designed for non-physical science majors (for example, technicians and specialists in drafting, air-conditioning, electronics, medical technology, pre-medicine, etc.) Physics I covers the areas of mechanics, mechanical energy, temperature, heat and wave motion. Understanding of elementary algebra and trigonometry is required.
- PHY 1002C**      **Basic Physics II, 4 semester hours, 3 lec., 3 lab. [Offered as needed]**  
 Continuation of PHY 1001C. Basic principles of electricity, magnetism, optics, structure of matter, and modern physics. Prerequisite: PHY 1001C or instructor's permission.
- PHY 2048C**      **Advanced Physics I, 4 semester hours, 3 lec., 3 lab. [Offered as needed]**  
 The first half of a two-semester sequence of math-intensive (calculus) general physics designed for pre-engineering, science, and math majors. Physics I covers the areas of mechanics, mechanical energy, temperature, heat, and wave motion. Prerequisite: MAC 2411.
- PHY 2049C**      **Advanced Physics II, 4 semester hours, 3 lec., 3 lab. [Winter, or as needed]**  
 Continuation of PHY 2048C. Electricity, magnetism and optics. Prerequisite: PHY 2048C or instructor's permission.
- PSC 1321**      **Physical Science, 4 semester hours, 4 lec. [Fall, Winter, Spring]**  
 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 MAT 1024 or MGF 1113 recommended.
- PSC 2906**      **Directed Work Study—Physical Science, 1 semester hour, 6 lab. [Fall, Winter, Spring]**  
 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]**  
 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.

**Tutorial—Science, 1 semester hour [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.



## INDUSTRIAL-TECHNICAL EDUCATION DEPARTMENT

- AER 1100**      **Automotive Charging Systems, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**  
In-depth study of automotive charging systems. Includes practical experience.
- AER 1101**      **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.
- AER 1132**      **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.
- AER 1180**      **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.
- AER 1211**      **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.
- AER 1212**      **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.
- AER 1213**      **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.
- AER 1214**      **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.
- AER 1221**      **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.

- AER 1222**      **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.
- ARC 2154C**      **Advanced Drafting and Design: Architectural, 2 semester hours, 6 lab. (Fall, Winter)**  
 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: ETE 1318 or ARC 1120C.
- ARV 1210C**      **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.
- ARV 1211C**      **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: SES 1100 or equivalent and ARV 1210C.
- ARV 1250**      **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: ARV 1210C.
- ARV 1251**      **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: ARV 1250; Pre or corequisite: ARV 1210C.
- ARV 1253**      **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.
- ARV 1254**      **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. Pre or corequisite: ARV 1210C.

- ARV 1258**      **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: ARV 1253; ARV 1210C.
- ARV 1259**      **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: ARV 1254, ARV 1210C.
- BCN 2610**      **Construction Estimating, 3 semester hours, 2 lec., 2 lab. [Offered as needed]**  
 A basic course in estimating as it relates to industry in general. Covers related references, estimating methods, take-off organization and presentation, material take-off, and actual estimating projects relating to specific industrial fields. Prerequisite: Must have completed at least the basic course in Drafting, Masonry, Air Conditioning and Refrigeration, or Welding or have equivalent work experience or the permission of the instructor.
- EGN 1120C**      **Engineering Graphics, 3 semester hours, 2 lec., 2 lab. [Fall, Spring]**  
 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]**  
 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: EGN 1120C, XXX 7221, or permission of instructor.
- ETC 2321L**      **Surveying I, 3 semester hours, 1 lec., 4 lab. [Fall]**  
 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: EGN 1120C or ARC 1120C.
- ETD 1701C**      **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.
- ETD 1702C**      **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: ETD 1701C.



- ETD 1703C**      **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: ETD 1702C.
- ETD 1704C**      **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: ETD 1703C.
- ETD 2614**      **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: ETE 1111C or departmental approval.
- ETD 2705C**      **Advanced Drafting and Design: Mechanical, 2 semester hours, 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: ETE 1318 or ARC 1120C.
- ETD 2905**      **Independent Study—Drafting, 1 semester hour [Fall, Winter, Spring]**  
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: EGN 1120C or ARC 1120C, or permission of instructor.
- ETE 1010C**      **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, Theven's theorem, Norton's theorem, batteries, magnetism, electromagnetic induction, alternating voltage and current. Proper and proficient utilization of test equipment is stressed.
- ETE 1020C**      **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 number, resonance, filters, transformers, alternating voltage and current, inductive reactance, inductance, capacitance. Proper and proficient utilization of test equipment is stressed. Prerequisite: ETE 1010C or permission of department chair.

- ETE 1111C**      **Basic Electronics I, 4 semester hours, 3 lec., 2 lab. [Offered as needed]**  
 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]**  
 Includes inductive circuits, capacitive circuits, alternating current circuits, complex numbers, resonance, filters, transformers. Prerequisite: ETE 1111C.
- ETE 1140C**      **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: XXX 7149 or permission of department chair.
- ETE 1140**      **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: ETE 1111C or consent of instructor.
- ETE 1161C**      **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: XXX 7150 or permission of department chair.
- ETE 1318**      **Industrial Processes, 3 semester hours, 3 lec. [Fall]**  
 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.
- ETE 2121C**      **Electronic Circuits, 3 semester hours, 2 lec., 2 lab. [Winter]**  
 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 ETE 1140 or departmental approval.

