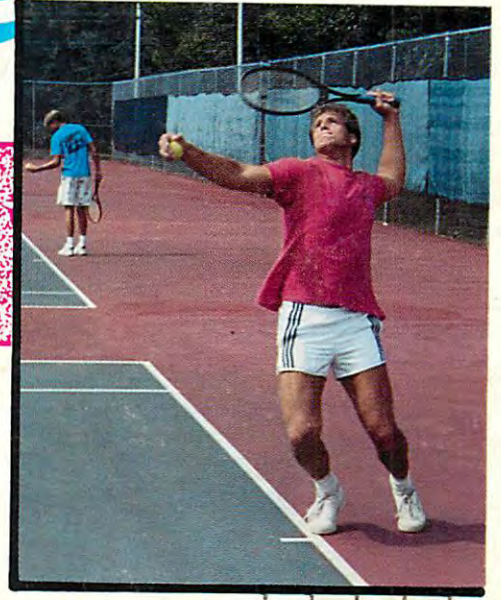
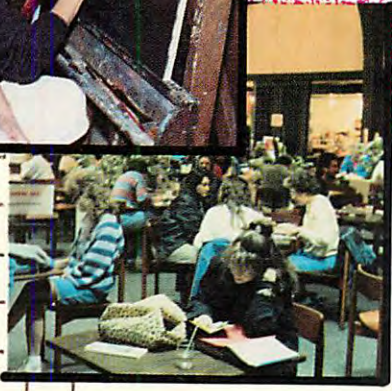


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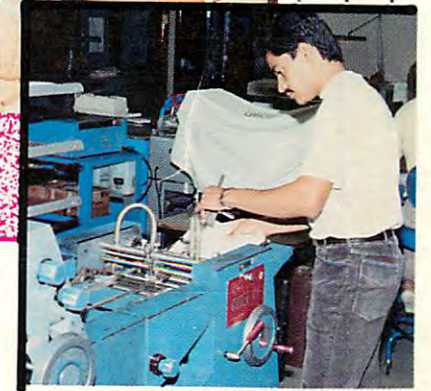


OKALOOSA-WALTON COMMUNITY COLLEGE

1988-89 Catalog

Niceville, Florida

An Equal Access/Equal Opportunity Institution



"Okaloosa-Walton Community College is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the college not to discriminate on the basis of age, color, creed, handicap, marital status, national origin, race, religion, or sex in its employment practices or in the admission and treatment of students."

OKALOOSA-WALTON COMMUNITY COLLEGE



ACCREDITED BY

SOUTHERN ASSOCIATION OF COLLEGES
AND SCHOOLS

FLORIDA STATE DEPARTMENT OF EDUCATION

MEMBER

AMERICAN ASSOCIATION OF COMMUNITY
JUNIOR COLLEGES

SOUTHERN ASSOCIATION OF JUNIOR COLLEGES

FLORIDA COMMUNITY COLLEGE ACTIVITIES
ASSOCIATION

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

OKALOOSA-WALTON COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES

Eileen H. Arpke

Hilda R. Coursey

John E. Baldwin

Charlie H. Hill

Elise Biggs

Jeffrey McInnis

Patrick E. Byrne, II

Jean Wilkinson

James R. (Bob) Richburg

President and Corporate Secretary

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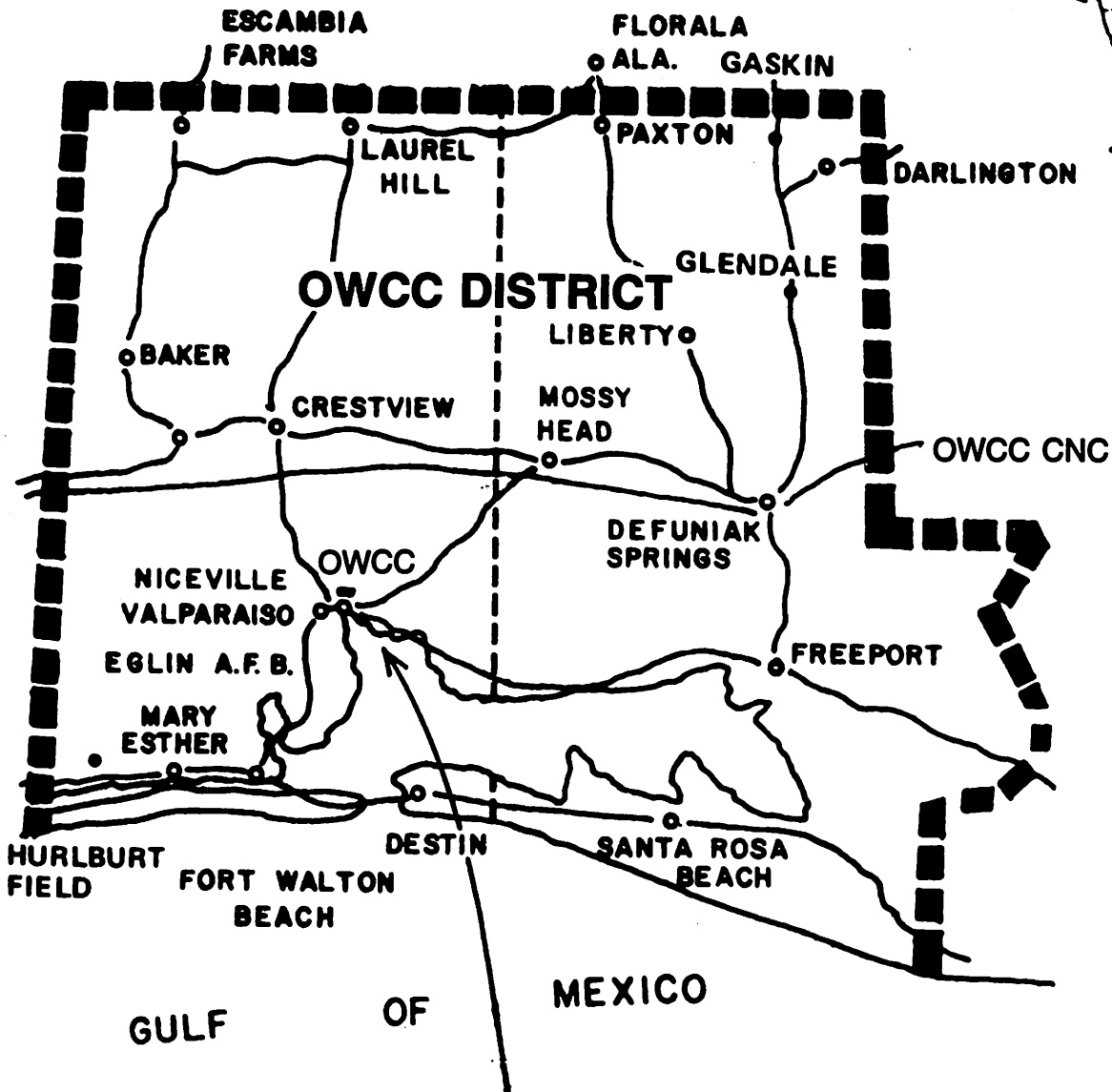
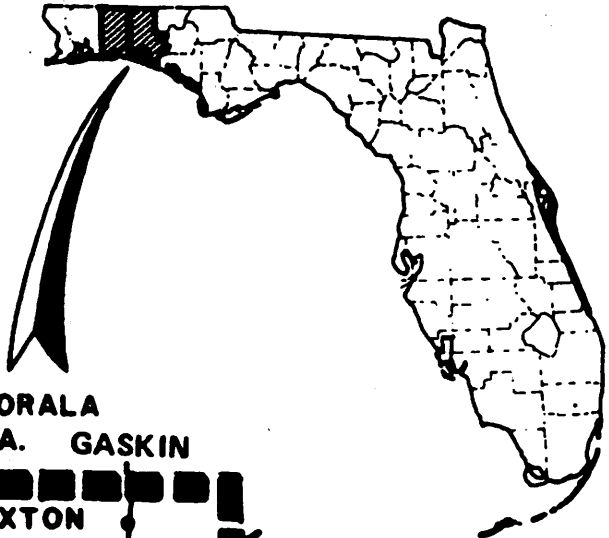
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Okaloosa-Walton Community College

OWCC TELEPHONE NUMBERS

CENTERS	NUMBERS
Main Campus (Niceville)...	678-5111
	892-5145
	682-5272
Fort Walton Beach.....	244-1000
DeFuniak Springs.....	892-2174
Eglin AFB.....	678-3727
Hurlburt Field.....	581-3006



Okaloosa-Walton Community College

100 College Blvd.
Niceville, Florida 32578

1988 1989

JANUARY

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IMPORTANT DATES

- JANUARY**
- 1 New Year's Day
 - 18 Martin Luther King, Jr. Day

- FEBRUARY**
- 12 Lincoln's Birthday
 - 14 Valentine's Day
 - 15 Washington's Birthday - Obsvd
 - 17 Ash Wednesday
 - 22 Washington's Birthday

- MARCH**
- 17 St. Patrick's Day
 - 27 Palm Sunday

- APRIL**
- 1 Good Friday
 - 2 Passover
 - 3 Easter Sunday

- MAY**
- 8 Mother's Day
 - 21 Armed Forces Day
 - 23 Victoria Day (Canada)
 - 30 Memorial Day

- JUNE**
- 14 Flag Day
 - 19 Father's Day

- JULY**
- 1 Canada Day (Canada)
 - 4 Independence Day

- SEPTEMBER**
- 5 Labor Day
 - 12 Rosh Hashanah
 - 21 Yom Kippur

- OCTOBER**
- 10 Thanksgiving Day (Canada)
 - 10 Columbus Day - Obsvd
 - 12 Columbus Day
 - 24 United Nations Day
 - 31 Halloween

- NOVEMBER**
- 8 Election Day
 - 11 Veterans Day
 - 24 Thanksgiving Day

- DECEMBER**
- 4 Hanukkah
 - 25 Christmas Day

JULY

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IT'S NOT

CALENDAR OF INSTRUCTIONAL ACTIVITIES

The official Community 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.

ACADEMIC YEAR 1988-89

FALL SEMESTER, 1988

Off-Campus Registration (by announcement)	July-August
Early Registration opportunities for previously and currently enrolled OWCC students (all locations)	July 21-28
New Student Program Planning and Early Registration (by invitation)	July 25-28
Walk-In registration ALL College Locations	August 1-17
In-Service Workshops (Faculty returns 9 a.m. August 15)	August 15-16
Registration for Returning Students	August 18-19
Program Planning and Registration for New Students (Times by announcement)	August 18-19
Cancellation of classes with insufficient enrollment	August 22
Late Registration and last day to add courses	August 23-30
Class Days:	
College-Credit and Non—College-Credit Classes (including final examinations for semester-length classes)	August 23-December 15
Last day to pay fees or to receive any refund of fees for full-term courses	August 30
First day to apply for Comprehensive Course Examination	August 31
CLAST Registration Deadline	September 2
Graduation application deadline for Fall Semester (all Programs)	September 2
College Closed	September 5
College Level Academic Skills Test (CLAST)*	October 1
Mid-Term grades due in Registrar's Office by 3 p.m.	October 14
Deadline for application for Comprehensive Examination and payment of testing fees by 5 p.m.	October 28
Deadline for completion of Comprehensive Course Examination	October 28
Last day to drop a course with a grade of "W" or to change to "Audit" status:	
Term-length course	November 1
Course meeting less than full term	Mid-point + 3 days
College Closed	November 11
College Closed (NOTE: Saturday classes will not meet on November 26)	November 24-25
Early Registration opportunities for Spring Semester for previously and currently enrolled OWCC students (by announcement)	December 6-9
Early Registration opportunities for Spring Semester for new students (by invitation)	December 8-9
Final Examination (college-credit courses) (NOTE: Final examinations for Saturday classes will be given on Saturday, December 10)	December 12-15
Final Grades due in Registrar's Office (10 a.m.)	December 16
Campus Closed	December 19-January 2

Spring Semester, 1989

Faculty Returns (8 a.m.)	January 3
Registration for Returning Students (Times by announcement)	January 3-4
Program Planning and Registration for New Students (Times by announcement)	January 3-4
Cancellation of classes with insufficient enrollment	January 5
Late Registration and last day to add courses	January 6-13
Class Days:	
College-Credit and Non-College-Credit Classes (including final examinations for semester-length classes)	January 6- April 27
Last day to pay fees or to receive any refund of fees for full-term courses	January 13
College Closed	January 16
First day to apply for Comprehensive Course Examination	January 17
Graduation application deadline for Spring Semester (all Programs) at 4:30 p.m.	February 10
CLAST Registration Deadline	February 10
College Closed	February 20
Deadline for application for Comprehensive Examination	February 21
Mid-Term grades due in Registrar's Office by 12 noon	March 1
Last day to drop a course with a grade of "W" or to change to "Audit" status:	
Term-length course	March 8
Course meeting less than full term	Mid-point + 3 days
Deadline for completion of Comprehensive Course Examination	March 11
College Closed (NOTE: Saturday classes will not meet on March 25)	March 22-24
Early Registration opportunities for Summer Semester for previously and currently enrolled OWCC students (by announcement)	April 24-27
Early Registration opportunities for Summer Semester for New Students (by invitation)	April 26-27
Final Examination (college-credit courses) (NOTE: Final examinations for Saturday classes will be given on Saturday, April 29)	April 28-May 2
Final Grades due in Registrar's Office (12 noon)	May 3
Graduation	May 5

SUMMER SEMESTER, 1989

TWELVE-WEEK Summer Semester, 1989

Early Registration for Returning Students (times by announcement)	May 5-8
CLAST Registration Deadline	May 5
Graduation application deadline for Summer Semester (all programs)	May 5
Program Planning and Registration for New Students (times by announcement)	May 8
Cancellation of classes with insufficient enrollment	May 9
Late Registration and last day to add courses	May 10-17
Class Days:	
College-Credit and Non-College-Credit Classes	May 10-August 3
Last day to pay fees or to receive any refund of fees for full-term courses	May 17
First day to apply for Comprehensive Course Examination	May 18
College Closed	May 29
College Level Academic Skills Test (CLAST)*	June 3
Deadline for application for Comprehensive Course Examination	June 22
Last day to drop a course with a grade of "W" or to change to "Audit" status:	
Term-length course	June 27
Course meeting less than full term	Mid point + 3 days
College Closed	July 4
Deadline for completion of Comprehensive Course Examination	July 4
Late graduation application deadline for those who have taken CLAST and have not applied for graduation	July 10
Final Grades due in Registrar's Office (4 p.m.)	August 3

Summer Semester (MAY 1989-JULY 1989) Term I First SIX WEEKS Summer Session, 1989

Registration for Returning Students (times by announcement)	May 5-8
CLAST Registration Deadline	May 5
Program Planning and Registration For New Students (by invitation)	May 8
Cancellation of classes with insufficient enrollment	May 9
Late Registration and last day to add courses	May 10-12
Class Days:	
College-Credit and Non-College-Credit Classes	May 10-June 21
Last day to pay fees or to receive any refund of fees for full-term courses	May 12
College Closed	May 29
Last day to drop a course with a grade of "W" or to change to "Audit" status	
Term-length course	June 5
Course meeting less than full term	Mid point + 3 days
College Level Academic Skills Test (CLAST)*	June 3
Final grades due in Registrar's Office (12 noon)	June 21

TERM II

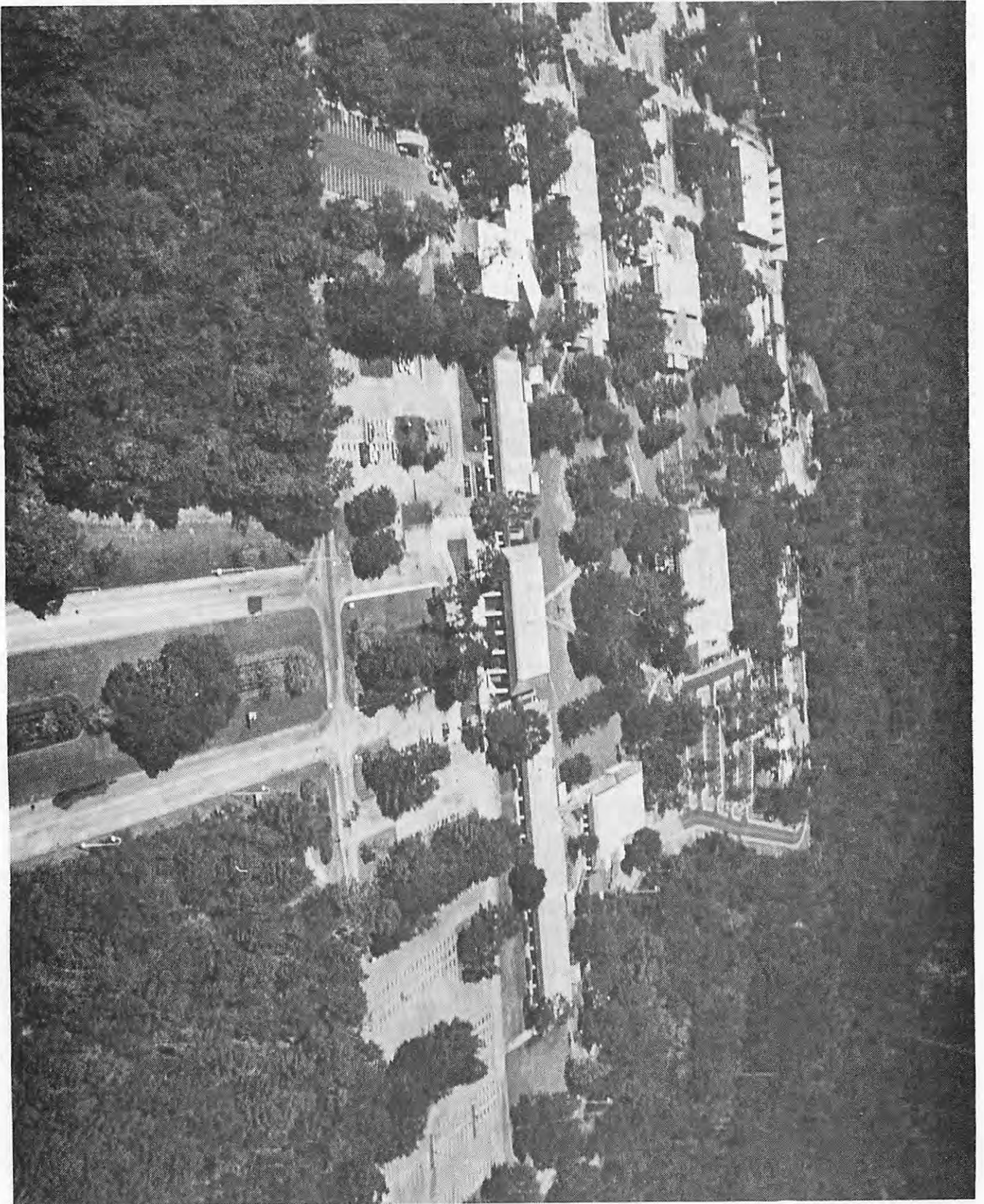
Second SIX WEEKS Summer Session, 1989

Registration for Returning Students (times by announcement)	June 19-20
Program Planning and Registration for New Students (times by announcement)	June 19-20
Cancellation of classes with insufficient enrollment	June 21
Class Days:	
College-Credit and Non-College-Credit Classes	June 22-August 3
Late Registration and last day to add courses	June 23-26
Last day to pay fees or to receive any refund of fees for full-term courses	June 26
College Closed	July 4
Late graduation application deadline for those who have taken CLAST and have not applied for graduation	July 10
Last day to drop a course with a grade of "W" or to change to "Audit" status	
Term-length course	July 18
Course meeting less than full-term	Mid point + 3 days
Final Grades due in Registrar's Office (4 p.m.)	August 3



IT'S SPRINGTIME . . .

In Florida when the sun shines everybody goes outdoors and these OWCC students are no exception as they enjoy a game of frisbee.



AERIAL VIEW . . .
The college as seen from the front, looking north.

GENERAL INFORMATION

Okaloosa-Walton Community College believes that providing opportunities for continuing study is basic to fulfilling educational aspirations of Northwest Florida citizens. This age of accelerated change, of rapid occupational obsolescence, and of mankind's intensified search for meaning in life demands such a commitment. 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 education environment which may enhance the learning experience of each and every participant.
2. To provide two years of college directly applicable to degrees at the baccalaureate level.
3. To provide two years of college which will prepare individuals for positions in industry, commerce, and service occupations.
4. To provide specialized occupational courses and programs specifically designed to help people gain employment.
5. To provide adult education programs which can lead to a Florida High School Diploma, college preparatory programs, and programs which lead to certificates, personal satisfaction, or to new educational and occupational opportunities.
6. To provide a nice, non-discriminatory environment for minorities, handicapped, and the disadvantaged to study.
7. To provide personnel services and facilities to benefit the needs and interests of its two-county community.
8. To contribute to the cultural enrichment of Okaloosa and Walton counties.



DR. McCracken RETIRES . . .

James R. Richburg, new president, presents letters from well wishers to Dr. J.E. McCracken, founding president, upon his retirement as wife Vicki Richburg watches.

HISTORY

Twenty-four years of service and outstanding accomplishments is, in brief, the history of OKALOOSA-WALTON COMMUNITY COLLEGE! From the earliest days of its activation, OWCC has been in operation as the college for Okaloosa and Walton counties. OWCC serves approximately 10,000 persons annually. In this twenty-four years it has served more than 192,900 persons; a consistent record of education for excellence through the success of students transferring to senior institutions; received many acknowledgements and recognition, 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.

Initial founding and funding 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 to the initial conversion of the park and buildings into a collegiate campus. The campus consisted of seven buildings at the time of its opening session August, 1964. The facilities had increased to twenty-three buildings to accommodate the broader range of programs and the greatly expanded student enrollment by the fall of 1968.

The permanent site of the present campus is located at the northern boundary of Niceville between State Road 85 and State Road 285 in a beautiful wooded area. It 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 Community College.

Ceremonies dedicating the permanent site were held April 10, 1969. These ceremonies included establishing the Robert L.F. Sikes Honorary Faculty Chair in Government, the Emil Holzhauer Honorary Faculty Chair in Arts, and the acceptance of the Emil Holzhauer collection of paintings for perpetual care by the OWCC Library.

The philosophy which undergirded the planning of the permanent facility, as summarized by OWCC 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 in Niceville has been cited as an outstanding example of a much-needed return to human dimensions in collegiate environments. It was occupied in January of 1969. 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:

The **Administration Building** houses the executive and administrative offices including: instructional services, student services, administrative services, financial services, informational services, student publications, and financial aid advisement services.

The **Business Education Building** provides facilities for instructional programs in business education, business administration, secretarial science, word processing, and mid-management.

The **Computer Services Building** houses the computer operations, computer instruction laboratories, faculty offices, and classrooms.

The "**Heavy Shops**" **Technical and Industrial Education Building** houses classrooms and shops for automotive and welding programs.

The "**Light Shops**" **Technical and Industrial Education Building** contains the laboratories for electronics, drafting and design, and laboratories for computer assisted drafting.

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

The **Consumer Services Building** houses classrooms and laboratories for consumer and home economics education and Continuing Education.

The **College Mall** houses student activities, food services, the bookstore, lounges, a meeting room, recreation areas, a small stage, an eating area 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 Community College Chau-tauqua Neighborhood Center**, located in DeFuniak Springs, is a multi-purpose community service facility which was constructed through a HUD grant matched by donated funds from Walton County. The college offers diversified non-credit programs and a number of credit courses at the "CNC," as well as services to those with special needs. The Center also houses a Title XX Child Care Center.

The newest building on campus is the **Public Safety/Math Building** which was completed in December 1987 and became operational in January 1988 in time for the faculty to use for the Spring Semester.

The college functions at many off-campus locations bringing services and programs closer to those who may have difficulty reaching the main campus in Niceville.

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

The **Learning Resources Center**, the largest structure on campus, houses a library collection of more than 73,000 books. It subscribes to some 624 magazines and 23 newspapers.

The audio-visual collection contains 48,136 items including: 6,367 recordings, 3,000 tape cassettes, 26,092 slides, and 515 video cassettes.

The Conference Room houses a rare books collection and college archives.

The remote access information retrieval system (RAIRS) is administered from the Audio-Visual Department of the Library. It has a capability of ninety-four program sources and ninety-seven audio stations. Faculty offices, classrooms and the Graphics Communications laboratories are located on the first floor mezzanines.

Located on the upper mezzanines are faculty offices, the Learning Skills and Writing Laboratory, counselor's offices, the Career Information Center, study carrels, and the Periodical-Reserve Books Department.

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

Building M houses the air conditioning, heating, and refrigeration 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. It also serves as a center for convocations, theatrical productions, and community cultural events. The complex contains offices, lecture-classroom and storage facilities for physical education and Emergency Medical Training. Extensive outdoor facilities provide outdoor activity programs for intramural and extramural sports participation.

The **Okaloosa-Walton Community College and the University of West Florida Fort Walton Beach Center** officially opened its doors in August, 1983. It is the newest off-campus site and is located on the Mary Esther Cut-off in Fort Walton Beach. The Center provides postsecondary education, adult general education, undergraduate programs, and graduate school programming.



BOARD MEMBERS . . .

Board Members Jean Wilkinson and Jeff McInnis confer socially before a foundation meeting.

CAMPUS LIFE

The atmosphere at OWCC is determined by the blend of 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 college personnel and students. Every student and member of the OWCC organization finds appreciation for each person's nature and for the unique contributions each makes in building and enriching the college.

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

YEAR-ROUND OPPORTUNITY

The college's programs of continuing study vary considerably in their timing. Enrichment programs, workshops, institutes, and numerous community services and certificate programs are offered on demand as sufficient requests occur. Special programs are announced as they are developed. The public is especially **INVITED TO REQUEST SHORT OR EXTENDED OFFERINGS** in areas of need or interest. These can be provided as long as 12 or more adults are involved.

SERVICEMEMBER'S OPPORTUNITY COLLEGE

OWCC is a Servicemember's Opportunity College. It has a commitment to active-duty personnel through its military assistance contracts. It will develop special, written plans for qualified military personnel through the OWCC representatives at Eglin and Hurlburt (See Pages XX and XX for details).

COMPOSITION OF STUDENT BODY

Okaloosa-Walton Community College is a co-educational institution serving annually 10,000 students approximately of all ages who are legally out of high school

ACCREDITATION

Accreditation by the Florida State Department of Education was granted when the College opened in the fall of 1964. The college attained its full accreditation status in the Southern Association of Colleges and Schools in December, 1965. The most recent reaffirmation of full accreditation by the association was December, 1981.

EQUAL RIGHTS

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



MUSIC THEATRE . . .

Okaloosa-Walton Community College has an active community theatre group which puts on fall and spring performances. Here students prepare for "A Chorus Line."

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 Family Rights and Privacy Act of 1974, students have the right to withhold the information listed above. A student may withhold information listed above by obtaining a **NOTIFICATION TO DENY DISCLOSURE OF DIRECTORY INFORMATION** from the Director of Student Services. This form must be completed and turned in to the Director by the end of late registration for each semester or term. A form for non-disclosure must be submitted **each academic semester or term** to remain in effect.

The 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 except as required by the president in the discharge of his duties as authorized by law, the state, and the board.

ADMISSIONS

GENERAL

All OWCC district residents legally out of grades K-12 will be admitted to OWCC without regard to age, color, creed, handicap, marital status, national origin, race, religion, or sex. However, the college reserves the right to deny admission to any program for applicants categorized in the section on **Controlled Admissions** (see page 9).

Applicants for courses or programs offered by Okaloosa-Walton Community College may obtain appropriate admissions forms from the Admissions Office. These forms are available at the Niceville campus, at Building 251 on Eglin AFB, at the OWCC Chautauqua Neighborhood Center in DeFuniak Springs, at Hurlburt Field, at the OWCC/UWF Fort Walton Beach Center, and at all high schools in the OWCC District. Each applicant will be notified of acceptance or non-acceptance for admission.

All forms and supporting documents must be submitted in sufficient time to permit processing and notification of admission status prior to registration. In unusual cases where this is not feasible, applicants may be conditionally enrolled as provided on page 9. (This does not apply to dual enrollment and foreign student applicants). Applicants whose circumstances are unique may request special consideration for admission through a formal petition. Registration for applicants admitted in this category normally will be authorized on a space available basis.

Any decision on admissibility by the Director of Admissions may be appealed to the Admissions Committee. A decision of the Admissions Committee may be appealed to the President via the Dean of Instruction.

FALSIFICATION OR FAILURE TO FURNISH CORRECT INFORMATION ON ADMISSION PAPERS WILL SUBJECT APPLICANTS TO DENIAL OF ADMISSION OR IMMEDIATE DISMISSAL.



SCULPTING . . .

A student in the Art program at OWCC demonstrates her sculpting skills at the Shrine Fair.

COLLEGE CREDIT ADMISSION REQUIREMENTS

College-credit programs at Okaloosa-Walton Community College include the Associate of Arts Degree Programs, Associate of Science Degree Programs, the Associate of Science Degree (Applied Science Option) Programs, Occupational Certificate Programs, College Preparatory Programs, and individual credit course enrollments.

Each applicant for college-credit programs or courses at OWCC must submit with the completed application a \$15 non-refundable Admission Processing Fee. In addition, a properly executed Residency Declaration must be submitted by applicants who claim Florida residency (see page 10, Residency Classification).

All students seeking admission to the Associate of Arts Degree Program who graduated from high school after August 1, 1987, with other than a standard Florida public high school diploma, must provide an official high school transcript verifying their completion of a secondary school curriculum. This must include four years of English and three years each of mathematics, science, and social studies, or they must provide evidence of receipt of a general education development diploma. Applicants not meeting these requirements will be classified **Pre-AA Degree** until such time as these conditions are met. (See Admissions or OWCC Center personnel for additional information).

Entry-level Testing. Florida Statutes specify that selected standardized tests must be used to measure achievement of college-level communication and computation skills for admissions counseling and placement of students entering degree programs. OWCC has selected the ASSET Program for fulfilling this requirement for students who do not have other, approved, entry-level test scores on file at OWCC.

A student's indicated program will determine when entry-level testing has to be completed. Full-time, degree program students (those taking 12 hours or more) must take the ASSET prior to completing registration. Part-time, degree program students (those taking less than 12 hours) may defer the test up to 12 cumulative hours of college work.

Students not seeking a degree will be classified as "General Freshman" until they declare a major or specialization. However, they must fulfill the entry-level placement testing requirements before enrolling in English, mathematics or humanities courses.

All students planning to enter associate degree programs should endeavor to: (a) have ACT, SAT, ASSET or MAPS test scores* on file with OWCC prior to enrolling, or (b) take the ASSET on one of the college's scheduled testing dates prior to completion of registration for classes.

The ASSET is **not** a qualifying examination for admission; it is a requirement for entering a degree program at the college—for placement in college preparatory or regular degree-credit courses in computation (mathematics), communications or reading. It is recommended that high school

*Scores for tests taken within the past three years at other test centers will be accepted.

students take the ACT, SAT, or ASSET prior to applying for admission to the college. In this way their test results can be on hand and attention given to their special needs before they arrive on campus.

The ASSET testing schedule will be published in the **Schedule of Classes** for each registration period. Additional testing may be scheduled on an "as needed" basis. The ASSET is ordinarily administered at OWCC only for persons with an application on file.

Placement test score requirements for entry into degree-credit mathematics, communications and humanities courses are determined by the State Board of Education. They will be announced each semester in the **Schedule of Classes**.

Students may not take mathematics, communications or humanities courses which are higher than the level indicated by the entry-level placement test results. Students who intend to pursue degree-credit programs but lack adequate test scores for entry into degree-credit mathematics, communication and humanities courses may enroll only in college preparatory courses. These include the following: College Preparatory English, College Preparatory Mathematics, College Preparatory Algebra, and College Preparatory Reading.

Students limited to college preparatory courses ARE PERMITTED TO ENROLL IN OTHER CURRICULUM AREAS FOR WHICH THEY ARE QUALIFIED. Students should work closely with counselors, educational advisors, and faculty advisors in scheduling classes and planning their total education program to move most effectively toward graduation.

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 OWCC Admissions Office by the high school last attended).
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 6, "Provisional Enrollment").

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

Transfer students admitted to the college with a cumulative grade point average such as to be on academic probation by OWCC standards shall be placed on academic probation and will be subject to the rules on academic probation (see page 29).

Transfer applicants whose academic records, by OWCC standards, would have caused their 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 Community College policies relative to suspension (see page 29).



WELDING . . .

Okaloosa-Walton Community College has a well-rounded welding program. Here a student demonstrates welding a frame which was used in the musical production "West Side Story."

NON-COLLEGE CREDIT ADMISSION REQUIREMENTS

Non-college-credit programs at Okaloosa-Walton Community College include Adult Basic Education (ABE), Vocational Preparatory/General Education Review, citizenship, Community Instructional Services, occupational courses, and self-supporting recreational and leisure-time courses. Applicants for admission to non-college-credit programs must submit the appropriate application materials and meet the specific admission requirements for the programs they want to enter.

ADULT BASIC EDUCATION (ABE)

This program leads to the completion of elementary studies, including basic reading, writing and mathematics. Adult Basic Education classes are designed for adults who need to develop skills in reading, writing and arithmetic. It includes other subjects related to gainful employment, such as obtaining the Florida High School Diploma (through the GED tests), or learning to speak English. Eligibility requirements are as follows:

1. Applicants must be 19 or older in Okaloosa County; 16 years or older in Walton County.
2. Applicants normally must not have received a regular high school diploma or passed the General Education Development Test (GED). (Applicants who have a high school diploma or passed the GED, yet cannot pass a state approved test at the 9th grade level, may enroll in the ABE program).

HIGH SCHOOL RELEASED-TIME PROGRAM

As the Designated Area Vocational School for the Okaloosa-Walton Community College District, the college makes facilities available to selected high school students on a limited basis for certain vocational studies requiring special laboratory and shop facilities and equipment. High school students remain enrolled in their high school. Units earned while studying in the OWCC Area Vocational School program are transferred to their high school record. Selection of participants for the program is accomplished by the students, their parents or guardians, the principal of the high school, and the Dean of Instruction of the college within space and resource capabilities of the college.

LIFELONG LEARNING

Lifelong learning students are any adult who is enrolled in a course or instructional activity listed in the State Course Code Directory to improve competencies or enhance one's quality of life, but not to seek or upgrade wage-earning employment skills, earn a high school diploma or its equivalent, or achieve basic skills. Criteria for admission is determined by the nature of the program or class, and these criteria are published and made available to the general public.



THE HURLBURT CENTER . . .

Hilda Anger, director of the Hurlburt Field Office, left, talks with Bobbie Nelson, Senior Counselor, Hurlburt Education Office.

SPECIAL ENROLLMENTS

PROVISIONAL ENROLLMENT

Students legally out of high school but who lack a high school diploma may be granted permission to enter the Applied Science option of the Associate of Science degree program or an Occupational Certificate program on a provisional basis.

The student will continue in this category until one of the following conditions is met:

1. The standard requirements for entry into college credit programs are completed.
2. A minimum of 16 or more semester hours of general education courses are completed, or
3. Thirty-six (36) semester hours of occupational skills courses with an overall grade point average of 2.0 or higher are earned.

At this time, admission to the Associate of Science degree, applied science option or certificate program will be granted upon request.

Applicants enrolled on a provisional basis are encouraged to prepare themselves for the GED tests. ABE 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 seeking to enroll in the Associate of Arts program are NOT eligible for provisional enrollment because a high school diploma is required for admission to AA programs. Persons who expect to receive a high school or GED diploma, and who seek to pursue an AA program without delay should consult promptly with the Admissions Office about eligibility for "Conditional Enrollment."

