

COLLEGE CALENDAR • 1998 - 1999

	FALL 1998			SPRING 1999			SUMMER 1999		
	Session 1	Session 2	Session 3	Session 1	Session 2	Session 3	Session 1	Session 2	Session 3
Faculty Returns	Aug. 17	-	-	Jan. 4	-	-	May 10	-	-
Classes Begin	Aug. 20	Aug. 20	Oct. 14	Jan. 6	Jan. 6	Mar. 2	May 10	May 10	June 22
Drop/Add Registration Period Ends	Aug. 27	Aug. 26	Oct. 21	Jan. 13	Jan. 12	Mar. 9	May 17	May 14	June 25
Mid-Term Advisory Grades Due in Office of Enrollment Services	Oct. 5	-	-	Feb. 17	-	-	-	-	-
Last Day to Withdraw With a "W" or Change to "Audit"	Oct. 12	Sept. 15	Nov. 5	Feb. 26	Feb. 1	Apr. 1	June 21	May 28	July 12
Final Exams	Dec. 10 - 14	Oct. 12	Dec. 9	Apr. 29-May 3	Feb. 26	Apr. 28	Aug. 3	June 21	Aug. 3
Last Day of Term	Dec. 9	Oct. 12	Dec. 9	Apr. 28	Feb. 26	Apr. 28	Aug. 3	June 21	Aug. 3
Final Grades Due in Office of Enrollment Services	Dec. 17*	Oct. 12	Dec. 17*	May 5	Feb. 26	May 5	Aug. 4	June 21	Aug. 4
Graduation Application Deadline	Sept. 8	-	-	Jan. 15	-	-	July 9	-	-
CLAST Registration Deadline	Sept. 8	-	-	Jan. 15	-	-	May 7	-	-
CLAST Examination	Oct. 3	-	-	Feb. 20	-	-	June 5	-	-
Graduation	-	-	-	May 6	-	-	-	-	-
Special Registration**	Dec. 5**	-	-	-	-	-	-	-	-
Student Holidays	Sept. 7 Labor Day			Jan. 18 M.L. King Day			May 31 Memorial Day		
	Nov. 11 Veteran's Day			Mar. 22-26 Spring Break			July 5 Independence Day		
	Nov. 25 - 27 Thanksgiving								
College Closed	Sept. 7 Labor Day			Jan. 18 M.L. King Day			May 31 Memorial Day		
	Nov. 11 Veteran's Day			Mar. 25 - 26 Spring Break			July 5 Independence Day		
	Nov. 25 - 27 Thanksgiving								
	Dec. 21 - Jan. 1 Christmas Holiday								

*Last day of the term for faculty members is December 18

**Registration Dates will appear in the published Schedule of Classes

NOTICE TO STUDENTS

The provisions of this publication are not to be construed as a contract between the student and Okaloosa-Walton Community College. The college reserves the right to change any provision or requirement when such action becomes necessary. Official announcements are available through the Office of the Vice President for Instruction, posted in the Student Services Center, and when possible, listed in the Schedule of Classes. Students are responsible for meeting, in full, the appropriate requirements for graduation or program completion and are advised to work closely with the counselors/advisors in planning of a program of study. Students are expected to familiarize themselves with all rules and regulations of the college.

Falsification of information on any admission, financial aid, or other materials submitted to the college may result in denial of admission or immediate dismissal from the college.



"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." The Okaloosa-Walton Community College Equity Coordinator may be contacted through the office of the Director of Personnel, Niceville Campus, (729-5365). The Equity Coordinator is also coordinator of Title IX of the Education Amendment of 1972.

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C. Jeffrey McInnis

Janet B. Campbell

Sally R. Merrifield

Eltse B. Carter

Elena M. Roser

James E. King

William Thornton

James R. (Bob) Richburg
President and Corporate Secretary

Okaloosa-Walton Community College
100 College Boulevard • Niceville, Florida 32578-1294
<http://www.owcc.cc.fl.us>

CENTERS	NUMBERS
Niceville	678-5111
(from Walton County)	892-8190
(from North Okaloosa County)	689-7870
OWCC/UWF Fort Walton Beach Campus	
(Day)	863-6500
(Night)	863-6520
OWCC Chautauqua Center	892-8100
DeFuniak Springs	or 729-5344
OWCC Robert L.F. Sikes Education Center ..	689-7911
Crestview	or 729-5346
OWCC Eglin AFB Center	678-1717
or 729-5343	
OWCC Hurlburt Field Center	884-6296
or 729-5345	

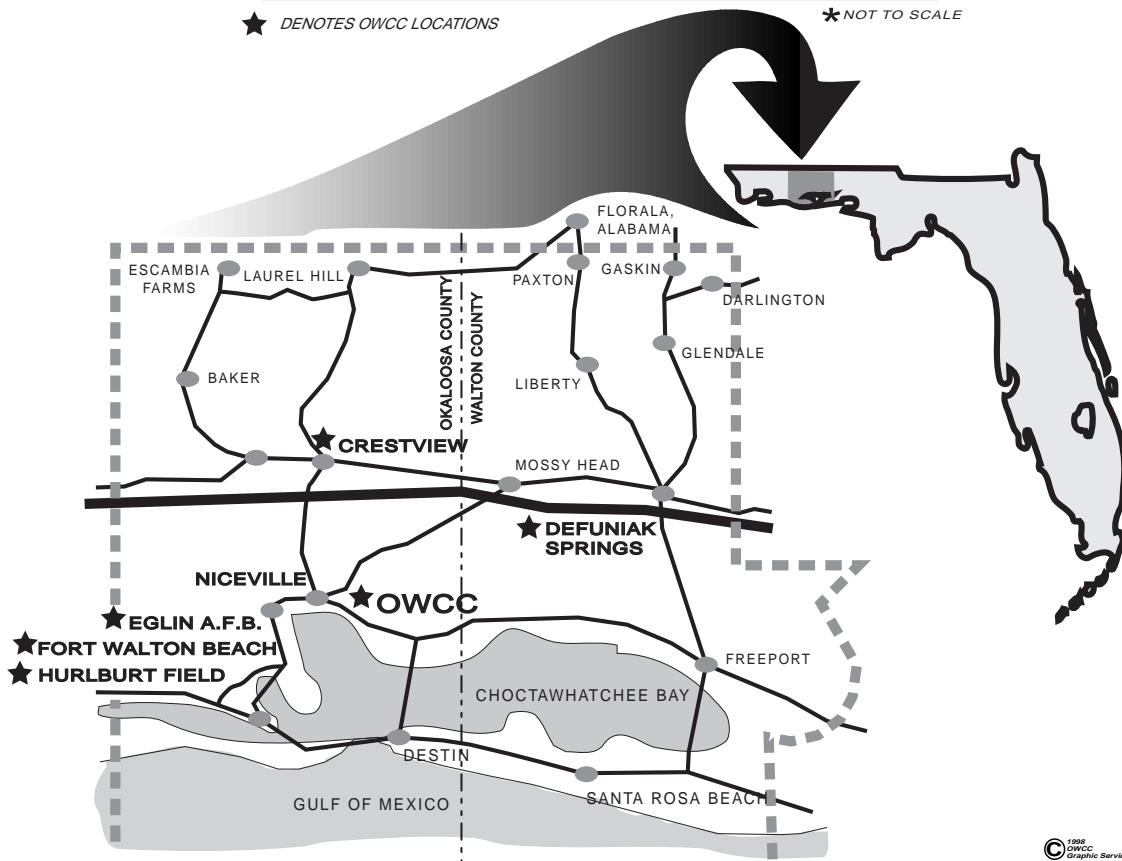
Telephone Device for the Deaf (TDD) #'s:

