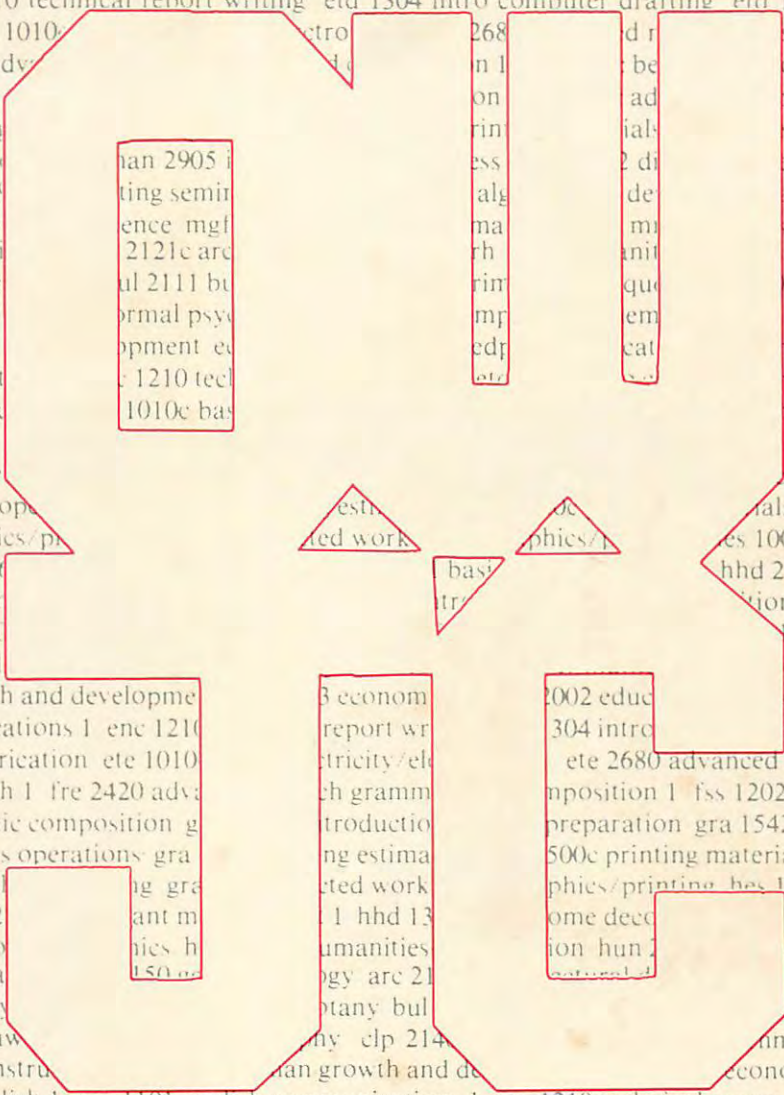


OKALOOSA-WALTON JUNIOR COLLEGE

Niceville, Florida

1985-86 Catalog



Okaloosa-Walton Junior College is dedicated to the concept of equal opportunity. It is the specific intention of the College not to discriminate on the basis of race, color, religion, sex, age, national origin or handicap in its employment practices or in the admission and treatment of students.

OKALOOSA-WALTON JUNIOR COLLEGE



ACCREDITED BY

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AND SCHOOLS

FLORIDA STATE DEPARTMENT OF EDUCATION

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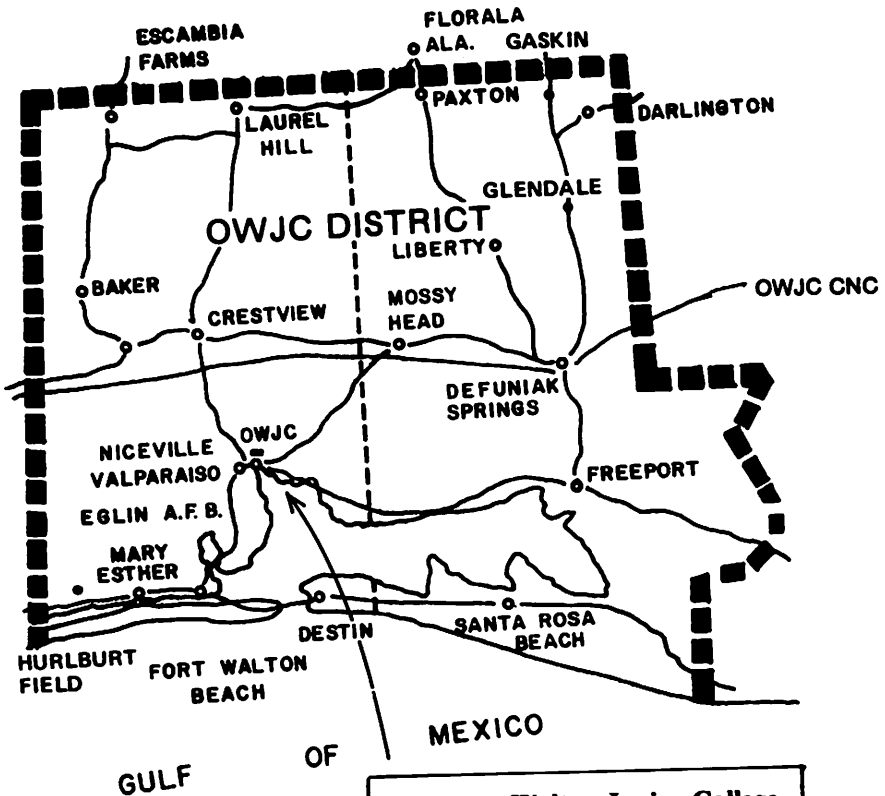
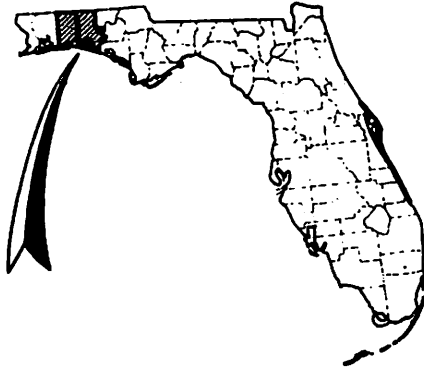
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Map of College District



Okaloosa-Walton Junior College
100 College Blvd.
Niceville, Florida 32578

CALENDAR OF INSTRUCTIONAL ACTIVITIES*

1985-86

The official Community/Junior College Academic Year extends from the beginning of Summer Semester of one calendar year to the end of the Spring Semester of the following calendar year.* For the convenience of our clientele the Summer Semesters for both academic years are included in the published Calendar of Instructional Activities.

SUMMER SEMESTER, 1985

(Twelve-Week Summer Semester 1985)

| | |
|---|---------------|
| Academic Program Planning and Registration Sessions for newly admitted college-credit students (by invitation) | April 17 & 18 |
| Registration for Returning Students (times by announcement) | May 1-2 |
| Program Planning and Registration for New Students (times by announcement) | May 1-2 |
| Cancellation of classes with insufficient enrollments | May 3 |
| CLAST Registration Deadline** | May 3 |
| Graduation application deadline for Summer Semester (all programs) | May 3 |
| Late Registration and last days to add courses | May 6-8 |
| 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 | May 6-July 30 |
| College Closed | May 27 |
| College Level Academic Skills Test** | June 1 |
| Deadline for application for Comprehensive Examination and payment of testing fee | June 17 |
| Last day to drop a course with a grade of "W" or to change to "Audit" status | June 26 |
| Deadline for completion of Comprehensive Course Examination and payment of examination registration fee | June 26 |
| Late graduation application deadline for those who have taken CLAST and have not applied for graduation | July 1 |
| College Closed | July 4 |
| Recognition Ceremony for Prospective Summer Semester Graduates | July 30 |
| Final Grades due in Registrar's Office (12:00 noon) | July 31 |

TERM I (First Six-Week Summer Session, 1985)

| | |
|--|---------------|
| Academic Program Planning and Registration Sessions for newly admitted college-credit students (by invitation) | April 17 & 18 |
| Registration for Returning Students (times by announcement) | May 1-2 |
| Program Planning and Registration for New Students (times by announcement) | May 1-2 |
| Cancellation of classes with insufficient enrollments | May 3 |

*The College fiscal (financial) year is, however, from July 1 of each calendar year to June 30 of the next calendar year.

**See statement regarding College Level Academic Skills Test on page 49.

NOTE: OTHER SESSIONS OF DIFFERENT TIME SPANS THAN THE FALL, SPRING, AND SUMMER SESSIONS WILL BE ANNOUNCED AS NECESSARY TO RESPOND TO SPECIAL NEEDS.

| | |
|---|---------------|
| CLAST Registration Deadline | May 3 |
| Late Registration and last day to add courses | May 6-8 |
| Last day to pay fees or to receive any refund of fees for full-length Term I courses | May 8 |
| Class Days: | |
| College-credit and non-college credit | May 6-June 17 |
| College Closed | May 27 |
| Last day to drop a course with a grade of "W" or to change to "Audit" status | May 30 |
| College Level Academic Skills Test** | June 1 |
| Final grades due in Registrar's Office (12:00 noon) | June 18 |

TERM II (Second Six-Week Summer Session, 1985)

| | |
|--|-----------------|
| Registration for Returning Students | |
| (times by announcement) | June 13 |
| Program Planning and Registration for new students | |
| (times by announcement) | June 14 |
| Cancellation of classes with insufficient enrollments | June 17 |
| Late Registration and last days to add courses | June 18-20 |
| Last day to pay fees or to receive any refund of fees for full-length Term II courses | June 20 |
| Class Days: | |
| College-credit and non-college-credit | June 18-July 30 |
| Late Registration application deadline for those who have taken CLAST and have not applied for graduation | |
| College Closed | July 1 |
| Last day to drop a course with a grade of "W" or to change to "Audit" status | July 11 |
| Recognition Ceremony for Prospective Summer Semester Graduates | July 30 |
| Final Grades due in Registrar's Office (12:00 Noon) | July 31 |

FALL SEMESTER, 1985

| | |
|--|-----------------------|
| Off-Campus Registration (by announcement) | July-August |
| Early Registration opportunities for previously and currently enrolled students (all locations) | July 22 & 23 |
| Academic Program Planning and Registration Sessions | |
| for students (by invitation) | July 24-August 9 |
| Faculty Returns (9:00 a.m.) | August 19 |
| Registration for Returning Students | |
| (times by announcements) | August 21 & 22 |
| Program Planning and Registration for New Students | |
| (times by announcement) | August 22 |
| Cancellation of classes with insufficient enrollments | August 23 |
| Late Registration and last days to add courses | August 26-September 3 |
| Class Days: | |
| College-Credit and Non-College-Credit Classes | |
| (including final examinations for semester-length classes) ... | August 26-December 19 |
| College Closed | September 2 |
| Last day to pay fees or to receive any refund of fees for full-term courses | September 3 |
| First day to apply for Comprehensive Course Examination | September 4 |
| CLAST Registration Deadline** | September 6 |
| Graduation application deadline for Fall Semester | |
| (all programs) | September 6 |
| College Level Academic Skills Test** (CLAST) | October 5 |

**See statement regarding College Level Academic Skills Test on page 49.

| | |
|---|-----------------------|
| Deadline for application for Comprehensive Course Examination and payment of testing fee | October 18 |
| Mid-Term Grades due in Registrar's Office (8:00 a.m.) | October 21 |
| Last day to drop a course with a grade of "W" or to change to "Audit" status: | |
| Term-length course | October 29 |
| Courses meeting less than full term | Mid-point + 3 days |
| Deadline for completion of Comprehensive Course Examination and payment of examination registration fee | October 29 |
| College Closed | November 11 |
| Early Registration opportunities for Spring Semester for currently enrolled students by announcement | November 25-27 |
| College Closed | November 28-29 |
| (NOTE: Saturday classes will not meet on November 30) | |
| Early Registration opportunities for Spring Semester for new students (by invitation) | December 2-December 4 |
| Recognition Ceremony for Prospective Fall Semester Graduates | December 14 |
| Final Examinations (college-credit classes) | December 17-19 |
| (NOTE: Final examination for Saturday classes will be given on Saturday, December 14) | |
| Final Grades due in Registrar's Office (12:00 Noon) | December 20 |
| Campus Closed | December 23-January 1 |

SPRING SEMESTER, 1986

| | |
|--|-----------------------|
| Early Registration opportunities for Spring Semester for new students (by invitation) | December 2-December 4 |
| Faculty Returns (9:00 a.m.) | January 2 |
| Registration for Returning Students: | |
| January 2 (noon - 8:00 p.m.) | |
| January 3 (9:00 a.m.-6:00 p.m.) | January 2 & 3 |
| Program Planning and Registration for New Students | |
| January 2 (noon - 8:00 p.m.) | |
| January 3 (9:00 a.m.-6:00 p.m.) | January 2 & 3 |
| Cancellation of classes with insufficient enrollments | January 4 |
| Late Registration and last days to add classes | January 6-14 |
| Class Days: | |
| College-Credit and Non-College-Credit Classes (including final examinations for semester-length classes) | January 6-April 29 |
| Last day to pay fees or to receive any refund of fees for full-term courses | January 14 |
| First day to apply for Comprehensive Course Examination | January 15 |
| College Closed | January 20 |
| Graduation application deadline for Spring Semester (all programs) | February 7 |
| CLAST Registration Deadline** | February 7 |
| College Closed | February 17 |
| Deadline for application for Comprehensive Examination and payment of testing fee | February 21 |
| Mid-term grades due in Registrar's Office (12:00 Noon) | February 28 |
| College Level Academic Skills Test** (CLAST) | March 8 |
| Last day to drop a course with a grade of "W" or to change to "Audit" status: | |
| Term-length course | March 11 |
| Courses meeting less than full term | Mid-point + 3 days |
| Deadline for completion of Comprehensive Course Examination and payment of examination registration fee | March 11 |

**See statement regarding College Level Academic Skills Test on page 49.

| | |
|---|---------------|
| College Closed | March 28 |
| (NOTE: No Saturday classes on March 29) | |
| Open House | April 12 |
| Early Registration opportunities for Summer Semester for currently enrolled students by announcement | April 14-17 |
| Early Registration opportunities for Summer Semester for new students (by invitation) | April 16 & 17 |
| Final Examinations (college-credit classes) | April 25-29 |
| (NOTE: Final examinations for Saturday classes will be given on Saturday, April 26) | |
| Final grades due in Registrar's Office (9:00 a.m.) | April 30 |
| Graduation (8:00 p.m.) | May 2 |

SUMMER SEMESTER, 1986

(Twelve-Week Summer Semester, 1986)

| | |
|--|--------------------|
| Registration for Returning Students (times by announcement) | April 30 |
| Program Planning and Registration for New Students (times by announcement) | April 30 |
| Cancellation of classes with insufficient enrollments | May 2 |
| Late Registration and last days to add courses | May 5-8 |
| Class Days: | |
| College-Credit and Non-College-Credit Classes | May 6-July 29 |
| Last day to pay fees or to receive any refund of fees for full-term courses | May 8 |
| CLAST Registration Deadline** | May 9 |
| Graduation application deadline for Summer Semester (all programs) | May 9 |
| First day to apply for Comprehensive Course Examination | May 9 |
| College Closed | May 26 |
| College Level Academic Skills Test** (CLAST) | June 7 |
| Deadline for application for Comprehensive Examination and payment of testing fees | June 16 |
| Last day to drop a course with a grade of "W" or to change to "Audit" status: | |
| Term-length course | June 24 |
| Course meeting less than full term | Mid-point + 3 days |
| Deadline for completion of Comprehensive Course Examination and payment of examination registration fee | June 24 |
| College Closed | July 4 |
| Late graduation application deadline for those WHO HAVE TAKEN CLAST and have not applied for graduation** | July 11 |
| Recognition Ceremony for Prospective Summer Semester Graduates (7:00 p.m.) | July 25 |
| Final Grades due in Registrar's Office (12:00 Noon) | July 30 |

TERM I (First Six-Week Summer Session, 1986)

| | |
|---|----------|
| Registration for Returning Students (times by announcement) | April 30 |
| Program Planning and Registration for New Students (times by announcement) | April 30 |
| Cancellation of classes with insufficient enrollments | May 2 |
| Late Registration and last days to add courses | May 5-8 |

**See statement regarding College Level Academic Skills Test on page 49.

| | |
|---|--------------------|
| Class Days: | |
| College-Credit and Non-College-Credit Classes | May 6-June 16 |
| Last day to pay fees or to receive any refund of fees for full-length Term I courses | May 8 |
| CLAST Registration Deadline** | May 9 |
| College Closed | May 26 |
| Last day to drop a course with a grade of "W" or to change to "Audit" status: | |
| Term-length course | May 28 |
| Courses meeting less than full term | Mid-point + 3 days |
| College Level Academic Skills Test** (CLAST) | June 7 |
| Final grades due in Registrar's Office (12:00 Noon) | June 17 |

TERM II (Second Six-Week Summer Session, 1986)

| | |
|--|--------------------|
| Registration for Returning Students (times by announcement) | June 12 |
| Program Planning and Registration for New Students (times by announcement) | June 12 |
| Cancellation of classes with insufficient enrollments | June 13 |
| Late Registration and last days to add courses | June 17-19 |
| Last day to pay fees or to receive any refund of fees for full-length Term II courses | June 19 |
| Class Days: | |
| College-Credit and Non-College-Credit Classes | June 17-July 29 |
| College Closed | July 4 |
| Last day to drop a course with a grade of "W" or to change to "Audit" status: | |
| Term-length course | July 10 |
| Courses meeting less than full term | Mid-point + 3 days |
| Late graduation application deadline for those who have taken CLAST and have not applied for graduation | July 11 |
| Recognition Ceremony for Prospective Summer Semester Graduates (7:00 p.m.) | July 25 |
| Final Grades due in Registrar's Office (12:00 Noon) | July 30 |

*See statement regarding College Level Academic Skills Test on page 49.

NOTE: OTHER SESSIONS OF DIFFERENT TIME SPANS THAN THE FALL, SPRING, AND SUMMER SESSIONS WILL BE ANNOUNCED AS NECESSARY TO RESPOND TO SPECIAL NEEDS.

GENERAL INFORMATION

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 mankind's intensified search for meaning in 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.

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 State of Florida High School Diploma, college preparatory programs, and programs which lead to special certificates, to particular personal satisfactions, or 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

Twenty-one 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 the designated Area Vocational School of the Okaloosa-Walton Junior College District. In this combined role, OWJC is an educational complex which serves persons legally out of grades 1-12 in both on-campus and off-campus locations. The College has in this twenty-one years served over 172,000 persons; has ranked **HIGHEST IN THE STATE FOR TWELVE CONSECUTIVE YEARS** in success of students transferring to senior institutions who have taken 60 or more semester-credit-hours at OWJC; and has received many acknowledgments and recognitions, including a citation by the President of the United States of America in 1972. In 1984 the College received the coveted "Secretary's Award" from the U.S. Secretary of Education for its Drafting and Design Technology program for Region IV. Only 10 of these awards are presented annually, one for each of the ten regions throughout the United States.

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 present main campus, located at the northern boundry of Niceville between State Road 85 and State Road 285 in a beautiful wooded area, was designated on November 24, 1965. Transfer of 264 acres of land from the Eglin Air Force Reservation was made by an Act of Congress in January, 1966, to Okaloosa-Walton Junior College.

The ceremony which marked the dedication of the permanent site was held April 10, 1969. The dedication ceremonies included establishment of the Robert L.F. Sikes Honorary Faculty Chair in Government, of the Emil Holzhauser Honorary Faculty Chair in Arts, and the acceptance of the Emil Holzhauser 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 Charter President, Dr. 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, operational support services, institutional research, 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 and computer instruction laboratories, faculty offices, and classrooms.

The “*Heavy Shops*” *Technical and Industrial Education Building* houses classrooms and shops for programs in automotive mechanics and welding.

The “*Light Shops*” *Technical and Industrial Education Building* contains the laboratories for instruction in electronics and in drafting and design.

The *Teaching/Learning Support Center*, the largest structure on campus, houses a library collection of more than 70,000 books, subscribes to some 580 magazines and 22 newspapers. The audio-visual collection contains 42,580 items, including over 6,300 recordings, 3,100 tape cassettes, 25,760 slides, and 258 video-cassettes. The Conference Room houses a rare books collection and college archives. The RAIRS (remote access information retrieval system) with capability of ninety-four program sources and ninety-seven audio stations is administered from the Audio-Visual Department of the Library. Faculty offices, classrooms and the Graphics-Printing Technology laboratories are located on the first floor mezzanines. The Learning Skills and Writing Laboratory, Counselor's offices, The Career Information Center, study carrels, and the Periodical-Reserve Books Department of the Teaching/Learning Support Center are located on the upper mezzanines.

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

Building M houses the air conditioning, heating and refrigeration instructional program.

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 community cultural events. The complex also contains offices, lecture-classroom and storage facilities for both physical education and EMT programs. Extensive new outdoor facilities provide for outdoor activity education programs and for intramural and extramural sports participation.

The *Science Building* is comprised of classrooms and laboratory facilities for programs in biology, physics, physical science, chemistry, and for the criminal justice and corrections training center.

The *Consumer Services Building* houses classrooms and laboratories for programs in consumer and home economics education.

The *College Mall* houses student activities, food services, the bookstore, lounges, meeting rooms, recreation areas, and instructional programs in communications, humanities 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 College, in cooperation with numerous non-profit organizations and governmental agencies in Walton County, offers diversified non-credit programs and a number of credit courses at the "CNC," as well as services to persons and groups with special needs.

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 be limited.

Postsecondary instructional programs are offered at several military sites, including the *Eglin Center*, the *Hurlburt Center*, *Duke Field*, and the *Army Ranger Camp*. Programs and services are especially designed to accommodate active duty military personnel, but are also available to civil service personnel, contract personnel and the general citizenry on a space available basis.

The *Fort Walton Beach Center of Okaloosa-Walton Junior College and The University of West Florida* which officially opened its doors at an Open House on August 21, 1983, is the newest off-campus site and is located on Mary Esther Cutoff in Fort Walton Beach. The Center is jointly operated by OWJC and UWF to provide, on a two-plus-two (OWJC/UWF) basis, postsecondary education from adult general education through undergraduate programs to graduate school programming.

CAMPUS LIFE

The atmosphere on this college campus is determined by the blend of a dedicated College staff and faculty 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 and 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 the same as equivalent day courses and are taught whenever possible by the full-time faculty of the day program or, as becomes necessary, by part-time instructors of equivalent preparation and competence.

Students enrolling part-time in evening or day courses are subject to the same general policies and rules as pertain to full-time students. 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 substandard academic performance.

A student enrolled in the evening program is, normally, 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). Any exceptions are made by the Dean of Instruction.

YEAR-ROUND OPPORTUNITY

The programs of continuing study at the College vary considerably in their timing. Enrichment programs, workshops, institutes, and numerous community service and 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.

SERVICEMEMBER'S OPPORTUNITY COLLEGE

OWJC is designated a Servicemember'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 Educational Services Offices, with College liaison provided by the Associate Director of Educational Services for Military Personnel.

COMPOSITION OF STUDENT BODY

Okaloosa-Walton Junior College is a co-educational institution serving annually approximately 13,000 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, with the most recent Reaffirmation of full accreditation by the Association being in December, 1981.

EQUAL RIGHTS

Okaloosa-Walton Junior College is in compliance with Executive Orders 11246 and 11375; Titles IV, VI, and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; The Age Discrimination Act; The Veterans Assistance Act of 1972; The Rehabilitation Acts of 1973 and 1974; The 1977 Florida Human Rights Act; and the Handicapped 504 Act.

PROTECTION OF PRIVACY

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, student organizations and activities, and physical characteristics (height, weight) of athletes.

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

Except as required for use by the President in the discharge of his official responsibilities as prescribed by laws, by rules of the State Board of Education and by 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.



ADMISSIONS

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.16) is reserved.

Applicants desiring either full-time or part-time enrollment in courses or programs offered by Okaloosa-Walton Junior College may obtain from and return to the Admissions Office the appropriate admissions forms. These forms are available at the main campus in Niceville, Building 251 on Eglin AFB, at the OWJC Chautauqua Neighborhood Center in DeFuniak Springs, at Hurlburt Field, at the OWJC/UWF Center in Fort Walton Beach and at all high schools in the OWJC District. 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 and supportive documents 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 15, except for dual enrollment, early admission, and foreign student applicants. Applicants 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 via the Dean of Student Services.

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.

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 Occupational Certificate Programs, College Preparatory 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 \$15.00 *non-refundable* Admission Processing Fee. In addition, a properly executed Residency Affidavit must be submitted by applicants who claim Florida residency (See page 17, **Residence Classification** section) for enrollment fee assessment purposes.

Entry-Level Testing. Florida Statutes and Florida Administrative Code Rules specify that the results of selected standardized tests to measure achievement of college-level communication and computation competencies shall be utilized for admissions counseling and placement of all students intending to enter degree programs. OWJC has selected the ASSET Program as our means for fulfilling this requirement.

For purposes of the entry-level testing program, a student will be considered by the College as intending or not intending to pursue an associate degree program based upon his/her signed declaration at the time of registering *each and every semester* on and after registering for his/her 12th cumulative semester hour of degree-credit coursework. Accordingly, first-time-in-college students who have not taken the ACT, SAT, ASSET or MAPS and who intend to enroll as full-time degree-seeking students (i.e., for 12 or more degree-credits) will be required to take ASSET before completion of registration for classes. Part-time entering students (i.e., those registering for less than 12 credits each semester) are encouraged to take ASSET before registering for classes, but may defer taking the test up to, but no longer than, completion of registration for their 12th cumulative college credit unless the student's declaration during registration *each semester* stipulates that the student *does not intend* to pursue an associate degree. Until a student declares an intended major or specialization the student shall be classified as, "General Freshman,"

In view of the above provisions, all students entering associate degree programs should endeavor to (a) have ACT, SAT, ASSET or MAPS test scores* on file with OWJC prior to enrolling, or (b) take the ASSET on one of the College's scheduled testing dates prior to completion of registration for classes. (It is stressed that the ASSET is not a qualifying examination for admission, but the taking of it is a requirement for entering a degree program at the College -- for the purpose of appropriate placement in College Preparatory or regular degree-credit courses in computation (mathematics) and communications.)

While arrangements can ordinarily be made to take the ASSET on campus before enrolling at OWJC, it is recommended that aspiring college students coming directly from high school take the ACT, SAT, ASSET or MAPS during their senior year in high school *prior* to applying for admission to the college. In this way, test results can be on hand and attention given to the special needs of incoming students before they arrive on campus.

The testing schedule for ASSET will be published in the Schedule of Classes for each registration period. Additional testing may be scheduled on an "as needed" basis when approved by the Dean of Student Services. The ASSET is administered at OWJC only for persons with an application on file for which the Admissions Processing fee has been assessed.

Students may not take mathematics, communications or reading courses which are higher than the level indicated by the entry-level placement test results. Students who intend to pursue degree-credit programs and wish to take any courses in mathematics, communications, or reading but lack adequate test scores for entry into degree-credit mathematics, communication and reading courses may, in these subject areas, enroll, initially, only in College Preparatory offerings. The College Preparatory offerings for which such students are eligible include the following courses: College Preparatory English; College Preparatory Mathematics; College Preparatory Algebra; and College Preparatory Reading.

*ACT and SAT scores from other test centers will be accepted.

Students lacking adequate test scores for taking degree-credit mathematics, degree-credit communications or degree-credit reading courses are restricted to College Preparatory courses in those disciplines, only. Such students ARE PERMITTED, CONCURRENTLY, TO ENROLL IN OTHER CURRICULUM AREAS FOR WHICH THEY ARE QUALIFIED WHILE THEY ARE ENROLLED IN COLLEGE PREPARATORY COURSES IN MATHEMATICS, COMMUNICATIONS AND READING. Students who find themselves in these circumstances should work very closely with counselors, educational advisors, and department chairmen with regard to scheduling their classes and planning their total education programs in or to have the most satisfactory educational experiences and to move most effectively toward fulfillment of graduation requirements.

Placement test score requirements for entry into degree-credit mathematics, communications and reading courses are determined by the State Board of Education, annually, and will be announced each semester through publication in the printed Schedule of Classes,

First-Time-in-College Applicants (i.e., new students, applicants without prior college work) are responsible for submitting completed, full sets of application forms and related documents. In addition, one of the following types of documentation 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 for provisional enrollment as a non-high-school graduate by virtue of age or by award of a certificate of attendance from a public high school (see page 11, "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 course work 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 may be admitted on Academic Probation and will be subject to the rules on Academic Probation (see page 48).

Transfer applicants whose academic records, by OWJC standards, would have placed them in a status of suspension 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 (see page 48).

NON-COLLEGE-CREDIT ADMISSION REQUIREMENTS

Non-college-credit programs at Okaloosa-Walton Junior College include Adult Basic Education (ABE), Vocational Preparatory/General Education Review, GED Test Preparation Program, compensatory, citizenship, community instructional services, occupational courses, and self-supporting recreational and leisure time 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 programs they desire to enter as follow:

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 special needs for developing skills in reading, writing, arithmetic, and other subjects related to gainful employment, or to the attainment of more advanced vocational and/or academic skills. Applicants must be legally out of grades K-12.

GED Test Preparation Program

The GED Test Preparation Program is designed for adults without high school diplomas who desire to prepare themselves to take the GED Test to qualify for a Florida High School Diploma. To qualify for admission to this program, the applicant must be legally out of grades K-12.

High School Released-Time Program

As the Designated Area Vocational School Facility 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 Instruction of the College within space and resource capabilities of the College. The decision of the Dean of Instruction is binding with regard to eligibility and space availability.

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 such special programs or classes 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 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.

SPECIAL ENROLLMENT PROGRAMS

Provisional Enrollment

An applicant who is legally out of grades K-12 but who lacks a high school diploma or a Florida High School Diploma or its equivalency from another state or has in some other manner not met the standard admissions requirements for the Applied Science Option of an Associate of Science degree program or of Occupational Certificate programs may be granted permission at the discretion of the Admissions Counselor to enroll on a provisional basis in either of these programs. 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 course or 36 semester hours of occupational skills courses with an overall grade point average of 2.0 or higher--at which time unqualified admission to the AS or certificate programs shall be granted upon request.

Applicants enrolled on a provisional basis are encouraged to prepare themselves for and to take the GED Examination. High School Review classes, General Education Review classes, Vocational Preparatory classes, the Learning and Writing Skills Laboratory, tutoring, and a mathematics laboratory are provided to assist the individual in preparing for the GED tests.

Persons who seek to enroll in Associate of Arts programs are NOT eligible for provisional enrollment, since a high school diploma (or Florida High School Diploma) is required for admission to AA programs. Persons who lack a high school diploma but who seek to pursue an AA program should consult, promptly, with the Admissions Counselor about eligibility for "Conditional Enrollment."

Dual Enrollment Programs for Academically Superior High School Seniors

OWJC has for many years had special concurrent enrollment programming to provide an articulated means for acceleration among academically superior high school seniors. These programs have evolved into the following two types of *Dual Enrollment* programming:

- A. *The College Campus Dual Enrollment Program* is available on the main campus or at any Center of the College. Criteria to be applied for seniors taking courses at one of the College Campus Centers while concurrently enrolled with their own high schools are as follow:
1. The high school principal must verify current enrollment in his/her high school and the fact that completion of the number of units required for graduation has been/or will be achieved by the end of the 12th grade.
 2. Candidates for College Campus Dual Enrollment must be high school seniors whose grades averaged 2.5 ("B-") or higher in grades 9 through 11.
 3. A College Campus 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 courses each semester.

4. All College Campus 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 enforced withdrawal of the student from the program. Enrollment at the College should in no way jeopardize completion of regular high school work.
 5. A 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.)
 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.
 8. Students enrolled in this program pay standard College application, registration, laboratory and special tuition fees.
 9. *Credits earned under this program count only for College degree-credit purposes and do not carry simultaneous high school unit credits. (See High School Campus Dual Enrollment Program for simultaneous credit options.)*
- B. The High School Campus Dual Enrollment Program** courses are offered during normal high school class hours and are offered only on-site in high school facilities (or mutually approved alternate locations) within the two-county District served by OWJC. The Agreements between Okaloosa-Walton Junior College and the Okaloosa and Walton County School Districts, respectively, are coordinated through the Office of the Dean of Instruction at the College and the Offices of the Superintendents of the respective school systems. These persons, or their designees, work cooperatively with the College department chairs and the school principals in the implementation of this program.

Criteria to be applied for seniors taking courses at one of the high school campuses while concurrently enrolled with their own high schools and with the College are as follow:

1. Students eligible to participate in the High School Campus Dual Enrollment program:
 - a. shall be classified as high school seniors, and
 - b. shall have a cumulative grade point average of 3.5 or higher ("B+" average) on all academic coursework beginning with Grade 9, and
 - c. shall be recommended by the Principal of their own high school.

2. Courses to be offered shall be composed of standard college degree-credit courses, exclusive of physical education. Determination of offerings, and arrangements for scheduling such offerings, shall be made cooperatively with the Principal and such other officials of the public school system and of the College as are pertinent.
3. Both units creditable toward high school graduation and college credits leading toward a degree shall be simultaneously earned by students who have passing grades in the approved courses (e.g., American History at three (3) semester hours of college credit would earn 1/2 Carnegie unit).
4. Students enrolling in college credit courses under this program will be classified as "Limited Enrollment" college students with all the privileges associated with such enrollments. Such students will be limited specifically to college credit courses offered under "The High School Campus Dual Enrollment Program" until such time as they become eligible for unconditional admissions, the College Campus Dual Enrollment Program, Early Admissions, or such other special enrollment category.
5. No fees shall be charged to students enrolled in the High School Campus Dual Enrollment Program. There will not be any charges for textbooks and non-consumable workbooks, which will be returned by the students at the end of each course prior to release of any grades or credits.
6. All instructors for the courses in this Program shall be fully qualified, college-level instructors by virtue of their academic credentials to teach college courses.
7. College credits earned under this program shall be fully transferable *subsequent to graduation from high school* on the same basis as though they were earned on the College campus.

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% 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 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, eligible out-of-state and foreign students are welcome 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. Applicants from foreign countries 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 shall be eligible to enroll only in non-college-credit ABE and Vocational Preparatory/General Education Review, and GED Preparatory courses until this requirement is met. Such proficiency is to be established through the Test of English as a Foreign Language (TOEFL). (The required score on TOEFL for admittance to degree-credit programs at OWJC is 525. The test is administered periodically at authorized TOEFL testing centers in the U.S. and abroad.) Foreign students will be subject to the same entry-level test requirements for enrollment in degree-credit computation, communication and reading courses as are pertinent to U.S. resident students.
4. Applicants from foreign countries 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 one-third of their school class.
5. Applicants from foreign countries 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, based on 32 semester hours per year, are approximately \$5,200: Tuition, and fees, \$1,250; books and supplies, \$250; room and board, \$3,250; clothing, \$200; and miscellaneous, \$250.)
6. Applicants from foreign countries 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 applicant from a foreign country *must document sponsorship by a U.S. citizen 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. Each applicant from a foreign country must, in cooperation with his/her sponsor, arrange for housing and show documentation of this prior to enrollment. (The College is not responsible for providing housing for any student.)
9. Applicants from foreign countries 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. Applicants from foreign countries must be familiar with applicable regulations of the U.S. Immigration and Naturalization Service and must assume responsibility for complying with these regulations.
11. Applicants from foreign countries 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 F-1 (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 degree or higher is acceptable as evidence of award of a degree.

Transient Students. An interim-study student (i.e., a transient student who seeks enrollment normally only for one semester or term and shall be 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 Summer 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 normally will 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 fully admitted to the College; otherwise, no grades or transcripts will be released for any courses in which the applicant is enrolled, and the applicant will not be permitted to register for any subsequent semesters or terms until such time as 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 of the College on the basis of such circumstances as lack of classroom space and facilities 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 who has been in violation** of Federal or State law or respective county or municipal ordinances within the twelve-month period preceding the date of application; or who is, as of the date of application, on probation or parole.
2. Any applicant under separation (i.e., suspended or dismissed) from OWJC or any other previously attended educational institution for non-academic reasons.
3. Any applicant who does not meet the requirements for entry into the specific program he/she plans to enter.

Such students as are particularly identified in categories 1-3 above shall be considered for admission to OWJC only upon submission of a written petition to the Admissions Committee. Persons in these categories should apply for admission no later than two (2) weeks prior to the start of any given semester. Admissions Committee recommendations for favorable action on such petitions are subject to approval/disapproval by the President of the College or his designated representative.



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

**A violation will be deemed to have occurred upon the entry of a guilty or no contest (nolo contendere) plea or upon a jury or judge's verdict of guilty.

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

All inquiries concerning financial aid should be directed to the Student Financial Aid Officer.

Residence Classification

The residency status of students falls, in general, into two major categories, United States citizens and non-United States citizens.

Non-United States citizens upon whom the United States Immigration and Naturalization Service has confirmed the status of resident alien, asylee, or refugee are entitled to the same privileges of residency for fee purposes as United States citizens.

Non-United States citizens who are not specified in the above classifications are subject to foreign student admissions requirements (see page 13).

For the purpose of assessing fees, 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, the Administrative Rules of the State Board of Education, and Policies of the OWJC District Board of Trustees 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.

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 90% 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 58 and 59]

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 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.
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 will be made as appropriate.
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 College-Credit Courses:

1. Admission Processing fees and Graduation Processing 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 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 will be refunded as appropriate.
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 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 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 will be made as appropriate.
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.

Dishonored Check Policy

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. The maker of the check will be notified by telephone and/or certified mail that a check has not been honored by their bank and a five dollar (\$5.00) charge applied to the student's account.
2. If a check for fees plus the \$5.00 charge is not made good by a student attempting to register for full-term courses by the 28th day after the opening day of classes after having been notified by certified mail, his/her registration will be cancelled.
3. If a check plus the \$5.00 charge is not made good by a student attempting to make payment of a V.A. deferment of fees, loan for fees, and/or fees for a non-full-term course within 14 days (but not to exceed the length of the course) of being advised by certified letter, his/her registration will be cancelled.
4. If a check plus the \$5.00 charge is not made good by a student attempting to make payment (payment for books, supplies, fines, penalties or any other form of financial obligation) within 14 days of being advised by certified letter, his/her registration will be subject to cancellation.
5. Any consideration of any possible reinstatement after such cancellation of enrolment shall be given only after full payment and upon petition to the Appeals Review Committee through the Comptroller's Office.
6. If a student habitually issues bad checks, the student (or his/her parents or legal guardian(s) if he/she is a minor) will be subject to disciplinary and/or legal action even though each check is made good.
7. Pursuant to Florida law, the College is authorized to and may chose to forward any dishonored check and any other available information relating to its default to the State Attorney for criminal prosecution.

Fines, Penalties and Indebtedness

A student's failure to comply with the policies, rules and regulations concerning checks, parking, library privileges, and other pertinent regulations will be penalized by fines. Vehicular violation fines and penalties are published in the "Parking and Traffic Regulations Booklet." Grades, transcripts, diplomas, certificates, and any other official representations 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 in full. (See also, *Dishonored Check Policy*, page 19 of the *Catalog*.)

Fee Changes

While fee changes normally are effective at the beginning of each fiscal year, any and all fees are subject to change prior to any given enrollment period.



FEE SCHEDULE (PER SEMESTER)*

| | |
|---|-----------------------------|
| Admissions Processing Fee (effective 3/1/85) | \$15.00 |
| Required for all applicants seeking admission to OWJC college-credit courses for the first time. This is a one-time charge and is not refundable. | |
| Graduation Application Processing Fee | \$10.00 |
| (non-refundable) | |
| Registration for Florida-Resident Students per semester credit hour (SH) and/or per semester credit hour equivalent (SHE)**: | |
| Advanced & Professional | \$19.00 |
| Postsecondary Vocational | \$19.00 |
| Postsecondary Adult Vocational | \$11.00 |
| Supplemental Vocational | \$17.00 |
| Adult General Education: | |
| Adult Basic and Adult Secondary | None |
| College Preparatory | \$19.00 |
| Vocational Preparatory | \$11.00*** |
| Citizenship (Community Instructional Services) | \$1.00/course |
| Recreational & Leisure | At Full Cost of Instruction |
| Laboratory and Special Tuition Fees | **** |
| Returned Check Charge | \$ 5.00 |
| GED Test | |
| Total Test Battery | \$14.50 |
| Individual Test Re-Takes | 3.00 |
| Special Service Charges (lock and locker rentals, etc.) | At Cost |
| Registration and Tuition for Non-Florida-Resident Students per semester credit hour (SH) and/or per semester credit hour equivalent (SHE)**: | |
| Advanced & Professional | \$39.00 |
| Postsecondary Vocational | \$39.00 |
| Postsecondary Adult Vocational | \$21.00 |
| Supplemental Vocational | \$33.00 |
| Adult General Education: | |
| Adult Basic and Adult Secondary | None |
| College Preparatory | \$39.00 |
| Vocational Preparatory | \$21.00**** |
| Citizenship (Community Instructional Services) | \$1.00/course |
| Recreational & Leisure | At Full Cost of Instruction |

Credit by Examination Testing fee per semester credit hour (SH) and/or per semester credit hour equivalent (SHE):

50% of the normal Resident or Non-Resident fee (excluding any lab fee) is due and payable *before* the test is administered. The balance of the normal Resident or Non-Resident fee (excluding any lab fee) is due after testing if a grade of A, B, or C is made on the course examination and credit is wanted.