SPECIAL ENROLLMENTS FOR HIGH SCHOOL STUDENTS

OWCC has special concurrent enrollment programs to provide a means for acceleration among academically superior high school students. These have evolved into the following admission categories:

A. **Concurrent Enrollment** is available on the Niceville campus or at any center of the college for persons enrolling in noncredit courses and credit courses which do not apply toward their high school diploma. Students enrolled in these courses pay standard college application, registration, laboratory and special tuition fees where applicable. Credits earned under this program count only for college degree-credit purposes and **do not** carry simultaneous high school unit credits. (See paragraph B below for simultaneous credit options). Criteria to be applied for students taking courses on the Niceville campus or at one of the college centers while concurrently enrolled with their own high schools are as follows:

1. Principal's recommendation for participation in courses for which fees must be paid.
2. Program candidates must be high school students (grades 10 through 12 whose grades averaged 3.0 or higher in grades 9 through 11 or have a waiver authorized by their high school principal. GPA is not applicable for enrollment in noncredit courses).
3. Program students 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.

ENROLLMENT OF FOREIGN STUDENTS

The first priority of the college is to provide educational services for students in the OWCC District. Upon fulfillment of this priority, eligible out-of-state and foreign students are welcome to attend OWCC. The following criteria are established for selective admission of foreign students to OWCC:

1. The number of applicants accepted from a particular foreign country may be limited to provide a representative cross section of cultures.
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 sufficient proficiency in speaking, reading and writing English to enable them to benefit from instruction at the college level. 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 OWCC is 525. The test is administered periodically at authorized TOEFL testing centers for 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 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 of graduation 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 \$8,187: Registration, \$1,278; books and supplies, \$434; room and board, \$4,071; transportation \$1,361; and miscellaneous and personal, \$1,043.)
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 permanently residing in the college district. The sponsor must provide a letter certifying the extent of responsibility they will assume for the applicant, including arrangements for housing and a recognized health and accident insurance program.
8. Each applicant from a foreign country must, in cooperation with the sponsor, arrange for housing and show documents 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 X-ray and laboratory reports submitted which indicate that the applicant is free from communicable diseases.
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.



LIFELONG LEARNING

The college offers a variety of courses in continuing education ranging from microwave cooking, to making Christmas wreaths as shown here or broadcasting.

ENROLLMENT OF NON-DEGREE-SEEKING STUDENTS

Non-degree-seeking students are persons who take selected college courses without the intent of completing a certificate or associate degree program. Many students attend the college for this purpose to upgrade employment skills, for transfer credit purposes or for personal interest and enjoyment. Non-degree applicants only need to provide a completed Application for Admission and Data Form and a Florida Residency Declaration. Upon changing to degree-seeking status at OWCC or upon earning 24 semester hours, high school/college transcripts, as appropriate, will be required.

Interim-study students (i.e., transient students who normally seek enrollment only for one semester or term and whose enrollment is to be only as part of their pursuit of a degree at another institution) are advised to obtain, preferably in writing, their parent institution's authorization of course selection.

4. Program students must comply with all rules and regulations of the college and must maintain a "C" average or better. Substandard 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 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 the student understands that the college credits earned while 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).

B. Part-time Dual Credit Enrollment.* Admission to college courses for dual high school/college credit is offered during and after normal high school class hours, on-site in high school facilities, and in other regularly scheduled college classes within the two-county district served by OWCC. The agreements between Okaloosa-Walton Community 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 college department chairmen and school principals in the implementation of this program.

Criteria to be applied for students taking courses for high school/college credit are as follows:

1. Students shall:
 - a. Be classified as high school seniors, or as otherwise approved in the College-School System Dual Credit Agreements,
 - b. Have a cumulative grade point average of 3.5 or higher on all academic coursework beginning with Grade 9 through current high school grading period (or have permission of high school principal), and
 - c. Be recommended by the principal of their own high school.
2. Courses to be offered shall be standard college degree-credit courses, exclusive of activity physical education courses. Determination of offerings and arrangements for scheduling such offerings in public school facilities shall be made cooperatively with the principal and such other officials of the public school system and of the college as are pertinent. Students may also enroll for college classes offered on the Niceville campus and at any of the college centers.
3. The 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 courses approved by the student's high school and shall be limited to a maximum of seven credit hours per semester.

4. Students enrolling in college credit courses under this program will be classified as "Limited Enrollment" college students, and they will be limited specifically to college credit courses offered under the Dual Credit Enrollment Program until such time as they become eligible for unconditional admission to the college.
5. No fees shall be charged to students enrolled in the Dual Credit Enrollment Program. There will not be any charges for textbooks and nonconsumable workbooks, which will be returned by the students at the end of each course prior to release of any grades or credits.
6. Students participating in this program will be required to sign a statement that they understand that the college credits earned while they were 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.

C. The Full-Time Dual Credit Enrollment Program* for superior students at Okaloosa-Walton Community 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 this program, students must rank in the top 10 percent of their class, score at the 75th percentile or higher on an accepted college entrance examination, have the unqualified consent of their parents, and present the favorable recommendation of their principal. Approval of the Admissions Office based on a personal interview is also required before a final decision can be made. All admission requirements must be met 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. A student's coursework at OWCC will be validated only upon graduation from high school, whether or not enrollment at the college is continued.



FRONT END SUSPENSION . . .

These students in the automotive program at OWCC dismantle the front suspension of a new auto used for instruction at OWCC.

*NOTE: No fees are charged to students enrolled in Dual Credit Enrollment Programs, except for activity physical education course fees, which cannot be waived.

CONDITIONAL ENROLLMENT

A student may apply for Conditional Enrollment when the admissions forms have been completed but other documents are yet to come. This is at the discretion of the Director of Admissions.

One of the opportunities available to high school seniors about to graduate is concurrent enrollment at OWCC for the Summer Semester/Term I. Under this specialized conditional enrollment program, graduating high school seniors may enroll in courses at the college during May of the year they are to graduate.

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 of all required admission forms and related documents. During this time, any course credit "earned" will not be recorded or released until all outstanding forms and documents have been received and the applicant is fully admitted to the college. Registration normally will be permitted only on the last day of regular registration on a space available basis.

Conditions attached to any enrollment must be satisfied before the end of the semester in order for the conditional enrollee to become fully admitted to the college. No grades or transcripts will be released for any courses in which the applicant is enrolled. The applicant will not be permitted to register for any subsequent semesters or terms until all admission requirements are met. Should data received

cause the applicant to be inadmissible, actions taken will be based on that data and not the student's performance while on conditional enrollment.

CONTROLLED ADMISSIONS*

The college reserves the right to deny admission for the lack of classroom space and facilities or such other conditions as may limit enrollment. The following applicants are denied routine admission to the college:

1. Anyone who has been in violation** of federal or state law or respective county or municipal ordinances within the twelve-months preceding application; or who is on probation or parole.
2. Anyone under separation from OWCC or any other educational institution for nonacademic reasons.
3. Anyone who does not meet the requirements for entry into a specific program.

Such students shall be considered for admission only upon a written petition to the Admissions Committee. Applications should be submitted **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 by the president or his designee.



MEMBERS OF THE OWCC FOUNDATION . . .

Patrick Byrne, II, Board of Trustees representative; Don Hagler, Principal, Walton Senior High School, DeFuniak Springs; Lamar Roberts, President, First National Bank and Trust Co., Fort Walton Beach; John Creel, retired businessman and long time supporter of OWCC, Destin; Carl McInnis, Manager, Gulf Power Co., Niceville; Pat Potter, Dune-Allen Realty Company, Santa Rosa Beach; Larry Anchors, foundation president and local businessman from Destin; Nancy Connors Johnson, Homebuilders Assn., Fort Walton Beach; Dr. Bob Richburg, President, OWCC; Marj Cummings, CPA, Creel, Gallagher and Bryan, Fort Walton Beach; Col. Howard J. Oakes, Base Commander, Eglin AFB; and Nate Smith, President, Ver-Val Industries, Fort Walton Beach.

*Applicable to all enrollees (college credit, noncollege credit, full-time, part-time, new and returning).

**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

GENERAL

A student shall not have completed registration until all fees have been paid in full. **Students will not be admitted to classes until all fees have been paid.** No faculty or staff member of the college, with exception to the Comptroller or the President of the college, has authority to defer fee payments. A deferment, if granted, must be in writing. No fee deferment may extend beyond the last day for payment of fees provided in the college calendar. (Veterans excepted).

FINANCIAL ASSISTANCE

Inquiries concerning financial aid should be directed to the Student Financial Aid Office.

RESIDENCY CLASSIFICATION

The residency status of students falls 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 8).

For the purpose of assessing fees, students are classified as **Florida residents** or as **non-Florida residents**. This classification is made by the comptroller according to Florida Statutes, the administrative rules of the State Board of Education, and policies of the OWCC District Board of Trustees relative to residency in relation to college attendance. (Detailed copies of these regulations are available in the Comptroller's Office and are binding in decisions on matters of residency classifications.)

The student's "residency classification" is determined at the time of first registration and **may not 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 Florida are classified as Florida residents.

A \$10 fee may be charged against the account of any student who misrepresents the place of legal residence. This charge is in addition to the actual corrected fee.

MILITARY ASSISTANCE

Active-duty military personnel who enroll in college-credit programs through base education offices are eligible for financial assistance (up to 90 percent of registration fees) through the Military Assistance Agreements which OWCC has in effect with Eglin and Hurlburt. (See pages 3 and 31 for program plan details.)

VETERAN'S BENEFITS AND ASSISTANCE (See pages 35 and 36).

REFUND POLICY COLLEGE—CREDIT AND NON-COLLEGE-CREDIT COURSES

Refunds are not automatic. Students are responsible for completing proper withdrawal or drop and add forms obtained from the Registrar's Office. They must present them to the Comptroller's Office for processing of authorized refunds. The following guidelines apply:

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 will be refunded.
2. When a drop and add form is submitted on or before the scheduled registration deadline for non-college-credit classes, fees will be recomputed, a refund will be given or additional fees collected as appropriate.
3. No refunds will be made or financial credit granted after the scheduled deadline for registering for any class.
4. All fees paid for a specific course will be refunded, upon request, for classes cancelled by the college or when OWCC is the cause for a refund.

REFUND POLICY FOR COLLEGE-CREDIT COURSES:

1. Admission processing fees and graduation processing fees are not refundable.
2. Fees will be refunded if a student presents the proper forms for withdrawals from a college-credit class on or before the deadline for registering.
3. When a drop and add form is submitted on or before the scheduled registration deadline, fees will be recomputed, a refund will be given or additional fees collected as appropriate.
4. No refunds will be made or financial credit granted after the scheduled deadline for registering for any class.
5. Any and all refunds to active-duty military personnel under Military Tuition Assistance will be according to military assistance agreements.
6. All fees paid for a specific course will be refunded, upon request, for classes cancelled by the college or when OWCC is the cause for a refund.

REFUND POLICY FOR ENRICHMENT, AVOCATIONAL, OR ANY OTHER SELF-SUPPORTING COURSES

1. Withdrawal from an enrichment, avocation, or any other self-supporting course prior to the first class meeting, will result in a refund of all fees paid to that date upon presentation of the proper form.
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, 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 or financial credit granted after the scheduled deadline for registering for any class.
4. All fees paid will be refunded, upon request, for classes cancelled by the college or when OWCC is the cause for a refund.

DISHONORED CHECK POLICY

If a student's check is returned, the matter will be handled as follows:

1. The check maker will be notified by telephone or by certified mail that the check bounced and a five dollar (\$5) charge will be applied to the student's account.
2. A student's registration will be cancelled if the check and \$5 fee are not paid by the 28th day after classes open for the full-time student.
3. A student's registration will be cancelled if the check and \$5 fee are not paid within 14 days if it is a deferment of V.A. fees, a loan for fees, or fees for a non-full-term course.

4. A student's registration will be cancelled if the check and \$5 fee are not paid within 14 days of notification of the need to make payment for books, supplies, fines, penalties or any other form of financial obligation to the college.
5. Reinstatement after enrollment cancellation will be considered only after full payment and petition to the Appeals Review Committee through the Comptroller's Office.
6. A student who habitually issues bad checks will be subject to disciplinary or legal action even though checks are made good.
7. The college is authorized to forward any dishonored check or 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 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 other official documents from the college will be withheld until all fines, penalties and other forms of indebtedness have been paid.

Students indebted to the college will not be permitted to re-register until all debts are paid in full. (See also, Dishonored Check Policy, page 11 of the catalog).

FEE CHANGES

Any and all fees are subject to change prior to any enrollment period.



FIRST OF ITS KIND . . .

This is the first class to graduate from the Institute of Apparel Manufacturing. Held by OWCC in cooperation with the Russell Corporation, the institute taught employees teamwork, accepting change, and other subjects fitting the Russell philosophy and management methods.

FEE SCHEDULE (PER SEMESTER)*

Admissions Processing Fee \$15
 Required for all applicants seeking admission to OWCC college-credit courses for the first time. This is a one-time charge and is not refundable.

Graduation Application Processing Fee \$15
 (Non-refundable)

Registration for Florida Resident Students per semester credit hour (SH) and/or per semester credit hour equivalent (SHE)**

- Advanced & Professional \$20
- Postsecondary Vocational \$20
- Postsecondary Adult Vocational \$12
- Supplemental Vocational \$18
- Adult General Education:
 - Adult Basic and Adult Secondary \$12***
 - College Preparatory \$20
 - Vocational Preparatory \$12***
 - Citizenship (Community Instructional Services) . . . 0-
 - Recreational & Leisure . . . At Full Cost of Instruction

Registration and Tuition for Non-Florida Resident Students per semester credit hour (SH) and/or per semester credit hour equivalent (SHE)**

- Advanced & Professional \$40
- Postsecondary Vocational \$40
- Postsecondary Adult Vocational \$23
- Supplemental Vocational \$35

Adult General Education:

- Adult Basic and Adult Secondary \$23***
- College Preparatory \$40
- Vocational Preparatory \$23***
- Citizenship (Community Instructional Services) . . . *0-
- Recreational & Leisure . . . At Full Cost of Instruction

Laboratory and Special Tuition Fees ****

Returned Check Charge \$5

GED Test

- Total Test Battery \$25
- Individual Test Re-Takes \$5
- Writing Test Re-Takes \$6

Special Service Charges At Cost
 (Lock and locker rentals, etc.)

Comprehensive Examination Testing Fee:

100 percent of the normal Resident or Non-Resident course fee (excluding any lab fee) due and payable **before** the test is administered.

COST SUMMARY

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

	FL Resident	Non-FL Resident
Fees	\$335	\$655
Books and Supplies	225	225

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



A PART OF ME . . .

Myrtes McMahan donates a dogwood tree to the college which was planted near the Math-Public Service building. "I had such a good experience at OWCC that I just wanted to leave something there that would be a part of me," she said in making the donation. Here she chats with William H. Wise Sr. whose Public Safety Program is housed in the building.

*Subject to change. Fees for each allotment periods are published in class schedules. 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 by the Board of Trustees.

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



THE SENATOR VISITS . . .

Senator Bob Graham visited an OWCC history class and taught students some unique things about Florida's history and its old families. Here he greets students at the door and chats with each asking them where they are from and what they are studying.

***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 fee amount is determined course-by-course based on costs for each. A schedule of fees is on file in the comptroller's office and will be available during registration for each semester.

STUDENT SERVICES

GENERAL

The objectives of Student Services are to maximize and reinforce each student's formal and informal learning experiences and to assist them through effective guidance and counseling to realize their capabilities and potentials. Services to students are always to be provided without regard to age, color, creed, handicap, marital status, national origin, race, religion or sex.

ACADEMIC ASSISTANCE

Counseling and academic advisement services are provided by counselors, educational advisors and faculty. Each student is assigned to 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 Career Information Center on the south library mezzanine and in the College Mall, where students are given assistance with academic, vocational, or personal problems. The combined efforts of the faculty and counseling staff are intended to ensure that each student has the opportunities necessary for maximum growth.

The Learning Skills and Writing Laboratory provides valuable services to students who wish to improve their proficiency in writing, reading, study, and subject matter areas. Participation in this program is arranged by the student, a faculty advisor or a counselor. Participation is voluntary; however, a counselor or faculty member's recommendation to participate should be seriously considered by the students.

The Tutorial Program. Students who need additional instruction in a specific subject are tutored by superior students 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 to correct particular deficiencies by concentrated study; and (2) the superior student becomes more articulate and acquires greater depth in the subject matter in which already proficient.

Participation in the tutorial program is voluntary for 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

Governmental processes at OWCC ensure that all components of the college share fully in government services and opportunities, seek solutions as one body, and promote the respect of the community.

The College-Wide Council. The council, to which students are appointed and employees elected, provides a mechanism for effective constituency input into the governance and decision-making processes of the college. It is responsible for advising and recommending programs, policies, and approaches to the President for his action and referral to the District Board of Trustees. The council is designed to facilitate the governance and administration process of the college and not to usurp any day-to-day administrative operations of the institution.

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.

CAREER PLANNING ASSISTANCE

The Student Services staff assists students in gaining information about the wide range of careers available in our society. They provide students opportunities to explore their talents and ambitions. They help students prepare for careers that will bring them occupational success, security, and personal fulfillment.



STUDENT GOVERNMENT ASSOCIATION . . .

The OWCC Student Government Association, the student governing body, competed with other colleges to create an awareness to pledge not to drink and drive over the holidays. A wrecked car filled with beer cans emphasized the point and the person guessing the number of cans won a prize.

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.

JOB PLACEMENT SERVICE

Students graduating from OWCC or leaving the College are assisted in finding full-time, gainful employment primarily through the faculty. Students wanting part-time or full-time employment can often be assisted by the Student Job Placement Service.

Prospective employers of students are required to file a written assurance of nondiscrimination on the basis of age, color, creed, handicap, marital status, national origin, race, religion, or sex before their job openings are listed by the College's Student Job Placement Service.

ATHLETICS

Organizational Membership. Okaloosa-Walton Community College is a member of the Florida Community College Activities Association which is composed of all public community colleges in 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. OWCC 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, religion, marital status 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 Community College is governed and controlled by student-faculty committees and the administration. Tennis is the only intercollegiate sport currently engaged in at OWCC.

INTRAMURAL, EXTRAMURAL, AND RECREATIONAL ACTIVITIES

Classes, clubs, fraternities, sororities, and independent groups may form teams. 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 Community College combines the goals of learning, knowledge and skills with the role of teaching people how to live enjoyably. The purpose of the OWCC 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 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.

SEMINAR FOR ASSOCIATE OF ARTS DEGREE STUDENTS

The College Opportunities Management, Planning and Academic Skills Seminar (COMPASS) is coordinated by Student Services. It is a seminar designed to orientate entering AA program students to OWCC, 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 capitalization on strengths and for overcoming weaknesses, and to enter and pursue academic specializations (majors) based on reasonable career choices.



STUDENT ART ...

This art display is typical of what OWCC art students produced when given a free hand in interpreting two models posing.

SERVICES TO STUDENTS WITH SPECIAL NEEDS

"Students with special needs" includes a wide variety of students. A partial list would include the following categories: The disabled/handicapped; persons with learning disabilities; dyslexics; LEP (limited English proficiency) students; the educationally disadvantaged; the economically/culturally disadvantaged; and members of certain minority groups.

To provide services to disabled/handicapped students, the college depends upon voluntary, self-identification of students with specific disabilities/handicaps. Information is kept confidential and is used solely to aid these students to achieve their fullest potential while at OWCC.

A variety of auxiliary learning aids and services for handicapped students is available or can be arranged for upon request. These services are coordinated by the Coordinator of Services to Students with Special Needs.

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. Documented ACT, SAT, and MAPS scores will be accepted in lieu of ASSET scores for course placement purposes.

STUDENT CONDUCT

Each person enrolling at Okaloosa-Walton Community 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, copies of which are available from the Director of Student Services office.

The general appearance and behavior of the student body reflect favorably upon the college. OWCC 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 judgement in their pursuit of an education. In the event of apparent deviations from accepted standards of behavior, students will be referred to the Director of Student Services for appropriate counseling, disciplinary action, or further referral.

DISCIPLINARY ACTIONS

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

A student found to be in violation of federal or state law, county or municipal ordinance, or any rule or regulation of the college shall be subject to appropriate disciplinary action by the college. (It is expected that, as a matter of personal integrity, a student will advise the college of his/her 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. Conformance with 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.
2. Avoidance of involvement in 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.
3. Avoidance of participation in any student extra-curricular, organized activity.
4. Reporting on a scheduled basis for appropriate counseling sessions with an assigned college counselor.
5. Remaining in full compliance with the conditions of applicable court-imposed probation/parole.
6. Reporting on a scheduled basis to the Director of Student Services for review of compliance with the terms of disciplinary probation.

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

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 College President.

Students who become ineligible for enrollment because of disciplinary action may not continue their education through any programs, activities, or offerings of Okaloosa-Walton Community College until such time as they may be readmitted to the college.



FAMILY HISTORY . . .

Henderson L. Adams, retired math instructor, presents his genealogy of Bergmann-Barrickman Families of West Virginia to Lucy Warren for keeping in the OWCC library. The book was his retirement project which he began in 1986 and it took two years to complete.



SYMPHONY PERFORMS . . .

The Northwest Florida Symphony Orchestra of Okaloosa-Walton Community College, under direction of John Leatherwood, puts on several performances each season.

STUDENT PUBLICATIONS

The campus newspaper, *Raider Review*, supplies information about college activities and provides experiences in journalism for its staff.

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 social groups. These organizations cover a wide variety of interests and activities. Membership is open to all students who qualify, without regard to age, color, creed, handicap, marital status, national origin, race, religion or sex (except wherein gender is the fundamental basis for that organization by approved charter provisions).

The following groups are or recently have been active, recognized OWCC student organizations (Descriptive briefs of these groups may be found in the current Student Handbook.):

- Honor Society
- Phi Theta Kappa
- General Interest Groups
 - Musical Theatre
 - Outing Club
 - Proscenium Playhouse
 - Student Christian Fellowship
- Special Interest Groups
 - Artista
 - Baptist Campus Ministries
 - Black Student Union
 - College Republicans
 - Chamber Choir
 - Concert Chorus
 - Jefferson Association
 - Orchestra
 - Phi Beta Lambda Business Fraternity
 - Service Club
 - Circle K

Students are encouraged to participate in student activities and enjoy them as long as they do not interfere with their studies.

FINANCIAL AID

STUDENT FINANCIAL AID

The granting of any and all scholarships, assistantships, grants-in-aid, or other forms of financial assistance is subject to policies 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 auxiliary services, vending machines and fines or from federal, state or local resources.

Entering students seeking financial assistance should contact the Director of Financial Aid, who is located in the Administration Building. For new students planning to enter the fall semester, an application should be filed well in advance, and normally no later than the preceding February 1.

Students entering in other semesters should apply at least 60 days prior to their anticipated date of enrollment. Student financial aid application forms may be obtained from Okaloosa or Walton counties secondary schools, Eglin or Hurlburt OWCC offices, the OWCC/UWF Fort Walton Beach Center, the OWCC Chautauqua Neighborhood Center, or from the Financial Aid Office on the Niceville 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 Pell Grant Program (and for the Florida Student Assistance Grant), if applicable. The FFS may be obtained from any of the locations listed in the preceding paragraph. Students should specify "0745" as the code number for Okaloosa-Walton Community College in the appropriate section of the FFS.

A student must reapply for financial aid each academic year. Aid usually continues at the same level each year unless a student's resources or the sponsor's 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 Community College for 16 semester hours are on page 12.

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

Dependent students (living at home) usually have parental support, reducing direct education costs.

Refer to the college catalog for offerings which involve special fees.

Purpose of OWCC's financial aid program. In addition to its own funds, Okaloosa-Walton Community College participants in several federal programs including the Pell Grant. Florida Residents 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 financial aid awarded is generally a combination of grants and employment, and is based on the **financial need of the students.** Need is determined by subtracting the resources of the student and the sponsor's contribution from the total stu-

dent expenses. The sponsor's contribution is estimated on 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 awards to students are administered by the Okaloosa-Walton Community College Office of Student Financial Aid.

Transfer Students. Those students who transfer to OWCC 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 to OWCC. No assistance can be awarded under federal programs until the Financial Aid Transcript is received by OWCC.

STANDARDS OF SATISFACTORY PROGRESS AND ACADEMIC GOOD STANDING GOVERNING FEDERAL STUDENT FINANCIAL AID PROGRAM ASSISTANCE.

Eligibility. For a student to be eligible for 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 using federal financial aid resources, **after which no such 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.

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. Students who enroll for less than six hours a semester are not eligible for federal financial assistance. Such a semester will not count toward the maximum

semesters allowable for federal financial assistance. **No student may receive federal aid upon completion of the required number of hours in an approved program.**

Satisfactory Progress. Students must have earned a certain number of cumulative hours semester-by-semester to maintain satisfactory progress. Fewer hours are required per semester during the early semesters because those times serve 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 on page 19.

Academic Good Standing. When first admitted to Okaloosa-Walton Community 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 used as the key indicator of academic good standing. 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 19.

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 page 19) will be applied and specifically enforced at the end of each academic year (i.e.,--the end of spring).

Financial Aid Suspension. Students who do not meet eligibility standards shall be suspended from federal financial aid until they provide evidence, in writing, that they have regained academic eligibility in accordance with the Academic Standards of Progress (Chart C). Reinstatement does not guarantee the receipt of financial assistance because aid awards are made on the basis of timely completed applications, demonstrated need, and the availability of funds.

Notification. Following the spring semester, the Financial Aid Office will send a letter to all current financial aid recipients who are to be suspended. This letter is sent to students who do not meet standards of satisfactory progress or academic good standing. Suspended students will not receive financial aid for the following semester even if already enrolled.

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 COMMUNITY COLLEGE INFORMED OF A CORRECT MAILING ADDRESS AT ALL TIMES.**

The cost of enrollment during financial aid ineligibility must be borne by the student. Federal financial aid **will not** be available.

Appeal Process. Any student who loses eligibility has an opportunity to appeal through an appeal process. The appeal must be submitted to the Director of Financial Aid **in writing.**

Incompletes, withdrawals. A student who carries a recorded "Incomplete" at the time of evaluation will be given a one-semester grace period if 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.



GRAPHIC COMMUNICATIONS . . .

A Graphics student prepares to use the process camera to shoot a negative of her paste-up.

If a student fails to meet the standards by the end of spring semester, the student shall be withdrawn from all federally financed classes. The student has the option of paying all fees.

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, **in writing.**

All grades will be considered at face value for determining financial aid eligibility including college preparatory coursework.

Repeated Courses. A course in which an "N," "D," or "F" has been earned may be repeated for credit. A student may not repeat a course for credit in which a grade of "C" or better was earned. The student may improve a grade in a course. The repeat credit(s) may be included in the total number of credits when determining enrollment status. The student must be making satisfactory progress. If a student received an incomplete in a previous term, the course may not be included unless the student re-registers for the course in the next term.

Remedial Courses. Pell Grant regulations place a one year limit on the credit remedial coursework that may be included in an enrollment. Remedial work paid for by the student does not count against the one-year limitation. The college may include remedial courses designed to increase the student's ability to pursue a program of study when determining enrollment status.

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 Full-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 aid status because of failure to maintain the standards may be considered for reinstatement when the record has once more attained the minimum standards after a semester or more on unaided status. The student must request reinstatement.

Three members of the Financial Aid Committee shall act as an appeals committee.

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

The committee will determine if mitigating circumstances exist. Mitigating circumstances are 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 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 will apply. Further restorations to satisfactory standing may occur **only** if progress during the intervening semester(s) clearly gives sound, documented evidence of progress. Progress must be acceptable to the appeals committee.

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

SCHOLARSHIPS

A scholarship is defined as "Financial assistance granted to a 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." A person receiving a scholarship from Okaloosa-Walton Community College shall, **as a minimum**, be in good standing for continuance according to the standards of progress published in the college catalog.

Specific additional criteria and academic standing status may be required for particular scholarships. No scholarship granted shall involve duplicated use of college and state public monies. Should a recipient become ineligible, the pro-rata portion of scholarship shall automatically become due and payable.

It is intended that financial assistance administered by OWCC does not discriminate on the basis of race, sex, age, national origin, religion, marital status or handicap. Specific additional non-discriminatory criteria and academic standing status may be required for particular assistance or scholarships.

1. **Honors Scholarships:** Two (tuition and fees) four-semester scholarships for maximum of 64 semester hours will be awarded to students in each of the nine public high schools. These scholarships will be offered to the Valedictorian and Salutatorian of each high school. If not accepted, the scholarships will pass in order of class ranking.

An additional (tuition and fees) four-semester honor scholarship will be offered to an outstanding Black student from each high school.

2. **Regional Science and Engineering Convention Scholarship:** A two-semester scholarship of \$200 per semester may be awarded to the four Senior Division Grand Award Winners and to the Senior Division Grand Alternate (a total of five awards) in the Regional Science and Engineering Convention. The recipient must attend Okaloosa-Walton Community College in the academic year **immediately** following graduation from high school. Admission must be completed with enrollment actually initiated at OWCC within a two-calendar-year-period following receipt of the award.
3. **Directed Work Study/Tutors Scholarships:** Scholarships are available for students authorized by the Dean of Instruction to enroll in Directed Work Study or Tutorial courses. For details contact your departmental chair or the Dean of Instruction. Tutors must complete 30 contact hours of tutoring to fulfill their scholarship obligation. (Tutoring may extend beyond one semester). Directed Work Study/Tutorial Scholarship obligations are considered completed when all tasks are performed and agreed upon and approved by the Dean of Instruction. (Tutoring may extend beyond one semester.) Directed Work Study/Tutorial Scholarship obligations with the department chair for 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 non-recurring scholarships and grants-in-aid are awarded by the President from non-appropriated resource funds, including but not limited to, the President's Scholarship Fund, the General Student Scholarship Fund or other scholarship funds.



COMMUNICATIONS . . .

Cheryl C. Powell, communications instructor, takes her students over some of the finer points of English, essential to earning an Associate of Arts degree from OWCC.

5. Florida Undergraduate Scholars' Fund: This scholarship provides financial assistance to the state's most outstanding high school graduates who pursue their higher education at Florida's postsecondary institutions. The award is renewable annually but may not be received for more than the equivalent of eight (8) semesters or twelve (12) quarters.

This award for \$2,500 is in addition to other scholarships, grants, or loans received by the student. Should the recipient not enroll as a full-time student or terminate enrollment for any reason during the academic year, the unused portion of the award must be refunded to the Department of Education within 60 days.

For eligibility, a student must either:

- be recognized by the National Merit Scholarship Corporation as a "scholar" or "finalist;" or
- have obtained a 3.5 grade point average on a 4.0 scale, or equivalent, in high school academic subjects, and scored 1200 or above on the combined verbal and quantitative parts of the SAT, or 28 on the ACT; or
- be the recipient of a Florida Academic Scholar's Certificate.

The student must:

- have maintained residency in Florida for a minimum of 24 consecutive months immediately preceding the beginning of the first day of classes for the academic year for which application is made.
- have a Florida high school diploma or equivalent.
- be enrolled as a first-time-in-college student on a full-time basis in an accredited and approved Florida postsecondary education institution, including nursing diploma schools, community colleges, colleges, and universities.
- apply for and, if awarded, accept the award within the established time limits, documenting intent to attend an eligible Florida postsecondary educational institution. New awards are distributed on a first-come/first-served basis, based on postmark of the application.

In January the Department of Education will notify high school principals, Florida students, and school personnel of application procedures for that year. Applications are accepted beginning each February 15. Provisional eligibility is determined within one week of receiving the application. The Department of Education immediately notifies the student of eligibility status. The student may be determined eligible, eligible but on a waiting list, or ineligible to receive an award. Those receiving an award must notify the Department of Education of acceptance by May 1. Final eligibility is determined in July when final grade point average verification and certificate awards are determined.

The amount of the award is determined by the college's financial aid office. This award, and other financial aid, shall not exceed the student's financial need.

A student must:

- be enrolled as a half-time or full-time undergraduate student at an eligible Florida college or university.
- have maintained residency for a minimum of twenty-four (24) consecutive months immediately preceding the first day of classes for the academic term for which state aid is awarded.
- have completed the freshman year.
- have financial need as determined by the postsecondary educational institution.
- have earned a cumulative grade point average of 3.0 on a 4.0 scale for all previous college work, and have earned less than a 3.0 on a 4.0 scale for no more than one academic term during the previous academic year in which state aid was received.

Contact the OWCC Financial Aid Office (904) 678-9730; 678-5111, ext. 261; 682-5272, ext. 261 (Crestview); 892-5145, ext. 261 (Walton County) or the Office of Student Financial Assistance, Department of Education, Knott Building, Tallahassee, Florida 32301, or call (904) 488-6181.



TEAMWORK . . .

Mrs. Richburg, left, and Eileen H. Arpke, Board Member, caught in conversation prior to a foundation meeting. Don Hagler, Principal, Walton Senior High School, is in the background.

6. Designated Recipient Donor Scholarships:* A number of scholarships are available on the basis of the various selection criteria established by the respective donors. OWCC scholarship processing provides for distribution of applications to applicable awarding sources.