Florida Telecommunication Relay Service	
Voice	1-800-955-8770
TDD	1-800-955-8771
Student Services	729-5236
Evenings	729-5276
Business Office, Personnel Office, Equity Coordinator, ADA Coordinator	729-5355
OWCC Crestview Center	689-7911
OWCC Eglin AFB Center	678-1717
OWCC Chautauqua Center	892-8100
OWCC Hurlburt Center	884-6296
OWCC/UWF Fort Walton Beach Campus	863-6504
 Student Employment Job Line	 729-5264

THE OWCC DISTRICT

★ DENOTES OWCC LOCATIONS

★ NOT TO SCALE



GENERAL INFORMATION

Purpose Statement

Okaloosa-Walton Community College is committed to quality educational programs and services which provide the opportunities for students to achieve their goals and which satisfy community needs. To this end, the college seeks to help improve the quality of life by offering excellence in academic, occupational, cultural, economic, and personal development programs and services.

Goals

- To provide a college environment that promotes equity and access to college programs for all citizens.
- To provide student and community services and activities that enhance the quality of educational life.
- To provide freshman and sophomore courses leading to baccalaureate degrees.
- To provide associate degrees and occupational programs that prepare students for careers in the public and private sectors.
- To provide leadership and support for the economic development of Okaloosa and Walton counties.
- To provide college preparatory instruction in basic skills, literacy programs, adult secondary education, and vocational preparatory instruction.
- To provide social and cultural opportunities in Okaloosa and Walton counties.
- To provide a variety of continuing education opportunities.
- To provide leadership in the application and use of technology.

Background

Located in the coastal heart of Northwest Florida, Okaloosa-Walton Community College has earned a reputation for educational excellence and community involvement. As one of Florida's network of 28 public community colleges, OWCC offers post-secondary education opportunities within reach of every Okaloosa and Walton County citizen. The college's two-county service district stretches from the Gulf of Mexico to the Alabama state line and encompasses a population in excess of 190,000 permanent residents.

In addition to a 264 acre campus in Niceville, OWCC operates a joint campus with the University of West Florida in Fort Walton Beach, the Chautauqua Center in DeFuniak Springs, the Robert L.F. Sikes Education Center in Crestview and full-time centers at Eglin Air Force Base and Hurlburt Field. When its doors first opened in August of 1964 in a temporary campus of vacant buildings in Valparaiso, OWCC had a faculty of ten instructors, three support personnel and five administrators for the 309 full-time and 458 part-time students on hand. Now, more than thirty years later, approximately 75 full-time and 200 part-time instructors, as well as 275 support staff and 12 administrators (including 4 instructional department administrators) serve more than 16,000 students annually at the college's six campuses and centers. Since its inception, more than 200,000 persons have been served by Okaloosa-Walton Community College.

Originally named Okaloosa-Walton Junior College, the college remained at the temporary Valparaiso campus until December 1968 when the college moved to the permanent Niceville campus. Located between State Roads 85 and 285, the 264 beautifully wooded acres of the Niceville campus were transferred to the college from the Eglin Air Force Reservation by an act of Congress in January 1966. OWJC changed its name to Okaloosa-Walton Community

College in 1988 in order to more accurately reflect the college's scope and mission in the local community.

A unique "2+2" program was established with the University of West Florida in 1982, and an act of Congress designated a permanent site for the OWCC/UWF Fort Walton Beach campus in 1989. The 156 acre Fort Walton Beach campus now boasts a fully combined program from the freshman year through graduate school and annually serves a combined enrollment of approximately 7,500 students.

Throughout the college's history, OWCC has earned a consistent record of educational excellence. The college received a citation from the U.S. President in 1972. In 1984, OWCC received the coveted "Secretary's Award" from the U.S. Secretary of Education for its Drafting and Design Technology program, and in 1989, the Electronics Engineering Technology Program was designated a "Center of Electronics Excellence" by the Florida Department of Education.

The median grade point average for OWCC students who transfer to the state university system consistently ranks within the top five in the state. OWCC instructors are consistently selected as state finalists for the "Professor of the Year" Award of Excellence. The college debate team won state and national championships in 1993, 1994 and 1995 and the OWCC Musical Theater has ranked first in the state for the past ten years.

In addition to a record of regional and national accolades, OWCC offers state-of-the-art student computer labs, a top-rated sports complex and a full program of intercollegiate and intramural sports, a child development center, and a Criminal Justice Training Center. A new 120,000 square foot fine and performing arts center on the Niceville campus provides students the finest in instructional facilities for dance, music, theater, the visual arts and the Humanities.

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e-mail registrar@nwfstatecollege.edu.

GENERAL INFORMATION

Facilities

The Niceville Campus of Okaloosa-Walton Community College (OWCC) is located between State Roads 85 and 285 on 264 beautifully wooded acres. Associate degrees, adult basic education, technical certificates, college and vocational preparatory programs, GED preparation and testing, and continuing education programs are offered in both day and evening classes. The Niceville campus includes the following permanent facilities:

Administration (A): houses the executive and administrative offices, including instructional services, administrative and financial services, media/public relations and the college foundation.

Technical Laboratories (B): contains electronics, drafting and design, and computer-assisted drafting laboratories and computer-aided manufacturing laboratories.

Student Services Center (C-1): houses admissions, registration, counseling, financial aid advisement services, and Veteran's Affairs.

Business (C-2): provides facilities for instructional programs in business education, business administration, computer science, and mid-management. Testing services are also housed in this location.

Science (D): comprised of classrooms and laboratory facilities for programs in biology, physics, physical sciences, and chemistry.

Learning Resources Center (E): located on the two center floors and the south mezzanine of Building "E". It contains a collection of more than 82,000 books, 39,000 audio-visual items, and subscribes to about 500 magazines and newspapers. A computer network provides access to the library holdings of all 10 state universities and 28 community colleges, numerous CD-ROM databases and worldwide information sources through Internet.

The upper north mezzanine levels house the Academic Success Center, three computer labs/classrooms and the Division of Communications and Social Sciences office. The Periodicals/Audio/Visual sections of the LRC are on the south side. The first floor level contains faculty offices, a computer lab, and classrooms. A conference center and classrooms are located on the ground level.

Athletics and Physical Education (F): contains offices, classrooms, and storage facilities for the Division of Athletics and Physical Education, and houses the Wellness Center.

Outdoor Physical Education Facility (F-1): contains extensive outdoor facilities which provide activity programs for intramural and intercollegiate participation.