*Subject to change. Actual fees for each enrollment period are published in each current class schedule. These fees apply whenever applicable, except: (1) 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.

**Registration and Tuition Fees include the one-dollar student services and activities fee, *except* for Citizenship (CIS) and Recreation & Leisure courses.

***This fee will be assessed for students with high school diplomas who enroll in Adult General Education, Vocational Preparatory Courses, but enrollees *without* a high school diploma or equivalent are exempt.

****Laboratory and Special Tuition Fees are to cover unique costs related to any given course. 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.

COST SUMMARY

The range of basic charges for a typical full-time, college-credit student, per semester, registered for 16 semester hours:

| | Florida Resident | Non-Florida Resident |
|--------------------------|------------------|----------------------|
| Fees | \$319.00 | \$639.00 |
| Books and Supplies | 125.00 | 125.00 |

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

Special Senior Citizen Enrollment Fee Waiver Program

Senior citizens* who are residents of the State of Florida who wish to enroll in a class with a waiver of the registration fees for classes which are funded under the community College program fund may do so on a "space available" basis** during the designated period which immediately follows the last date of the late registration period upon completing the following actions:

1. Contact the Admissions Office of the College in order to secure and submit the proper forms for special class enrollment, admissions, and registration.
2. Secure confirmation from the Department Chair (or his/her designee) that the essential prerequisites and any other selective admissions criteria for entering the course(s) desired are met.
3. Secure from the Comptroller approval of the Admission Processing Fee and registration fee waiver request.
4. Pay any laboratory fees for specialized materials and supplies to be used or consumed in the course(s).

Please note, also, the following specific stipulations:

1. No student who has registered for such course(s) prior to the end of the late registration period shall be eligible to enroll under the special Senior Citizen Fee Waiver Program, since the initial registration will have committed a space in the class not thereby available to other persons seeking to enroll.
2. Students enrolling in courses under the provisions of this special program on a college-credit basis are responsible for all course requirements and will receive grades as do all other students.
3. Students enrolling specifically on an "Audit Status" basis will be subject to the audit student requirements as stated in the official College catalog.

*As defined by Florida Statutes and FAC Rules. (1984 Statutes define "Senior Citizen" for this program as persons 60 years of age or older.)

**The number of spaces available in a class is established prior to registration periods and is on file in the office of the Dean of Instruction and of the Registrar. These established maximum "available spaces" shall govern the determination of any spaces yet remaining to be made available for the special Senior Citizen Enrollment Fee Waiver Program at the end of the late registration period.

STUDENT SERVICES

The objectives of Student Services are to maximize and reinforce the individual student's formal and informal learning experiences and to assist the student through effective guidance and counseling to realize his or her capabilities and potentialities.

ACADEMIC ASSISTANCE

Counseling and academic advisement services are provided by the counselors, educational advisors and faculty. Each student is assigned to a COMPASS instructor/counselor and/or a faculty advisor who is responsible for providing close personal attention and professional consultation. Experienced college counselors are available to provide specialized counseling assistance. Counselors are located in the Administration Building, the Teaching/Learning Support Center, and the College Mall. Students are given assistance with problems which may be of an academic, vocational, social, or financial nature. In addition, a placement service for full-time or part-time off-campus employment is provided. The combined efforts of the faculty and counseling staff are intended to ensure for each student those opportunities necessary for maximum growth.

The 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 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 potential.

CAMPUS GOVERNANCE

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 is an *ad hoc* committee composed of students, faculty, and administrative personnel, established to consider facts and responsibilities in cases of alleged student misconduct and to ensure "Due Process" for an accused student.

HEALTH SERVICES

Health services are coordinated through the Office of Student Services, with emergency first-aid services available through qualified personnel. 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.

ATHLETICS

Organizational Membership. Okaloosa-Walton Junior College is a member of 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. OWJC is 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. Representation of the College is open by competitive selection to all students provided they meet the eligibility requirements of the Florida Community College Activities Association. The athletic program at Okaloosa-Walton Junior College is governed and controlled by student-faculty committees and the administration. Tennis is the only intercollegiate sport "currently" engaged in at OWJC.

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.

The total educational program of Okaloosa-Walton Junior College combines the goals of learning, knowledge and skills with the role of teaching people how to live enjoyably. The purpose of the OWJC Recreational Program is to provide opportunities for all students to enjoy satisfying extracurricular experiences related to their particular interests, ranging from those of a competitive to those of a non-competitive and recreational nature. In addition to sustaining and expanding the intramural-extramural and recreational activities already established, other appropriate leisure time, intramural and extramural activities develop in terms of student and staff interests in any given year.

RULES AND REGULATIONS

Rules and regulations of the College are intended solely for the safety, welfare, and common good of the College community. Rules and regulations which apply to students are set forth in the Board of Trustees Policy Handbook, the Student Handbook, the Handbook for Student Organizations, and the Statement of Student Rights and Responsibilities.

STANDARDIZED TESTING

Achievement and aptitude test scores are considered helpful for assisting students in planning their programs. Even though admission to the College is dependent only upon the criteria indicated under "College-Credit-Admission Requirements" and/or "Non-College-Credit Admission Requirements", the availability of standardized test scores is required for counseling purposes and for the "placement" of students in appropriate academic programs. The ASSET Program is employed by the College for determining a student's entry-level academic skills and consequent placement in appropriate communications and computation courses.

STUDENT CONDUCT

Inasmuch as each person enrolling at Okaloosa-Walton Junior College is considered to be a responsible, adult citizen, the College subscribes to the principle of student rights and responsibilities as set forth in the Statement of Student Rights and Responsibilities.

It is hoped that the general appearance and behavior of the student body will reflect favorably upon the College. Accordingly, OWJC students 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 the College community), and reasoned judgment in their pursuit of an education. In the event of apparent deviations from accepted standards of behavior, however, students will be referred to the Dean of Student Services for appropriate counseling, disciplinary action, or further referral.

Disciplinary Action

Departures from accepted standards of conduct on the part of students will initially be considered errors in judgment, but persistent violations will necessitate corrective action.

A student found to be in violation of federal or State law, county or municipal ordinances, or any rule or regulation of the College shall be subject to appropriate disciplinary action by the College. (It is anticipated that, as a matter of personal integrity, a student will advise the College of his violation of a federal or State law, county or municipal ordinance.)

Disciplinary action available to the College can extend to probation, suspension or expulsion.

Disciplinary probation requires compliance with the following restrictions and obligations:

1. Remain in full compliance with the conditions of applicable court-imposed probation/parole.
2. Conform to all College policies, rules, and regulations pertaining to student behavior as specified in the current College Catalog, Student Handbook, or any other official College publication.
3. Avoid involvement in any actions or activities which could be considered disruptive to the educational process or detrimental to the health, welfare, and safety of any member of the College community.
4. Avoid participation in any student extra-curricular, organized activity.
5. Report on a scheduled basis for appropriate counseling sessions with an assigned College counselor.
6. Report on a scheduled basis to the Dean of Student Services for review of compliance with the terms of disciplinary probation.

Disciplinary suspension terminates a student's enrollment at OWJC for the period specified.

Expulsion separates a student from the College for an indefinite period, with readmission subject to the recommendation of the Admissions Committee and the approval of the President.

No student may be suspended or expelled without the approval of the President 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.

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 annual, which portrays in graphic and literary format the personalities and activities of the year.

STUDENT ORGANIZATIONS

The College has chartered a number of student organizations 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 are active, or recently active, recognized OWJC student organizations. (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
Student Christian Fellowship

Special Interest Groups

Artista
Baptist Campus Ministries
Black Student Union
College Republicans
Chamber Choir
Concert Band
Concert Chorus
Distributive Education Clubs of America (DECA)
Delta Psi Omega
Jefferson Association
Orchestra
Phi Beta Lambda Business Fraternity
Stage Band

Service Club

Circle K

Social/Fraternal Organizations

Sigma Delta Phi (Men's Fraternity)

Sigma Phi Upsilon (Women's Sorority)

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.



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 comes from such college sources as auxilliary services, vending machines and fines or from Federal, State, or local resources.

Entering students seeking financial assistance should contact the Financial Aid Officer, who is located in the Administration Building. For new students, an application should be filed well in advance, and normally no later than February 1 for Fall Semester beginning students, or 60 days prior to the student's anticipated date of enrollment in other semesters. Student financial aid application forms may be obtained from an Okaloosa or Walton County secondary schools, Eglin or Hurlburt OWJC Offices, the OWJC/UWF Fort Walton Beach Center, the OWJC Chautauqua Neighborhood Center, or from the Financial Aid Office on the main campus.

Procedures for applying for financial aid. Students should apply for financial aid by submitting a Financial Aid Form (FFS) to the American College Testing System. The FFS may also be used to apply for the Basic Educational Opportunity Grant Program (and for the Florida Student Assistance Grant), if applicable. The FFS may be obtained from a high school guidance office, from an OWJC off-campus center, or by writing or coming to the Office of Student Financial Aid on the main campus. Students should specify "0745" as the code number for Okaloosa-Walton Junior College in the appropriate section of the FFS.

A student must reapply for financial aid each academic year. However, aid usually continues at the same level each year, unless a student's resources or his or her expected parents' contribution changes. All enrolled students receiving aid automatically receive information about applying for renewal awards. Other enrolled students should request applications by January 1.

College Costs. The typical costs for attending Okaloosa-Walton Junior College for 12 semester hours per semester are:

| Cost | Florida Resident | Non-Florida Resident |
|----------------------|------------------|----------------------|
| Registration/Tuition | | |
| Fees | \$243 | \$483 |
| Lunches (campus) | \$168 | \$168 |
| Books | \$125 | \$125 |

In addition, allowance should be added to these figures for such items, when applicable, as room and board, personal expenses, medical insurance, transportation, and supplies.

Dependent students (living at home) usually have parental support, reducing direct educational costs. Married students are allowed \$750 additional for each child.

Refer to the College catalog for those courses/programs which involve special fees.

Purpose of OWJC's financial aid program. In addition to its own funds, Okaloosa-Walton Junior College participates in several federal programs including the Pell Grant. Residents of Florida are also eligible to receive state grants, **PROVIDING THERE ARE NO DUPLICATIONS THROUGH USE OF COLLEGE FUNDS AND RESOURCES.**

Students applying for financial aid are considered for all programs for which they are eligible. The amount of financial aid awarded is generally a combination of grants and employment, and is based on the financial need of the student. Need is determined by subtracting the resources of the student and his or her parents' contribution from the total student expenses. The parents' contribution is estimated on the basis of the amount of their income and assets as well as a consideration of taxes, unusual expenses, and other liabilities of the family. An independent, objective, nationally recognized method of analysis developed by the American College Testing System is used to evaluate the family's financial circumstances. All financial aid awards to students are administered by the Okaloosa-Walton Junior College Office of Student Financial Aid.

Transfer Students. Those students who transfer to OWJC from another college or university and seek financial assistance are required to complete a Financial Aid Transcript, whether they received aid or not, and forward it to the prior institution(s) attended for endorsement and return it to OWJC. No assistance can be awarded until the Financial Aid Transcript is received by OWJC.

Standards of Satisfactory Progress and Academic Good Standing Governing Federal Student Financial Aid Program Assistance

In order for a student to be eligible to receive federal financial aid funds, federal student financial aid policies state that a student must maintain a **STANDARD OF SATISFACTORY PROGRESS** and **ACADEMIC GOOD STANDING** which includes the following three factors:

1. Satisfactory grade point average which must approach the standards necessary for graduation as the student progresses through the program.
2. A limit to the number of semesters a student may attend a college utilizing federal financial aid resources, *after which no aid may be given.*
3. Incremental progress toward the required number of credit hours necessary for graduation, which must be checked at least once a year.

In compliance, minimum standards have been adopted and are to be applied uniformly and equitably to all federal financial aid programs.

Policies and Procedures

Enrollment Status. Students enrolled for 12 or more hours at the end of the drop/add period are considered to be full-time for a given semester. Eligible part-time enrollment requires a course load of at least six, but not more than 11 semester hours. Students who enroll, initially, for less than six semester hours are ineligible for federal financial aid.

Time Limitation. A maximum time frame in which a student must complete his or her degree has been established as follows:

1. Full-time students are eligible to receive financial aid for a maximum of nine semesters.
2. Eligible part-time students are eligible to receive 18 semesters of financial aid.

Students whose enrollment fluctuates from full-time to part-time or vice versa shall have their eligibility prorated by the above criteria. Since students who enroll for less than six hours in a given semester are not eligible for federal financial assistance, such a semester will not count toward the maximum semesters allowable for federal financial assistance. *HOWEVER*, no student may receive federal aid upon completion of the number of hours required in his/her approved program of study regardless of whether he/she has finished his/her program or not.

Satisfactory Progress. Students must have earned a certain number of cumulative hours semester-by-semester in order to maintain satisfactory progress. Fewer hours per semester are required during the early semesters since that time serves as a crucial period of adjustment for most students. A schedule designating the required number of cumulative hours semester-by-semester for full and part-time students is shown in Charts A & B, respectively, on page 33.

Academic Good Standing. When first admitted to Okaloosa-Walton Junior College as a "first-time-in-college student," a student is construed to have financial aid eligibility. Once enrolled in coursework, or if a transfer student, a student's cumulative GPA will be utilized as the key indicator of academic good standing. In order to continue to receive financial aid, recipients must earn a cumulative GPA which relates to the cumulative number of earned semester hours. The required cumulative GPA which relates to cumulative hours earned is shown in Chart C on page

Incremental Progress. While incremental progress will be checked at the end of each semester and efforts made to warn the student if not making progress, *incremental progress standards* (see Charts A-C on p. 33) will be applied at the end of each academic year (i.e. - the end of Spring Semester).

Financial Aid Suspension. Any student who does not meet eligibility standards shall be suspended from federal financial aid until such time as the student provides to the Financial Aid Office, in writing, evidence that he/she has regained academic eligibility in accordance with the Academic Standards of Progress (Chart C). Reinstatement, however, does not guarantee the receipt of financial assistance since aid awards are made on the basis of timely completed applications, demonstrated need, and the availability of funds.

Notification. Following the close of each semester, the Office of Financial Aid will notify, by letter, any current year financial aid recipient who does not meet the standards of satisfactory progress and/or academic good standing of his/her suspension of financial aid eligibility. No federal financial aid shall be granted to students so suspended for the semester(s) following the semester which caused their suspension *regardless* of whether the student did or did not enroll for such semester(s) prior to receipt of the suspension notice.

The notice will be addressed to the student's most current local address on file with the Office of the Registrar. **IT SHALL BE THE RESPONSIBILITY OF THE STUDENT TO KEEP OKALOOSA-WALTON JUNIOR COLLEGE INFORMED OF A CORRECT MAILING ADDRESS AT ALL TIMES.**

For any enrollment during periods of financial aid ineligibility, the cost of attendance must be borne by the student. Federal financial aid *will not* be available.

Appeal Process. Any student who loses financial aid eligibility has an opportunity to appeal such action through a financial aid appeal process. The appeal must be submitted to the Student Financial Aid Officer *in writing*.

Incompletes, Withdrawals, Remedial Coursework and Repetitions. Any student who carries a recorded "Incomplete" at the time of evaluation will be given a one-semester grace period if otherwise meeting eligibility requirements and Standards of Progress. The student's record will be held in suspense, and a re-evaluation will be made at the end of the next semester for which the student is enrolled. If the "I" has not been changed to a letter grade at the time of re-evaluation and the Office of the Registrar has not been notified of an extension, the student will be assigned a grade of "F" by the College. Such a grade may readily contribute to suspension of financial aid eligibility.

If a student has already registered for the next semester after failing to meet the standards of satisfactory progress and academic good standing in the previous semester, he/she shall be administratively withdrawn from all classes for which he/she is receiving federal financial assistance, unless the student pays (or makes permissible and satisfactory arrangements to pay) all fees due at that time.

As stated in the College Catalog, "If a student does not attend classes and fails to withdraw, grades of "F" will be assigned for each course..." which may result in the loss of financial aid eligibility. Extenuating circumstances may be considered only through the appeal process, upon request *in writing*.

All grades including compensatory/developmental/college preparatory coursework will be considered at face value for the purpose of determining financial aid eligibility.



Standards of Progress for Federal Financial Aid Eligibility

CHART A
Eligible Full-Time Student
Evaluation

| Number of Full-time Semesters Enrolled | Required Cumulative Hours |
|---|---------------------------------|
| 1 | 7 |
| 2 | 14 |
| 3 | 21 |
| 4 | 27 |
| 5 | 35 |
| 6 | 42 |
| 7 | 49 |
| 8 | 56 |
| 9 | 64 |

CHART B
Eligible Part-Time Student
Evaluation

| Number of Part-Time Semesters Enrolled | Required Cumulative Hours |
|---|---------------------------------|
| 1 | 3 |
| 2 | 6 |
| 3 | 9 |
| 4 | 12 |
| 5 | 15 |
| 6 | 18 |
| 7 | 21 |
| 8 | 24 |
| 9 | 28 |
| 10 | 32 |
| 11 | 36 |
| 12 | 40 |
| 13 | 44 |
| 14 | 48 |
| 15 | 52 |
| 16 | 56 |
| 17 | 60 |
| 18 | 64 |

Formula

Cumulative Number of Required Full-Time Enrollment Hours (Chart A)
 + Cumulative Number of Required Part-Time Enrollment Hours (Chart B)
 = Total Number of Required Cumulative Hours for Satisfactory Incremental Progress

CHART C
Academic Good Standing Criteria

| Earned Semester Hours | Grade Point Average |
|-----------------------------|---------------------------|
| 0 - 11 | N/A |
| 12 - 23 | 1.50 |
| 24 - 35 | 1.70 |
| 36 - 47 | 1.80 |
| 48 - 59 | 1.90 |
| 60 - 64 | 2.00 |
| 64 + | 2.00 |

Reinstatement and Appeals Process

A student suspended from aided status due to failure to maintain the Standards of Progress for Federal Financial Aid Eligibility may be reinstated when, after a semester or more on unaided status, his/her record has once more attained the minimum Standards of Progress for Federal Financial Aid Eligibility. It shall be the student's responsibility to request reinstatement.

An appeals committee consisting of at least three members of the Financial Aid Committee, one of which shall be the Financial Aid Officer, or his designee, shall act as an appeals committee.

Appeals shall be made in writing. The appellant shall provide such documentation as is necessary for determination and disposal of the case by the committee and shall fulfill all reasonable requests by the committee with reference to time of meeting, personal appearance, and supporting evidence.

The committee shall make specific recommendations, determining if mitigating circumstances exist. Mitigating circumstances shall be defined as:

1. Death of a close relative affecting the student's academic performance.
2. Illness of the student or close family member having direct effect upon the academic record.
3. Poor past record resulting from youthful carelessness, social or psychological immaturity.
4. Special mitigating circumstances of a specific and substantial nature of a unique kind as determined by the committee.

If mitigating circumstances are found to exist, the student may be restored to satisfactory academic standing for one semester after which the general standards shall apply. Further restorations to satisfactory standing may occur *only* if progress during the intervening semester(s) clearly meet or give sound, documented evidence of progress acceptable to the appeals committee toward meeting all of the above enumerated standards of progress within Incremental Progress time limits.



Students who are academically suspended from another college or university and who transfer to OWJC must meet the academic progress definition during their first semester or term before they can become eligible for College Work-Study or a General Student Loan.

State-Mandated Fee Waivers:

1. ***Senior Citizens (persons 60 years of age or older):*** Waiver of fees for senior citizens who are residents of Florida is mandatory and shall be administered in accordance with Florida Statutes 240.349(2) and in accordance, further, with the terms and provisions specified under "Special Senior Citizen Enrollment Fee Waiver Program" in the College Catalog.
2. ***Dependent Child of a Special Risk Member:*** Mandatory waiver of all fees shall be granted for a maximum of 64 semester hours for any dependent child of a special risk member as defined in Section 121.021(15), Florida Statutes, if the special risk member was killed in the line of duty. This waiver shall apply until the child's 25th birthday. To qualify for this waiver, the child shall be required to meet the regular admission requirements and academic standards.
3. ***Dependents of Eligible Personnel Involved in "Operation Eagle Claw:"*** Upon presentation of proper forms from the Veterans Administration which document the eligibility of a student as a dependent child (less than 25 years of age) of an eligible person involved in "Operation Eagle Claw," registration fees for a maximum of 64 semester hours shall be waived. To be eligible for this waiver, the dependent child shall be required to meet regular admissions standards and academic requirements for continued enrollment. (This waiver category was mandated via Proviso Language in the 1982 Appropriations Bill.)

Scholarships. A scholarship is defined as "Financial assistance granted to an individual student on the basis of financial need, including emergency circumstances, or in recognition of a particular accomplishment, honor, special skill or public service to the College." Any person receiving any scholarship from Okaloosa-Walton Junior College shall, *as a minimum*, be in good standing for continuance in attendance according to the Standards of Progress published in the College Catalog. Specific additional criteria and academic standing status may be required for particular scholarships. Should a recipient become ineligible for a scholarship received, the prorata portion of such scholarship as of the date of ineligibility shall automatically become due and payable to the College.

1. ***Honors Scholarships:*** A four-semester registration fee scholarship up to a maximum of \$200 per semester may be awarded to an "honors" student from academically superior graduating seniors in each of the nine public high schools in Okaloosa and Walton Counties. Nominations from each high school are received from the principal or his/her designee, with recipients selected and named by the College. The student must have a minimum 24 composite score on the ACT or equivalent. No more than nine new "honors" scholarships may be offered in any given year. Any recipient who fails to maintain at least a 2.0 grade-point average in each semester of the four-semester scholarship period will have his/her scholarship cancelled at that time. **THERE SHALL BE NO DUPLICATION OF COLLEGE AND STATE RESOURCES.**

2. *Regional Science & Engineering Convention Scholarship:* One each one-semester scholarship for full fees not to exceed \$275 per award may be made to the respective Senior Division Grand Award Winner in Biological Sciences and to the Senior Division Grand Award Winner in Physical Sciences in the Regional Science and Engineering Convention, provided he/she elects to attend Okaloosa-Walton Junior College directly following graduation from high school with full admission completed and with enrollment actually initiated at OWJC within a maximum of a two-calendar-year-period following receipt of the award.
3. *Directed Work Study/Tutors Scholarships:* As a cost-beneficial procedure, a scholarship covering the cost of Directed Work Study/Tutorial course fees in return for services rendered for the pertinent course(s) in any given semester will, upon recommendation of the appropriate department chair, be approved for students authorized by the Dean of Instruction to enroll in Directed Work Study or Tutorial courses. Detailed information shall be provided as to the scheduled duties and obligations of any student enrolled in a Directed Work Study course. In tutorial course(s), tutorial students shall have completed a minimum of 30 contact hours of tutoring in order to fulfill their scholarship obligation. (Such tutoring may extend over a period greater than one semester.)

Directed Work Study/Tutorial Scholarship obligations shall be considered to be fulfilled only upon full completion of the obligation agreed upon and approved by the Dean of Instruction upon recommendation of the pertinent department chair. Records of services performed shall be filed with the department chair for his/her use in making recommendations to the Dean of Instruction regarding fulfillment of obligations. (Credits earned through Directed Work Study or Tutorial courses are not allowable in computation of the full load requirement (12 hours) with respect to receipt of other grants, scholarships or financial aid when full-time student status is required.)

4. *Presidential Scholarships:* These nonrecurring scholarships and grants-in-aid are awarded by authority of the President or his designee, from non-appropriated resource funds, including but not limited to the President's Scholarship Fund, the General Student Scholarship Fund and any other such scholarship funds.
5. *Florida Academic Scholarships Fund:* A four-semester tuition and registration fees scholarship for each high school graduate that attained at least a 3.5 grade-point average on a 4.0 scale, or equivalent, in high school academic subjects and has scored 1200 or above on the combined verbal and quantitative parts of the scholastic Aptitude Test of the College Testing Program, or a score of 28 on the American College Scholarship Services. There shall be no duplication of College and State Resources.
6. *Donor-designated Recipient Scholarships:** A number of scholarships are available on the basis of the various selection criteria established by the respective donors. OWJC scholarship processing provides for distribution of applications to applicable awarding sources.

Air Force Association
 AlateX
 Alpha Lodge #172
 American Assn. of University Women
 American Business Women Assn. - Bayshore
 American Business Women Assn. - FWB

*As of publication of the 1985-86 Catalog.

American Business Women Assn. - Spanish Trail
 American Legion Auxiliary, Dept. of Florida
 Amvets Auxiliary
 Anonymous Scholarship
 Bay Area Business and Professional Womens Club
 Beta Club FWB High School
 Beta Gamma of Beta Sigma Phi - Niceville
 Beta Sigma Phi Delta Zeta - Crestview
 Beta Sigma Phi Delta Zeta - Niceville
 Beta Sigma Phi Delta Zeta - DeFuniak Springs
 Beta Sigma Phi Xi Psi - Crestview
 Beulah First Baptist Scholarship
 Blanton Scholarship
 Big Bend Pioneer Assn. of West Florida
 Bill French Memorial Scholarship
 Bludworth, John Frank - DeFuniak Springs
 Boat (The)
 Chautauqua Festival - DeFuniak Springs
 Chick-Fil-A of FWB
 Children of Deceased and Disabled Veterans
 Crestview Ministerial Assn.
 Crestview High School Beta Club
 Crestview High School DCT
 Dean, George Scholarship
 Delta Kappa Gamma ETA Chapter, Milton
 Delta Kappa Gamma Omicron Chapter, Niceville
 Delta Kappa Gamma Zeta Chapter - FWB
 Destin Chapter A B W A
 Destin Lioness Club
 Destin Pool Services
 Destin Rotary Club
 Downtown Business Assn. of FWB
 Edwards Officers Wives Club
 Eglin Officers Wives Club
 Eglin NCO Wives Club
 Florida Academic Scholars
 Florida Assn. of Letter Carriers
 Free and Accepted Masons
 Freeport High School
 FWB American Business Women Assn.
 FWB Business and Professional Women
 FWB High School Valhalla Scholarship
 FWB High School Hal Wyatt Trust
 FWB Hospital Auxiliary
 FWB Jaycees
 FWB Junior Womens Club
 FWB Rotary (James Sutton)
 FWB Womens Club
 Future Business Leaders of America
 General Hospital Auxiliary
 German Club, Niceville High School
 Gitenstein Foundation
 G.M.A. Foundation
 High School Royal Fans
 Hurlburt Officers Wives Club
 Hurlburt Company Grade Officers
 JOPPA Masonic Lodge FWB

Junior Achievement of Pensacola
 Kiwanis - Crestview
 Kiwanis - Destin
 Ladies of Essence FWB
 Laura Ray Scholarship
 Laureate Omicron Beta Sigma Phi
 Laurel Hill Beta Club
 Link Foundation
 MacAnderson Athletic Scholarship - DeFuniak Springs
 Magnolia Spring - DeFuniak Springs
 Minich, Mr. and Mrs. Jere Scholarship
 Twin Cities Hospital Auxiliary
 Nice-ValP Junior Womens Club
 Nice-ValP Rotary Club
 North Okaloosa Artists & Craftsman Co-op
 Okaloosa Chapter March of Dimes
 Okaloosa Council Teaching Eng.
 Okaloosa County Education Assn.
 Old Crows Scholarship
 Patton, Jane & Edward - Math Scholarship
 Paxton School National Honor
 Pilot Club Miracle Strip
 Rainbow Ladies Club
 Red River Valley Fighter Pilots
 Rogers Hinson Auxiliary Unit 235
 Satin & Bows Scholarship
 Showell Farms
 Sons of Italy FWB Chapter
 Sons of Italy Niceville Chapter
 Society of the First Division School
 Taunton Memorial Scholarship
 T.H. Edney Memorial Scholarship
 University of Rochester Faculty Children's Scholarship
 Walton County Education Assn.
 Warner Cable - Communications Inc.
 William Wise Jr. Memorial
 Winn Dixie (Montgomery, Ala.)
 Yellow Rose Social & Savings
 Zaragoza Combined Scholarship
 Kadina Officer's Wives Club
 N. Adams Hospital Auxiliary - T. Hoosac Valley
 Paxton School for Christ Assn.

7. *Donor - Undesignated Recipient Scholarships:* A number of Scholarships are available on the basis of academic merit, promise, financial need, and various other criteria.

American Legion - Mayo Scholarship
 Business Department Scholarship
 Central Telephone of Florida
 C.T. Browning Scholarship
 Drama Scholarship
 Fairchild Industrial Foundation, Inc.
 Home Builders Association
 Home Builders Association Auxiliary
 Home Economics, Displaced Homemakers

Kiwanis Club of DeFuniak Springs
Mattie M. Kelly Drama
Mamiruth Walter Scholarship
Non-Designated Scholarships
OWJC Drafting Contest Scholarships
Stickelber Charitable Foundation Scholarships
West Florida American Heart Assn.

8. *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 \$2000 per academic year. Write Student Financial Aid, Department of Education, Tallahassee, Florida 32301 or Bureau of Indian Affairs Agency, Hollywood, Florida 33024.
9. *Florida Scholarships for Children of Deceased or Disabled Veterans.* This scholarship is for children of deceased or 100% disabled veterans or whose parents are officially classified as POW or MIA and entered the armed forces from the State of Florida. Scholarships are awarded in the amount of tuition and fees per academic year and may be renewed. Contact the Financial Aid Office in the Administration Building.
10. *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 32301.

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

1. *The College Work-Study Program.* 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 a student must have on file an ACT Needs Analysis, 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. A student must have on file an ACT Needs Analysis to be considered for the work opportunity. Compensation for students is based on up to 20 hours of work weekly while attending classes fulltime. The pay is at an approved hourly wage rate for such program participants. A student must be 16 years old, legally out of high school, and not over 21 to qualify for this program.

Contracted Services by Students. Any student receiving a contracted services commitment from Okaloosa-Walton Junior College shall, *as a minimum*, be in good standing for continuance in attendance according to the Standards of Progress published in the College Catalog. Specific additional criteria and academic standing criteria may be required. Any default by a student in fulfilling his/her contracted services responsibilities or in maintaining academic standards shall obligate the College only for such prorata portion of the contracted services commitment as may have been fulfilled as of the date of his/her default.

1. **Student Activity Workers.** Upon recommendation of the Dean of Student Services 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 \$255 per 16-week semester or \$200 per 12-week semester. Such persons shall normally be full-time students and be obligated to 10-15 hours of work per week on the average, being available for accomplishing the specific tasks needed for implementing the activities for which retained.
2. **Food Service Trainee.** Each Commercial Food Service Trainee shall be eligible for a contracted services commitment up to a maximum of \$75 per semester in each 6-hour Commercial Food Service laboratory course for which he/she is enrolled in pursuit of an Associate Degree or Certificate in Commercial Foods. Each Food Service Trainee shall be obligated to be in a work training assignment in the food service area for the total number of contact hours per week specified for the laboratory portion of each course and shall be entitled to one specified meal per day. The Commercial Foods Manager shall notify the Comptroller at the end of each semester as to the portion of the contracted services fulfilled by each trainee.
3. **Student Assistants.** Student Assistants shall be paid on a contracted services basis not to exceed \$255 per semester for a student enrolling for 15-semester hours or more and not less than \$200 for a student enrolling in 12-semester hours in a given semester *provided* that the contract for the given student is totally fulfilled. The Comptroller, upon recommendation of the Director of Financial Aid, shall prorate payment to Student Assistants whose number of semester hours of enrollment falls between 12 and 15 semester hours in a given semester.

A maximum of 40 one-semester student assistantships may be granted to full-time students who are residents of the Okaloosa-Walton Junior College District upon joint recommendation of a department chair or of an organizational unit head and of the Financial Aid Committee. Each appointment shall be subject to approval by the President or his designee. No more than 50 percent of the resultant number of these assistantships shall be available in the Fall Semester, 40 percent in the Spring Semester, and 10 percent in the Summer Semester, except by special recommendation of the Financial Aid Committee and subsequent approval by the President or his designee.

Each student assistant shall work 10 hours per week under the supervision of a departmental chair or an administrator to whom he/she is assigned. Schedule(s) of duties and completion of time sheets shall be required. A student who falls below a cumulative 2.0 grade-point average is not eligible for a student assistantship nor for continuance of a student assistantship.

Grants. Grants are “gifts in aid” made available (contingent upon acceptance, enrollment and continuation of Satisfactory Academic Progress at OWJC) to students based on financial need. Whether this type of aid has to be repaid depends upon the provisions of the grant. In order to apply for a grant to attend OWJC, all students must complete a Family Financial Statement, which is used to determine the student’s need, and a Student Data Form to attend Okaloosa-Walton Junior College.

1. **Pell Grant.** The Pell Grant (continuation of the Basic Education Opportunity Grant) is a federal program which makes funds available to students enrolled at approved colleges, such as OWJC. Grants cover undergraduate study and are intended to be the foundation of the student’s financial award.

Amount: Pell Grants for the 1985-86 fiscal year (July 1-June 30) will range from \$200-\$1225 (at OWJC) depending on a student’s eligibility as determined by a standard formula. The amount of Pell money received depends upon the number of semester hours for which a student is registered each semester. The OWJC Financial Aid Office will recalculate the Pell Grant at the end of the drop/add period each semester.

OWJC has experienced lengthy delays in receiving funds from the Federal Government. Thus, final payment for each semester of the grant may not be possible until late in the semester.

Pell Grant funds cannot be applied to costs for books and supplies until after the end of the published course drop/add period.

Eligibility: A student is eligible for a grant if:

- (1) the student has met the general eligibility requirements;
 - (2) the student is determined to have financial need based on the Pell Grant formula (this formula uses the information provided on the student’s Family Financial Statement to produce an eligibility index number. This number is considered, along with the total cost of attending OWJC, to determine the actual amount of the grant. Generally, the lower the index number the higher the grant); and
 - (3) the student is an undergraduate student who has not previously received a baccalaureate degree.
2. **Florida Student Assistance Grant Program.** Full-time students may qualify who are U.S. citizens and 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. The maximum grant is \$520 per academic year. Student Assistance Grants are awarded for one academic year. The award and the amount of the grant is based on financial need. The ACT Needs Analysis should be submitted to ACT for analysis by February 1 each academic year; or the FFS to College Scholarship Service by February 1.
 3. **Supplemental Education Opportunity Grant (S.E.O.G.).** These grants are for students who have 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 Aid Office. A student applying should have an ACT Needs Analysis or FFS on file in the OWJC Financial Aid Office.

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

Short-term student loans are available to pay 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 normally borrow partial funds to cover registration, tuition fees, or books each semester, which are to be repaid in three installments or before early registration for the next semester.

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

Alpha Delta Chi Loan Fund
John B. Arnold Loan Fund
Ethel Hopkins Bartell Memorial Loan Fund
Jack Bartell Memorial Loan Fund
Eglin Officers Wives Club - Emergency Loan Fund
Niceville-Valparaiso Rotary Club Loan Fund
Mildred Plew Meigs Memorial Scholarship Loan Fund
Francis M. Stone Loan Fund
Okaloosa-Walton Junior College Women's Club - Scholarship Loan
Fund
Okaloosa-Walton Junior College General Student Loan Fund
Valparaiso-Niceville Civitan Club Loan Fund
National Organization for Women

Students may apply for loans provided they have a demonstrated financial need. Foreign students are not eligible for loans, since their admission is contingent upon documentation of adequate financial resources to cover full costs of attendance. Loans may be used only for expenses incurred for registration fees and books up to a maximum of \$171 per semester. Repayment is submitted to the Comptroller in equal payments before early registration of each semester or termination of full-time attendance, whichever occurs first.

Veterans Benefits. The Federal government has programs which provide some financial assistance for veterans and their dependents. These programs are described briefly on pages 58 & 59. Assistance and information may be obtained from the campus Registrar's Office or the Veterans Administration, Regional Office, P.O. Box 1437, St. Petersburg, Florida 33731.



INSTRUCTIONAL PROGRAMS

STANDARDS AND REGULATIONS

Registration

Students are expected to register on the days 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 15) before being permitted to register for any course. Furthermore, as indicated under "Testing and Counseling" all students entering a college-credit program are required to take the ACT, the SAT, the ASSET or the MAPS test for counseling and course placement purposes. All prospective students should while still in high school try to arrange to take the ACT on a nationally scheduled testing date; but if this is not feasible, OWJC will administer the tests each semester during registration periods. Details regarding local testing may be acquired by contacting the Office of the Dean of Student Services and by referring to the pertinent section of the published class schedules each semester.

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.

Registration is not complete until fees are paid, and all fees **MUST** be paid at the time of registration. **NOTE:** Registration forms will not be held by any College office pending late payment; however, any student in need of financial assistance may direct inquiries to the Financial Aid Office.

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, has not enrolled by that date. Full refund of tuition will be made to students enrolled in such cancelled classes upon completion, by the student, of a withdrawal form.

During the Fall and Spring Semesters, just prior to final examinations, *currently enrolled* 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.

Audit Status

Students registering in a college-credit course on a “not-for-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. Occupational courses cannot be taken on an audit basis.

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 Drop/Add period specified for each semester in the College calendar.

Change of Schedule

Changes in courses or sections may be made during the Drop/Add period specified in the College calendar and/or in the Schedule of Classes each semester. Any such changes shall be accomplished by completion and processing of required forms available from the Registrar’s Office and off-campus centers. The completed forms must be submitted to the Registrar’s office and to the Comptroller’s Office or the Office of the Director of one of the off-campus centers.

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). Instructors shall not, however, authorize major blocks of class absences (e.g., 25 percent or more of the total class hours) without approval of the Department Chair and the Dean of Instruction.

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 or three absences in a given month. Further, each time a student has been tardy three times in a class, it will count as one absence. Each set of such consecutive absences will be reported. *Veterans* are subject to the same attendance requirements as all other students (see p. 58).

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 substantive 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.

Letter grades will be assigned as follow: A-Excellent; B-Good; C-Average; D-Passing; F-Failing; I-Incomplete; V-Deferred Incomplete; S-Satisfactory; U-Unsatisfactory; N-No Grade (non-punitive); and X-Audit.

Grade points per semester hour are as follow: A-4; B-3; C-2; D-1; and F-0. Grades of "I-Incomplete" will change to "F-Failing" at the end of the next semester following the issuance of the grade if 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. No grades or transcripts will be released to or for students with incomplete records or outstanding fees, loans, or fines.

Incomplete 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. Furthermore, 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 FINAL EXAMINATION 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. A grade of "I" shall not be given as a mid-term progress grade.

When approved absences result in conditions wherein satisfactory course completion by the end of the next 16-week semester of enrollment is precluded, a deferred incomplete grade of "V" may be assigned by the teacher.

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 the next term (mandatory completion time for "I" grades). A grade of "V" may be awarded according to conditions stated above.

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 courses are approved for granting of "N" grades: College Preparatory Mathematics; College Preparatory Algebra; College Preparatory Reading; College Preparatory English, and XXX 2690 Adult General Education/Vocational Preparatory.

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

"S" and "U" grades shall be awarded to students in all college preparatory non-college-credit classes except where A-F system grades are required for high school credits or for other justifiable reasons. Non-college-credit courses in which the issuance of the required grades other than S or U are to occur shall be approved in advance, individually, by the Dean of Instruction based on appropriate written justification.

Withdrawals

1. **Before** the end of the tenth week of the Fall and Spring Semesters, the seventh week for the Summer Semester, and the fourth week for Terms I and II, but **after** the drop/add 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. Withdrawals are also authorized for 8-week and other short classes up to the third College workday beyond the class mid-point.

2. **After** the end of the tenth week for the Fall and Spring Semesters, the seventh week for the Summer Semester, and the fourth 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. (SEE THE ABOVE FOR WITHDRAWAL WITHOUT "F" GRADES.)



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 both to full-time and to part-time college-credit 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) cumulative semester hours) the cumulative grade-point average will not be computed for honors or substandard academic performance until the student has attempted a minimum of twelve (12) cumulative semester hours and then each twelve (12) hours thereafter.

Superior Scholastic 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 (or part-time students for each cumulative twelve hours) 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 (or part-time students for each cumulative twelve hours) 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 as well as any cumulative academic work from prior institutions of higher education.

Good Standing. A student is considered in good standing academically so long as he/she maintains the appropriate cumulative grade point average (GPA) specified in the following schedule of satisfactory academic progress and while on academic probation. Students on academic suspension are *not* considered to be in good standing:

| Credit Hours Attempted | Minimum Required GPA |
|------------------------|----------------------|
| 12 | 1.50 |
| 24 | 1.70 |
| 36 | 1.80 |
| 48 | 1.90 |
| 60 or over | 2.00 |

Substandard Academic Performance. When the quality of a student's work is substandard, the College is obligated to initiate restrictions relative to further studies in order to apprise that student of the serious nature of his/her academic status. For these reasons, the following regulations pertain with respect to academic probation and suspension:

Academic Probation. Any student who fails to maintain the appropriate grade-point average specified in the schedule listed above under "Good Standing" shall be placed on Academic Probation. This requirement is based on the fact that a student, in order to graduate from this College, must attain a cumulative grade-point average of not less than 2.0 ("C") on all college-level work attempted—including all work at Okaloosa-Walton Junior College and the total of work at OWJC plus work from any previously attended institutions of higher education which is transferred in. *All* work at previous institutions of higher education will be counted, *not* just selected courses. Consequently, the College feels the necessity for apprising students of any shortages of grade points with respect to these standards. The record of any student who fails to meet these standards shall be stamped, "Academic Probation."