**ETE 2141C**

**Semiconductors, 3 semester hours, 2 lec., 2 lab. [Winter]**  
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: ETE 1140 or departmental approval.

**ETE 2310C**

**Industrial Electronics, 3 semester hours, 2 lec., 2 lab. [Winter]**  
Analysis 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: ETE 1140 or departmental approval.

**ETE 2322C**

**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.C. motors, synchronous motors, servos. Completion of an appropriate electronic construction project. Proper and proficient utilization of test equipment is stressed. Prerequisite: ETE 1161C or permission of department chair.

**ETE 2441**

**Microwaves, 4 semester hours, 2 lec., 2 lab. [Fall]**  
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: ETE 2121C or consent of instructor.

**ETE 2442C**

**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 electronics construction project. Proper and proficient utilization of test equipment is stressed. Prerequisite: ETE 1161C or permission of department chair.

**ETE 2601C**

**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: ETE 1161C or permission of department chair.

- ETG 1941**      **Internship-Technical Education, 3 semester hours, 15 lab hours weekly [Offered as needed]**  
 On-the-job training in the Associate of Science or Associate of Applied 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.
- ETG 2506**      **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: PHY 1001.
- ETG 2530**      **Strength of Materials, 3 semester hours, 2 lec., 2 lab. [Winter]**  
 Fundamentals of stress and strain; stress-strain relations, temperature effects, bar with axial force, thin-wall cylinders; torsion; beams; columns. Prerequisite: PHY 1001.
- ETG 2905**      **Independent Study—Electronics, 1 semester hour [Fall, Winter, Spring]**  
 Directed study and individual projects designed to meet the needs of students interested in a specialized area of electronics for which present course availability is limited.
- ETI 1703**      **Shop Safety, 1 semester hour [Offered as needed]**  
 Introduction to shop safety regulations, causes of safety hazards, preventative measures, and what to do in case of an accident.
- ETI 2906**      **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.
- ETI 2940**      **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.
- ETM 1610C**      **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.

- ETM 1616C**      **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.
- ETM 1650C**      **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.
- ETM 1700C**      **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.
- FFP 1000**        **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**        **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.
- FFP 2200**        **Fundamentals of Fire Prevention, 3 semester hours, 3 lec. [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 2240**        **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.
- FFP 2300**        **Fire Codes and Building Construction, 3 semester hours, 3 lec. [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 FFP 1000 Introduction to Fire Science.

- FFP 2410**      **Fire Fighting Tactics and Strategy I, 3 semester hours [Fall, 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: FFP 1000.
- FFP 2420**      **Fire Fighting Tactics and Strategy II, 3 semester hours [Winter, 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: FFP 1000 and FFP 2410 Fire Fighting Tactics and Strategy I.
- FEP 2500**      **Explosives and Hazardous Material, 3 semester hours [Offered as needed]**  
 Storage, handling laws, standards, and fire fighting practices pertaining to hazardous solids, liquids, gases, and commercial explosives.
- FFP 2600**      **Fire Apparatus, 3 semester hours [Fall, Winter]**  
 Principles and operation of ladder trucks, pumping engines, and other specialized equipment. Includes study of basic hydraulics.
- FFP 2620**      **Automatic Alarm and Extinguishing Systems, 3 semester hours [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.
- FND 1700**      **Beginning Food Preparation I, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
 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]**  
 A study of basic food preparation on small quantity basis.
- HFT 2261**      **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.
- HFT 2262**      **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.

**INM 1410**

**Quantity Foods Preparation I, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**

A study of food preparation in quantity.

**INM 1420**

**Quantity Foods Preparation II, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**

A study of food preparation in quantity and quality through progressive preparation and inspection.

**MTB 1364**

**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.

**MTR 1100**

**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.

**MTR 1112**

**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: MTR 1100 or permission of instructor.

**MTR 1121**

**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.

**MTR 1122**

**Heli-Arc Welding, 6 semester hours, 3 lc., 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.

**MTR 1130**

**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: MTR 1100, welding test and permission of instructor.

- MTR 1131**      **Advanced Arc-Welding and Mig-Welding, 6 semester hours, 3 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.
- XXX 7121**      **Commercial Baking, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
A study of baking practices and principles as they apply to the preparation of breads, rolls, pastries, pies, cakes, cookies, and specialty desserts.
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 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.



- XXX 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.
- XXX 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.
- XXX 7220**      **Architectural Drafting, 6 semester hours, 2 lec., 8 lab. [Offered as needed]**  
Architectural design and development of residential and light commercial buildings to include: development and construction of good architectural freehand lettering, VA and FHA approved residential house plans, "Good Sense" house plans as defined in the Arkansas Plan, and heat loss/heat gain calculations. Prerequisite: EGN 1120C or XXX 7187.
- XXX 7221**      **Architectural Drawing, 3 semester hours, 1 lec., 4 lab. [Offered as needed]**  
A course in architectural illustration designed to help the pre-architectural and architectural drafting student develop illustration knowledge and skills that can be applied in the architectural work world.
- XXX 7231**      **Computer Fundamentals, 3 semester hours, 2 lec., 2 lab. [Fall]**  
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: ETE 2121C or consent of instructor.
- XXX 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.
- XXX 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.
- XXX 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.
- XXX 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.