Air Force Association, Eglin Chapter Scholarship
 Alatex Scholarship
 American Association of University Women
 Fort Walton Beach Scholarship
 Allen, Yagow, and Carr Scholarship
 American Association of University Women
 Niceville/Valparaiso Scholarship
 American Business Women's Association
 Bayshore Chapter Scholarship
 American Business Women's Association
 Coastal Sands Chapter Scholarship
 American Business Women's Association
 Destin Chapter Scholarship
 American Business Women's Association
 Fort Walton Beach Chapter Scholarship
 American Business Women's Association
 Playground Area Chapter Scholarship
 American Business Women's Association
 Spanish Trail Chapter Scholarship
 American Legion Auxiliary,
 Department of Florida Scholarship
 American Legion Rogers Hinson Unit #235
 Amvets Auxiliary Post #78 Scholarship
 Barbara Woolley Scholarship
 Beta Sigma Phi
 Delta Zeta Chapter, Crestview Scholarship
 Beta Sigma Phi
 Delta Zeta Chapter, Niceville Scholarship
 Beta Sigma Phi
 Exemplar Chapter, DeFuniak Springs Scholarship
 Beta Sigma Phi
 Laureate Omicron Chapter,
 Crestview Scholarship
 Beta Sigma Phi
 Preceptor Beta Gamma Chapter
 Niceville Scholarship

Beta Sigma Phi-Xi Psi Chapter
Crestview Scholarship
Beulah First Baptist Church Scholarship
Business and Professional Women's Club
Bay Area Chapter Scholarship
Business and Professional Women's Club
Fort Walton Beach Chapter Scholarship
Chappie James Most Promising
Teacher Scholarship
Chick-Fil-A, Incorporated, Scholarship
Crestview High School DCT Scholarship
Crestview Ministerial Association Scholarship
Destin Lioness Club Scholarship
Eglin Non-Commissioned Officers' Wives'
Club Scholarship
Eglin Officers' Wives' Club Scholarship
Elkettes #1795 Scholarship
Florida Association of Educational
Data Systems Scholarship
Florida Restaurant Education
Foundation Scholarship
Florida Sheriffs Explorers Association Scholarship
Florida State Scholarship
Fort Walton Beach High School
Hal Wyatt Memorial Scholarship
Fort Walton Beach High School
Valhalla Scholarship
Fort Walton Beach
Junior Women's Club Scholarship
Fort Walton Beach Women's Club Scholarship
Gregg Chapel AME Church Scholarship
Gitenstein Foundation Scholarship
Gulf Power Foundation Scholarship
Hispanic Heritage Club Scholarship
Humana Hospital Auxiliary Scholarship
Hurlburt Officers' Wives' Club Scholarship
Hurlburt Company Grade Officers'
Council Scholarship
Jane and Edward Patton Mathematics
Education Scholarship
John Frank Bludworth, Sr.,
Scholarship Trust Fund
Joppa Masonic Lodge #7 Scholarship
Kiwanis Club - Crestview Scholarship
Kiwanis Club - Destin Scholarship
Kiwanis Club - Niceville/Valparaiso Scholarship
Knights of Columbus Council 7667
Ladies of Essence Scholarship
Louisiana-Pacific Foundation Scholarship
Magnolia Springs - DeFuniak Springs Scholarship
National Merit Scholarship Corp.
Niceville High School
German Club Scholarship
Niceville-Valparaiso Junior
Women's Club Scholarship
Okaloosa Artist and Craftsman
Co-operation Scholarship
Okaloosa County Credit Women
International Scholarship
Okaloosa County Education
Association Scholarship
Okaloosa Restaurant Association Scholarship
OWCC Student Government Association
Scholarship
Paul Boyer Memorial Scholarship
Pilot Club of Miracle Strip Scholarship
Robert Earl Taunton Memorial Scholarship
Rotary Club - Destin Scholarship

Rotary Club - Fort Walton Beach
James Sutton Scholarship
Rotary Club - Niceville/Valparaiso Scholarship
Crestview High School
Showell Farms, Incorporated, Scholarship
Sirrime Scholarship Program
Sons of Italy - Fort Walton Beach Scholarship
Sons of Italy - Niceville Scholarship
T.H. Edney Memorial Scholarship
Twin Cities Hospital Auxiliary Scholarship
Warner Cable Communication, Incorporated,
Scholarship
William Wise, Jr. Memorial Scholarship

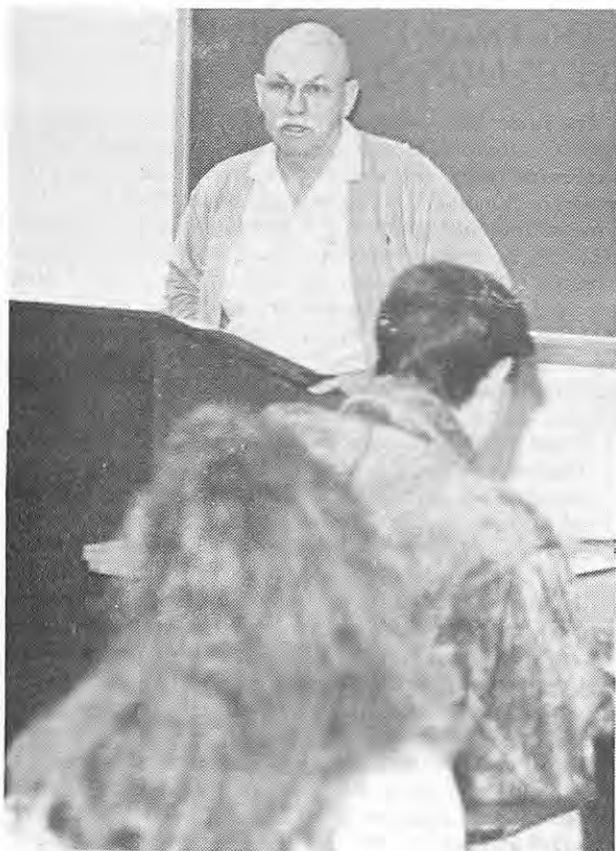
7. Undesignated Recipient Donor and Institutional Scholarships: A number of scholarships are available on the basis of academic merit, promise, financial need, and various other criteria.

American Legion Mayo Music Scholarship
Amvets Sad Sack 78 Scholarship
Central Telephone of Florida Scholarship
Clark Thomas Browning, III, Scholarship
F. Lloyd Blue, Jr. Scholarship
Florida Public Relations Association Scholarship
Fort Walton Beach Chapter
J.T. Martin Memorial Scholarship
Florida Restaurant Association
Playground Area Chapter Scholarship
Home Builders Association of
Okaloosa and Walton Counties Scholarship
Home Builders Association Auxiliary Scholarship
Home Economics - Displaced Homemakers Scholarship
International Association of Holiday Inns,
Incorporated, Scholarship
Kiwanis Club - DeFuniak Springs Scholarship
Laura N. Ray Memorial Scholarship
Mamiruth C. Walter Scholarship
Mattie Kelly - Drama Scholarship
Non-Designated Scholarship
Okaloosa County School Food Service
Association Scholarship
Orlando Technology Scholarship Fund
OWCC - Business Department Scholarship
OWCC - Drafting Contest Scholarship
OWCC - Drama Scholarship
OWCC - Honors Scholarship
Presidential Scholarship Fund
Regional Science Fair Scholarship
Stickelber Charitable Foundation Scholarship.



ARTIST . . .
Student artist Chip Russ displays a mask he made as a sculpture project.

8. **Seminole-Miccosukee Indian Scholarship Program.** This scholarship is available only to Florida's Seminole or Miccosukee Indians, and is for study at any two or four-year public or private college within the state of Florida. Contact the Financial Aid Office for details.
9. **Scholarships for Children of Deceased or Disabled Veterans:** This scholarship provides financial assistance to children of deceased or disabled veterans to attend a Florida public university, community college, or vocational-technical center. This program is administered through two state agencies: The Division of Veterans Affairs of the Florida Department of Community Affairs certifies the veteran's status, Florida residency, and general student eligibility; the Department of Education makes the awards. This award is renewable annually but may not be received for more than the equivalent of eight (8) semesters or twelve (12) quarters. Contact the Financial Aid Office for details on this or any of the scholarships which follow.
10. **Confederate Memorial Scholarships:** This scholarship is available only to Florida residents who are lineal descendants of a Confederate soldier or sailor. Awards are made on a one-year basis but may be renewed annually provided all eligibility requirements are met. No student may receive the scholarship for more than eight (8) semesters, or upon receipt of the bachelor's degree, whichever occurs earlier.



WRITING . . .

C.M. Duque Wilson, communications instructor, talks to students about all forms of writing from Japanese poetry to Shakespeare's sonnets to writing for the magazines.

11. **"Chappie" James Most Promising Teacher Scholarship Program Loan:** This scholarship is offered by Florida to one top graduating senior from each public secondary school in Florida to attend a state university, community college, or an independent institution provided the student agrees to enter the public teaching profession in Florida for a minimum number of years at least equal to the number of years the scholarship was received.
12. **Challenger Astronauts Memorial Scholarship Program:** The Challenger Astronauts Memorial Scholarship Program was created to provide financial assistance to Florida public high school seniors who intend to complete a major program of study in the liberal arts or to pursue a career in the teaching profession at a state university or community college.
13. **Jose Marti Scholarship Challenge Grant Fund:** The Jose Marti Scholarship Challenge Grant Fund is a need based grant established to provide financial assistance to Hispanic American students or students of Spanish culture with origins in Mexico, South America, Central America, or the Caribbean, regardless of race.



RETIRES . . .

Retirements are few at OWCC. John Glasgow, math instructor, poses with his wife, Betty, daughter, Patti, and Sarah Paulk, an early student of his and instructor now at OWCC. He taught Sarah at the old Oakland Heights Elementary school where he first taught and which later became the OWCC/UWF Fort Walton Beach Center and his last teaching assignment.

CHECKLIST FOR MONITORING AID REQUIREMENTS OF FLORIDA STATE PROGRAM PARTICIPATION*

1. Full-time student (12 hours or more)

2. Florida Resident

Independent Student:

24 consecutive months residence in Florida prior to first day of semester of aid received.

Dependent:

24 consecutive months residence in Florida prior to first day of semester of aid received. Parents' address prevails for dependent students. A dependent student cannot be a Florida resident if parents' address is out-of-state.

Definitions:

Residency. The legal status which a person acquires as the result of establishment of a domicile other than for temporary absences. However, any domicile established solely or primarily for the purpose of obtaining an education or of obtaining financial aid from the state shall not constitute residency.

Domicile. A person's fixed permanent and principal home.

3. Satisfactory Academic Progress

- (1) Must have 2.0 or higher grade point average for all previous college work.
- (2) Renewals of state aid: must have 2.0 or better each term while aid is being received except a less than 2.0 may conditionally be continued on aid program for **one semester only**.
- (3) Must have earned 24 hours of a planned credit program of study during the terms of the academic year in which aid was received.

4. CLAST Requirements

- (1) In the semester in which a student has completed or will complete 60 semester hours credit applicable to an AA degree he/she must have passing scores on the College Level Academic Skills Test (CLAST).
- (2) A transfer student from a non-CLAST college or university must take CLAST no later than the semester at Okaloosa-Walton Community College in which 60 semester hours applicable to an AA degree has been or will be completed.

5. Selective Service Registration Requirement

- (1) Male students enrolled at a Florida postsecondary educational institution (OWCC), shall show proof of registration with the Selective Service System.
6A-20.006(1)

6. No Default Statement

- (1) Not be in default on federal or state loan programs, Pell Grant, State Grant, or Supplemental Education Opportunity Grant unless satisfactory arrangements to repay the loan or grant have been made.

7. Student Financial Need

- (1) Institutions shall insure that the state student assistance grant, in combination with all other student resources, does not exceed the net computed financial need of the student.

WORK-STUDY PROGRAMS

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 twenty 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. The student's eligibility depends upon the need for employment to defray college expenses. Preference goes to applicants from low-income families. The pay is minimum wage.

2. **Public School Work Experience Program.** This need-based program provides students' employment in public elementary and secondary schools as teacher aides or science laboratory assistants, or in public post-secondary schools as mentors who assist and counsel educationally disadvantaged freshmen.

CONTRACTED SERVICES BY STUDENTS

Any student receiving a contracted services commitment from Okaloosa-Walton Community College will, as a **minimum**, be in good standing. Additional criteria may be required. A non-discriminatory statement shall be incorporated into **all** requests for employment of students, including contracted services. Each and every student retained under contracted services will be selected and assigned to jobs, and otherwise treated, without regard to race, sex, age, national origin, religion, marital status or handicap. Reasonable accommodation will be provided for qualified handicapped students. If a student defaults, they will be paid only for services provided.

1. **Food Service Trainee:** Each Commercial Food Service Trainee is eligible for contracted services of \$75 per semester in each 6-hour Commercial Food Service **laboratory** course which duly enrolled in pursuit of an Associate Degree or Certificate in Commercial Foods. Each trainee will be obligated to a training assignment in the food services area the number of contact hours per week specified in the laboratory portion of each course and shall be entitled to one specified meal per day. The Commercial Foods Manager will notify the Comptroller as to trainees successfully completing the program at the end of each semester.

2. **Student Assistants:** Student Assistants shall be paid on a contracted services basis not to exceed \$300 per semester for a student enrolling for 15-semester hours or more and not less than \$240 for a student enrolling in 12-semester hours in a given semester provided that the contract is totally fulfilled. The Comptroller will prorate payment to Student Assistants according to semester hours taken and portion of semester worked.

A maximum of 40 one-semester student assistantships may be granted to full-time students who are residents of the Okaloosa-Walton Community College District upon

*FAC Rules 6A-20.001 to 6A-20.010

joint recommendation of a Department Chair or of an organizational Unit Head and of the Financial Aid Committee. Each appointment will be subject to approval by the President, or his designee. No more than 50% of these scholarships shall be available in the fall semester, 40% in the spring semester and 10% in the summer semester, except by special recommendation of the Financial Aid Committee and subsequent approval by the President.

Each Student Assistant will work ten (10) hours per week under the supervision of a department chair or an administrator to whom assigned. Duty schedule(s) and time sheets are required. A student who falls below a cumulative 2.0 grade point average is not eligible for a student assistantship.

The selection of these students complies with provisions of the Florida Educational Equity Act and in no way discriminates on the basis of race, sex, age, national origin, religion, marital status, or handicap.

No student will be a student assistant for more than two semesters per calendar year.

3. Student Activity Workers: Upon recommendation of the Director 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 \$300 per 16-week semester or \$240 per 12-week semester. Such workers shall normally be full-time students (minimum 12 semester hours) and be obligated to 10-15 hours per week on the average.

No student will be a student activity worker for more than two semesters per calendar year.

4. Student Publications Editor: Upon recommendation by the Information Services Officer and the Director of Student Services, a student may be retained to serve as Editor on college publications (e.g., *Raider Review*, *Campus Chronicles*). The maximum amount to be paid to the student publications editor in 1988-89 shall be \$300 per semester.

Appointments shall be semester-by-semester for fall and spring semester, **only**, through submittal of a Purchase Requisition, with payment only at the end of the semester upon documentation by the Information Services Officer and the Director of Student Services of complete fulfillment of obligations. At no time shall editors be appointed for more than two semesters per calendar year.

The **contracted services payment** shall be pro-rated according to semester hours taken and portion of semester completed if the student fails to complete the semester.

At such time as the Information Services Officer and the Director of Student Services, jointly, shall judge the obligation of the student not have been met to their satisfaction, the **contracted service** shall be discounted as of that date and consequent financial adjustments made by recommendation of the Comptroller and approval of the President.

No student will be a student publications editor for more than two semesters per calendar year.

GRANTS

Grants are "gifts in aid" made available to students based on financial need. Whether this aid has to be repaid depends upon the provisions of the grant. To apply for a grant to attend OWCC all students must complete a Family Financial Statement which is used to determine the student's need, and a Student Data Form.

1. Florida Student Assistance Grant. This grant is need based and available to Florida residents enrolled in an eligible Florida college or university. They are awarded for one year, but are renewable for up to 12 quarters or 8 semesters, or upon receipt of the bachelor's degree, whichever comes first, within a period of not more than six consecutive years.

The grant amount ranges from \$200 to \$1,200 per year. This grant, in conjunction with other financial aid, shall not exceed the student's financial need. The recipient must: be a citizen or permanent resident of the United States; have maintained residency in Florida for a minimum of 24 consecutive months immediately preceding the beginning of the first day of classes of the academic year for which an application is submitted; be enrolled or accepted for enrollment as a full-time (at least twelve (12) credit hours per semester), undergraduate student in an eligible Florida institution; demonstrate financial need as determined by a nationally recognized needs analysis service; maintain a cumulative grade point average (GPA) of 2.0 on a 4.0 scale for all college work; and submit **either** the Florida Financial Aid Form (FAF) to CSS or the Florida Family Financial Statement (FFS) to ACT indicating a wish to be considered for the Florida Student Assistance Grant. Application must be **received** by the needs analysis processor (ACT or CSS) on or before April 1 deadline.

2. 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 OWCC. Grants cover undergraduate study and are intended to be the foundation of the student's financial award.

Amount: Pell Grants for the 1988-89 fiscal year (July 1-June 30) will range from \$200 - \$2,300 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 OWCC Financial Aid Office will recalculate the Pell Grant at the end of the drop/add period each semester.

OWCC 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:

- The student has met the general eligibility requirements;
- 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 OWCC, to determine the actual

- amount of the grant. Generally, the lower the index number the higher the grant.); and
- c. The student is an undergraduate student who has not previously received a baccalaureate degree.

Limit: Pell Grants are funded to 60% of allowable cost-of-attendance. Pell Grants are limited to 5 years for students enrolled in an undergraduate course of study normally requiring 4 years or less to complete for a baccalaureate degree.

3. **Supplemental Educational Opportunity Grant (S.E.O.G.).** These grants are for students who have financial need (as determined by the OWCC Director of Financial Aid) and who would not be financially able to attend college without a Supplemental Education Opportunity Grant. Contact the OWCC Financial Aid Office. A student applying should have an ACT Needs Analysis or FFS on file in the OWCC Financial Aid Office.

Amount: SEOG (Supplemental Educational Opportunity Grant) increase in maximum award from \$2,000 to \$4,000. Minimum award from \$200 to \$100. Awards: Go to students with exceptional need (defined as students with lowest expected family contributions). Priority: For Pell Grant recipients.

PELL GRANT FILE CHECKLIST

The following eighteen items are required in order to complete a student's Pell Grant folder. A student must have a complete file before the release of Pell Grant funds will be authorized.

1. Comprehensive Financial Aid Report (CFAR) published by ACT (preferred) OR College Scholarship Services published by CSS.
2. Student Data Form
3. Student Aid Report (SAR's)
4. Parent's 1986 Tax Return
Non-Filers Certification
Untaxed Income Verification
AND/OR
Student's 1986 Tax Return
Non-Filers Certification
Untaxed Income Verification
5. Admissions Letter (Registrar's file should include transcripts, test scores, proof of high school completion)
6. Financial Aid Transcript(s)
7. Affidavit of Educational Purpose/Rights and Responsibilities
8. Certification of Residence - Dependent Student or Independent Student
9. Affidavit of Non-Support (Independent Students)
10. Student Statements Relative to Participation in Financial Assistance
11. Standards of Satisfactory Progress and Academic Good Standing Governing Federal Student Financial Aid Program Assistance/Reinstatement and Appeals Process, **signed and dated on each page.**
12. Copy of Selective Services Registration Compliance (male students)
13. Program of Study (A.A., A.S., or Certificate) on file signed by student, counselor and Registrar
14. Pell Validation when Student Aid Index (SAI) is flagged with an asterisk(*) by the U.S. Department of Education
15. Citizenship status verification
16. Pell Grant Award Data Letter, signed and dated.
17. Official Award Notice

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 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 used 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 Community College Women's Club-Scholarship Loan Fund
- Okaloosa-Walton Community 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 because 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 or books up to a maximum of \$250 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. Based upon extenuating circumstances, loan maximums may be adjusted by the Office of Student Financial Aid at the discretion of the Director of Student Financial Aid.

VETERANS' BENEFITS

The federal government has programs which provide some financial assistance for veterans and their dependents. These programs are described briefly on pages 35 and 36. Assistance and information may be obtained from the campus Registrar's Office or from the Veterans Administration, Regional Office, P.O. Box 1437, St. Petersburg, Florida 33731.



CUTTING THE RIBBON . . .

Dignitaries and members of the Board of Trustees dedicate "L" building during Open House festivities April 9, 1988.

INSTRUCTIONAL PROGRAMS STANDARDS AND REGULATIONS

REGISTRATION

Normally, registration is completed during the regularly scheduled registration dates and times for each semester or for specially scheduled or announced enrollment periods. Open "walk-in" registration is available to students who are currently enrolled or previously enrolled and to other students who have been admitted to OWCC and have completed the entry testing required for course placement and advisement purposes. All students are urged to secure advice from counselors or advisors before seeking to register to assure entry into suitable courses for most efficient completion of their programs and objectives.

Each new applicant must be admitted to OWCC or must have executed a Conditional Enrollment Affidavit (see page 9) before being permitted to register. As indicated under "Testing and Counseling" all students entering a college-credit program are required to have taken the ACT, the SAT, the ASSET or the MAPS test for counseling and course placement. All prospective students should try to arrange to take the ACT on a nationally scheduled testing date; but if this is not feasible, OWCC will administer the ASSET each semester during registration. Details regarding local testing may be acquired by contacting the Director of Student Services and by referring to the published class schedules each semester.

Currently and previously enrolled students must be in good standing with OWCC during their last semester to enroll in the new semester.

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.

All classes are subject to cancellation at the close of regular registration if the necessary minimum number of students have not enrolled by that date as judged by the Dean of Instruction. Full refund of tuition will be made to students enrolled in cancelled classes upon completion of a withdrawal form by the student.

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 have a good chance of getting classes they want at the time they want.

FULL-TIME AND PART-TIME STATUS

Students are 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 in non-credit courses, 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 a "Audit" basis at anytime during the regular registration period or change to "Audit" status 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 to the Registrar's Office and off-campus centers.



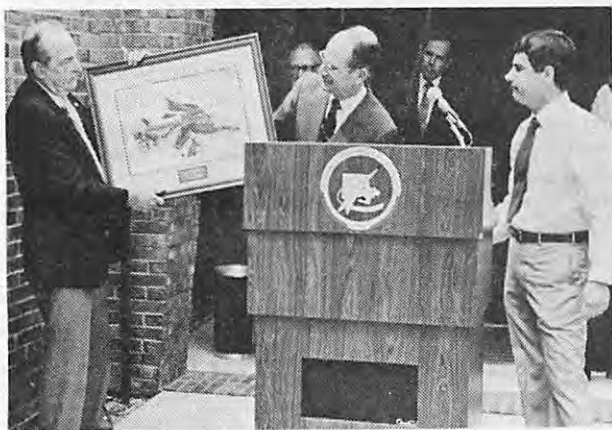
CAREER NIGHT . . .

A student talks with law enforcement personnel during OWCC's Career Night. More than 50 different career fields were represented by public spirited professionals willing to share their experience with prospective students.

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% 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 month. Further, each time a student has been tardy three times in a class, it will count as one absence. Each set of consecutive absences will be reported. **Veterans** are subject to the same attendance requirements as all other students (see pages 35 and 36).



FOR NEW BUILDING . . .

William H. Wise, Sr. , and Dr. James R. Richburg, OWCC President, accept a picture from Joe Hart, President, Twin Cities Chapter, Fraternal Order of Police, to hang in the Public Service wing of the new "L" building.

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.

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

Grade points per semester hour are as follows: 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 16-week semester following the issuance of the grade if work is not made up during that period of time. The "I" or "V" will carry "O" grade points until it is made up. "S's," "U's," "N's," and "X's" carry no grade points or 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 when a student is unable to complete the required work because of clearly documented extenuating circumstances **and only** if the student has a reasonable chance of making a passing grade. The instructor files with the department chair and with the student concerned an outline of the work that must be completed 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 EXAM PERIOD in the next 16-week semester immediately following. The grade will revert to an "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.

A deferred incomplete grade of "V" may be assigned by the teacher when approved absences preclude satisfactory course completion by the end of the next 16-week semester of enrollment.

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 the student received an "N" grade by the end of the second semester of enrollment in that course, the student will receive no more than a "C" for that course in any subsequent semester. Re-enrollment and payment of all necessary fees is required to be eligible in a following 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 "N" grades: College Preparatory Mathematics; College Preparatory Algebra; College Preparatory Reading; College Preparatory English, and IEA 0131, Adult General Education/Vocational Preparatory.

SATISFACTORY/- UNSATISFACTORY ("S" AND "U") GRADES

"S" and "U" grades shall be awarded to students in all college preparatory and noncredit classes except where A-F system grades are required for high school credits or for other justifiable reasons. Noncredit 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. 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 must take place before the end of the week following the due date for mid-term grades in the fall and spring semester, and the end of the fourth week for Terms I and II but after the drop/add period indicated in the college calendar. Withdrawals are also authorized for 8-week and other short classes up to the third college workday beyond the class mid-point.
2. WITHDRAWALS may be permitted 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 based on extenuating, justifiable reasons. If the student feels a grade of "W" is appropriate, the student will be responsible for validation of the specific extenuating circumstances and for filing a written request with the Registrar for referral to the Dean of Instruction for appropriate action.

A STUDENT WITHDRAWING FROM THE COLLEGE OR DROPPING ANY COURSE MUST FILE AN OFFICIAL DROP/ADD 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 PARAGRAPHS 1 AND 2, ABOVE, FOR WITHDRAWAL WITHOUT "F" GRADES).

ACADEMIC STANDING

Each college program has appropriate standards ranging from recognition of excellence to discontinuance for inadequate progress toward the respective program goals. These standards apply to full-time and part-time college-credit students. (Alternative noncredit 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. It will be computed 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 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 semester are placed on the President's list.

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.

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 OWCC and must have attained these same standards on all work done at OWCC as well as any cumulative academic work from prior institutions of higher education.

Good Standing. A student is considered in good academic standing so long as the student maintains the appropriate cumulative grade-point average (GPA) specified in the following schedule for 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 and 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, 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 Community College plus work which is transferred from any previously attended institutions of higher education. All work at previous institutions of higher education will be counted, **not** just selected courses. The college will notify 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 A FACULTY ADVISOR OR A COUNSELOR WITH REGARD TO ENROLLING IN DEVELOPMENTAL, COLLEGE PREPARATORY, COMPENSATORY, OR SPECIFIED NONCREDIT COURSES TO CORRECT AREAS OF DEFICIENCY.

To be removed from academic probation, a student must increase the 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 the permanent record.

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

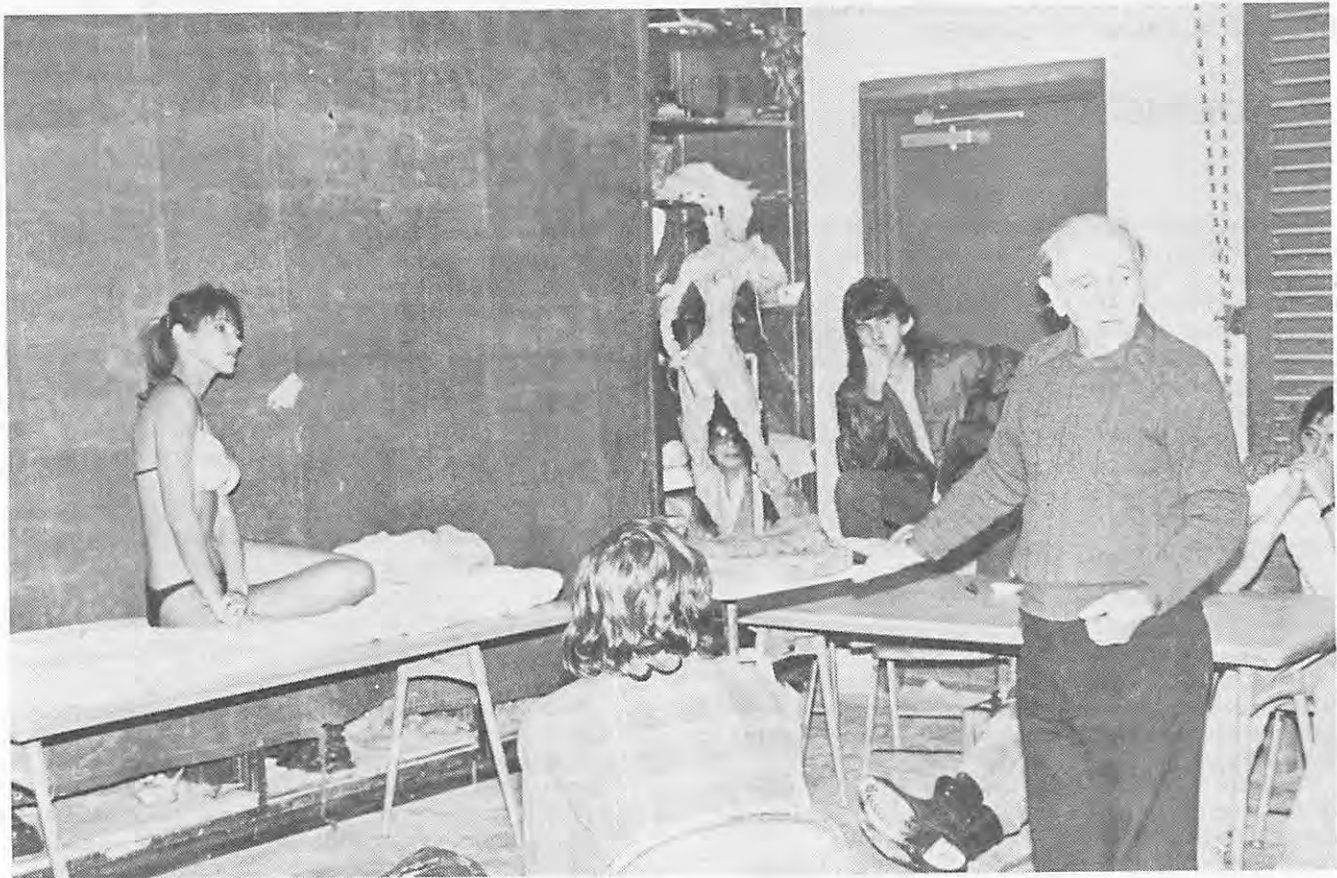
IT IS STRONGLY RECOMMENDED THAT A STUDENT PETITION FOR ENROLLMENT IN CERTAIN AUTHORIZED DEVELOPMENTAL, COLLEGE PREPARATORY, VOCATIONAL PREPARATORY, OR SPECIFIED NONCREDIT COURSES DURING THE SEMESTER OF SUSPENSION TO STRENGTHEN THE AREAS OF DEFICIENCY. ALSO, SUCH STUDENTS SHOULD SEEK COUNSELING ASSISTANCE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

Readmission. To be readmitted to Okaloosa-Walton Community College following academic suspension, a standard readmission form needs to be submitted to the Director of Admissions. (The form is available in the Admissions and Registration Office on the Niceville campus, at the OWCC Eglin and Hurlburt Offices, at the OWCC/UWF Fort Walton Beach Center in DeFuniak Springs.) Approval of such requests is most frequently granted after one semester 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 his/her current record at OWCC, a written request for such relief may be made through the Office of the Registrar. Should favorable action be taken, the courses and grades will continue on the face of the permanent record, but relief will be in not counting such grades and hours in grade-point computations. The action of the college upon such a petition shall be final. No credit passed or failed that is ten (10) or more years old will be counted if such relief is granted. Such courses may be a sound basis for seeking contemporary credit through comprehensive examinations.

Repeated Courses.* For any course repeated, whether at OWCC or elsewhere, only credit from the last attempt will be used in the computation of the final grade-point average (GPA) and for meeting degree requirements. Students should be aware that repeating a course results in an adjusted grade-point average** and that such an adjustment may not be accepted by some private colleges in Florida or some private and public colleges and universities outside of Florida. Repeated courses are honored by state universities in Florida upon completion of the AA Degree.



ART ...

Okaloosa-Walton Community College offers a wide range of classes for the art student including drawing, painting, sculpting and pottery. Here noted artist, Fred Holschub, shows OWCC students how to model and an impression of a model in clay.

*NOTE: Students on VA 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).

COLLEGE LEVEL ACADEMIC SKILLS TEST

Florida has developed a test of college-level communication and computation skills entitled **College Level Academic Skills Test (CLAST)**. The CLAST tests communication and computation skills judged by state university and community college faculty to be associated with successful performance in higher education. The test is administered to all students seeking an Associate of Arts degree. It 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) subtests of the CLAST can legally be awarded the Associate of Arts degree.** Only students who have passed all four (4) CLAST subtest can be unconditionally admitted to the upper divisions of the State University System.

Without the CLAST admission to state universities in Florida will be on a conditional basis. The student may take only a limited number of courses until all four subtests of the CLAST are passed. (Currently, students passing three out of four subtest may **enroll** for up to 36 semester hours of coursework beyond the sophomore level. They must pass the fourth subtest before being allowed to continue). The CLAST also applies to students transferring to Florida universities 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 award of the Associate of Arts degree and for admission to upper division status in state universities in Florida. (The minimum passing scores in effect from August 1, 1986, through July 31, 1989, are as follows: Reading 270, Writing 270, Computation 275, and Essay 4. After August 1, 1989, the state-adopted passing scores are scheduled to be as follows: Reading 295, Writing 295, Computation 295, and Essay 5).

A student must present scores that meet minimum standards in effect at the time he or she **initially takes the test** to meet minimum state board standards for the Associate of Arts degree or to attain upper division status in a state university.

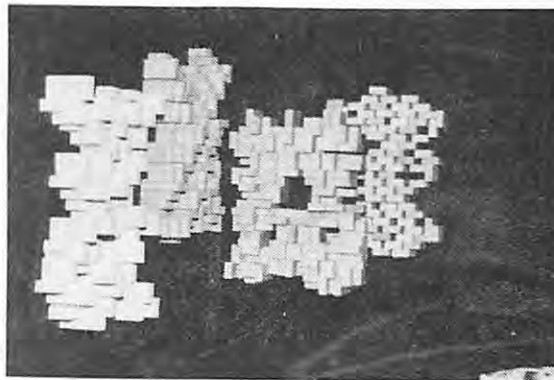
The Director of Student Services (678-5111, ext. 327) provides information on how and when to apply to take the CLAST. The Dean of Instruction can provide a list of CLAST skills and identify where the communication and computation skills are taught in the curriculum.

THE CLAST TEST WILL BE GIVEN ON JUNE 4, 1988; OCTOBER 1, 1988; MARCH 11, 1989; AND JUNE 3, 1989. NOTICES REGARDING CLAST APPLICATION DEADLINES ARE PUBLISHED IN THE COLLEGE CALENDAR AND IN THE OWCC BULLETIN.

REQUIREMENTS FOR GRADUATION

General requirements for graduation from Okaloosa-Walton Community 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.** If the student is in doubt about course requirements, the academic advisor should be contacted before each registration. Students should check with their faculty advisor during their next to last semester to ensure all graduation requirements will be met by the end of the next semester. Participation in graduation exercises is expected.

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 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 AA 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 appears in the college catalog. To receive an AA 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 no less than 15 semester credit hours from OWCC. If a student leaves the college and later applies for a degree, the student must have met the degree requirements at the time of his/her last OWCC enrollment and must have earned 15 semester hours at OWCC. Exceptions may be granted only by special written request submitted to the Registrar and approved by the Dean of Instruction, e.g., Servicemember's Opportunity College agreements.



ART DESIGN . . .

An arrangement of three-dimensional art prepared by students taking art at OWCC.

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 OWCC or by transfer. The minimum grade-point average for all course work attempted at OWCC must be 2.0 ("C"). Any credits accepted for transfer shall be "C" work or better. "D" grades may be accepted from a regionally-accredited institution of higher education. The GPA must be brought up to a 2.0 while at OWCC.
5. Qualification for graduation with Honors or High Honors will be computed on the total of all degree work attempted whether at OWCC or by transfer. A student shall graduate with Honors or High Honors only if the degree work done at OWCC qualifies.
6. Four (4) semester hours of Physical Education credit are required for graduation. All regularly enrolled students seeking an AA or AS degree should enroll in at least one PE course each semester until the four semester hour requirement is met.

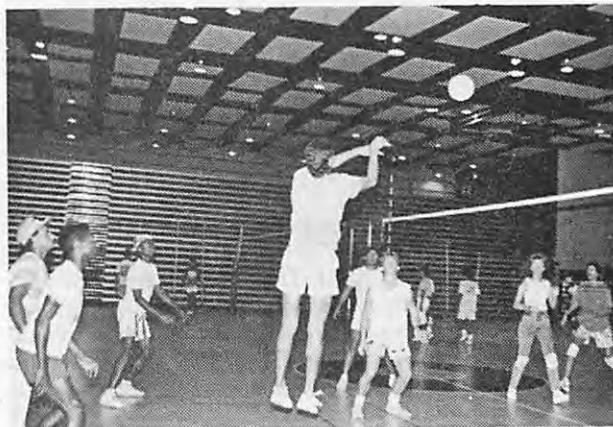
STUDENTS EXEMPT FROM PHYSICAL EDUCATION COURSES MUST MAKE UP THE FOUR SEMESTER CREDIT HOURS BY TAKING NON-ACTIVITY PHYSICAL EDUCATION COURSES.

Exemptions are as follows:

- a. **Physical Disability:** A student with a restrictive physical disability must provide a written statement from a physician to the Physical Education Department Chair for approval. If approval is recommended, the medical statement and waiver are submitted to the Dean of Instruction for final approval. These students must take 4 semester hours of nonactivity Physical Education courses.
- b. **Age:** Students who have reached their 30th birthday are not required to enroll in Physical Education activity courses but must take 4 semester hours of nonactivity 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 should work **directly with the Physical Education Chair** for a solution to the problem, preferably during their first semester of enrollment.

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

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



PHYSICAL CONDITIONING . . .

Okaloosa-Walton Community College has a full program of physical education offerings for students.

CREDIT BY ALTERNATIVE MEANS

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

Advanced Placement Credits: Okaloosa-Walton Community College participates in the **Advanced Placement Program** conducted by the College Entrance Examination Board, which provides 13 college-level, advanced placement examinations. Okaloosa-Walton Community College 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. 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 arrangement to have the test or tests sent to and administered by the Coordinator of Testing at OWCC. Information bulletins are available from the Education 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 OWCC when the student satisfies the 6,000 word writing requirement mandated for English and humanities courses by State Board Rule 6A-10.030. The student can satisfy this rule by enrolling in ENG 1001 Research Papers, one semester hour (one enrollment for each 3 semester hours awarded in English and humanities); a grade of "C" or higher must be earned in each enrollment in the Research Papers courses to satisfy the general education writing requirement. This course may be repeated as needed to fulfill the total writing requirement.