IT IS STRONGLY RECOMMENDED THAT A STUDENT ON ACADEMIC PROBATION CONTACT HIS/HER FACULTY ADVISOR OR A COUNSELOR WITH REGARD TO ENROLLING IN DEVELOPMENTAL, COLLEGE PREPARATORY, VOCATIONAL PREPARATORY, COMPENSATORY, OR SPECIFIED NON-CREDIT COURSES IN ORDER TO CORRECT AREAS OF DEFICIENCY.

To be removed from academic probation, a student must increase his/her cumulative grade-point average for all work attempted to at least the level specified in the Schedule of Satisfactory Academic Progress.

Academic Suspension. A student who has been on academic probation two consecutive semesters shall be considered to be making unsatisfactory progress and will be suspended for a minimum of one semester. For the student whose record necessitates academic suspension, the entry "Academic Suspension for a Minimum of One Semester" shall be stamped on his/her permanent record.

Any full-time student (or part-time student who has accumulated 12 credits) who fails all of his/her courses in his/her academic work shall be suspended for a minimum of one semester.

IT IS STRONGLY RECOMMENDED THAT A STUDENT PETITION FOR ENROLMENT IN CERTAIN AUTHORIZED DEVELOPMENTAL, COLLEGE PREPARATORY, VOCATIONAL PREPARATORY, COMPENSATORY, OR SPECIFIED NON-CREDIT COURSES DURING THE SEMESTER OF SUSPENSION IN ORDER TO STRENGTHEN THE AREAS OF DEFICIENCY. ALSO, SUCH STUDENTS SHOULD SEEK COUNSELING ASSISTANCE REGARDING THE APPROPRIATENESS OF THEIR OBJECTIVES.

Readmission. To be re-admitted to Okaloosa-Walton Junior College following academic suspension, it is necessary for a standard re-admission form to be submitted to the Admissions Counselor. (The form for this purpose is available in the Admissions Office, at the OWJC Egin and Hurlburt Offices, at the OWJC/UWF Fort Walton Beach Center, and at the OWJC Chautauqua Neighborhood Center in DeFuniak Springs.) Approval of such requests is most frequently granted after one semester, or quarter, out of college unless the prognosis for academic success is especially poor or there are conditions other than academic status involved. Students re-entering after suspension will be placed on academic probation and will be subject to the rules pertaining to substandard academic performance.

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 grades 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 for credit. Only the credit from the most recent attempt at these courses will be used in the computation of the final grade point average (GPA). A student may not repeat a course for credit 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. Repeated courses are honored by State universities in Florida upon completion of the A.A. Degree.

COLLEGE LEVEL ACADEMIC SKILLS TEST

The State of Florida has developed a test of college-level communication and computation skills called the *College Level Academic Skills Test (CLAST)*. The CLAST is designed to test the communication and computation skills that are judged by State university and community college faculty to be generally associated with successful performance in higher education. Administration of the test to all students seeking an Associate of Arts degree is required by Florida Statutes and by Administrative Rules of the State Board of Education.

The CLAST is administered toward the end of the sophomore year to community college students who are completing Associate of Arts degree programs *or who are otherwise seeking admission to upper division programs in state universities in Florida. Only students who pass all four (4) parts of the CLAST can legally be awarded the Associate of Arts degree.* Further, only students who have passed all four (4) subtests within the CLAST can be unconditionally admitted to the upper divisions of the Senior University System of Florida.

*NOTE: Students on V.A. Benefits should be aware that the Veterans Administration WILL NOT PAY for a repeated course in which a grade of "D" or better has been earned.

**NOTE: GPA's are NOT changed for courses repeated after a student receives an AA Degree (Per Articulation Agreement).

Any admission to upper division status in state universities in Florida without the incoming transfer student having passed all four (4) subtests will be on a conditional basis, such that the student may take only a limited number of courses until such time as he/she successfully passes all four subtests of the CLAST. (Currently, students passing three out of the four subtests of CLAST may enroll for up to 36 semester hours of coursework, by which time they will have had to pass the fourth subtest before being allowed to continue further.) The CLAST requirements also apply to students transferring to the upper divisions of public universities in Florida from private institutions in Florida and from out-of-state colleges and universities.

As required by statutes, the State Board of Education has established minimum CLAST score standards for the award of the Associate of Arts degree and for admission to upper division status in state universities in Florida. *For 1985-86, the minimum passing scores for the CLAST subtests are as follow: Reading 260, Writing 265, Computation 260, and Essay 4.*

The Office of the Dean of Student Services (678-5111, Ext. 327) provides information on how and when to apply to take the CLAST. In addition, the Office of the Dean of Student Services can provide a list of CLAST skills and identify where the communication and computation skills are taught in the curriculum.

THE CLAST TEST WILL BE GIVEN ON JUNE 1, 1985; OCTOBER 5, 1985; MARCH 8, 1985; AND JUNE 7, 1986. NOTICES REGARDING CLAST APPLICATION DEADLINES ARE PUBLISHED IN THE COLLEGE CALENDAR AND IN THE OWJC BULLETIN.

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.* It is the student's responsibility to make sure that all requirements for graduation have been met; if the student is in doubt about course requirements; the academic advisor should be contacted before each registration. Students should be sure to check with their faculty advisor during their *next to last semester* to ensure that all graduation requirements will be met by the end of the next semester. Participation in graduation exercises is expected of all graduates.

1. Students must have a total of 64 semester hours for graduation, including a minimum of 42 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; (16 semester hours of General Education courses for the Associate of Science Degree Applied Science Options). 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. Students must make formal application for graduation and *if seeking an A.A. Degree, (or planning transfer with an AS Degree) apply for the College Level Academic Skills Test on the proper forms* furnished by the Registrar and *must meet the deadlines* designated in the College calendar which appear in the College catalog. In order to receive an A.A. Degree a student *must pass all four (4) subtests of the CLAST.*

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 request submitted to the Registrar and approved by the Dean of Instruction.
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 regionally-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 ARE 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 follow:

- HSC 1400 - First Aid
- HSC 1000 - Personal and Community Health
- LEI 2330C- Camp Counseling
- LEI 1000 - Introduction to Recreation
- PET 1000 - Introduction to Physical Education
- EMS 1065 - CPR
- PEM 1100 - Fitness Concepts



CREDIT BY ALTERNATIVE MEANS

Students may earn a maximum of 45 college credits through a combination of non-traditional sources as listed below:

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

CLEP General Examination: Students may earn up to 30 semester hours of credit by passing the College-Level General Examinations at the National 50th percentile or better based upon the combined Male/Female Sophomore Norms. Students may not attempt credit by examination if they have earned six or more semester credits with a grade of "C" or better in courses whose content includes materials similar to the materials to be covered in the test. This rule also applies to courses taken at the upper level in a senior university as well as the junior college level courses. If a student has earned fewer than six semester credits in such courses they will be awarded the difference between the number of semester hours earned and the six semester hours. Students must take the 90-minute examinations. In addition, the English portion requires the written essay be taken in order for credit to be awarded.

CLEP CREDITS FOR MATHEMATICS AND ENGLISH: CLEP credits awarded Fall Semester 1982 or later and based on general and subject examinations in English and humanities will be accepted as elective credit. This elective credit can be used toward fulfillment of the English and humanities requirements at OWJC when the student satisfies the 6000 word writing requirement mandated for English and humanities courses by State Board Rule 6A-10.30. The student can satisfy this rule by enrolling in ENG 1001 Research Papers, 1 semester hours (one enrollment for each 3 semester hours awarded in English and humanities); a grade of "C" or higher must be earned in each enrolment of the Research Papers courses to satisfy the general education writing requirements. This course may be repeated as needed to fulfill the total writing requirement.

In mathematics, students will be able to receive credit for Intermediate Algebra through general examination. For College Algebra or higher, credits are awarded on the basis of subject examination only.

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 an examination in the area in which credit is being sought. Designated courses that can be completed through a Comprehensive Examination are on file in the Office of the Dean of Instruction.

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

1. Be admitted to OWJC.
2. Complete necessary application for Comprehensive Course Examination form, securing the signature of the appropriate Department Chair (setting date for examination) and the Dean of Instruction.
3. After Item 2, present form to Comptroller's office and pay examination fee (one-half of registration/tuition fee for course, excluding lab fee) returning form after payment of fee to the Office of the Dean of Instruction. Examination or testing fee may be paid anytime after the end of late registration through the mid-point of the semester. (Deadline date for payment of examination or testing fee is published in semester schedule each semester.)
4. Complete examination on date scheduled. Examination date must precede a date two weeks following deadline for application for taking comprehensive examinations (The deadline date for application for Comprehensive Examination and payment of fee for comprehensive examination credit is published in the College Calendar and in the class schedule each semester).
5. Pay fee equal to the registration/tuition fee for the course (excluding the lab fee) minus the testing fee, if a grade of A, B, or C is made on the course examination and credit is wanted. This fee must be paid before the deadline for payment of fees for Comprehensive Examination Credit. (Deadline date is published in the College Calendar and/or class schedule each semester).

Comprehensive Course Examinations will be administered by the Department Chair or his/her representative. A Comprehensive Course Examination in a particular course may not be taken more than one time for a designated course.

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 if all fees are paid within deadlines stated.

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 9 semester hours of credit for correspondence and/or extension courses may be transferred from a college or university accredited by the appropriate regional accrediting association. These hours may include, but not be in addition to, the credits available through the Servicemen's Opportunity College Program.

Occupational Competency Testing: Students with extensive on-the-job work experience and/or other non-certified training may receive 30 semester hours credit at OWJC upon successful completion of occupational competency examinations as administered by the Occupational Testing Center at the University of South Florida, Tampa. Such credits will be awarded in all curricula where OWJC offers A.S. Degrees, contingent upon the person completing the remaining credits AT OKALOOSA-WALTON JUNIOR COLLEGE which are required for program completion.

Departmental Competency Testing: Students who have completed a diploma or certificate from an accredited vocational or technical school at less than the college level may receive up to 12 semester hours of credit in a related vocational program at OWJC. Credit is awarded based on the student's performance on departmental competency tests and the recommendation of the department chair to the Dean of Instruction. There is no charge for the competency tests.

The A.S. Degree at OWJC requires 38 semester hours in a specialization, and the A.S. Degree, Applied Science Options require 48 semester hours in a specialization. The 30 semester hours that may be received through testing may not apply toward the last 8 hours for the A.S. and last 18 hours for the Applied Science Options normally taken by students enrolling for all courses in their program at OWJC. Students requesting credit through competency testing will prepare a program planning form in cooperation with the appropriate department chair to select the general education courses and the final occupational credits required for the degree (64 semester hours, total).

- Who may apply:** Persons who are currently employed as industrial-technical instructors, students who are pursuing fulfillment of their first 64 semester hours of college-level studies leading toward an industrial-technical teacher education degree in the State University System, and persons who desire State Certification as an instructor in industrial-technical education.
- How to apply:** Applications should be submitted directly to the Occupational Testing Center, University of South Florida, FAO 226, Tampa, FL 33620. Forms, test dates, location, fees and other information should be requested from USF at the above address or call long distance (813/974-2100).
- How to receive credit:** Request the USF Testing Center to send a report of the competency exams *direct* to the Registrar at OWJC; apply for admission to OWJC if not already enrolled; request an advisor to complete a program planning form which will specify the advanced courses required for completing the A.S. Degree; enroll for and complete the specified courses with a "C" or higher grade average (minimum 2.0 GPA); and apply for graduation. NOTE: Competency credits will not be fulfilled until the application for graduation has been submitted and approved.

CLEP Subject Examinations: Students may earn college credits in the Subject Examinations listed below provided they have not completed a college-level degree-credit course with a "C" or better which is higher than or equivalent to the subject matter examination they plan to take.

Subject Examinations

Accounting, Introduction

American Education, History of

American Government

American History

American Literature

*** Biology**

Business Law, Introduction

Business Management, Introduction to

Calculus w/Elementary Functions

Chemistry, General

College Algebra

*** College Composition (w/Essay)**

Computer Programming Elem Fortran IV

Educational Psychology

Macro Economics, Introductory

Micro Economics, Introductory

Micro and Macro Economics, Introductory

Human Growth and Development

Marketing, Introductory and Money and Banking

Microbiology

Psychology, General

Sociology, Introductory

Statistics

Trigonometry

Western Civilization

College French

Second Semester

Fourth Semester

College German

Second Semester

Fourth Semester

College Spanish

Second Semester

Fourth Semester

Students attempting to earn credit by examination should contact the Office of the Registrar to determine first their eligibility for credit in accordance with FAC Rule 6A-10.24. All credit awarded will be posted on the student record.

Some institutions do not award credit for CLEP Examinations. It is the student's responsibility to contact any institution to which he/she expects to transfer in order to determine if that institution will accept for transfer the CLEP credits earned.

*Students may not receive credits for both Biology or English Composition on the Subject Examination and credit in the same areas in the General Examination.

Servicemember's Opportunity College (Active-Duty Personnel): Okaloosa-Walton Junior College subscribes to the principles of the Servicemember's Opportunity College concept and has established flexible policies including credits and/or course waivers based on CLEP, DANTES/USAFI, CASE Guide, and "challenge" examinations 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 Services Officer, for complete details regarding the Servicemember's Opportunity College Program.

Transfer Credits: Course work with a grade of "C" or above from a college or university accredited by the appropriate regional accrediting association will be accepted. A grade of "D" from properly accredited institutions of higher education will be accepted only on a provisional basis contingent upon the attainment of an academic record at Okaloosa-Walton Junior College which compensates for the grade-point deficiency involved. The acceptability of college courses for transfer credit at Okaloosa-Walton Junior College shall be at the discretion of the Registrar in conjunction with the chairman of the department involved.

CREDITS FOR ARMED SERVICES SCHOOLS AND MILITARY TRAINING: Credits resulting from classroom-type instruction (i.e., excluding on-the-job training and correspondence-type courses) at U.S. Air Force Schools will be evaluated as stated on the official transcripts issued by the Community College of the Air Force. Credits for occupational, vocational-technical courses will apply only toward an A.S. Degree, or Occupational Certificate. Credits for classroom instruction from military schools other than the U.S. Air Force (U.S. Army, U.S. Coast Guard, U.S. Marine Corps, and U.S. Navy) will be evaluated by the OWJC Registrar according to the ACE Guide. DANTES/USAFI credits will be evaluated by the OWJC Registrar according to the DANTES Guide.

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 faculty advisor. Faculty advisors and counselors, available to all students, will gladly assist in planning and coordinating college programs to facilitate smooth transfers to a senior institution. Liaison representatives from the respective public senior universities in Florida, also, are eager to assist our students. Their names are available from the Office of the Dean of Student Services or from the College Counselors.

It is desirable, in the opinion of our 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.

STUDENTS PLANNING ON RECEIVING AN AA DEGREE OR ON TRANSFERRING TO THE UPPER DIVISION OF A STATE UNIVERSITY IN FLORIDA MUST HAVE TAKEN THE COLLEGE-LEVEL ACADEMIC SKILLS TEST (CLAST). (SEE INFORMATION REGARDING DETAILS ABOUT PASSING OF CLAST AND ITS RELATIONSHIP TO GRADUATION AND TO TRANSFERS TO AN UPPER DIVISION OF THE SENIOR UNIVERSITY SYSTEM OF FLORIDA ON PAGE 49).

VETERANS' EDUCATIONAL BENEFITS

The College is certified for training by the State Approving Agency under the various veterans' training laws. Veterans planning to enroll at OWJC should consult with the Veterans Affairs Office well in advance of registering. The veteran must complete a special form (available in the Veterans 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. Veterans attending the College under Public Law 894 (disabled veterans) who have 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 | Full-time |
| 9-11 semester hours | 3/4-time |
| 6-8 semester hours | 1/2-time |

For the Summer Semester and Terms I and II, training time is computed differently: The V.A. determines credits for summer course work each year and notifies the College accordingly. Veterans are advised to contact the Coordinator of Veterans Affairs in the Registrar's Office before registering for Summer Semester and Summer Term classes, to determine training status.

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 receive V.A. benefits should notify the OWJC Coordinator of Veterans Affairs 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 should contact the Coordinator of Veterans Affairs in the Registrar's Office.

VETERANS FEE DEFERMENT POLICY

Any eligible veteran or other person who wishes to pursue an approved program of education or training, (within the meaning of Chapter 32, 34 or 35, Title 38, United States Code) at Okaloosa-Walton Junior College and who meets the conditions stated in 240.345(2)(b)1 shall in his/her first term of enrollment in any given fiscal year be granted upon his/her request a sixty (60) day deferment for full payment of his/her fees from the last date to pay fees provided that the period of deferment shall not extend beyond ten (10) days before the end of the term for which eligible persons are registered.

Deferment of payment of fees for eligible persons, above, in any enrollment period subsequent to the first one in any fiscal year is not authorized, except that an eligible person (as defined above) who can document a substantial, unique financial hardship may petition the Financial Aid Office to seek special consideration for a sixty (60) day deferment which must have the approval of the Financial Aid Officer, the Veterans Affairs Counselor, and the Comptroller before being committed or granted.

Under no circumstances shall any person be allowed to enroll or re-enroll at OWJC who has failed to pay any prior fee deferment--within the meaning of 240.345(2)(b)1--at OWJC or at any other educational institution.



PROGRAMS

Okaloosa-Walton Junior College offers two basic degrees which students may pursue for the purpose of completing specific goals: A.A. Degree and the A.S. Degree, including Applied Science Options. In addition, the College offers occupational certificates and other educational and community services in an attempt to provide total educational opportunities for the community.

The *Associate of Arts Degree* 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.

Within the Associate of Science Degree, the *Applied Science Options* provide the student with college-credit curricula not designed for transfer but designed to provide occupational skills required for employment and for mid-management advancements.

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

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.

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 a bachelor's degree program. **SIXTY-FOUR (64) HOURS ARE 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 normally 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 42 semester hours of academic credit in the areas of communications, humanities, social sciences, mathematics, sciences, and physical education, as follow:

*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.

NOTE-----NOTE-----NOTE-----NOTE-----NOTE

FAC Rules mandate completion of the following actions by all Associate of Arts students prior to receipt of an Associate of Arts degree:

1. **TAKING OF THE COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST).** Students graduating with an Associate of Arts degree are required to take the CLAST according to the schedule as listed in the Calendar of Instructional Activities in this catalog and to earn passing scores in the categories of (a) essay 4, (b) writing 265, (c) reading 260, and (d) computation 260.
2. **TWELVE (12) SEMESTER HOURS WITHIN SPECIFIED COURSES** which require at least six thousand (6,000) words of written work per course. This requirement is met by passing with a "C" or better grade twelve (12) hours of required English and humanities selected from the courses listed in bold face print under General Education Requirements for the Associate of Arts Degree.*
3. **SIX (6) SEMESTER HOURS OF MATHEMATICS** courses at the level of college algebra or higher. This requirement is met by passing with a "C" or better grade the six (6) hours of required mathematics listed under General Education Requirements for the Associate of Arts Degree.*
4. **SLS 1101 (COMPASS)** is a required course for all entering, full-time (12 credits), A.A. students. Part-time A.A. students must take this course in the semester they are enrolled in their twelfth credit.

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

| | Sem. Hrs. | Course Selections |
|-----------------------------|------------------|---|
| Biological Science | 4-8 | APB 1150 or BOT 1010C or ZOO 1010C or PCB 2023 or APB 1150C AND APB 1151C |
| Communications Skills | 9* | ENC 1101/1102 |
| Humanities | 6* | HUM 1020 or ARH 1000 or MUH 1011; ARH 2050-ARH 2051 or PHI 2010 or REL 2300 or LIT 1100 or LIT 2090, THE 2000 |
| Mathematics | 6*** | MAT 1033, MAC 1104, MAC 1114, MAC 1154, MAC 1411, MAC 1412, MAC 1413, MAC 2233, MAP 2302, MAS 2103 |
| Physical Education | 4 | Any designated activity course. No more than 4 semester hours in activity courses may be included in the 64 hours for the degree. |
| Electives | 6 | SPC 1600, COC 1020, foreign language, or others as listed on the following page. |
| Physical Science | 4-8 | CHM 1020 or GLY 1000 or MET 1010/OCE 1005, PSC 1321, CHM 1045/1046 or PHY 2048/2049 or PHY 1053/1054 |
| Social Science | 6 | AMH 2010/2020 or WOH 1012/1022 or POS 1041/1042 or AMH 1041 or POT 1002, or WOH 2240 or INR 2002 or PSY 2012 and SYG 2000 |

*Communications and humanities courses listed on this page meet the 6000 word writing assignment as required by FAC Rule 6A-10.30. Transfer credits earned at another institution in Fall 1982 or later in these courses (minimum grade of "C") must be accompanied by an affidavit (or one must be provided before credit will be granted) attesting to the total words written in each course; if less than 6000 words per course, the transfer credits will be awarded contingent upon successful completion of the balance of the required work through enrollment in ENG 1001 Research Papers, 1 semester hour credit, up to 6000 word writing assignment per credit with a minimum grade of "C." The Research Papers course may be repeated as needed to fulfill the writing requirements of FAC Rule 6A-10.30 (effective Fall 1982 for students enrolled in State of Florida University or Community College Systems).

**If a student believes he/she already possesses the knowledge to be gained from taking any of the above courses, he/she is invited to refer to the information on Comprehensive Examination and other non-traditional options as an accelerated means for meeting this requirement (see index for page number).

***Mathematics courses listed on this page meet the mathematics requirements for FAC Rule 6A-10.30, and credits earned in the Fall Semester of 1982 or later at OWJC or by transfer shall be based on a minimum grade of "C."

General Education Electives. Students who complete the minimum General Education sequence with less than 42 semester hours will have to complete sufficient additional hours from the general education courses previously listed or from the following list of general education electives to reach the 42 semester hours required. In some specializations, specific general education courses are designated and shall be chosen as specifically indicated (exclusive of College Preparatory courses).

| | |
|--|-------------------------|
| COC 1020 | Computer Literacy |
| ECO 2013 | Economics I |
| ECO 2023 | Economics II |
| ENC 1001 | English Fundamentals |
| LIT 1201 | Approach to Literature |
| LIT 2164 | Contemporary Literature |
| SPC 1600 | Speech |
| CHM 2210C | Organic Chemistry I |
| Foreign Language -- Any college-credit foreign language course.* | |

MATH--Any degree-credit Math Department courses except:

| | |
|----------|---------------------|
| MAT 2905 | Tutorial |
| MAT 2949 | Directed Work Study |
| MGF 1113 | Contemporary Math |

BIOLOGY--Any college-credit Biology Department course except:

| | |
|----------|---------------------|
| BSC 2946 | Directed Work Study |
| XXX 8299 | Tutorial |

Areas of Emphasis: In addition to the required 42 semester hours of General Education, each student must complete an additional 22 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 22 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.*

CUSTOM DESIGNED ASSOCIATE OF ARTS DEGREE PROGRAM

Specialized custom programs designed to permit planning of individually-developed curricula to satisfy the first two-year requirements of specialized four-year degree programs.

Students seeking a specialized, custom designed program may request approval by the Dean of Instruction and Department Chairman of any of the following disciplines of a specially designed sequence which, with the General Education sequence, will meet degree requirements: Biological Science; Business; Communications; Humanities and the Arts; Mathematics; Physical Education; Physical Science; and Social Science.

*The RAISE BILL enacted by the Florida Legislature states that beginning Fall, 1987, FOREIGN LANGUAGE CREDITS will be required prior to being admitted to a STATE UNIVERSITY (two years of foreign language in high school or two semesters of foreign language at a community college).

ASSOCIATE OF ARTS DEGREES BIOLOGY DEPARTMENT

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

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | Sem. Hrs. |
|---|-----------|
| CHM 1045C College Chemistry I | 4 |
| CHM 1046C College Chemistry II | 4 |
| PCB 2023 Cell Biology | 4 |
| ZOO 1010C Zoology | 4 |
| Specialization Courses | |
| Foreign Language | 6 |
| CHM 2210C Organic Chemistry I | 4 |
| CHM 2211C Organic Chemistry II | 4 |
| ZOO 2713C Comparative Vertebrate Anatomy | 4 |
| BOT 1010C Botany | 4 |
| MAC 1411 Calculus I | 4 |
| MCB 2013C Microbiology | 4 |
| PHY 2048C* College Physics I | 4 |
| PHY 2049C* College Physics II | 4 |
| PHY 1053C* Physics I | 4 |
| PHY 1054C* Physics II | 4 |

*Depending upon university/medical school requirements.

AREA OF EMPHASIS: Medical Technology*

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | Sem. Hrs. |
|--|-----------|
| CHM 1045C College Chemistry I | 4 |
| CHM 1046C College Chemistry II | 4 |
| PCB 2023 Cell Biology | 4 |
| ZOO 1010C Zoology | 4 |
| Specialization Courses | |
| APB 1200C Anatomy and Physiology I | 3 |
| APB 1201C Anatomy and Physiology II | 3 |
| MCB 2013C Microbiology | 4 |
| BOT 1010C Botany | 4 |
| BCH 2023 Elementary Biochemistry | 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.

AREA OF EMPHASIS: Pre-Pharmacy*

General Education courses selected from those listed for AA Degree on page 61.

| General Education Courses | | Sem. Hrs. |
|---------------------------|----------------------|-----------|
| MAC 1114 | Trigonometry | 3 |
| CHM 1045C | College Chemistry I | 4 |
| CHM 1046C | College Chemistry II | 4 |
| BOT 1010C | Botany | 4 |
| Z001010C | Zoology | 4 |

Specialization Courses

| | | |
|-----------|-------------------------|---|
| | Foreign Language | 6 |
| MAC 1411 | Calculus I | 4 |
| CHM 2210C | Organic Chemistry I | 4 |
| CHM 2211C | Organic Chemistry II | 4 |
| PCB 2023 | Cell Biology | 4 |
| MCB 2013C | Microbiology or | 4 |
| BCH 2033 | Elementary Biochemistry | 4 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

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

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | | Sem. Hrs. |
|------------------------------------|----------------------|-----------|
| MAC 1114 | Trigonometry | 3 |
| CHM 1045C | College Chemistry I | 4 |
| CHM 1046C | College Chemistry II | 4 |
| BOT 1010C | Botany | 4 |
| Z00 1010C | Zoology | 4 |

Specialization Courses

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

Select one course from the following:

| | | |
|-----------|-------------------------|---|
| MCB 2013C | Microbiology | 4 |
| BCH 2023 | Elementary Biochemistry | 4 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Pre-Nursing* & Physical Therapy

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | | Sem. Hrs. |
|------------------------------------|------------------------------|-----------|
| SPC 1600 | Speech | 3 |
| SYG 2000 | Sociology | 3 |
| CHM 1045C | College Chemistry I | 4 |
| CHM 1046C | College Chemistry II | 4 |
| PCB 2023 | Cell Biology | 4 |
| ZOO 1010C | Zoology | 4 |
| Specialization Courses | | |
| APB 1200C | Anatomy and Physiology I | 3 |
| APB 1201C | Anatomy and Physiology II | 3 |
| HUN 2001 | Nutrition | 3 |
| DEP 2004 | Human Growth and Development | 3 |
| PSY 2012 | Psychology | 3 |
| APB 1231C | Introductory Microbiology | 4 |

*The proper selection of courses in this program is very important; therefore, any student planning to major in nursing at a junior or 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, in cooperation with a faculty advisor.

BUSINESS DEPARTMENT**

AREAS OF EMPHASIS: Banking*

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | | Sem. Hrs. |
|------------------------------------|-------------------------------|-----------|
| ECO 2013 | Economics I | 3 |
| ECO 2023 | Economics II | 3 |
| Specialization Courses | | |
| BAN 1110 | Principles of Bank Operations | 3 |
| ACG 2001 | Accounting I | 3 |
| ACG 2011 | Accounting II | 3 |
| BUL 2111 | Business Law I | 3 |
| BUL 2112 | Business Law II | 3 |
| FIN 2230 | Money and Banking | 3 |
| BAN 2240 | Installment Credit | 3 |
| BAN 2900 | Directed Study in Banking | 1 |
| COC 1020 | Computer Literacy | 3 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

**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 Administration***

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | | Sem. Hrs. |
|---|--------------------------|------------------|
| ECO 2013 | Economics I | 3 |
| ECO 2023 | Economics II | 3 |
| SPC 1600 | Speech | 3 |
| Specialization Courses | | |
| COC 1020 | Computer Literacy | 3 |
| ACG 2001 | Accounting I | 3 |
| ACG 2011 | Accounting II | 3 |
| STA 1014 | Statistics | 3 |
| MAC 2233 | Business Calculus | 3 |
| *Electives | | |
| BUL 2111 | Business Law I | 3 |
| BUL 2112 | Business Law II | 3 |
| MAN 2021 | Management | 3 |
| MAN 2100 | Human Relations | 3 |
| MAR 2151 | Retail Management | 3 |
| SES 2335 | Business Communication | 3 |
| GEB 1011 | Introduction to Business | 3 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: **Business Data Processing***

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | | Sem. Hrs. |
|---|-------------------------------------|------------------|
| ECO 2013 | Economics I | 3 |
| ECO 2023 | Economics II | 3 |
| Specialization Courses | | |
| STA 1014 | Statistics | 3 |
| ACG 2001 | Accounting I | 3 |
| ACG 2021 | Accounting II | 3 |
| CRM 1020 | Data Processing Concepts | 3 |
| COC 1120 | Programming Logic and Documentation | 4 |
| COP 2170 | BASIC Language Programming | 4 |
| COP 2120 | COBOL Programming | 4 |
| COP 2110 | FORTRAN Programming | 4 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Business Teacher Education*

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | | Sem. Hrs. |
|------------------------------------|--|-----------|
| ECO 2013 | Economics I | 3 |
| ECO 2023 | Economics II | 3 |
| MAC 2233 | Business Calculus | 3 |
| Specialization Courses | | |
| SES 1110 | Typewriting II | 2 |
| SES 2120 | Typewriting III | 2 |
| SES 1211 | Dictation | 3 |
| STA 1014 | Statistics | 3 |
| ACG 2001 | Accounting I | 3 |
| ACG 2011 | Accounting II | 3 |
| BUL 2111 | Business Law or SES 2335 Business Communications or MTB 1103 Business Math | 3 |
| SES 2212 | Transcription | 3 |
| EDF 1005 | Introduction to Education | 3 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Marketing*

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | | Sem. Hrs. |
|------------------------------------|-----------------------------|-----------|
| ECO 2013 | Economics I | 3 |
| ECO 2023 | Economics II | 3 |
| PSY 2012 | Psychology | 3 |
| MAC 2233 | Business Calculus | 3 |
| Specialization Courses | | |
| ACG 2001 | Accounting I | 3 |
| ACG 2011 | Accounting II | 3 |
| MAR 2011 | Introduction to Marketing | 3 |
| MAR 2101 | Salesmanship | 3 |
| MAR 2302 | Introduction to Advertising | 3 |
| MAR 2930** | Marketing Seminar I | 6 |
| MAR 2931** | Marketing Seminar II | |
| MAR 2933** | Marketing Seminar III | |
| STA 1014 | Statistics | 3 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

**Designed to offer a student directed studies in specialty 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 61.

| Specific General Education Courses | | Sem. Hrs. |
|------------------------------------|-------------------|-----------|
| ECO 2013 | Economics I | 3 |
| MAC 2233 | Business Calculus | 3 |

Specialization Courses

| | | |
|----------|-----------------------------|---|
| GEB 1011 | Introduction to Business | 3 |
| REE 1040 | Introduction to Real Estate | 3 |
| ACG 2001 | Accounting I | 3 |
| ACG 2011 | Accounting II | 3 |
| BUL 2111 | Business Law I | 3 |
| BUL 2112 | Business Law II | 3 |
| STA 1014 | Statistics | 3 |
| COC 1020 | Computer Literacy | 3 |

Business electives should be chosen from the following after consultation with the faculty advisor: SES 2335 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.

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Scientific Data Processing*

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | | Sem.Hrs. |
|------------------------------------|--------------------|----------|
| MAC 1411 | Calculus I | 4 |
| MAC 1412 | Calculus II | 4 |
| MAC 1413 | Calculus III | 4 |
| PHY 2048C | College Physics I | 4 |
| PHY 2049C | College Physics II | 4 |

Specialization Courses

| | | |
|----------|-------------------------------------|---|
| CRM 1020 | Data Processing Concepts | 3 |
| COC 1120 | Programming Logic and Documentation | 4 |
| COP 2170 | BASIC Language Programming | 4 |
| COP 2110 | FORTTRAN Programming | 4 |
| MAP 2302 | Differential Equations | 3 |
| MAS 2103 | Linear Algebra | 3 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

COMMUNICATIONS, HUMANITIES, AND THE ARTS DEPARTMENT

AREA OF EMPHASIS: Foreign Language*

General Education courses selected from those listed for AA Degree on page 61.

Specialization Courses (Select courses in one language to fulfill the 64 semester hours graduation requirements. Special programs in multiple languages may be developed in cooperation with the department.)

| Specific General Education Courses | Sem. Hrs. |
|---|-----------|
| French | |
| FRE 1100 French I | 3 |
| FRE 1101 French II | 3 |
| FRE 2200 French III | 3 |
| FRE 2201 French IV | 3 |
| FRE 2420 Advanced French Grammar and Composition I | 3 |
| FRE 2421 Advanced French Grammar and Composition II | 3 |
| FRE 2560 Contemporary France I | 3 |
| FRE 2561 Contemporary France II | 3 |
| FRE 2100 Introduction to French Literature I | 3 |
| FRE 2101 Introduction to French Literature II | 3 |
| German | |
| GER 1100 German I | 3 |
| GER 1101 German II | 3 |
| GER 2200 German III | 3 |
| GER 2201 German IV | 3 |
| GER 2250 Readings in Scientific German | 3 |
| GER 2420 Advanced German Grammar and Composition I | 3 |
| GER 2421 Advanced German Grammar and Composition II | 3 |
| GER 2500 German Civilization and Culture I | 3 |
| GER 2501 German Civilization and Culture II | 3 |
| GEW 2010 Introduction to German Literature I | 3 |
| GEW 2011 Introduction to German Literature II | 3 |
| Spanish | |
| SPN 1100 Spanish I | 3 |
| SPN 1101 Spanish II | 3 |
| SPN 2200 Spanish III | 3 |
| SPN 2201 Spanish IV | 3 |
| SPN 2202 The Contemporary Spanish-Speaking World | 3 |
| SPN 2300 Advanced Spanish Grammar and Composition I | 3 |
| SPN 2301 Advanced Spanish Grammar and Composition II | 3 |
| SPW 2100 Introduction to Spanish Literature I | 3 |
| SPW 2101 Introduction to Spanish II | 3 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Teacher Education - Elementary*

General Education courses selected from those listed for AA Degree on page 61.

| Specialization Courses | | Sem. Hrs. |
|------------------------|---|-----------|
| COC 1020 | Computer Literacy | 3 |
| DEP 2004 | Human Growth and Development | 3 |
| EDF 1005 | Introduction to Education | 3 |
| LIT 1100 | Approach to Literature | 3 |
| | or | |
| LIT 2090 | Contemporary Literature | 3 |
| MAE 1810 | Structure of Arithmetic for Elem Teachers | 3 |
| MAE 2816 | Informal Geometry for Elem Teachers | 3 |
| MUT 1001 | Fundamentals of Music | 3 |
| PSY 2012 | Psychology | 3 |
| SPC 1600 | Speech | 3 |

Recommended Electives

| | | |
|-------------------|--|---|
| CHD 1430 | Observing and Recording Child Behavior | 3 |
| Foreign Languages | | |
| Typewriting** | | |

*Each student must consult his or her academic advisor to select the appropriate basic and elective courses.

**Unless a student is already a competent typist, the development of typewriting skills is strongly recommended.

AREA OF EMPHASIS: Teacher Education-Secondary*

General Education courses selected from those listed for AA Degree on page 61.

| Specialization Courses | | Sem. Hrs. |
|------------------------|---------------------------|-----------|
| COC 1020 | Computer Literacy | 3 |
| EDF 1005 | Introduction to Education | 3 |
| EDP 2002** | Educational Psychology | 3 |
| LIT 1100 | Approach to Literature | 3 |
| | or | |
| LIT 2090 | Contemporary Literature | 3 |
| PSY 2012 | Psychology | 3 |
| SPC 1600 | Speech | 3 |

Recommended Electives

Foreign Languages
Typewriting***

*Each student must consult his or her academic advisor to select the appropriate basic and elective courses.

**Selected four-year institutions require this course to be taken after transfer.

***Unless a student is already a competent typist, the development of typewriting skills is strongly recommended.

AREA OF EMPHASIS: Art*

General Education courses selected from those listed for AA Degree on page 61.

| 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 1701C | Sculpture I | 3 |
| ART 1400C | Introductory Printmaking | 3 |
| ART 2510C | Painting I | 3 |
| ART 2520C | Painting II | 3 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Ministry*

General Education courses selected from those listed for AA Degree on page 61.

| Specialization Courses | | Sem. Hrs. |
|------------------------|-----------------------------------|-----------|
| PHI 2010 | Humanities - Philosophy | 3 |
| REL 2300 | Humanities - Comparative Religion | 3 |
| SPC 1600 | Speech | 3 |
| LIT 1201 | Approach to Literature | 3 |
| PSY 2012 | Psychology | 3 |
| SYG 2000 | Sociology | 3 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

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: Humanities*

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | | Sem. Hrs. |
|------------------------------------|-----------------------------------|-----------|
| HUM 1020 | Humanities - Introduction | 3 |
| PHI 2010 | Humanities - Philosophy | 3 |
| REL 2300 | Humanities - Comparative Religion | 3 |
| ARH 2050 | Art History Survey I | 3 |
| ARH 2051 | Art History Survey II | 3 |
| THE 2000 | Theatre | 3 |
| MUL 2111 | Music Literature I | 2 |
| MUL 2112 | Music Literature II | 2 |
| LIT 1201 | Approach to Literature (World) | 3 |

Other Specialization Courses

Electives as needed 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 1201C,
ART 1202C, ART 1400C, ART 1701C, ART 1115C, ART 2510C, ART 2520C.

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

HOME ECONOMICS DEPARTMENT

AREA OF EMPHASIS: Child Development*

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | | Sem. Hrs. |
|------------------------------------|-------------------|-----------|
| PSY 2012 | Psychology | 3 |
| SOC 2000 | Sociology | 3 |
| COC 1020 | Computer Literacy | 3 |

Specialization Courses:

| | | |
|----------|--|---|
| CHD 1220 | Child Growth and Development I | 3 |
| CHD 1230 | Child Growth and Development II | 3 |
| CHD 1430 | Observing and Recording Child Behavior | 3 |
| CHD 2432 | Curriculum for Young Children | 3 |
| HOE 1010 | Introduction to Home Economics | 3 |
| HUN 2410 | Child Nutrition and Health | 3 |
| or | | |
| HUN 2100 | Nutrition and Health | 3 |

*Students must see Consumer/Home Economics faculty advisor to select basic general education and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Consumer Economics/and Management*

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | | Sem. Hrs. |
|---|-------------------|------------------|
| ECO 2013 | Economics I | 3 |
| PSY 2012 | Psychology | 3 |
| SOC 2000 | Sociology | 3 |
| COC 1020 | Computer Literacy | 3 |

Specialization Courses:

| | | |
|----------|--------------------------------|---|
| COA 2100 | Consumer Education | 3 |
| HME 1200 | Home Management | 1 |
| HOE 1010 | Introduction to Home Economics | 3 |
| HUS 1400 | Peer Advising | 3 |
| MAN 2000 | Management | 3 |
| MAR 2011 | Marketing | 3 |
| BUL 2111 | Business Law | 3 |

*Students must see Consumer/Home Economics faculty advisor to select basic general education and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Fashion Merchandising and Design*

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | | Sem. Hrs. |
|---|-------------|------------------|
| PSY 2012 | Psychology | 3 |
| ECO 2013 | Economics I | 3 |

Fashion Merchandising - Specialization Courses

| | | |
|----------|---------------------------|---|
| ACC 2001 | Accounting I | 3 |
| CTE 1310 | Clothing Construction I | 3 |
| CTE 1401 | Textiles | 3 |
| COA 2100 | Consumer Education | 3 |
| MAR 2011 | Introduction to Marketing | 3 |
| MAR 2151 | Retail Management | 3 |
| MAR 2302 | Advertising | 3 |
| MAR 2101 | Salesmanship | 3 |

Fashion Design - Specialization Courses

| | | |
|-----------|--------------------------------|---|
| HOE 1010 | Introduction to Home Economics | 3 |
| CTE 1310 | Clothing Construction I | 3 |
| CTE 1743 | Clothing Construction II | 3 |
| CTE 1401 | Textiles | 3 |
| ART 1300 | Drawing I | 3 |
| ART 1201C | Design I | 3 |
| COA 2100 | Consumer Education | 3 |
| MAR 2011 | Introduction to Marketing | 3 |

*Student must see Consumer/Home Economics faculty advisor to select basic general and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Home Economics Education*

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | | Sem. Hrs. |
|------------------------------------|---------------------|-----------|
| ECO 2013 | Economics I | 3 |
| PSY 2012 | Psychology | 3 |
| CHM 1045C | College Chemistry I | 4 |

Specialization Courses

| | | |
|----------|--------------------------------|---|
| HOE 1010 | Introduction to Home Economics | 3 |
| COA 2100 | Consumer Education | 3 |
| HUN 2001 | Nutrition | 3 |
| CTE 1310 | Clothing Construction I | 3 |
| CHD 1220 | Child Growth and Development I | 3 |
| HHD 2110 | Home Planning and Furnishings | 3 |
| FSS 1210 | Family Meal Planning | 3 |

*Students must see Consumer/Home Economics faculty advisor to select basic general education and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Foods and Nutrition*

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | | Sem. Hrs. |
|------------------------------------|---------------------|-----------|
| PSY 2012 | Psychology | 3 |
| CHM 1045C | College Chemistry I | 4 |
| PCB 2023 | Cell Biology | 4 |
| COC 1020 | Computer Literacy | 3 |

Dietetics - Specialization Courses

| | | |
|-----------|--------------------------------|---|
| HUN 2001 | Nutrition | 3 |
| APB 1200C | Human Anatomy and Physiology | 4 |
| COA 2100 | Consumer Education | 3 |
| MAN 2000 | Management | 3 |
| HOE 1010 | Introduction to Home Economics | 3 |

Food Science - Specialization Courses

| | | |
|----------|--------------------------------|---|
| HUN 2001 | Nutrition | 3 |
| HOE 1010 | Introduction to Home Economics | 3 |
| MAC 1114 | Trigonometry | 3 |
| MAC 1154 | Analytic Geometry | 3 |
| MAC 1411 | Calculus I | 3 |

*Students must see Consumer/Home Economics faculty advisor to select basic general education and elective courses for the degree total of 64 hours.