Utilities, Maintenance, and Receiving (G) and (G-1): houses the air conditioning and heating equipment, central services, maintenance, custodial and grounds functions.

Gymnasium (H): a multi-purpose facility used to house all indoor physical education activities and indoor sports events.

The Arts Center (J): consists of two theaters, two art galleries, a dance studio, recital hall, and choral and musical studios.

College Mall (K): contains student activities, food services, the College Store, lounges, meeting rooms, recreational areas, and houses the Continuing Education Department.

Mathematics/Public Safety (L): provides offices, classrooms, and specialized laboratories for the mathematics department and facilities, and forensics photo lab, for programs offered by the Florida Criminal Justice Training Center No. 21.

Visual Arts (M): houses instructional art programs in pottery and drawing.

Child Development & Education Center and Workforce Development (P): houses the Mary Lou O'Connor Child Development Education Center, the Early Childhood Education staff and classrooms, the Workforce Development classrooms and offices, as well as the Assessment, Career & Tutorial Center.

Graphic Arts Building (Q): houses Graphic Services and the Instructional Graphic Communications programs. Facilities for the Public Safety Division are also housed in this location.

Computer Services (R): provides laboratories and related instructional facilities for the computer science program. The college's Management Information Systems staff is located in this facility.

The Sports Complex: The sports complex is located east of the Niceville campus and contains a golf course, and two diamonds, bleachers, field houses for men's and women's baseball and softball and a Strength Training Center.

OWCC operates instructional sites throughout the two county area, making the programs and services of the college easily accessible to the entire community.

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GENERAL INFORMATION

Facilities - Continued

The Okaloosa-Walton Community College and the University of West Florida Fort Walton Beach Campus is a fully combined joint campus which provides higher education opportunities ranging from Associate to Masters degree programs, as well as non-credit and adult basic education programs. In addition, the campus houses OWCC's various economic development programs including: the Economic Development Council of Okaloosa County, the Technology Coast Manufacturing & Engineering Network, the Gulf Coast Alliance for Technology Transfer, the Quality Institute, the Northwest Florida Manufacturing Technology Center and the Institute for Professional Development. The campus also houses the college's Distance Learning program.

The OWCC/UWF campus is located on a 156-acre wooded site on Martin Luther King, Jr. Boulevard, and includes the following permanent facilities:

Administration (S) (1): houses administrative offices and the business and registration offices of both institutions, a large community meeting room, and two conference rooms.

Student Services (T) (2): contains the campus College Store, student center, student government offices and counseling offices.

Classroom Building (U) (3): houses classrooms and the Assessment Center serving Okaloosa County.

Classroom Building (V) (4): comprised of faculty offices, classrooms, a reading improvement laboratory, and offices.

Utilities and Maintenance Building (W) (5): houses the air conditioning and heating equipment, central services, maintenance, and custodial/grounds functions for the campus.

Science Building (X) (6): contains science laboratory facilities for programs in earth science, biology, chemistry, and physics.

Technology Building (Y) (7): houses computer laboratories, classrooms, and OWCC's various Economic Development programs.

Library, Fitness Center, Auditorium (Z) (8): contains a 14,391 volume graduate level library, fitness center, dance studio, and a 230 seat lecture auditorium.

The OWCC Chautauqua Center (N): located on 90 wooded acres along Highway 90 West in DeFuniak Springs, offers a full range of college services and programs. Diversified college credit and noncredit programs; including 2-year degree programs, adult literacy, college preparatory, and professional development courses are offered in day and evening classes. The center also houses two computer labs as well as a Title XX Child Care Center. The Robert L.F. Sikes Education Center in Crestview is located on Highway 90 East. The full-service center offers college credit, adult basic education and other courses and provides placement testing, advising and program planning, registration, and financial aid services. The center houses a large computer lab, six classrooms, and administrative/student services space.

OWCC Eglin Air Force Base and OWCC Hurlburt Field Center: offer college credit and noncredit programs for military and civil service personnel and the general public. Both

centers provide admissions/registration, financial aid information, placement testing and counseling services. Also offered are courses specifically geared toward the Community College of the Air Force (CCAF) studies, English as a Second Language (ESL), General Education Development (GED), and other courses designed to meet the needs of individual military units, base contractors, and individuals who are retiring from the military.

OWCC Foundation

The Okaloosa-Walton Community College Foundation, Inc. is a non-profit organization which seeks tax deductible contributions to help OWCC promote academic excellence through scholarships, instructional improvements, and educational equipment acquisition. The OWCC Foundation was established in 1988 to give individuals, organizations and businesses the opportunity to directly invest in the educational mission of OWCC. As an IRS 501 (c)(3) organization, donations to the OWCC Foundation are tax deductible and may be eligible for matching funds. The Florida Academic Improvement Trust Fund matches private contributions to community colleges for endowments on a \$4 to \$6 ratio. The OWCC Foundation has a 23 member Board of Directors comprised of business and community leaders in Okaloosa and Walton counties.

The OWCC Foundation is vitally important to the quality and diversity of higher education in our community. The foundation operates under the philosophy of building principal and using the interest to support various college endeavors. To further the mission of the college, no donations to the OWCC Foundation are used for the foundation's operating expenses. Annual pledges of \$50 to the Foundation President's Club help underwrite these operational expenses. For information, contact the OWCC Foundation office at (850) 729-5357.

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GENERAL INFORMATION

OWCC Alumni Association

The Okaloosa-Walton Community College Alumni Association provides all former students and graduates with an organization to promote the interests of OWCC. Alumni help support causes which enhance educational opportunities and perpetuate the friendships made while attending OWCC.

Membership in the OWCC Alumni Association is open to all graduates of the college and to any student who has attended OWCC.

The Alumni Association, in cooperation with the college, participates in various activities and sponsors events. It encourages creation of OWCC Alumni chapters at senior institutions. The association attempts to provide resources to help in scholarships and other program support beneficial to OWCC. For additional information about the OWCC Alumni Association contact the OWCC Foundation and Alumni office at (850) 729-5357.

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.

Composition of Student Body

Okaloosa-Walton Community College is a coeducational institution serving approximately 16,000 students annually.

Accreditation

Okaloosa-Walton Community College is accredited to award associate degrees and certificates by the Commission on Colleges of the Southern Association of Colleges and Schools.

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. The OWCC Equity Coordinator may be contacted through the Office of the Director of Personnel, Niceville campus, extension 6365. The coordinator is designated to coordinate compliance with the Florida Educational Equity Act and information about the availability of the OWCC Grievance Procedure. The Equity Coordinator is also Coordinator of Title IX of the Education Amendments of 1972.

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GENERAL INFORMATION

Student Records and Transcripts

Student Records

The Office of Enrollment Services oversees both admissions and registration at Okaloosa-Walton Community College. All permanent, official, and final records of students are housed in and released by this office located on the Niceville campus. Information is released only upon the written request of the student in accordance with federal laws.