In mathematics, students will be able to receive credit for Introductory College Algebra through the general examination. For Pre-Calculus Algebra or higher, credits are awarded on the basis of the 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 may be completed through a Comprehensive Examination are on file in the Dean of Instruction's office.

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

1. Be admitted to OWCC.
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 the Comprehensive Examination Testing Fee (100 percent of registration/tuition fee for course, excluding lab fee), returning form after payment of fee to the Dean of Instruction. The Comprehensive Examination Testing Fee may be paid anytime after the end of late registration through the mid-point of the semester, or as approved by the Dean of Instruction upon written request from the student and department chair. (Deadline date for payment of the Comprehensive Examination Testing Fee is published in the class schedule each semester.)
4. Complete the examination on date as scheduled. Examination date must be within two weeks following the deadline for application for taking comprehensive examinations. (The deadline date for application for Comprehensive Examination and payment of examination and testing fee is published in the college calendar and in the class schedule each semester.)
5. Credits will be awarded for passing grades earned on comprehensive examinations. (See footnotes on the AA degree General Education page for certain minimum grade restrictions.)

Comprehensive Course Examinations will be administered by the Department Chair. 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 nontraditional credit may be earned through this means or any combination of sources (i.e., CLEP, military experience, etc.).

Correspondence Course Credits: Up to nine semester hours of credit for correspondence and/or extension courses may be transferred from 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 Servicemember's Opportunity College Program.

Competency Testing: The AS degree at OWCC requires 38 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 AS or the last 18 hours for the Applied Science Options normally taken by students enrolling for all courses in their program at OWCC. Students requesting credit through competency testing will prepare a program planning form in cooperation with the appropriate department chair or program advisor to select the general education courses and the final occupational credits required for the degree (64 semester hours, total).

1. **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 OWCC. 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.



CRIMINAL JUSTICE . . .

Bob Bray, criminal justice instructor, shows two students the capabilities of a drug testing kit.

2. **Credit for Earned Vocational Certificates.** Students who complete a vocational school certificate program which is contained in an approved agreement with the college will receive up to a maximum of 36 semester credits applicable toward an AS Applied Science Option degree. Such programs must be included in a formal written activities agreement between the college and the vocational school. OWCC currently has an agreement with the School Board of Okaloosa County/Bay Area Vocational School to award credit as follows:

OWCC AS/AAS Programs

AC/Heating/Refrigeration	36
Automotive Mechanics	36
Commercial Food Service	24
Electronics Technology	15
Welding Technology	15

Bay Area Certificate Program	Max Credit
AC/Heating/Refrigeration	36
Automotive Mechanics	36
Food Production	24
Industrial Electronics	15
Welding	15

3. **Occupational Competency Testing:** Students with extensive on-the-job work experience and/or other non-certified training may receive 30 semester hours credit at OWCC 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 OWCC offers AS degrees, contingent upon the person completing the remaining credits at OKALOOSA-WALTON COMMUNITY COLLEGE which are required for program completion.

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 OWCC if not already enrolled; request an advisor to complete the program planning form which will specify the advanced courses required for completing the AS degree; enroll for and complete the specified course 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.



GANG WARFARE . . .

The gangs meet in this scene from "West Side Story" typical of the productions put on by OWCC's Music Theatre.



DRAFTING . . .

This student learns the techniques of conventional drafting in use today. Later, she will learn computer aided drafting, the latest innovation in the field and available at OWCC which has an award winning drafting program.

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 to American Education, History of American Government, American History, American Literature, *Biology, Business Law, Introduction to 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 (Intro.), Micro Economics, (Intro.), Micro and Macro Economics (Intro.), Human Growth and Development, Marketing, Money and Banking, Microbiology, Psychology (General), Sociology (Intro.), Statistics, Trigonometry, Western Civilization, College French (Second, Fourth Semester), College German (Second, Fourth Semester), College Spanish (Second, Fourth Semester).

Students attempting to earn credit by examination should contact the Registrar first to determine their eligibility for credit in accordance with FAC Rule 6A-10.024. 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 the student expects to transfer to determine if that institution will accept CLEP transfer credits.

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

SERVICEMEMBER'S OPPORTUNITY COLLEGE

Okaloosa-Walton Community College subscribes to the principles of the Servicemember's Opportunity College 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 who have earned a minimum of 15 approved degree credits from OWCC may transfer other approved credits back to OWCC from any accredited college or university to be applied toward the associate degree. Interested personnel should consult with Okaloosa-Walton Community College's educational advisor in the college's on-base office or with their Education Services Officer for complete details regarding the SOC.

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 on a provisional basis. The student must bring the GPA up to a 2.0 while at OWCC. The acceptability of college courses for transfer credit at OWCC shall be at the discretion of the Registrar in conjunction with the chair 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 and vocational-technical courses will apply only toward an AS degree or Occupational Certificate. Credits for classroom instruction from military schools other than the established academies of 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 OWCC Registrar according to the ACE Guide, DANTES/USAFI credits will be evaluated by the OWCC Registrar according to the DANTES Guide.

TRANSFERRING TO A SENIOR INSTITUTION

Those students who expect to transfer to a senior institution may obtain programming assistance by consulting a faculty advisor or counselor. Faculty advisors and counselors will gladly assist in planning and coordinating college programs to facilitate smooth transfers to senior institutions. Liaison representatives from the respective public senior universities in Florida are eager to assist OWCC students. Their names are available from the Office of the Director of Student Services or college counselors.

It is desirable that students transferring to a senior institution plan their program so that the transfer may occur at the beginning of the school year (normally in the fall). Curricula are generally offered in sequence. It is best for the student 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 PAGE XX).

VETERAN'S EDUCATIONAL BENEFITS

The college is certified for training by the State Approving Agency under the various veterans' training laws. Veterans planning to enroll at OWCC 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, there-upon, 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. Because 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 VA 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 VA determines credits for summer course work each year and notifies the college accordingly. Veterans are advised to contact the Veterans Affairs 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 Veterans Affairs Office (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 through the Veterans Affairs Office in order to request the VA payments be resumed.

A veteran who wishes to receive VA benefits should notify the OWCC Veterans Affairs Office prior to registration to expedite the request for subsistence allowance. Veterans, widows of veterans, and war orphans desiring information about benefits, requirements, and registration procedures should contact the Veterans Affairs Office.



PLAYGROUND . . .

An impromptu playground was created with wire as a class assignment in art. Everything had to move and they had to explain why they created what they did.

VETERANS' FEE DEFERMENT POLICY

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

Deferment of fee payment for eligible persons after the first enrollment period in any fiscal year is not authorized. An eligible person who can document a substantial, unique financial hardship may petition the Financial Aid Office to seek special consideration for a 60 day deferment. This must have the approval of the Director of Financial Aid, 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 OWCC who has failed to pay any prior fee deferment.

ACADEMIC ADVISING

Faculty advisors are assigned to students to assist them with the proper courses to fulfill their program objectives. Anyone desiring to establish or to change advisors should contact the Registrar's Office in the Administration building on the Niceville campus or any of the off-campus center directors. Students may find out who their advisors are and how to contact them by checking the following locations where advisor listings are maintained.

- Registrar's Office (A Bldg.)
- OWCC Eglin Office, Bldg. 251
- Library Circulation Desk (E Bldg.)
- OWCC Ft. Walton Beach Office
- Mary Esther Cutoff
- Evening Office (K Bldg.)
- Counseling Office (E Bldg.)
- OWCC Chautauqua Neighborhood Center, DeFuniak Springs
- Dean of Instruction (A Bldg.)

Faculty advisors are assigned based upon the student's declared program objective. These advisors will assist students to prepare a program plan which may be used as a

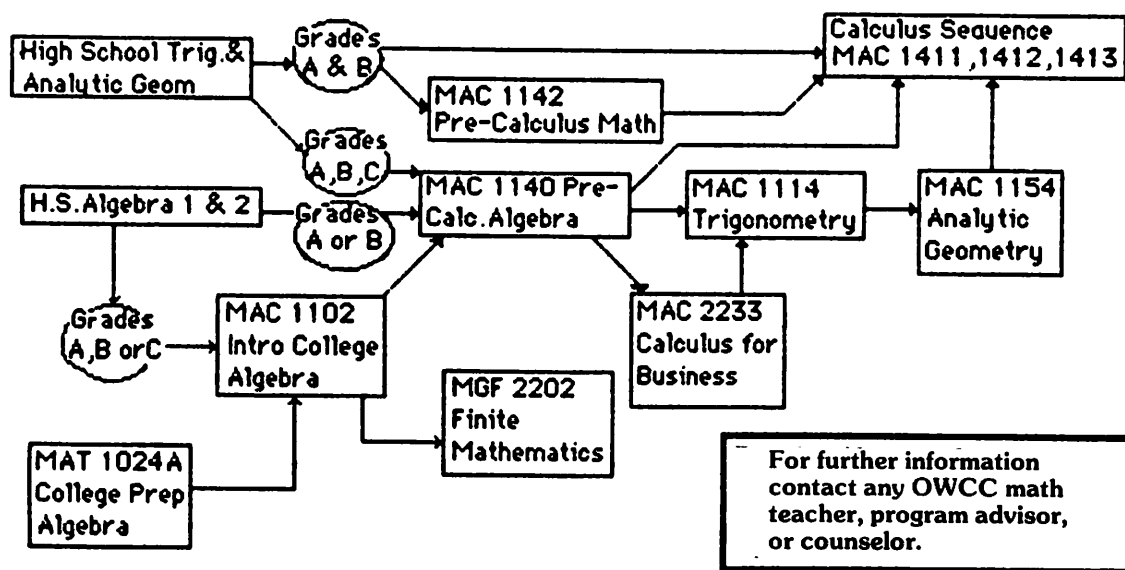
guide in the selection of courses each semester. Advisors are assigned from the departments as listed below. Students who have not selected a program objective are assigned among the various departments.

- BIOLOGY - Dr. Roy Bundy, Chair
 - Pre-Professional (Medicine, Veterinary Dentistry)
 - Medical Technology
 - Pre-Pharmacy
 - Biology (Marine, Forestry, Teacher Ed.)
 - Pre-Nursing & Physical Therapy
- BUSINESS - Dr. Paul Szuch, Chair
 - Banking
 - Business Administration
 - Business Data Processing
 - Business Teacher Education
 - Marketing
 - Real Estate
 - Scientific Data Processing
 - General Business Management
 - Commercial Data Processing
 - Mid-Mgmt. (Marketing, Hotel-Motel, Tech. Marketing, and Aviation)
 - Postal Service Management
 - Administrative Office Mgt.
 - Clerical Office Assistant
 - Executive Secretary
 - Word Processing
- COMMUNICATIONS - Ms. Margaret Crozier, Chair
 - Foreign Language
 - Teacher Education, Elementary
 - Teacher Education, Secondary
- FINE AND PERFORMING ARTS - Dr. Cliff Herron, Chair
 - Art
 - Ministry
 - Humanities
- HOME ECONOMICS - Ms. Marilee Whitney, Chair
 - Child Development/Early Childhood Education
 - Child Development Associate (CDA)
 - Consumer Economics and Management
 - Fashion Merchandising and Design
 - Home Economics Education
 - Foods and Nutrition
 - Human Development/Family Relations
 - Housing and Interior Design
- MATHEMATICS - Lewis Heckroth, Chair
 - Engineering
 - Mathematics (Meteorology)
- PHYSICAL EDUCATION - Lanny Heath, Chair
 - Health, Physical Education, and Recreation
- PHYSICAL SCIENCE - Dr. Ronald Head, Chair
 - Chemistry
 - Physics
- SOCIAL SCIENCES - Dr. Joseph J. Matthews, Chair
 - Social Services
 - Social Sciences
- PUBLIC SAFETY EDUCATION - W.H. Wise, Sr., Chair
 - Criminal Justice
 - Paralegal
 - Fire Science
- TECHNOLOGY AND INDUSTRY - Mr. Gail C. Kaltz, Chair
 - Air Conditioning, Refrigeration, and Heating
 - Drafting and Design
 - Building Construction
 - Commercial Foods
 - Auto Mechanics
 - Electronics
 - Graphic Communications

SPECIAL COMMENTS CONCERNING MATHEMATICS

1. Students who score below acceptable minimums on placement tests must complete MAT1024A before enrolling in MAC1102
2. Students may enter the sequence at a variety of levels depending on their background. Some are able to start at a higher level than MAC1102, many in MAC1140 or even at the calculus level.
3. The MAC1102-MGF2202 track is designed for students whose educational programs require no higher mathematics work. It is NOT designed for science, engineering, business, or mathematics majors unless used only as an elective.
4. The MAC1102-MAC1140-MAC1114-MAC1154 Calculus sequence track is designed for students whose educational programs require the full mathematics sequence but whose background does not include trigonometry and analytical geometry.
5. The MAC1102-MAC1140-Calculus sequence track is designed for the student whose background includes good preparation in trigonometry and analytical geometry but who, for a variety of reasons, does not choose to start college work at the calculus level.
6. The MAC1142-Calculus track is designed for the student whose background includes good preparation in trigonometry and analytical geometry but who wants a rapid college-level course in precalculus topics before entering the calculus sequence.
7. The MAC 1102-MAC1140-MAC2233 track is designed specifically for business majors. Students who complete MAC2233 and then decide to take the calculus sequence must first take MAC1114 and MAC 1154.
8. MAS2103 Linear Algebra may be taken any time after completion of MAC 1411 Calculus I; it may also be taken concurrently with any course above MAC 1411.
9. MAP 2302, Differential Equations, may not be taken until completion of the three-course calculus sequence.

The following diagram indicates possible tracks to satisfy mathematics requirements depending upon background and program needs:



SPECIAL COMMENTS CONCERNING NURSING.

In addition to the Pre-Nursing AA degree program described under the Biology Department, a **career mobility program in nursing** is offered for Licensed Practical Nurses to facilitate earning an Associate of Science degree in Nursing and becoming an RN (also coordinated by the Biology Department). This program is offered through an agreement between Okaloosa-Walton Community College and Pensacola Junior College, and all nursing courses are offered at the joint OWCC/UWF center in Fort Walton Beach with lab assignments in local hospitals. General edu-

cation courses are provided by OWCC on the Niceville campus and at its various off-campus centers. Persons interested in nursing who do not possess the LPN certificate would be expected to attend selected courses on the PJC Warrington campus.

For further information contact the PJC nursing instructor, Mrs. Evelyn Huffmaster, RN at the Fort Walton Beach Center or the OWCC Director, telephone 244-1000. Interested persons may also call the PJC Department of Nursing in Pensacola at 476-0120, ext. 204 or 254. The OWCC Admissions and Registrar's Office and the Fort Walton Beach Center have special application materials for this program.

PROGRAMS

Okaloosa-Walton Community College offers two basic degrees which students may pursue for the purpose of completing specific goals: the Associate of Arts degree and the Associate of Science degree, including Applied Science Options. In addition, the college offers occupational certificates and other educational and community services to provide total educational opportunities for the community.

The **Associate of Arts degree** provides full credit for 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 semi-professional, technical or managerial 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 Degree 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 and advancements.

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

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

ASSOCIATE OF ARTS DEGREE PROGRAM REQUIREMENTS

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. The minimum is normally 15 semester hours preceding graduation.

General Education. The general education program for the Associate of Arts degree at Okaloosa-Walton Community College embraces a minimum of 42 semester hours of academic credit in communications, humanities, social sciences, mathematics, sciences, and physical education, as follows:



AUTOMOTIVE . . .

A student tears down a transmission which he will put back together again under supervision of an instructor as part of the automotive program at OWCC.



WELDING AS ART . . .

Or is it art as welding as art? Welding instructor Gail Kaltz shows art students how they can work metal into creative designs. Here he scallops the edges of a metal cannister to make a flower pot.

*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

Florida Administrative Code 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. The minimum passing scores in effect from August 1, 1986 through July 31, 1989, for CLAST subtests are: (a) essay 4; (b) writing 270; (c) reading 270 and; (d) computation 275.
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" twelve (12) hours of English and humanities selected from the courses listed in bold face print under General Requirements for the Associate of Arts degree.*
3. **SIX (6) SEMESTER HOURS OF MATHEMATICS** courses of college algebra or higher. This requirement is met by passing with a "C" six (6) hours of mathematics listed under General Requirements for the Associate of Arts degree.**
4. **SLS 1101 (COMPASS)** is a required course for all entering, full-time (12 credits), AA students. Part-time AA 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 2011 or APB 1150C AND APB 1151C
Communications Skills	6	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**	MAC 1102, MAC 1140, MAC 1114, MAC 1154, MAC 1411, MAC 1412, MAC 1413, MAC 2233, MAP 2302, MAS 2103, MGF 2202
Physical Education	4	Any designated activity course. No more than 4 semester hours in activity courses may be included in the 64 hours of 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 1001 or MET 1010/OCE 1005, PHY 1020, 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 2040 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-10.030, and credits earned in the fall semester of 1982 or later in these courses at OWCC or by transfer shall be based on a minimum grade of "C."

**Mathematics courses listed on this page meet the mathematics requirements for FAC Rule 6A-10.030, and credits earned in the fall semester of 1982 or later at OWCC or by transfer shall be based on a minimum grade of "C."

General 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).

CGS 1060	Computer Literacy
ECO 2013	Economics I
ECO 2023	Economics II
LIN 1340	Writing/Grammar
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 2118	Quantitative Skills Seminar

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

BSC 2946	Directed Work Study
BSC 2905	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 designated faculty advisor to select the appropriate courses in the specialized field that will fulfill the 64-hour requirement for graduation.**



BUSINESS . . .

One of the largest programs at OWCC is business. Here Dr. Paul Szuch, Chairman, Business Department, instructs a business class.

*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).

CUSTOM-DESIGNED ASSOCIATE OF ARTS DEGREE PROGRAM

Specialized, custom-designed programs may be developed to permit individualized planning of 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 or the Dean of Vocational-Technical Education and Department Chair of any of the following disciplines of a specially designed sequence which, with the General Education sequence, will meet degree requirements: Biological Science; Business; Home Economics and Consumer Education; Communications; Fine and Performing Arts; Mathematics; Physical Science; Physical Education; Social Science; Criminal Justice; and Paralegal.



GUEST ARTIST . . .

Asako Yonehara, Osaka, Japan, shows OWCC art students the ancient art of origami or paper folding to make animals, flowers and other objects. She was one of the guest artists brought to the Art Department through grants. Watching is Dr. Bob Larson, humanities instructor.

BIOLOGY

Area of Emphasis:

PRE-PROFESSIONAL (MEDICINE, VETERINARY, DENTISTRY)

General Education courses selected from those listed for AA degree on page 39.

Specific General Education Courses	Sem. Hrs.
CHM 1045C College Chemistry I	4
CHM 1046C College Chemistry II	4
PCB 2011 Cell Biology	4
ZOO 1010C Zoology	4

Specialization Courses

Foreign Language	6
CHM 2210C Organic Chemistry I	4
CHM 2211C Organic Chemistry II	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
HUN 2001 Nutrition	3

*Depending upon university/medical school requirements.

Area of Emphasis:

MEDICAL TECHNOLOGY*

General Education courses selected from those listed for AA degree on page 39.

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
APB 1200C Anatomy and Physiology I	3
APB 1201C Anatomy and Physiology II	3
MCB 2013C Microbiology	4
BOT 1010C Botany	4
CHM 2210C Organic Chemistry I	4
CHM 2211C Organic Chemistry II	4

*The proper selection of courses in this program is very important. Any student planning to major in this program at a senior institution should get a catalog from the institution to develop an appropriate program at OWCC.

Area of Emphasis:

PRE-PHARMACY*

General Education courses selected from those listed for AA degree on page 39.

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
ZOO 1010C 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 2011 Cell Biology	4
MCB 2013C Microbiology or	4
HUN 2001 Nutrition	3
ECO 2013 Economics I	3

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



PRE-MEDICAL ...

OWCC offers all the courses needed for anyone planning to enter the medical field including pre-nursing, dentistry, pre-med, pharmacy or medical technician. Here two students study physiology.

Area of Emphasis:

BIOLOGY (MARINE, FORESTRY, TEACHER ED.)*

General Education courses selected from those listed for AA degree on page 39.

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
ZOO 1010C	Zoology	4

Specialization Courses

Foreign Language Recommended

CHM 2210C	Organic Chemistry I	4
CHM 2211C	Organic Chemistry II	4
PCB 2011	Cell Biology	4
HUN 2001	Nutrition	3

Select one course from the following:

MCB 2013C	Microbiology	4
ECO 2013	Economics I	3

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



SCIENCE . . .

Okaloosa-Walton Community College offers all the science courses needed for the first two years for students planning to major in medicine, nursing, pre-pharmacy or medical technology.

Area of Emphasis:

PRE-NURSING* & PHYSICAL THERAPY

General Education courses selected from those listed for AA degree on page 39.

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 2011	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	Microbiology Allied Health	4

*The proper selection of courses in this program is very important. Any student planning to major in nursing at a junior or senior institution should get a catalog from the institution so that the necessary OWCC courses may be completed, in cooperation with a faculty advisor.

BUSINESS**

Area of Emphasis:

BANKING*

General Education courses selected from those listed for AA degree on page 39.

Specific General Education Courses		Sem. Hrs.
ECO 2013	Economics I	3
ECO 2023	Economics II	3
MAC 1140	Pre-Calculus Algebra	3
MAC 2233	Calculus for Business	3

Specialization Courses

BAN 1004	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
BAN 2501	Money and Banking	3
BAN 2900	Directed Study in Banking	1
CGS 1060	Computer Literacy	3
GEB 1011	Introduction to Business	3

*Students must see a business 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. 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 39.

Specific General Education Courses		Sem. Hrs.
ECO 2013	Economics I	3
ECO 2023	Economics II	3
SPC 1600	Speech	3
MAC 1140	Pre-Calculus Algebra	3
MAC 2233	Calculus for Business	3

Specialization Courses

CGS 1060	Computer Literacy	3
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
STA 1014	Statistics	3

*Electives

BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
MAN 2021	Management	3
MNA 2100	Human Relations	3
MAR 2151	Retail Management	3
OST 2335	Business Communication	3
GEB 1011	Introduction to Business	3
MKA 2021	Salesmanship	3
MKA 2511	Introduction to Advertising	3
MAR 2011	Introduction to Marketing	3
CIS 1000	Data Processing Concepts	3

*Students must see a business 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 39.

Specific General Education Courses		Sem. Hrs.
ECO 2013	Economics I	3
ECO 2023	Economics II	3
MAC 2233	Calculus for Business	3
MAC 1140	Pre-Calculus Algebra	3

Electives*

OST 1110	Typewriting II	2
OST 2120	Typewriting III	2
OST 1212	Dictation	3
STA 1014	Statistics	3
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
BUL 2111	Business Law	3
OST 2721	Word Processing: Editing I	3
OST 2335	Business Communications	3
OST 2722	Word Processing: Editing II	3
MTB 1103	Business Math	3
OST 2213	Transcription	3
EDF 1005	Introduction to Education	3
GEB 1011	Introduction to Business	3
OST 1141	Keyboarding	1
CGS 1060	Computer Literacy	3

*Students must see a business advisor to select the courses for the degree total of 64 semester hours that will prepare them for specific program areas.



CLERICAL...

A student copies a lesson as she practices and learns in one of the courses offered by the Business Department.

Area of Emphasis:

BUSINESS DATA PROCESSING*

General Education courses selected from those listed for AA degree on page 39.

Specific General Education Courses		Sem. Hrs.
ECO 2013	Economics I	3
ECO 2023	Economics II	3
MAC 1140	Pre-Calculus Algebra	3
MAC 2233	Calculus for Business	3

Specialization Courses

STA 1014	Statistics	3
ACG 2001	Accounting I	3
ACG 2021	Accounting II	3
CIS 1000	Data Processing Concepts	3
COP 2120	COBOL Programming	4
COP 2200	FORTRAN Programming	4
COP 2000	Programming I	3
COP 2001	Programming II	3
OST 1141	Keyboarding	1

*Students must see an advisor (preferably a data processing/business advisor) to select the basic and elective courses for the degree total of 64 semester hours.



COMPUTERS...

Instructor Bob Miller, Business Data Processing, explains to students some of the principles of data processing. Each is seated at a computer terminal.



COMMERCIAL FOOD PREPARATION . . .

The OWCC Commercial Foods program teaches all aspects of food preparation. Here a student prepares pastries.

Area of Emphasis:

HOSPITALITY MANAGEMENT*

General Education courses selected from those listed for AA degree on page 39.

Specific General Education Courses		Sem. Hrs.
CGS 1060	Computer Literacy	3
ECO 2011	Economics I	3

Specialization Courses

ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
OST 2335	Business Communications	3
MAR 2021	Intro. to Marketing	3
MKA 2511	Intro. to Advertising	3
HFT 2010	Hospitality Management	3
BUL 2111	Business Law I	3

Area of Emphasis:

MARKETING*

General Education courses selected from those listed for AA degree on page 39.

Specific General Education Courses		Sem. Hrs.
ECO 2013	Economics I	3
ECO 2023	Economics II	3
PSY 2012	Psychology	3
MAC 2233	Calculus for Business	3
MAC 1140	Pre-Calculus Algebra	3

Specialization Courses

ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
MAR 2011	Introduction to Marketing	3
MKA 2021	Salesmanship	3
MKA 2511	Introduction to Advertising	3
MKA 2930	Marketing Seminar I	2
MKA 2931	Marketing Seminar II	2
MKA 2932	Marketing Seminar III	2
STA 1014	Statistics	3

Area of Emphasis:

REAL ESTATE*

General Education courses selected from those listed for AA degree on page 39.

Specific General Education Courses		Sem. Hrs.
ECO 2013	Economics I	3
MAC 1140	Pre-Calculus Algebra	3
MAC 2233	Calculus for Business	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
CGS 1060	Computer Literacy	3

*Business electives should be chosen from the following after consultation with the faculty advisor: OST 2335 Business Communications; MKA 2021 Salesmanship; REE 1200 Real Estate Finance; REE 2300 Real Estate Investments.

Area of Emphasis:

SCIENTIFIC DATA PROCESSING*

General Education courses selected from those listed for AA degree on page 39.

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

CIS 1000	Data Processing Concepts	3
COP 2000	Programming I	3
COP 2110	FORTTRAN Programming	3
MAP 2302	Differential Equations	3
MAS 2103	Linear Algebra	3

*Students must see a data processing/business advisor to select the basic and elective courses for the degree total of 64 semester hours.



TAKING A TOUR . . .

Members of the college Board of Trustees tour OWCC's computer aided drafting program on the Niceville campus.

COMMUNICATIONS, HUMANITIES, AND THE ARTS

Area of Emphasis:

FOREIGN LANGUAGE*

General Education courses selected from those listed for AA degree on page 39.

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 a foreign language advisor.)

Specific General Education Courses		Sem. Hrs.
French		
FRE 1100	French I	4
FRE 1101	French II	4
FRE 2200	French III	4
FRE 2201	French IV	4
FRE 2100	Introduction to French Literature I ...	3
FRE 2101	Introduction to French Literature II ...	3



THE LIBRARY ...

The college library is housed in Building E, the Learning Resources Center, and contains more than 74,000 volumes. Here students are busy using the facilities and studying.

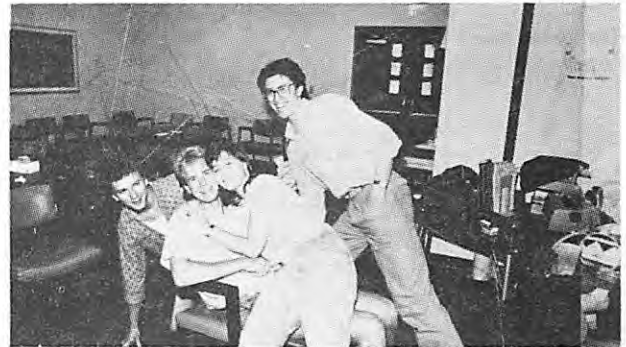
German

GER 1100	German I	4
GER 1101	German II	4
GER 2200	German III	4
GER 2201	German IV	4
GER 2420	Advanced German Grammar and Composition I	3
GER 2421	Advanced German Grammar and Composition II	3
GER 2500	German Civilization and Culture ...	3
GEW 2010	Introduction to German Literature I ...	3
GEW 2011	Introduction to German Literature II ..	3

Spanish

SPN 1100	Spanish I	4
SPN 1101	Spanish II	4
SPN 2200	Spanish III	4
SPN 2201	Spanish IV	4
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 Literature II ...	3

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



THE WEB ...

Students turn into comics as the photographer tries to photograph an intricate web of rubber bands put together in the Student Government Association meeting room. They needed something to do in lieu of not having a spring break.

Area of Emphasis:

TEACHER EDUCATION- ELEMENTARY*

General Education courses selected from those listed for AA degree on page 39.

Specialization Courses	Sem. Hrs.	
CHD 1220	Child Growth and Development I or	
DEP 2004	Human Growth and Development ...	3
COC 1020	Computer Literacy	3
EDF 1005	Introduction to Education	3
LIT 1100	Approach to Literature	3
	or	
LIT 2090	Contemporary Literature	3
MUT 1001	Fundamentals of Music	3
PSY 2012	Psychology	3
SPC 1600	Speech	3
MAE 2810	Math for Elementary Teachers	3
Recommended Electives		
CHD 1230	Child Growth and Development II ...	3
CHD 1430	Observing and Recording Child Behavior	3
Foreign Languages		
Typewriting**		

*Each student must consult an 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 39.

Specialization Courses		Sem. Hrs.
CGS 1060	Computer Literacy	3
EEP 1015	Introduction to Education	3
EPP 2100**	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***

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

**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 39.

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	Pottery I	3
ART 1111C	Pottery II	3
ART 1701C	Sculpture I	3
ART 1702C	Sculpture II	3
ART 2510C	Painting I	3
ART 2520C	Painting II	3



SCULPTOR . . .

Student sculptor Barbara Bowers shows a plaque she made in sculpture class which was put on display in a Library showcase.

Area of Emphasis:
HUMANITIES*

General Education courses selected from those listed for AA degree on page 39.

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
ARH 1000	Humanities Art	3
MUH 1011	Humanities Music	3
THE 2000	Theatre	3
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.



HUMANITIES . . .

Don Christmas, humanities instructor, teaches students about art, literature, philosophy and about the great ideas in the world and where they came from.

Area of Emphasis:

MINISTRY*

General Education courses selected from those listed for AA degree on page 39.

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.

HOME ECONOMICS AND CONSUMER EDUCATION

Area of Emphasis:

CHILD DEVELOPMENT*

General Education courses selected from those listed for AA degree on page 39.

Specific General Education Courses	Sem. Hrs.
PSY 2012 Psychology	3
SOC 2000 Sociology	3
CGS 1060 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 2322 Programming for Young Children	3
CHD 2432 Curriculum for Young Children	3
HOE 1010 Introduction to Home Economics	3
HUN 2410 Child Nutrition and Health	3
or	
HUN 2001 Nutrition	3

Area of Emphasis:

FASHION MERCHANDISING AND DESIGN*

General Education courses selected from those listed for AA degree on page 39.

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

Fashion Merchandising - Specialization Courses

ACG 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
MKA 2511 Advertising	3
MKA 2021 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

*Students must see Home Economics/Consumer Education faculty advisor to select basic general 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 39.

Specific General Education Courses	Sem. Hrs.
ECO 2013 Economics I	3
PSY 2012 Psychology	3
SOC 2000 Sociology	3
CGS 1060 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



ENTERTAINING THE STUDENTS ...

A guest band plays for a dance sponsored by the Student Government Association at OWCC.

Area of Emphasis:

HOME ECONOMICS EDUCATION*

General Education courses selected from those listed for AA degree on page 39.

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 1210C	Family Meal Planning	3

Area of Emphasis:

HOUSING AND INTERIOR DESIGN*

General Education courses selected from those listed for AA degree on page 39.

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 1401	Textiles	3
ART 1201C	Design I	3
ART 1300	Drawing	3
ARC 2121C	Architectural Drafting	3

Area of Emphasis:

HUMAN DEVELOPMENT/FAMILY RELATIONS*

General Education courses selected from those listed for AA degree on page 39.

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 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



FUN IN THE MALL . . .

These students are having fun in the College Mall--a favorite meeting place and entertainment area for OWCC students.

Area of Emphasis:

FOODS AND NUTRITION*

General Education courses selected from those listed for AA degree on page 39.

Specific General Education Courses		Sem. Hrs.
PSY 2012	Psychology	3
CHM 1045C	College Chemistry I	4
PCB 2011	Cell Biology	4
CGS 1060	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 Home Economics/Consumer Education faculty advisor to select basic general education and elective courses for the degree total of 64 hours.



COMMERCIAL FOODS . . .

Holiday Inn provides scholarships annually to the OWCC Commercial Foods program where students learn to run and manage fast food outlets and restaurants.

MATHEMATICS

Area of Emphasis:

ENGINEERING*

General Education courses selected from those listed for AA degree on page 39.

Specific General Education Courses	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
EGN 1120C Engineering Graphics	3
EGN 1130C Descriptive Geometry	3

*Students must see an advisor (preferably in the Mathematics Department) 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 CIS 1000, COP 2000, and COP 2200 should be taken if time permits. Students will need to identify the college or university to which they plan to transfer plus the branch of engineering to permit proper course selection.

Area of Emphasis:

MATHEMATICS (METEOROLOGY)*

General Education courses selected from those listed for AA degree on page 39.

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 CRM 1020, COP 2000, and COP 2110 should be taken if time permits.



PING PONG DIPLOMACY? . . .

The recreation area in the College Mall features ping pong tables and pool tables to provide students a break between classes.

PHYSICAL EDUCATION

Area of Emphasis:

HEALTH, PHYSICAL EDUCATION AND RECREATION*

General Education courses selected from those listed for AA degree on page 39.

Specific General Education Courses	Sem. Hrs.
EPP 1015 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 2330 Camp Counseling	3
DEP 2004 Human Growth and Development	3
EPP 2100 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
HUN 2001 Nutrition	3

Physical Education majors are encouraged to enroll 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 a Health and P.E. advisor to select the basic and elective courses for the degree total of 64 semester hours.



REGGIE THE ROBOT . . .

Ron Walls, right, demonstrates the latest addition to the OWCC electronics program, a robot which helps students learn the latest in robotics.

PHYSICAL SCIENCE

Area of Emphasis:

CHEMISTRY*

General Education courses selected from those listed for AA degree on page 39.

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 2033C Elementary Biochemistry	4

Area of Emphasis:

PHYSICS*

General Education courses selected from those listed for AA degree on page 39.

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	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.

PUBLIC SAFETY

Area of Emphasis:

CRIMINAL JUSTICE*

General Education courses selected from those listed for AA degree on page 39.

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 1230 Criminal Procedure	3
Law Enforcement Track - Electives	
CCJ 1400 Police Organization and Administration	3
CJT 2100 Criminal Investigation	3
CJT 2140 Introduction to Criminalistics	3
CJT 2220 Forensics Photography	3
CJT 2340 Police Operations	3
Corrections Track - Electives	
CJD 1420 Correctional Law	3
CJD 1460 Correctional Operations	3
CJD 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	1
LEA 1936 Legal Research	3
LEA 2937 Rules of Evidence	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.

Area of Emphasis:
PARALEGAL*

General Education courses selected from those listed for AA degree on page 39.