AREA OF EMPHASIS: Human Development/Family Relations*

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | | Sem. Hrs. |
|------------------------------------|--|-----------|
| PSY 2012 | Psychology | 3 |
| SOC 2000 | Sociology | 3 |
| COC 1020 | Computer Literacy | 3 |
| Specialization Courses: | | |
| CHD 1229 | Child Growth and Development I | 3 |
| CHD 1430 | Observing and Recording Child Behavior | 3 |
| FAD 1123 | Adults in Changing Society | 3 |
| HUS 1400 | Peer Advising | 3 |
| COA 2100 | Consumer Education | 3 |
| HUN 2001 | Nutrition or | |
| HUN 2410 | Child Nutrition and Health | 3 |
| FAD 2310 | Adult and Elderly Care | 3 |
| HOE 1010 | Introduction to Home Economics | 3 |

*Students must see Consumer/Home Economics faculty advisor to select basic general education and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Housing and Interior Design*

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | | Sem. Hrs. |
|------------------------------------|--------------------------------|-----------|
| PSY 2012 | Psychology | 3 |
| SOC 2000 | Sociology | 3 |
| ECO 2013 | Economics I | 3 |
| ARH 2050 | Art History Survey I | 3 |
| ARH 2051 | Art History Survey II | 3 |
| Specialization Courses: | | |
| HOE 1010 | Introduction to Home Economics | 3 |
| COA 2100 | Consumer Education | 3 |
| HHD 2110 | Home Planning and Furnishings | 3 |
| CTE 1301 | Textiles | 3 |
| ARC 1201C | Design I | 3 |
| ART 1300 | Drawing | 3 |
| ARC 2121C | Architectural Drafting | 6 |

*Students must see Consumer/Home Economics faculty advisor to select basic General Education and elective courses for the degree total of 64 semester hours.

MATHEMATICS DEPARTMENT

AREA OF EMPHASIS: Engineering*

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | | Sem.Hrs. |
|------------------------------------|-----------------------|----------|
| MAC 1411** | Calculus | 4 |
| CHM 1045C | College Chemistry I | 4 |
| CHM 1046C | College Chemistry II | 4 |
| PHY 2048C | College Physics I | 4 |
| PHY 2049C | College Physics II | 4 |
| Specialization Courses | | |
| MAP 2302 | Diferential Equations | 3 |
| MAC 1412 | Calculus II | 4 |
| MAC 1413 | Calculus III | 3 |
| MAS 2103 | Linear Algebra | 3 |
| EGN 1120C | Engineering Graphics | 3 |
| EGN 1130C | Descriptive Geometry | 3 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

**Other mathematics courses may be needed to prepare for MAC 1411.

NOTE: The courses COC 1110A, CRM 1020, and COP 2110 should be taken if time permits.

AREA OF EMPHASIS: Mathematics [Meteorology]*

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education | | Sem.Hrs. |
|-------------------------------|------------------------|----------|
| MAC 1411** | Calculus I | 4 |
| CHM 1045C | College Chemistry I | 4 |
| CHM 1046C | College Chemistry II | 4 |
| PHY 2048C | College Physics I | 4 |
| PHY 2049C | College Physics II | 4 |
| Specialization Courses | | |
| MAP 2302 | Differential Equations | 3 |
| MAC 1412 | Calculus II | 4 |
| MAC 1413 | Calculus III | 4 |
| MAS 2103 | Linear Algebra | 3 |
| MET 1010 | Atmospheric Science | 3 |

*Foreign language recommended for meteorology students. Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

**Other mathematics courses may be needed to prepare for MAC 1411.

NOTE: The courses COC 1120, COP 2170, CRM 1020, COP 2110 should be taken if time permits.

PHYSICAL EDUCATION DEPARTMENT

AREA OF EMPHASIS: Health, Physical Education and Recreation*

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | | Sem. Hrs. |
|------------------------------------|------------------------------------|-----------|
| EDF 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 | | |
| HSC 1400 | First Aid | 3 |
| HSC 1000 | Personal and Community Health | 3 |
| PET 1000 | Introduction to Physical Education | 3 |
| LEI 2330C | Camp Counseling | 3 |
| DEP 2004 | Human Growth and Development | 3 |
| EDP 2002 | Educational Psychology | 3 |
| APB 1200C | Anatomy and Physiology I | 3 |
| APB 1201C | Anatomy and Physiology II | 3 |
| LEI 1000 | Introduction to Recreation | 3 |
| EMS 1065C | Cardiopulmonary Resuscitation | 1 |
| PEM 1110 | Fitness Concepts | 1 |

Physical Education majors are encouraged to enrol in as many activity physical education courses as their academic schedules will permit. Only 4 semester hours in activity P.E. courses may be included in the 40 hours of required General Education Courses and toward graduation.

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.



PHYSICAL SCIENCE DEPARTMENT

AREA OF EMPHASIS: Chemistry*

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | | Sem. Hrs. |
|------------------------------------|----------------------|-----------|
| CHM 1045C | College Chemistry I | 4 |
| CHM 1046C | College Chemistry II | 4 |
| BOT 1010C | Botany | 4 |
| ZOO 2020C | Zoology | 4 |
| MAC 1411 | Calculus I | 4 |

Specialization Courses

| | | |
|-----------|-------------------------|---|
| MAC 1412 | Calculus II | 4 |
| MAC 1413 | Calculus III | 4 |
| CHM 2210C | Organic Chemistry I | 4 |
| CHM 2211C | Organic Chemistry II | 4 |
| PHY 2048C | College Physics I | 4 |
| PHY 2049C | College Physics II | 4 |
| MAP 2302 | Differential Equations | 3 |
| BCH 2023 | Elementary Biochemistry | 4 |

*See departmental advisor for options and substitutions. Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

**Other math courses may be needed to prepare for MAC 1411.

AREA OF EMPHASIS: Physics*

General Education courses selected from those listed for AA Degree on page 61.

| Specific General Education Courses | | Sem. Hrs. |
|---|---------------------|-----------|
| Consult catalog for accepted combinations for Humanities and Social Sciences. | | |
| MAC 1411* | Calculus I | 4 |
| CHM 1045C | College Chemistry I | 4 |

Specialization Courses

| | | |
|-----------|------------------------|---|
| MAC 1412 | Calculus II | 4 |
| MAC 1413 | Calculus III | 4 |
| MAS 2103 | Linear Algebra | 3 |
| MAP 2302 | Differential Equations | 3 |
| CHM 1046C | College Chemistry II | 4 |
| PHY 2048C | College Physics I | 4 |
| PHY 2049C | College Physics II | 4 |

*See departmental advisor for options and substitutions. Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

**Other mathematics courses may be needed to prepare for MAC 1411.

NOTE: Introduction to Computer Programming, COC 1110, and other computer courses are recommended if time permits.

SOCIAL SCIENCE DEPARTMENT

AREA OF EMPHASIS: Social Services*

General Education courses selected from those listed for AA Degree on page 61.

Select two of the following courses:

| | | |
|----------|-----------------------------------|---|
| PHI 2010 | Humanities - Philosophy | 3 |
| REL 2300 | Humanities - Comparative Religion | 3 |
| LIT 1100 | Approach to Literature | 3 |

Specialization Courses

| | | |
|------------|-----------------------------------|----|
| | Foreign Language | 12 |
| CLP1002 | Personal Adjustment | 3 |
| CCJ 1000** | Intro to Criminology | 3 |
| CCJ 1020 | Introduction to Criminal Justice | 3 |
| SYG 2430 | Family and Society | 3 |
| POT 1002 | Introduction to Political Science | 3 |
| CCJ 2300** | Intro to Corrections | 3 |
| PSY 2012 | Psychology | 3 |
| CCJ 1210** | Criminal Law | 3 |
| SYG 2000 | Sociology | 3 |
| CCJ 1270** | Criminal Procedures | 3 |
| CCJ 1500** | Juvenile Delinquency | 3 |

*Students must see a Social Science Advisor to select the basic and elective courses for the degree total of 64 hours. Students interested in Pre-Law should see a Social Science Advisor.

**Required courses for Criminal Justice students only.

AREA OF EMPHASIS: Social Sciences*

General Education courses selected from those listed for AA Degree on page 61.

| | | |
|------------------------------------|-----------------|-----------------|
| Specific General Education Courses | | Sem.Hrs. |
| APB 1150 | General Biology | 4 |

Select two of the following courses:

| | | |
|----------|-----------------------------------|---|
| PHI 2010 | Humanities - Philosophy | 3 |
| REL 2300 | Humanities - Comparative Religion | 3 |
| LIT 1201 | Approach to Literature | 3 |

Specialization Courses

| | | |
|----------|-----------------------------------|---|
| CLP 1002 | Personal Adjustment | 3 |
| CCJ 1000 | Intro to Criminology | 3 |
| SYG 2430 | Family and Society | 3 |
| DEP 2004 | Human Growth and Development | 3 |
| CCJ 2300 | Intro to Corrections | 3 |
| INR 2002 | Current World Problems | 3 |
| POT 1002 | Introduction to Political Science | 3 |
| PSY 2012 | Psychology | 3 |
| SYG 2000 | Sociology | 3 |

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

AREA OF EMPHASIS: Criminal Justice*

General Education courses selected from those listed for AA Degree on page 61.

Required Core Courses: 12 Hours

| | Sem.Hrs. | |
|----------|----------------------------------|---|
| CCJ 1000 | Introduction to Criminology | 3 |
| CCJ 1020 | Introduction to Criminal Justice | 3 |
| CCJ 1210 | Criminal Law | 3 |
| CCJ 1270 | Criminal Procedure | 3 |

Law Enforcement Track - Electives

| | | |
|----------|--|---|
| CCJ 1400 | Police Organization and Administration | 3 |
| CJT 2100 | Criminal Investigations | 3 |
| CJT 2140 | Introduction to Criminalistics | 3 |
| CJT 2220 | Law Enforcement Photography | 3 |
| CJT 2340 | Police Operations | 3 |

Corrections Track - Electives

| | | |
|----------|-----------------------------|---|
| CJD 1420 | Correctional Law | 3 |
| CJD 1460 | Correctional Operations | 3 |
| CCJ 2300 | Introduction to Corrections | 3 |

Criminal Justice General Track - Electives

| | | |
|----------|--|---|
| CCJ 1500 | Juvenile Delinquency | 3 |
| CCJ 1935 | Criminal Justice Seminar | 3 |
| CCJ 1941 | Internship - Criminal Justice | 3 |
| CCJ 2070 | Intro to Computer Appl in Criminal Justice | 3 |
| CCJ 2905 | Independent Study - Criminal Justice | 3 |

*NOTE: Students must see a Criminal Justice Advisor to select the proper elective courses and to develop a plan for completing the degree total of 64 semester hours. Students interested in Pre-law should also see a Criminal Justice Advisor.





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/her role as a productive citizen. Programs include study and practical applications, both on the job and in the laboratory. **SIXTY-FOUR (64) HOURS ARE 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 normally 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 follow:

ASSOCIATE OF SCIENCE DEGREE PROGRAM REQUIREMENTS

NOTE* NOTE*** NOTE*** NOTE*** NOTE*****

FAC Rules require that all students receiving an Associate of Science Degree and planning to transfer to a State university shall take and pass the College Level Academic Skills Test. This will be administered on June 1, 1985 for students expecting to graduate at the end of Summer Semester 1985; on September 6, 1985 for students expecting to graduate at the end of Fall Semester 1985; on March 8, 1986 for students expecting to graduate at the end of Spring Semester 1986; and on June 7, 1986 for students expecting to graduate at the end of Summer Semester 1986.

GENERAL EDUCATION REQUIREMENTS ASSOCIATE OF SCIENCE DEGREE

| | Sem. Hrs. | Course Selection |
|----------------------------|-----------|--|
| Communication Skills | 6 | ENC 1101, 1102, 1001, |
| Humanities | 3 | HUM 1020, ARH 1000, MUH 1011, ARH 2050, 2051, PHI 2010, REL 2300, LIT 1201, 2164, THE 2000 |
| Mathematics | 3 | MAT 1033, MAC 1104, 1114, 1154, 1411, 1412, 1413, 2233, MAP 2302, MAS 2103, MTB 1103 |
| Physical Education | 4* | Any designated activity sport courses unless exempted. |
| Science | 4-8 | CHM 1020, PSC 1321, GLY 1000, PHY 1053, APB 1150, 1150C/1151C, MET 1010/OCE 1005 |
| Social Science | 3 | AMH 2010 or AMH 2020 or WOH 1012 or WOH 1022 or POS 1041 or POS 1042 or AMH 1041 or POT 1002 or WOH 2240 or INR 2002 or PSY 2012 or SYG 2000 |
| Approved Electives | 4 | COC 1020 or 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:

*Maximum to be included in the 64 hours required for the degree.

BUSINESS DEPARTMENT

AREA OF EMPHASIS: General Business Management*

General Education courses selected from those listed for AS Degree on page 82.

| Specialization Courses | | Sem. Hrs. |
|------------------------|---------------------------|-----------|
| GEB 1011 | Introduction to Business | 3 |
| BUL 2111 | Business Law I | 3 |
| MAN 2100 | Human Relations | 3 |
| COC 1020 | Computer Literacy | 3 |
| MAR 2011 | Introduction to Marketing | 3 |
| ACC 2022 | Managerial Accounting | 3 |
| ACG 2001 | Accounting I | 3 |
| ACG 2011 | Accounting II | 3 |
| BUL 2112 | Business Law II | 3 |
| SES 2335 | Business Communications | 3 |
| MAN 2021 | Management | 3 |
| ECO 2013 | Economics | 3 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

AREA PF EMPHASIS: Commercial Data Processing*

General Education courses selected from those listed for AS Degree on page 82.

| Specialization Courses | | Sem.Hrs. |
|------------------------|-------------------------------------|----------|
| GEB 1011 | Introduction to Business | 3 |
| STA 1014 | Statistics | 3 |
| ACG 2001 | Accounting I | 3 |
| ACG 2011 | Accounting II | 3 |
| CRM 1020 | Data Processing Concepts | 3 |
| COC 1120 | Programming Logic and Documentation | 4 |
| COP 2170 | BASIC Programming Language | 4 |
| COP 2120 | COBOL Programming | 4 |
| COP 2110 | FORTTRAN Programming | 4 |
| CNM 1001 | Computer Math | 3 |
| ECO 2013 | Economics I | 3 |
| ECO 2023 | Economics II | 3 |
| | Approved Electives | 6 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Mid-Management [Marketing Hotel-Motel, Technical Marketing, and Aviation]

General Education courses selected from those listed for AS Degree on page 82.

| Specialization Courses | | Sem. Hrs. |
|-------------------------------|--------------------------|------------------|
| GEB 1011 | Introduction to Business | 3 |
| ACG 2001 | Accounting I | 3 |
| BUL 2111 | Business Law I | 3 |
| MAR 2101 | Salesmanship | 3 |
| MAR 2302 | Advertising | 3 |
| MAR 2930 | Marketing Seminar I | 2 |
| ACG 2011 | Accounting II or | |
| BUL 2112 | Business Law II | 3 |
| MAR 2011 | Marketing | 3 |
| MAN 2100 | Human Relations | 3 |
| MAN 2021 | Management | 3 |
| ECO 2013 | Economics I | 3 |
| MAR 2931 | Marketing Seminar II | 2 |
| MAR 2932 | Marketing Seminar III | 2 |
| COC 1020 | Computer Literacy | 3 |

Alternate program options are recommended for students who wish to pursue careers in hotel-motel, technical sales, aviation, and other areas upon recommendation by the Department Chair and approved by the Dean of Instruction. The following courses and experiences are required for each category:

Marketing -- take all courses listed above

Hotel-Motel--ACG 2001, 2011, BUL 2112, MAN 2021, ECO 2013, COC 1020, HFT 2010, 2250, 2261, FSS 1221

Technical Marketing--GEB 1011, MAR 2101, 2302, 2930, 2011, 2931, 2932, MAN 2021, 2100. Technical electives (14 semester hours) to be selected with faculty advisor from Commercial Data Processing, Air Conditioning, Drafting, Electronics and Graphics/Printing.

Aviation--GEB 1011, ACG 2001, 2011, BUL 2111, 2112, MAN 2021, ECO 2013, COC 1020. Credits for professional aviation (maximum of 14 semester hours) by transfer from an accredited college or university or by presentation of an appropriate FAA-issued certificate. Air Frame and Power Mechanics (max. of 14 hours): ATM 1000, 1351, 1821, 1822, 1823, 1824. Maximum hours: private pilot--theory 2, flight 3; commercial pilot--theory 3, flight 3; instrument rating 3.

AREA OF EMPHASIS: Postal Service Management*

General Education courses selected from those listed for AS Degree on page 82.

| Specialization | | Sem.Hrs. |
|-----------------------|----------------------|-----------------|
| MNA 1392 | Customer Services I | 3 |
| MNA 1393 | Customer Services II | 3 |
| MNA 1395 | Mail Processing I | 3 |
| MNA 1396 | Mail Processing II | 3 |
| MNA 2394 | Postal Finance I | 3 |
| MNA 2397 | Personnel Practices | 3 |
| MNA 2398 | Labor Relations | 3 |
| MNA 2399 | Postal Finance II | 3 |
| | Approved Electives | 14 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Real Estate*

General Education courses selected from those listed for AS Degree on page 82.

| Specialization Courses | | Sem.Hrs. |
|-------------------------------|--|-----------------|
| GEB 1011 | Introduction to Business | 3 |
| REE 1040 | Intro. to Real Estate Principles and Practices | 3 |
| ACG 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 |
| COC 1020 | Computer Literacy | 3 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Secretarial Science*

General Education courses selected from those listed for AS Degree on page 82.

| Specialization Courses | | Sem. Hrs. |
|------------------------|---------------------------------|-----------|
| SES 1110** | Typewriting II | 2 |
| SES 2120 | Typewriting III | 2 |
| SES 1210 | Shorthand | 3 |
| SES 1211** | Dictation | 3 |
| SES 2151 | Word Processing: Editing I | 3 |
| SES 2152 | Word Processing: Editing 2 | 3 |
| SES 1150 | Introduction to Word Processing | 3 |
| SES 2212 | Transcription | 3 |
| ACG 2001 | Accounting I | 3 |
| SES 1171 | Machine Transcription | 3 |
| BUL 2111 | Business Law I | 3 |
| SES 2335 | Business Communications | 3 |
| SES 2402 | Secretarial Office Procedures | 3 |
| SES 1350 | Filing | 3 |
| COC 1020 | Computer Literacy | 3 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

**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 (CDA)*

General Education courses selected from those listed for AS Degree on page 82.

| Specific General Education Courses | | Sem. Hrs. |
|------------------------------------|---|-----------|
| PSY 2012 | Psychology | 3 |
| Specialization Courses | | |
| CHD 1220 | Child Growth and Development I | 3 |
| CHD 1430 | Observing and Recording Child Behavior | 3 |
| CHD 2432 | Curriculum for Young Children I | 3 |
| or | | |
| HUN 2100 | Nutrition | 3 |
| CHD 2433 | Child Development Seminar | 3 |
| CHD 1941 | Internship - Child Development | 12 |
| | (May be repeated 2 times for 12 hours credit) | |
| Recommended Electives: | | |
| CHD 2560 | Orientation to CDA Credential | 1 |
| CHD 2561 | Portfolio Building I | 1 |
| CHD 2562 | Portfolio Building II | 1 |
| CHD 2563 | Portfolio Building III | 1 |
| COA 2100 | Consumer Education | 3 |
| FAD 1123 | Adults in a Changing Society | 3 |
| HUS 1400 | Peer Advising | 3 |
| HSC 1400 | First Aid | 3 |

*Students must see Consumer/Home Economics faculty advisor to select basic general education and elective courses for the degree total of 64 semester hours.

TECHNOLOGY, INDUSTRY, AND PUBLIC SERVICE DEPARTMENT

AREA OF EMPHASIS: Air Conditioning, Refrigeration and Heating Technology*

General Education courses selected from those listed for AS Degree on page 82.

| Specialization Courses (Min. 30 hrs.) | Sem. Hrs. |
|---|-----------|
| ETM 1610C Principles of Air Conditioning, Heating and Refrigeration | 6 |
| ETM 1616C Air Conditioning, Heating and Refrigeration | 6 |
| ETM 1650C Electrical Theory | 6 |
| ETM 1700C Principles of Gas, Electrical, and Solar Heating | 6 |
| ACT 2110 Electrical Controls for Air Conditioning and Refrigeration | 6 |
| ACT 2740 Commercial Air Conditioning/Refrigeration | 6 |
| Electives | |
| ETD 1701C Drafting I (HVAC) | 6 |
| AER 2171 Automotive Air Conditioning | 6 |
| STA 1014 Statistics | 3 |
| BCN 2610 Construction Estimating | 3 |
| ENC 1315 Technical Report Writing | 3 |
| EGN 1120C Engineering Graphics | 3 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Drafting and Design Technology*

General Education courses selected from those listed for AS Degree on page 82.

| Specialization Courses (38 hours required) | Sem. Hrs. |
|--|-----------|
| ETD 1701C Drafting I | 6 |
| ETD 1702C Drafting II | 6 |
| ETD 1703C Drafting III | 6 |
| ARC 2121C Architectural Drafting | 6 |
| EGN 1130 Descriptive Geometry | 3 |
| EGN 1120C Engineering Graphics | 3 |
| ETD 1305 Computer/Systems Drafting | 3 |
| ETD 1306 Printed Circuit Board Draft. | 3 |
| ETD 1801C Technical Illustration | 3 |
| ETD 2705 Advanced Mechanical Drafting | 3 |
| ETD 1713 Machine Drafting | 3 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

**Gen. Ed. Math must include Intermediate Algebra or higher.

AREA OF EMPHASIS: Electronics*

General Education courses selected from those listed for AS Degree on page 82.

| Specialization: Core | | Sem. Hrs. |
|----------------------------------|---------------------------------------|------------------|
| ETE 1010C | Basic Electricity/Electronics I | 5 |
| ETE 1020C | Basic Electricity/Electronics II | 5 |
| ETE 1140C | Devices and Circuits I | 5 |
| ETE 1145C | Devices and Circuits II | 5 |
| ETE 2601C | Digital Technology I | 5 |
| ETE 2619 | Digital Technology II | 5 |
| EET 1607C | Soldering/PC Board Techniques | 3 |
| Specialization: (Options) | | |
| EET 2715C | Computer Assisted Circuit Analysis | 3 |
| ETD 1021 | Technical Communications | 3 |
| ETE 2421C | Electronic Communications | 5 |
| ETE 2680 | Advanced Microprocessors | 5 |
| EST 2112 | Industrial Electronics | 5 |
| CET 2152C | Computer Analysis and Troubleshooting | 5 |

*Students must see an advisor to select the basic and optional courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Graphics/Printing*

General Education courses selected from those listed for AS Degree on page 82.

| Specialization Courses | | Sem. Hrs. |
|-------------------------------|--|------------------|
| GRA 2500C | Printing Materials and Processes | 3 |
| GRA 1541C | Introduction to Copy Preparation | 4 |
| GRA 1542C | Advanced Copy Preparation | 4 |
| GRA 1571C | Process Camera I | 4 |
| GRA 1573C | Process Camera II | 4 |
| GRA 1601C | Fake Color Stripping | 3 |
| GRA 1636C | Small Offset Press Operations | 4 |
| GRA 2635C | Offset Presswork I | 4 |
| GRA 1706 | Printing Estimating | 3 |
| GRA 1534C | Electronic Composition | 4 |
| SES 1100 | Typewriting I--should be taken in 1st semester | 2 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Fire Science Technology*

General Education courses selected from those listed for AS Degree on page 82.

| Specific General Education Courses | | Sem. Hrs. |
|---|---|-----------|
| MTB 1103 | Business Math | 3 |
| SPC 1600 | Speech | 3 |
| ENC 1001 | English Fundamentals | 3 |
| ENC 1315 | Technical Writing | 3 |
| PSC 1321 | Physical Science | 4 |
| Select one of the following courses: | | |
| MAN 2100 | Human Relations | 3 |
| MAN 2021 | Management | 3 |
| PSY 2012 | Psychology | 3 |
| SYG 2000 | Sociology | |
| Specialization Courses | | |
| HSC 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 |
| EMS 1119C | Emergency Medical Technology I | 5 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.



AREA OF EMPHASIS: Criminal Justice*

General Education courses selected from those listed for AS Degree on page 82.

Specialization Courses (36 hours required)

Required Core Courses: 21 Hours

| | Sem. Hrs. |
|----------|------------------|
| CCJ 1000 | 3 |
| CCJ 1020 | 3 |
| CCJ 1210 | 3 |
| CCJ 1270 | 3 |
| CCJ 1935 | 3 |
| CJT 2140 | 3 |
| CJT 2220 | 3 |

Law Enforcement Track - Electives

| | |
|----------|---|
| CJT 1120 | 3 |
| CJD 1200 | 3 |
| CCJ 1400 | 3 |
| CJT 2100 | 3 |
| CJD 2310 | 3 |
| CJT 2340 | 3 |
| CJT 2430 | 3 |
| CJD 2605 | 3 |

Corrections Track - Electives

| | |
|----------|---|
| CJD 1420 | 3 |
| CJD 1460 | 3 |
| CCJ 2300 | 3 |

Criminal Justice General Track - Electives

| | |
|----------|---|
| CCJ 1121 | 3 |
| CCJ 1192 | 3 |
| CCJ 1500 | 3 |
| CJD 1501 | 3 |
| CCJ 1941 | 3 |
| CCJ 2070 | 3 |
| CCJ 2905 | 3 |

*NOTE: Students must see a Criminal Justice Advisor to select the proper elective courses and to develop a plan for completing the 36 hours of specialization and the degree total of 64 semester hours.

Associate of Science Degree Applied Science Options Program Requirements

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

Course in Residence. (Credit hours taken at Okaloosa-Walton Junior College.) Minimum requirement of courses taken in residence for Applied Science Options at Okaloosa-Walton Junior College is normally 15 semester hours of credit. SIXTY-FOUR (64) HOURS ARE REQUIRED FOR GRADUATION.

General Education. The general education requirements for students selecting Applied Science Options with the Associate of Science Degree at Okaloosa-Walton Junior College may be reduced to a minimum of 16 semester hours of required general education credit to be selected from four of the five following areas, subject to approval of the department chairman.

NOTE*** NOTE*** NOTE*** NOTE*** NOTE

FAC rules require that all students receiving an Associate of Science Degree who plan to transfer to a State university shall take and pass the College Level Academic Skills Test. This test will be administered on June 1, 1985 for students expecting to graduate at the end of Summer Semester 1985; on September 6, 1985 for students expecting to graduate at the end of Fall Semester 1985; on March 8, 1986 for students expecting to graduate at the end of Spring Semester 1986; and on June 7, 1986 for students expecting to graduate at the end of Summer Semester 1986.

GENERAL EDUCATION REQUIREMENTS

| | Sem. Hrs. | Course Selections |
|-----------------------------|-----------|---|
| Communications Skills | 3 | ENC 1101, 1102, 1001 |
| Mathematics | 3 | MAT 1033, MAC 1104, 1114, 1154, MAP 2302, MAC 1411, MAC 1412, MAC 1413, MAC 2233, MAS 2103, MTB 1103 |
| Science | 4-3 | CHM 1020, PSC 1321, GLY 1000, PHY 1053, 1054, APB 1150, APB 1150C, APB 1151C, MET 1010/OCE 1005 |
| Social Science | 3 | AMH 2010 or AMH 2020 or WOH 1012 or WOH 1022 or POS 1041 or POS 1042 or AMH 1041 or POT 1002 or WOH 2240 or INR 2002 or PSY 2012 or SYG 2000 |
| Approved Electives | 4-3 | COC 1020 or selected from the above departments, plus Humanities courses as listed under Gen. Ed. for A.S. Degree, 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 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 degree.

Students desiring to complete an Applied Science Option 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 on page 91.

| Specialized Courses | | Sem. Hrs. |
|---------------------|---------------------------------|-----------|
| SES 1110 | Typewriting II | 2 |
| SES 1350 | Filing | 3 |
| MTB 1103 | Business Math | 3 |
| GEB 1011 | Introduction to Business | 3 |
| ACG 2001 | Accounting I | 3 |
| CRM 1011 | Key punch | 2 |
| SES 1150 | Introduction to Word Processing | 3 |
| SES 1171 | Machine Transcription | 3 |
| SES 2120 | Typewriting III | 2 |
| COC 1020 | Computer Literacy | 3 |
| BUL 2111 | Business Law I | 3 |
| SES 2335 | Business Communications | 3 |
| SES 2401 | General Office Practice | 3 |
| MAN 2100 | Human Relations | 3 |
| SES 2151 | Word Processing: Editing I | 3 |
| SES 2152 | Word Processing: Editing II | 3 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Secretary*

General Education courses selected from those listed on page 91.

| Specialization Courses | | Sem. Hrs. |
|------------------------|---------------------------------|-----------|
| SES 1110 | Typewriting II | 2 |
| SES 1210 | Shorthand | 3 |
| SES 1350 | Filing | 3 |
| MTB 1103 | Business Math | 3 |
| GEB 1011 | Introduction to Business | 3 |
| SES 2151 | Word Processing: Editing I | 3 |
| SES 1211 | Dictation | 3 |
| SES 1150 | Introduction to Word Processing | 3 |
| SES 1171 | 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 Practice | 3 |
| MAN 2100 | Human Relations | 3 |
| COC 1020 | Computer Literacy | 3 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Data Processing Technology*

General Education courses selected from those listed on page 91.

| Specialization Courses | | Sem. Hrs. |
|-------------------------------|-------------------------------------|------------------|
| GEB 1011 | Introduction to Business | 3 |
| ACG 2001 | Accounting I | 3 |
| ACG 2011 | Accounting II | 3 |
| CRM 1011 | Data Entry | 2 |
| CRM 1020 | Data Processing Concepts | 3 |
| COC 1120 | Programming Logic and Documentation | 4 |
| COP 2170 | BASIC Programming Language | 4 |
| COP 2120 | COBOL Programming | 4 |
| COP 2110 | FORTRAN Programming | 4 |
| CNM 1001 | Computer Math | 3 |
| BUL 2111 | Business Law I | 3 |
| MAN 2100 | Human Relations | 3 |
| MAN 2021 | Management | 3 |
| ECO 2013 | Economics I | 3 |

*Students must see an advisor to select the basic and elective courses from the degree total of 64 semester hours.

AREA OF EMPHASIS: Real Estate*

General Education courses selected from those listed on page 91.

| Specialization Courses (select 48 hours) | | Sem. Hrs. |
|---|--|------------------|
| MTB 1103 | Business Math | 3 |
| GEB 1011 | Introduction to Business | 3 |
| REE 1200 | Real Estate Finance | 3 |
| REE 1040 | Introduction to Real Estate: Course I | 3 |
| ACG 2001 | Accounting I | 3 |
| ACG 2011 | 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 |
| MAR 2101 | Salesmanship | 3 |
| MAN 2100 | Human Relations | 3 |
| ECO 2013 | Economics I | 3 |
| ECO 2023 | Economics II | 3 |
| MAR 2151 | Retail Management | 3 |
| COC 1020 | Computer Literacy | 3 |
| ACC 2301 | Managerial Accounting | 3 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Word Processing*

General Education courses selected from those listed on page 91.

| Specialization Courses | | Sem. Hrs. |
|------------------------|-------------------------------------|-----------|
| SES 1110 | Typewriting II | 2 |
| SES 1350 | Filing | 3 |
| MTB 1103 | Business Mathematics | 3 |
| GEB 1011 | Introduction to Business | 3 |
| ACG 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 2021 | Management | 3 |
| SES 1150 | Word Processing Introduction Theory | 3 |
| SES 1171 | Machine Transcription | 3 |
| SES 2151 | Word Processing Editing I | 3 |
| SES 2152 | Word Processing Editing II | 3 |
| COC 1020 | Computer Literacy | 3 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

HOME ECONOMICS DEPARTMENT

AREA OF EMPHASIS: Child Care*

General Education courses selected from those listed on page 91.

| Specialization Courses | | Sem. Hrs. |
|------------------------|---|-----------|
| CHD 1220 | Child Growth and Development | 3 |
| CHD 1430 | Observing and Recording Child Behavior | 3 |
| HUN 2410 | Child Nutrition and Health | 3 |
| | or | |
| HUN 2100 | Nutrition | 3 |
| CHD 2432 | Curriculum for Young Children I | 3 |
| CHD 2433 | Child Development Seminar | 3 |
| CHD 1941 | Internship - Child Development | 12 |
| | (May be repeated 4 times for 12 hours credit) | |

Recommended Electives

| | | |
|----------|---------------------------------|---|
| HSC 1400 | First Aid | 3 |
| CHD 1230 | Child Growth and Development II | 3 |
| HUS 1400 | Peer Advising | 3 |
| MUH 1001 | Music for General Education | 3 |
| FAD 1123 | Adults in Changing Society | 3 |
| CHD 2560 | Orientation to CDA Credential | 1 |
| CHD 2561 | CDA Portfolio Building I | 1 |
| CHD 2562 | CDA Portfolio Building II | 1 |
| CHD 2563 | CDA Portfolio Building III | 1 |

*Students must see Consumer/Home Economics faculty advisor to select basic general education and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Homemaking*

General Education courses selected from those listed on page 91.

| Specialization Courses | | Sem. Hrs. |
|-------------------------------|--|-----------|
| CHD 1220 | Child Growth and Development I | 3 |
| CHD 1430 | Observing and Recording Child Behavior | 3 |
| HUN 2410 | Child Nutrition and Health | 3 |
| or | | |
| HUN 2001 | Nutrition | 3 |
| CTE 1310 | Clothing and Construction I | 3 |
| HHD 2110 | Home Planning and Furnishings | 3 |
| COA 2100 | Consumer Education | 3 |
| FSS 1210 | Family Meal Planning | 3 |
| Recommended Electives: | | |
| FAD 1123 | Adults in a Changing Society | 3 |
| HUS 1400 | Peer Advising | 3 |
| HME 1200 | Home Management | 3 |
| HHD 1321 | Basic Home Decorating | 1 |
| CTE 1401 | Textiles | 3 |
| HOE 1010 | Introduction to Home Economics | 3 |
| FAD 2310 | Adult & Elderly Care | 3 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

TECHNOLOGY, INDUSTRY, AND PUBLIC SERVICE DEPARTMENT

AREA OF EMPHASIS: Air Conditioning*

General Education courses selected from those listed on page 91.

| Specialization Courses | | Sem. Hrs. |
|------------------------|--|-----------|
| ETM 1650C | Electrical Theory | 6 |
| ETM 1610C | Principles of Air Conditioning, Heating and Refrigeration | 6 |
| ETM 1700C | Principles of Gas, Electrical, and Solar Heating | 6 |
| ETM 1616C | Air Conditioning, Heating, and Refrigeration | 6 |
| ACT 2110 | Electrical Controls for Air Conditioning and Refrigeration | 6 |
| ACT 2740 | Commercial Air Conditioning and Refrigeration | 6 |
| | Approved Occupational Electives | 12 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Automotive Mechanics*

General Education courses selected from those listed on page 91.

Specialization Courses

| | | Sem. Hrs. |
|----------|-------------------------------------|-----------|
| AER 2112 | Automotive Engines | 6 |
| AER 1120 | Auto Suspension, Steering, & Brakes | 6 |
| AER 2103 | Automotive Electrical | 6 |
| AER 1142 | Fuel, Lub and Cooling | 6 |
| AER 1771 | Diesel Repair 1 | 3 |
| AER 1779 | Diesel Repair 2 | 3 |
| AER 2131 | Automotive Transmissions | 6 |
| | Approved Occupational Electives | 12 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Commercial Foods*

General Education courses selected from those listed on page 91.

Specialization

| | | Sem. Hrs. |
|-----------|---------------------------------|-----------|
| FSS 1202C | Beginning Food Preparation I | 6 |
| FSS 1203C | Beginning Food Preparation II | 6 |
| FSS 1221 | Quantity Food Preparation I | 6 |
| FSS 1222 | Quantity Food Preparation II | 6 |
| HFT 2261 | Restaurant Management I | 6 |
| HFT 2262 | Restaurant Management II | 6 |
| | Approved Occupational Electives | 12 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.



AREA OF EMPHASIS: Criminal Justice*

General Education courses selected from those listed on page 91.

Specialization Courses (48 hours required)

Required Core Courses: 21 Hours

| | Sem.Hrs. | |
|----------|----------------------------------|---|
| CCJ 1000 | Crime and Delinquency | 3 |
| CCJ 1020 | Introduction to Criminal Justice | 3 |
| CCJ 1210 | Criminal Law | 3 |
| CCJ 1270 | Criminal Procedure | 3 |
| CCJ 1935 | Criminal Justice Seminar | 3 |
| CCJ 2140 | Introduction to Criminalistics | 3 |
| CJT 2220 | Law Enforcement Photography | 3 |

Law Enforcement Track - Electives

| | | |
|----------|--------------------------------------|---|
| CCJ 1120 | Crime Scene Procedures | 3 |
| CCJ 1200 | Law Officer Skills | 3 |
| CCJ 1400 | Police Organization & Administration | 3 |
| CJT 2100 | Criminal Investigations | 3 |
| CJD 2310 | Police Supervision | 5 |
| CJT 2340 | Police Operations | 3 |
| CJT 2430 | Traffic Accident Investigations | 3 |
| CJD 2605 | Traffic Homicide Investigations | 3 |

Corrections Track - Electives

| | | |
|----------|-----------------------------|---|
| CJD 1420 | Correctional Law | 3 |
| CJD 1460 | Correctional Operations | 3 |
| CCJ 2300 | Introduction to Corrections | 3 |

Criminal Justice General Track - Electives

| | | |
|----------|---|---|
| CCJ 1121 | Crime Prevention | 3 |
| CCJ 1192 | Crisis Intervention | 3 |
| CCJ 1500 | Juvenile Delinquency | 3 |
| CJD 1501 | Criminal Justice Instructor Techniques | 3 |
| CCJ 1941 | Internship - Criminal Justice | 3 |
| CCJ 2070 | Intro. to Computer Applications in Criminal Justice | 3 |
| CCJ 2905 | Independent Study - Criminal Justice | 3 |

*NOTE: Students must see a Criminal Justice Advisor to select the proper elective courses and to develop a plan for completing the 48 hours of specialization and the degree total of 64 semester hours.