Student Transcripts

Transcripts and other student information will not be released if the student has an outstanding obligation to the college (financial obligation or an incomplete admission file). Under most circumstances, a student may obtain a copy of his/her transcript within 24 hours after the request. Transcripts will be sent within seven (7) working days of the request. All requests must be in writing by the student. A student may request a copy of the academic record by completing the Transcript Request Form or by submitting a signed statement of request to the Office of Enrollment Services or may submit a signed written request via facsimile.

Release of Student Information

The following information may be released at the discretion of the college. Directory Information: Name, address, telephone number (if it is a listed number), date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended.

Access & Review of Records

A student or parent* will be accorded access to the student's record within a reasonable time after the submission of a written request to the custodian of that record. Suitable arrangements will be made to permit the record to be reviewed in the presence of a representative of the custodian of the record.

*Rights of parents: Once a student reaches the age of eighteen, or is enrolled in a post-secondary program, parents no longer have any rights under the privacy act unless:

- The student gives written consent to release the information to the student's parents, or
- The parents provide evidence that the student is a dependent of the parents as defined in section 152 of the Internal Revenue Code of 1954.

Protection of Privacy

Under the Family Education Rights and Privacy Act of 1974, (Public Law 93-380) students may request that no information, including "Directory Information", be released except as required by law, by obtaining a Notification to Deny Disclosure of Directory Information Form from the Dean of Students. This form must be signed and submitted to the Dean.

Note: A student's request to prevent the release of any informational items may result in preventing the publication of all items including graduation, honors, and awards. Students are encouraged to contact the Dean of Students or the Director of Enrollment

Services/Registrar with any concerns about confidentiality of records and release of information.

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.

Drug-Free Workplace

Okaloosa-Walton Community College is firmly committed to maintaining a drug-free workplace. Employees and consultants are prohibited from engaging in unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace while officially representing the college. Violation of this policy will subject the employee or consultant to appropriate disciplinary action up to and including termination of employment. Violators may also be required to participate in an approved drug abuse assistance or rehabilitation program. Compliance with this policy statement is a condition of employment with Okaloosa-Walton Community College as an organization receiving federal grants and contracts.

Copyright Statement for College Publications

College policy (Policy No. 6Hx17-9.03) states that employees and students will comply with the U.S Copyright Law (Title 17, U.S. Code, Section 101). Employees and students may use, perform, or reproduce copyrighted works when authorized by (1) licenses or written permission from copyright owner; (2) the fair-use guidelines (available from the OWCC Learning Resources Center); (3) the principle of fair use; (4) specific documented exemptions in the copyright law. Copyright items include print, video, electronic data, performances, music, and computer software.

Employees and students who willfully disregard this policy or the specific provisions set forth in the College Copyright Manual (available in the OWCC Learning Resources Center) are subject to state and federal penalties as well as college disciplinary action. The college will refuse to grant a request to copy material if fulfillment of the request might lead to a violation of the copyright law. Further information is available from the Office of the Director of the Learning Resources Center, 729-5392.

College Internet Site

College information, the Schedule of Classes, and links to educational resources may be accessed via the OWCC site on the Internet at <http://www.owcc.cc.fl.us/>.

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ADMISSIONS

General Information

In general, OWCC is an open-door institution. However, depending on the student's program of study, certain admission criteria must be met. In most cases a student must be able to provide documentation that he/she is no longer enrolled in a K-12 system and is at least 16 years old.

Applicants for courses or programs offered by OWCC may obtain appropriate admission forms from any OWCC location or at any high school in the OWCC district. Each applicant will be notified of acceptance or non-acceptance for admissions.

Steps in Applying for Admission:

1. Complete an Application for Admission & Residency form.
2. Request official transcripts, as applicable, which could include the following: high school transcript, GED diploma, Home Educated Affidavit, official college and/or university transcripts from all institutions attended, and official score reports from CLEP, AP, or IB.
3. Either submit placement test scores (ACT, SAT, FCEP, MAPS, ASSET) or take the placement test (FCEP) at OWCC.
4. Meet with an Academic Advisor/Counselor.
5. Register for classes.

Transfer Students

A student who has attended any college or university prior to enrolling at OWCC is considered a transfer student. Such a student must request that an official transcript(s) of all previous college work be sent directly to OWCC's Office of Enrollment Services.

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 below. (This does not apply to dual enrollment and international student applicants.)

Conditional Admissions

An applicant who has completed admissions forms, yet has not been fully accepted for admissions due to a delay in the receipt of official transcripts may be permitted to attend in a "Conditional Admission" status for a maximum of one (1) semester or term to allow for the receipt and acceptance of all required admissions 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. Neither grades nor transcripts will be released for any courses in which the applicant is enrolled. 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. 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.

Any applicant may be denied admission or be admitted with restrictions if evidence indicates that he/she has participated in activities that violate standards provided in the Statement of Student Rights and Responsibilities (see page 18). Falsification or

failure to furnish correct information on admissions papers will subject applications to denial of admission or immediate dismissal.

Entry-level testing:

First-Time-In-College (FTIC) students, who have not received a state of Florida College-Ready diploma, seeking admission to the Associate of Arts degree and/or the Associate of Science degree programs, are required to participate in the placement testing program prior to registering for their first term. No student will be permitted to enroll in any college credit English, humanities, or mathematics course - or any course having an English, mathematics or reading prerequisite - without meeting the state of Florida mandated minimum scores on the placement test. OWCC administers the Florida College Entry Level Placement Test (FCEP) as the primary placement test. Students who have completed the Scholastic Assessment Test (SAT), the American College Testing (ACT), or other approved placement tests within the past two years of the date of admission may request that these scores be accepted as a substitute for the FCEP. Testing is for placement purposes only and is not a criterion for admission. Students who possess a four year degree or transfer students who have satisfactorily completed college level English, humanities, or mathematics courses are NOT required to take the placement test.

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ADMISSIONS

Associate of Arts and Associate of Science Degree Programs

An applicant for admission to the Associate of Arts and Associate of Science Degree Programs must be a high school graduate and may be admitted with one of the following:

A. Standard High School Diploma

High school graduates must have earned a standard high school diploma. An official high school transcript with high school graduation date is required for admission.

B. College Ready Diploma

Students who have received the State of Florida college ready diploma, are entitled to admissions to the Associate of Arts and Associate of Science degree programs without placement testing for up to three (3) years after earning the diploma.

C. State Equivalency Diploma (GED)

Students who have received the General Education Development diploma, if provided the examination completed was in the English language and scores earned are comparable to Florida GED passing scores, are eligible for admission. An official transcript of the GED results or a copy of the diploma is required for admission.

D. Home Educated Students

Home-educated students must complete an Affidavit for Home-Educated Students form verifying high school graduation. These forms may be obtained from OWCC's Office of Enrollment Services.

Certificate Programs

An applicant for admission to either college credit or vocational credit certificate programs may be admitted without the standard high school diploma or GED high school equivalency diploma provided the program to which the student is applying does not require the high school diploma or equivalent. High School transcripts, or GED diploma and, if a transfer student, a copy of all previously attended postsecondary institutions must be provided.