Required Core Courses: 12 hours		Sem. Hrs.
LEA 1935	Introduction to Paralegalism	3
LEA 1936	Legal Research	3
LEA 2937	Rules of Evidence	3
BUL 2111	Business Law I	3

Specialization Courses		
CCJ 1210	Criminal Law	3
CCJ 1270	Criminal Procedures	3
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
ACG 2001	Accounting I	3
LEA 1936	Legal Research	3
LEA 1935	Introduction to Paralegalism	3
LEA 2937	Rules of Evidence	3

Electives		
CCJ 1210	Criminal Law	3
CCJ 1230	Criminal Procedure	3
CCJ 1935	Criminal Justice Seminar	3
LEA 1101	Introduction to Civil Law	3
LEA 2151	TORTS: Personal Injury Litigation	3
REE 2430	Real Estate Law	3
BUL 2112	Business Law II	3
ACG 2001	Accounting I	3

*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.

SOCIAL SCIENCE

Area of Emphasis:
SOCIAL SERVICES*

General Education courses selected from those listed for AA degree on page 39.

Select two of the following courses:		Sem. Hrs.
PHI 2010	Humanities - Philosophy	3
REL 2300	Humanities - Comparative Religion	3
LIT 1100	Approach to Literature	3

Specialization Courses		
	Foreign Language	12
CLP 1002	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.

**Required courses for Criminal Justice students only.



CRAZY DAYS ...

Instructor Bob Larson and Duque Wilson oblige a student's request to do something crazy to see who would win the craziest stunt contest. These guys didn't even come close.

Area of Emphasis:
SOCIAL SCIENCES*

General Education courses selected from those listed for AA degree on page 39.

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.



CONSTITUTION BICENTENNIAL ...

An actor portrays Thomas Jefferson and his thoughts relating to today's world and how he might have done things differently in preparing the Constitution. This was all part of a celebration of the Constitution's Bicentennial held by the City of Niceville.

ASSOCIATE OF SCIENCE DEGREE PROGRAM REQUIREMENTS

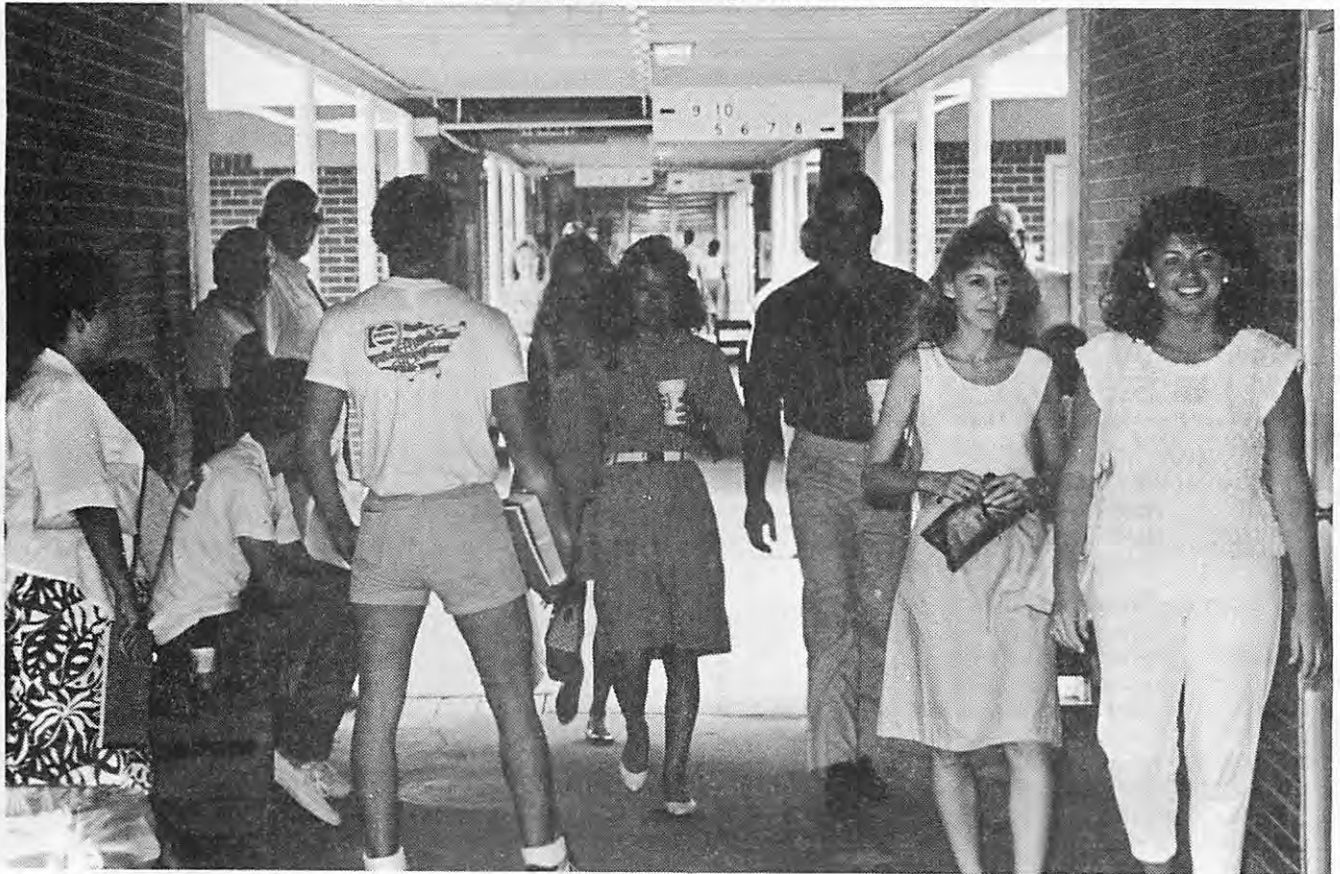
Associate of Science Degree programs provide specialization in technical, business, semi-professional, and supervisory education. Okaloosa-Walton Community College has developed programs for such studies. Programs include study and practical applications. SIXTY-FOUR (64) HOURS ARE REQUIRED FOR GRADUATION.

Courses in Residence. Minimum requirement of courses taken in residence for an Associate of Science Degree is normally 15 semester hours of credit immediately preceding graduation.

General Education. The general program for the Associate of Science Degree embraces a minimum of 26 semester hours of academic credit in the areas of communications, humanities, social science, mathematics, science, and physical education, as follows:

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

Florida Administrative Code 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 according to the schedule as listed in the calendar of instructional activities in this catalog. The minimum passing scores in effect from August 1, 1986 through July 31, 1989, for CLAST subtests are: (a) essay 4; (b) writing 270; (c) reading 270; and (d) computation 275.



BUSINESS IS BOOMING . . .

This scene at the OWCC/UWF Fort Walton Beach Center is typical of how that center has grown. The college is looking for a new location and better facilities for the Fort Walton Beach Center.

GENERAL EDUCATION REQUIREMENTS ASSOCIATE OF SCIENCE DEGREE (26 Semester Hour Minimum)

	Sem. Hrs.	
Communication Skills	6	ENC 1101, 1102, LIN 1340
Humanities	3	HUM 1020, ARH 1000, MUH 1011, ARH 2050, 2051, PHI 2010, REL 2300, LIT 1201, 2164, THE 2000
Mathematics	3	MAC 1102, MAC 1140, 1114, 1154, 1411, 1412, 1413, 2233, MAP 2302, MAS 2103, MTB 1103, MGF 2202
Physical Education	4*	Any designated activity sport courses unless exempted.
Science	4-8	CHM 1020, PHY 1020, GLY 1001, 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	CGS 1060, STA 1014, are selected from within the above departments but not restricted to these courses.

Specialization. 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 students seeking to prepare 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.



ADULT BASIC EDUCATION . . .

One of the largest programs taught by Okaloosa-Walton Community College is Adult Basic Education. More than 26 instructors help adults of all ages with reading, writing and math skills. Many go on to earn their GED, enter college and earn their baccalaureate.



DRAFTING . . .

These drafting students are mastering computer aided drafting, the latest innovation in a time honored vocation requiring painstaking detail, a steady hand, and hours of drawing. With CAD, once the computer language is mastered, drafting takes 1/3 the time.

BUSINESS

Area of Emphasis:

GENERAL BUSINESS MANAGEMENT*

General Education courses selected from those listed for AS degree on page 53.

Specialization Courses		Sem. Hrs.
GEB 1011	Introduction to Business	3
BUL 2111	Business Law I	3
MNA 2100	Human Relations	3
CGS 1060	Computer Literacy	3
MAR 2011	Introduction to Marketing	3
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
BUL 2112	Business Law II	3
OST 2335	Business Communications	3
MAN 2021	Management	3
ECO 2013	Economics	3

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

Area of Emphasis:

COMMERCIAL DATA PROCESSING*

General Education courses selected from those listed for AS degree on page 53.

Specialization Courses		Sem. Hrs.
GEB 1011	Introduction to Business	3
STA 1014	Statistics	3
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
CIS 1000	Data Processing Concepts	3
COP 2000	Programming I	3
COP 2001	Programming II	3
COP 2120	COBOL Programming	3
COP 2200	FORTRAN Programming	3
OST 1141	Keyboarding	1
ECO 2013	Economics I	3
ECO 2023	Economics II	3
	Approved Electives	3

*Students must see a data processing 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 53.

Specialization Courses		Sem. Hrs.
GEB 1011	Introduction to Business	3
ACG 2001	Accounting I	3
BUL 2111	Business Law I	3
MKA 2021	Salesmanship	3
MKA 2511	Advertising	3
MKA 2930	Marketing Seminar I	2
ACG 2011	Accounting II	3
BUL 2112	Business Law II	3
MAR 2011	Marketing	3
MNA 2100	Human Relations	3
MAN 2021	Management	3
ECO 2013	Economics I	3
MKA 2931	Marketing Seminar II	2
MKA 2932	Marketing Seminar III	2
CGS 1060	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, CGS 1060, HFT 2010, 2250, 2261, FSS 1221

Technical Marketing -- GEB 1011, MKA 2021, MKA 2511, MKA 2930, 2931, 2932, MAR 2011, MNA 2100, MAN 2021. 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, BUL 2111, 2112, MAN 2021, ECO 2013, CGS 1060. 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:

HOSPITALITY MANAGEMENT

General Education courses selected from those listed for AS degree on page 53.

Specific General Education Electives:		Sem. Hrs.
CGS 1060	Computer Literacy	3
ECO 2013	Economics I	3

Specialization Courses		
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
OST 2335	Business Communications	3
MAN 2021	Management	3
MAR 2011	Intro. to Marketing	3
MKA 2511	Intro. to Advertising	3
HFT 2010	Hospitality Management	3
BUL 2111	Business Law I	3
MKA 2021	Salesmanship	3
MNA 2100	Human Relations	3
HTF 2210	Hospitality Management Internship ...	6

Area of Emphasis:

REAL ESTATE*

General Education courses selected from those listed for AS degree on page 53.

Specialization Courses		Sem. Hrs.
GEB 1011	Introduction to Business	3
REE 1040	Intro. to Real Estate Principles and Practices	4
ACG 2001	Accounting I	3
ECO 2013	Economics I	3
REE 1200	Real Estate Finance	3
BUL 2111	Business Law I	3
OST 2335	Business Communications	3
MKA 2021	Salesmanship	3
REE 2300	Real Estate Investments	3
REE 2800	Real Estate Management	3
CGS 1060	Computer Literacy	3

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



AUDIO VISUAL . . .

A student shows Cheryl Lewis, service clerk, Audio Visual Department, a slide she has selected for use in a class project. The AV department in the Learning Resources Center has video tapes, recordings, movies, slides and equipment which are available to students.

Area of Emphasis:

ADMINISTRATIVE OFFICE MANAGEMENT*

General Education courses selected from those listed for AS degree on page 53.

Specialization Courses		Sem. Hrs.
OST 1110**	Typewriting II	2
OST 2120	Typewriting III	2
OST 1211	Shorthand	3
OST 1212**	Dictation	3
OST 2721	Word Processing: Editing 1	3
OST 2722	Word Processing: Editing 2	3
OST 2213	Transcription	3
ACG 2001	Accounting I	3
OST 1601	Machine Transcription	3
BUL 2111	Business Law I	3
MAN 2021	Management	3
OST 1141	Keyboarding	1
OST 2335	Business Communications	3
OST 2402	Secretarial Office Procedures	3
OST 1351	Filing	3
CGS 1060	Computer Literacy	3

*Students must see a business 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; OST 2120 and OST 2213 must be included in this degree program.



RECEPTION . . .

John Leatherwood, right, greets guests after a concert by the Northwest Florida Symphony Orchestra of Okaloosa-Walton Community College which he conducts.

HOME ECONOMICS

Area of Emphasis:

CHILD DEVELOPMENT ASSOCIATE (CDA)*

General Education courses selected from those listed for AS degree on page 53.

Specific General Education Courses	Sem. Hrs.
PSY 2012 Psychology	3

Specialization Courses

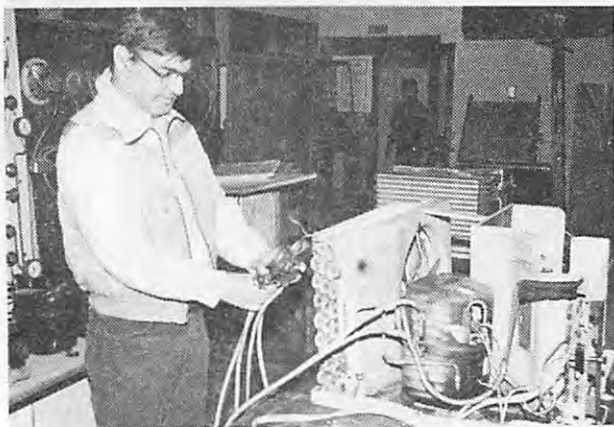
CHD 1220 Child Growth and Development I	3
CHD 1430 Observing and Recording Child Behavior	3
CHD 2322 Programs for Young Children	3
CHD 2432 Curriculum for Young Children I	3
HUN 2410 Child Nutrition and Health	3

HUN 2001 Nutrition	3
CHD 2433 Child Development Seminar	3
CHD 1941 Internship - Child Development	12
(May be repeated 4 times for 12 hours credit)	

Recommended Electives:

CHD 1230 Child Growth and Development II	3
CHD 2130 Orientation to CDA Credential	1
CHD 2131 Portfolio Building I	1
CHD 2132 Portfolio Building II	1
CHD 2133 Portfolio Building III	1
COA 2100 Consumer Education	3
EMS 1065C Cardiopulmonary Resuscitation	1
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.



AIR CONDITIONING, HEATING AND REFRIGERATION...

This student begins checking an air conditioning unit using a checklist and equipment which will eventually tell him what is wrong with the unit.

TECHNOLOGY AND INDUSTRY

Area of Emphasis:

AIR CONDITIONING, REFRIGERATION AND HEATING TECHNOLOGY*

General Education courses selected from those listed for AS degree on page 53.

Specialization Courses (Min. 30 hrs.) Sem. Hrs.

ACR 1000 Principles of Air Conditioning, Heating and Refrigeration	6
ACR 2060C Air Conditioning, Heating and Refrigeration	6
ACR 1300 Electrical Theory	6
ACR 2600 Principles of Gas, Electrical, and Solar Heating	6
ACR 2303 Electrical Controls for Air Conditioning and Refrigeration	6
ACR 2745 Commercial Air Conditioning/- Refrigeration	6

Electives

ETD 1111 Drafting I (HVAC)	6
AER 2171 Automotive Air Conditioning	6
STA 1014 Statistics	3
BCN 2610 Construction Estimating	3
ENC 1210 Technical Report Writing	3
EGN 1120C Engineering Graphics	3
ARC 2307C Environmental Control Systems	3

Area of Emphasis:

BUILDING CONSTRUCTION*

General Education courses selected from the listing in the current college catalog for the AS degree on page 53.

Specialization Courses Sem. Hrs.

BCN 1230 Building Construction: Materials and Processes	3
BCN 1610 Construction Estimating	3
BCN 1708 Construction Documentation	3
BCN 1529 Electrical Systems in Construction	3
BCN 1562 Plumbing and Gas Construction Practices	3
BCN 2475 Structural Systems in Construction	3
BCN 2560 Mechanical Systems in Construction	3
BCN 2721 Construction Management/Planning	3
EGN 1120C Engineering Graphics	3
ARC 2121C Architectural Drafting	3
REE 1040A Introduction to Real Estate	3

Recommended Electives

BUL 2111 Business Law I	3
ETD 2731C Structural Drafting	3
CGS 1000 Introduction to Computer Programming	4
ETD 1305 Computer/Systems Drafting	3
BCN 1272 Blueprint Reading for Commercial Construction	3
ETC 1221L Surveying I	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 53.

Specialization Courses (38 hours required)		Sem. Hrs.
ETD 1111	Drafting I	6
ETD 1221	Drafting II	6
ETD 1310	Intro. to Computer Drafting	1
ETD 1700	Drafting III	6
ARC 2121C	Architectural Drafting	3
EGN 1130	Descriptive Geometry	3
EGN 1120C	Engineering Graphics	3
ETD 1305**	Computer/Systems Drafting	3
ETD 1653	Printed Circuit Board Draft.	3
ETD 1801C	Technical Illustration	3
ETD 2705	Advanced Mechanical Drafting	3
ETD 1712	Machine Drafting	3
ETE 1100**	Electronics for Drafters	4
ETG 1941**	Technical Internship	3
ETD 2351	Advanced Computer System Drafting	3
ETD 2655	Advanced Printed Circuit Board Drafting	3
CGS 2772	MS-DOS/Micro Computers	1

**Required Core Courses

***Gen. Ed. Math must include Introduction to College Algebra or higher.

Area of Emphasis:
COMMERCIAL FOODS*

General Education courses selected from those listed for AS degree on page 53.

Specialization Courses		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
Electives		
FSS 1246C	Commercial Baking	6
CGS 1060	Computer Literacy	3

Area of Emphasis:
AUTO MECHANICS*

General Education courses selected from those listed for AS degree on page 53.

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 1777	Diesel Repair I	3
AER 1779	Diesel Repair 2	3
AER 2131	Automotive Transmissions	6

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

Area of Emphasis:
ELECTRONICS*

General Education courses selected from those listed for AS degree on page 53.

Specialization: Core		Sem. Hrs.
EET 1015C	Basic Electricity/Electronics I	5
EET 1025C	Basic Electricity/Electronics II	5
EET 1141C	Devices and Circuits I	5
EET 1142C	Devices and Circuits II	5
CET 2112C	Digital Technology I	5
CET 2113C	Digital Technology II	5
EET 1606C	Soldering/PC Board Techniques	3

Specialization: (Options)		Sem. Hrs.
CET 2311C	Computer Assisted Circuit Analysis	3
ENC 1210	Technical Report Writing	3
EET 2322C	Electronic Communications	5
CET 1123C	Advanced Microprocessors	5
EST 2112	Industrial Electronics	5
CET 2152	Computer Analysis and Troubleshooting	5

Area of Emphasis:
GRAPHIC COMMUNICATIONS*

General Education courses selected from those listed for AS degree on page 53.

Graphic/Commercial Artist (Track #1)

Specialization Courses		Sem. Hrs.
ART 1300	Drawing I	3
ART 1201	Design I	3
GRA 1541C	Copy Preparation	4
GRA 1571C	Process Camera I	4
GRA 1573C	Process Camera II	4
GRA 1601C	Fake Color Film Assembly	3
GRA 1543C	Graphic/Commercial Design I	3
GRA 2544C	Graphic/Commercial Design II	3
GRA 2547C	Projects in Graphic Design	3

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*(Select 8 additional semester hours from the approved "Recommended Electives").

Lithographic Technician (Track #2)

GRA 1541C	Copy Preparation	4
GRA 1542C	Phototypesetting	4
GRA 1571C	Process Camera I	4
GRA 1573C	Process Camera II	4
GRA 1601C	Fake Color Film Assembly	3
GRA 1636C	Small Offset Press Operations	4
GRA 2635C	Offset Presswork I	4
GRA 2637C	Offset Presswork II	4
GRA 2500C	Printing Material/Processes	3

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*(Select 4 additional semester hours from the approved "Recommended Electives").

Recommended Electives:

GRA 2905	Independent Study - Graphics	1
GRA 2949	Directed Work Study - Graphics	1
OST 1141	Keyboarding	1
PGY 1101C	Photography	2
EGN 1120C	Engineering Graphics	3
ETG 1941	Technical Internship	3
GRA 1706	Printing Estimating	3
GRA 2500	Printing Materials/Processes	3
GRA 2602C	Process Color Film Assembly	3
MAR 2302	Introduction to Advertising	3
GRA 1534C	Electronic Composition	4
GRA 1542C	Phototypesetting	4

Area of Emphasis:

WELDING*

General Education courses selected from those listed for AS degree on page 53.

Specialization Courses		Sem. Hrs.
PMT 1106	Welding I	3
PMT 1111	Oxy-Fuel Welding	6
PMT 1121	Arc Welding I	6
PMT 1112	Advanced Oxy-Fuel Welding	6
PMT 1131	Tig Welding	6
PMT 1157	Specialty Welding	6
PMT 1161	Pipe Welding	6

Area of Emphasis:

FIRE SCIENCE TECHNOLOGY*

General Education courses selected from those listed for AS degree on page 53.

Specific General Education Courses		Sem. Hrs.
MTB 1103	Business Math	3
SPC 1600	Speech	3
LIN 1340	Writing/Grammar	3
ENC 1210	Technical Writing	3
PHY 1020	Physical Science	4

Select one of the following courses

MNA 2100	Human Relations	3
MAN 2021	Management	3
PSY 2012	Psychology	3
SYG 2000	Sociology	3

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 2119	Emergency Medical Technology I	8

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

PUBLIC SAFETY

Area of Emphasis:

CRIMINAL JUSTICE*

General Education courses selected from those listed for AS degree on page 53.

Specialization Courses (38 hours required)

Required Core Courses: 21 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
CCJ 1935	Criminal Justice Seminar	3
CJT 2140	Introduction to Criminalistics	3
CJT 2220	Law Enforcement Photography	3
LEA 1936	Legal Research	3
LEA 2937	Rules of Evidence	3

Law Enforcement Track - Electives

CJT 1120	Crime Scene Procedures	3
CJD 1200	Law Officer Skills	3
CCJ 1400	Police Organization and Administration	3
CJT 2100	Criminal Investigations	3
CJD 2310	Police Supervision	3
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	1

*NOTE: Students must see a criminal justice advisor to select the proper elective courses and to develop a plan for completing the 38 hours of specialization and the degree total of 64 semester hours.

Area of Emphasis:

PARALEGAL*

General Education courses selected from those listed for AS degree on page 53.

Required Core Courses (38 hours):		Sem. Hrs.
CCJ 1210	Criminal Law	3
CCJ 1270	Criminal Procedures	3
CCJ 1941	Internship - Criminal Justice	3
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
ACG 2001	Accounting I	3
CGS 1060	Computer Literacy	3
CRM 1020	Data Processing Concepts	3
ECO 2013	Economics I	3
GEB 1011	Intro. to Business	3
LEA 1935	Intro. to Paralegalism	3
LEA 1936	Legal Research	3
LEA 2937	Rules of Evidence	3

*Students must see a criminal justice advisor to select the proper core courses and general education electives and to develop a plan for completing 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 for advancement or a supervisory position.

Course in Residence. (Credit hours taken at Okaloosa-Walton Community College). Minimum requirement of courses taken in residence for Applied Science Options at Okaloosa-Walton Community 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 Community 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

Florida Administrative Code 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 according to the schedule as listed in the calendar of instructional activities in this catalog. The minimum passing scores in effect from August 1, 1986 through July 31, 1989, for CLAST subtests are: (a) essay 4; (b) writing 270; (c) reading 270; and (d) computation 275.

GENERAL REQUIREMENTS (16 Semester Hour Minimum)

	Sem. Hrs.	Course Selections
Communications Skills	3	ENC 1101, 1102, LIN 1340
Mathematics	3	MAC 1102, MAC 1140, 1114, 1154, MAP 2302, MAC 1411, MAC 1412, MAC 1413, MAC 2233, MAS 2103, MTB 1103, MGF 2202
Science	4-3	CHM 1020, PHY 1020, GLY 1001, 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	CGS 1060, STA 1014 or selected from the above departments, plus Humanities courses as listed under Gen. Ed. for AS degree, but not restricted to these courses.

Specialization. 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 a specialized program in consultation with a departmental advisor.

Self-contained curricula are offered by the departments for 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.

OCCUPATIONAL ELECTIVES ASSOCIATE OF SCIENCE DEGREE (APPLIED SCIENCE OPTIONS) TECHNOLOGY, INDUSTRY, AND PUBLIC SERVICES DEPARTMENT

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

ACG 2001	Accounting I	HSC 1400	First Aid
BUL 2111	Business Law I	MKA 2021	Salesmanship
COA 2100	Consumer Education	MKA 2511	Introduction to Advertising
EGN 1120C	Engineering Graphics	MTB 1103	Business Math
ENC 1210	Technical Report Writing	GEB 1011	Introduction to Business
OST 1100*	Typewriting I	MAN 2021	Management
OST 2335	Business Communications	MNA 2100	Human Relations
		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, AER 2171, and ACR 2307C.

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 Banking, and HSC 1400 First Aid.

Industrial Drafting and Design: COP 2200-FORTRAN Programming, COP 2170-Basic Language Programming, CIS 1000 Data Processing Concepts, EGN 1130C-Descriptive Geometry, EET 1015C-Electronics I, EET 1025C-Electronics 2, and ETD 2614C-Electronic Drafting and Fabrication.

Industrial Electronics: COP 2200-FORTRAN Programming, COP 2170-Basic Language Programming, CIS 1000-Data Processing Concepts, ETD 2614C-Electronic Drafting and Fabrication, and ETD 1111-Drafting I.

Welding Mechanics: Beginning course(s) in Air Conditioning, Auto Mechanics, Electronics Technology and/or EGN 1130C-Descriptive Geometry, ETD 1111, Drafting I, ETD 1221-Drafting II, MTR 1140-Pipe Welding, and PMT 1175-Pipe Fitting.

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

*Required for Graphics/Printing students.

BUSINESS

Area of Emphasis:

CLERICAL OFFICE ASSISTANT*

General Education courses selected from those listed on page 59.

Specialized Courses		Sem. Hrs.
OST 1110	Typewriting II	2
OST 1351	Filing	3
MTB 1103	Business Math	3
GEB 1011	Introduction to Business	3
ACG 2001	Accounting I	3
OST 1601	Machine Transcription	3
OST 2120	Typewriting III	2
CGS 1060	Computer Literacy	3
BUL 2111	Business Law I	3
OST 2335	Business Communications	3
OST 2401	General Office Practice	3
MNA 2100	Human Relations	3
OST 2721	Word Processing: Editing I	3
OST 2722	Word Processing: Editing II	3

Area of Emphasis:

EXECUTIVE SECRETARY*

General Education courses selected from those listed on page 59.

Specialization Courses		Sem. Hrs.
OST 1110	Typewriting II	2
OST 1211	Shorthand	3
OST 1351	Filing	3
MTB 1103	Business Math	3
GEB 1011	Introduction to Business	3
OST 2721	Word Processing: Editing I	3
OST 1212	Dictation	3
OST 1601	Machine Transcription	3
OST 2120	Typewriting III	2
OST 2722	Word Processing: Editing II	3
BUL 2111	Business Law I	3
OST 2335	Business Communications	3
OST 2213	Transcription	3
OST 2402	Secretarial Office Practice	3
MNA 2100	Human Relations	3
CGS 1060	Computer Literacy	3



EXHIBIT ...

The college displays at the Shrine Fair each year. Here instructors and visitors watch a demonstration of computer aided drafting which was part of OWCC's display.

Area of Emphasis:

DATA PROCESSING TECHNOLOGY*

General Education courses selected from those listed on page 59.

Specialization Courses		Sem. Hrs.
GEB 1011	Introduction to Business	3
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
CIS 1000	Data Processing Concepts	3
COP 2120	COBOL Programming	3
COP 2200	FORTRAN Programming	3
BUL 2111	Business Law I	3
MNA 2100	Human Relations	3
MAN 2021	Management	3
ECO 2013	Economics I	3
MAC 1140	Pre-Calculus Algebra	3
COP 2000	Programming I	3
OST 1141	Keyboarding	1
COP 2001	Programming II	3

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



CAREER INFORMATION CENTER ...

Joyce Martin who works in the Career Information Center demonstrates the APTICOM a piece of equipment which quickly tells a person what their career preferences might be.

HOME ECONOMICS

Area of Emphasis:

REAL ESTATE*

General Education courses selected from those listed on page 59.

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	4
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
OST 2335	Business Communications	3
MKA 2021	Salesmanship	3
MNA 2100	Human Relations	3
ECO 2013	Economics I	3
ECO 2023	Economics II	3
CGS 1060	Computer Literacy	3
MAR 2011	Intro. to Marketing	3
MKA 2511	Intro. to Advertising	3

Area of Emphasis:

WORD PROCESSING*

General Education courses selected from those listed on page 59.

Specialization Courses Sem. Hrs.

OST 1110	Typewriting II	2
OST 1351	Filing	3
MTB 1103	Business Mathematics	3
GEB 1011	Introduction to Business	3
ACG 2001	Accounting I	3
OST 2120	Typewriting III	2
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
OST 2335	Business Communications	3
OST 2401	General Office Practice	3
MAN 2100	Human Relations	3
MAN 2021	Management	3
OST 1701	Word Processing Introduction Theory	3
OST 1601	Machine Transcription	3
OST 2721	Word Processing Editing I	3
OST 2722	Word Processing Editing II	3
CGS 1060	Computer Literacy	3

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

Area of Emphasis:

CHILD CARE*

General Education courses selected from those listed on page 59.

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 2001	Nutrition	3
CHD 2322	Programs for Young Children	3
CHD 2432	Curriculum for Young Children I	3
CHD 2433	Child Development Seminar	3
CHD 1941	Internship - Child Development (May be repeated 4 times for 12 hours credit)	12

Recommended Electives

HSC 1400	First Aid	3
CHD 1230	Child Growth and Development II	3
HUS 1400	Peer Advising	3
MUH 1011	Music for General Education	3
FAD 1123	Adults in Changing Society	3
CHD 2130	Orientation to CDA Credential	3
CHD 2131	CDA Portfolio Building I	1
CHD 2132	CDA Portfolio Building II	1
CHD 2133	CDA Portfolio Building III	1
EMS 1065C	Cardiopulmonary Resuscitation	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.



SOME SERIOUS THOUGHT

These students seem lost in thought as they visit during one of OWCC's outdoor events for its students.



THE MIRACLES OF PHYSICS . . .
Instructor Andy Dale entertains visitors during Open House with physics experiments.

Area of Emphasis:
HOMEMAKING*

General Education courses selected from those listed on page 59.

Specialization Courses	Sem. Hrs.
CDH 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 1210C Family Meal Planning	3

Recommended Electives

FAD 1123 Adults in a Changing Society	3
HUS 1400 Peer Advising	3
HME 1200 Home Management	1
HHD 1321 Basic Home Decorating	1
CTE 1401 Textiles	3
HOE 1010 Introduction to Home Economics	3
FAD 2310 Adult and Elderly Care	3

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



FANCY CARS . . .
Open House guests view one of the many unique cars brought in for display to entertain guests.

TECHNOLOGY AND INDUSTRY

Area of Emphasis:
AIR CONDITIONING*

General Education courses selected from those listed on page 59.

Specialization Courses	Sem. Hrs.
ACR 1300 Electrical Theory	6
ACR 1000 Principles of Air Conditioning, Heating and Refrigeration	6
ACR 2600 Principles of Gas, Electrical, and Solar Heating	6
ACR 2060 Air Conditioning, Heating, and Refrigeration	6
ACR 2303 Electrical Controls for Air Conditioning and Refrigeration	6
ACR 2745 Commercial Air Conditioning and Refrigeration	6
Approved Occupational Electives	12

Area of Emphasis:
AUTOMOTIVE MECHANICS*

General Education courses selected from those listed on page 59.

Specialization Courses	Sem. Hrs.
AER 2112 Automotive Engines	6
AER 1120 Auto Suspension, Steering, and Brakes	6
AER 2103 Automotive Electrical	6
AER 1142 Fuel, Lub and Cooling	6
AER 1777 Diesel Repair 1	3
AER 1779 Diesel Repair 2	3
AER 2131 Automotive Transmissions	6
Approved Occupational Electives	12

Area of Emphasis:
COMMERCIAL FOODS*

General Education courses selected from those listed on page 59.

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:

GRAPHIC COMMUNICATIONS*

General Education courses selected from those listed on page 59.

Graphic/Commercial Artist (Track #1)

Specialization Courses		Sem. Hrs.
ART 1300	Drawing I	3
ART 1201	Design I	3
GRA 1541C	Copy Preparation	4
GRA 1571C	Process Camera I	4
GRA 1573C	Process Camera II	4
GRA 1601C	Fake Color Film Assembly	3
GRA 1543C	Graphic/Commercial Design I	3
GRA 2544C	Graphic/Commercial Design II	3
GRA 2547C	Projects in Graphic Design	3
PGY 1101C	Photography	3

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*(Select 15 additional semester hours from the approved "Recommended Electives).

Lithographic Technician (Track #2)

GRA 1541C	Copy Preparation	4
GRA 1542C	Phototypesetting	4
GRA 1571C	Process Camera I	4
GRA 1573C	Process Camera II	4
GRA 1601C	Fake Color Film Assembly	3
GRA 1636C	Small Offset Press	4
GRA 2635C	Offset Presswork I	4
GRA 2637C	Offset Presswork II	4
GRA 2500C	Printing Material/Processes	3
PGY 1101C	Photography	2

36*

*(Select 12 additional semester hours from the approved "Recommended Electives).

Recommended Electives:

GRA 2905	Independent Study - Graphics	1
GRA 2949	Directed Work Study - Graphics	1
OST 1141	Keyboarding	1
PGY 1101C	Photography	2
EGN 1120C	Engineering Graphics	3
ETG 1941	Technical Internship	3
GRA 1706	Printing Estimating	3
GRA 2500	Printing Materials/Processes	3
GRA 2602C	Process Color Film Assembly	3
MAR 2302	Introduction to Advertising	3
GRA 1534C	Electronic Composition	4
GRA 1542C	Phototypesetting	4

*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 59.

Specialization Courses (Select 48 hours)		Sem. Hrs.
ETD 1111	Drafting I	6
ETD 1221	Drafting II	6
ETD 1310	Intro. to Computer Drafting	1

***Gen. Ed. math must include Introduction to College Algebra or higher.

ETD 1700	Drafting III	6
ETD 1635	Printed Circuit Board Drafting	3
ETD 1801	Technical Illustration	3
EGN 1130	Descriptive Geometry	3
EGN 1120C	Engineering Graphics	3
ETD 1305**	Computer/Systems Drafting	3
ARC 2121C	Architectural Drafting	3
ETD 2705**	Advanced Mechanical Drafting	3
ETD 1712	Machine Drafting	3
ETE 1100**	Electronics for Drafters	4
ETG 1941**	Technical Internship	3
ETD 2755**	Advanced Printed Circuit Board Drafting	3
ETD 2351**	Advanced Computer Systems Drafting	3
CGS 2772	MS DOS/Micro Computers	1

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

**Required Core Courses

Area of Emphasis:

INDUSTRIAL ELECTRONICS*

General Education courses selected from those listed on page 59.