AREA OF EMPHASIS: Graphics/Printing*

General Education courses selected from those listed on page 91.

| Specialization Courses | | Sem. Hrs. |
|------------------------------|--|-----------|
| GRA 2500C | Printing Materials and Processes | 3 |
| GRA 1541C | Introduction to Copy Preparation | 4 |
| GRA 1542C | Advanced Copy Preparation | 4 |
| GRA 1571C | Process Camera I | 4 |
| GRA 1573C | Process Camera II | 4 |
| GRA 1601C | Fake Color Stripping | 3 |
| GRA 2602C | Process Color Stripping | 3 |
| GRA 1636C | Small Offset Press Operations | 4 |
| GRA 2635C | Offset Presswork I | 4 |
| GRA 2637C | Offset Presswork II | 4 |
| GRA 1706 | Printing Estimating | 3 |
| GRA 1534C | Electronic Composition | 4 |
| SES 1100 | Typewriting I--should be taken in 1st semester | 2 |
| Recommended Electives | | |
| CJT 2220 | Law Enforcement Photography | 3 |
| MAR 2151 | Retail Management | 3 |
| MAR 2303 | Introduction to Advertising | 3 |
| HSC 1400 | First Aid | 3 |
| GRA 2905 | Independent Study - Graphics/Printing | 1 |
| GRA 2949 | Directed Work Study - Graphics/Printing | 1 |
| EGN 1120C | Engineering Graphics | 3 |
| ETG 1941 | Technical Internship | 3 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Industrial Drafting and Design*

General Education courses selected from those listed on page 91**.

| Specialization Courses [Select 48 hours] | | Sem. Hrs. |
|--|--------------------------------|-----------|
| ETD 1701C | Drafting I | 6 |
| ETD 1702C | Drafting II | 6 |
| ETD 1703C | Drafting III | 6 |
| ETD 1306 | Printed Circuit Board Drafting | 3 |
| ETD 1801C | Technical Illustration | 3 |
| EGN 1130 | Descriptive Geometry | 3 |
| EGN 1120C | Engineering Graphics | 3 |
| ETD 1305 | Computer/Systems Drafting | 3 |
| ARC 2121C | Architectural Drafting | 6 |
| ETD 2705 | Advanced Mechanical Drafting | 3 |
| ETD 1713 | Machine Drafting | 3 |
| | <i>Adv Com sys Drafting</i> | |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

**Gen. Ed. math must include Intermediate Algebra.

AREA OF EMPHASIS: Industrial Electronics*

General Education courses selected from those listed on page 91.

| Specialization: Core | | Sem. Hrs. |
|-----------------------------|------------------------------------|------------------|
| ETE 1010C | Electricity/Electronics I | 5 |
| ETE 1020C | Electricity/Electronics II | 5 |
| ETE 1140C | Devices and Circuits I | 5 |
| ETE 1145C | Devices and Circuits II | 5 |
| ETE 2601C | Digital Technology I | 5 |
| ETE 2619 | Digital Technology II | 5 |
| EET 2715C | Computer Assisted Circuit Analysis | 3 |
| EET 1607C | Soldering/PC Board Techniques | 3 |
| ETD 1021 | Technical Communications | 3 |

Specialization Options: (Student chooses two)

| | | |
|-----------|---------------------------------------|---|
| ETE 2421C | Electronic Communications | 5 |
| CET 2152C | Computer Analysis and Troubleshooting | 5 |
| ETE 2680 | Advanced Microprocessors | 5 |
| EST 2112 | Industrial Electronics | 5 |

*Students must see an advisor to select the basic and optional courses for the degree total of 64 semester hours.

AREA OF EMPHASIS: Welding Mechanics*

General Education courses selected from those listed on page 91.

| Specialization Courses | | Sem. Hrs. |
|-------------------------------|---------------------------------|------------------|
| MTR 1050 | Welding I | 3 |
| MTR 1100 | Oxy-Fuel Weld & Cut I | 6 |
| MTR 1112 | Arc Welding | 6 |
| MTR 1151 | Advanced Oxy-Fuel Weld & Cut | 6 |
| MTR 1152 | Heli-Arc Welding | 6 |
| MTR 1160 | Adv Heliarc & Arc | 6 |
| MTR 1140 | Pipe Welding | 6 |
| | Approved Occupational Electives | 12 |

*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

**OCCUPATIONAL ELECTIVES FOR THE
ASSOCIATE OF SCIENCE DEGREE
APPLIED SCIENCE OPTIONS
IN TECHNOLOGY, INDUSTRY, AND
PUBLIC SERVICES DEPARTMENT**

Occupational Electives. The following courses would be common to any of the Applied Science Options listed below as occupational electives:

| | | | |
|-----------|--------------------------|----------|-----------------------------|
| ACG 2001 | Accounting I | MAR 2101 | Salesmanship |
| BUL 2111 | Business Law I | MAR 2302 | Introduction to Advertising |
| EGN 1120C | Engineering Graphics | MTB 1103 | Business Math |
| ENC 1210 | Technical Report Writing | GEB 1011 | Introduction to Business |
| *SES 1100 | Typewriting I | MAN 2021 | Management |
| SES 2335 | Business Communications | MAN 2100 | Human Relations |
| HSC 1400 | First Aid | STA 1014 | Statistics |

Other courses by programs which might serve as occupational electives for the following are:

Air Conditioning: Beginning course(s) in Drafting, Welding, Electronics Technology, Auto Mechanics programs, and AER 2171.

Auto Mechanics: Beginning course(s) in Welding, Electronics Technology, Air Conditioning, and/or Air Frame and Power Mechanics courses: ATM 1000, 1351, 1821, 1822, 1823, 1824.

Commercial Foods: HFT 2010 Hotel-Motel Management I, HFT 2250 Hotel-Motel Management II, FSS 1246 Commercial Baking, and HSC 1400 First Aid.

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

Industrial Electronics: COP 2110-FORTRAN Programming, COP 2170-Basic Language Programming, CRM 1020-Data Processing Concepts, ETD 2614C-Electronic Drafting and Fabrication, and ETD 1701C-Drafting I.

Welding Mechanics: Beginning course(s) in 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, and ETG 2506-Applied Mechanics: Statics.

Other courses may be approved upon written recommendation to the Dean of Instruction by the department advisor.

*Required for Graphics/Printing students.

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 A.S. Degree, Applied Science Options.

Each graduate must be in attendance at OWJC during his/her last term. A grade-point average of not less than "C" must be obtained on the accumulative total of all courses which are attempted that are required for a specific occupational certificate. Further, the minimum grade-point average for all required occupational certificate course work attempted at OWJC must be 2.0 ("C").

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.

BUSINESS EDUCATION DEPARTMENT

CLERICAL

| Course | Course Title | Sem. Hrs. |
|----------|---------------------------------|-----------|
| SES 1110 | Typewriting II | 2 |
| SES 1350 | Filing | 3 |
| MTB 1103 | Business Math | 3 |
| ACG 2001 | Accounting I | 3 |
| CRM 1011 | Data Entry | 2 |
| SES 1150 | Introduction to Word Processing | 3 |
| SES 1171 | Machine Transcription | 3 |
| SES 2120 | Typewriting III | 2 |
| COC 1020 | Computer Literacy | 3 |
| 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 |

*NOTE--These programs are NOT approved for veterans training.

DATA PROCESSING

| Course | Course Title | Sem. Hrs. |
|----------|-------------------------------------|-----------|
| CRM 1011 | Data Entry | 2 |
| CRM 1020 | Data Processing Concepts | 3 |
| COC 1120 | Programming Logic and Documentation | 4 |
| COP 2170 | BASIC Programming Language | 4 |
| COP 2120 | COBOL Programming | 4 |
| COP 2110 | FORTRAN Programming | 4 |
| CNM 1001 | Computer Math | 3 |
| MAN 2100 | Human Relations | 3 |
| | Technical or Business Electives | 3 |

POSTAL SERVICE MANAGEMENT

| | | |
|----------|----------------------|---|
| MNA 1392 | Customer Services I | 3 |
| MNA 1393 | Customer Services II | 3 |
| MNA 1395 | Mail Processing I | 3 |
| MNA 1396 | Mail Processing II | 3 |
| MNA 2394 | Postal Finance I | 3 |
| MNA 2397 | Personnel Practices | 3 |
| MNA 2398 | Labor Relations | 3 |
| MNA 2399 | Postal Finance II | 3 |
| | Approved Electives | 6 |

REAL ESTATE

| | | |
|----------|--|---|
| MTB 1103 | Business Math | 3 |
| REE 1200 | Real Estate Finance | 3 |
| REE 1040 | Introduction to Real Estate: Course I | 3 |
| ACG 2001 | Accounting I | 3 |
| ACG 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 2151 | Word Processing: Editing I | 3 |
| SES 1110 | Typewriting II | 2 |
| SES 1210 | Shorthand | 3 |
| SES 1350 | Filing | 3 |
| MTB 1103 | Business Math | 3 |
| SES 1211 | Dictation | 3 |
| SES 1150 | Introduction to Word Processing | 3 |
| SES 1171 | Machine Transcription | 3 |
| SES 2120 | Typewriting III | 2 |
| SES 2335 | Business Communications | 3 |
| SES 2212 | Transcription | 3 |
| SES 2402 | Secretarial Office Practice | 3 |
| ACG 2001 | Accounting I | 3 |
| SES 2152 | Word Processing: Editing II | 3 |

WORD PROCESSING

| Course | Course Title | Sem. Hrs. |
|---------------|-------------------------------------|------------------|
| SES 1110 | Typewriting II | 2 |
| SES 1350 | Filing | 3 |
| MTB 1103 | Business Mathematics | 3 |
| ACG 2001 | Accounting I | 3 |
| SES 2120 | Typewriting III | 2 |
| SES 2335 | Business Communications | 3 |
| MAN 2021 | Management | 3 |
| SES 1150 | Word Processing Introduction Theory | 3 |
| SES 1171 | Machine Transcription | 3 |
| SES 2151 | Word Processing: Editing I | 3 |
| SES 2152 | Word Processing: Editing II | 3 |
| COC 1020 | Computer Literacy | 3 |
| SES 2401 | General Office Practice | 3 |

HOME ECONOMICS DEPARTMENT

CHILD CARE

| | | |
|----------|--|---|
| CHD 1220 | Child Growth and Development I | 3 |
| CHD 1430 | Observing and Recording Child Behavior | 3 |
| CHD 2432 | Curriculum for Young Children I | 3 |
| HUN 2410 | Child Nutrition and Health | 3 |
| FAD 1123 | Adults in a Changing Society | 3 |
| HUS 1400 | Peer Advising | 3 |
| COA 2100 | Consumer Education | 3 |
| CHD 1941 | Internship - Child Development (May be repeated 3 times for 9 credit hours) | 9 |
| CHD 2433 | Child Development Seminar | 3 |
| CHD 1230 | Child Growth and Development II | 3 |

TECHNOLOGY, INDUSTRY, AND PUBLIC SERVICES DEPARTMENT

AIR CONDITIONING, REFRIGERATION AND HEATING TECHNOLOGY

| Course | Course Title | Sem. Hrs. |
|---------------|---|------------------|
| ETM 1650C | Electrical Theory | 6 |
| ETM 1610C | Principles of Air Conditioning, Heating, and Refrigeration | 6 |
| ETM 1700C | Principles of Gas, Electrical, and Solar Heating | 6 |
| ETM 1616C | Air Conditioning, Heating and Refrigeration | 6 |
| ACT 2110 | Electrical Controls for Air Conditioning and Refrigeration | 6 |
| ACT 2740 | Commercial Air Conditioning and Refrigeration | 6 |

AUTOMOTIVE MECHANICS

| | | |
|----------|-------------------------------------|---|
| AER 2112 | Automotive Engines | 6 |
| AER 1120 | Auto Suspension, Steering, & Brakes | 6 |
| AER 2103 | Automotive Electrical | 6 |
| AER 1142 | Fuel, Lub, and Cooling | 6 |
| AER 1771 | Diesel Repair 1 | 3 |
| AER 1779 | Diesel Repair 2 | 3 |
| AER 2131 | Automotive Transmissions | 6 |

COMMERCIAL FOODS

| | | |
|-----------|-------------------------------|---|
| FSS 1202C | Beginning Food Preparation I | 6 |
| FSS 1203C | Beginning Food Preparation II | 6 |
| FSS 1221 | Quantity Food Preparation I | 6 |
| FSS 1222 | Quantity Food Preparation II | 6 |
| HFT 2261 | Restaurant Management I | 6 |
| HFT 2262 | Restaurant Management II | 6 |

DRAFTING AND DESIGN [Select 36 hours]

| | | |
|-----------|--------------------------------|---|
| ETD 1701C | Drafting I | 6 |
| ETD 1702C | Drafting II | 6 |
| ETD 1703C | Drafting III | 6 |
| ARC 2121C | Architectural Drafting | 6 |
| EGN 1130 | Descriptive Geometry | 3 |
| EGN 1120C | Engineering Graphics | 3 |
| ETD 1305 | Computer/Systems Drafting | 3 |
| ETD 1306 | Printed Circuit Board Drafting | 3 |
| ETD 1801C | Technical Illustration | 3 |
| ETD 2705 | Advanced Mechanical Drafting | 3 |
| ETD 1713 | Machine Drafting | 3 |

ELECTRONICS

Core:

| | | |
|-----------|-------------------------------|---|
| ETE 1010C | Electricity/Electronics I | 5 |
| ETE 1020C | Electricity/Electronics II | 5 |
| ETE 1140C | Devices and Circuits I | 5 |
| ETE 1145C | Devices and Circuits II | 5 |
| ETE 2601C | Digital Technology I | 5 |
| EET 1607C | Soldering/PC Board Techniques | 3 |

Options:*

| | | |
|-----------|---------------------------------------|---|
| ETE 2421C | Electronic Communications | 5 |
| ETE 2619 | Digital Technology II | 5 |
| ETE 2680 | Advanced Microprocessors | 5 |
| EST 2112 | Industrial Electronics | 5 |
| CET 2152C | Computer Analysis and Troubleshooting | 5 |

*Students must select 10 hours of option/elective courses in consultation with an advisor.

GRAPHICS/PRINTING

| | | |
|-----------|--|---|
| GRA 2500C | Printing Materials and Processes | 3 |
| GRA 1541C | Introduction to Copy Preparation | 4 |
| GRA 1542C | Advanced Copy Preparation | 4 |
| GRA 1571C | Process Camera I | 4 |
| GRA 1573C | Process Camera II | 4 |
| GRA 1601C | False Color Stripping | 3 |
| GRA 1636C | Small Offset Press Operations | 4 |
| GRA 2635C | Offset Presswork I | 4 |
| GRA 2905 | Independent Study | 1 |
| SES 1100 | Typewriting I--should be taken in 1st semester | 2 |

WELDING

| | | |
|----------|-----------------------|---|
| MTR 1100 | Oxy-Weld & Cut I | 6 |
| MTR 1112 | Arc Welding | 6 |
| MTR 1151 | Adv Oxy-Weld & Cut | 6 |
| MTR 1152 | Heli-Arc Welding | 6 |
| MTR 1160 | Adv Heliarc & Arc | 6 |
| MTR 2161 | Adv Arc & Mig Welding | 6 |



ADULT GENERAL AND CONTINUING EDUCATION

ADULT BASIC EDUCATION

Individualized and small group instruction leading to a mastery of the basic skills needed by adults to function in today's complex society. Persons completing this program normally take the General Educational Development (GED) Test. (See Fee Schedule, p. 21, for costs).

GENERAL EDUCATION DEVELOPMENT [GED] AND ADULT HIGH SCHOOL DIPLOMA

Course work for high school units and to prepare individuals without high school diplomas for the GED Test is available. Persons passing the GED Test, as well as those who earn sufficient credits by class attendance and pass the State exam, are awarded a high school diploma by the State of Florida.

Selected continuing education courses meeting 45 contact hours earn 4.5 continuing education units and may also earn 1/2 unit applicable toward a high school diploma. A program of study for adult high school students will be developed, upon request, by an OWJC counselor/advisor that specifies the appropriate academic and elective high school units.

VOCATIONAL PREPARATORY

Vocational Preparatory course work is offered for the specific purposes of preparing individuals for successful completion of vocational/occupational programs and for advancement or upgrading in their occupations. Students pursuing occupational program objectives should seek counselor/advisor assistance with regard to placement in Vocational Preparatory courses.

COLLEGE PREPARATORY

College Preparatory courses are provided for high school graduates who are identified as needing additional academic preparation before pursuit of *degree-credit* college courses in computation and communications. These courses provide competency-based instruction for the development of the prerequisite skills in reading, writing, mathematical reasoning and logical thinking for effective pursuit of *degree-credit* college courses in computation and communications.

Details regarding College Preparatory courses are available from the offices of the Dean of Instruction and the Dean of Student Services, from each counselor and educational advisor at the college and from each of the Directors of OWJC Centers (Eglin, Hurlburt, OWJC/UWF Fort Walton Beach, and the OWJC Chautauqua Neighborhood Center in DeFuniak Springs).

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 as needed.

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida. One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the state. All courses designated as equivalent will carry the same prefix and last three digits.

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida's postsecondary institutions who made suggestions and criticisms to be incorporated into the system.

The course numbering system is, by law, descriptive and not prescriptive. It in no way limits or controls what courses may be offered or how they are taught. It does not affect course titles or descriptions at individual schools. It seeks only to describe what is being offered in postsecondary education in Florida in a manner that is intelligible and useful to students, faculty, and other interested users of the system.

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SYG 000 at a community college, he cannot be required to repeat SYG 000 at the school to which he transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using *non-equivalent* courses for satisfying certain requirements.

General Rule for Course Equivalencies

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SYG 000.

First Digit

The first digit of the course number is assigned by the institution, generally to indicate the year it is offered; i.e., "1" indicates freshman year, "2" indicates sophomore year. In the sociology example mentioned above, one school which offers the course in the freshman year will number it SYG 1000; a school offering the same course in the sophomore year will number it SYG 2000. The variance in first numbers does *not* affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.

Titles

Each institution will retain its own title for each of its courses. The sociology courses mentioned are titled at different schools as "Introductory Sociology," "General Sociology," and "Principles of Sociology." The title does *not* affect the equivalency. The courses all carry the same prefix and last three digits; that is what identifies them as equivalent.

Lab Indicators

Some courses will carry an alpha suffix indicating a lab. The alpha suffixes "L" and "C" are used as follows to indicate laboratories:

"L" means either (a) a course, the content of which is entirely laboratory or (b) the laboratory component of a lecture-lab sequence in which the lab is offered at a different time/place from the lecture course.

"C" means a combined lecture-lab course in which the lab is offered in conjunction with the lecture at the same time/same place.

| | | |
|----------------------------|----------|--------------------------|
| Examples: Marine Biology | OCB 013 | (lecture only) |
| | OCB 013L | (lab only) |
| Marine Biology with lab | OCB 013C | (lecture & lab combined) |

Therefore, OCB 013C is equivalent to OCB 013 plus OCB 013L.

Equivalency of Sequences

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences. (For example, MAC 132, 133, 134). In these cases the subject matter topics may not be taught in the same sequence, course by course, in several institutions; however, upon completion of the full sequence at any of the several institutions, students have completed substantively equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

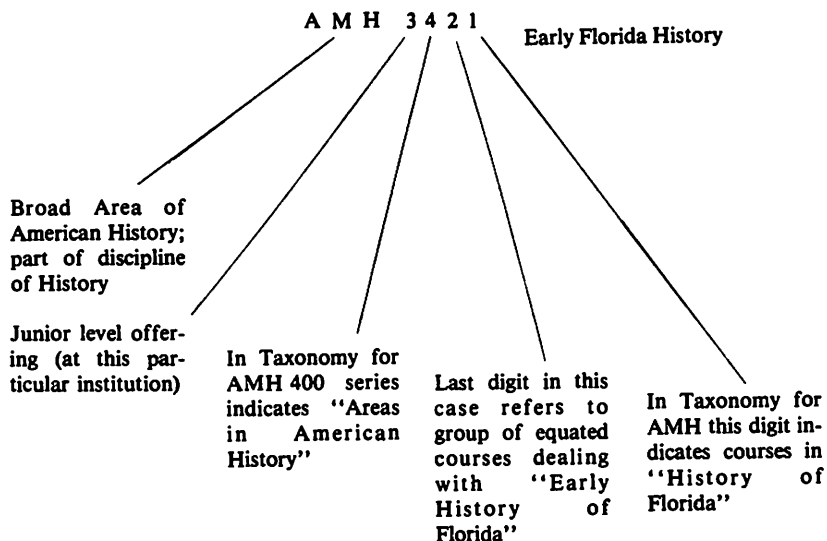
Explanation of Prefixes and Numbers

Prefixes and numbers in the course numbering system are not chosen at random; they are designed to describe course content in an organized fashion within a classification system developed for each subject matter area.

Generally, each of the major classifications in a discipline is represented by a three-alpha prefix. In some cases, one three-alpha prefix has been sufficient for the entire discipline. A discipline may use as many prefixes as necessary to accommodate its major classifications. The logic of the system allows it to be infinitely expandable with minimal disruption to existing numbers.

History, for example, has seven prefixes: AFH, African History; AMH, American History; ASH, Asian History; EUH, European History; HIS, History-General; LAH, Latin American History; and WOH, World History. All history courses in the state will carry one of these prefixes.

A more specific example is AMH 3421.



(Local titles are used for each particular course. The last three numbers are used to indicate equivalency.)

The number of prefixes is a function of the extent of the subclassifications of the given subject matter area.

When this work began there were 920 alpha prefixes in existence; with the new system there are now 370. As in most states, there existed no uniformity in Florida's prefixes as indicated by the example below:

| Discipline | Before | After |
|-------------------|---------------|--------------|
| History | 20 | 7 |
| Sociology | 24 | 3 |
| Philosophy | 23 | 4 |
| Religion | 27 | 1 |
| Mathematics | 50 | 10 |
| English | 39 | 6 |
| Nutrition | 38 | 4 |

Although it is true that a student majoring at one of the 38 participating institutions may have had only one alpha prefix for his major (e.g., HY-History) and now he will have seven, all prefixes in the same subject matter areas will be the same throughout these institutions.

A complete inventory of taxonomy listings, equivalent and unique courses, has been made available to each academic department of every institution in the state. Students, through their logic advisors, should use this information in designing programs which will transfer smoothly.

Exceptions to the Rule for Equivalencies

The following are exceptions to the general rule for course equivalencies:

- A. All graduate level courses (except those which the faculty and their reviewing colleagues have determined to be substantively equivalent with undergraduate courses) are not automatically transferable.
- B. All numbers which have a second digit of "9" (Ex.: ART 2905) are "place keeper" numbers for such courses as directed independent study, thesis hours, etc. Courses with 900 numbers must be evaluated individually and are not automatically transferable.
- C. All internships, practicums, clinical experiences and study abroad courses, whatever numbers they carry, are not automatically transferable.
- D. Performance or studio courses in art, dance, theatre, and music are not automatically transferable but must be evaluated individually.

Authority For Acceptance of Equivalent Courses

The following amendment to Section 6A-10.24(7) of the Articulation Agreement was approved by the Community Colleges Council on Instructional Affairs, the Presidents Council, the Division of Community Colleges, the State University System Council of Vice Presidents for Academic Affairs, the Council of Presidents and the Board of Regents. It was adopted by the State Board of Education on March 7, 1978: "... Students who earn credit in a course determined by the appropriate faculty task force to be equivalent and which is published in the statewide course numbering system, and who later transfers to another institution within the system can transfer and use the credit in that course at the receiving institution for the same purpose as that course can be used by native students who complete the course at the receiving institution."



ALPHABETICAL LISTING OF COURSE DESCRIPTIONS
(Discipline Index)

| | | | |
|---|-------------|---|-------------|
| Accounting (ACG) | 112 | Graphics/Printing (GRA) | 142-144 |
| Air Conditioning & Refrigeration (ACT, ETM) | 112,136 | History (AMH) | 113 |
| Art (ARH, ART) | 115 | Home Economics (FAD, HHD, HME, HOE, DIE) | 137,145,128 |
| Auto Mechanics (AER) | 112-113 | Hotel Management (HFT) | 144 |
| Banking (BAN, FIN) | 117,138 | Human Growth & Development (DEP) | 128 |
| Biology (APB, BSC, OCB, OCE, PCB) | 114,118,155 | Humanities (HUM, ARH) | 115,146 |
| Botany (BOT) | 118 | Journalism (JOU) | 147 |
| Business Law (BUL, GEB) | 118,140 | Law Enforcement (CJD, CJT) | 124-125 |
| Chemistry (CHM) | 123 | Literature (AML, ENG, LIT) | 114,131,148 |
| Child Development (CHD) | 121 | Management (MAN, MAR) | 149-150 |
| Clothing Construction (CTE) | 127 | Math (MAC, MAS, MAT, MGF, MTB) | 148,150,151 |
| Computer Programming (CAP, CNM, COA, COC, COP) | 119,126 | Music (MUH, MUT,) | 155 |
| Construction Estimating (BCN) | 118 | Non-College-Credit Courses (XXX) | 166-182 |
| Creative Writing (CRW) | 127 | Nutrition (HUN) | 146 |
| Criminal Law (CCJ) | 123-125 | Personal Adjustment (CLP) | 125 |
| Data Processing (CRM) | 127 | Philosophy (PHI) | 158 |
| Drafting & Design (ARC, ETD) | 115,132 | Physical Education (PEL, PEM, PEN, PEO, PET) | 155-157 |
| Economics (ECO) | 128 | Physical Science (PSC) | 159 |
| Education (EDF) | 128 | Physics (PHY) | 158 |
| Electronics (ETE, ETG) | 129,134 | Political Science (POT) | 158 |
| Emergency Medical Technology (EMS) | 129-131 | Psychology (EDP, PSY) | 128,159 |
| Engineering Graphics (EGN) | 129 | Reading (REA) | 159 |
| English (ENC) | 131 | Real Estate (REE) | 160 |
| Fire Science (FFP) | 137,138 | Sociology (SYG) | 164 |
| First Aid (HES) | 146 | Spanish (SPN) | 163 |
| Foods (FSS) | 139-140 | Speech (SPC) | 162 |
| French (FRE, FRW) | 138,139 | Theatre (THE, TPA, TPP) | 164,165 |
| General Office Practices (SES) | 160-162 | Welding (ATM, MTR) | 117,153 |
| Geology (GLY) | 142 | World Civilization (WOH) | 165 |
| German (GER, GEW) | 141-142 | Zoology (ZOO) | 165 |
| Government (POS) | 158 | | |

COURSE DESCRIPTIONS

The courses which are offered by Okaloosa-Walton Junior College are listed below in alphabetical and numerical order.

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.

- ACG 2001** **Accounting I, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
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.
- ACG 2011** **Accounting II, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
Partnership formation and liquidation corporate stock and capital equity transactions financing with long-term liabilities, branch and departmentalization, job order and process costing, budgetary control and standard costing and differential analysis, cost volume profit analysis and quantitative techniques, funds flow and financial position statements, consolidation: pooling and purchasing, and analyzing interpreting statements. Prerequisite: ACG 2001.
- ACT 2110*** **Electrical Controls for Air Conditioning and Refrigeration, 6 semester hours, 75 lec., 105 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. Prerequisite: ETM 1650C.
- ACT 2740*** **Commercial Refrigeration and Air Conditioning, 6 semester hours, 75 lec., 105 lab. [Offered as needed]**
A course designed to prepare the student to become familiar with commercial refrigeration and air conditioning systems, to properly size, install and/or service these systems and components. Prerequisites: ETM 1610C and ETM 1650C.
- AER 1100*** **Automotive Charging Systems, 3 semester hours, 15 lec., 75 lab. [Offered as needed]**
In-depth study of automotive charging systems. Includes practical experience.
- AER 1120*** **Auto Suspension, Steering, & Brakes, 6 semester hours, 30 lec., 150 lab.[Offered as needed]**
A course in the fundamentals of diagnosing and repairing automotive malfunctions in the area of suspension, steering, and brakes. Includes lecture, demonstration, practical application activities and performance tests.

*Occupational course that may not be applied toward the A.A. Degree.

- AER 1142*** **Fuel, Lub and Cooling Systems, 6 semester hours, 30 lec., 150 lab. [Offered as needed]**
 A course in the fundamentals of diagnosing and repairing automotive malfunctions in automotive fuel, lubrication, and cooling systems. Includes lectures, demonstrations, practical application activities, and performance testing.
- AER 1777*** **Diesel Repair I, 3 semester hours, 15 lec., 60 lab. [Offered as needed]**
 A course intended for students who wish to develop basic skills in the area of diesel repair. Includes use of shop tools and safety procedures; fundamentals of diesels; diesel components and subsystems; operation, testing, maintenance, and service procedures.
- AER 1779*** **Diesel Repair II, 3 semester hours, 15 lec., 60 lab. [Offered as needed]**
 An advanced course in diesel repair involving diagnosis and repair of major diesel systems, use of specialized tools, use of advanced diagnostic equipment and techniques, and examination of parts for functionality and wear. Prerequisite: AER 1777.
- AER 2103*** **Automotive Electrical Systems, 6 semester hours, 30 lec., 150 lab. [Offered as needed]**
 A course in the fundamentals of diagnosing and repairing malfunctions to automotive electrical systems. Includes lecture, demonstrations, practical application activities, and performance testing.
- AER 2112*** **Automotive Engines, 6 semester hours, 30 lec., 150 lab. [Offered as needed]**
 A course in the fundamentals of diagnostics and repairing automotive malfunctions in the area of automotive engines. Includes lecture, demonstrations, practical application activities, and performance testing.
- AER 2125*** **Automotive Chassis, 3 semester hours, 15 lec., 75 lab. [Offered as needed]**
 Study and function of chassis components to include steering systems and front-end geometry.
- AER 2131*** **Transmissions, 6 semester hours, 30 lec., 150 lab. [Offered as needed]**
 Study and practical experience covering the clutch, standard transmission, automatic transmission, drive line, and differential.
- AER 2171*** **Automotive Air Conditioning, 6 semester hours, 75 lec., 105 lab. [Offered as needed]**
 A course designed to prepare a student to diagnose, service and repair automotive air conditioning systems.
- AMH 1041** **American Civilization, 3 semester hours, 45 lec. [Offered as needed]**
 Unified history of social and intellectual issues. A study of major American concerns and issues, the proposals, their formative ideas, the resolution attained in an emerging pattern of American character and heritage.

*Occupational course that may not be applied toward the A.A. Degree.

- AMH 2010** **American History I, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
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.
- AMH 2020** **American History II, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
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 as a continual historical process.
- AML 2010** **American Literature I, 3 semester hours, 45 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, 45 lec. [Spring]**
American letters from the Civil War through the contemporary period.
- APB 1150** **General Biology, 4 semester hours, 60 lec. [Fall, Spring, Summer]**
The principles of biology are included. Human Biology is emphasized. Man's effect on the environment is considered wherever appropriate. (NO LABORATORY--Not for majors in Biology).
- APB 1150C** **Biology I, 3 semester hours, 30 lec., 30 lab. [Fall, Spring, Summer]**
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. (For non-science majors).
- APB 1151C** **Biology II, 3 semester hours, 30 lec., 30 lab. [Fall, Spring, Summer]**
The nature of living organisms and of life, contemporary information concerning the basic biological concepts and an appreciation of man's understanding of his environment. A study of human inheritance, anatomy, and physiology will be included. Prerequisite: Biology I is recommended.
- APB 1200C** **Anatomy & Physiology I, 3 semester hours, 30 lec., 30 lab [Offered as needed]**
A study of the human organism to include cells, tissues, skeleton, muscular system, nervous system and gastrointestinal system.
- APB 1201C** **Anatomy & Physiology II, 3 semester hours, 30 lec., 30 lab [Offered as needed]**
A study of the human organism to include the cardiovascular system, the fluid electrolyte balance, and the respiratory excretory, endocrine and reproductive systems. Prerequisite: Anatomy & Physiology I.

- APB 1231C** **Introductory Microbiology, 4 semester hours, 45 lec, 30 lab [Offered as needed]**
 This course is designed for students entering programs in the numerous health fields, but primarily for pre-nursing students. The material presented covers the fundamentals of microbiology needed to understand the biology of infectious diseases and the agents that cause them. Not accepted as satisfactory requirements for majors in biology, pre-med, pre-vet, and pre-dentistry.
- ARC 2121C*** **Architectural Drafting, 6 semester hours, 30 lec., 120 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.
- ARC 2154C*** **Advanced Drafting and Design: Architectural, 2 semester hours, 90 lab. [Fall, Spring]**
 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.
- ARH 1000** **Humanities Art, 3 semester hours, 45 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, 45 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, 45 lec. [Spring, 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** **Pottery I, 3 semester hours, 15 lec., 60 lab. [Offered as needed]**
 The students shall be exposed to the production of pottery utilizing all known hand building techniques. Also includes introduction to potter's wheel and basic wheel fundamentals. First half of course is hand building, second half is devoted to development of skills on the potter's wheel. Students also learn how to glaze pottery and make glass..
- ART 1111C** **Pottery II, 3 semester hours, 15 lec., 60 lab. [Offered as needed]**
 Continues handbuilding of Pottery I, but major emphasis is placed upon development of skills utilizing the potter's wheel. Additional glazing experimentation is also emphasized. Prerequisite: Pottery I.
- ART 1115C** **Reduction Firing and Glazing, 1 semester hour, 24 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: Pottery I or permission of the instructor.

*Occupational course that may not be applied toward the A.A. Degree.

- ART 1201C Design I, 3 semester hours, 60 lab., 15 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, 60 lab., 15 lec. [Offered as needed]**
Extension and development of the elements of design in three-dimensional projects.
- ART 1300C Drawing I, 3 semester hours, 60 lab. 15 lec., [Offered as needed]**
Problems in drawing techniques and media.
- ART 1301C Drawing II, 3 semester hours, 60 lab., 15 lec. [Offered as needed]**
Problems in drawing and composition. Prerequisite: Drawing I or permission of the instructor.
- ART 1400C Introductory Printmaking, 3 semester hours, 60 lab., 15 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, 60 lab., 15 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 1702C Sculpture II, 3 semester hours, 15 lec., 60 lab. [Offered as needed]**
A course in the creation of ceramic sculptural forms. Includes a wide range of possibilities in the use of ceramic materials to produce non-utilitarian forms. (It is expected that the student have a basic knowledge of clay and glazes as a prerequisite). Prerequisites: Pottery I or permission of the instructor.
- ART 2510C Painting I, 3 semester hours, 60 lab., 15 lec. [Offered as needed]**
Problems of constructing a composition in color. The academic method of painting and student experimentation. Prerequisite: Drawing II or permission of the instructor.
- ART 2520C Painting II, 3 semester hours, 60 lab., 15 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: Painting I or permission of the instructor.
- ATM 1000A* Aviation General, 4 semester hours, 60 lec. [Offered as needed]**
A course designed to prepare beginning students for careers in aviation mechanics, and/or help elective students broaden their knowledge and skills in this area. Covers all of the topics dealt with on the Aviation General portion of the FAA licensing exam.

*Occupational course that may not be applied toward the A.A. Degree.

- ATM 1351*** **Aircraft Welding, 3 Semester hours, 15 lec., 45 lab [Offered as needed]**
Shop safety precautions and procedures; practical and theoretical training in the use of oxyacetylene, arc, and TIG welding, in general aviation; training in the recognition of various materials for welding and in the selection of the proper welding materials and equipment for use in general aviation.
- ATM 1821A*** **Air Power Plant Mechanics I, 4 semester hours, 60 lec., [Offered as needed]**
A course to prepare aircraft power mechanics for the power plant portion of the F.A.A. licensing examination. Covers such topics as: fuel systems, electrical systems, and engine repair/overhaul. Prerequisite: F.A.R. 65.77 must be complied with before student will be permitted to take F.A.A. examination.
- ATM 1822A*** **Air Power Plant Mechanics II, 4 semester hours, 60 lec., [Offered as needed]**
A course to prepare aircraft power mechanics for the power plant portion of the F.A.A. licensing examination. Covers such topics as: oil pressure, weights and balances, propellers, and a continuation of engine repair/overhaul. Prerequisite: F.A.R. 65.77 must be complied with before student will be permitted to take F.A.A. examination.
- ATM 1823A*** **Air Frame Mechanics I, 4 semester hours, 60 lec., [Offered as needed]**
A course to prepare aircraft frame mechanics for the airframe portion of the F.A.A. licensing examination. Covers such topics as: fabrics, finishes, wood members, and sheetmetal. Prerequisite: None--but F.A.R. 65.77 must be complied with before student will be permitted to take F.A.A. examination.
- ATM 1824A*** **Air Frame Mechanics II, 4 semester hours, 60 lec., [Offered as needed]**
A course to prepare aircraft frame mechanics for the airframe portion of the F.A.A. licensing examination. Covers such topics as: hydraulic systems for brakes, rigging for mechanical controls, electrical systems, weights and balance. Prerequisite: None--but F.A.R. 65.77 must be complied with before students will be permitted to take F.A.A. examination.
- BAN 1110** **Principles of Bank Operations, 3 semester hours, 45 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 2210** **Analyzing Financial Statements. 3 semester hours, 45 lec. [Offered as needed]**
This course presents the fundamentals of financial statement analysis. It is intended to train the student in the use of tools and techniques necessary for the evaluation of the financial condition and operating performance of a business enterprise.

*Occupational course that may not be applied toward the A.A. Degree.

- BAN 2240** **Instalment Credit, 3 semester hours, 45 lec. [Offered as needed]**
 In this course, the techniques of instalment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's instalment credit operation is carefully scrutinized. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of instalment lending.
- BAN 2900** **Directed Study-Banking 1 semester hour, 30 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.
- BCH 2033C** **Elementary Biochemistry, 4 semester hours, 45 lec., 30 lab. [Offered as needed]**
 The course is designed for students of health sciences, biology and related areas to acquire a basic understanding of the fundamental concepts of organic and biological chemistry.
- BCN 2610** **Construction Estimating, 3 semester hours, 30 lec., 30 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.
- BOT 1010C** **Botany, 4 semester hours, 45 lec., 45 lab. [Fall, Spring, Summer]**
 A course designed to introduce the student to the biological principles of the plant kingdom with emphasis on the flowering plants.
- BSC 1905** **Independent Study-Biology, 1 semester hour [Fall, Spring, Summer]**
 A course designed to (1) allow a 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.
- BSC 2905** **Tutorial Biology, 1 semester hour [Fall, Spring, Summer]**
 An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods a week.
- BSC 2946** **Directed Work Study-Biology, 1 semester hour, 45 lab. [Fall, Spring, Summer]**
 Directed experience in instructional, laboratory and/or materials assistance in a designated biology area. Entry by permission of department chair only.
- BUL 2111** **Business Law I, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 Introductory course in business law with objective of presenting the law underlying business transactions. Course includes the study of the Law of Contracts, the Law of Bailments, and the law of sales based on the UNIFORM COMMERCIAL CODE. Recommended for all business students.

- BUL 2112** **Business Law II, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 Course content explores laws relative to Negotiable Instruments, Agency, Partnerships, (includes study of Uniform Partnership Act), Corporation Law, Creditors Rights, Consumer Protection and Insurance. Based on Uniform Commercial Code.
- CAP 1102** **Basic Programming for the Teacher, 1 semester hour, 15 lec. [Offered as needed]**
 A comprehensive coverage of the BASIC Programming Language with emphasis on different uses of the computer as a teaching aid.
- CAP 1120** **Programming Skills, 1 semester hour, 20 lec. [Offered as needed]**
 A workshop that involves applications in advanced programming (uses of BASIC and PASCAL) through graphics and telecommunication processes for the classroom teacher. Prerequisite: Computer Application Skills Workshop or prior experience with microcomputers in education.
- CAP 1121** **Education Software Workshop, 1 semester hour, 20 lec. [Offered as needed]**
 A workshop to assess software for computer assisted instruction and computer managed instruction applications and determining effective strategies of integrating software into school curriculum. Prerequisite: Programming Skills Workshop.
- CCJ 1000** **Introduction to Criminology, 3 semester hours, 45 lec. [Spring]**
 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, 45 lec. [Fall, Spring]**
 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 1121** **Crime Prevention, 3 semester hours, 45 lec. [Offered as needed]**
 A course in crime prevention as it exists today in America. Study includes residential, personal and commercial crime prevention and it includes crime prevention resources, crime analysis and current legal implications. Designed primarily for in-service law enforcement officers but will not be limited to such personnel.
- CCJ 1192** **Crisis Intervention, 3 semester hours, 45 lec. [Offered as needed]**
 A study of the nature and causes of human stress in crisis situations involving criminal justice practitioners to include law enforcement, judicial and correctional personnel: definitions, recognition and assessment, general calming techniques, intervention; safety, abnormal behavior and suicide, role playing, causes of psychological and physiological stress agents inherent in the duties of criminal justice practitioners and countermeasures to anxiety and stress reduction. Permission of the instructor needed.

- CCJ 1210** **Criminal Law, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 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, 45 lec. [Fall, Spring, Summer]**
 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, 45 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 1500** **Juvenile Delinquency, 3 semester hours, 45 lec. [Offered as needed]**
 A study of the nature and causes of juvenile delinquency, the development of the delinquent and criminal behavior, specific criminal justice subsystem (law enforcement, judicial, corrections) problems dealing with juvenile delinquents from initial contact through final disposition and treatment.
- CCJ 1935** **Criminal Justice Seminar, 3 semester hours, 45 lec. [Offered as needed]**
 Exploration, development and discussion of contemporary problems, in the Criminal Justice System.
- CCJ 1941*** **Internship—Criminal Justice, 3 semester hours, 225 hrs. [Offered as needed]**
 On-the-job training in the Associate of Science/Applied Science Option 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 2070** **Computer Applications in Criminal Justices, 3 semester hours, 45 lec. [Offered as needed]**
 Computer Applications in Criminal Justice introduces the participant to the use of the computer in Criminal Justice applications. The participant will be introduced to pre-packaged software and the process used to modify the package to criminal justice usage. This will include an electronic filing system designed to store, review and update data which can be manipulated into printed reports for daily and periodic usage.

*Occupational course that may not be applied toward the A.A. Degree.

- CCJ 2300** **Introduction to Corrections, 3 semester hours, 45 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, 45 lab. [Fall, Spring]**
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.
- CHD 1220** **Child Growth and Development I, 3 semester hours, 45 lec. [Fall]**
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, 45 lec. [Fall]**
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 hours, 30 lec., 45 lab [Fall]**
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 1941*** **Internship, Child Development, 3 semester hours, 90 lab [Offered as needed]**
On-the-job training in Associate of Science Degree, Associate Degree/Applied Science Option, Certificate programs in which the student is enrolled. The student is under the supervision at work of a qualified supervisor appointed by the respective agency, who works with the OWJC instructor regarding student's OJT objectives based on student's goals and prior training. The supervisor will rate the student's performance, knowledge, comprehension, dependability, initiative, cooperativeness based on OJT performance. OWJC instructor will evaluate student OJT experience in consultation with agency supervisor regarding OJT performance and project paper on approved project submitted two weeks prior to close of semester. This course may be repeated four times for a total of 12 semester hours. Prerequisite: Must have completed a minimum of 9 hours credit in appropriate discipline.
- CHD 2322** **Programs for Young Children, 3 semester hours, 45 lec. [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.