Adult General Education

This program leads to the completion of elementary and secondary studies, including basic reading, writing and mathematics. Adult General 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 test), or learning to speak English. Eligibility requirements are as follows:

- Applicants must be 16 year old.
- Applicants normally must NOT have received a standard high school diploma or passed the General Education Development Test (GED). (Applicants who have a high school diploma or have passed the GED, yet cannot pass a state approved test at the 9th grade level, may enroll in the ABE program; other applicants may enroll on a fee-paying basis.)

International Students

Okaloosa-Walton Community College welcomes international students. However, the international student should begin the admissions process at least four months prior to the

beginning of any college semester. International mail delays, transcript verifications, international monetary transfers, consular appointments, travel, housing and advisement/testing requirements must be anticipated many months in advance of enrollment. International students seeking college credit on the F-1 visa must satisfy all requirements for admission as a regular student and meet the following requirements:

1. *Application for Admission and Residency* form.
2. Transcripts: Official copies of all secondary school records in the original language and, when applicable, accompanied by a certified translation in the English language. Requests for the acceptance of college/vocational level transfer work will be referred to a college approved outside evaluation service at the student's expense. Recommendations from the evaluation service will be considered in determining what courses may transfer.
3. Financial Support: An official statement from the applicant's (or sponsor's) bank or other financial institution or government agency verifying the availability of sufficient funds for tuition, matriculation, books, living expenses, etc., must be submitted. (Approximately: \$14,000 for the 1998/99 academic year.)
4. Language Proficiency: Test of English as a Foreign Language (TOEFL) results are required of applicants for whom English is not the primary language. The minimum required score is 500. Transfer students, who have evidence of English proficiency in lieu of a 500 TOEFL score, may petition the Admissions Committee for consideration. NOTE: OWCC does NOT give the TOEFL test.
5. Health Information: As a prerequisite to admission, applicants must provide official documentation of good health as shown by a physical examination conducted by a qualified physician. In addition, health insurance with hospitalization coverage is required. This insurance should be obtained prior to the international student's first registration.

When all admissions documents, academic credentials, and test results are on file and meet minimum standards for the college, an acceptance letter will be sent along with the U.S. Immigration Form I-20. The Form I-20 is the document required to obtain the Student (F-1) Visa.

OWCC does NOT provide on campus housing, therefore, international students must arrange housing accommodations in the community. The U.S. Immigration and Naturalization Service (INS) regulations require that foreign students enroll in a full-time course of study during two of the yearly semesters. INS regulations also restrict work opportunities for such students. International students should consult with the International Student Advisor and present his/her student visa and evidence of health insurance before registration.

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ADMISSIONS

Simultaneous Enrollment for High School Students

OWCC has simultaneous enrollment programs to provide a means for educational acceleration for academically superior high school students. These include the following admission categories:

1. **CONCURRENT ENROLLMENT** allows qualified high school students to enroll in either non-credit or credit courses at any OWCC center. College credits earned through concurrent enrollment, unlike dual enrollment, do not apply to the students' high school diploma (see Dual Enrollment below for simultaneous credit options). Students concurrently enrolled pay standard college registration, laboratory and special tuition fees where applicable. Credits earned under this enrollment category count only for college degree-credit purposes and do not carry simultaneous high school unit credits (See category #2 for simultaneous credit options). Criteria to be applied for students taking at the college while concurrently enrolled with their own high schools are as follows:
 - a. Principal's recommendation for participation in courses for which fees must be paid.
 - b. Candidates must be high school students (grades 10 through 12 whose grades averaged 2.0 or higher in grades 9 through 11 along with the authorization by their high school principal. Grade point average is not applicable for enrollment in noncredit courses.)
 - c. 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 noncredit courses each semester.
 - d. 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.
 - e. 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.
 - f. Any student enrolled under these provisions will be required to sign a statement that he or she 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 E).
2. **PART-TIME DUAL CREDIT ENROLLMENT** is a special program designed for public, private high school and home educated students in Okaloosa and Walton Counties who meet the eligibility criteria specified in their governing articulation agreement. Dual credit classes may be 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 OWCC and the public and private schools in Okaloosa and Walton Counties are coordinated through the office of the Vice President for 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 chairs 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:

- a. Students shall:
 1. be classified as secondary students as approved in the college-school system dual credit agreements,
 2. have a cumulative grade point average of 3.5 or higher on all academic coursework beginning with grade nine through current high school grading period (or have permission of the high school principal), and
 3. Be recommended by the principal of his or her own high school.
- b. Qualified home educated dual credit students who will be at or above grade ten, have established a successful academic record, and be at least 15 years of age by August 1 of the academic year in which they plan to enroll at OWCC. The student must score at or above the cutoff on ALL subtests of a state-designated college placement test (FCEP, ACT, and SAT). Course and laboratory fees are not charged for these dual enrollment registrations; however, costs for textbooks and nonconsumable materials are the responsibility of the student/home school.
- c. 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 school facilities shall be made cooperatively with the principal and such other officials of the school system and of the college as are pertinent. Students may also enroll for college classes offered at any OWCC location.
- d. 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 (7) credit hours per semester.
- e. 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.
- f. No fees shall be charged to students enrolled in the Dual Enrollment Program. Textbooks and nonconsumable workbooks will be provided to public school students by the respective public school system. Such books are the property of the public school system, and they must be returned by the student at the end of each course prior to the release of grades or credits. Eligible nonpublic school students, including home-educated students, are responsible for purchasing their own textbooks and materials.
- g. Students participating in this program will be required to sign a statement that they understand that 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 validation by the College Registrar.

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ADMISSIONS

Simultaneous Enrollment for High School Students - Continued

3. **FULL-TIME DUAL CREDIT ENROLLMENT** 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 earn passing scores on ALL subtests of a state-designated college placement test (FCEP, ACT, SAT). Students must also have a cumulative grade point average of 3.5 or higher on all academic coursework beginning with grade nine through the current high school grading period (or have permission of their high school principal), have the unqualified consent of their parents or legal guardian, and present the favorable recommendation of their principal. Approval of the Dual Enrollment Coordinator based on a personal interview is also required before a final decision is made. All admission requirements for full-time dual enrollment 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 totaling twelve (12) or more credit hours each semester of enrollment 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.

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ADMISSIONS

Non-Degree Students

Applicants who do not wish to earn a degree or certificate from OWCC and wish to take college or vocational credit courses may not need to provide evidence of prior educational work until they have earned twenty-four (24) semester hours at OWCC. Many students attend college to upgrade employment skills, for transfer credit, or for personal interest and enjoyment. Non-degree applicants only need to provide a completed Application for Admission and a Florida Residency form. 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.

Transient Students

Currently enrolled OWCC students may request approval from the Vice President for Instruction to concurrently enroll at another college or university under limited extenuating circumstances. Students should complete an Application for Transient Study form prior to enrolling at the other institution. These forms can be obtained from any OWCC Center/Campus or from the Office of Enrollment Services at the Niceville Campus.

Servicemembers Opportunity College (SOC)

Okaloosa-Walton Community College, through the Servicemembers Opportunity College (SOC), extends to United States servicemembers (and their dependents) stationed throughout the world an opportunity to contract with OWCC to earn degrees. Students are allowed ten years to complete program requirements. The remaining credits can be earned through successful completion of regular college courses at regionally accredited institutions. Interested personnel should consult with OWCC's educational advisors at Eglin Air Force Base and Hurlburt Field for complete details regarding SOC.