- XXX 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.
- XXX 7256**      **Fuel Systems, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**  
In-depth study and practical experience relating to automotive fuel systems.
- XXX 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: ARV 1210C, ARV 1211C, ARV 1250.
- XXX 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: ARV 1210C, ARV 1211C, ARV 1250.
- XXX 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.
- XXX 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.
- XXX 7706**      **Home Industries, 273 class hours of 45 class hours, 27.3 or 4.5 c.e.u. [Offered as needed]**  
A course designed to prepare individuals for the manufacture of goods in the home to be sold; training in the construction of handicraft items such as leathersgoods, ceramics, lapidary, woodworking, engraving, drawing, silk screen, weaving and small electrical appliance repairs. A. Home Industries Combination, 273 hours; B. Small Electrical Appliance Repair, 45 hours; C. Woodworking, 45 hours; D. Ceramics, 45 hours; E. China painting, 45 hours; F. Lapidary, 45 hours; G. Weaving, 45 hours; I. Leatherworking, 45 hours; J. Engraving and Silkscreening, 45 hours; K. Painting and Drawing, 45 hours; M. Other manufacturing preparation, 45 hours.
- XXX 7715**      **Electrical Wiring: Apprentice, 60 class hours, 6 c.e.u. [Fall, Winter] 24 class hours, 2.4 c.e.u. [Spring]**  
Related theory and classroom work for electrical apprenticeship training. Training in the installation of wiring systems and lighting fixtures in a building, including laying conduits, installing switch panels, pulling wire, splicing, testing circuits, line construction and performing other duties and jobs required of an electrician.

- XXX 7720**      **Air Frame and Power Mechanics I, 4 lec., 4 lab. weekly, 12 c.e.u. [Offered as needed]**  
A course to prepare aircraft frame mechanics for the F.A.A. air frame portion of the licensing examination. Prerequisite: None, but F.A. R-65.77 must be complied with before student will be permitted to take F.A.A. examination.
- XXX 7721**      **Air Frame and Power Mechanics II, 4 lec., 4 lab. weekly, 12 c.e.u. [Offered as needed]**  
A course to prepare aircraft power mechanics for the F.A.A. powerplant portion of the licensing examination. Prerequisite: None, but F.A. R-65.77 must be complied with before student will be permitted to take F.A.A. examination.
- XXX 7730**      **Air Conditioning and Heating: Apprentice, 60 class hours, 6 c.e.u. [Fall, Winter], 24 class hours, 2.4 c.e.u. [Spring]**  
Related theory and classroom work for air conditioning and heating, apprentice training. Instruction in mathematics, blueprint reading, method of construction, safety, use of building materials, and other technical subjects.
- XXX 7731**      **Bricklaying: Apprentice, 60 class hours, 6 c.e.u. [Fall, Winter], 24 class hours, 2.4 c.e.u. [Spring]**  
Related theory and classroom work for bricklaying, apprentice training. Instruction in mathematics, blueprint reading, method of construction, safety, use of building materials, and other technical subjects.
- XXX 7732**      **Carpentry: Apprentice, 60 class hours, 6 c.e.u. [Fall, Winter], 24 class hours, 2.4 c.e.u. [Spring]**  
Related theory and classroom work for carpentry, apprentice training. Instruction in mathematics, blueprint reading, method of construction, safety, use of building materials, and other technical subjects.
- XXX 7733**      **Painting: Apprentice, 60 class hours, 6 c.e.u. [Fall, Winter]; 24 class hours, 2.4 c.e.u. [Spring]**  
Related theory and classroom work for painting, apprentice training. Instruction in mathematics, blueprint reading, method of construction, safety, use of building materials, and other technical subjects.
- XXX 7734**      **Plumbing and Pipefitting: Apprentice, 60 class hours, 6 c.e.u. [Fall, Winter]  
24 class hours, 2.4 c.e.u. [Spring]**  
Related theory and classroom work for plumbing and pipefitting, apprentice training. Instruction in mathematics, blueprint reading, method of construction, safety, use of building materials, and other technical subjects.
- XXX 7735**      **Sheetmetal: Apprentice, 60 class hours, 6 c.e.u. [Fall, Winter]; 24 class hours, 2.4 c.e.u. [Spring]**  
Related theory and classroom work for sheetmetal, apprentice training. Instruction in mathematics, blueprint reading, method of construction, safety, use of building materials, and other technical subjects.

XXX 7749

**Basic Baking, 180 class hours, 18.0 c.e.u., 3 lec., 9 lab. [Offered as needed]**

A study of baking practices and principles as they apply to the preparation of breads, rolls, pastries, pies, cakes, cookies, and specialty desserts.

XXX 7796

**Estimating for Construction, 60 class hours, 6.0 c.e.u., 2 lec., 2 lab. [Offered as needed]**

A basic course in estimating as it relates to industry in general. Covers related references, estimating methods, take-off organization and presentation, material take-off, and actual estimating projects relating to specific industrial fields.

XXX 7815

**Electronics Theory and Fabrication, 38 class hours, 3.8 c.e.u. [Offered as needed]**

This course provides a practical presentation of basic theory and of fabrication of subjects presented including the following: safety, math, concepts of voltage, current and power components, use of the VOM, how to read diagrams, tools, soldering principles, wiring, quality control and hardware.