*Occupational course that may not be applied toward the A.A. Degree.

- CHD 2332*** Curriculum for Young Children II, 4 semester hours, 15 lec., 90 lab. [Spring and as needed]
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, 15 lec., 135 lab. [Spring and as needed]
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, 15 lec., 135 lab. [Spring and as needed]
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, 15 lec., 90 lab. [Fall, Summer]
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, 45 lec. [Spring and as needed]
Weekly seminar to critique performance and plan effective intern experience. Prerequisite: CHD 2332, 2334, or 2337 or permission of the instructor.
- CHD 2560*** Orientation to CDA Credential, 1 semester hour, 15 lec., 5 lab. [Offered as needed]
A course including orientation to the Child Development Associate credentialing process; preassessment by means of written evaluation, skill test and observation of student's performance with young children; and development of student assessment plan.
- CHD 2561*** Portfolio Building I, 1 semester hour, 15 lec., 5 lab. [Offered as needed]
An introductory course in portfolio building including requirements of a CDA portfolio and alternative formats. Focuses on developing autobiographical sketches and documenting competencies relating to setting up and maintaining a safe and healthy learning environment (CDA Competency #1).
- CHD 2562*** Portfolio Building II, 1 semester hour, 15 lec., 5 lab. [Offered as needed]
A course focusing on portfolio building with emphasis on advancing physical and intellectual competency (CDA competency #2) and building a positive self concept and individual strength (CDA competency #3).

*Occupational course that may not be applied toward the A.A. Degree.

- CHD 2563*** **Portfolio Building III, 1 semester hour, 15 lec., 5 lab. [Offered as needed]**
 A course focusing on portfolio building with emphasis on organizing and sustaining positive functioning of children and adults in a group learning environment (CDA competency #4); bringing about optional coordination of home and center childrearing practices and expectations (CDA competency #5); and carrying out supplementary responsibilities related to the children's programs (CDA competency #6).
- CHM 1020** **Chemical Science, 4 semester hours, 60 lec. [Fall, Spring, Summer]**
 Fundamental principles and theories of the dual nature of physical existence, matter and energy; atomic theory; periodicity of elements; dependence of properties on structure; kineticmolecular 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, 45 lec., 45 lab. [Fall, Spring, Summer]**
 Quantitative approach to modern theoretical and physical chemistry, with appropriate development of laboratory techniques. 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, 45 lec., 45 lab. [Fall, Spring, Summer]**
 Continuation of CHM 1045C: Solutions, chemical equilibrium and qualitative analysis. Electrochemistry, radiation chemistry and hydrocarbons.
- CHM 2210C** **Organic Chemistry I, 4 semester hours, 45 lec., 45 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, 45 lec., 45 lab. [Offered as needed]**
 Functional groups, IR, NMR, and mass spectroscopy theory. Prerequisite: CHM 2210C.
- CJD 1200** **Law Officer Skills, 2 semester hours, 15 lec., 30 lab. [Offered as needed]**
 A skills development course designed to upgrade the auxiliary and/or inservice police officer in the areas of driver improvement, arrest techniques, stress reduction, medical emergencies and use of firearms. A Florida Standards Salary incentive course.

*Occupational course that may not be applied toward the A.A. Degree.

- CJD 1250*** **Interviews and Interrogations, 3 semester hours, 45 lec. [Offered as needed]**
An advanced course designed to cover the techniques, methods, principles, and issues of interviewing and interrogations. Course meets Florida Police Standards Salary Incentive Requirements.
- CJD 1420** **Correctional Law, 3 semester hours, 45 lec. [Offered as needed]**
A course in practical law for correctional personnel. Study includes law regulating use of forces, civil rights of prisoners, constitutional law, legal service, disciplinary proceedings, parole, and current case law.
- CJD 1460** **Correctional Operations, 3 semester hours, 45 lec. [Offered as needed]**
Responsibilities, powers, and duties of the correctional officer; correctional administration; physical security; facility services; intake, classification and release procedures; special programs; human skills; understanding and responding to inmate behavior and correctional proficiency skills.
- CJD 1501*** **Criminal Justice Instructor Techniques, 3 semester hours, 45 lec. [Offered as needed]**
A basic course in instructional principles designed to equip the law enforcement specialist with techniques of classroom and field training methods.
- CJD 2310*** **Supervisor/Police, 5 semester hours, 80 lec. [Offered as needed]**
A career development course for full time police officers designed to train the line supervisor.
- CJD 2605** **Traffic Homicide Investigation, 3 semester hours, 45 lec. [Offered as needed]**
Course content covers traffic homicide investigation skills to include reconstruction, meets Florida Justice Standards and training certification requirements for career development.
- CJT 1120** **Crime Scene Procedures, 3 semester hours, 45 lec. [Offered as needed]**
Course emphasizes preliminary investigation techniques, crime scene protection, recording, processing, collection and preservation of evidence, fingerprint technology and legal aspects of evidence.
- CJT 1310** **Basic Firearms, 1 semester hour, 30 lab. [Offered as needed]**
Legal provisions and restrictions on the use of firearms and other police equipment. Range firing of weapons emphasizing deliverage, point, and defense shooting. Prerequisite: Open to criminal justice majors or with permission of instructor.
- CJT 1311** **Advanced Firearms, 1 semester hour, 30 lab. [Offered as needed]**
Instruction and practice in the advanced techniques of selected firearms. Students will fire the National Police Firearms Combat Course. Prerequisite: Completion of the Basic Firearms Courses and permission of instructor.

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- CJT 2100** **Criminal Investigation, 3 semester hours, 45 lec. [Offered as needed]**
 Fundamentals of investigation; duties and responsibilities of the detective; interrogation techniques; search and techniques of protecting the crime scene; collection and preservation of evidence; modus operandi systems; scientific aids and other sources of information; court preparation and case follow-up.
- CJT 2140** **Introduction to Criminallistics, 3 semester hours, 45 lec. [Fall, Spring]**
 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, 45 lec./lab [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, 45 lec. [Fall, Spring]**
 Responsibilities, powers, and duties of the uniformed patrolman; patrol techniques and procedures; field interrogation and note-taking; mechanics of arrest and search; handling of the mentally ill; transportation of prisoners; elements of property protection; fundamental of community relations; mob and riot control, traffic enforcement programs and techniques.
- CJT 2341** **Police Procedures and Techniques, 3 semester hours, 45 lec., [Offered as needed]**
 A basic course in police procedure development encompassing arrest procedures, searching techniques, vehicle searches, prisoner control and transportation and personal safety, rescue and aid.
- CJT 2410** **Traffic, 3 semester hours, 45 lec. [Offered as needed]**
 A basic course in traffic fundamentals to include enforcement of the State of Florida Uniform Traffic Law, accident investigation techniques and control and regulation of traffic. Safe driving techniques will also be covered.
- CJT 2430** **Traffic Accident Investigation, 3 semester hours, 45 lec. [Offered as needed]**
 Traffic law and arrest procedures, traffic accident reports, accident reconstruction, traffic accident investigation, homicide and hit and run investigation, interviews and interrogations.
- CLP 1002** **Personal Adjustment, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 Psychology of adjustment, application of psychological theory for problem solving and better mental health. An examination of psychological defense mechanisms and adaptive behavior.

- CLP 2140** **Abnormal Psychology, 3 semester hours, 45 lec. [Offered as needed]**
 A study of the different problems in psychopathology, including anxiety, depression, social deviance, psychosis, schizophrenia, both child and adult, mental retardation and general brain dysfunction, with emphasis on descriptive etiology, known causes, and treatments. Prerequisite: psychology course, permission of the instructor, or documented experience in an appropriate health related field.
- CNM 1001** **Computer Mathematics, 3 semester hours, 45 lec. [Fall, Spring]**
 An overview mathematics course designed for the student planning to enter the computer field. Includes a study of number systems, basic algebraic techniques, algebraic functions, trigonometric functions, logarithmic functions, simultaneous linear equations, and elementary matrix algebra. Prerequisite: Two years high school Algebra with good grades or beginning College Algebra.
- COA 2100** **Consumer Education, 3 semester hours, 45 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 family resources.
- COC 1020** **Computer Literacy, 3 semester hours, 45 lec. [Offered as needed]**
 An overall view of computers and how they affect each person as well as society. Some "hands-on" experience. Recommended for non-majors.
- COC 1110A** **Introduction to Computer Programming, 4 semester hours, 45 lec., 45 lab. [Offered as needed]**
 An introduction to the BASIC (Beginner All Purpose Symbolic Instruction Code) programming language and flowcharting. Stresses the importance of logical and proper documentation of programs. Designed for students to use knowledge obtained as a tool in their chosen field.
- COC 1120** **Programming Logic and Documentation, 4 semester hours, 45 lec., 45 lab. [Offered as needed]**
 Designed for data processing majors and stresses the importance of logic and proper documentation of programs to be used in a computer center. Prerequisite: CRM 1020.
- COP 1160** **RPG II Programming, 3 semester hours, 45 lec. [Offered as needed]**
 A survey of RPG II, Report Program Generator II, languages. Primary goal is to build knowledge of RPG II on a step-by-step basis in such a way the student will develop a full understanding of RPG II. Planning, coding, handling tables, use of arrays, and processing of files will be covered. Prerequisites: CRM 1020, COC 1120, and COP 2170.
- COP 2110** **FORTTRAN Programming, 4 semester hours, 30 lec., 60 lab. [Fall, Spring]**
 An introduction to the computer programming language of FORTRAN. Includes general introduction to computer programming, general programming concepts, elementary problem solving and flowcharting. Involves actual problem solving by the use of the FORTRAN language on the computer. Prerequisites: CRM 1020, COC 1120, COP 2170.

- COP 2120** **COBOL Programming, 4 semester hours, 30 lec., 60 lab. [Fall, Spring]**
 A survey of an introduction to COBOL programming. Historical development, general concepts and state of the art. COBOL is introduced with emphasis on problem solving. Emphasis on methods of analyzing business problems for computer adaptation. Prerequisite: CRM 1020, COC 1120, COP 2170.
- COP 2170** **BASIC Language Programming, 4 semester hours, 30 lec., 60 lab. [Offered as needed]**
 An introduction to the BASIC (Beginners All-Purpose Symbolic Instruction Code) programming language for students majoring in Data Processing. Prerequisites: CRM 1020 and COC 1120.
- CRM 1011** **Data Entry, 2 semester hours, 15 lec., 30 lab. [Offered as needed]**
 Development of correct techniques, learning keyboard and development of manual skills.
- CRM 1020** **Data Processing Concepts, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 A beginning course in computers designed for both the data processing major as well as those students who need a general understanding of the modern computer. A broad overview of digital computers including history of computers, number systems, punched card processing, storage concepts, coding systems, and input/output systems.
- CRW 2000** **Creative Writing, 3 semester hours, 45 lec. [Offered as needed]**
 Creativity in prose, poetry, and drama. All students creations are submitted to publisher's market.
- CRW 2002** **Creative Writing II, 3 semester hours, 45 lec. [Offered as needed]**
 The student writes in one of the following genres: prose, poetry, or drama. The student submits his/her manuscript to a publisher. Prerequisite: a beginning writing course, evidence of substantial publication, or departmental permission.
- CTE 1310** **Clothing Selection and Construction I, 3 semester hours, 30 lec., 30 lab. [Fall and Offered as needed]**
 A basic course in clothing construction stressing judgment 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 1401** **Textiles, 3 semester hours, 45 lec. [Offered as needed]**
 The study of fabrics used in clothing and home furnishings with emphasis on fibers, yarns, construction procedures, designs, and finishes that determine the qualities, performance, and care of fabrics.
- CTE 1743** **Clothing Selection and Construction II, 3 semester hours, 30 lec., 30 lab. [Spring and Offered as needed]**
 Advanced problems and techniques of clothing construction and alterations. Prerequisite: CTE 1310 or permission of the instructor.

- CET 2152C*** **Computer/Analysis & Troubleshooting, 5 semester hours, 30 lec., 90 lab. [Offered as needed]**
 This course will expand on the knowledge gained in Digital Technology II. In it, the student will learn the operation and command set of a second microprocessor. Subjects covered will include programming, input/output, interfacing and troubleshooting. The student will use logic and signature analysis in order to find instructor inserted faults. Assembly language programming and the writing of algorithms will be introduced. Prerequisite: Completion of electronics core program or permission of department chair.
- CTE 2350** **Tailoring, 3 semester hours, 30 lec., 30 lab. [Spring and as needed]**
 Tailoring principles and techniques of constructing, fitting and selecting tailored garments. Prerequisite: CTE 1310, CTE 1743.
- DAA 1340** **Folk Dance, 1 semester hour, 30 lab. [Offered as needed]**
 Instruction and participation in various Folk Dances.
- DEP 2004** **Human Growth and Development, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 A research-oriented course in human development, covering the life span of the human being from conception to death. Special emphasis placed upon the interrelationships of the stages of development of the normal person.
- DIE 1430** **Controlling Personal Weight, 1 semester hour [Offered as needed]**
 A basic course in weight control using behavior modification techniques to change eating habits, as well as nutritional and exercise practices so that desired weight is acquired and maintained.(Self-Supporting).
- ECO 2013** **Economics I, 3 semester hours, 45 lec. [Fall, or as needed]**
 Macroeconomics. Basic concepts and principles, national income accounting; fiscal and monetary policy and application, growth economics. Will satisfy General Education elective.
- ECO 2023** **Economics II, 3 semester hours, 45 lec. [Spring, or as needed]**
 Microeconomics. Economic structures, price theory, factor markets, and general equilibrium. Current national and international problems. World trade and balance of payments. Comparative economics. Will satisfy General Education elective.
- EDF 1005** **Introduction to Education, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 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.
- EDP 2002** **Educational Psychology, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 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.

*Occupational course that may not be applied toward the A.A. Degree.

- EET 1607C*** **Soldering/PC Board Techniques, 3 semester hours, 15 lec., 60 lab [Offered as needed]**
 Course teaches the knowledge and skills required in high reliability soldering. The student will work with and practice maintenance of quality soldering stations. Practice will be provided in non-destructive soldering and de-soldering of discrete and integrated circuits using printed circuit cards.
- EET 2715C*** **Computer Assisted Circuit Analysis, 4 semester hours, 30 lec., 60 lab [Offered as needed]**
 This course is designed to reinforce the student's knowledge of the laws, theorems, and concepts of electronics and their applications in network analysis. It also introduces BASIC language programming and the use of the computer in generating instantaneous, errorfree results. The time normally taken with laboratory work will be utilized in writing and testing BASIC language programs for circuit analysis. Prerequisite: ETE 1010C and ETE 1020C or permission of instructor.
- EEX 2010** **Introduction to Exceptional Children, 3 semester hours, 45 lec. [Offered as needed]**
 Study of incidence, nature, etiology and services available in connection with exceptional children including: hearing and speech problems; learning disabilities, mental retardation, blind, physically handicapped, gifted, emotional conflicts, also parents of exceptional children. Prerequisites: PSY 2012 or permission of the instructor.
- EGN 1120C** **Engineering Graphics, 3 semester hours, 30 lec., 30 lab. [Fall, Summer]**
 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, 30 lec., 30 lab. [Offered as needed]**
 Basic principles of orthographic projection, auxiliary views and rotation as they apply to points, lines and planes in space; addition of coplanar and non-coplanar vectors; intersections and developments; and selected abstract and practical problems.
- EME 1920** **Computer Application Skills Workshop, 1 semester hour, 20 lec. [Offered as needed]**
 A workshop to provide an overview of computer applications to gain an understanding of hardware and software terminology and use, and supply an introduction to software utilization for the classroom teacher.
- EMS 1065C** **Cardiopulmonary Resuscitation, 1 semester hour, 10 lec., 5 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.

*Occupational course that may not be applied toward the A.A. Degree.

- EMS 1119C** **Emergency Medical Technology, 5 semester hours, 45 lec., 45 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 operation aspects of the profession. Emergency Medical Technology is a 90 contact hour credit course, 40 additional hours in hospital observation/participation is required. Prerequisite: First Aid and CPR or permission of the instructor.
- EMS 1231C*** **Fundamentals of Emergency Care, 5 semester hours, 60 lec., 45 lab. [Offered as needed]**
 An overview of the role of the Paramedic, community medical emergency services and supportive agencies, Florida law and principles of jurisprudence, sterilization and asepsis, administration of medications, anesthesiology, vital signs, patient rapport and physical assessment, intravenous therapy and minor surgical assisting procedures. A study of the primary causes, diagnosis and treatment modalities in the emergency care of mothers and children, related pharmacology and supportive procedures. Prerequisite: 1. High School Biology or Chemistry or CHM 1020 or permission of instructor and medical director; 2. EMS 1119C, certification as an EMT-I.
- EMS 1232C*** **Medical and Surgical Emergencies I, 5 semester hours, 60 lec., 45 lab. [Offered as needed]**
 An investigation of the causes, Dx and Rx modalities of trauma in the adult patient, psychiatric disorders, metabolic disorders normal-abnormal heart conditions, C.N.S. disorders, EKG application and practice, arrhythmias and related pharmacology. Specific region injuries, including the eyes, face, neck and abdomen. Identification and management of diabetic emergencies, anaphylactic reactions, genitourinary problems and medical emergencies of the geriatric patient. Prerequisite: EMS 1231C, Certification as an EMT I or permission of instructor or Medical Director.
- EMS 1233C*** **Medical and Surgical Emergencies II, 5 semester hours, 60 lec., 45 lab [Offered as needed]**
 Advanced techniques of cardiopulmonary care and pathophysiology including continued use of EKG and telemetry, CPR and defibrillation and therapeutics related pharmacology. A&P of respiratory system, musculoskeletal system including management of Fx's, dislocations, sprains, and strains, and also including splinting and immobilization techniques. Protocols and procedures for transferring information to supervising physician, use of radio communications and EKG transmissions. Prerequisite: EMS 1233C.
- EMS 1340C*** **Basic Extrication, 2 semester hours, 15 lec., 30 lab. [Offered as needed]**
 This course is designed for students who have completed the basic EMT course, paramedic students, licensed EMT's paramedics, and firefighters. The course provides the student with the principles, practices, and techniques of vehicular rescue. The emphasis of the course is basic rescue. Prerequisites: Completion of Basic EMT course, be a licensed EMT or firefighter, or have permission of instructor.

*Occupational course that may not be applied toward the A.A. Degree.

- EMS 1341C*** **EMT II: Extrication, 4 semester hours, 45 lab., 45 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 use of emergency wreckers on the scene. Prerequisite: EMT I-Certified plus 6 months field experience.
- ENC 1001** **English Fundamentals, 3 semester hours, 45 lab or lec. [Fall, Spring, Summer]**
 Study and skill in English grammar, punctuation, syntax, style, spelling, and writing.
- ENC 1101** **English Communications I, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 Interpretive reading of essays. Instruction and intense practice in expository and argumentative writing. Prerequisite: A score in the 40th percentile or above on a standardized test measuring communications/verbal achievement.
- ENC 1102** **English Communications II, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 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: English Communications I.
- ENC 1210** **Technical Report Writing, 3 semester hours, 45 lec. [Offered as needed]**
 The fundamentals of report writing, mechanics and style with practice in preparing various common types of reports. Prerequisite: ENC 1001 or ENC 1101.
- ENC 2940** **Directed Work Study-Communications, 1 semester hour [Fall, Spring, Summer]**
 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 hour, 30 lab. [Fall, Spring, Summer]**
 An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- ENG 1000**** **College Preparatory English, 3 semester hours, 45 lec. [Offered as needed]**
 Course is designed to move students along as rapidly as possible toward full admission to degree programs. Skills appropriate to individual student needs are programmed in grammar, punctuation, spelling syntax, and composition.
- ENG 1001** **Research Papers, 1 semester hour, 16 lab. [Fall, Spring, Summer]**
 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.

*Occupational course that may not be applied toward the A.A. Degree.

**College preparatory credits may not be counted towards fulfilling the number of credits required for a degree.

- 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 specialization area. By permission of department chair only.
- ENL 2011** **English Literature I, 3 semester hours, 45 lec. [Offered as needed]**
 A study of English literature from the Old English period (Beowulf) 449 through the Age of Reason (Johnson) 1709. With emphasis upon foreign writers who notably influenced English literature with an awareness of the influence of English writers upon the cultural and intellectual heritage of the Western World.
- ENL 2020** **English Literature II, 3 semester hours, 45 lec. [Offered as needed]**
 A study of English literature from 1709 to present. With emphasis upon foreign writers who notably influenced English literature and with an awareness of the influence of English writers upon the cultural and intellectual heritage of the Western World.
- EST 2112*** **Industrial Instrumentation, 5 semester hours, 30 lec., 90 lab [Offered as needed]**
 Course will include the study of sensors, data acquisition and control, programmable controllers, motor speed controls, magnetic amplifiers, servomechanisms and introduction to robotics. Laboratory work will include experiments in industrial measurements, telemetry, systems, interface, process control and troubleshooting. The student will also perform experiments in the programming and control of an industrially representative robot arm. Prerequisite: Completion of the electronics core program or permission of Department Chair.
- ETD 1021*** **Technical Communications, 3 semester hours, 45 lec. [Offered as needed]**
 This course covers the communicative process as it specifically applies to communicating technical information in the field of electronics. It includes an introduction, steps in conducting and reporting research, writing outlines and definitions, describing mechanisms, and oral and visual presentation. The student will put these skills into practice by preparing a formal report and presentation. The student will also learn the requirements for and methods of producing and maintaining a laboratory notebook. Prerequisite: ENC 1101.
- ETD 1304*** **Intro Computer Drafting, 1 semester hour, 15 lec. [Offered as needed]**
 A course designed to help drafting students develop knowledge and skills in the area of computer aided drafting. The course will include general background information on computer drafting theory as well as presentations on state-of-the-art computer drafting hardware.
- ETD 1305*** **Computer/Systems Drafting Theory, 3 semester hours, 45 lec. [Offered as needed]**
 A course designed to help students develop knowledge and skills in the areas of computer aided drafting and systems drafting. Topics covered include: an introduction to computer aided drafting; computer aided drafting terminology; computer drafting hardware, software, and users; computer drafting applications; scissors drafting; reprographics; pin-registered overlay drafting; and team drafting. Prerequisite: ETD 1701C or EGN 1120C.

*Occupational course that may not be applied toward the A.A. Degree.

- ETD 1306*** **PCB Drafting, 3 semester hours, 15 lec., 60 lab. [Offered as needed]**
 A course to teach students principles of printed circuit board design, layout, and tape-on. Topics covered include: schematics logic, single side boards, multilayer boards, art-masters, fabrication drawings, and silkscreen masters. Prerequisites: EGN 1120C, ETD 1701, or permission of instructor.
- ETD 1701C*** **Drafting I, 6 semester hours, 30 lec., 120 lab. [Offered as needed]**
 The 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, 30 lec., 120 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, 30 lec., 120 lab. [Offered as needed]**
 A course in the fundamentals of Mechanical and Machine Drafting. Topics covered include: Geometric dimensioning and True positional tolerancing; threads, nuts, bolts, screws, gears, cams and springs, drafting standards, and preparation of working drawings. Prerequisites: Drafting I, ETD 1701C.
- ETD 1713C*** **Machine Design Drafting, 3 semester hours, 30 lec. 30 lab [Offered as needed]**
 A course in the fundamentals of geometric dimensioning and tolerancing. Topics covered include: definition and terms, symbology, datum referencing, locational tolerancing, form tolerancing, profile tolerancing, orientation and runout tolerancing, and math for positional tolerancing. Prerequisites: ETD 1701C or EGN 1120C and ETD 1703C.
- ETD 1801C*** **Technical Illustration, 3 semester hours, 15 lec., 45 lab. [Offered as needed]**
 The purpose of this course is to help students develop the skills, knowledge, and attitudes necessary to be job entry-level qualified as technical illustrators. Prerequisites: Drafting I or Engineering Graphics.
- ETD 2011*** **Industrial Print Reading, 1 semester hour. [Offered as needed]**
 The beginning level aspects of reading industrial prints such as drawing notes, title blocks, revision blocks, legends, schedules, multiviews, and parts list.
- ETD 2307*** **Advanced PCB Drafting, 3 semester hours, 15 lec., 60 lab [Offered as needed]**
 A course to teach students advanced principles of printed circuit board design, layout, and tape-up. Topics covered include: schematics, art-masters, fabrication drawings, and silkscreen masters for double sided and multilayer boards. Prerequisites: Engineering Graphics, Drafting I, PCB Drafting or permission of instructor.

*Occupational course that may not be applied toward the A.A. Degree.

- ETD 2614C*** **Electronic Drafting and Fabrication, 1 semester hour, 30 lab. [Spring]**
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, 3 semester hours, 15 lec., 60 lab [Fall, Spring]**
This course is designed to cover the following: mechanical and machine design, advanced dimensioning and tolerances, with emphasis on finished working drawings including details, subassemblies, assemblies and parts lists. Prerequisite: ETD 1702C, ETD 1703, ETD 1713C.
- ETD 2731C*** **Structural Drafting, 3 semester hours, 15 lec., 60 lab. [Offered as needed]**
A course in the fundamentals of structural drafting including: an overview of structural drafting, prestressed concrete drafting, structural steel drafting, and poured-on-site concrete drafting.
- ETD 2732*** **Construction Drafting, 6 semester hours, 30 lec., 120 lab. [Offered as needed]**
A course to prepare students to develop shop drawings for large construction projects. Topics covered include: steel, precast concrete, prestressed concrete, poured-in-place concrete, and heavy timber construction projects. Prerequisites: EGN 1120C or ETD 1701C or permission of the instructor.
- ETD 2905*** **Independent Study-Drafting, 1 semester hour [Fall, Spring, Summer]**
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 permission of instructor.
- ETE 1010C*** **Basic Electricity/Electronics I, 5 semester hours, 30 lec., 90 lab. [Offered as needed]**
The first course of the program, it introduces the electron theory, the theory, analysis, and troubleshooting of series, parallel and series-parallel DC resistive circuits, network theorems, DC meters, magnetism, and electromagnetic induction. Shop safety is emphasized and extensive practice is given in use of the VOM and electronic voltmeter.
- ETE 1020C*** **Electricity/Electronics II, 5 semester hours, 30 lec., 90 lab. [Offered as needed]**
The second course introduces alternating current and the circuit properties of inductance and capacitance. Subjects covered are inductors, capacitors, the theory and analysis of resistance-inductance, resistance-capacitance, resistance-inductance-capacitance, and resonant circuits, filters and complex notation in alternating current circuits. Shop safety will continue to be emphasized and extensive practice given in use of the oscilloscope.

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- ETE 1100*** **Electronics for Drafters, 4 semester hours, 60 lec. [Offered as needed]**
 An introductory course in electronics for drafters, designers, and beginning electronics technicians; designed to provide a basic understanding of electronic principles, theories, and concepts.
- ETE 1140C*** **Devices & Circuits I, 5 semester hours, 30 lec., 90 lab [Offered as needed]**
 Introduces semiconductors and PN junction theory. Subjects covered are junction diodes, diode circuits, power supplies, bipolar junction transistors, transistor biasing, small signal amplifiers, power amplifiers, class A, B, and C amplification. An individual project will be required.
- ETE 1145C*** **Devices & Circuits II, 5 semester hours, 30 lec., 90 lab [Offered as needed]**
 Continues study of circuits and devices to include the FET, operational amplifier, oscillators, thyristors, unijunction transistors, negative and positive feedback, and voltage regulators. An individual construction project is required.
- ETE 2421C*** **Electronic Communications, 5 semester hours, 30 lec., 90 lab [Offered as needed]**
 Course covers communications technology to include modulation (amplitude, frequency, angle, and pulse), single-sideband, AM and FM receivers, time division multiplex, data communication modems, antennas, transmission lines, and microwave devices.
- ETE 2601C*** **Digital Technology I, 5 semester hours, 30 lec., 90 lab [Offered as needed]**
 Studies include number systems, coding and decoding, gates, DeMorgan's Theorem, Boolean algebra and Karnaugh Map simplification, logic families, flip-flops, counters, registers, arithmetic logic unit, and memories. An individual construction project will be required.
- ETE 2619*** **Digital Technology II, 5 semester hours, 30 lec., 90 lab [Offered as needed]**
 In this course the architecture, programming, and interfacing of the microprocessor are studied. Hands-on experience is given through experiments involving programming, address decoding, and interfacing using a peripheral interface adapter. An individual construction or programming project is required.
- ETE 2680*** **Advanced Microprocessors, 5 semester hours, 30 lec., 90 lab [Offered as needed]**
 The philosophy, evolution, architecture, instruction set, and programming of microprocessors are studied. A minimum of ten hands-on programming experiments are included.
- ETG 1110*** **Electronics Computations, 4 semester hours, 60 lec. [Offered as needed]**
 This course is designed to provide practical application of computations relating directly to electronics. It provides active, intensive application of basic mathematical theories and formulas to the analysis and solution of real world electronics problems. Prerequisite: Intermediate Algebra or permission of instructor.

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- ETG 194I*** **Internship-Technical Education, 3 semester hours, 225 lab hours [Offered as needed]**
 On-the-job training in the Associate of Science or Associate of Science/Applied Science Option 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 a least one other course in the respective degree program.
- ETG 2905*** **Independent Study-Electronics, 1 semester hour [Fall, Spring, Summer]**
 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 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, 45 lab. [Fall, Spring, Summer]**
 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, 75 lec., 105 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, 75 lec., 105 lab. [Offered as needed]**
 A continuation of air conditioning and heating practice with special emphasis on heat/load calculations, duct sizing, and psychrometric properties of air.
- ETM 1650C*** **Electrical Theory for Air Conditioning, 6 semester hours, 75 lec., 105 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, Electrical, and Solar heating, 6 semester hours, 75 lec., 105 lab. [Offered as needed]**
 A course designed to prepare the student to acquire a working knowledge of gas, electrical, and solar heating systems. Prerequisites: ETM 1610C and ETM 1650C.

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- FAD 1123** **Adults in a Changing Society, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 A course focusing on personal development and traditional or non-traditional career options available to adults in today's changing society.
- FAD 2310** **Adult and Elderly Care, 3 semester hours, 30 lec., 30 lab. [Offered as needed]**
 This course provides a study of adulthood and the process of aging to enable the student to improve relations and communication with adults, especially the elderly; provides skills in care for adults and the elderly to be used with professional supervisor.
- FFP 1000*** **Introduction to Fire Science, 3 semester hours, 45 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, 45 lec. [Fall, Summer]**
 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, 45 lec. [Fall, Spring]**
 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, 45 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, 45 lec. [Spring, Summer]**
 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: Introduction to Fire Science.
- FFP 2410*** **Fire Fighting Tactics and Strategy I, 3 semester hours, 45 lec. [Fall, Spring]**
 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: Introduction to Fire Science.

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- FFP 2420*** **Fire Fighting Tactics and Strategy II, 3 semester hours [Spring, Summer]**
 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 crises. Prerequisite: Fire Fighting Tactics and Strategy I.
- FFP 2500*** **Explosives and Hazardous Material, 3 semester hours, 45 lec. [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, 45 lec. [Fall, Spring]**
 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, 45 lec. [Spring, Summer]**
 A study of the types of fixed extinguishing systems, standard and special fire alarm and fire detection systems. Includes their operation, installation requirements, testing, inspection, maintenance.
- FFP 2640*** **Fire Service Hydraulics, 3 semester hours, 30 lec., 30 lab. [Offered as needed]**
 A study of the physical laws relating to hydrostatics (fluids at rest) and hydrokinetics (fluids in motion). This course also provides practical experience in performing fire flow tests, pump performance tests and in calculating friction loss in various size hose. Prerequisite: Fire Protection, Organization & Administration or permission of the instructor.
- FIN 2230** **Money and Banking, 3 semester hours, 45 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.
- FRE 1100** **French I, 3 lec. [Fall and Term I Summer]**
 Pronunciation and grammatical structures of French, with emphasis upon balanced development of all four skills—listening, speaking, reading, and writing. Students who have successfully completed two or three years of high school French should enroll in French III-IV.
- FRE 1101** **French II, 3 semester hours, 45 lec. [Offered Spring and Term II Summer]**
 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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- FRE 2200** **French III, 3 semester hours, 45 lec. [Offered Fall and Summer 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, 45 lec. [Offered Fall and Summer 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, 45 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, 45 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, 45 lec. [Offered as needed]**
Readings and discussions of current events in France. Prerequisite: FRE 2201.
- FRE 2561** **Contemporary France II, 3 semester hours, 45 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, 45 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, 45 lec. [Offered as needed]**
The development of French literature from the beginning to the present. Prerequisite: FRE 2201 or its equivalent.
- FSS 1202C*** **Beginning Food Preparation I, 6 semester hours, 45 lec., 135 lab. [Offered as needed]**
The first course in the commercial foods program. Topics covered include: safe operation of food preparation equipment, beginning food preparation skills, food preparation utensils, desirable work habits, safety practices, and human relations.
- FSS 1203C*** **Beginning Food Preparation II, 6 semester hours, 45 lec., 135 lab. [Offered as needed]**
A study of basic food preparation on a small quantity basis. Topics covered include: preparation of meats, vegetables, salads, and desserts; the three basic food groups and their relationship to nutrition; vitamin and mineral content of foods and their relationship to good health.

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- FSS 1210** **Family Meal Planning, 3 semester hours, 30 lec., 30 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.
- FSS 1220C*** **Introduction to Commercial Foods and Catering, 4 semester hours, 30 lec., 60 lab [Offered as needed]**
 An introductory course in commercial food preparation and catering. The student will develop knowledge and skill in the preparation of food, including preparation used in the food service industry. Laboratory experiences are required.
- FSS 1221*** **Quantity Foods Preparation I, 6 semester hours, 45 lec., 135 lab. [Offered as needed]**
 A study of food preparation in quantity. Topics covered include: wholesale and retail cuts of meat; time and temperature factors in quantity cooking; balanced nutritional menu planning; the U.S. Department of Agriculture grading system for meats; complimenting meals with salads and baked goods.
- FSS 1222*** **Quantity Foods Preparation II, 6 semester hours, 45 lec., 135 lab. [Offered as needed]**
 An advanced study of quantity food preparation. Topics covered include: progressive cooking for large groups of people; and advanced menu planning for large groups.
- FSS 1246*** **Commercial Baking, 6 semester hours, 45 lec., 135 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 deserts.
- FSS 1291** **Easy Food Entertaining, 1 semester hour, 15 hrs. [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.
- FSS 1292** **Using Energy Saving Appliances in Cooking, 1 semester hour, 15 lec., 5 lab. [Offered as needed]**
 The basic operation of the energy saving appliances and use in cooking techniques for various foods.
- GEB 1011** **Introduction to Business, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 Designed to give students a broad understanding of the nature of business and a preliminary idea of the various areas of business specialization.

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- GEB 1940*** **Internship-Business Education, 3 semester hours, 225 lab. [Offered as needed]**
 On-the-job training in the Associate of Science/Associate of Science, Applied Science Option 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.
- GER 1100** **German I, 3 semester hours, 45 lec., [Offered Fall and Term I Summer]**
 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, 45 lec. [Offered Winter and Term II Summer]**
 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, 45 lec. [Offered as needed]**
 Intermediate level review of grammar, readings in contemporary literature and current affairs, audio-lingual 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, 45 lec. [Offered Spring and Term II Summer]**
 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, 45 lec. [Offered as needed]**
 Development of reading skills and vocabulary for functional use of German as a communications source in any or all sciences. Familiarization with scientific research sources and bibliographical methods in German. Prerequisite: GER 2201 or equivalent.
- GER 2420** **Advanced German Grammar and Composition I, 3 semester hours, 45 lec. [Offered Fall and Term I Summer 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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- GER 2421** **Advanced German Grammar and Composition II, 3 semester hours, 45 lec. [Offered Winter or Term II Summer 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 2500** **German Civilization and Culture I, 3 semester hours, 45 lec. [Offered Fall and Term I Summer 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, 45 lec. [Offered Spring and Term II Summer 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, 45 lec. [Offered Fall and Term I Summer 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, 45 lec. [Offered Spring or Term II Summer 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.
- GLY 1000** **Earth Science, 4 semester hours, 60 lec. [Fall, Spring, Summer]**
 Survey of processes, materials and structure of the solid earth, oceanography, meteorology, and the relation of the earth to other planets. Intended for physical science general education requirement. Practical exercises in mineral and rock identification.
- GRA 1534C*** **Electronic Composition, 4 semester hours, 30 lec., 60 lab [Offered as needed]**
 Classroom and lab experiences pertaining to the uses and applications of interactive display and markup/makeup systems utilizing software programming to generate, display, edit and compose images electronically. Prerequisites: GRA 1541C, GRA 1642C and SES 1100.

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- GRA 1541C*** **Introduction to Copy Preparation, 4 semester hours, 30 lec., 60 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.
- GRA 1542C*** **Advanced Copy Preparation, 4 semester hours, 30 lec., 60 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 GRA 1541C.
- GRA 1571C*** **Process Camera I, 4 semester hours, 30 lec., 60 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.
- GRA 1573C*** **Process Camera II, 4 semester hours, 30 lec., 60 lab. [Offered as needed]**
This course is a continuation of Process Camera I, with advanced techniques and processes included, such as: halftone, duotones, and the use of Color-Key for proofing. Prerequisite: GRA 1571C.
- GRA 1601C*** **Fake Color Stripping, 3 semester hours, 30 lec., 30 lab. [Offered as needed]**
This course will provide comprehensive experience in the advanced stripping technique of mechanical color separation, known as "Fake Color." Prerequisites: GRA 1571C, GRA 1573C.
- GRA 1636C*** **Small Offset Press Operations, 4 semester hours, 30 lec., 60 lab. [Offered as needed]**
Comprehensive study of, and practical experience on a small sheet-fed offset press. Course includes press make-ready, operation, adjustments, and maintenance.
- GRA 1638C*** **Large Offset Press Operations, 4 semester hours, 30 lec., 60 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.
- GRA 1706*** **Printing Estimating, 3 semester hours, 45 lec. [Offered as needed]**
This course will provide for a study of the many factors and problems to be considered by a Printing Estimator to arrive at a quotation for a production job.
- GRA 2500C*** **Printing Materials and Processes, 3 semester hours, 30 lec., 30 lab. [Offered as needed]**
Discussion of printing materials and processes, equipment and terminology, bindery operations, and career opportunities in the printing industry.

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- GRA 2602C*** **Process Color Stripping, 3 semester hours, 30 lec., 30 lab. [Offered as needed]**
 This course provides practical experience in the stripping-up and the making of proofs from four-color process separation negatives. Prerequisites: GRA 1571C, GRA 1573C, and GRA 1601C,
- GRA 2635C*** **Offset Presswork I, 4 semester hours, 30 lec., 60 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 require before it is completed. Prerequisite or corequisite: GRA 1636C.
- GRA 2637C*** **Offset Presswork II, 4 semester hours, 30 lec., 60 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: GRA 2635C.
- GRA 2905*** **Independent Study-Graphics/Printing, 1 semester hour, 45 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 operation. Prerequisite: GRA 1541C, GRA 1571C, GRA 1636C.
- GRA 2949*** **Directed Work Study-Graphics/Printing, 1 semester hour, 45 lab. [Offered as needed]**
 Directed experience in instructional, laboratory and/or materials assistance in a designed graphics/printing area. Prerequisite: GRA 1541C, GRA 1571C, GRA 1636C.
- HFT 2010** **Hotel Management I, 3 semester hours, 45 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.
- HFT 2250** **Hotel Management II, 3 semester hours, 45 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.
- HFT 2261*** **Restaurant Management I, 6 semester hours, 45 lec., 135 lab. [Offered as needed]**
 A course designed to provide the student with the general principles of production management, work scheduling and preparation supervision.

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- HFT 2262*** **Restaurant Management II, 6 semester hours, 45 lec., 135 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.
- HHD 1321** **Basic Home Decorating, 1 semester hour, 15 lec. [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 2110** **Home Planning and Furnishing, 3 semester hours, 45 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 livable interiors, and current trends in housing.
- HME 1200** **Home Management I, 1 semester hour, 15 lec. [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, 45 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 2905** **Independent Study—Home Economics, 1 semester hour, 30 lec./ lab. [Fall, Spring, Summer]**
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, 45 hours [Fall, Spring, Summer]**
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, 30 lec. [Fall, Spring, Summer]**
An experience in individual depth study in which one student prepares for and engages in tutoring one or more students for two class periods per week. The student will assist other students having remedial and specific needs (academic or laboratory) in a designated area in Home Economics. Recommendation by department chair.

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- HSC 1000** **Personal and Community Health, 3 semester hours, 45 lec. [Offered as needed]**
 A systematic and comprehensive coverage of basic factual material, concepts, terminology, and important trends in major health areas of concern today.
- HSC 1400** **First Aid, 3 semester hours, 45 lec. [Offered as needed]**
 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.
- HSC 1403** **First Aid/CPR Update, 1 semester hour, 16 lec./lab [Offered as needed]**
 Reviews fundamental principles and skills in first aid, CPR and accident prevention. Prerequisite: Permission of instructor.
- HUM 1020** **Humanities-Introduction, 3 semester hours, 45 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 1905** **Independent Study-Arts and Humanities, 1 semester hour, 45 hours [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.
- HUM 2905** **Directed Work Study-Art Humanities, 1 semester hour, 45 lab. [Offered as needed]**
 Directed experience in instructional, laboratory and/or materials assistance in a designated Arts-Humanities area.
- HUM 2906** **Tutorial-Arts and Humanities, 1 semester hour, 30 lab.**
 An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- HUN 2001** **Nutrition, 3 semester hours, 45 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.
- HUN 2410** **Child Nutrition and Health, 3 semester hours, 30 lec., 30 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.