Specialization: Core		Sem. Hrs.
EET 1015C	Electricity/Electronics I	5
EET 1025C	Electricity/Electronics II	5
EET 1141C	Devices and Circuits I	5
EET 1142C	Devices and Circuits II	5
CET 2112C	Digital Technology I	5
CET 2113C	Digital Technology II	5
CET 2311C	Computer Assisted Circuit Analysis	3
EET 1606C	Soldering/PC Board Techniques	3
ENC 1210	Technical Report Writing	3

Specialization: Options (Student chooses two)

EET 2322C	Electronics Communications	5
CET 2152	Computer Analysis and Troubleshooting	5
CET 1123C	Microprocessors	5
EST 2112	Industrial Electronics	5

Area of Emphasis:

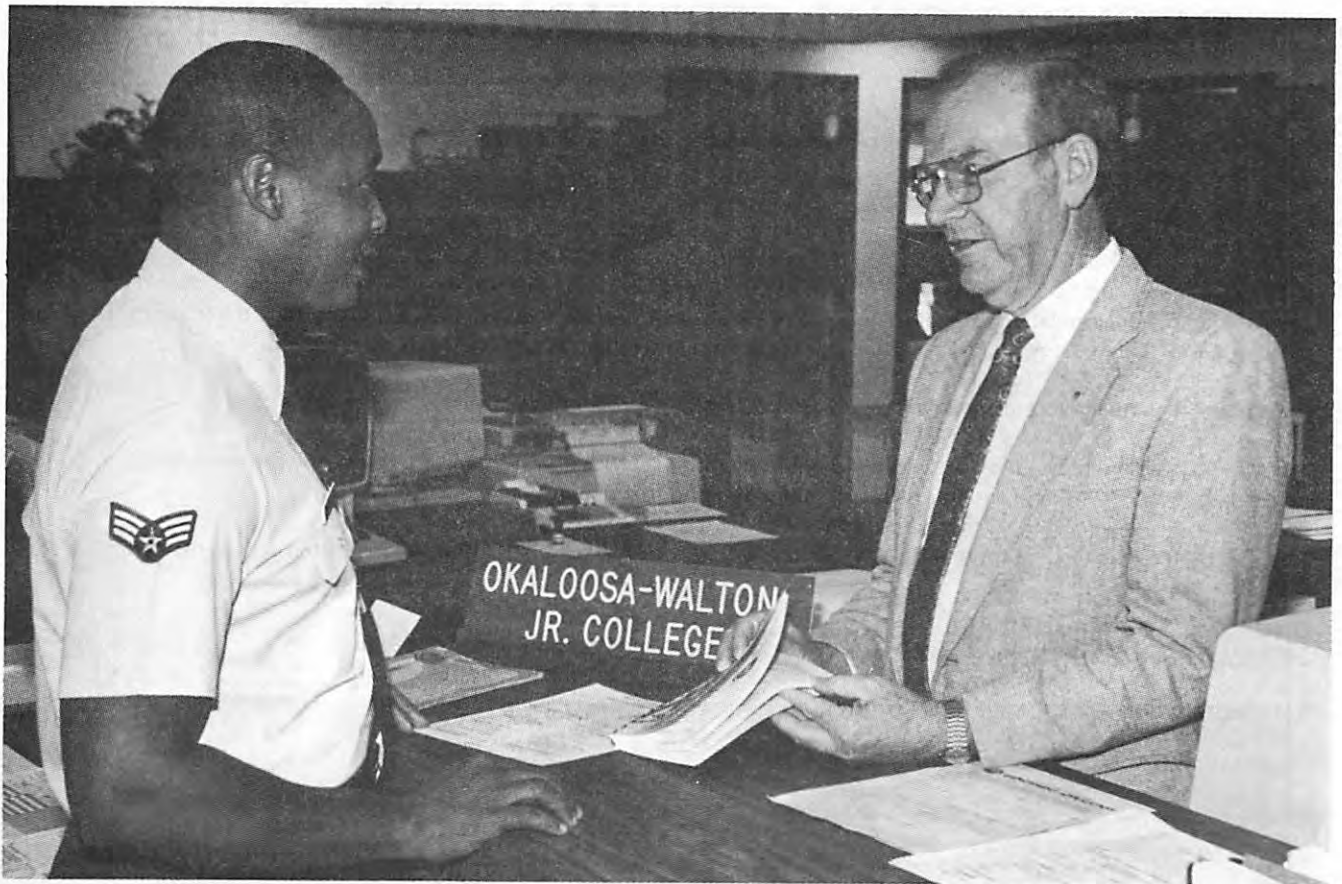
WELDING MECHANICS*

General Education courses selected from those listed on page 59.

Specialization Courses

(Select 36 hours plus electives)		Sem. Hrs.
PMT 1106	Welding I	3
PMT 1111	Oxy-Fuel Weld	6
PMT 1121	Arc Welding	6
PMT 1112	Advanced Oxy-Fuel Weld	6
PMT 1131	Tig Welding	6
PMT 1157	Specialty Welding	6
PMT 1161	Pipe Welding	6
PMT 2122	Arc Welding 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.



EGLIN CENTER . . .

Reate Davis, Director, OWCC Office, Eglin AFB, right, assists an OWCC student by advising him of program changes.

PUBLIC SAFETY

Area of Emphasis:

CRIMINAL JUSTICE*

General Education courses selected from those listed on page 59.

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
LEA 1936	Legal Research	3

Law Enforcement Track - Electives

CCJ 1120	Crime Scene Procedures	3
CCJ 1200	Law Officer Skills	3
CCJ 1140	Police Organization and 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	1
LEA 2937	Rules of Evidence	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.

OCCUPATIONAL CERTIFICATE PROGRAMS*

Certificates are issued for completion of one year of skill training (30 to 36 semester hours) in the program areas appearing on this and on the following several pages.

Admission requirements are the same as those for the AS degree, Applied Science Options.

Each graduate must be in attendance at OWCC during his/her last term. A grade-point average of not less than "C" must be obtained on the accumulative total of all courses required for a specific occupational certificate. The minimum grade-point average for all required occupational certificate course work attempted at OWCC 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 or see a faculty advisor in that department.

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



LITERACY GRANT . . .

Okaloosa-Walton Community College President, Dr. James Richburg, receives a grant to aid in educating the illiterate from Jim Chitwood, Editor, Destin Log, on behalf of the Scripps Howard Foundation.

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

BUSINESS EDUCATION

CLERICAL

Course	Course Title	Sem. Hrs.
OST 1110	Typewriting II	2
OST 1351	Filing	3
MTB 1103	Business Math	3
ACG 2001	Accounting I	3
OST 1601	Machine Transcription	3
OST 2120	Typewriting III	2
CGS 1060	Computer Literacy	3
OST 2335	Business Communications	3
OST 2401	General Office Practice	3
OST 2721	Word Processing: Editing I	3
OST 2722	Word Processing: Editing II	3

DATA PROCESSING

Course	Course Title	Sem. Hrs.
CIS 1000	Data Processing Concepts	3
COP 2120	COBOL Programming	3
COP 2200	FORTRAN Programming	3
MNA 2100	Human Relations	3
COP 2000	Programming I	3
COP 2001	Programming II	3
OST 1141	Keyboarding	1
MAC 1140	Pre-Calculus Algebra	3
	Technical or Business Electives	9

REAL ESTATE

MTB 1103	Business Math	3
REE 1200	Real Estate Finance	3
REE 1040	Introduction to Real Estate: Course I	4
ACG 2001	Accounting I	3
ACG 2021	Accounting II	3
BUL 2111	Business Law I	3
OST 2335	Business Communications	3
MKA 2021	Salesmanship	3
MNA 2100	Human Relations	3
	Business Education Electives	3

STENOGRAPHIC

OST 2721	Word Processing: Editing I	3
OST 1110	Typewriting II	2
OST 1211	Shorthand	3
OST 1351	Filing	3
MTB 1103	Business Math	3
OST 1212	Dictation	3
OST 1601	Machine Transcription	3
OST 2120	Typewriting III	2
OST 2335	Business Communications	3
OST 2213	Transcription	3
OST 2402	Secretarial Office Practice	3
ACG 2001	Accounting I	3
OST 2722	Word Processing: Editing II	3
CGS 1060	Computer Literacy	3

WORD PROCESSING

OST 1110	Typewriting II	2
OST 1351	Filing	3
MTB 1103	Business Mathematics	3
ACG 2001	Accounting I	3
OST 2120	Typewriting III	2
OST 2335	Business Communications	3
MAN 2021	Management	3
OST 1601	Machine Transcription	3
OST 2721	Word Processing: Editing I	3
OST 2722	Word Processing: Editing II	3
CGS 1060	Computer Literacy	3
OST 2401	General Office Practice	3

HOME ECONOMICS

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
CHD 2322	Programs for Young Children	3

TECHNOLOGY AND INDUSTRY

AIR CONDITIONING, REFRIGERATION AND HEATING TECHNOLOGY

Course	Course Title	Sem. Hrs.
ACR 1300	Electrical Theory	6
ACR 1000	Principles of Air Conditioning, Heating, and Refrigeration	6
ACR 2600	Principles of Gas, Electrical, and Solar Heating	6
ACR 2060	Air Conditioning, Heating and Refrigeration	6
ACR 2303	Electrical Controls for Air Conditioning and Refrigeration	6
ACR 2745	Commercial Air Conditioning and Refrigeration	6

AUTOMOTIVE MECHANICS

AER 2112	Automotive Engines	6
AER 1120	Auto Suspension, Steering, and Brakes	6
AER 2103	Automotive Electrical	6
AER 1142	Fuel, Lube and Cooling	6
AER 1777	Diesel Repair I	3
AER 1779	Diesel Repair II	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 -- 27 core and 9 electives)

ETD 1111	Drafting I	6
ETD 1221	Drafting II	6
ETD 1310	Intro. to Computer Drafting	1
ETD 1700	Drafting III	6
ARC 2121C	Architectural Drafting	3
EGN 1130	Descriptive Geometry	3
EGN 1120C	Engineering Graphics	3
ETD 1305*	Computer/Systems Drafting	3
ETD 1653	Printed Circuit Board Drafting	3
ETD 1801C	Technical Illustration	3
ETD 2705	Advanced Mechanical Drafting	3
ETD 1712	Machine Drafting	3
ETE 1100	Electronics for Drafters	4
ETD 2351	Advanced Computer Systems Drafting	3
ETD 2655	Advanced Printed Circuit Board Drafting	3

*Required Core Courses

ELECTRONICS

Core:

EET 1015C	Electricity/Electronics I	5
EET 1025C	Electricity/Electronics II	5
EET 1141C	Devices and Circuits I	5
EET 1142C	Devices and Circuits II	5
CET 2112C	Digital Technology I	5
EET 1606C	Soldering/PC Board Techniques	3

Options:*

EET 2322C	Electronic Communications	5
CET 2113C	Digital Technology II	5
CET 1123C	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.

GRAPHIC COMMUNICATIONS

Graphic/Commercial Artist (Track #1)

ART 1300	Drawing I	3
ART 1201	Design I	3
GRA 1541C	Copy Preparation	4
GRA 1571C	Process Camera I	4
GRA 1573C	Process Camera II	4
GRA 1601C	Fake Color Film Assembly	3
GRA 1543C	Graphic/Commercial Design I	3
GRA 2544C	Graphic/Commercial Design II	3
GRA 2547C	Projects in Graphic Design	3
EGN 1120C	Engineering Graphics	3

Lithographic Technician (Track #2)

GRA 1541C	Copy Preparation	4
GRA 1542C	Phototypesetting	4
GRA 1571C	Process Camera I	4
GRA 1573C	Process Camera II	4
GRA 1601C	Fake Color Film Assembly	3
GRA 1636C	Small Offset Press	4
GRA 2635C	Offset Presswork I	4
GRA 2637C	Offset Presswork II	4
GRA 2500C	Printing Material/Processes	3

WELDING

PMT 1111	Oxy-Fuel Welding	6
PMT 1121	Arc Welding I	6
PMT 1112	Adv. Oxy-Fuel Welding	6
PMT 1131	Tig Welding	6
PMT 1157	Specialty Welding	6
PMT 2122	Arc Welding II	6

PUBLIC SERVICES

PARALEGAL (Select 36 hours)

CCJ 1210	Criminal Law	3
CCJ 1270	Criminal Procedures	3
CCJ 1941	Internship - Criminal Justice	3
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
ACG 2001	Accounting I	3
CGS 1060	Computer Literacy	3
CIS 1000	Data Processing Concepts	3
ECO 2013	Economics I	3
GEB 1011	Intro. to Business	3
LEA 1935	Intro. to Paralegalism	3
LEA 1936	Legal Research	3
LEA 2937	Rules of Evidence	3

ADULT GENERAL and CONTINUING EDUCATION

ADULT BASIC EDUCATION

Adult Basic Education at OWCC consists of 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, page 12, 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 OWCC counselor/advisor that specifies the appropriate academic and elective high school units.

VOCATIONAL PREPARATORY

Vocational Preparatory course work is offered for the specific purpose 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 requiring competencies 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.

Details regarding College Preparatory courses are available from the offices of the Dean of Instruction and the **Director of Student Services**, from each counselor and educational advisor at the college and from each of the Directors of OWCC Centers (Eglin, Hurlburt, OWCC/UWF Fort Walton Beach, and the OWCC 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.



GRAPHIC COMMUNICATIONS . . .

Offset Lithography is one of the areas in the Graphics program at OWCC. Here a student is operating one of the offset presses.

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 is done by faculty in each academic discipline. Their work was reviewed by faculty members in all Florida's postsecondary institutions who make 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/she cannot be required to repeat SYG-000 at a community college to which he/she 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 public institution 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 **nonequivalent** 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 by a faculty committee to be equivalent. For example, an introductory course in sociology is offered in over 36 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each 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 the 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.



GRAPHIC/COMMERCIAL DESIGN . . .

A Commercial Art student prepares a design project at the light table.

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) the content of a course 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.

"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 OCB -013C (lecture & lab combined)
with lab

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

EQUIVALENCY OF SEQUENCES

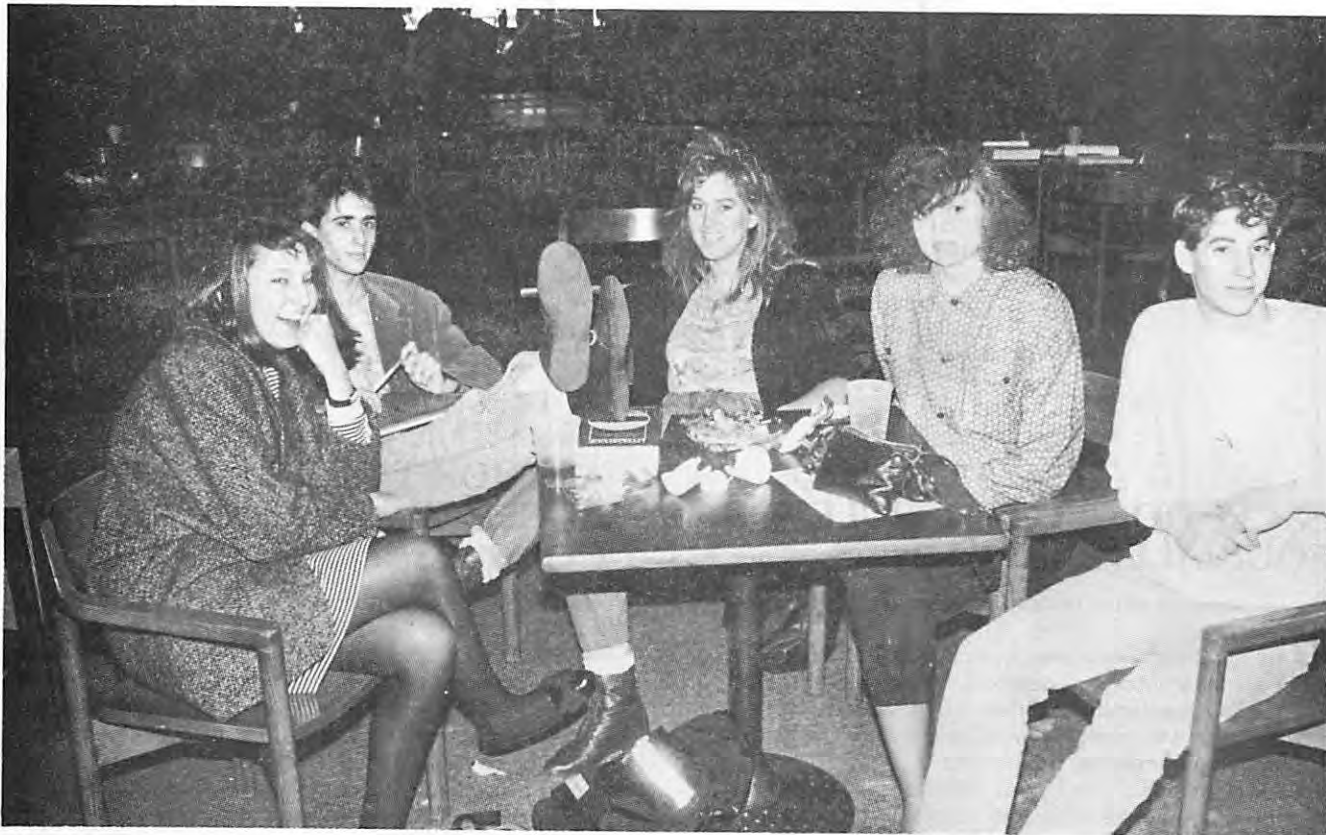
In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences. (For example, CHM-045 plus CHM-46). In several institutions, however, upon completion of the full sequence at any of the several institutions, students have completed 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.

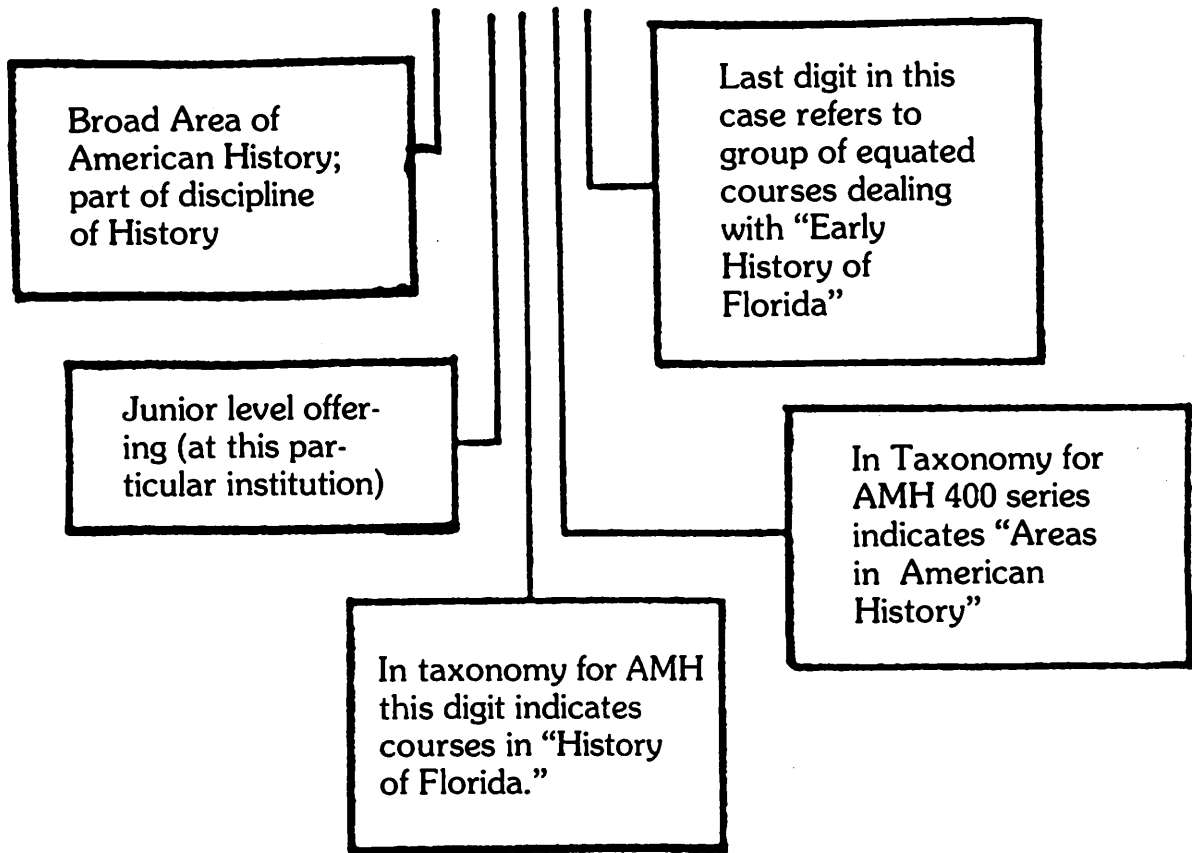
History, for example, has seven prefixes: AFH, African History; AMH, American History; ASH, Asian History; EUH, European History; HIS, History-General; LAH, Latin American History; and WOH, World History. All history courses in the state will carry one of these prefixes. A more specific example is AMH 3421.



COLLEGE MALL . . .

Okaloosa-Walton Community College has a comfortable and attractive student meeting and eating place in the College Mall. Here students relax and ham it up for the camera.

AMH 3 4 2 1 EARLY FLORIDA HISTORY



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 local 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 numbers which have a second digit of 9 (ex. ART 2905) are "place keeper" numbers for courses which are classified as directed independent study, thesis hours, etc. Courses with -900 numbers must be evaluated individually and are not automatically transferable.
- B. All internships, practicums, clinical experiences and study abroad courses, whatever numbers they carry, are not automatically transferable.
- C. 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

Authority for acceptance of equivalent courses is State Board of Education Rule 6A-10.024(14) which states:

- (14) When a student transfers among postsecondary area vocational-technical centers, community colleges, and universities, the receiving institution shall award credit for courses satisfactorily completed at the previous institutions when the courses are judged by the appropriate common course designation and number system faculty task forces to be equivalent to courses offered at the receiving institution and are entered in the course numbering system. Credit so awarded can be used by transfer students to satisfy in these institutions on the same basis as native students.

COURSE OFFERINGS

(Discipline Index)

The courses which are offered by Okaioosa-Walton Community College are listed in the pages which follow in alphabetical and numerical order. See listing of course descriptions below.

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.

Accounting (ACG)	74	Home Economics (FAD, HHD, HME, HOE)	87, 91
Air Conditioning and Refrigeration (ACR)	74	Hotel Management (HFT)	91
Art (ARH, ART)	76, 77	Human Growth and Development (DEP)	84
Auto Mechanics (AER)	74, 75	Humanities (HUM, ARH, REL)	76, 91, 100
Aviation (ATM)	75	Journalism (JOU)	92
Banking (BAN)	77	Law Enforcement (CCJ, CJD, CJT)	78, 79, 81, 82
Biology (APB, BSC, OCE, MCB, PCB)	75, 76, 77, 94, 97	Literature (ENG, LIT, ENL)	85, 93
Botany (BOT)	77	Management (MAN)	93
Business (GEB, HTF)	89, 91	Marketing (MAR, MKA)	94
Business Law (BUL)	78	Math (MAC, MAP, MAS, MAT, MGF, MTB)	93, 94, 95
Chemistry (CHM)	80, 81	Meteorology (MET)	94
Child Development (CHD)	79, 80	Music (MUH, MUT, MUN, MYK, MVV)	95, 96
Clothing Construction (CTE)	83	Non-College-Credit Courses (XXX)	103-108
College Preparatory (ENC, MAT, REA) 138, 139, 153, 161 COMPASS (SLS)	85, 100	Nutrition (HUN)	92
Computer Programming (CAP, CNM, COC, CGS, EME, COP)	79, 84	Oceanography (OCE)	96
Construction Estimating (BCN)	77	Paralegal (LEA)	92
Consumer Education (COA)	83	Personal Adjustment (CLP)	83
Creative Writing (CRW)	83	Philosophy (PHI)	99
Criminal Justice (CCJ, CJD, CJT)	78, 79, 81, 82	Photography (PGY)	99
Data Processing (CRM, COP, CIS)	81, 83	Physical Education (PEL, PEM, PEN, PEO, DAA, LEI, PET)	84, 92, 97, 98
ETE Drafting and Design (ARC, ETD)	76, 86, 87	Physical Science (PSC, GLY, PNY)	89, 99
Economics (ECO)	84	Physics (PHY)	99
Education (EPP)	85	Political Science (POT)	99
Electronics (CET, EET, EST, ETG)	79, 84, 86, 87	Postal (MNA)	94
Emergency Medical Technology (EMS)	84, 85	Psychology (PSY, EEX)	84, 99
Engineering Graphics (EGN)	84	Reading (REA)	99, 100
English (ENC)	85	Real Estate (REE)	100
Fire Science (FFP)	87, 88	Secretarial (OST)	96, 97
First Aid (HSC)	91	Sociology (SYG)	101
Foods (FSS)	88, 89	Spanish (SPN, SPW)	100, 101
French (FRE, FRW)	88	Speech (SPC)	100
General Office Practices (OST)	96, 97	Theatre (THE, TPP, TTP)	101
Geology (GLY)	89	Welding (ATM, PMT)	96
German (GER, GEW)	89	Word Processing (OST)	96, 97
Government (POS)	99	World Civilization (WOH, INR)	92, 101
Graphics/Printing (GRA)	90	Zoology (ZOO)	101
History (AMH)	75		

COURSE DESCRIPTIONS

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. Prerequisites: Accounting I.

ACR 1000

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.

ACR 1300

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.

ACR 2060

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.

ACR 2307

Environmental Control Systems For Buildings, 3 semester hours, 15 lec., 60 lab. (Offered as needed)

A course designed to further prepare a trained/experienced serviceman in the concept, theory, installation, operation and troubleshooting of pneumatic and electronic automatic control systems to regulate pressure, temperature, humidity, or rate and volume of flow to establish and maintain the indoor environment of a building or structure.

ACR 2600

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: Principles of Air Conditioning and Electrical Theory for Air Conditioning.

ACR 2745

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: Principles of A/C and Electrical Theory for A/C.

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.

AER 1142*

Fuel, Lube 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. Prerequisites: Diesel Repair I.



EMERGENCY . . .

These Emergency Medical Technicians display their ambulance and emergency equipment at Open House. OWCC provides an EMT training program and refresher courses in cardiopulmonary resuscitation.

*Occupational course that may not be applied toward the AA degree.

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, demonstration, 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 2112A*

Automotive Engines I, 2 semester hours, 15 lec., 45 lab. (Offered as needed)

This is the first in a series of three courses that will cover the fundamentals of diagnostics and automotive engine malfunctions. Includes lecture, demonstrations, practical application activities, and performance testing.

AER 2112B*

Automotive Engines II, 2 semester hours, 15 lec., 45 lab. (Offered as needed)

This is the second in a series of three courses that will cover the fundamentals of diagnostics and repairing automotive engine malfunctions. Includes lecture, demonstrations, practical application activities, and performance testing.

AER 2112C*

Automotive Engines III, 2 semester hours, 15 lec., 45 lab. (Offered as needed)

This is the third in a series of three courses that will cover the fundamentals of diagnostics and repairing automotive engine malfunctions. Includes lecture, demonstrations, practical application activities, and performance testing.

AER 2131*

Transmission, 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.

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.

AMT 1000*

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.

AMT 1140*

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.

AMT 1811

Air Frames Mechanics I, 4 semester hours, 60 lec. (Offered as needed)

A course to prepare aircraft frame mechanics for the airframe portion of the FAA licensing examination. Covers such topics as: fabrics, finishes, wood members, and sheetmetal. FAR 65.77 must be complied with before student will be permitted to take FAA examination. Prerequisite: Aviation General

AMT 1821*

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 FAA licensing examination. Covers such topics as: fuel systems, electrical systems, and engine repair/overhaul. FAR 65.77 must be complied with before student will be permitted to take FAA examination. Prerequisite: Aviation General.

AMT 1822*

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 FAA licensing examination. Covers such topics as: oil pressure, weights and balances, propellers, and a continuation of engine repair/overhaul. FAR 65.77 must be complied with before student will be permitted to take FAA examination. Prerequisite: Aviation General

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).

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

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

Microbiology, Allied Health, 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 satisfying requirements for majors in biology, pre-med, pre-vet, and pre-dentistry.

ARC 2121C*

Architectural Drafting, 3 semester hours, 15 lec., 60 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 2303*

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: Electrical Theory for Air Conditioning.

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: Prehistoric-Renaissance, 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: Renaissance-20th Century, 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 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 hand building of Pottery I, but major emphasis is placed upon development skills utilizing the potter's wheel. Additional glazing experimentation is also emphasized. Prerequisite: Pottery I.

ART 1201C

Design I, 3 semester hours, 15 lec., 60 lab. (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, 15 lec., 60 lab. (Offered as needed)

Extension and development of the elements of design in three-dimensional projects.

ART 1300C

Drawing I, 3 semester hours, 15 lec., 60 lab. (Offered as needed)

Problems in drawing techniques and media.

ART 1301C

Drawing II, 3 semester hours, 15 lec., 60 lab. (Offered as needed)

Problems in drawing and composition. Prerequisite: Drawing I or equivalent.

ART 1701C

Sculpture I, 3 semester hours, 15 lec., 60 lab. (Offered as needed)

An introductory course in the techniques 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 sculpture forms. Includes a wide range of possibilities in the use of ceramic materials to produce nonutilitarian forms. (It is expected that the student have a basic knowledge of clay and glazes as a prerequisite.)

ART 2510C

Painting I, 3 semester hours, 15 lec., 60 lab. (Offered as needed)

Problems of constructing a composition in color. The academic method of painting and student experimentation.

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

ART 2520C

Painting II, 3 semester hours, 15 lec., 60 lab. (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 equivalent.

BAN 1004

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. Prerequisite: ACG 2001.

BAN 2501

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

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.

BCN 1230*

Building Construction: Materials and Processes, 3 semester hours, 45 lec. (Offered as needed)

Course designed to introduce the student to terminology, methods, procedures, materials, and processes used in the construction industry.

BCN 1272*

Blueprint Reading for Commercial Construction, 3 semester hours, 45 lec. (Offered as needed)

A course to familiarize non-drafting students with techniques of blueprint reading and the fundamentals of construction methods that make blueprint reading meaningful.

BCN 1520

Electrical Systems in Construction, 3 credits, 45 hours.

A course to familiarize students with electrical terminology, practices, methods, code requirements and safety and health in construction.

BCN 1567

Plumbing and Gas Construction Practices, 3 credits, 45 hours. (Offered as needed)

A course to familiarize students with Plumbing and Gas code requirements, terminology, methods, practices, processes and safety and health used in building construction.

*Occupational course that may not be applied toward the AA degree.

BCN 1708*

Construction Documentation, 3 semester hours, 45 lec. (Offered as needed)

A course to familiarize a student with documents used in the Construction Industry to advertise for bids, contracts, change orders, extras, specification, insurance and bid bonds.

BCN 2475

Structural Systems in Construction, 3 credits, 45 hours. (Offered as needed)

A course to familiarize students with Structural terminology, practices, methods, code requirements and safety and health criteria in construction.

BCN 2560

Mechanical Systems in Construction, 3 credits, 45 hours. (Offered as needed)

A course to familiarize students with mechanical trades terminology, methods, practices, code requirements processes, and safety and health criteria in mechanical construction.

BCN 2610

Construction Estimating, 3 credits, 45 hours. (Offered as needed)

A course in estimating as it relates to the construction industry. Material covered includes: references, estimating methods, take-off organization and presentation, material take-off and cost estimating in heavy construction.

BCN 2721*

Construction Management Planning, 3 credit hours, 45 lec. (Offered as needed)

The course covers the development and organization of projects, preconstruction site investigation, planning, scheduling, estimating. The course will also include control of costs, operations and resources together with cost engineering, procurement, value engineering, quality assurance, safety and health in construction.

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, 45 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 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.

*Occupational course that may not be applied toward the AA degree.

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 context 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.

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, Summer)**

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 1230**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 1310***Discipline and Special Confinement Techniques, 3 semester hours, 45 lec. (Offered as needed)**

The student is introduced to the essentials of discipline and special confinement techniques necessary for the corrections profession. The topics to be introduced include physical operation, physical force, recognizing abnormal behavior, verbal and nonverbal communications.

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 cause 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 1650**Introduction to Narcotics Investigation, 3 semester hours, 45 lec. (Offered as needed)**

This introductory course in narcotics investigation and identification is designed to provide the student with an overview of narcotics and the role of the investigative agencies, drug traffic flow patterns, major classes of drugs and the drug profit traffic. Instruction will cover techniques of investigative observation, patrol and case development, physical identification of drugs, symptoms of abuse, methods of abuse and appropriate Florida Statutes. This is also a Criminal Justice Standards and Training Commission advanced course.

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.

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

CCJ 2070**Computer Applications in Criminal Justice, 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-package 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.

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 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.

CET 1123C***Microprocessors, 5 semester hours, 30 lec./135 lab. (Offered as needed)**

This course continues the study of the microprocessor of Digital Technology II to include its interfacing using the PIA. The philosophy, evolution, architecture, instruction set and programming of a more advanced microprocessor will be studied. Included will be a minimum of ten hands-on experiences.

CET 2112C***Digital Technology I, 5 semester hours, 30 lec./135 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.

CET 2113C***Digital Technology II, 5 semester hours, 30 lec/135 lab. (Offered as needed)**

This course continues the study of digital electronics with advanced topics in logic arrays, memory circuits, D-to-A and A-to-D converters, and representative digital systems. It also provides an introductory study of the architecture and programming of a typical microprocessor. An individual construction or programming project is required.

CET 2152C***Computer/Analysis & Troubleshooting, 5 semester hours, 30 lec/135 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 on 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.

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

CET 2311C***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, error free results. The time normally taken with laboratory work will be utilized in writing and testing BASIC language programs for circuit analysis. Prerequisite: Basic Electricity/Electronics I & II or permission of instructor.

CGS 1000**Introduction to Computer Programming, 3 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. Prerequisite: COC 1020.

CGS 1060**Computer Literacy, 3 semester hours, 45 lec. (Offered and needed)**

An overall view of computers and how they affect each person as well as society. Hands-on experience is provided. Recommended for non data processing majors.

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 preadolescence. 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.

**JAZZ AND POP ENSEMBLE . . .**

This group from Florida State University entertained at Open House as an example of the show group to be formed at OWCC in 1989.

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 OWCC 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. OWCC 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 2130*

Orientation to CDA Credentialing, 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 2131*

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.

CHD 2132*

Portfolio II, 1 semester hour, 15 lec., 5 lab (Offered as needed)

A course focusing on portfolio building emphasis on advanced physical and intellectual competency (CDA competency #2) and building a positive self concept and individual strength (CDA competency #3).

CHD 2133*

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).

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.

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., 90 lab (Offered 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.

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; kinetic molecular theory; the nature of chemical bonding; and the collision theory of reactions. Meets graduation requirements for programs other than science and mathematics.

CHM 1045C

College Chemistry I, 4 semester hours, 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. Prerequisite: CHM 1045C and 1046C or permission of the instructor.

*Occupational courses that may not be applied toward AA degree.

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

CIS 1000**Data Processing Concepts, 3 semester hours, 45 lec. (Fall, Spring, Summer)**

A beginning course in data processing 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.

CIS 1920**Programming Skills Workshop, 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.

CIS 1921**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.

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.

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 1253**Defensive Tactics, 3 semester hours, 30 lec., 30 lab. (Offered as needed)**

This course is designed to qualify students and especially-in-service law enforcement and correctional officers in the art of defensive tactics and self-defense; to include the legal aspects of the use of force; pre-conditioning, defense and injury protection, defenses to unarmed attack, defenses against armed attacks, and the regulations, laws and techniques relating to the use of force. This is an advanced course under rules of the Florida Criminal Justice Standards and Training Commission.

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.

*Occupational course that may not be applied toward the AA degree.

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 1468**Youthful Offenders, 3 semester hours, 45 lec. hours**

A course designed to provide the student with an overview and awareness of Florida youthful offender programs to include; facilities and specialized programs, staff-inmate relations, one-way/two-way communications and effective communications and effective communication skills, positive characteristics for staff working with youthful offenders; the helping relationship inventory, local treatment programs, opportunities and alternatives, treatment problem solving and other techniques relating to youthful offenders.