XXX 7843

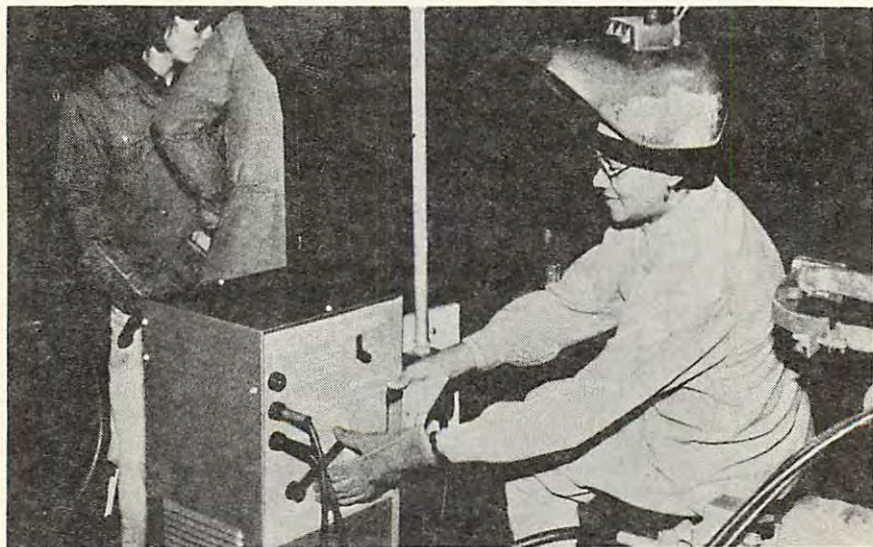
**Communication System, 45 class hours, 4.5 c.e.u. [Offered as needed]**

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.

XXX 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 volumen, metric units of mass, and metric units of capacity.



## BIOLOGICAL SCIENCES DEPARTMENT

- APB1120**      **Man and Environment, 3 semester hours, 3 lec.**[Offered as needed]  
A study of the physical and biological environment and its intelligent utilization.
- APB 1150**      **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 1150C**      **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 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**      **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]  
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]  
A course designed to introduce the student to the biological principles of the plant kingdom with emphasis on the flowering plants.
- BOT 2011C**      **Advanced Botany, 4 semester hours, 2 lec., 4 lab.** [Offered as needed]  
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.
- BSC 2946**      **Directed Work Study—Biology, 1 semester hour, 6 lab.** [Fall, Winter, Spring]  
Directed experience in instructional, laboratory and/or materials assistance in a designated biology area. Entry by permission of department chair only.

- EMT 1102C**      **Emergency Medical Technology, 5 semester hours, 3 lec., 3 lab. [Offered as needed]**  
 Emergency Medical Technology is the first course of training for a career in emergency medical services. The course covers all techniques of emergency medical care considered within the responsibilities of emergency medical technicians as well as operational aspects of the profession. Emergency Medical Technology is a 90 contact hour credit course, 40 additional hours in hospital observation/participation is required. Prerequisite: Current Standard First Aid Card.
- EMT 1162C**      **EMT II: Extrication, 4 semester hours, 3 lab., 3 lec. [Offered as needed]**  
 This course is designed to teach the EMT's the principles of extrication from vehicles and electrified areas, to rapidly assess injuries, to move the victim and the use of emergency wreckers on the scene. Prerequisite: EMT I-Certified plus 6 months field experience.
- HUN 2001**      **Nutrition, 3 semester hours, lec. [Offered as needed]**  
 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]**  
 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: BOT 1010C, ZOO 1010C, and CHM 1045 (May be taken concurrently) or permission of the instructor.
- OCB 2013C**      **Introductory Marine Biology, 4 semester hours, 2 lec., 4 lab. [Offered as needed]**  
 Marine and estuarine waters and their occupants. Emphasis on the conservation and the taxonomy of the biota of economic importance. Prerequisite: Zoology.
- PCB 2023**      **Cell Biology, 4 semester hours, 3 lec., 3 lab. [Fall, Winter, Spring]**  
 An introduction to the ultrastructure, biochemistry and physiology of plant and animal cells.
- PCB 2063C**      **Genetics. 4 semester hours, 3 lec., 3 lab. [Offered as needed]**  
 Heredity, the physical basis on inheritance including the contemporary concept of the gene, and the qualitative and quantitative aspects of genetic variation. Prerequisites: APB 1150C and 1151C or the equivalents, with a grade of "C" or better or BOT 1010C and ZOO 1010C or the equivalents, with a grade of "C" or better or permission of the instructor.

- ZOO 1010C**      **Zoology, 4 semester hours, 3 lec., 3 lab. [Fall, Winter, Spring]**  
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]**  
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: ZOO 1010C or its equivalent.
- XXX 8298**      **Independent Study—Biology, 1 semester hour [Fall, Winter, Spring]**  
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.
- XXX 8299**      **Tutorial Biology, 1 semester hour [Fall, Winter, Spring]**  
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods a week.
- XXX 8609**      **Green Thumb, 20 class hours, 2 c.e.u. [Offered as needed]**  
"Green Thumb" is designed to make each student cognizant of the main principles of plant selection and care.
- XXX 8800**      **Emergency Medical Treatment, 130 class hours, 13 c.e.u. [Offered as needed]**  
Roles and responsibilities of Emergency Medical Treatment personnel. Deveopment of skill in use and maintenacnce of emergency medical equipment. Forty hours of in-hospital observation/participation required in addition to 90 hours of class. Prerequisite: First Aid.
- XXX 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: XXX 8800 or equivalent work experience and permission of the department of Biology.

# ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL

- Adams, Henderson L. .... *Mathematics Instructor*  
Columbia University, M.A.
- Atwood, Robert C. .... *Graphics/Printing Coordinator-Instructor*  
Michigan State University, M.A.
- 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.
- Castle, George A. .... *Admissions Counselor*  
University of West Florida, M.A.

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\*Professional Leave, 1978-79.



- 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. . . . . *Director, Occupational and Adult Education, &*  
Auburn University, Ph.D. *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 of the College*  
Florida State University, Ph.D.
- 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.
- Jaspersen, Gordon L. . . . . *Coordinator of Student Activities and*  
University of Wyoming, Ed.S. *Career Counselor*
- Johnson, Cecil R. . . . . *Business Instructor*  
University of Alabama, M.S.
- Johnson, Doris L. . . . . *Adult Basic Education Instructor*  
Florida Agricultural and Mechanical University, M.Ed.
- 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.
- Mettee, Maurice F. .... *Supervisor of Plant and Grounds*
- Muhlbach, George W. .... *Police Science Instructor*  
Northern Colorado State University, M.A.
- Nudo, Albert L. .... *Music Instructor*  
New England Conservatory of Music, M.M.
- Owens, David ..... *Art Instructor*  
Florida State University, M.F.A.
- Pell, Alfred S. .... *Procurement Officer*  
Boston University, B.S.
- Perdue, Riley ..... *Foods Instructor*
- Phillips, Fred M. .... *Welding Instructor*
- Pulley, Charles H. .... *Physical Education Instructor*  
University of Florida, M.A.

\*Professional Leave, 1978-79.

- Rathke, Louan B. .... *Physical Education Instructor*  
University of North Carolina, M.Ed.
- Ray, Laura N. .... *Director, Learning Resources Center*  
George Peabody College, M.A.L.S.
- Rhoades, James .... *Director, Community Services and*  
Florida State University, M.S. *Student Financial Aid Officer*
- Roberson, Hosmer, W. .... *Librarian*  
University of Southern Mississippi, M.S.
- Roberts, William S. .... *Assistant Comptroller*  
University of Southern Mississippi, M.S.
- Rudolph, Ray H. .... *Director of Educational Services for*  
Syracuse University, M.B.A. *Military Personnel*
- Sadler, William T. .... *Director, Chautauqua Neighborhood Center*  
Florida State University, Ph.D.
- Schoen, Robert W. .... *Computer Programmer*
- Scofield, Edward T. .... *Social Science Instructor*  
Eastern Washington State College, M.A.
- Sears, Rebecca A. .... *Communications Instructor*  
Eastern Kentucky University, M.A.
- Senzig, Ronald G. .... *Social Science Instructor*  
Indiana State University, M.A.
- Shearer, Joe A. .... *Air Conditioning Instructor*
- Sheppard, J.B. .... *Field Representative, Adult Education*  
University of Florida, Ed.S.
- Shiple, Walter B. .... *Fine and Performing Arts Instructor*  
Memphis State University, M.A.
- Shuler, Bernice G. .... *Librarian*  
Florida State University, M.S.L.S.
- Smith, Lester S. .... *Information Services Officer*  
Boston University, M.S.
- Stair, John W. .... *Assistant Dean of Students and*  
Auburn University, M.S. *Coordinator of Counseling Services*
- Stegall, Mary L. .... *Social Science Instructor*  
University of North Carolina, M.S.
- Steinberg, Morton H. .... *Programmer/Analyst*  
New York City College, B.A.

- Symonds, Merrill A. .... *Social Science Instructor*  
Clark University, Ph.D.
- Szuch, Paul J. .... *Chair and Instructor, Business*  
University of Southern Mississippi, M.Ed. *Education Department*
- Thigpen, Margaret B. .... *Librarian*  
Emory University, M.A.L.S.
- Warren, J. Richard .... *Chair and Instructor, Fine and*  
Florida State University, Ph.D. *Performing Arts Department*
- Warren, Lucy .... *Librarian*  
Florida State University, M.S.L.S.
- Watson, Lulu S. .... *Communications Instructor*  
Troy State University, M.S.
- Weathers, Eugenie V. .... *Home Economics Instructor*
- Whitney, Marilee C. .... *Home Economics Instructor*  
Florida State University, M.S.
- Williams, Willard J. .... *Coordinator of Veterans Affairs*  
University of West Florida, B.A.
- Wilson, C.M. .... *Communications Instructor*  
University of Florida, M.Ed.
- Wilson, Robert D. .... *Dean, Student Services*  
University of Mississippi, Ph.D.
- Winburn, Tommie L. .... *Electronics Instructor*  
Northwestern State University, M.S.
- Wise, William H., Sr. .... *Police Science Instructor*  
George Washington University, M.B.A.
- Yarnall, Joy P. .... *Communications Instructor*  
University of West Florida, M.A.
- Yoder, Ralph S. .... *Brick and Blocklaying Instructor*
- Zimmer, Roswitha .... *Physical Science Instructor*  
Institute of Technology, Munich West Germany, Ph.D.