*Occupational course that may not be applied toward the A.A. Degree.

- HUS 1400** **Peer Advising, 3 semester hours, 30 lec., 30 lab [Offered as needed]**
A course in techniques of peer advising focusing on communication skills, professional ethics, and knowledge of community resources for referral purposes; to be used under professional supervision in human service agencies and organizations.
- IDS 1109** **Quantitative & Verbal Communications Seminar, 1 semester hour, 15 class hours [Offered as needed]**
A short course dealing with English communications and mathematical skills needed for successful completion of coursework in a variety of disciplines.
- IEA 1301*** **Industrial Management & Supervision, 1 semester hour, 15 lec. [Offered as needed]**
A course designed to prepare skilled industrial workers to be first line supervisors in their respective trade areas. Topics covered include: overview of supervision, communication, motivation, time management, resource management, and complaint handling.
- IEA 1304*** **Industrial Purchasing, 3 semester hours, 45 lec. [Offered as needed]**
A college credit course designed to help industrial workers become proficient in the purchasing process. Topics covered include: overview of the purchasing process, price/cost analysis, negotiations, inventory management, systems contracting and value analysis.
- IEA 2000*** **Employment in Modern Industry, 3 semester hours, 45 lec. [Offered as needed]**
A course to help students learn how to select a career field from within a specific occupational area that will be personally rewarding in addition to offering sound career potential; plan a feasible strategy of preparation for their chosen career; begin a career by finding, locating, and keeping a job in their chosen field; and place a career in its proper perspective relative to the student's overall "life plan."
- INR 1065** **War and Civilization, 3 semester hours, 45 lec. [Offered as needed]**
A history of warfare from its earliest beginnings to the present day stressing the impact of war on the social, economic, and political structure of civilization.
- INR 2002** **Current World Problems, 3 semester hours, 45 lec. [Summer]**
Critical world issues and immediate troubled areas against a historical, economic, and social background. The individual student develops a special area of interest to explore in-depth the principles of international relations after their instruction.
- JOU 1100** **Journalism I, 3 semester hours, 15 lec., 30 lab [Offered as needed]**
Teaches the basics of straight news story writing, photography, copy preparation, editing, layout, and design of publications with an emphasis on newspapers and magazines. Prerequisite: High School English and typing preferable.

*Occupational course that may not be applied toward the A.A. Degree.

- JOU 1103** **Journalism II, 3 semester hours, 15 lec., 30 lab. [Offered as needed]**
 Combines the basic concepts taught in Journalism I, further polishing the skills of basic news writing through practice and branching out into different types of news stories such as speeches, governmental meetings, feature writing, side bars, human interest, and editorials. Photography proceeds in the photo lab as students learn to process film and print photos. Prerequisite: Journalism I.
- LEI 1000** **Introduction to Recreation, 3 semester hours, 45 lec. [Offered as needed]**
 The course will provide information about the nature and organization of recreational activities. Its purpose is to inform students about the preparation of recreational professionals; where they perform and the need of their services; to teach qualifications needed in their work, and the problems and challenges they will meet in the job.
- LEI 2330C** **Camp Counseling, 3 semester hours, 30 lec., 30 lab. [Fall, Spring]**
 The training of camp counselors in organized camping, including camp crafts, nature, and informal activities.
- LIS 2001** **Independent Study-Library, 1 semester hour, 45 hrs. [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 1100** **Approach to Literature, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 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 2090** **Contemporary Literature, 3 semester hours, 45 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.
- MAC 1104** **College Algebra, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 Typical first course in a pre-calculus sequence. Covers equations and inequalities, functions and relations, systems of equations and inequalities, matrices and determinants. Prerequisite: Two years of high school algebra or MAT 1033 with a grade of "C" or better, or equivalent.
- MAC 1114** **Trigonometry, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 Typical modern trigonometry course. Prerequisite: MAC 1104 with a grade of "C" or better, or equivalent.
- MAC 1154** **Analytic Geometry, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 Typical modern analytic geometry course in two and three space. Prerequisite: Departmental Permission. May be taken concurrently with MAC 1114.
- MAC 1411** **Calculus I, 4 semester hours, 60 lec. [Fall, Spring, Summer]**
 First course in a three course sequence. Covers basic concepts of differentiation and integration. Prerequisite: MAC 1104 and MAC 1114 and MAC 1154 with a grade of "C" or better, or equivalent.

- MAC 1412** **Calculus II, 4 semester hours, 60 lec. [Fall, Spring, Summer]**
 This is the second course in a normal three semester sequence. It is a continuation of MAC 1411, and provides further insight into the methods and applications of differentiation and integration. Prerequisite: Grade of "C" or better in MAC 1411, or Departmental permission.
- MAC 1413** **Calculus III, 4 semester hours, 60 lec. [Fall, Spring, Summer]**
 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 MAC 1412, or Departmental permission.
- MAC 2233** **Calculus for Business, 3 semester hours, 45 lec. [Offered as needed]**
 A Calculus course covering limits, continuity, differentiation, and integration with emphasis on business applications. There is some mathematical theory; but, in general, topics are approached from an intuitive and applied point of view.
- MAE 2817** **Mathematics for Elementary Teachers, 3 semester hours [Offered as needed]**
 Designed for elementary education majors in preparation for teaching contemporary elementary mathematics. Covers problem solving, numeration systems, whole integers, number theory, rational numbers and fractions, decimals, real numbers, introductory geometry, geometric construction, and concepts of measurements. Prerequisite: Completion of general education mathematics requirements or departmental permission.
- MAN 1809** **Small Business Owners Orientation, 3 semester hours, 45 lec. [Offered as needed]**
 A course designed for persons beginning their own business or who want to explore business ownership. Focuses on evaluating the basic anxieties of those approaching the business world.
- MAN 2021** **Management, 3 semester hours, 45 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, 45 lec. [Fall, Spring, Summer]**
 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, 15 lec., 30 lab. [Fall, Spring, Summer]**
 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, 45 lab. [Fall, Spring, Summer]**
Directed experience in instructional, laboratory and/or materials assistance in a designated business area.
- MAP 2302** **Differential Equations, 3 semester hours, 45 lec. [Spring or as needed]**
Prerequisite: grade of "C" or above in MAC 1413 Calculus III or Departmental permission. Completion of a calculus sequence through partial derivatives, multiple integrals, and infinite series is required.
- MAR 2000** **Tutorial-Business, 1 semester hour, 30 hrs. [Fall, Spring, Summer]**
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, 45 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, 45 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, 45 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, 45 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, 15 lec. [Offered as needed]**
One class hour per week discussing job problems. A minimum of twelve hours per week of on-the-job experience to be arranged.
- MAR 2931** **Marketing Seminar II, 2 semester hours, 15 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 2932** **Marketing Seminar III, 2 semester hours, 15 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.
- MAS 2103** **Linear Algebra, 3 semester hours, 45 lec. [Spring, or as needed]**
Designed for mathematics and engineering majors. Prerequisite: MAC 1411 or departmental permission.

- MAT 1002*** **College Prep Math, 3 semester hours, 45 lec. [Offered as needed]**
A course designed specifically to aid students who score very low on the ACT assessment test. It is designed to reinforce knowledge of operations with whole numbers and fractions. It teaches percent, ratio, proportion, and measurement. It also introduces elementary concepts in algebra. MAT 1002 is a college preparatory course and is not allowable to meet degree requirements.
- MAT 1024*** **College Preparatory Algebra, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
This course is designed for students whose entry level placement test scores do not meet requirements for degree credit. Course may be repeated by students not fulfilling competency requirements. Topics include operations with real number properties, linear equations and inequalities and factorization.
- MAC 1142** **Pre-Calculus Math, 5 semester hours, 75 lec. [Offered as needed]**
An accelerated course covering selected topics from college algebra, trigonometry and analytic geometry. Course is designed for students with above average backgrounds in mathematics who plan to enter the calculus sequence. Prerequisite: departmental permission.
- MAT 1033** **Intermediate Algebra, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
Includes extended factorization techniques; higher order radicals and roots; in depth study of quadratic equations and inequalities; solution of systems of linear equations and inequalities, including use of determinants; study of functions; logarithm and exponential functions, their properties and uses. Prerequisite: MAT 1024 with a grade of "C" or better or equivalent.
- MAT 2905** **Tutorial-Mathematics, 1 semester hour, 30 hrs. [Fall, Spring, Summer]**
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 2940** **Directed Work Study—Mathematics, 1 semester hour, 45 lab. [Fall, Spring, Summer]**
Directed experience in instructional, laboratory and/or materials assistance in a designated Mathematics area. Entry by permission of department chair only.
- MCB 2013C** **Microbiology, 4 semester hours, 30 lec., 60 lab. [Fall, Spring, Summer]**
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.
- MET 1010** **Atmospheric Science, 3 semester hours, 45 lec., [Fall, Winter]**
Structure of the atmospheric; weather processes, systems and phenomena; climate and climatic change, economic impact of weather.

*College preparatory courses may not be counted towards fulfilling the number of credits required for a degree.

- MGF 1113 Contemporary Mathematics, 3 semester hours, 45 lec. [Offered as needed]**
 This course is designed to provide the essential mathematical skills necessary for a student entering his junior year of college. It includes arithmetic, geometry and measurement, algebra, statistics (including probability), logical reasoning, and computing technology. This course will not satisfy general education requirements in mathematics. Prerequisites: Completion of general education mathematics sequence.
- MNA 1392* Customer Services I - Post Office, 3 semester hours, 45 lec. [Offered as needed]**
 This course is designed to provide the student with an indepth knowledge of all services provided for postal customers. It covers customer relations, retailing postal products, and non-postal services. Special emphasis is placed on means to achieve and manage a professional window service operation. The duties of Customer Service Representatives are also reviewed.
- MNA 1393* Customer Services II - Post Office, 3 semester hours, 45 lec. [Offered as needed]**
 This course is designed to provide a functional knowledge of mail delivery and collection systems within the Postal Service. Based on management's approach to delivery service, the first part of the course covers the duties, responsibilities and skills needed in the carrier crafts. Two management training programs, "Methods Improvement Plan/Standard Operating Procedures" and "Route Inspections and Evaluations" are explained and emphasized throughout the course. Management of rural delivery service, along with the Fair Labor Standards Act requirements are also explained. Prerequisite: Customer Service I.
- MNA 1395* Mail Processing I - Post Office, 3 semester hours, 45 lec. [Offered as needed]**
 This course covers the following topics: Mail classification and rates; Service Standards; postal terminology; the four functions of Mail processing; distribution systems; Mail processing objectives and responsibilities, the mail preparation operation; manual distribution; revenue protection and bulk mail centers.
- MNA 1396* Mail Processing II - Post Office, 3 semester hours, 45 lec. [Offered as needed]**
 This second course in mail processing covers the following topics: postal mechanization, machine distribution, human resources management in mail processing, reporting systems and data analysis, operation planning, scheduling and staffing, budgeting, and functional coordination with customer service. Prerequisite: Mail Processing I.
- MNA 2394* Postal Finance I - Post Office, 3 semester hours, 45 lec. [Offered as needed]**
 This course explores the area of how postal revenue is received and controlled. Procedures of the Board of Governors and the Postal Rate Commission are explained, along with a review of the Postmaster General's Annual Report and an explanation of three major sources of postal revenue. Other areas covered are budgeting, financial accounting and reporting, time keeping, travel regulations; and Administrative Services.

*occupational course that may not be applied toward the A.A. Degree.

- MNA 2397* Personnel Practices - Postal Service, 3 semester hours, 45 lec. [Offered as needed]**
 This course involves the actual functions of the Personnel Office in relation to the services it provides for postal employees. Course content includes the policies and practices concerning selection, placement, training, and promotion of employees. Also covered are self-development training programs, EEO practices, insurance and retirement benefits, awards programs, salary schedules, and safety and health.
- MNA 2398* Labor Relations - Post Office, 3 semester hours, 45 lec. [Offered as needed]**
 This course presents an overview of laws and practices as related to Labor-Management in the Postal Service. It starts with the development of labor unions in the federal government and reviews the current status, problems, and/or issues in the Postal Service. Emphasis is placed on the National & Local Agreements, the various bargaining units and associations in the U.S. Postal Service, the grievance procedures, and disciplinary action procedures, and the National Labor Relations Board.
- MNA 2399* Postal Finance II - Post Office, 3 semester hours, 45 lec. [Offered as needed]**
 This course explores the areas of how postal revenue is received and controlled. Procedures of the Board of Governors and the Postal Rate Commission are explained, along with a review of the Postmaster General's Annual Report and an explanation of three major sources of postal revenue. Other areas covered are budgeting, financial accounting and reporting, timekeeping, travel regulations and Administrative Services. Prerequisite: Postal Finance I.
- MTB 1103 Business Mathematics, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 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, wage and salary administration; insurance (fire and automobile); depreciation and business profits; distribution of corporate dividends; simple interest and bank discount and buying and selling of corporation bonds and stocks.
- MTR 1050* Welding I, 3 semester hours, 15 lec., 45 lab. [Offered as needed]**
 An introduction course including an overview of welding as an occupation, welding terminologies, fundamentals of shielded metal arc welding, and oxyacetylene welding and cutting. Practical experience will be gained in shielded metal arc welding and oxyacetylene welding and cutting.
- MTR 1100* Oxy-Fuel Welding, 6 semester hours, 30 lec., 150 lab. [Offered as needed]**
 A course in the fundamentals of gas welding including: welding terminologies, oxyacetylene welding and cutting procedures. Practical experience will be gained in oxyacetylene welding of various joint configurations in the flat, horizontal, vertical and overhead positions. Extensive use of the oxyacetylene cutting process is an integral aspect of this course.

*Occupational course that may not be applied toward the A.A. Degree.

- MTR 1112*** **Arc Welding I, 6 semester hours, 30 lec., 150 lab [Offered as needed]**
A course in the fundamentals of arc welding including: the operation and set up of the arc welding machine, selection and identification of electrode classifications, and an overview of the steel making process. Practical experience will be gained in arc welding of basic joint configurations using a variety of welding electrodes.
- MTR 1140*** **Pipe Welding, 6 semester hours, 30 lec., 150 lab [Offered as needed]**
A course in the fundamentals of pipe welding including: pipe welding terminologies, oxyacetylene welding and brazing of small diameter pipe, shielded metal arc welding of large diameter pipe. Extensive use of the oxyacetylene cutting process for pipe beveling is an integral aspect of this course.
- MTR 1151*** **Advanced Oxy-Fuel Welding, 6 semester hours, 30 lec., 150 lab [Offered as needed]**
An advanced gas welding and cutting course including: fusion welding in all positions, braze welding, cutting torch operation, gas welding of aluminum, stainless steel and cast measuring principles will be covered.
- MTR 1152*** **Tig Welding, 6 semester hours, 30 lec., 150 lab [Offered as needed]**
A course in the fundamentals of tig welding including: the set up and adjustment of the tig welding machine, selection of proper tungsten electrodes, selection of filler metals, and the use of various shielding gases. Practical experience will be gained in tig welding basic welded joints on stainless and mild carbon steel, aluminum sheet and casting, and magnesium castings.
- MTR 1160*** **Specialty Welding, 6 semester hours, 30 lec., 150 lab [Offered as needed]**
This is an exiting course for students in their final semester of either the AAS degree program or the Occupational Certificate program. This course will cover the fundamentals of mig welding, lay-out work, fabrication, and repair type welding. The student will have the opportunity to fine tune their gas, arc, tig, and oxyacetylene cutting skills before entering the job market. This course will also cover job seeking techniques such as: application forms, resume writing, and interview procedures.
- MTR 1241*** **Pipe Fitting, 6 semester hours, 30 lec., 150 lab. [Offered as needed]**
A course covering the fit up and welding of all common pipe configurations such as: branches, laterals, headers, reducers and orange peel pipe caps. Extensive use of the shielded metal arc welding and the oxyacetylene cutting processes are an intergral aspect of this course.
- MTR 2161*** **Arc Welding II, 6 semester hours, 30 lec., 150 lab. [Offered as needed]**
An advanced arc welding course including: intensive coverage of welding symbols and blueprint reading, weld testing and inspection. Practical experience will be gained in out of position welding using a variety of arc welding electrodes.

*Occupational course that may not be applied toward the A.A. Degree.

- MUH 1011** **Humanities - Music, 3 semester hours, 45 lec. [Offered as needed]**
 Designed to develop a more intelligent understanding and appreciation of music. 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.
- MUT 1001** **Fundamentals of Music, 3 semester hours, 45 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.
- OCE 1005** **Introduction to Oceanography, 3 semester hours, 45 lec. [Offered as needed]**
 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.
- PCB 2023** **Cell Biology, 4 semester hours, 45 lec., 45 lab. [Fall, Winter, Spring]**
 A study of the cell as the basic unit of organic structure and function with the emphasis on understanding the complexity and versatility of the cell and its activities. Prerequisite: One year of high school chemistry or CHM 1020 Chemical Science.
- PEL 1111** **Beginning Bowling,* 1 semester hour, 30 lab. [Offered as needed]**
 The development of skills and practice in the basic fundamentals of bowling.
- PEL 1121** **Beginning Golf,* 1 semester hour, 30 lab. [Offered as needed]**
 Instruction in the fundamental techniques and the development of personal skills through participation.
- PEL 1211** **Slow Pitch Softball,* 1 semester hour, 30 lab. [Offered as needed]**
 Instruction in the basic skills for full participation and enjoyment of the game of softball.
- PEL 1321** **Volleyball,* 1 semester hour, 30 lab. [Offered as needed]**
 Instruction and practice in the basic skills for full participation and enjoyment of the game of volleyball.
- PEL 1341** **Beginning Tennis,* 1 semester hour, 30 lab. [Offered as needed]**
 The history of tennis, the fundamental techniques and the development of personal skills through participation.
- PEL 1342** **Intermediate Tennis,* 1 semester hour, 15 lec., 15 lab. [Offered as needed]**
 Instruction, practice, refinement of fundamental techniques; continued development of physical skills through class participation. Prerequisite: PEL 1341 or instructor permission.

*Activity course fulfills the Physical Education requirement.

- PEL 1344** **Advanced Tennis,* 1 semester hour, 30 lab. [Offered as needed]**
 Instruction, practice, and participation in advanced tennis. The continuous development of physical skills is of major importance in this course. Instructor permission only. May be repeated for a maximum of four credits.
- PEL 1346** **Beginning Badminton,* 1 semester hour, 30 lab. [Fall, Winter, Spring]**
 Instruction and practice in the basic skills for full participation and enjoyment of the game of badminton.
- PEL 1441** **Beginning Racquetball,* 1 semester hour,* 15 lec., 15 lab. [Offered as needed]**
 Instruction and participation in the skills necessary for satisfactory competition in the sport of racquetball.
- PEL 1511** **Soccer,* 1 semester hour, 30 lab. [Fall]**
 Introduction in the fundamental techniques and the development of personal skills through participation.
- PEL 1514** **Advanced Soccer,* 1 semester hour 30 lab. [Offered as needed]**
 Instruction, practice, and participation in advanced soccer. The continuous development of physical skills is of major importance in this course. Instructor permission only. May be repeated for a maximum of four credits.
- PEL 1621** **Basketball,* 1 semester hour, 30 lab. [Fall, Winter]**
 Instruction and participation in the fundamental aspects of basketball with emphasis on both the mental and motor skill developments.
- PEL 1905** **Independent Study-Physical Education,* 1 semester hour, 30 lab. [Fall, Spring, Summer]**
 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.
- PEL 2122** **Intermediate Golf,* 1 semester hour, 30 lab. [Offered as needed]**
 Designed for those students who wish to improve their knowledge of golf and golf skills beyond the beginner's level.
- PEL 2442** **Intermediate Racquetball,* 1 semester hour, 30 lab. [Offered as needed]**
 A continuation of skills learned in beginning racquetball with emphasis on more advanced skills and techniques. Particular emphasis is placed on the strategy of the game. Prerequisites: PEL 1441 or permission of instructor.
- PEL 2905** **Directed Work Study-Physical Education, 1 semester hour, 45 lab. [Offered as needed]**
 Directed experience in instructional, laboratory and/or materials assistance in a designated Physical Education area. Entry by permission of Department Chair only.
- PEM 1101** **Modern Fitness,* 2 semester hours, 60 lab. [Fall, Spring]**
 Instruction in the concepts of and practice in exercise techniques geared primarily toward muscle strength, endurance and flexibility.

*Activity course fulfills the Physical Education requirement.

- PEM 1110** **Fitness Concepts, 1 semester hour, 15 lec., 15 lab. [Offered as needed]**
 Instruction in the concepts of fitness as related to physical and health components.
- PEM 1140** **Basic Aerobics, * 1 semester hour, 30 lab. [Offered as needed]**
 Instruction and participation in an aerobics program.
- PEM 1141** **Aerobics I,* 2 semster hours, 60 lab. [Fall, Spring]**
 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 1142** **Aerobics II,* 2 semester hours, 60 lab. [Fall, Spring]**
 A continuation of Aerobics I. Students will train using a point system with appropriate evaluation of progress. Prerequisite: PEM 1141 or Departmental approval.
- PEM 1171** **Aerobic Dance ,* 1 semester hour, 30 lab. [Offered as needed.]**
 Instruction and participation in a physical fitness program that offers conditioning of the figure muscles and of the cardiovascular system through dance activities.
- PEM 1301** **Track and Field,* 2 semester hours, 60 lab [Offered as needed]**
 Instruction, practice, and participation in track and field activities. Includes instruction and participation in conducting and officiating competitive meets.
- PEM 1330** **Orienteering,* 1 semester hour, 30 lab [Offered as neded]**
 Development of skills needed to navigate through an unknown area using a map and compass as a guide.
- PEM 2013** **Tutorial: Education and Physical Education, 1 semester hour, 30 lab. [Fall, Spring, Summer]**
 An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- PEM 2101** **Fitness--Practice/Theory*, 2 semester hours, 15 lec., 30 lab. [Offered as needed]**
 Instruction in the practice and theory of physical fitness--flexibility, strength, muscle endurance, and cardiorespiratory endurance.
- PEM 2108** **Fitness Lab,* 1 semester hour, 30 lab.[Offered as needed]**
 Instruction and participation in an exercise program with emphasis on muscle endurance, strength and flexibility.
- PEM 2172** **Aerobic Dance II,* 1 semester hour, 30 lab. [Offered as needed]**
 Advanced level of instruction and participation in a physical fitness program that offers conditioning of the figure muscles and of the cardiovascular system through dance activities. Prerequisite: Aerobic Dance I.
- PEN 1251** **Basic Canoeing,* 1 semester hour, 30 lab [Offered Summer]**
 This course is designed to develop safety and fundamental skills in the use of canoes.

*Activity course fulfills the Physical Education requirement.

- PET 1020** **Introduction to Physical Education, 3 semester hours, 45 lec. [Fall, Spring]**
 Instruction in the history, principles and basic concepts and foundations of the total physical education program.
- PHI 2010** **Humanities-Philosophy, 3 semester hours, 45 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.
- PHY 1053C** **Physics I, 4 semester hours, 45 lec., 45 lab. [Offered as needed]**
 The first half of a two-semester sequence of non-calculus physics designed for the non-physical science major. Physics I covers the areas of mechanics, mechanical energy, temperature and heat. The entering student is assumed to have a working knowledge of basic algebra and trigonometric functions.
- PHY 1054C** **Physics II, 4 semester hours, 45 lec., 45 lab. [Offered as needed]**
 The second half of a two-semester sequence of non-calculus physics designed for the non-physical science major. Physics II covers the areas of electricity, magnetism, light, quantum theory, atomic and nuclear structure, and elementary nuclear processes. Prerequisite: PHY 1053C or permission of the instructor.
- PHY 2048C** **College Physics I, 4 semester hours, 45 lec., 45 lab. [Offered as needed]**
 The first half of a two-semester sequence designed for majors in engineering, math and the physical sciences. Physics I covers the areas of mechanics, mechanical energy, heat, thermodynamics, and mechanical waves. Calculus is used when feasible. Prerequisite: MAC 1411.
- PHY 2049C** **College Physics II, 4 semester hours, 45 lec., 45 lab. [Spring, or as needed]**
 The second semester of a two-semester sequence designed for majors in engineering, math and the physical sciences. Physics II covers the areas of electricity, magnetism and optics. Calculus is used where feasible. Prerequisite: PHY 2048C or permission of instructor.
- POS 1041** **American Government I, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 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.
- POS 1042** **American Government II, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 Further studies in American Government, concentrating on state and local levels.
- POT 1002** **Introduction to Political Science, 3 semester hours, 45 lec. [Offered as needed]**
 This course reviews political theory and institutions from a historical and comparative viewpoint. It examines the rise of the State, its organization, economic systems, and the use of force and persuasion.

- PSC 1321** **Physical Science, 4 semester hours, 60 lec. [Fall, Spring, Summer]**
 A one-semester course of lectures and demonstrations designed (1) to meet the general education requirement in physical science for non-science majors and (2) for students who need a preparatory course prior to taking physics. The course presents the fundamental classic and modern concepts of physics in the areas of mechanics, energy, wave motion, electromagnetism, and atomic structure.
- PSC 2905** **Independent Study-Physical Science, 1 semester hour, 45 hrs. [Fall, Spring, Summer]**
 Directed study and individual projects designed to meet the needs of students interested in a specialized area of the physical sciences for which present course availability is limited.
- PSC 2906** **Directed Work Study-Physical Science, 1 semester hour, 45 lab. [Offer as needed]**
 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 2945** **Tutorial-Science, 1 semester hour, 30 hrs. [Fall, Spring, Summer]**
 An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- PSY 2012** **Psychology, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 Surveys of the various fields of psychology. Understanding human behavior by studying the adaptation of the individual to the physical and social environment.
- REA 1000*** **College Prep Reading, 2 semester hours, 15 lec., 30 lab. [Offered as needed]**
 A college preparatory reading course (not applicable for degree completion) conducted in a laboratory setting designed to improve reading speed, vocabulary, rate of comprehension, listening and study skills. Activities and materials are individualized to meet the student's specific needs as determined by diagnostic instruments.
- REA 1605** **Effective Study, 1 semester hour, 15 lec., 15 lab. [Offered as needed]**
 Practical application of psychological principles to personal learning and study skills. Recommended for all students who feel deficient in study techniques or who otherwise wish to improve their study skills.
- REA 2105** **Advanced Reading Techniques, 2 semester hours, 15 lec., 30 lab. [Offered as needed]**
 An individualized laboratory approach combined with some group work with emphasis on development of vocabulary, speed, comprehension, paragraph organization, and critical analysis of various types of reading materials. Instruction presented through a lecture-laboratory approach.

*College preparatory courses may not be counted towards fulfilling the number of credits required for a degree.

- REE 1040A** **Introduction to Real Estate: Course I, 3 semester hours, 63 lec. [Fall, Spring, Summer]**
 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, 45 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, 48 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. 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, 45 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, 45 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, 45 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. Prerequisite: Real Estate Principles & Practices.
- REL 2300** **Humanities-Comparative Religion, 3 semester hours, 45 lec.[Offered as needed]**
 Principal religions of the world are compared and contrasted. Christianity is examined in its historical and contemporary forms.
- SES 1100** **Typewriting I, 2 semester hours, 15 lec., 45 lab. [Fall, Spring, Summer]**
 Development of correct typewriting technique, learning keyboard control, problem typing and business letter writing.
- SES 1110** **Typewriting II, 2 semester hours, 15 lec., 45 lab. [Fall, Spring, Summer]**
 Speed building through basic technique, tabulation, business letter writing, reports, and manuscript typing. Prerequisite: SES 1110 or acceptable level of competency.

- SES 1150 Word Processing: Intro. Theory, 3 semester hours, 45 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.
- SES 1171 Machine Transcription, 3 semester hours, 30 lec., 45 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 1210 Shorthand, 3 semester hours, 30 lec., 45 lab [Fall, Spring]**
Basic skills and vocabulary of shorthand. Beginning of dictation and transcription.
- SES 1211 Dictation, 3 semester hours, 30 lec., 45 lab [Fall, Spring, Summer]**
Speed-building in taking dictation and transcription. Prerequisite: Dictation experience or permission of the instructor.
- SES 1350 Filing, 3 semester hours, 30 lec., 45 lab [Fall, Spring, Summer]**
Methods and systems of filing used in business offices, filing equipment, and time-and-motion saving skills. Filing practice sets are used.
- SES 2120 Typewriting III, 2 semester hours, 15 lec., 45 lab. [Spring]**
Development of occupational proficiency in business letter writing, advanced tabulation, and manuscript typewriting. Prerequisite: SES 1110.
- SES 2151 Word Processing: Editing I, 3 semester hours, 30 lec., 30 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 1100
- SES 2152 Word Processing: Editing II, 3 semester hours, 30 lec. 30 lab. [Offered as needed]**
An advanced course in using stand-alone electronic and display automated typing systems. Complex typewriting problems with extensive revisions; medical, legal, government, and real estate documents are emphasized. Prerequisite: SES 2151.
- SES 2212 Transcription, 3 semester hours, 45 lec. 30 lab. [Offered as needed]**
Mailability of transcribed shorthand notes. Accuracy of transcripts, speed in dictation, office routines. Prerequisite: SES 1211, or permission of instructor.
- SES 2335 Business Communications, 3 semester hours, 45 lec. [Offered as needed]**
A comprehensive coverage of language structure and particular emphasis on writing superior business letters and reports. Instruction in principle, illustration, and practice in applying the principles. A fundamental concept of the appearance, language, style, tone, and psychology of effective business letters.

- SES 2401** **General Office Practices, 3 semester hours, 45 lec./lab [Offered as needed]**
 Study of practices and procedures in the modern office. Emphasis on exercising judgment, handling incoming calls and callers, processing mail, word processing systems, editing and composing techniques, travel arrangements, banking procedures, employment applications and resumes. Prerequisite: SES 1110 or equivalent.
- SES 2402** **Secretarial Office Practices, 3 semester hours, 30 lec., 30 lab. [Offered as needed]**
 Emphasis is placed on the primary duties of professional secretaries, including essential nontechnical skills such as decision making, the exercise of initiative, follow-through, working with people, solving office related problems, and the effective management of time and materials. Prerequisite: SES 1110, 1210, or permission of the instructor.
- SLS 1101** **College Opportunities Management, Planning & Academic Skills Seminar (COMPASS), 1 semester hour, 10 lec., 20 lab [Offered as needed]**
 A seminar designed to orientate entering students to OWJC, to familiarize them with the requirements of the College-level Academic Skills Program, to assist them in assessing their academic competencies (i.e., identify strengths and weaknesses), to identify means for capitalizing on strengths and for overcoming weaknesses, and to enter and pursue academic specializations (majors) based on reasonable career choices. This course is required for all entering, full-time, A.A. Degree seeking students in their first semester. Part-time students must take this course in the semester they are enrolled in their twelfth credit.
- SLS 1301** **Career and Life Planning, 1 semester hour, 15 lec., 15 lab. [Offered as needed]**
 The course is designed to help students assess their values, competencies and goals in relation to the selection of careers and life-styles for which they are best suited. On a national average, two-thirds of entering college freshmen have not made a choice concerning a career. Furthermore, extensive research shows that the student who has not made a career choice is much more likely to "drop-out" of college. This course will help students make an informed, realistic career choice which will form the basis for their life's work and which will also increase the probability of completing an academic program.
- SPC 1600** **Speech, 3 semester hours, 45 lec. [Offered as needed]**
 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.
- SPC 2520** **Discussion and Debate, 3 semester hours, 10 lec., 35 lab. [Offered as needed]**
 This course is designed to provide learning experiences in rational decision making incorporating the techniques of persuasion through organized procedures for argumentation. "Debate and Discussion." Prerequisite: High school speech or College speech.

- SPN 1100** **Spanish I, 3 semester hours, 45 lec. [Offered as needed]**
Pronunciation and grammatical structures of Spanish, with emphasis upon balanced development of all four skills - listening, speaking, reading, and writing. Students who have successfully completed two or three years of high school Spanish should enroll in Spanish III-IV.
- SPN 1101** **Spanish II, 3 semester hours, 45 lec. [Offered Spring and Term II Summer]**
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.
- SPN 2200** **Spanish III, 3 semester hours, 45 lec. [Offered Fall and Summer 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.
- SPN 2201** **Spanish IV, 3 semester hours, 45 lec. [Offered Spring and Summer 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 or 1101 or the equivalent.
- SPN 2202** **The Contemporary Spanish-Speaking World, 3 semester hours, 45 lec. [Offered as needed]**
Readings and discussions of current events in Spain and Latin-American countries. Prerequisite: SPN 2201 or its equivalent.
- SPN 2300** **Advanced Spanish Grammar and Composition I, 3 semester hours, 45 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, 45 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, 45 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, 45 lec. [Offered as needed]**
Selected readings in modern Spanish and Spanish-American literature. Prerequisite: SPN 2201.
- SSI 1905** **Independent Study - Social Science, 1 semester hour, 45 hrs. [Offered as needed]**
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.

- SSI 2905** **Directed Work Study-Social Science, 1 semester hour, 45 hrs. [Offered as needed]**
Entry by permission of Department Chair only.
- SSI 2943** **Tutorial-Social Studies, 1 semester hour, 30 hrs. [Fall, Spring, Summer]**
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.
- STA 1014** **Statistics, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
Principle averages, measures of dispersion, probability distributions, sampling and sampling error, secular trend, correlation and regression and inference.
- SYG 2000** **Sociology, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
Concentration on the description of individual and group behavior. Basic concepts related to the family and the city. Individual, industrial, and political problem areas.
- SYG 2430** **The Family and Society, 3 semester hours, 45 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.
- TAX 2000** **Federal Income Tax: Individual, 3 semester hours, 45 lec. [Offered as needed]**
Determine income tax liability for individuals, interpretations of Internal Revenue Code and Regulations, tax planning and advisory service. Brief introduction to partnership, corporation, estate and gift taxes. Extensive practice problems in individual income tax returns and research in tax questions.
- THE 2000** **Humanities-Theatre, 3 semester hours, 45 lec. [Offered as needed]**
An introduction to theatre and theatrical production. Topics span a wide range of interest - 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, 30 lec., 30 lab [Offered as needed]**
To establish a guideline for students of the theatre who may become active in community theatres; and for teachers in secondary schools who may be assigned the task to direct plays. This course is designed to find practical solutions to these contemporary producing groups. Prerequisites: Theatre, Acting I, and Acting II.
- THE 2051** **Children's Theatre Workshops, 1 semester hour, 15 hrs. [Offered as needed]**
A workshop dealing with the production of plays directed toward children.
- TPA 2200** **Theatre Crafts, 1 semester hour, 15 hrs. [Offered as needed]**
To acquaint the students with the various aspects of technical theatre.

- TPP 2110** **Acting I, 3 semester hours, 30 lec., 30 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, 30 lec., 30 lab. [Offered as needed]**
 A continued refinement of basic acting techniques introduced in TPP 2110. Through in-class performance, the student develops as understanding and proficiency in styles of acting from classic through modern
- TPP 2120** **Improvisation, 1 semester hour, 15 lec./lab [Offered as needed]**
 A workshop dealing with improvisation and its production applications.
- WOH 1012** **World Civilization I, 3 semester hours, 45 lec. [Fall, Spring, Summer]**
 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, 45 lec. [Fall, Spring, Summer]**
 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.
- WOH 2040** **Twentieth Century, 3 semester hours, 45 lec. [Summer]**
 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.
- ZOO 1010C** **Zoology, 4 semester hours, 45 lec., 45 lab. [Fall, Spring, Summer]**
 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.



Continuing Education Units

In order to provide individuals with an opportunity to meet their educational needs, Okaloosa-Walton Junior College offers non-college-credit Continuing Education courses and award one non-college-credit Continuing Education Unit (CEU) for each ten contact hours spent in these courses. These hours are organized, planned continuing education experiences under the direction and instructional control of the department in which they are offered. These courses may not be used toward any college degree.

Okaloosa-Walton offers two types of Continuing Education units as follows:

- (1) Individual units which are structured to meet the needs of targeted groups or individuals, and the content of these units are selected and organized in a sequential manner, with appropriate objectives and rationale stated in course syllabi. The courses for which individual CEU's are awarded are designated **Ind.** in the Course Description section of the Catalog.
- (2) Institutional units are less structured and are informal in nature, but are planned educational experiences. These units are designed to meet community needs as they arise, such as community seminars, courses on the aging, etc. No CEU units will be awarded for courses which are entertainment, social or athletic in nature. The courses for which institutional CEU's are awarded are designated **Inst.** in the Course Description section of the Catalog.

ACO 0101 Bookkeeping I, 60 class hours, 6 Ind. c.e.u.'s [Offered as needed]
Complete bookkeeping cycle, including journalizing, posting, preparing financial statements, and adjusting and closing the books. Procedures for proprietorships, partnerships, corporations, inventory methods, control accounts, special journals, and voucher systems, notes and drafts, depreciation and payroll methods are also included.

ACO 0102 Bookkeeping II, 60 class hours, 6 Ind. c.e.u.'s [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 Social Security tax laws, returns, and accounting procedures.

CJD 0606 Traffic Homicide Investigation, 40 class hours, 4 Ind. c.e.u.'s, 30 lec., 10 lab [Offered as needed]
This course meets Florida Criminal Justice Standards and Training Certification requirements for career development. Course content covers traffic homicide investigation skills to include reconstruction, forensic science, law and arrest procedures, homicide report writing.

CJD 0693 Police Intervention, 45 class hours, 4.5 Ind. c.e.u.'s [Offered as needed]
A study of the nature and causes of human stress in crisis situations involving criminal justice practitioners to include law enforcement, judicial and corrections personnel; definitions, recognition and assessment, general calming techniques, intervention; safety, abnormal behavior and suicide, role playing, causes of psychological and physiological stress agents inherent in the duties of criminal justice practitioners, and countermeasures to anxiety and stress reduction.

- CJD 0934** **Crime Reduction, 45 class hours, 4.5 Ind. c.e.u.'s [Offered as needed]**
 A course in crime prevention as it exists today in America. Study includes residential, personal and commercial crime prevention and it includes crime prevention resources, crime analysis and current legal implication. Designed primarily for in-service law enforcement officers but will not be limited to such personnel.
- COC 0020N** **Introduction to Computers, 45 class hours, 4.5 Ind. c.e.u.'s [Offered as needed]**
 An overall view of computers and how they affect each person as well as society. Some "hands-on" experience. Recommended for non-majors.
- COP 0170N** **Introduction to Basic Programming, 15 class hours, 1.5 Ind. c.e.u.'s [Offered as needed]**
 A comprehensive coverage of the BASIC Programming Language with emphasis on different uses of the computer as a teaching aid.
- EMS 0119C** **Emergency Medical Treatment, 130 contact hours, 13 Ind. c.e.u.'s [Offered as needed]**
 Emergency Medical Treatment represents one of the early phases of training for a career in emergency medical career considered within the responsibilities of emergency medical care personnel as well as operational aspects of the job. Prerequisite: Current Standard First-Aid Card.
- EMS 0381** **EMT I Refresher, 30 contact hours, 3 Ind. c.e.u.'s [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.
- EMS 0435** **Paramedic Clinic I, 150 lab hours, 15 Ind. c.e.u.'s [Offered as needed]**
 A course designed to aid the student in the practical application of the knowledge imparted in the didactic counterpart EMS 1231C.
- EMS 0436** **Paramedic Clinic II, 150 lab hours, 15 Ind. c.e.u.'s [Offered as needed]**
 A course designed to aid the student in the practical application of the knowledge imparted in the didactic counterpart EMS 1232C.
- EMS 0437** **Paramedic Clinic III, 150 lab hours, 15 Ind. c.e.u.'s [Offered as needed]**
 A course designed to aid the student in the practical application of the knowledge imparted in the didactic counterpart EMS 1233C.
- ENC 0200N** **Business English, 45 class hours, 4.5 Ind. c.e.u.'s [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.
- FFP 0054** **Minimum Standards of Fire Science, 45 class hours, 30 lec., 15 lab., 4.5 Ind. c.e.u.'s [Offered as needed]**
 A course designed to prepare lay people, corrections and prison personnel to meet the minimum standards of knowledge and proficiency in fire fighting and fire prevention.