Transfer Credits

Credits earned at other colleges or universities accredited by one of the six regional accrediting associations may be accepted by OWCC and placed on the transcript if the credit is in an area and level normally considered within the first two years of college. Credits awarded at institutions not regionally accredited may be accepted by OWCC and placed on the transcript if the credits represent collegiate level coursework relevant to the program of study, with course credit and level of instruction resulting in student competencies at least equivalent to those of student enrolled in comparable instruction at OWCC.

When evaluating credits, OWCC reserves the right to delay recording the transfer credits on the student's permanent record (transcript) until the student has successfully completed college-level coursework at OWCC, satisfied OWCC residency requirements, and/or provided appropriate documentation or verification of student competencies.

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, except for

selected courses where OWCC students are required to earn a grade of "C" or above. 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.

A student may appeal the denial of transfer credits by written request to the Vice President for Instruction. Normally, such requests will be reviewed only if submitted before the end of the term in which notification of the denial was made to the student.

Programs with Additional Admission Requirements

In order to meet selected programmatic certification and professional accreditation standards, certain OWCC programs carry additional admissions requirements. Students should contact the appropriate department or division office for details.

Criminal Justice Training Programs

The Law Enforcement Basic and Corrections Basic Vocational Certificate Programs are sanctioned through the Florida Department of Law Enforcement. OWCC is designated as the Florida Criminal Justice Training Center Number 21 and students enrolling in these two certificate programs must meet FLDE requirements as well as satisfy OWCC admission standards. Students should contact the Division of Public Safety for additional information.

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FINANCE

Finance / General Information

Full payment of fees is required when registering for classes at Okaloosa-Walton Community College. For your convenience, payment may be made using either MASTERCARD or VISA credit cards. Students who have not paid their fees will not be admitted to classes. The Comptroller and the College President may grant deferments as specifically defined and limited by Florida Statutes.

Financial Assistance

The college offers a variety of financial aid programs. Inquiries concerning financial aid should be directed to the Student Financial Aid Office.

Residency Classification

To assess fees, students are classified as Florida residents or as non-Florida residents. Criteria for determining residency status are detailed in the Florida Statutes and the administrative rules of the State Board of Education. Information for Residence Classification and Residency Declaration forms are available in the Office of Enrollment Services. Completed Florida Residency Declaration forms are required of all new students.

A student's "residency classification" is determined at the time of initial registration. A non-resident student may petition the Registrar for a change in residency status after establishing residency in Florida as defined by law. To petition, students should complete and submit a new Florida Residency Declaration form.

Active-duty military personnel (including dependent members of their immediate families) stationed in Florida are classified as Florida residents. Providing false residency information is a violation of Florida state law and could result in disciplinary action being initiated. The college will correct the fees assessed those students who misrepresent their place of legal residence. An invoice will be issued for the increase in tuition.

Military Assistance

Active-duty military personnel who enroll in college-credit programs through base education offices may be eligible for financial assistance. The college has Military Assistance Agreements in effect with both Eglin and Hurlburt Field Air Force Bases. Contact the base education office for details.

Veteran's Benefits and Assistance

Refer to the Financial Aid section of this catalog. VA deferments are available on a limited basis for short term courses offered during the Fall, Spring, and Summer semesters. Students should consult the Financial Aid Office for further information.

Refund Policy

Refunds resulting from course adjustments are processed at the end of the registration period. Students are responsible for completing the proper withdrawal or drop/add forms obtained from the Office of Enrollment Services. They must also present these forms to the Business Office to complete the adjustment process. No refunds or financial credit will be granted after the last scheduled date of registration. Registration and refund dates are published each semester in the Schedule of Classes.

Refunds will be made in the form of a check and will be mailed to the student. Refund amounts will be reduced by unpaid student loans owed to the college.

Full financial credit will be granted for cancelled classes. Students can select alternate classes to which the fees can be applied. A refund will be processed automatically if replacement classes are not selected.

Any refunds for dropping classes after the end of the last day of registration are implemented through the Senior Vice President for Institutional Support Services' office. Refunds are authorized for administrative errors, for change of status from out-of-state to in-state (as confirmed by the Registrar), and for the death of a student during the term of current enrollment. Refunds may be made until mid-term for the following: serious illness or incapacity (confirmed in writing by a physician) or for transfer of military personnel and dependents (confirmed by military orders). Refunds are NOT authorized for changes in work schedules or for enrollment status changes due to illegal activities.

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FINANCE

Dishonored Check Policy

Checks returned by the bank will be processed as follows:

1. The student will be notified by certified mail that their check was dishonored by the bank. A \$25 return check charge will be applied to the student's account.
2. The student will have seven calendar days to pay for the check and the return check charge. Payment must be in the form of cash or certified funds. Failure to make the payment will result in cancellation of enrollment.
3. Reinstatement after enrollment cancellation will be considered only after full payment.
4. Students who frequently issue bad checks will be subject to disciplinary action even though their checks have been paid. The college may also suspend their check writing privileges.
5. The college will forward unpaid dishonored checks and related information about the student to a collection agency.

Student Loans

The college offers students a short-term, no-interest loan program to assist in the payment of fees. Additional details on the loan program are contained in the Financial Aid section of this catalog. Students are required to repay loans in no more than two installments at specified intervals. Thirty-five percent of the total fees must be paid at the time of registration (subject to change as announced in the Schedule of Classes). A three percent, non-refundable, loan processing fee is assessed on all loans.

The College Student Loan program approved by the District Board of Trustees requires that EACH payment be made by the designated date. Students not meeting their scheduled payment dates will be administratively withdrawn from all their classes. Students will be considered for reinstatement within a limited time period only after paying the FULL loan amount .

Students withdrawn from their classes are not released from the obligation to repay their loans. All loans that remain unpaid after the final installment due date will be referred to a collection agency. A student who does not comply with the terms of the loan program will lose the right to receive future loans.

Fines, Penalties, and Indebtedness

Students may avoid being assessed fines and penalties by becoming familiar with established policies and procedures contained in this catalog. The Student Handbook is an additional source of important information. Failure to comply with the college's regulations can result in fines being assessed. All unpaid debts with the college will result in grades, transcripts, diplomas, certificates, and other official documents being withheld. Students will also not be allowed to re-register until all debts are paid in full. The college will also withhold transcripts and deny registration privileges to students in DEFAULT STATUS on their Guaranteed Student Loan (GSL) until such time as the student achieves satisfactory repayment status as determined by the lending institution.

Parking Fines

Operating a private vehicle on OWCC campuses is a privilege and not a right. Individuals who show poor judgement or lack of consideration for the rights and safety of others may have this privilege revoked. Violating the college's parking regulations may result in parking fines being assessed or the vehicle being towed at the owner's expense. Repeat offenders are subject to disciplinary action by the college.