## HONORARY MEMBERS

- Anderson, Lucile ..... *Director Emeritus of the Learning Resources Center*  
Bartell, Jack ..... *Director Emeritus of Student Services*  
Davis, Fanny-Fern ..... *Chairman Emeritus of Biology*  
Holzhauer, Emil ..... *Honorary Faculty Chair in Arts*  
Sikes, Robert L.F. .... *Honorary Faculty Chair in Government*  
Walter, Mamiruth ..... *Counselor Emeritus*

## OFFICE PERSONNEL

- Bailey, Patricia ..... *Library*  
Baker, Mary Lou ..... *Physical Education*  
Baldwin, Joan A. .... *Bookstore*  
Bell, Debra L. .... *Home Economics/Mathematics*  
Bledsoe, Hilda M. .... *Military Educational Services, Eglin Air Force Base*  
Bloomfield, Barbara ..... *Veteran's Affairs*  
Brister, Valeh B. .... *Comptroller's Office*  
Brocketto, Charles E. .... *Comptroller's Office*  
Brooks, Karen P. .... *Registrar's Office*  
Campbell, James W. .... *Data Processing*  
Carter, Dorothy S. .... *Student Activities*  
Chandler, William ..... *Printer*  
Clarke, Sheila T. .... *Comptroller's Office*  
Coon, Janice M. .... *Audio Visual*  
Davis, Lorraine A. .... *Keypunch Operator*  
Deulley, Vilma ..... *Instructional Services*  
Eastwood, Mary ..... *Comptroller's Office*  
Ferguson, Catherine L. .... *Procurement Office*

Freshour, Mary H. ....	<i>Library</i>
Frost, Carolyn D. ....	<i>Graphics/Printing</i>
Green, Laura ....	<i>Science Department</i>
Helms, Karen G. ....	<i>Student Activities</i>
Lamica, Sue ....	<i>EA/EO Learning Laboratory</i>
Laux, Carolyne L. ....	<i>President's Office</i>
Livingston, Edward M., Jr. ....	<i>Library-Audio Visual</i>
McDaniel, Margaret V. ....	<i>Library</i>
McDonald, Anna B. ....	<i>Library</i>
McDonald, Charlotte ....	<i>Business Department</i>
Metzger, Judy J. ....	<i>Chautauqua Neighborhood Center</i>
Newberry, Joyce E. ....	<i>Admissions</i>
Nilsen, Harriett ....	<i>Financial Aid/Community Services</i>
Perry, Inge A. ....	<i>Student Services</i>
Peters, Martha W. ....	<i>Library</i>
Phelps, Ethel C. ....	<i>Registrar's Office</i>
Pitts, Deborah ....	<i>Registrar's Office</i>
Rose, Barbara L. ....	<i>Instructional Services</i>
Shermer, Naomi V. ....	<i>Nurse</i>
Sims, Pamela S. ....	<i>Counseling Services</i>
Staples, Elizabeth. ....	<i>Facility Services</i>
Street, Gwendolyn ....	<i>Information Services</i>
Stevens, Edward C. ....	<i>Bookstore Manager</i>
Thacker, Louise ....	<i>Switchboard Operator</i>
Tilley, Barbara ....	<i>Library</i>
Toliver, Linda C. ....	<i>Learning Resources Center</i>
Ward, Maxine ....	<i>Office, Dean of the College</i>

Willis, Jimmy W. ....	<i>Data Processing</i>
Woltz, Karen B. ....	<i>Operational Support Services</i>
Wysong, Louise F. ....	<i>Materials Center</i>
Zuleeg, Charlene ....	<i>Data Processing</i>

***PLANT AND GROUNDS AND FOOD SERVICE PERSONNEL***

Baker, Murdene ....	<i>Custodian</i>
Banks, Jesse ....	<i>Assistant Maintenance Person</i>
Banks, Viola D. ....	<i>Custodian</i>
Barnes, Tom J. ....	<i>Maintenance and Grounds Specialist</i>
Bennett, Coy H. ....	<i>Maintenance Person</i>
Blocker, O.C. ....	<i>Custodian</i>
Chandler, Ruben D. ....	<i>Receiving and Supply</i>
Cobb, John C. ....	<i>Custodian</i>
Collins, Katie ....	<i>Food Services</i>
Cross, William ....	<i>Custodian</i>
Curry, Sam P. ....	<i>Custodial Supervisor</i>
Davis, Lawrence ....	<i>Custodian</i>
Davis, Louise ....	<i>Food Services</i>
Elliott, Constance ....	<i>Food Services</i>
Etzwiler, Ben A. ....	<i>Custodian</i>
Fisher, George R. ....	<i>Custodian</i>
Hardee, Ruby L. ....	<i>Custodian</i>
Harris, Karen ....	<i>Food Services</i>
Harris, Mattie F. ....	<i>Custodian</i>
Hayes, Samuel H. ....	<i>Food Services</i>
Jamieson, Charles E. ....	<i>Groundsperson</i>