- FSS 0220C** **Commercial Foods and Catering, 90 class hours, 30 lec., 60 lab., 9 Ind. c.e.u.'s [Offered as needed]**
 An introductory course in commercial food preparation and catering. The student will develop knowledge and skill in the preparation of food, including preparations used in the food service industry. Laboratory experiences are required.
- HCP 0100** **Nursing Assistant, 240 class hours, 24 c.e.u.'s [Offered as needed]**
 A course designed to help prepare students with the knowledge and practical skills required of Nursing Assistants in the State of Florida.
- HCP 0990** **Nurse Assisting Update, 45 class hours, 4.5 c.e.u.'s [Offered as needed]**
 A course designed to help students update their knowledge in preparation for the certification test required of nurse assistants. Prerequisite: Must be employed nurse assistant.
- IEA 0131** **General Education/Vocational Preparatory, 30 to 60 class hours, 3 to 6 Ind. c.e.u.'s [Offered as needed]**
 Remedial program for high school graduates in areas of English, Reading, Vocabulary and Basic Mathematics to help remove basic deficiencies in these areas thus preparing an individual for more advanced job training, vocational, or academic instruction.
- MGF 0111** **Metric Awareness, 45 class hours, 4.5 Ind. c.e.u.'s [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 unit of mass, and metric units of capacity.
- OPT 0950** **Fundamentals of Optics, 8 class hours, .8 Ind. c.e.u.'s [Offered as needed]**
 A refresher course for professional opticians, which includes light rays, plane surfaces, spherical surfaces, thin lenses, and aberrations, prerequisite: A suitable background in optics terminology.
- REE 0040** **Course I. Real Estate Principles and Practices, 51 class hours, 5.1 Ind. c.e.u.'s [Fall, Spring, Summer]**
 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 persons desiring to become licensed as a real estate salesman.
- XXX 1117** **Commercial-Industrial Real Estate, 7 class hours, .7 Ind. c.e.u.'s [Offered as needed]**
 Course material designed to assist the student to become more knowledgeable with regard to the business/commercial segment of the marketplace; i.e. the retail-wholesale-manufacturing enterprises such as shopping centers, retail stores, office buildings, manufacturing plants, etc. that together form the broad support base of a business community, its employment and gross products.
- XXX 1118** **Real Estate Law, 7 class hours, .7 Ind. c.e.u.'s [Offered as needed]**
 A required post-registration course for real estate salesmen and brokers to update registrant's knowledge of their legal responsibilities. Prerequisite: Real Estate License.

- XXX 1119 Residential Appraisal, 7 class hours, .7 Ind. c.e.u.'s [Offered as needed]**
An elective course for real estate sales people and brokers to update licensee's knowledge of residential valuation principles. Prerequisite: Real Estate License.
- XXX 1122 Income Capitalization Approach, 7 class hours, .7 Ind. c.e.u.'s [Offered as needed]**
An elective course for real estate sales people and brokers to update registrant's knowledge of the income capitalization approach in real estate appraising. Prerequisite: Real Estate License.
- XXX 1123 Residential Selling, 7 class hours, .7 Ind. c.e.u.'s [Offered as needed]**
This seven-hour block of instruction is designed to: (1) emphasize the responsibilities of licensees to the public in listing residential properties for sale, and (2) enhance the skills of licensees in marketing residential properties. Prerequisite: Real Estate License.
- XXX 1146 Dictation Techniques, 8 class hours, 8 Ind. c.e.u.'s [Offered as needed]**
Developing proficiencies in preparing to dictate by assembling needed materials for dictating; making notes after deciding the most important function of letter or memo and organizing materials to achieve that function; dictating by relaxing and speaking in a clear, natural tone of voice and enunciating clearly by emphasizing the plurals, past tense, and uncommon words, spelling out words and names that may be strange or confusing.
- XXX 1147 Briefing Techniques, 20 class hours, 2 Ind. c.e.u.'s [Offered as needed]**
Developing presentation techniques in the use of audio-visual materials, handouts, and the refinement of verbal and nonverbal communications.
- XXX 1148 Programming the Computer, 45 class hours, 4.5 Ind. c.e.u.'s. [Offered as needed]**
An introduction to the BASIC (Beginning All Purpose Symbolic Instruction Code) programming language and flowcharting. Stresses the importance of logical and proper documentation of programs. Designed for students to use knowledge obtained as a tool in their chosen field.
- XXX 1600 Beginning Shorthand I, 60 class hours, 6 Ind. c.e.u.'s [Offered as needed]**
Basic skills and vocabulary of Gregg Shorthand Series 90. Beginning of diction, transcription, and development of rapid reading and writing ability on familiar materials.
- XXX 1601 Beginning Shorthand II, 60 class hours, 6 Ind. c.e.u.'s [Offered as needed]**
Enlargement of vocabulary in Gregg Shorthand Series 90. Intensive dictation on familiar material and an introduction to transcription to bring the student closer to a degree of vocational skill in dictation and transcribing it in mailable form.
- XXX 1602 Refresher Shorthand, 20 class hours, 2 Ind. c.e.u.'s [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 Ind. c.e.u.'s [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, 60 class hours, 6 Ind. c.e.u.'s [Offered as needed]**
 Development of skills, techniques, and knowledge in the use of the typewriter for work in a business office in a clerical or stenographic position.
- XXX 1609** **Beginning Typewriting II, 60 class hours, 6 Ind. c.e.u.'s [Offered as needed]**
 Speed building through basic technique, tabulation, business letter writing, reports, and manuscript typing. Prerequisite: SES 1100 or acceptable level of competency.
- XXX 1610** **Personal Typing, 20 class hours, 2 Ind. c.e.u.'s [Offered as needed]**
 To provide the student with the fundamental skills and knowledge necessary for personal-use typing.
- XXX 1611** **Programming Lab, 45 class hours, 4.5 Ind. c.e.u.'s [Offered as needed]**
 Hands on application of BASIC (Beginner All Purpose Symbolic Instruction Code). Shall be taken in conjunction with COC 1110-Introduction to Computer Programming.
- XXX 1620** **Basic Management for Supervisors, 20 class hours, 2 Ind. c.e.u.'s [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 Ind. c.e.u.'s [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 1666** **Real Estate Appraising, 45 class hours, 4.5 Ind. c.e.u.'s [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.'s [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.
- XXX 1668** **Real Estate Investing, 45 class hours, 4.5 Ind. c.e.u.'s [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 1669 Real Estate Financing, 45 class hours, 4.5 Ind. c.e.u.'s [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, 30-45 class hours, 3.0-4.5 Inst. c.e.u.'s [Fall, Spring]**
 Determining income tax liability for individuals, preparation of tax returns, and interpretations of Internal Revenue code and regulations.
- XXX 1811 Industrial Management Supervision, 60 class hours, 6 Ind. c.e.u.'s [Fall, Spring, Summer]**
 A course of instruction designed primarily for first and second 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, and employee-management subject matter.
- XXX 1902 Personnel Management, 40 class hours, 4 Ind. c.e.u.'s [Offered as needed]**
 A course of instruction designed primarily for first and second 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, and employee-management subject matter.
- XXX 1918 Secretarial Techniques Seminar, 12 class hours, 1.2 Inst. c.e.u.'s [Offered as needed]**
 A seminar designed to allow the secretary to update his/her knowledge in the following areas: their role as a secretary, their range of responsibilities, the working relationship with their supervisor, and decision making.
- XXX 1926 Office Management, 24 class hours, 2.4 Ind. c.e.u.'s [Offered as needed]**
 A course designed to provide a review and update of office management skills such as leadership, motivation, productivity, work distribution, etc., for use in office administration.
- XXX 1927 Management Training for NAFI, 16 class hours, 1.6 Inst. c.e.u.'s [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 Inst. c.e.u.'s [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 1929 Filing, 60 class hours, 6 Ind. c.e.u.'s [Offered as needed]**
 Methods and systems of filing used in business offices, filing equipment, and time-and-motion saving skills. Filing practice sets are used.

- XXX 1938 Management II, 50 class hours, 5 Ind. c.e.u.'s [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 Inst. c.e.u.'s [Offered as needed]**
 Designed for both new and moderately experienced investors wanting to improve their skill and knowledge in investing.
- XXX 2601 Adult Basic Education, 24 to 320 class hours, 2.4 to 32.0 c.e.u.'s [Fall, Spring, Summer]**
 Basic Education for Adults with special needs for developing skills in reading, writing, and arithmetic. Especially suited for individuals seeking their G.E.D. (High School Equivalency Diploma) or individuals learning English as a second language. Prepares individuals for gainful employment or more advanced vocational and/or academic skills.
- XXX 2604 Beginning American Sign Language, 30 contact hours, 3 Inst. c.e.u.'s [Offered as needed]**
 An introductory course in American Sign Language (AMSLAN). The student will learn the manual alphabet (finger spelling) and several categories of signs (relationships, pronouns, verbs, time, question words, etc.). At the conclusion of the course the student should be able to understand and use sign language.
- XXX 2608 Safety Education Defensive Driving, 8 class hours, .8 Inst. c.e.u.'s [Offered as needed]**
 Takes into account every aspect of driving to avoid accidents regardless of conditions or actions of others.
- XXX 2613 Hunter and Firearms Safety, 24 contact hours, 2.4 Inst. c.e.u.'s [Offered as needed]**
 The primary purpose of the course is to teach Hunter and Firearms Safety and good sportsmanship. There are secondary objectives as well which will make hunting not only a safer sport, but a more pleasant, productive, and enjoyable recreation experience. Students who successfully complete this course will have a better understanding of their outdoor obligations to the landowner, to the resources, to other hunters and to themselves.
- XXX 2614 Understanding Wills, Trust, and Estates, 8 class hours, .8 Inst. c.e.u.'s [Offered as needed]**
 The primary purpose of the course is to provide an overview and understanding of Wills, Trust, Basic Estate Planning, Death pre-arrangements, and the Administration of Estates.
- XXX 2615 Advanced Sign Language, 30 Contact Hours, 3 Inst. c.e.u.'s [Offered as needed]**
 An advanced course in American Sign Language (AMSLAN). The student will develop his sign language skills.

- XXX 2636 Job Searching Today, 15 Contact Hours, 1.5 Inst. c.e.u.'s [Offered as needed]**
A course designed to provide the student with the necessary information and skills with which to carry out a successful job search.
- XXX 2703 Cardiac Auscultation, 2.5 class hours, .25 Ind. c.e.u.'s [Offered as needed]**
A lecture in the proper use of the stethoscope for the identification and differentiation of certain cardiac sounds. Prerequisite: B.S. Degree in nursing or permission of instructor.
- XXX 2704 Hemodynamics, 1.5 class hours, .15 Ind. c.e.u.'s [Offered as needed]**
A lecture on the anatomy of the heart, pressure tracing, Swan Ganz Catheter explanation, and insertion techniques. Prerequisites: B.S. Degree in nursing or permission of instructor.
- XXX 2705 A Child's View of Death, 2 class hours, 2 Ind. c.e.u.'s [Offered as needed]**
An explanation of the growth stages of the child and how each affects the child's reaction or concept of death, so that staff members will be more prepared to help the patient and family cope with death. Prerequisite: Intended for Registered Nurses and LPN's or members of the Health profession responsible for caring for the child.
- XXX 3609 Basic Interior Decorating, 20 class hours, 2 Inst. c.e.u.'s [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 3612 Antiques, 20 class hours, 2 Inst. c.e.u.'s [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 3614 Photography, 20 class hours, 2 Inst. c.e.u.'s [Offered as needed]**
Fundamentals of photography. Exploratory experiences for the student having vocational, avocational, hobby or fine arts interest 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 4629 Survival German, 12 class hours, 1.2 Inst. c.e.u.'s [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 4815 Technical Writing, 45 class hours, 4.5 Ind. c.e.u.'s [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.

- XXX 6601 Educating the Consumer, 45 class hours, 4.5 Inst. c.e.u.'s [Fall and Spring]**
 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 6610 Advising Peers, 60 class hours, 6.0 c.e.u.'s [Offered as needed]**
 A course in techniques of peer advising, focusing on communication skills, professional ethics, and knowledge of community resources for referral purposes; to be used under professional supervision in human service agencies and organizations.
- XXX 6621 Child Nutrition and Health Practices, 75 class hours, 7.5 Ind. c.e.u.'s [Offered as needed]**
 Methods of meeting the physical needs of young children through nutrition and good health practices. Recognition of childhood diseases and care of the handicapped child.
- XXX 6624 Adjustment for Life, 45 contact hours, 4.5 Ind. c.e.u.'s [Offered as needed]**
 Application of psychological theory for problem solving and better mental health. A look at psychological defense mechanisms and how they may be changed into more adaptive behavior.
- XXX 6625 Managing the Home I, 15 class hours, 1.5 Ind. c.e.u.'s [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, clothing, and good communication for family members.
- XXX 6630 Cake Decorating, 14 class hours, 1.4 Inst. c.e.u.'s [Offered as needed]**
 Designed to teach how to decorate a cake. (Self-supporting course)
- XXX 6637 Helping the Aging Help Themselves, 30 class hours, 3.0 Inst. c.e.u.'s [Offered as needed]**
 A course for persons who work with the aging which deals with helping relationships, communication, and problems of the aging: emphasis is on fostering or maintaining independence of the aging.
- XXX 6638 Woman's Day Workshop**
 A workshop to focus on needs and interests of women in relation to continuing education.
- XXX 6639 Legal Rights and Concerns for the Elderly, 15 class hours, 1.5 Inst. c.e.u.'s [Offered as needed]**
 A course focusing on law and the elderly including legal needs of the elderly, rights of individuals, guardianship, durable family, power of attorney, legal benefits; organization of records such as wills, property and insurance policies; and protective services and legal aid for adults.
- XXX 6640 Community Resources for the Elderly, 15 class hours, 1.5 Inst. c.e.u.'s [Offered as needed]**
 A study of community resources available to the elderly.

- XXX 6641 Non-Traditional Careers, 45 class hours, 4.5 Ind. c.e.u.'s [Fall, Spring, Summer]**
A course in which (1) participants will become aware of the special problems faced by persons in non-traditional fields with emphasis on overcoming occupational sex stereotyping and (2) participants will develop individualized career plans through the processes of realistic decision making and goal setting.
- XXX 6643 Advanced Cake Decorating, 14 class hours, 1.4 Inst. c.e.u.'s [Offered as needed]**
A course in advanced skills relating to the art of cake decorating. Prerequisite: XXX 6630 Cake Decorating or permission of the instructor. (Self-supporting course)
- XXX 6648 A Time for Living, 12 class hours, 1.2 c.e.u.'s [Offered as needed]**
A course designed to teach operators of Adult Congregate Living Facilities, and Adult Foster Homes how to meet the emotional and physical needs of elderly and dependent adults in their facilities. Behavioral modification techniques, health concerns, diet and nutrition, health maintenance, legal concerns, adjustment to new environments, identifying problem of the elderly, and how to assist in directing their lives.
- XXX 6700 Chemical Tests for Intoxication, 40 class hours, 4 Ind. c.e.u.'s [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 6702A Criminal Identification, 16 class hours, 1.6 c.e.u.'s [Offered as needed]**
Designed to train students in the techniques and use of the Identi-Kit in building facial composites of wanted and missing persons. For in-service law enforcement officers.
- XXX 6705A Chemical Test for Intoxication-Annual Requalification Course, 8 class hours, .8 Ind. c.e.u.'s [Offered as needed]**
Course meets Florida Department of Education annual recertification of chemical tests for intoxication permits.
- XXX 6706 Breathalyzer Equipment Maintenance, 20 class hours, 2.0 Ind. c.e.u.'s [Offered as needed]**
Course meets Florida Department of Education requirements for maintenance of chemical test equipment.
- XXX 6707 Police Dispatcher Communications, 20 class hours, 2 Ind. c.e.u.'s [Offered as needed]**
A basic course in law enforcement dispatcher communications to include fundamentals of proper communications procedure, radio-telephone, and teletype techniques.
- XXX 6708 Police Firearms Requalification, 4 class hours, .4 Ind. c.e.u.'s [Offered as needed]**
A practical police firearms semi-annual requalification course for in-service, part-time and auxiliary law enforcement officers. Prerequisite: Inservice-part time/auxiliary police officer.

- XXX 6709 Auto-Intoximeter Course, 8 class hours .8 Ind. c.e.u.'s [Offered as needed]**
Auto-intoximeter operators course to include instrument familiarity and checkout. Required by State Department of Health for Intoximeter Operations. Prerequisites: State Certified Chemical Tests for Intoxication Operators.
- XXX 6710 Police Radar Operator, 40 class hours, 4 Ind. c.e.u.'s [Offered as needed]**
This course is sanctioned by the Florida Police Standards and Training Commission and meets requirements of Chapter 943.14(10)(a), Florida Statutes. It is designed to equip law enforcement officers with basic knowledge and skills needed for proper operation of radar speed measurement devices.
- XXX 6804 Police Officer Supervision Training, 80 class hours, 8 Ind. c.e.u.'s [Offered as needed]**
A career development course for full-time police officers designed to train the line supervisor.
- XXX 6805 Police Photography, 45 class hours, 4.5 Ind. c.e.u.'s [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.
- XXX 6806 Police Skills, 45 class hours, 4.5 Ind. c.e.u.'s [Offered as needed]**
A skills development course designed to upgrade the auxiliary and/or inservice police officer in the areas of driver improvement, arrest techniques, stress reduction, medical emergencies and use of firearms. A Florida Police Standards Salary incentive course.
- XXX 6807 Law Enforcement Institutes, 60 class hours, 6 Ind. c.e.u.'s; 4 or 6 hour classes, .4 Ind. c.e.u. or .6 c.e.u. [Offered as needed]**
Law Enforcement Symposiums, Seminars and Workshops offered in four or six-hour sessions, as needs dictate. A. Criminal Law (6 hours), B. Criminal Procedure (4 hours), C. Forensic Pathology (4 hours), D. Applied Technology (6 hours), E. Criminal Identification (4 hours), F. Specific Techniques (6 hours), G. Crime Scene Activities (4 hours), H. Major Felony Investigations (6 hours), I. Police Problems (4 hours), J. Special Investigations (6 hours), K. Field Activities (6 hours), L. Evidential Issues (4 hours), M. Civil Liabilities (4-6 hours).
- XXX 6851 Criminal Justice Basic Training, 320 class hours, 32 Ind. c.e.u.'s [Offered as needed]**
Meets the Florida Standards for Law Enforcement or Corrections certification. Student must complete 160 hours of common core courses as follows: H. Introduction to Criminal Justice (45 hours), I. Criminal Law (45 hours), G. Advanced Firearms (39 hours), P. Basic Skills (31 hours). Police candidates must complete: J. Criminal Investigation (45 hours), K. Police Operations (45 hours), L. Traffic (45 hours), R. Enforcement Skills (25 hours). Corrections candidate must complete: Q. Correctional Skills (70 hours), M. Correctional Law (45 hours), and N. Correctional Operations (45 hours).

- XXX 6906 Basic Child Care and Guidance, 45 to 154 class hours, 4.5 to 15.4 c.e.u.'s, [Offered as needed]**
The growth and development of the child from conception through age 5 including the physical, social, emotional, and intellectual development of the young child and the influences of environment, principles, and theories of development.
- XXX 6907 Consumer and Homemaking Education, 90 class hours, 9 Ind. c.e.u.'s [Fall, Spring, Summer]**
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.
- XXX 6908 Orientation to Basic Child Care, 24 class hours, 2.4 Ind. c.e.u.'s [Offered as needed]**
An introduction to child care with emphasis on children's growth and development, to be followed by Basic Child Care, XXX 6906.
- XXX 6911 Introduction to Basic Clothing Construction, 45 class hours, 4.5 Ind. c.e.u.'s [Offered as needed]**
Designed to develop skills in clothing selection and construction. Emphasis on management of individual resources to meet the need of family members.
- XXX 6913A Curriculum for Young Children I, 105 class hours, 10.5 Ind. c.e.u.'s [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 6915A Ways of Working With Young Children I, 75 class hours, 7.5 Ind. c.e.u.'s [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 Ind. c.e.u.'s [Offered as needed]**
Study of effective ways of working with parents, understanding home and community setting. Prerequisite: XXX 6913 and XXX 6915 preferable, or permission of instructor.
- XXX 6917 Constructing Creative Equipment and Material, 60 class hours, 6 Ind. c.e.u.'s [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, 45 lec., 4.5 Ind. c.e.u.'s [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 6920** **Programs for School-Age Children, 45 class hours, 4.5 Ind. c.e.u.'s [Offered as needed]**
 Emphasis on programming for after-school care; includes understanding needs of school age child up to 12 years.
- XXX 6922** **Ways of Working with Young Children II, 90 class hours, 9 Ind. c.e.u.'s [Offered as needed]**
 Study of development and application of effective skills and techniques used in programming for young children. Prerequisite: XXX 6906, XXX 6913, XXX 6915 preferable.
- XXX 6923** **Food Service Manager Seminar, 30 class hours, 3 Ind. c.e.u.'s [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 6925** **Basic Tailoring, 75 class hours, 7.5 Ind. c.e.u.'s [Offered as needed]**
 Tailoring principles, traditional and shortcut methods in fitting, construction, and finishing tailored garment. Use of wool fabric, underlining and interfacing such as hair canvas and asnaburg will be used. Advanced techniques of welt pockets, bound buttonholes, metered vent, padding stitches, and shoulder pads are also included.
- XXX 6929** **Decorating Your Home I, 15 class hours, 1.5 Inst. c.e.u.'s [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 6931** **Food Planning and Preparation, 2 lab., 2 lec., 60 class hours, 6 Ind. c.e.u.'s [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 6932** **Child Care Seminar, 45 class hours, 4.5 Ind. c.e.u.'s [Offered as needed]**
 Weekly seminar to critique performance and plan effective student field experience. Individual and group conferences scheduled concurrently with field experience.
- XXX 6933** **Basic Clothing Construction, 75 class hours, 7.5 Ind. c.e.u.'s [Offered as needed]**
 A basic course in clothing construction stressing judgment 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 included.
- XXX 6935** **Advanced Clothing Construction, 75 class hours, 7.5 Ind. c.e.u.'s [Offered as needed]**
 Advanced problems and techniques of clothing construction and creative expression.

- XXX 6936** **Family Finance Seminar, 3 class hours, 3 Inst. c.e.u.'s [Offered as needed]**
 Three hour seminar focusing on choices and decisions regarding money, spending resources wisely, protecting your future and family communication and money.
- XXX 6937** **Senior Citizens Use of Food, 45 class hours, 4.5 Inst. c.e.u.'s [Offered as needed]**
 A course designed to inform senior citizens of the importance of proper selection, preparation, serving, and storing of food with emphasis on food needs, interests, and resources of the elderly, including cooking for one or two persons.
- XXX 6938** **Improving Quality of Family Life, 20 class hours, 2.0 Inst. c.e.u.'s [Offered as needed]**
 A course which focuses on improving the quality of personal and family life through instruction in child development, family relations, budgeting and managing resources, and homemaking skills with emphasis on the dual role (home & job).
- XXX 6939** **Cooking with Energy Saving Appliances, 20 contact hours, 2 Inst. c.e.u.'s [Offered as needed]**
 The basic operation of energy saving appliances and use in cooking techniques for various foods.
- XXX 7600** **Auto Mechanics for the Layman, 20 class hours, 2 Inst. c.e.u.'s [Fall]**
 A course designed to prepare drivers to handle simple problems relating to the automobile, including the performance of simple maintenance. (Self-Supporting)
- XXX 7602** **Introduction to Auto Mechanics, 20 class hours, 2.0 Ind. c.e.u.'s [Offered as needed]**
 A course designed to make the student aware of the auto mechanics field by learning about the basic operation and the various systems of the automobile. Students will be taught to handle simple problems relating to the operation, maintenance and performance of the automobile.
- XXX 7603** **Occupational Orientation, 45 class hours, 4.5 Ind. c.e.u.'s [Offered as needed]**
 A course in which students will receive an orientation to the world of work and will acquire skills in choosing an occupation, applying for a job, and maintaining and progressing in an occupation.
- XXX 7706** **Home Industries**
 A course designed to prepare individuals for the manufacturing 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, and weaving. (Hours vary as to type of offering).

- XXX 7708 Contractor Exam Preparation, 60 contact hours, 6 Ind. c.e.u.'s [Offered as needed]**
The purpose of this course is to prepare experienced contractors to pass the exam for contractor's certification. Topics covered include: math review; working drawings; specifications; estimations and take-offs; business regulations, tax laws, building codes, and safety regulations; building materials; and accounting and cost keeping.
- XXX 7715 Electrical Wiring: Apprentice, 60 class hours, 6 Ind. c.e.u.'s [Fall, Spring] 24 class hours, 2.4 c.e.u.'s [Summer]**
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 7730 Air Conditioning and Heating: Apprentice, 60 class hours, 6 Ind. c.e.u.'s [Fall, Spring], 24 class hours, 2.4 c.e.u.'s [Summer]**
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 7732 Carpentry: Apprentice, 60 class hours, 6 c.e.u.'s [Fall, Spring] 24 class hours, 2.4 Ind. c.e.u.'s [Summer]**
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 7734 Plumbing and Pipefitting: Apprentice, 60 class hours, 6 Ind. c.e.u.'s [Fall, Spring] 24 class hours, 2.4 c.e.u.'s [Summer]**
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 Ind. c.e.u.'s [Fall, Spring]; 24 class hours, 2.4 c.e.u.'s [Summer]**
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 7736 Sheetmetal Training, 45 contact hours, 4.5 Ind. c.e.u.'s [Offered as needed]**
Related theory and classroom work for sheetmetal apprentice training. Instruction in mathematics, blueprint reading, methods of construction, safety, use of building materials, and other technical subjects.
- XXX 7749 Basic Baking, 180 class hours, 18.0 Ind. c.e.u.'s [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 Ind. c.e.u.'s [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 7801 Shop Safety, 15 class hours, 1.5 Ind. c.e.u.'s [Offered as needed]**
Introduction to shop safety regulations, causes of hazards, preventative measures, and what to do in case of an accident.
- XXX 7802 Supervising Industrial Workers, 15 class hours, 1.5 Ind. c.e.u.'s [Offered as needed]**
A non-credit course designed to help first line industrial supervisors improve their skills in employee motivation, human relations, dealing with personnel problems, time and resource management, scheduling, and planning.
- XXX 7803 Purchasing for Industry, 45 class hours, 4.5 Ind. c.e.u.'s [Offered as needed]**
A non-credit course designed to help industrial workers become familiar in the various aspects of the purchasing process. Topics covered include: overview of the purchasing process, price/cost analysis, negotiations, inventory management, systems contracting, and value analysis.
- XXX 7815 Electronics Theory and Fabrication, 38 class hours, 3.8 Ind. c.e.u.'s [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 Ind. c.e.u.'s [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. radio/telephone license examination.
- XXX 7850 CRT Phototypesetting, 8 class hours, 1.2 Ind. c.e.u.'s [Offered as needed]**
Lecture/discussion about and "hands-on" experience with some of the most current CRT phototypesetting equipment available today.
- XXX 7981 Water Treatment Operator, 165 class hours, 16.5 Ind. c.e.u.'s [Offered as needed]**
Study of water treatment. This course will cover the operation of a water treatment plant and related mathematics, biology, chemistry, records, and reports used in the operation of a water treatment facility. This course is preparation for the state "B" level water plant operator certification. Prerequisite: Consent of Instructor

XXX 7982 Beginning Wastewater Operator I, 142 class hours, 14.2 Ind. c.e.u.'s [Offered as needed]

An introductory study of the field of wastewater treatment. This course will cover the operation of a wastewater plant and the related mathematics, biology, chemistry, laboratory records and reports used in the operation of a wastewater facility. This course is preparation of the State "B" level wastewater operator.

XXX 8609 Green Thumb, 20 class hours, 2 Inst. c.e.u.'s [Offered as needed]

"Green Thumb" is designed to make each student cognizant of the main principles of plant selection and care. (Self-supporting course)



ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL

- Adams, Owen E. Librarian
Florida State University, M.S.L.S.
- Allen, BJ Librarian
University of Denver, M.A.
- Atwood, Robert C. Graphics/Printing Coordinator/Instructor
Michigan State University, M.A.
- Bailey, Inez Educational Advisor
Wayne State University, M.Ed.
- Baker, Karen W. Mathematics Instructor
University of West Florida, 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. Ass't. Dean of Instruction and Registrar
University of Southern Mississippi, M.A.
- Boone, Harold A. Auto Mechanics Instructor
- Bray, Robert W. Criminal Justice Instructor
Nova University, M.S.
- Bruce, Gaius M. Physical Education Instructor
Memphis State University, M.Ed.
- Bundy, Roy E. Chair and Instructor, Biology Department
University of Wisconsin, Ph.D.
- Butler, Billy H. Supervisor of Plant and Grounds
- Cash, Herbert J. Biology Instructor
Montana State College, M.S.
- Castle, George A. Admissions Counselor
University of West Florida, M.A.
- Christmas, Donald N. Social Science Instructor
University of Houston, M.A.
- Conger, Flora S. Director, CNC; Coordinator, CIS; Chair, Home
University of North Carolina, M.S. Economics/Consumer Education
- Couey, Ned. R. Associate Director, Fort Walton Beach Center
Auburn University, Ed.D. (OWJC-UWF)

- 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.
- Davis, Reate Associate Director, Eglin Center
Troy State University, M.S. (OWJC-UWF)
- Durham, James A. Dean of Instruction
University of Southern Mississippi, Ed.D.
- Elmore, Olivia S. Adult Basic Education Instructor
University of South Alabama, M.S.
- Fernstrom, Dorothy B. Social Science/Consumer Education Instructor
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
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- Hilton, Rosa N. Communications Instructor
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Arizona State University, B.S.
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- Howell, Myron A. Mathematics Instructor
University of Florida, M.Ed.
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- Johnson, Doris L. Adult Basic Education Instructor
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Ohio State University, Ph.D.
- Nudo, Albert L.** **Humanities Instructor**
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- Owens, David** **Art Instructor**
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- Perdue, Joel T.** **Data Processing Instructor**
Midwestern State University, M.B.A.
- Perdue, Riley** **Foods Instructor**
- Phillips, Margaret T.** **Librarian**
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Clemson University, M.S.
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Florida State University, M.A.
- Pulley, Charles H.** **Physical Education Instructor**
University of Florida, M.S.
- Rathke, Louan B.** **Physical Education Instructor**
University of North Carolina, M.Ed.
- Rhoades, James** **Director, Financial Aid**
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- Rickman, Raymond L.** **Drafting and Design Instructor**
University of West Florida, B.S.
- Roberson, Hosmer W.** **Librarian**
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- Roberts, William S.** **Assistant Comptroller**
University of Southern Mississippi, M.S.
- Sadler, William T.** **Evening Campus Coordinator, and**
Florida State University, Ph.D. **Education Advisor**

- Scofield, Edward T. Social Science Instructor
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- 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
University of West Florida, B.S.
- Sheppard, Jean B. Chair, Adult Studies Department
University of Florida, Ed.S.
- Shipley, Walter B. Humanities and Performing Arts (Drama)
Memphis State University, M.A. Instructor
- Smith, Lester S. Information Services Officer
Boston University, M.S.
- Smith, Mary E. Coord. Student Recruitment and Retention
Kean College, M.A.
- Stair, John W. Counselor and Coordinator of Student Activities
Auburn University, M.S.
- Stegall, Mary L. Social Science Instructor
University of North Carolina, Ph.D.
- Szuch, Paul J. Business Instructor
Nova University, Ed.D.
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Florida State University, M.S.L.S. Teaching/Learning Support Center
- Watson, Lulu S. Communications Instructor
Troy State University, M.S.
- Weathers, Eugenie V. Home Economics Instructor
- White-Wolf, Roberta EMT Instructor
University of Southern Mississippi, M.S.
- Whitney, Marilee C. Home Economics Instructor
Florida State University, M.S.
- Wilson, C.M. Chair and Instructor, Communications,
University of Florida, M.Ed. Humanities and the Arts Department
- 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. Criminal Justice Coordinator/Instructor
George Washington University, M.B.A.
- Yarnall, Joy P. Communications Instructor
University of West Florida, M.A.
- Zimmer, Roswitha Physical Science Instructor
Institute of Technology, Munich West Germany, Ph.D.

HONORARY MEMBERS

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

SUPPORT PERSONNEL

- Anger, Hilda Reading/Writing Lab
- Baker, Mary Lou Physical Education/Communications, Humanities and the Arts
- Baker, Murdene Plant and Grounds
- Baldwin, Joan Financial Aid
- Banks, Viola Plant and Grounds
- Barnes, Tom Plant and Grounds
- Barton, Deloris A. Comptroller's Office
- Belote, Patricia Library
- Bernard, Elmira Institutional Research/Services to Business and Industry
- Besse, Jeanne P. OWJC/UWF Fort Walton Beach Center
- Bishop, Christine C. Comptroller's Office
- Blocker, O.C. Plant and Grounds
- Brault, Henry A. Plant and Grounds
- Brinkley, Kathleen Library

*On leave 1985-86.

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| Brown, Terry R. | Library, Audio Visual |
| Brown, William | Plant and Grounds |
| Campbell, James W. | Data Processing |
| Carter, Dorothy | Evening Campus/Technical, Industrial & Public Services |
| Chandler, Ruben D. | Plant and Grounds |
| Cherry, Pamela G. | Mathematics/Home Economics |
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| Davis, Lorraine A. | Data Processing |
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| Fisher, George R. | Plant and Grounds |
| Fleming, Geraldine | Bookstore |
| Frost, Carolyn | Reproduction Center |
| Goodwin, Helen J. | Bookstore |
| Gore, Elbert | Plant and Grounds |
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| Hancock, Michael J. | Plant and Grounds |
| Hayes, Samuel | Food Services |
| Hardee, Ruby L. | Plant and Grounds |
| Harris, Mattie F. | Plant and Grounds |

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| Hawkins, Catherine | Data Processing |
| Heard, Sharron | Registrar's Office |
| Hinson, Bobbie J. | Comptroller's Office |
| Holmes, Annette B. | Food Services |
| Holzschuh, Judy A. | Library, Audio Visual |
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| Johnson, Bethel | Plant and Grounds |
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| Land, Jimmy E. | Plant and Grounds |
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| Leski, Philip | Plant and Grounds |
| Levesque, Donald R. | Plant and Grounds |
| Livingston, Edward M. | Library, Audio Visual |
| Logerwell, Larry E. | Plant and Grounds |
| Lopez, Carmen | Biology/Physical Science/Criminal Justice |
| Ly, Thuyen T. | Graphics/Printing |
| MacDonald, Sandra F. | Library |
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| McCaskill, Henry C. | Plant and Grounds |
| McCormick, Gladys | Plant and Grounds |
| McDermott, Sharon A. | Food Services/Reproduction Center |
| McDonald-Williams, Charlotte | Instructional Services |
| Metzger, Judy J. | Chautauqua Neighborhood Center |

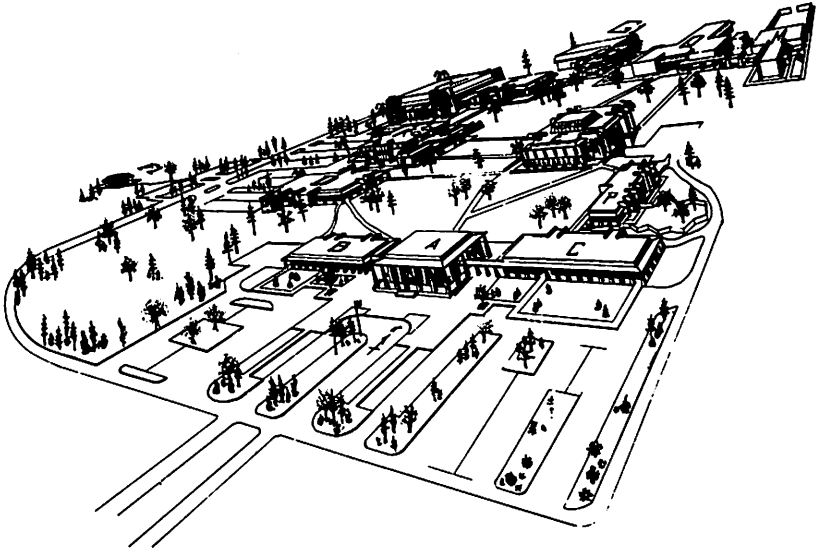
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| Murphy, Nancy | Comptroller's Office |
| Newsome, Kathy A. | Food Services |
| Noel, Roger G. | Data Processing |
| Olive, Martha A. | Communications/Humanities and the Arts |
| Patten, Brenda | Plant and Grounds |
| Perry, Inge A. | Student Services |
| Phelps, Ethel C. | Registrar's Office |
| Polazzo, Christopher F. | Food Services |
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| Randolph, Maxine | Instructional Services |
| Register, Micky W. | Operational Support Services |
| Reynolds, Jannis L. | Library |
| Rouse, Ralph | Plant and Grounds |
| Schmidt, James H. | Plant and Grounds |
| Shermer, Naomi V. | Student Activities, Nurse |
| Sledge, Elizabeth | Comptroller's Office |
| Smith, Warren | Plant and Grounds |
| Sorrells, Peggy A. | Military Education Services Eglin Air Force Base |
| Stanfill, William | Plant and Grounds |
| Steinberg, Morton H. | Data Processing, Manager |
| Stevens, Edward C. | Bookstore Manager |
| Street, Gwen | Information Services |
| Thacker, Louise | Comptroller's Office, Switchboard Operator |
| Vass, Bernard M. | Plant and Grounds |
| Williams, Cornell | Plant and Grounds |

Williams, John W. Plant and Grounds
Willis, Jimmy W. Data Processing
Young, Kenneth D. Plant and Grounds



Okaloosa-Walton Junior College

Niceville, Florida



| LETTER | NAME |
|--------|-------------------------------------|
| A | Administration |
| B | Technical |
| C | Business |
| D | Science |
| E | Learning Resources |
| F | Physical Education |
| F-1 | Outdoor Physical Education Facility |
| G | Utilities |
| G-1 | Maintenance |
| H | Health |
| K | College Mall |
| M | Air Conditioning |
| P | Home Economics |
| Q | Auto Shop |

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LOCATION OF COURSES BY DEPARTMENT

| Course Prefix | Department |
|---------------|------------------|
| ACG | Business |
| ACT | TIPS** |
| AER | TIPS** |
| AMH | Social Science |
| AML | CHA* |
| APB | Biology |
| ARC | TIPS** |
| ARH | CHA* |
| ART | CHA* |
| BAN | Business |
| BCH | Physical Science |
| BCN | TIPS** |
| BOT | Biology |
| BSC | Biology |
| BUL | Business |
| CCJ | TIPS** |
| CHD | Home Economics |
| CHM | Physical Science |
| CJD | TIPS** |
| CJT | TIPS** |
| CLP | Social Science |
| CNM | Business |
| COA | Home Economics |
| COC | Business |
| COP | Business |
| CRM | Business |
| CRW | CHA* |

| Course Prefix | Department |
|---------------|--------------------|
| CTE | Home Economics |
| DAA | Physical Education |
| DEP | Social Science |
| DIE | Home Economics |
| ECO | Business |
| EDF | CHA* |
| EDP | Social Science |
| EEX | Social Science |
| EGN | TIPS** |
| EMS | Physical Education |
| EMT | Physical Education |
| ENC | CHA* |
| ENG | CHA* |
| ENL | CHA* |
| ETD | TIPS** |
| ETE | TIPS** |
| ETG | TIPS** |
| ETI | TIPS** |
| ETM | TIPS** |
| FAD | Social Science |
| FFP | TIPS** |
| FIN | Business |
| FRE | CHA* |
| FRW | CHA* |
| FSS | TIPS** |
| GEB | Business |
| GER | CHA* |

*Communications, Humanities and the Arts

**Technical, Industrial, and Public Service

| Course Prefix | Department | Course Prefix | Department |
|----------------------|---------------------|----------------------|--------------------------------------|
| GEW | CHA* | MVO | CHA* |
| GLY | Physical Science | MVP | CHA* |
| GRA | TIPS** | MVS | CHA* |
| HCP | Physical Education | MVV | CHA* |
| HFT | Business | MVW | CHA* |
| HHD | Home Economics | OCB | Physical Science |
| HME | Home Economics | PCB | Biology |
| HOE | Home Economics | PEL | Physical Education |
| HSC | Physical Education | PEM | Physical Education |
| HUM | CHA* | PEN | Physical Education |
| IEA | TIPS** | PEO | Physical Education |
| INM | TIPS** | PET | Physical Education |
| INR | Social Science | PHI | CHA* |
| JOU | CHA* | PHY | Physical Science |
| LEI | Physical Education | POS | Social Science |
| LIS | CHA* | POT | Social Science |
| LIT | CHA* | PSC | Physical Science |
| MAC | Mathematics | PSY | Social Science |
| MAE | Mathematics | REA | CHA* |
| MAF | Social Science | REE | Business |
| MAN | Business | REL | CHA* |
| MAP | Mathematics | RUS | CHA* |
| MAR | Business | SES | Business |
| MAS | Mathematics | SOC | Social Science |
| MAT | Mathematics | SPC | CHA* |
| MCB | Biology | SPN | CHA* |
| MET | Physical Science | SPW | CHA* |
| MGF | Mathematics | SSI | Social Science |
| MTB | Business/Industrial | STA | Business |
| MTR | TIPS** | STD | CHA* |
| MEU | CHA* | THE | CHA* |
| MUH | CHA* | TPA | CHA* |
| MUL | CHA* | TPP | CHA* |
| MUN | CHA* | WOH | Social Science |
| MUT | CHA* | XXX | All departments (non-college credit) |
| MVB | CHA* | ZOO | Biology |
| MVK | CHA* | | |

*Communications, Humanities and the Arts
**Technical, Industrial, and Public Service

PLACE
POSTAGE
HERE

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

ATTENTION: Admissions Office

(STAPLE OR TAPE HERE)

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)

rafting theory etd 1701c drafting 1 etd 1801c technical illustration etd 2614c electronic
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Dr. J. E. McCracken
President

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