CJD 1501***Criminal Justice Instructor Techniques, 3 semester hours, 45 lec. (Offered as needed)**

A basic course in instrumental principles designed to equip the law enforcement specialist with techniques of classroom and field training methods.

CJD 1610**Criminal Investigative Techniques, 3 semester hours, 45 lec. hours. (Offered as needed)**

A course designed to provide the student with instruction in Florida investigative concepts and techniques, use of evidence and related matters.

CJD 1611**Child Abuse and Neglect, 3 semester hours, 45 lec. hours. (Offered as needed)**

This course was designed to provide the student with an enhanced awareness of child abuse symptoms and patterns, including information and case studies on specific abuse and social problems.

CJD 1631**Florida Police Operations and Leadership, 3 semester hours, 45 lec. hours. (Offered as needed)**

A course designed to provide the student with instruction in Florida patrol techniques, criminal investigations, civil and criminal liability matters, discretion/decision making, and related matters.

CJD 1680**Florida Criminal Law, 3 semester hours, 45 lec. hours. (Offered as needed)**

A course designed to provide the student with an overview of criminal law, laws of arrest, rules of evidence, etc. concerning Florida law.

CJD 2310***Criminal Justice Supervision, 5 semester hours, 80 lec. (Offered as needed)**

A career development course for full time police officers designed to train the line supervisor.

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

CJD 2461***Advanced Correctional Operations, 3 semester hours, 45 lec. (Offered as needed)**

An advanced course in correctional operations for in-service Florida Correctional Officers designed to increase skills in correctional agency organization and mission, records and reports, legal applications to correctional operations, correctional facility security, intake/classification/release procedures, fire safety and discipline procedures, introduction to supervision and release and bonding procedures. This is course number 59 in the series approved by the Florida Criminal Justice Standards and Training Commission Advanced Courses.

CJD 2467**Counseling and Communications Skills, 3 semester hours, 45 lec. (Offered as needed)**

Designed to give the participant an understanding of the fundamentals of counseling and communication skills needed by state correctional officers.

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.

CJD 2632**Field Training Officer Techniques, 3 semester hours, 45 lec. (Offered as needed)**

Designed to introduce the criminal justice student (law enforcement and corrections) to all aspects of field training and evaluation programs to include adult learning and instruction, evaluation, role responsibilities and characteristics of the Field Training Officer (F.T.O.), communications techniques, counseling techniques, legal and ethical issues and human motivation. This is course number 51 in the series approved by the Florida Criminal Justice Standards and Training Commission Advanced Courses.

CJD 2681***Court Case Preparation and Court Presentation, 3 semester hours, 45 lec. (Offered as needed)**

Fundamentals of criminal case preparation and court presentation for the law enforcement and/or correctional officer to include case files, pre-trial discovery, depositions, plea bargaining, court testimony, moot court, post adjudication responsibilities, case studies and a practical exercise. This is course number 20 in the series approved by the Florida Criminal Justice Standards and Training Commission Advanced Courses.

CJD 2691***Stress Awareness and Resolution, 3 semester hours, 45 lec. (Offered as needed)**

A course designed to provide the student with an overview and awareness of stress and its resolution, to include: identification of various types of stress, the results of stress, psychological methods of controlling stress, case study analysis, and spouse awareness and involvement. This is course number 50 in the series approved by the Florida Criminal Justice Standards and Training Commission Advanced Courses.

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.

*Occupational courses that may not be applied toward AA degree.

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 2100**Criminal Investigation, 3 semester hours, 45 lec. (Offered as needed)**

Fundamentals of investigation; duties and responsibilities of the detective's 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 followup.

CJT 2140**Introduction to Criminalistics, 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. (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; fundamentals of community relations; mob and riot control, traffic enforcement programs and techniques.

CJT 2350**Writing and Reviewing Reports, 3 semester hours, 45 lec. (Offered as needed)**

Designed to give students a broad understanding of writing and reviewing criminal justice reports. Specifically designed for correctional and law enforcement officers.

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.

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.

COP 2000**Programming I, 3 semester hours, 45 lec. (Offered as needed)**

Designed for data processing majors, uses top-down design, structured logic, and a higher level language to solve problems on a computer. Stresses proper documentation of programs to be used in a computer center. Prerequisite: CRM 1020 Data Processing Concepts or equivalent and proficiency in basic algebra required.

COP 2001**Programming II, 3 semester hours, 45 lec. (Offered as needed)**

A sequel to Programming I, intended to fully exercise all facilities of a high-level programming language in the solution of more advanced problems. Prerequisite: Programming I.

COP 2200**FORTRAN Programming, 3 semester hours, 45 lec. (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, 3 semester hours, 45 lec. (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. Prerequisites: CRM 1020, COC 1120.

COP 2402**IBM Assembler Language, 3 credit hours, 45 lec. hours.**

An introduction to assembler language programming for the IBM System/370 family of computers.

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.

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 1204**Wardrobe Imaging for Professionals, 3 semester hours, 45 lec. (Offered as needed)**

This course provides for the development of competency in planning individual and family wardrobes. Attention will be given to the effectiveness of clothing choices in professional situations. Factors to consider in purchasing wardrobe items are stressed as well as the care, maintenance and updating of various wardrobe components. Emphasis will be placed on the psychological and social factors influencing dress and the relationship of physical appearance to clothing selection.

CTE 1310**Clothing Selection and Construction I, 3 semester hours, 30 lec., 30 lab. (Fall and 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 1340**Clothing II, 3 semester hours, 30 lec., 30 lab. (Spring and as needed)**

Advanced problems and techniques of clothing construction and alterations. Prerequisite: CTE 1310 or permission of the instructor.

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 2350**Tailoring, 3 semester hours, 30 lec., 30 lab. (Spring and as needed)**

Tailoring principles and techniques of constructing, fitting and selecting tailored garments. Prerequisites: CTE 1310, CTE 1743.

CTE 2743**Creative Pattern Design, 3 credit hours, 30 lec., 30 lab.**

A course designed for students with prior experience in clothing construction who are interested in designing garments for themselves and others. Major concepts of the course include: (1) elements and principles of design and their application to fashion; (2) constructing a basic pattern (a sloper). A garment of original design will be constructed in a laboratory setting.

DAA 1340

Folk Dance, 1 semester hour, 30 lab. (Offered as needed)

Instruction and participation in various Folk Dances.

DAA 1820

Dance Workshop, 1 semester hour, 30 lab (Offered as needed)

Instruction and participation in dance as required by specific Music Theatre productions.

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.

ECO 1013

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. Prerequisite: ECO 2013 or equivalent.

EET 1015C*

Basic Electricity/Electronics I, 5 semester hours, 30 lec., 135 lab. (Offered as needed)

The first course of the program 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 the use of the VOM and electric voltmeter.

EET 1025C*

Electricity/Electronics II, 5 semester hours, 30 lec., 135 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.

EET 1141C

Devices and Circuits I, 5 semester hours, 30 lec., 135 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.

EET 1142C

Devices and Circuits II, 5 semester hours, 30 lec., 135 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.

EET 1606C

Soldering/PC Board Techniques, 3 semester hours, 15 lec., 60 lab. (Offered as needed)

Courses 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 desoldering of discrete and integrated circuits using printed circuit cards.

EET 2322C*

Electronic Communications, 5 semester hours, 30 lec., 90 lab. (Offered as needed)

This course covers telecommunication technology to include modulation (amplitude, angle and pulse) single-sideband, AM and FM receivers, time division multiplex, digital communication, antennas, transmission lines, waveguides, laser communication and basic radar.

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; multiview projection and conventions, auxiliary views, section views, axonometric and oblique projections, rotation, patterns and development, 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, axonometric and oblique projection, and practical problems. Prerequisite: EGN 1120C or permission of the instructor.

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 1059*

First Responder, 4 semester hours, 60 lec. hours (Offered as needed)

This course is designed for individuals planning careers in EMS, Fire Science, Law Enforcement, etc. who are interested in obtaining knowledge and skills necessary to provide optimum pre-hospital emergency care to the victim of trauma or sudden illness.

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 AA degree.

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.

EMS 2119C

Emergency Medical Technology, 8 semester hours, 105 lec., 30 lab, 45 clinical hours (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. Prerequisite: First Aid/CPR or First Responder/CPR plus passing the entry reading exam required for college level courses (see current semester class schedule for minimum scores). Students must also pass a physical exam (forms are available from the OWCC Admissions Office).

ENC 1000A*

College Preparatory English, 3 semester, 30 lec., 45 lab hours. (Fall, Spring, Summer)

This course is designed to move along as rapidly as possible toward full admission to degree programs those students whose entry level placement test scores do not meet requirements for degree credits. Skills appropriate to individual student needs are programmed in grammar, punctuation, spelling, syntax, and composition. This course may be repeated by students not fulfilling competency requirements. (State Board of Education Rules limit students to three registrations in this course.)

ENC 1139

Review of Essay and Writing Skills, 1 semester hour, 15 lec. (Fall, Spring, Summer)

A short course reviewing standard English communication skills needed for coursework in a variety of disciplines. Prerequisite: Completion of English Communications I or equivalent.

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 1101 or ENC 1151.

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 coordinated through the department chair.

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 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. NOTE: If this course is used to satisfy writing requirements for transfer courses to OWCC, a minimum grade of "C" is required.

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. Entry coordinated through the department chair.

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.

EPP 1015

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.

EPP 2100

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.

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

EST 2112***Industrial Electronics, 5 semester hours, 30 lec., 90 lab. (Offered as needed)**

Courses 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 1111 ***Drafting I, 6 semester hours, 30 lec., 120 lab. (Offered as needed)**

The first of a sequence of courses in drafting which includes basic use of instruments, freehand lettering, geometric construction, orthographic projection, sections and conventions, conventional revolutions, dimensioning, inking, mechanical lettering, and methods of reproduction.

ETD 1221***Drafting II, 6 semester hours, 30 lec., 120 lab. (Offered as needed)**

A course that continues and completes the student's study of the fundamentals intrinsic to all types of drafting. Topics covered include isometric, dimetric, trimetric, oblique, and perspective projection, auxiliary views, related mathematics, precision dimensioning and inking practices. Prerequisite: ETD 1221.

ETD 1310***Intro Computer Drafting, 1 semester hour, 5 lec., 20 lab. (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. Prerequisite: ETD 1111 or EGN 1120C.

ETD 1311 ***Computer/Systems Drafting, 3 semester hours, 30 lec., 30 lab. (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: computer aided drafting terminology; computer drafting hardware, software, and users; computer drafting applications; scissors drafting; reprographics; pin-registered overlay drafting; and team drafting. Prerequisite: 1310 or permission of instructor.

ETD 1653 ***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. Prerequisite: EGN 1120C, ETD 1701, or permission of instructor.

ETD 1700 ***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. Prerequisite: ETD 111, ETD 1221, ETD 1712 or permission of the instructor.

ETD 1712 ***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 1111 and ETD 1221 or permission of instructor.

ETD1801***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: ETD 1111 or EGN 1128 and ETD 1221 or permission of instructor.

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 2351 ***Advanced Computer/System Drafting, 3 semester, 15 lec./60 lab hours. (Offered as needed)**

An advanced course designed to help students develop proficiency in the area of computer aided drafting and systems drafting. Topics covered include: transfer drawings, digitized drawings, explanatory drawings, multiview projections, exploded assemblies, pictorial drawings auxiliary views, sections, details, geometric dimensioning and tolerancing, and CADD concepts. Prerequisites: ETD 1311 or permission of instructor.

ETD 2655***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, artmasters, fabrication drawings, and silkscreen masters for double sided and multilayer boards. Prerequisites: ETD 1653 or permission of instructor.

ETD 2705***Advanced Computer/System Drafting, 3 semester hours, 15 lec./60 lab hours. (Offered as needed)**

An advanced course designed to help students develop proficiency in the area of computer aided drafting and systems drafting. Topics covered include: transfer drawings, digitized drawings, explanatory drawings, multiview projections, exploded assemblies, pictorial drawings, auxiliary views, sections, details, geometric dimensioning and tolerancing, and CADD concepts. Prerequisites: ETD 1311 or permission of instructor.

*Occupational course that may not be applied toward the AA degree.

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ETD 2534**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 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 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 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.

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.

ETG 1941***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 at 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

FAD 1123**Adults in a Changing Society, 3 semester hours, 45 lec. (Fall, Spring, Summer)**

A course focusing on personal development and traditional or nontraditional career options available to adults in today's changing society.

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 services.

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.

*Occupational course that may not be applied toward the AA degree.

*Occupational course that may not be applied toward the AA degree.

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.

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 and Administration or permission of the instructor.

FRE 1100**French I, 4 semester hours, 60 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, 4 semester hours, 60 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 three years of high school French should enroll in French III-IV.

FRE 2200**French III, 4 semester hours, 60 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, 4 semester hours, 60 lec. (Offered Fall and Summer Term II)**

Intermediate level review of grammar, reading in French literature, and development of conversational and writing skills. Prerequisite: three years of high school French with grade of "B" or better, or FRE 2200 or its equivalent.

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.

FSS 1210C***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.

*Occupational course that may not be applied toward the AA degree.

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 1246C***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 desserts.

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.

GEB 1940***Internship-Business Education, 3 semester hours, 225 lab. (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.

GEB 2903**Tutorial-Business, 1 semester hour, 30 hours (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.

GER 1100**German I, 4 semester hours, 60 lec. (Fall)**

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, 4 semester hours, 60 lec. (Spring)**

Functional development of understanding of spoken and written German, with emphasis upon balanced development of all four skills-listening, speaking, reading, and writing. Students who have successfully completed two or three years of high school German should enroll in German III-IV. Prerequisite: German I or equivalent.

GER 2200**German III, 4 semester hours, 60 lec. (Fall)**

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 in high school German with a grade of "B" or better, or equivalent.

*Occupational course that may not be applied toward the AA degree.

GER 2201**German IV, 4 semester hours, 60 lec. (Spring)**

Intermediate level review of grammar, readings in contemporary literature and current affairs, audio-lingual practice, and development of conversational and writing skills. Prerequisite: three years of high school German with grade of "B" or better, or GER 2200 or its equivalent.

GER 2420**Advanced German Grammar and Composition I, 3 semester hours, 45 lec. (Offered Fall or when needed)**

Study of advanced grammatical structures, selected development of vocabulary and idiom, practice in oral and written composition. Prerequisite: GER 2201 or four years of high school German.

GER 2421**Advanced German Grammar and Composition II, 3 semester hours, 45 lec. (Offered Spring or 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 in high school German.

GER 2440**Business German, 3 semester hours, 45 lec. (Offered as needed)**

Business German will include readings from current German essays and news articles sampling all aspects of business writing. The student will practice forms of business communications: letters, advertising, forms for bills of lading, invoices, explanations of business procedures, etc. Prerequisite: Equivalent of German I, II, III, IV, past intermediate level of German.

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 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 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 1001**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.

GLY 1100C**Historical Geology, 4 semester hours, 45 lec., 30 lab. (Offered as needed)**

A study of the history of the earth, including the origin of continents, mountains and ocean basins as recorded in rocks and fossils. A survey of the fossil record and changes in animal and plant life throughout geologic time will also be studied.

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 1542C and OST 1100.

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***Phototypesetting, 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: OST 1100 or equivalent and GRA 1541C.

GRA 1543C**Graphic/Commercial Design I, 3 semester hours, 30 lec., 30 lab. (Offered as needed)**

A comprehensive introduction, overview and practical experience relating to the basic fundamentals, techniques, procedures, principles, and tools used in graphic/commercial art.

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, striping 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 Assembly, 3 semester hours, 30 lec., 30 lab. (Offered as needed)**

This course will provide comprehensive experience in the advanced film assembly 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 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.

GRA 2544C**Graphic/Commercial Design II, 3 semester hours, 30 lec., 30 lab. (Offered as needed)**

Comprehensive overview and practical experience relating to advanced procedures and specialized areas of interest in the graphic/commercial art field.

GRA 2547C***Projects in Graphic Design, 3 semester hours, 30 lec., 30 lab (Offered as needed)**

Comprehensive introduction, overview and practical experience relating to the fundamentals and techniques of graphic/commercial art studio procedures, design and production.

GRA 2602C***Process Color Film Assembly, 3 semester hours, 30 lec., 30 lab. (Offered as needed)**

This course provides practical experience in the film assembly 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 press. Prerequisite: 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, dark-room 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.

*Occupational course that may not be applied toward the AA degree.

*Occupational course that may not be applied toward the AA degree.

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.

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 furnishings for family living. Consideration of art principles in planning livable interiors, and current trends in housing.

HLP 1081**Health Analysis and Improvement, 3 semester hours, 45 lec. (May apply toward activity PE requirement).**

A course designed to provide the basis for scientifically selecting those habits, behaviors and programs which, if applied, will enable the individual to maintain a high quality of health and total fitness throughout life. Based on assessment test results, physical examination by a physician may be recommended.

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., 30 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.

HSC 1100**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.

HTF 2010**Hospitality Management, 3 semester hours, 45 lec. (Offered as needed)**

An introductory study of problems originating in the operation and administration of various segments of the hospitality industry. Prerequisites: ACG 2001, ACG 2011, OST 2335, MAN 2021, MAN 2011, MAR 2302, MAN 2100, MAN 2101, COC 1020, ECO 2013.

HTF 2210**Hospitality Management Internship, 6 semester hours, 90 lec. (Offered as needed)**

A management internship program providing on-the-job management experiences in various phases of the hospitality industry.

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 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 hours (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. (Offered as needed)**

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

*Occupational course that may not be applied toward the AA degree.

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.

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.

HUN 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.

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, political, economic, and social background as an introduction to international relations. The individual student develops a special area of interest to explore in-depth the principles of international relations after their instruction.

ISS 1905**Independent Study-Social Science, 1 semester hour, 45 hours (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.

ISS 2905**Directed Work Study-Social Science, 1 semester hour, 45 hours (Offered as needed)**

Entry by permission of department chair only.

ISS 2943**Tutorial-Social Studies, 1 semester hour, 30 hours (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.

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.

JOU 1103**Journalism II, 3 semester hours, 15 lec., 30 lab. (Offered as needed)**

Introduces the student to the art of feature writing, including the basics of finding a good story idea, researching the periodicals market, sending query letters, and marketing the finished project. The course also teaches the mechanics of writing leads, building the body of the story and proper closing.

LEA 1101**Introduction to Civil Law, 3 semester hours, 45 lec.**

An insight into the system of dispute resolution for private parties and the government provided by the court systems of the various states and the Federal Government in a non-criminal setting.

LEA 1935**Introduction to Paralegalism, 3 semester hours, 45 lec. (Offered as needed)**

Designed to give students a broad understanding of the nature of the paralegal professional and its responsibility.

LEA 1936**Legal Research, 3 semester hours, 45 lec. (Offered as needed)**

The student is systematically introduced to the essentials of legal research in such areas as searching for precedence, gathering citations and legal opinions, preparing legal briefs and conducting title searches.

LEA 2151**TORTS: Personal Injury Litigation, 3 semester hours, 45 lec. (Offered as needed)**

This course is designed to provide the student with an introductory knowledge of tort law with objectives centered on personal injury torts.

LEA 2937**Rules of Evidence, 3 semester hours, 45 lec. (Offered as needed)**

The student is introduced to the rules of evidence as they apply in civil and criminal court procedures. The student is prepared to locate legal case law in reference to evidence.

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 2330**Camp Counseling, 3 semester hours, 30 lec., 30 lab. (Fall, Spring)**

The training of camp counselors in organizing camping, including camp crafts, nature, and informal activities.

LIN 1340**Writing: Grammar and Syntax, 3 semester hours, 45 lec. (Fall, Spring, Summer)**

Development and review of skills in expository writing, grammar, syntax, punctuation, spelling, style, and manuscript form. Prerequisite: Basic language skills.

LIS 2001**Independent Study-Library, 1 semester hour, 45 hours (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.**

Studies in modern Western drama, prose, and poetry, focusing on their comments on modern man. May be used as credit Humanities.

MAC 1102**Introductory College 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, including use of determinants; study of functions, their properties and uses, graphs of linear and quadratic functions; the complex number system, absolute value equations and inequalities and an emphasis on word problems. Prerequisites: Satisfactory completion of MAT 1024A, or equivalent.

MAC 1114**Trigonometry, 3 semester hours, 45 lec. (Fall, Spring, Summer)**

Typical modern trigonometry course. Prerequisite: MAC 1140 with a grade of "C" or better, or equivalent.

MAC 1140**Pre-Calculus Algebra, 3 semester hours, 45 lec. (Fall, Spring, Summer)**

First course in a three-course pre-calculus sequence. Covers equations and inequalities; linear, quadratic, logarithmic and exponential functions and relations; systems of equations; matrices and determinants, mathematical proof techniques, including mathematical induction. Binomial Theorem, sequences and series; and applications of algebraic techniques in the real world. Scientific-type calculators are used in logarithmic and exponential work. Prerequisite: Completion of MAC 1102 with a grade of "C" or better, or equivalent.

MAC 1142**Pre-Calculus Mathematics, 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: Completion of courses in trigonometry and analytic geometry with grades 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: Completion of MAC 1104 and MAC 1114 with a grade of "C" or better, or equivalent.

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 1140 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)**

Second course in a three course sequence, and provides further insight into the methods and applications of differentiation and integration. Prerequisite: Completion of MAC 1411 with a grade of "C" or better, or equivalent.

MAC 1413**Calculus III, 4 semester hours, 60 lec. (Fall, Spring, Summer)**

Third course in a three course sequence: It stresses multivariable calculus and infinite series. Prerequisite: Completion of MAC 1412 with a grade of "C" or better, or equivalent.

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. Prerequisite: Grade of "C" or better in MAC 1140 or equivalent.

MAE 2810**Mathematics for Elementary Teachers, 3 semester hours, 45 lec. (Offered as needed)**

Designed for elementary education majors in preparation for teaching contemporary elementary mathematics. Covers problem solving, numeration systems, whole numbers, 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.

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 knowledge and skills of managers, influences upon managerial decision-making process, and the psychological principles inherent in management.

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)**

Course presents the basic concepts and theory of first course in ordinary differential equations. Prerequisite: Completion of MAC 1413 with a grade of "C" or better, or equivalent.

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.

MAS 2103**Linear Algebra, 3 semester hours, 45 lec. (Spring, or as needed)**

Designed for mathematics and engineering majors. Prerequisite: MAC 1411 with a grade of "C" or better, or equivalent.

MAT 1024A***College Preparatory Algebra, 3 semester hours, 30 lec., 45 lab. (Fall, Spring, Summer)**

This course is designed for students whose entry level placement test scores do not meet requirements for degree credit (does not meet graduation requirements). Course may be repeated by students not fulfilling competency requirements. (By State Board of Education Rules, students are limited to three registrations in this course). Topics include operations with real number properties, linear equations and inequalities and factorization.

MAT 2905**Tutorial-Mathematics, 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. Prerequisite: Completion of course in which tutoring with a grade of "B" or better, or equivalent.

MAT 2940**Directed Work Study-Mathematics, 1 semester hour, 60 lab. (Fall, Spring, Summer)**

Directed experience in instructional, laboratory and/or materials assistance in a designated Mathematics area. Prerequisite: Completion of MAC 1140 with a grade of "C" or better, or equivalent.

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-organism 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**Introduction to Meteorology, 3 semester hours, 45 lec., (Fall, Spring)**

Structure of the atmosphere, weather processes, systems and phenomena; climate and climatic change, economic impact of weather.

MGF 2118**Quantitative Skills Seminar, 1 semester hour, 15 lec. (Fall, Spring, Summer)**

A short course dealing with mathematical skills needed for successful completion of coursework in a variety of disciplines. Prerequisite: Completion of a general education mathematics course.

MGF 2202**Finite Mathematics, 3 semester hours, 45 lec. (Fall, Spring, Summer)**

This course is designed to provide the essential mathematical skills necessary for a student entering his/her junior year of college. It includes arithmetic, geometry and measurement algebra, statistics (including probability), logical reasoning, and computing technology. Prerequisite: Completion of MAC 1102 or higher mathematics course with a grade of "C" or better, or equivalent.

MKA 2021**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.

MKA 2041**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.

MKA 2511**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.)

MKA 2930**Marketing Seminar I, 2 semester hours, 15 lec. (Offered as needed)**

One class hour per week discussing resume writing and employment interviewing skills. A minimum of twelve hours per week of on-the-job experience to be arranged. Open to all students.

MKA 2931**Marketing Seminar II, 2 semester hours, 15 lec. (Offered as needed)**

One class hour per week discussing marketing research. A minimum of twelve hours per week of on-the-job experience to be arranged. Open to all students. No prerequisite.

MKA 2932**Marketing Seminar III, 2 semester hours, 15 lec. (Offered as needed)**

One class hour per week discussing marketing problems and solutions. A minimum of twelve hours per week of on-the-job experience to be arranged. Open to all students. No prerequisite.

MNA 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.

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

MTB 1103**Business Mathematics, 3 semester hours, 45 lec. (Fall, Spring, Summer)**

Presents basic principles used to solve every day 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.

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

MUN 1310**OWCC Chorus, 1 semester hour, 30 lab.**

A music organization open through auditions to any student having experience in reading music. A variety of musical styles will be studied and performed. Students elective OWCC Chorus will be expected to participate in scheduled performances. MUN 1310 may be repeated three times for credit. Prerequisite: Experience in high school, church, or community chorus or choirs.

MUN 1340**OWCC Show Choir I, 1 semester hour, 30 lab.**

A study of the fundamental techniques and principles of integratng dance, voice, music and acting into a performance show choir. Training in voice, jazz movement, character interpretation and personality presentation is covered. Membership is open to all part-time or full-time students on a credit or audit basis. All music majors and performance majors must participate. The show choir appears in public performances at frequent intervals throughout the year. Prerequisite: Audition, consent of Department, music or performance minor.

MUN 1341**OWCC Show Choir II, 1 semester hour, 30 lab.**

A study of the fundamental techniques and principles of integrating dance, voice, music and acting into a performance show choir. Training in voice, jazz movement, character interpretation and personality presentation is covered. Membership is open to all part-time or full-time students on a credit or audit basis. All music majors and performance majors must participate. The show choir appears in public performances at frequent intervals throughout the year. Prerequisite: Show Choir I.

MUN 1710**Rock and Jazz Ensembles I, 1 semester hour, 30 lab.**

Music performing organization open to any student who wants to develop his or her performance repertoire. Laboratory studies include techniques of performing music, literature, practices, styles and media applicable to designated organized ensemble. May be repeated three times for credit. Prerequisite: Some experience in high school bands, etc.

MUN 1720**Rock and Jazz Ensembles II, 1 semester hour, 30 lab.**

Music performing organization open to any student who wants to develop his/her performance repertoire. Laboratory studies include techniques of performing music, literature, practices, styles and media applicable to designated organized ensemble. May be repeated three times for credit. Prerequisite: Some experience in high school bands, etc.

MUN 2340**OWCC Show Choir III, 1 semester hour, 30 lab.**

A study of the fundamental techniques and principles of integrating dance, voice, music and acting into a performance show choir. Training in voice, jazz movement, character interpretation and personality presentation is covered. Membership is open to all part-time or full-time students on a credit or audit basis. All music majors and performance majors must participate. The show choir appears in public performances at frequent intervals throughout the year. Prerequisite: Show Choir II.

MUN 2341**OWCC Show Choir IV, 1 semester hour, 30 lab.**

A study of the fundamental techniques and principles of integrating dance, voice, music and acting into a performance show choir. Training in voice, jazz movement, character interpretation and personality presentation is covered. Membership is open to all part-time or full-time students on a credit or audit basis. All music majors and performance majors must participate. The show choir appears in public performances at frequent intervals throughout the year. Prerequisite: Show Choir III.

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.

MUT 1121**Music Theory I, 3 semester hours, 30 lec., 15 lab.**

A study of the fundamentals of basic musicianship, music notation, understanding of simple rhythms, key situations, intervals, ear training, dictation, sightsinging, major and minor scales, intervals, triads, chords, polyphonic composition and elementary keyboard work. Prerequisite: Students wishing to take Music Theory I should have a strong background in music (high school chorus, bands, etc.).

MUT 1122**Music Theory II, 3 semester hours, 30 lec., 15 lab.**

A continuation of Music Theory I, MUT 1121. Basic musicianship, writing and reading of music, ear training, dictation, sightsinging will be studied, as well as major and minor scales, intervals, triads, seventh chords, inversions, cadences, periods and progressions in all keys. Two, three and four part chords and polyphonic composition. Prerequisite: Music Theory I.

MVK 1211**Applied Music-Piano I, 1 semester hour, 16 lab.**

Private instruction in piano, as a secondary instrument, consisting of one half-hour lesson per week. Course may be repeated one - credit available for both.

MVK 2221**Applied Music-Piano II, 1 semester hour, 16 lab.**

Private instruction in piano, as a secondary instrument, consisting of one half-hour lesson per week. Course may be repeated once - credit available for both.

MVV 1211**Applied Music-Voice I, 1 semester hour, 16 lab.**

Private instruction in voice, as a secondary instrument, consisting of one half-hour lesson per week, with a minimum of one hour daily practice. Course may be repeated once - credit available for both.

MVV 2221**Applied Music-Voice II, 1 semester hour, 16 lab.**

Private instruction in voice, as a secondary instrument, consisting of one half-hour lesson per week, with a minimum of one hour daily practice. Course may be repeated once - credit available for both.

PMT 1106***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.

PMT 1111***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 joints configurations in the flat, horizontal, vertical and overhead positions. Extensive use of the oxyacetylene cutting process is an integral aspect of this course.

PMT 1112***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, stainless steel and cast measuring principles will be covered.

PMT 1121***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.

PMT 1131***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.

PMT 1157***Specialty Welding, 6 semester hours, 30 lec., 150 lab. (Offered as needed)**

This course is for students in their final semester of the AS, AAS option and the Occupational Certificate welding programs. 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.

PMT 1161**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.

PMT 1175***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 integral aspect of this course.

PMT 2122***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.

OCE 1005**Introduction to Oceanography, 3 semester hours, 45 lec. (Fall, Spring)**

A survey of the geography, chemistry, physics, and geology of the oceans. Lectures, demonstrations, and laboratory-type exercises to acquaint the students with oceanographic operations and data. No prerequisite.

OST 1100**Typewriting I, 2 semester hours, 15 lec., 45 lab. (Fall, Spring, Summer)**

Development of correct typewriting techniques, learning the keyboard, problem typing including letters, reports and manuscripts.

OST 1110**Typewriting II, 2 semester hours, 15 lec., 45 lab. (Fall, Spring, Summer)**

Production typing, tabulation, business letter writing, reports, and manuscript typing. Prerequisite: Typing I or acceptable level of competency.

OST 1141**Keyboarding, 1 semester hour, 30 lab. (Offered as needed)**

A basic course in keyboarding using the touch system. The proper techniques for keyboarding alphabetic and numeric data will be emphasized.

OST 1211**Shorthand, 3 semester hours, 30 lec., 45 lab. (Fall, Spring)**

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

OST 1212**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.

OST 1351**Filing, 3 semester hours, 45 lec. (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.

*Occupational course that may not be applied toward the AA degree.

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OST 1601**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: Typing I or equivalent.

OST 2120**Typewriting III, 2 semester hours, 15 lec., 45 lab. (Offered as needed)**

Development of occupational proficiency in production typing of business, government, legal, and medical materials. Prerequisite: Typewriting II or equivalent.

OST 2213**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: Dictation, or permission of instructor.

OST 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.

OST 2401**General Office Practices, 3 semester hours, 45 lec., 45 lab. (Offered as needed)**

Study of practices and procedures in the modern office. Emphasis on exercising judgement, handling incoming calls and callers, processing mail, word processing systems, editing and composing techniques, travel arrangements, banking procedures, employment applications and resumes. Prerequisite: OST 1110, OST 2335 or equivalent.

**GRAPHIC/COMMERCIAL DESIGN . . .**

Commercial Art is a new program at OWCC. The above student is using tools/materials for a design job.

OST 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 effective management of time and materials. Prerequisite: OST 1110, OST 1210 and OST 2335.

OST 2721**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: OST 1100.

OST 2722**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: OST 2721

PCB 2011**Cell Biology, 4 semester hours, 45 lec., 45 lab. (Fall, Spring, Summer)**

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 technique 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, Spring, Summer)

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, Spring)

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.

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 semester 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 1330

Orienteering,* 1 semester hour, 30 lab. (Offered as needed)

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.

PEM 1251

Basic Canoeing,* 1 semester hour, 30 lab. (Summer)

This course is designed to develop safety and fundamental skills in the use of canoes.

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.

* Activity course fulfills the Physical Education requirement.

* Activity course fulfills the Physical Education requirement.

PGY 1101C***Basic Photography, 2 semester hours, 25 lec., 30 lab. (Offered as needed)**

An elective course for students of graphics/printing program, and others having vocational, avocational, hobby or fine arts interests in photography. Course content will cover fundamentals, basic principles, film processing/developing, picture composition, lighting, exposure, special techniques, and mounting of prints. Camera, enlarger, light meter, flood lights and other photographic equipment will be covered.

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 1020**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 nonscience 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.

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, 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.

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, the use of force, and persuasion.

PSC 2905**Independent Study-Physical Science, 1 semester hour, 45 hours. (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. (Offered 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 1000A***College Prep Reading, 3 semester hours, 30 lec., 45 lab.**

This course is designed for students whose entry level placement test scores do not meet requirements for degree credit. Conducted in a laboratory setting, this course is 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. Course may be repeated by students not fulfilling competency requirements; however, State Board of Education Rules limit students to three registrations in this course.

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.

*Occupational course that may not be applied toward the AA degree.

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

REA 2105**Advanced Reading Techniques, 2 semester hours, 15 lec., 30 lab.**

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.

REE 1040A**Introduction to Real Estate: Course I, 4 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 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 consideration, ownership forms for investment, financing the investment and analyzing property investment returns.

REE 2430**Real Estate Law, 3 semester hours, 45 lec. (Offered as needed)**

A study and analysis of real estate law including specific aspects of Florida Real Estate Law as applied to real estate documents, their form and contents, mechanics of their use, and an exposition of modern real estate transactions.

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.

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 OWCC, 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.**

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, 4 semester hours, 60 lec.**

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, 4 semester hours, 60 lec. (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, 4 semester hours, 60 lec. (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, 4 semester hours, 60 lec. (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 a grade of "B" or better, or SPN 2200 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 literatures. Prerequisite: Spanish IV

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.

SUR 2100C**Surveying, 3 semester hours, 15 lec., 60 lab.**

Measurement of distances; elevations and angles; analysis of errors; adjustments of instruments; computation of positions, areas and volumes; contours; establishing grades; topographic mapping and land surveying.

SYG 2000**Sociology, 3 semester hours, 45 lec. (Fall, Spring, Summer)**

Concentrates on the description of individual and group behavior. Basic concepts are 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.

TTP 2110**Acting I, 3 semester hours, 30 lec., 30 lab. (Offered as needed)**

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

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 chronological facts.

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 chronological facts.

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 by the selection of a specific problem.

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 Community College offers non-college-credit Continuing Education courses and awards 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 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 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. Prerequisite: ACO 0101.

ACR 0949

Air Conditioning and Heating: Apprentice, 60 class hours, 6 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.

AER 0005

Introduction to Automobile Engines, 60 class hours, 15 lec., 45 lab., 6 c.e.u.'s (Offered as needed)

This course will cover the fundamentals of diagnostics, and repairing automotive engines. Includes lecture, demonstrations, practical application activities, and performance testing. May be repeated as desired.

CJD 0606

Traffic Homicide Investigation, 40 class hours, 30 lec., 10 lab., 4 c.e.u.'s (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 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 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 c.e.u.'s (Offered as needed)

An overall view of computers and how they affect each person as well as society. Hands-on experience on microcomputers provided.