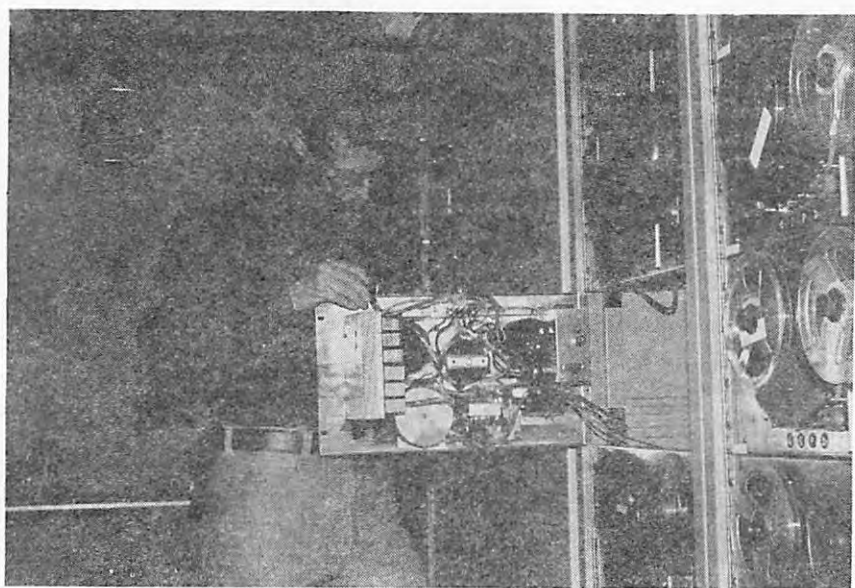


Jeter, Clarence O. ....	<i>Assistant Maintenance Person</i>
Johnson, Bethel .....	<i>Custodian</i>
Johnson, Leslie, M. ....	<i>Groundsperson</i>
Keeney, Gary L. ....	<i>Groundsperson</i>
King, David W. ....	<i>Custodian</i>
Lewis, Alex .....	<i>Head Custodian</i>
Marckres, Wayne .....	<i>Maintenance Specialist</i>
Matthews, Johnny L. ....	<i>Custodian</i>
McCaskill, Henry C. ....	<i>Custodian</i>
McCormick, Gladys D. ....	<i>Custodian</i>
Morrison, Cecil A. ....	<i>Custodian</i>
Parks, George L.E. ....	<i>Assistant Maintenance Person</i>
Perfect, Moore C. ....	<i>Head Groundsperson</i>
Pritchett, L.Z. ....	<i>Custodian</i>
Pruess, Rodney W. ....	<i>Assistant Maintenance Person</i>
Richardson, Clarence .....	<i>Groundsperson</i>
Rodenmeyer, Wilbur.....	<i>Custodian</i>
Schneider, Jane .....	<i>Food Services</i>
Sharon, Hazel E. ....	<i>Custodian</i>
Simon, Al .....	<i>Food Services</i>
Smith, Annie L. ....	<i>Custodian</i>
Snowberger, Barbara .....	<i>Food Services</i>
Vass, Bernard M. ....	<i>Head Custodian</i>
Van Dyke, Ronald W. ....	<i>Groundsperson</i>
Williams, Cornell .....	<i>Custodian</i>
Williams, John W. ....	<i>Custodian</i>

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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)

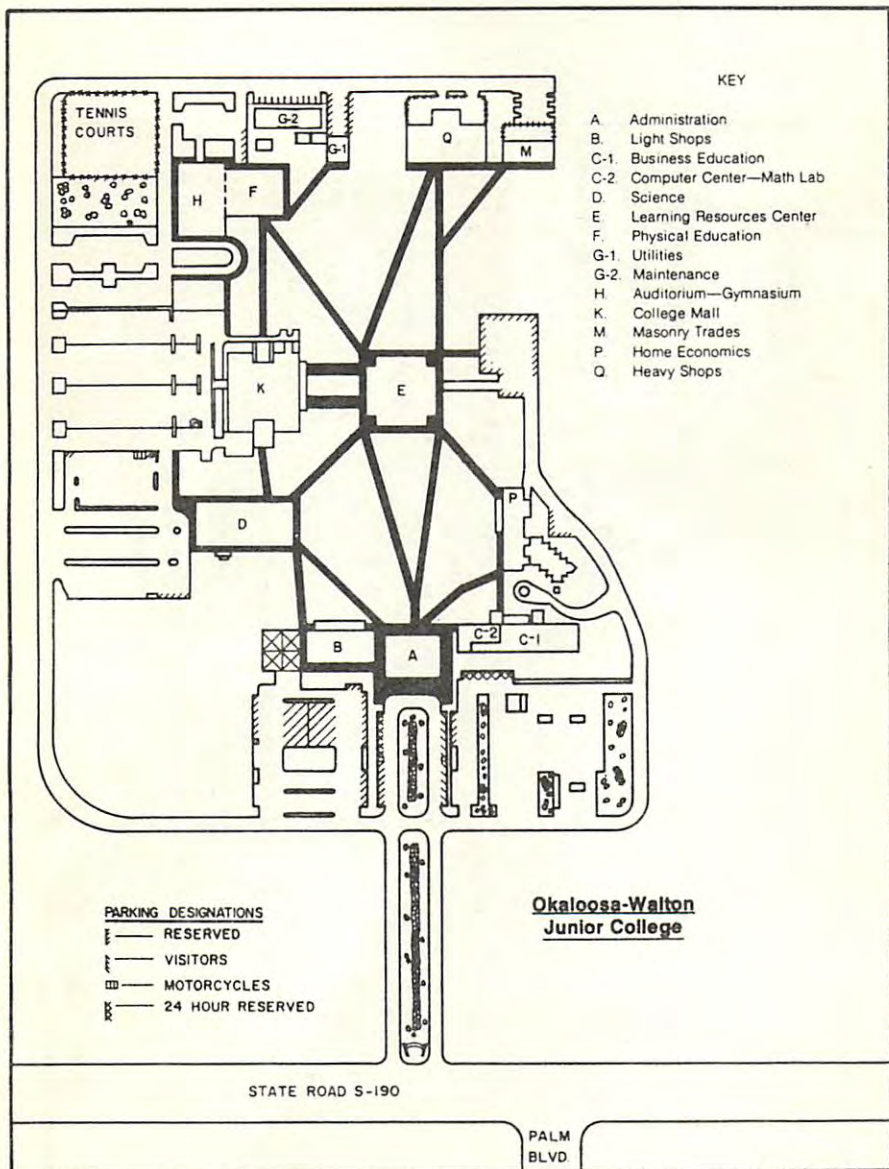
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OKALOOSA-WALTON JUNIOR COLLEGE  
100 College Boulevard  
Niceville, Florida 32578