Complete parking and traffic regulations are published in the Student Handbook. Note: All OWCC students and staff must register their vehicles with the college and display an OWCC parking decal when parked on college property. Visitors may obtain a parking permit from the Campus Information Center for the duration of their visit or park in spots designated as visitor parking.

Fee Changes

All fees are subject to change without notice.

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FINANCE

Fee Schedule (per semester)*

Registration for Florida Resident Students per semester credit hour and/or per semester credit hour equivalent**

- Advanced & Professional - \$36.15
- Postsecondary Vocational - \$36.15
- Postsecondary Adult Vocational - \$22.80
- Supplemental Vocational - \$38.10
- Adult General Education:
 - Adult Basic and Adult Secondary - \$22.80***
 - College Preparatory - \$36.15
 - Vocational Preparatory - \$22.80***
- Recreational & Leisure - At Full Cost of Instruction

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

- Advanced & Professional - \$144.60
- Postsecondary Vocational - \$144.60
- Postsecondary Adult Vocational - \$169.20
- Supplemental Vocational - \$169.20

Adult General Education:

- Adult Basic and Adult Secondary - \$169.20***
- College Preparatory - \$144.60
- Vocational Preparatory - \$169.20***
- Recreational & Leisure - At Full Cost of Instruction

Student Financial Aid Fee ****

Laboratory and Special Tuition Fees *****

Returned Check Charge - \$25.00

College Student Loan Processing Fee - 3% of amount borrowed (nonrefundable)

Computer Adaptive CLAST Test - \$30.00

GED Test

- Total Test Battery - \$35.00
- Individual Test Re-Takes - \$7.00
- Writing Test Re-Takes - \$8.00

TABE Test for Non-OWCC Students - \$10.00

Special Service Charges - At Cost

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.

Directed Independent Study Course Fees:

All regular fees apply to DIS courses in addition to a special fee of \$25 per credit hour which would be assessed for each registration in specially designated sections.

Full Cost of Instruction:

College preparatory course enrollments beginning with the second attempt and other credit enrollments beginning with the third attempt in the same course pay full cost of instruction (based on action of the Florida Legislature). Fees will be implemented when released by the Department of Education.

* Subject to change. Fees for each enrollment period 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 do not include the student financial aid fee.

*** 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.

**** Fee will be computed in accordance with the Florida Statutes and administrative rules of the State Board of Education. The current rate is 5.54% of the resident tuition rate for credit courses and 5.54% of resident tuition for noncredit courses.

***** 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 Business Office and will be available during registration for each semester.

Cost Summary

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

<u>Florida Resident</u>	<u>Non-Florida Resident</u>
Fees: \$610.40	Fees: \$2,348.80
Books and Supplies: \$385.00	Books and Supplies: \$385.00

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

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STUDENT SERVICES

Academic Assistance

Academic advising is available to help students make academic decisions. This service is provided by faculty, counselors, and educational advisors. Upon declaring a major area of study, each student is assigned a faculty advisor. This person is responsible for providing academic advice about the declared major. Students are encouraged to schedule an appointment with their advisor at the earliest opportunity.

For students who have not chosen a major, experienced college counselors and educational advisors are available to help make that choice. Counselors are located in the Student Services, "C-1" Building on the Niceville campus and Building T (2) on the Fort Walton Beach campus. Educational advisors are also located at each center. An appointment is advisable, but walk-ins will be served if possible. These services are intended to insure that each student has the opportunity and the information to decide what is best for them.

The Learning Skills and Writing Laboratory provides help to students who want to improve their abilities in writing, reading, study, and subject matter areas. Participation in this program is arranged by the student, a faculty advisor or a counselor. Use is voluntary; however, a counselor or faculty member's recommendation should be seriously considered by the student. This lab is located on the North Mezzanine in the Academic Success Center on the Niceville campus.

The Academic Success Center is located in the North Mezzanine of the Learning Resources Center, Room E-149 on the Niceville campus. The center provides learning support programs consisting of tutoring in most subjects, writing assistance, CLAST (College Level Academic Skills Test) review, tutoring for learning disabled students and students with English as a Second Language, (ESL), computer tutorials, and collaborative learning sessions for several students needing assistance in the same area. Tutors and computer tutorials are also available for students needing help in learning foreign languages. Tutoring is on a one-to-one basis at no cost to the student. Assistance is available on a walk-in basis; however, students are encouraged to make an appointment. For more information call the Academic Success Center at 729-5389.

Math Laboratories, which are located in the Math-Public Safety Building, ("L"), Room L-131, on the Niceville campus and in Building ("V") on the Fort Walton Beach campus are open to all students who need additional help in mathematics. The hours are posted on the lab doors.

Career Planning Assistance

Students who are undecided about their future career plans are encouraged to make an appointment with their faculty advisor, educational advisor or a counselor to begin the selection process. Research indicates that students who have made career decisions are more likely to be academically successful than those who have not. The next step should be a visit to the Assessment, Career and Tutorial Center (ACT) in Building ("P") on the Niceville campus or classroom building ("V") on the Fort Walton Beach campus, the Robert L.F. Sikes Education Center in Crestview and the Chautauqua Center in DeFuniak Springs to explore the following available resources:

Career Assessment Services are provided for students and others needing additional counseling and assessment of interests, aptitudes and transferable skills. Other resources

include career resource materials and computerized career exploration programs (CHOICES) to help students explore careers.

The ACT Center also provides students with a variety of resource materials to help them succeed in college. The ACT offers an open-entry, open-exit program, which means that students may enroll anytime during the semester. Computer-based research, wordprocessing, academic refreshment, and tutorials are available. The ACT Center supports certificate and A.S. programs. Students will find professional staff interested in helping them achieve their goals.

The Women's Resource Center, on the Niceville campus, provides additional career planning assistance for students, primarily women, who are returning to school because of divorce, separation, or the death of a spouse. The program assists students with education and training so they can enter the workforce with marketable skills. The program provides skills assessment, a support system, textbook loans, career information, tuition assistance and other services. Call (850) 729-5291.

Employment Placement Services

Students looking for full time employment after graduation from technical programs can be helped by the faculty. All students may link with jobs in the Assessment, Career and Tutorial Centers. (See above.) Workshops are available on resume writing, interview techniques, job lead development, and information on how to tap the hidden job market. Located in the ACT Centers are Florida Jobs and Benefits Offices that provide students information on local, state and federal job listings, title searches and employer searches. Job counselors are available for veterans on an appointment basis. The ACT centers are open Monday through Friday, 8 a.m. to 4:30 p.m. Call 729-5292.

Part-time off-campus job openings are kept on file in the Financial Aid Office in the Student Services Center (Bldg. "C-1"). The Financial Aid Office operates a student job line that records community employment opportunities for OWCC students. Students can access the student job line that records community employment opportunities at 729-5264.

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STUDENT SERVICES

Governance

Campus governmental processes are shared by elected and selected members of the faculty, student body, administration, and college staff.

The College-Wide Council provides input into the governance and decision-making processes of the college. It is responsible for advising and recommending programs, policies, and approaches to the college's president. Part of the membership is elected, and the rest are selected because of their job responsibilities or elected position. The president of the Student Government Association is a member and represents the student body.