EMS 0059

Initial Responder, 60 class hours, 60 lec., 6.5 c.e.u.'s (Offered as needed)

This course is designed for individuals planning careers in EMS, Fire Science, Law Enforcement, etc. who are interested in obtaining knowledge and skills necessary to provide optimum pre-hospital emergency care to the victim of trauma or sudden illness.

EMS 0119

Emergency Medical Treatment, 180 class hours, 105 lec., 30 lab., 45 hospital observation hours, 18 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 Care First Aid/CPR or First Responder/CPR plus passing the entry reading exam required for college level courses (see current semester class schedule for minimum scores). Students must also pass a physical exam (forms are available from the OWCC Admissions Office).

EMS 0381**EMT I Refresher, 30 class hours, 3 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 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.

FSS 0220C**Commercial Foods and Catering, 90 class hours, 30 lec., 60 lab., 9 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.

HEV 0213**Patternmaking, noncredit, 30 lec., 30 lab. hours**

A course designed for students with prior experience in clothing construction who are interested in designing garments for themselves and others. Major concepts of the course include: (1) elements and principles of design and their application to fashion and (2) constructing a basic pattern (a sloper). A garment of original design will be constructed in a laboratory setting.

HEV 0216**Wardrobe Planning, noncredit, 45 lecture hours.**

This course provides for the development of competency in planning individual and family wardrobes. Attention will be given to the effectiveness of clothing choices in professional situations. Factors to consider in purchasing wardrobe items are stressed as well as the care, maintenance and updating of various wardrobe components. Emphasis will be placed on the psychological and social factors influencing dress and the relationship of physical appearance to clothing selection.

IEA 0131**General Education/Vocational Preparatory, 30 to 60 class hours, 3 to 6 c.e.u.'s (Offered as needed)**

A special course designed to help remove basic deficiencies in English, reading, vocabulary, and basic mathematics, thus preparing an individual for advancement in employment, for entering more advanced job training, vocational, or postsecondary adult educational programs.

LLL 4602**(ESL) English as a Second Language, 45 to 90 class hours, 4.5 to 9 c.e.u.'s (Offered as needed)**

Group and individual instruction in English for adults. Emphasis is placed on speaking, reading, and writing English based on living experiences and needs.

OPT 0930**Fundamentals of Optics, 8 class hours, .8 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.

PMT 0184**Welder Qualification, 15 class hours, 3 lec., 12 lab., 1.5 c.e.u.'s (Offered as needed)**

A course covering an overview of welder qualifications (certification) and its importance to industry. Various welding codes will be introduced, such as: AWS, ASME, API, and Military Specifications (Mil. Specs.). The student will select one welding code on which he or she will be tested and will perform a practical welding qualification test to be evaluated by a Certified Welding Inspector Instructor. To qualify, the student's weldment must meet or exceed the test requirements specified by the selected welding code.

PUR 0920**FPRA Exam Review, noncredit, 24 lecture hours.**

A review of basic knowledge required for satisfactory completion of the Florida Public Relations Association Exam.

XXX 1118A**Real Estate Law, 3 class hours, .3 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 1119A**Residential Appraisal, 11 class hours, 1.1 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: Florida Real Estate License.

XXX 1122A**Income Capitalization Approach, 11 class hours, 1.1 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: Florida Real Estate License.

XXX 1123A**Residential Selling, 11 class hours, 1.1 c.e.u.'s (Offered as needed)**

This block of instruction is designed to: (1) emphasize the responsibilities of licensees to the public in listing residential properties of sale, and (2) enhance the skills of licensees in marketing residential properties. Prerequisite: Florida Real Estate License

XXX 1148**Programming the Computer, 45 class hours, 4.5 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 c.e.u.'s (Offered as needed)**

Basic skills and vocabulary of Gregg Shorthand Series 90. Beginning of dictation, transcription, and development of rapid reading and writing ability on familiar materials.

XXX 1601

Beginning Shorthand II, 60 class hours, 6 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. Prerequisite: XXX 1600.

XXX 1602

Refresher Shorthand, 20 class hours, 2 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 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 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 c.e.u.'s (Offered as needed)

Speed building through basic technique, tabulation, business letter writing, reports, and manuscript typing. Prerequisite: OST 1100 or XXX 1606 or acceptable level of competency.

XXX 1611

Programming Lab, 45 class hours.

Hands-on application of BASIC (Beginner All Purpose Symbolic Instruction Code). Should be taken in conjunction with COC 1110 Introduction to Computer Programming.

XXX 1620

Basic Management for Supervisors, 20 class hours, 2 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 1663A

Course I. Real Estate Principles and Practices, 63 class hours, 6.3 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 real estate salesmen.

XXX 1668

Real Estate Investing, 45 class hours, 4.5 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 the investment, financing the investment, and analyzing and projecting investment returns.

XXX 1669

Real Estate Financing, 45 class hours, 4.5 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, 16-45 class hours, .16-4.5 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 1902

Personnel Management, 40 class hours, 4 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 pertain to the line organization. Subjects include: classification, employment, training, labor relations, equal employment opportunity, and employee-management subject matter.

XXX 1926

Office Management, 24 class hours, 2.4 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 1929

Filing, 45 class hours, 4.5 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 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 2608

Safety Education Defensive Driving, 8 class hours, .8 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 3614

Photography, 20 class hours, 2 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 4631

Everyday German, 18 class hours, 1.8 c.e.u.'s (Offered as needed)

The course content of German sentences and phrases of high frequency use in conversation, especially in situations encountered by the traveler and resident in German-speaking community will be presented in short dramatized episodes. Skits, dialogues, sound tapes, and video tapes will be used to present the materials with minimal translation into the native language, and maximum practice in the oral control of the sentences by the students developed by dramatized practice.

XXX 6601

Educating the Consumer, 45 class hours, 4.5 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 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 class hours, 4.5 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 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 c.e.u.'s (Offered as needed)

Designed to teach how to decorate a cake. (Self-supporting course)

XXX 6641

Non-Traditional Careers, 45 class hours, 4.5 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 6700

Chemical Tests for Intoxication, 40 class hours, 4 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 6702

Criminal Identification, 16 class hours.

Criminal identification techniques utilizing the Identi-Kit in building facial composites of wanted and missing persons. Development of identification - Modus Operandi file system.

XXX 6704

Police Officer Auxiliary Recruit Course, 97 class hours.

A course designed to meet Florida Police Auxiliary officer minimum standards for certification.

XXX 6705A

Chemical Test for Intoxication-Annual Requalification Course, 8 class hours, .8 c.e.u.'s (Offered as needed)

Course meets Florida Department of Education annual recertification of chemical tests for intoxication permits.

XXX 6709

Auto-Intoximeter Course, 8 class hours, .8 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 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 6806

Police Skills, 45 class hours, 4.5 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 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), K. Field Activities (6 hours), L. Evidential Issues (4 hours), M. Civil Liabilities (4-6 hours)

XXX 6851

Criminal Justice Basic Training, 327 class hours, 32.7 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), S. Enforcement Skills (32 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 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 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 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 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 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 observees in child development centers or homes.

XXX 6916

Parent Involvement, 60 class hours, 6 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 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 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 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 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 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 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.

**DEDICATION . . .**

The newest building on campus, "L" Building, which houses the Math/Public Safety disciplines was dedicated April 9, 1988. Present were Dr. James R. Richburg, left, Dr. Massey Valentine, Eglin AFB, Larry Gilbert, Okaloosa County Sheriff, Pledger Sullivan, Superintendent, Okaloosa County Schools, William H. Wise, Sr., Public Safety, and Louis Heckroth, Math.

XXX 6929**Decorating Your Home I, 15 class hours, 1.5 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, 30 lab., 30 lec., 60 class hours, 6 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 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 6935**Advanced Clothing Construction, 75 class hours, 7.5 c.e.u.'s (Offered as needed)**

Advanced problems and techniques of clothing construction and creative expression.

XXX 6938**Improving Quality of Family Life, 20 class hours, 2 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 and job).

XXX 6939**Cooking with Energy Saving Appliances, 20 class hours, 2 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 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 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, 8-45 class hours, .08-4.5 c.e.u.'s (Offered as needed)**

A course in which student 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 7700**Auto Body I, 60 class hours.**

Auto body construction, basic hand and power tools, damage assessment, shop safety and procedures, human relationships. Metal straightening, shrinking sheetmetal, filling dents, pull rods, welding and cutting.

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 class hours, 6 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 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 layout conduits, installing switch panels, pulling wire, splicing, testing circuits, line construction and performing other duties and jobs required of an electrician.

XXX 7732**Carpentry: Apprentice, 60 class hours, 6 c.e.u.'s (Fall, Spring) 24 class hours, 2.4 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 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 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.

Basic Baking, 180 class hours, 18.0 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 7756**Sanitation/Safety for Food Service Workers, 30 class hours, 15 lec., 15 lab., 3 c.e.u.'s (Offered as needed)**

A course designed to develop a consciousness of safe and sanitary procedures in food serving to groups of people and to teach persons how to follow safe personal and operation habits in food service.

XXX 7769**Waiter/Waitress Techniques, 20 contact hours, 10 lec., 10 lab.**

A study of waiter/waitress duties. Responsibilities: station set-up, table settings, sanitation and safety, initiating guest service, meal serving, and a study of personal hygiene, appearance and attitudes.



TELECONFERENCING . . .

OWCC has one of the 28 satellite linkups in the Florida system which permits it to host important teleconferences such as this one dealing with the problem of how to encourage the underachiever.

XXX 7774

Introduction to Computer Drafting, noncredit, 5 lec., 20 lab. hours.

A course designed to help drafting students update their skills in the area of computer aided drafting. The course will include general background information on computer drafting theory as well as hands-on experience on computer drafting hardware.

XXX 7843

Communication System, 45 class hours, 4.5 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 7981

Water Treatment Operator, 165 class hours, 16.5 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 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 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.

Anger, Hilda M. Director, Educational Advisor
University of West Florida, M.A.

Atwood, Robert C. Graphics/Printing Coordinator/Instructor
Michigan State University, M.A.

Avillion, Dianne F. Counselor
University of Florida, Ed. S.

Bailey, Inez Counselor/Coor. Services to Students with Special Needs
Wayne State University, M.Ed

Baker, Karen W. Mathematics Instructor
University of West Florida, M.A.

Beasley, Ernest A. Jr. Business Instructor
University of Miami, M.B.A.

Beavers, Myrtle B. Communications Instructor
University of West Florida, M.A.

Benvenuti, Eugene S. Director, Registrar/Admissions
University of Southern Mississippi, M.A.

Bishop, Christine Director, Financial Aid
Troy State, B.S.

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. Inspector/Facility Planning Specialist

Cash, Herbert J. Biology Instructor
Montana State College, M.S.

Christmas, Donald N. Social Science Instructor
University of Houston, M.A.

Conger, Flora S. Director, Chautauqua Neighborhood Center
Nova University, Ed.D.

Couey, Ned R. Director of Ft. Walton Beach Center (OWCC/UWF)
Auburn University, Ed.D.

Crozier, Margaret A. Chair/Instructor, Communications
Louisiana Polytechnic Institute, M.A.

Dale, Andrew F. Physical Science Instructor
University of Minnesota, M.S.

Davis, Reate Director, Eglin Center (OWCC/UWF)
Troy State University, M.S.

Durham, James A. Dean of Instruction
University of Southern Mississippi, Ed.D.

Edwards, Natalie E. Business Instructor
Ohio State University, M.A.

Elmore, Olivia S. Adult Basic Education Instructor
University of Southern Alabama, M.S.

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.

Goetsch, David L. Dean of Technical/Vocational Education
Nova University, Ed.D.

Graham, James A. Educational Advisor
Troy State University, M.S.

Hall, William T. Jr. Equity Coordinator, Asst. to President
Virginia State University, M.S.

Hamilton, Ross E. Jr. Biology Instructor
North East Louisiana State College, M.S.

Harris, Dorothy P. German/Communications Instructor
University of North Carolina, M.A.

Hart, Arnold Art Instructor
University of Florida, M.Ed.

Head, Ronald A. Chair/Instructor Physical Science Department
University of the Pacific, Ph.D.

Heath, Lanny R. Chair/Instructor Physical Education Department
George Peabody College, M.A.

Heckroth, Lewis C. Chair/Instructor Mathematics Department
Texas A&M University, M.S.

Henderson, Mary L. Mathematics Instructor
University of West Florida, M.A.

Herron, Clifford D. Chairman of Fine and Performing Arts
Florida State University, Ph.D.

Hilton, Rosa N. Communications Instructor
Florida State University, M.A.

Holland, James D. Data Processing Instructor
Arizona State University, B.S.

Howard, Rietta W.B. Communications Instructor
University of North Carolina, M.A.

Howard, Shirley A. Mathematics Instructor
Texas Tech. University, M.S.

Howell, Myron A. Mathematics Instructor
University of Florida, M.Ed.

Jackson, Dorothy C. Business Instructor
University of Mississippi, M.B.E.

James, AnnaBelle D. Director of Student Services
University of West Florida, M.A.

Jasperson, Gordon L. Coordinator of Counseling & Placement
University of Wyoming, Ed.S

Johnson, Doris L. Adult Basic Education Instructor
Florida Agricultural and Mechanical University, M.Ed

Johnstone, Wesley C. Electronics Instructor
University of West Florida, B.S.

Jones, Barbara M. Director, Literacy Center
University of West Florida, M.A.

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

Kaltz, Gail C. Chair/Instructor Industrial Technical

Kampwerth, Donald H. Physical Science Instructor
University of Washington, M.S.

Keller, Victoria L. Asst. to Dean of Administrative Affairs

Langley, Charlotte Educational Advisor/Business Instructor
University of Southern Mississippi, M.S.

Larson, Robert A. Humanities Instructor
Florida State University, Ph.D.

Leatherwood, John G. Humanities/Performing Arts (Music) Instructor
George Peabody College, M.M

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

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

Matthews, Joseph J. Chair/Instructor, Social Sciences Department
Kansas State University, Ph.D.

McCardle, Mae Lynn T. Mathematics Instructor
Samford University, M.A.

Miller, Robert H. Data Processing Instructor
University of West Florida, M.B.A.

Olmstead, Robin C. Mathematics Instructor
Georgia Southern College, M.S.

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

Polk, Julia Ann Communications Instructor
Clemson University, M.S.

Perdue, Joel T. Data Processing Instructor
Midwesters State University, M.B.A.

Perdue, Riley Foods Instructor

Phillips, Margaret T. Librarian
Emory University, M.A.L.S.

Polk, Julia Ann Mathematics Instructor
Clemson University, M.S.

*Powell, Cheryl C. Communications Instructor
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 Asst. to the Dean of Instruction
Florida State University, M.S.

Richburg, James R. President
University of Georgia, Ed.D.

Rickman, Raymond L. Drafting/Design Instructor
University of West Florida, B.S.

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

*On professional leave 1988-89.

Roberts, William S. Projects/Grants Control Specialist/ Business Instructor
University of Southern Mississippi, M.S.

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

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

Senzig, Ronald G. Social Science Instructor
Indiana State University, M.A.

Sheppard, Jean B. Chair, Adult Studies Department
University of Florida, B.S.

Shipley, Walter B. Humanities and Performing Arts (Drama) Instructor
Memphis State University, M.A.

Smith, Lester S. Information Services Officer
Boston University, M.S.

Smith, Warren Director, Physical Plant
University of West Florida, B.S.

Stair, John W. Educational Advisor
Auburn University, M.S.

Stegall, Mary L. Social Science Instructor
University of North Carolina, Ph.D.

Steinberg, Morton H. Director, Management Information Systems
City College, B.A.

Szuch, Paul J. Chair/Instructor Business Department
Nova University, Ed.D.

Utley, Donna K. Business Education Instructor
Texas A&M, M.S.

Walls, Ronald G. Electronics Instructor

Warren, J. Richard Humanities Instructor
Florida State University, Ph.D.

Warren, Lucy Head Librarian and Director of Learning Resources Center
Florida State University, M.S.L.S.

Watson, Lulu S. Communications Instructor
Troy State University, M.S.

Weathers, Eugenie V. Home Economics Instructor

Wheat, Janice L. Catalog Librarian
University of North Carolina, M.S.L.S.

Whitney, Marilee C. Director of Continuing Education
Florida State University, M.S.

Wilson, C.M. Communications Instructor
University of Florida, M.Ed.

Wilson, Robert D. Dean of Evening Studies
University of Mississippi, Ph.D.

Wise, William H. Sr. Criminal Justice Coord./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 in Munich, West Germany, Ph.D.

HONORARY MEMBERS

Anderson, Lucille	Director, Emeritus of the Learning Resources Center
Beal, Roby A.	Professor Emeritus, Mathematics
Davis, Fanny-Fern	Chair Emeritus of Biology
Martin, Elizabeth	Professor Emeritus, Business Education
McCracken, Dr. James E.	President Emeritus
Sikes, Robert L.F.	Honorary Faculty Chair in Government
Walter, Mamiruth	Counselor Emeritus

SUPPORT PERSONNEL

Baker, Mary Lou	Physical Education, Fine and Performing Arts
Baker, Murdene	Physical Plant
Baldwin, Joan	Comptroller's Office
Banks, Viola	Physical Plant
Barnes, Tom	Physical Plant
Belote, Patricia	Library
Besse, Jeanne P.	OWCC/UWF Fort Walton Beach Center
Bishop, Barbara	Personnel Office
Black, Phyllis D.	Continuing Education
Bradberry, Willie A.	Physical Plant
Brault, Henry A.	Central Services
Brinkley, Kathleen	Library
Brocketto, Charles	Comptroller's Office
Brooks, Sherry L.	Food Services
Brown, Terry R.	Library/Audio Visual
Brown, William	Physical Plant
Campbell, James W.	Management Information Systems
Carr, Bobby L.	Physical Plant
Carter, Dorothy	Evening Campus/Industrial Education
Chandler, Ruben D.	Physical Plant
Chesser, James E.	Physical Plant
Cobb, John	Physical Plant
Connolly, Bruce P.	Physical Plant
Coon, Janice M.	Central Services
Crawford, Faye	Vocational/Technical Education
Culver, M. Diane	Library
Davidson, Susan K.	Administrative Affairs
Davis, Lorraine A.	Admission/Registrar
Davy, Carl	Management Information Systems
Deulley, Vilma	Management Information Systems
DiBattista, Nancy	Library
DiMaria, Eve C.	Student Services
Edwards, Marty E.	Physical Plant
Ellis, Lynn	Math/Public Safety
Fielding, Stephen T.	Central Services
Fisher, George R.	Physical Plant
Fleming, Geraldine	Financial Aid
Gamble, Clydena J.	Comptroller's Office
Golding, Faye	Student Activities
Goodwin, Helen	Bookstore
Gore, Elbert	Physical Plant
Grace, Don	Physical Plant
Hancock Michael J.	Physical Plant
Hardee, Ruby L.	Physical Plant
Harris, Mattie F.	Physical Plant
Holmes, Annette B.	Food Services
Holzschuh, Judy A.	Library/Audio Visual
Horne, Josette R.	Registrar's Office
Ison, Ailon	Physical Plant
Jackson, Jessie	Physical Plant
Jeter, Clarence O.	Physical Plant

Johns, Angel H. Registrar's Office
 Johnson, Bethel Physical Plant
 Johnson, Janet C. Computer Programmer
 Jones, Michelle R. Business Office
 Junger, Amy M. Registrar's Office
 Kelly, Charlotte B. Management Information Systems
 King, Sybil I. Food Services/Manager
 Knott, Patricia OWCC/UWF Fort Walton Beach Center
 Kuntz, Elizabeth W. Business Office
 Land, Jimmy E. Physical Plant
 Laux, Carolyne L. President's Office
 Lawrence, Tammy D. Chautauqua Neighborhood Center
 Lawson, Jimmy L. Physical Plant
 Lawson, Tonia E. Purchasing/Auxiliary Services
 Leski, Philip Physical Plant
 Levesque, Donald R. Central Services
 Lewis, Cheryl L. Library/Audio Visual
 Livingston, Edward M. Library/Audio Visual
 Lopez, Carmen Biology/Physical Science/Math
 MacDonald, Sandra F. Library
 Marcus, D. Annelle Instructional Services
 Martin, C. Joyce Career Information Center
 Matthews, Johnny L. Physical Education
 McCaskill, Henry C. Physical Plant
 McCormick, Gladys Physical Plant
 McDermott, Sharron A. Graphics/Reproduction Center
 McDonald-Williams Charlotte Instructional Services
 Metzger, Judy J. Chautauqua Neighborhood Center
 Moore, Chubby Physical Plant
 Morgan, Thomas M. Physical Plant
 Murphy, Nancy Personnel Office
 Newberry, Aubrey Physical Plant
 Newsome, Kathy A. Food Services
 Noel, Roger G. Management Information Systems
 Olive, Martha A. Reading/Writing Lab
 Page, Monette C. Business Education
 Patten, Brenda Physical Plant
 Phelps, Ethel C. Registrar's Office
 Polazzo, Christopher F. Food Services
 Pride, Bobbie G. Registrar's Office
 Pritchett, L.Z. Physical Plant
 Randolph, Maxine Military Education Services, Eglin AFB
 Ray, Lynne L. Communications/Social Science
 Ray, Patricia Registrar's Office
 Roberts, John R. Physical Plant
 Shermer, Naomi V. Student Activities/Nurse
 Skanes, Frankie Physical Plant
 Smith, Elizabeth Financial Aid
 Sorrells, Peggy A. Military Education Services, Eglin AFB
 Stevens, Edward C. Bookstore Manager
 Street, Gwen Records Management
 Sutton, Tammy S. Information Services
 Sweeny, Bobbie J. Business Office
 Williams, Cornell Physical Plant
 Williams, John W. Physical Plant
 Willis, Jimmy W. Management Information Systems

REQUEST FOR INFORMATION

(Date)

Director of Admissions
Okaloosa-Walton Community College
Niceville, Florida 32578

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

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

- completed junior high/middle school
- received a state high school equivalency diploma
- graduated from high school
- completed some college studies
- received a bachelor's degree
- completed some graduate studies
- received a graduate degree

2. I would like to enroll as a:

- Full-time student
- Part-time student

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

Name _____

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

Signature _____

(Please tear out and fold this page for mailing)

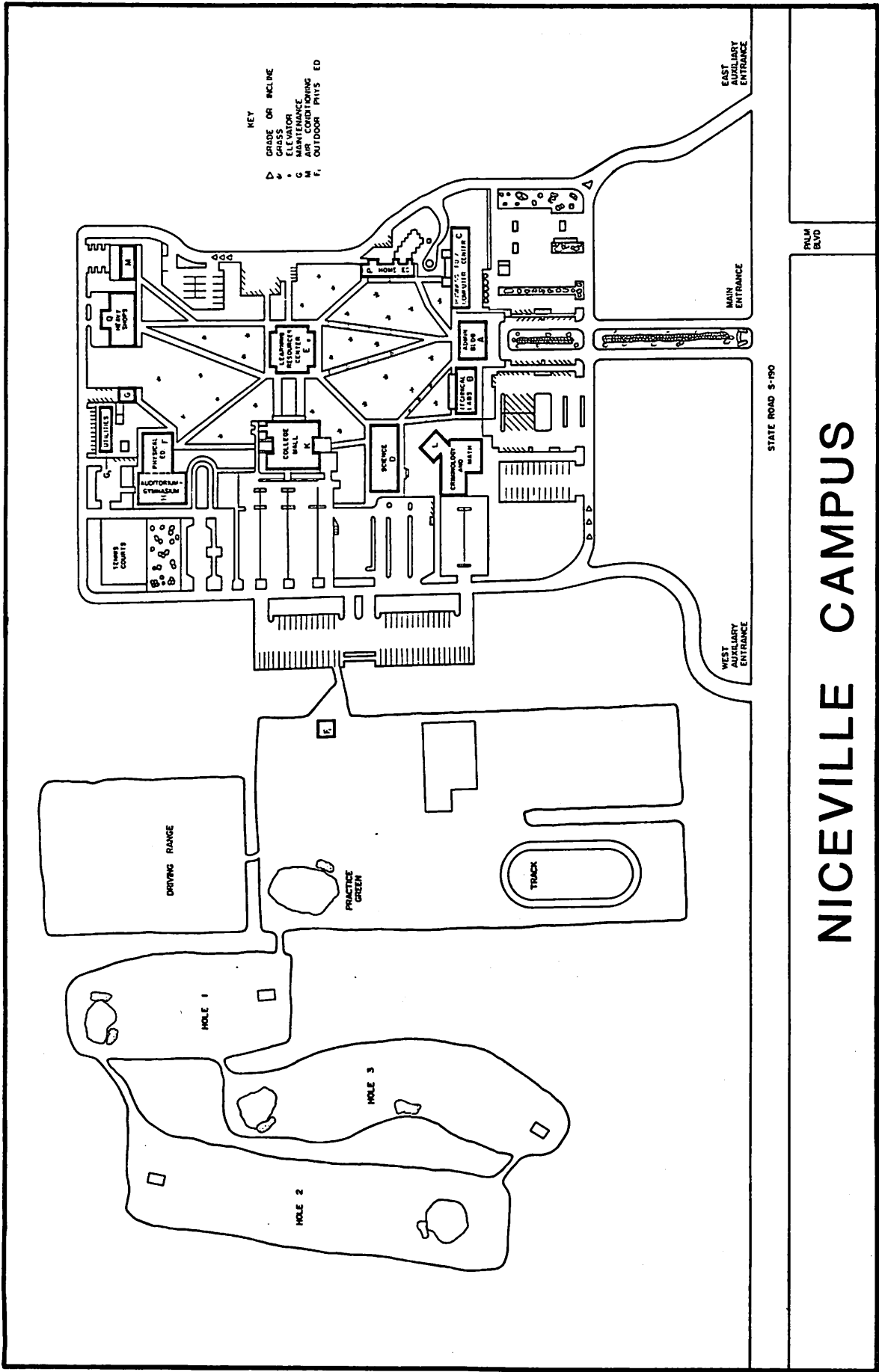
**PLACE
POSTAGE
HERE**

**OKALOOSA-WALTON COMMUNITY COLLEGE
100 College Boulevard
Niceville, Florida 32578**

ATTENTION: Admissions Office

**Fold
Here**

(STAPLE OR TAPE HERE)



NICEVILLE CAMPUS

LOCATION OF COURSES BY DEPARTMENT

Course Prefix	Department
ACG	Business
ACR	Industrial
AER	Industrial
AMH	Social Science
APB	Biology
ARC	Industrial
ARH	HA Epp.-Com.
ART	HA Epp.-Com.
ATM	Industrial
BAN	Business
BCN	
BOT	Biology
BSC	Biology
BUL	Business
CCJ	Public Safety
CET	Public Safety
CGS	Business
CHD	Home Economics
CHM	Physical Science
CIS	Business
CJD	Public Safety
CJT	Public Safety
CLP	Social Science

Course Prefix	Department
CNM	Business
COA	Home Economics
COC	Business
COP	Business
CRM	Business
CRW	Com.*
CTE	Home Economics
DAA	Physical Education
DEP	Social Science
DIE	Home Economics
ECO	Business
EDF	Com.*
EDP	Social Science
EET	Industrial
EEX	Social Science
EGN	Industrial
EME	Business
EMSP	Physical Education
ENG	Industrial
EME	Business
EMS	Physical Education
ENC	Com.*
ENG	Com.*
ENL	Com.*



FOUNDING PRESIDENT RETIRES . . .

Dr. J.E. McCracken, OWCC's founding president, addresses a group of students upon retiring from the college. With him is his wife, Ruth, and Student Government Association President Bill Milsten.

EST	Industrial	MGF	Mathematics
ETD	Industrial	MKA	Business
ETG	Industrial	MNA	Business
ETI	Industrial	MTB	Business/Industrial
FAD	Home Economics	MTR	Industrial
FFP	Public Safety	MUH	Humanities**
FRE	Com.*	MUT	Humanities**
FRW	Com.*	OCE	Physical Science
FSS	Industrial	OST	Business
GEB	Business	PCB	Biology
GER	Com.*	PEL	Physical Education
GSS	Social Science	PEM	Physical Education
GEW	Com.*	PEN	Physical Education
GLY	Physical Science	PEO	Physical Education
GRA	Industrial	PET	Physical Education
HFT	Business	PHI	Humanities*
HHD	Home Economics	PHY	Physical Science
HME	Home Economics	POS	Social Science
HOE	Home Economics	POT	Social Science
HSC	Physical Education	PSC	Physical Science
HUM	Humanities**	PSY	Social Science
HUN	Biology	REA	Com.*
IDS	Com.*	REE	Business
IEA	Industrial	REL	Com.*
INR	Social Science	SLS	Com.*
JOU	Com.*	SOC	Social Science
LEA	Public Safety	SPC	Com.*
LEI	Physical Education	SPN	Com.*
LIN	Business	SPW	Com.*
LIS	Com.*	SSI	Social Science
LIT	Com.*	STA	Business
MAC	Mathematics	SYG	Social Science
MAE	Mathematics	TAX	Business
MAN	Business	THE	Com.*
MAP	Mathematics	TPA	Com.*
MAR	Business	TPP	Com.*
MAS	Mathematics	WOH	Social Science
MAT	Mathematics	XXX	All departments (non-college credit)
MCB	Biology	ZOO	Biology
MET	Physical Science		

*Communications.

**Humanities and the Arts.



PHONE NOW!

If you have any questions about entering college, offerings, careers, financing your education, scholarships, any questions at all call one of the following numbers:

Niceville Campus:	678-5111
From Crestview:	682-5272
From Walton County:	892-5145
DeFuniak Springs Center:	892-2174
Eglin AFB Center:	678-3727
Hurlburt Field Center:	581-3006 884-6296
Ft. Walton Beach Center:	244-1000

IF you had a choice of paying \$20, \$27, \$32.72, or \$55 for the same quality item, which would you choose?



YOU WOULD CHOOSE THE BEST PRICE - OF COURSE!

That's why it makes sense

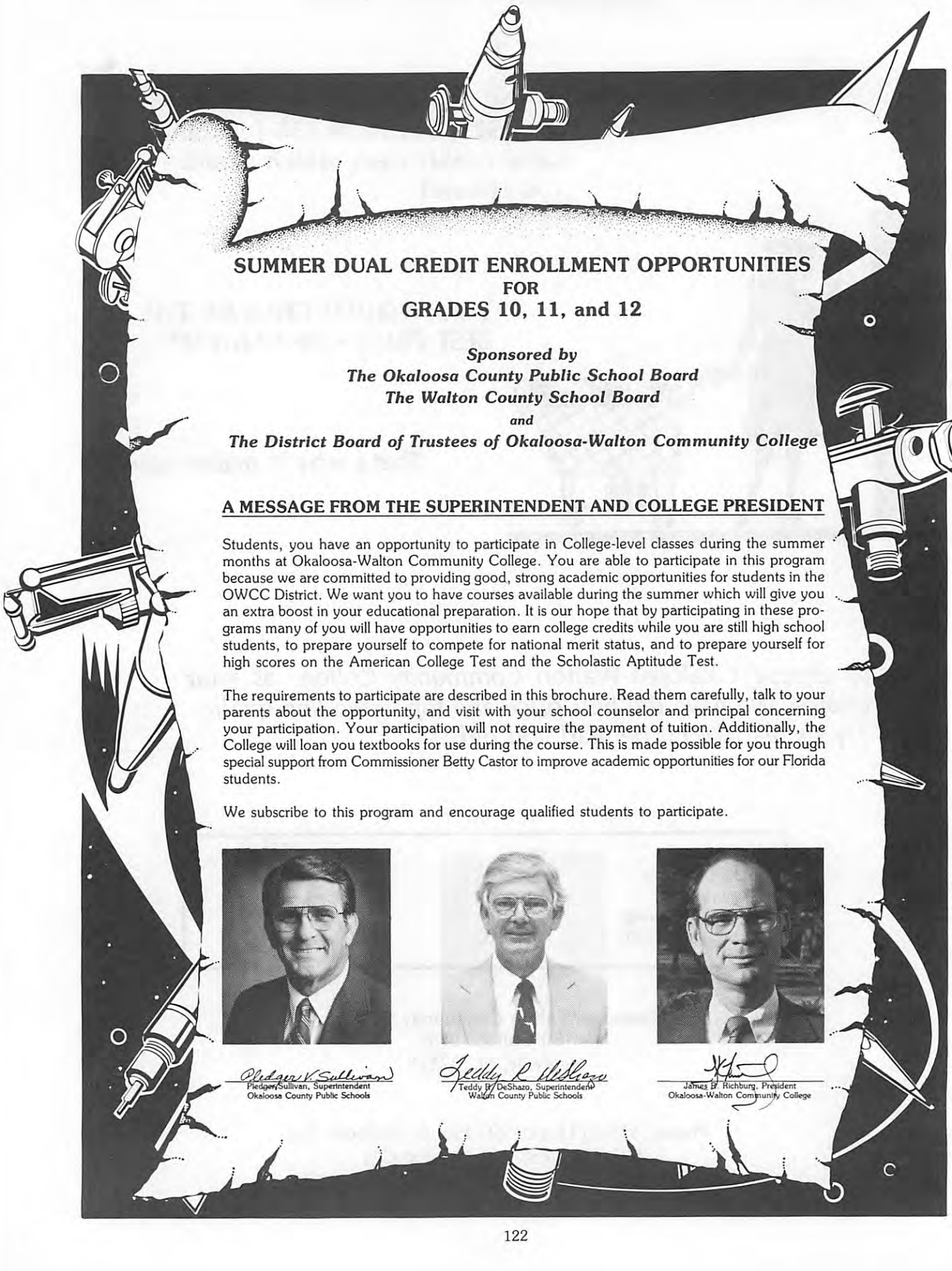
*to choose Okaloosa-Walton Community College as **your** choice. We have the best price and top-of-the line quality. Try us first. You'll be glad you did.*

Centers at:	Phone:
Hurlburt Field	581-3006
Eglin AFB	678-3727
DeFuniak Springs	892-2174
Ft. Walton Beach	244-1000



Okaloosa-Walton Community College
100 College Blvd.
Niceville, FL 32578

Phone: 678-5111 ext. 221 (South Okaloosa Cty)
892-5145 ext. 221 (Walton Cty)
682-5272 ext. 221 (North Okaloosa Cty)



**SUMMER DUAL CREDIT ENROLLMENT OPPORTUNITIES
FOR
GRADES 10, 11, and 12**

**Sponsored by
The Okaloosa County Public School Board
The Walton County School Board**

**and
The District Board of Trustees of Okaloosa-Walton Community College**

A MESSAGE FROM THE SUPERINTENDENT AND COLLEGE PRESIDENT

Students, you have an opportunity to participate in College-level classes during the summer months at Okaloosa-Walton Community College. You are able to participate in this program because we are committed to providing good, strong academic opportunities for students in the OWCC District. We want you to have courses available during the summer which will give you an extra boost in your educational preparation. It is our hope that by participating in these programs many of you will have opportunities to earn college credits while you are still high school students, to prepare yourself to compete for national merit status, and to prepare yourself for high scores on the American College Test and the Scholastic Aptitude Test.

The requirements to participate are described in this brochure. Read them carefully, talk to your parents about the opportunity, and visit with your school counselor and principal concerning your participation. Your participation will not require the payment of tuition. Additionally, the College will loan you textbooks for use during the course. This is made possible for you through special support from Commissioner Betty Castor to improve academic opportunities for our Florida students.

We subscribe to this program and encourage qualified students to participate.



Pledger V. Sullivan
Pledger V. Sullivan, Superintendent
Okaloosa County Public Schools



Teddy B. DeShazo
Teddy B. DeShazo, Superintendent
Walton County Public Schools



James B. Richburg
James B. Richburg, President
Okaloosa-Walton Community College

Cover designed by
LANA HICKS
(An OWCC Graphics/Commercial Design student)