ATTENTION: Admissions Office

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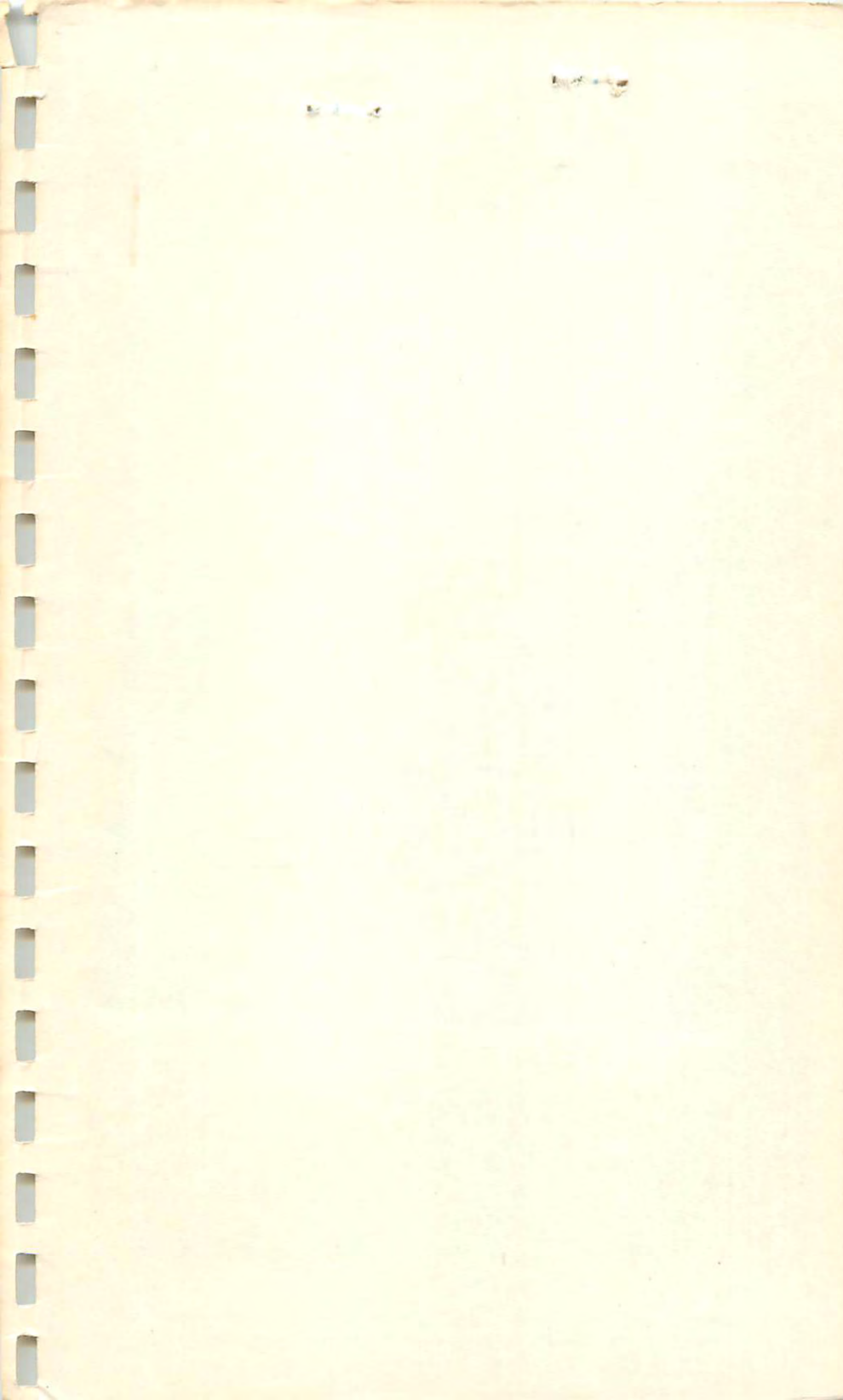












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