The Student Government Association represents the student body of the college. Every student of OWCC is a member of this association. The governing body of the SGA is the Student Senate. Senators are elected to serve one year terms. They are responsible for making and implementing decisions concerning monies allotted for student activities. Projects in the past have included buying picnic tables, game room equipment, the monitor system in the College Mall, and table games for check-out use. The SGA sponsors and staffs picnics, entertainment, food drives for the needy, blood drives, and chili suppers. All students are encouraged to support their SGA. Any student who is interested in assisting with these activities is encouraged to run for office. The SGA Senate is housed in Room K-136 in the College Mall. The SGA president may be reached at telephone extension 6786 in his/her office.

The Inter-Club Council promotes 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. Members of the council are the chief officers of all student organizations. The vice-president of SGA is the presiding officer.

The Student Traffic Court will adjudicate appeals of parking violations for students. This appellate group will review the circumstances and recommend to the Dean that the ticket be overturned or the decision upheld. Students may pick up an appeals packet from the office of the Dean of Students or from the Student Activities office (K-136) on the Niceville campus.

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STUDENT SERVICES

Health Services

First aid and emergency services are available to students by qualified college personnel during the weekdays and evenings. On weekends, the security force should be contacted at 729-5335 or ext. 6335 on the Niceville campus and at 863-6535 at the Fort Walton Beach campus.

AIDS information and Counseling will be provided by a counselor in Student Services, Building "C-1." The college recognizes that information is the key to prevention of this disease. Pamphlets and books are available at OWCC centers. Every student is encouraged to make use of this information to protect themselves and others. Contact with the AIDS counselor is confidential. Students with AIDS and HIV-positive test results are strongly encouraged to contact a counselor during the first week of classes at 729-5372.

Alcohol and Drug Abuse information is available to all students from a counselor located in Student Services on the Niceville and Fort Walton Beach campuses. Call a counselor at 729-5372. The physical and emotional risks associated with substance abuse can be very severe. This counselor maintains information on local treatment programs and their locations. The college will refer for prosecution any violation of local, state, or federal laws. Students are warned that the use, manufacture, distribution, sale, or possession of alcoholic beverages or illicit drugs on campus or at any college-sponsored event or activity is prohibited by college policy, except as provided in Florida Statute 561.01(17). Violation of this policy will subject a student to disciplinary action.

Child Care

The OWCC Child Development and Education Center provides comprehensive, quality care for children ages 2 to 5. The center is nationally accredited and is open to dependents of OWCC students, staff, faculty and members of the community on a space available basis. The center is located on the Niceville campus and is open Monday through Friday from 7:30 a.m. to 5:30 p.m. Call 729-5341.

Orientation

New student orientation is offered to all new students during each semester's registration. During orientation, students receive valuable information about college policies, procedures, and academic programs. Students will also receive help in selecting courses.

Freshman Seminar is a course designed to orient entering students to OWCC. The student will be aided in choosing a major based upon reasonable career choices. One goal of the course is to help students become familiar with the requirements of the CLAST (College-Level Academic Skills Test).

Services to Students with Special Needs

OWCC is committed to providing equal opportunities for education to all students. A counselor is available through the office of Disabled Student Services in the Student Services Office on the Niceville campus to assist students with disabilities, limited English proficiency, and with impairments or special needs. In accordance with the Florida State Board of Education Rule 6H-1.041, students with disabilities may present support documentation and request reasonable substitution for admission and/or graduation requirements. Students who identify themselves and provide documentation of their

disability may be eligible for support services such as note-takers, scribes, untimed testing, readers, or interpreters.

Students with disabilities should contact the Office of Disabled Student Services on the Niceville campus or other college locations prior to the beginning of each semester for assistance in registering and for information concerning services that may be available, including maps indicating campus accessibility routes.

All students are encouraged to make known any disability that may affect their presence at OWCC. All information is kept confidential. Disabilities can be identified by completing the proper form in the Office of Student Services, Office of Enrollment Services, the Fort Walton Beach Campus, or the Eglin, Hurlburt, Crestview or DeFuniak Springs Centers.

Students with special needs should contact the designated counselor located in the Student Services Center. Information is available by calling 729-5372.

Telephone Devise for the Deaf (TDD)#'s are:

Florida Telecommunication Relay Service
Voice 1-800-955-8770
TDD 1-800-955-8771

Persons who feel that the college did not accommodate or respond to their particular disability requirements are encouraged to show the college the particulars of that complaint. Students should discuss the problem with the Disabled Student Services Coordinator located in the Student Ser-vices Center (Bldg. "C-1") on the Niceville campus or the center or campus administrator at other locations. Copies of the "Accessibility Grievance Procedure" are posted on bulletin boards at all centers and campuses.

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STUDENT SERVICES

Graduation Regalia

The OWCC College Stores offer graduation regalia (caps, gowns, tassels) to students wishing to participate in graduation ceremonies. The regalia is the student's to keep for a cost of \$20.00. For additional information concerning graduation regalia, call 729-5384.

AmeriCorps

AmeriCorps is a national service network that engages thousands of Americans of all ages and backgrounds in putting something back into their communities. It is a movement that unites diverse Americans in improving local communities by making a difference in the lives of neighbors and fellow citizens. In 1995, OWCC launched an AmeriCorps program with a focus on school readiness and school success. A team of full-time AmeriCorps members are trained to tutor, mentor, and coach area children, students, and adults. Full-time members serve a minimum of 1700 hours per service year. They receive a modest living allowance and are awarded a scholarship at the end of their service year. Students are encouraged to apply for AmeriCorps service positions. For additional information, contact the AmeriCorps OWCC office at 892-8100 or 729-5344.

Senior Programs

PRIME Time (Positive Retirement Through Imaginative Education) offers creative learning experiences targeted specifically toward the 50-plus population. PRIME Time participants receive all the benefits of regular OWCC students including use of the library, access to labs, special events and free parking. No tests or grades are given in the noncredit courses. Call 729-6084. ELDERHOSTEL - OWCC is a participant in the worldwide Elderhostel learning program. Call 729-5209.

Athletics

OWCC is an active member of the National Junior College Athletic Association (NJCAA) and the Florida Community College Activities Association (FCCAA) which is composed of all public community colleges in Florida. Intercollegiate Sports at OWCC operate under the rules and regulations of NJCAA and FCCAA. Varsity athletes enjoy the privilege, honor, and social distinction of representing the college in the field of athletic competition. Representation of the college is open by competitive selection to all students provided they meet the eligibility requirements of the FCCAA. Intercollegiate sports at OWCC include basketball for men and women, baseball for men, and fast-pitch softball for women.

Intramural and Extramural Activities at OWCC include team sports such as flag football, volleyball, softball, tennis, and basketball, as well as individual and recreational sports such as tennis, racquetball, chess, backgammon, and golf. Classes, clubs, organizations and independent groups are encouraged to form teams and compete.

Awards are given to winning teams and players. The President's High Point Plaques are presented to the woman and the man with the highest number of points each year. Often, the winning teams in basketball, volleyball and flag football will meet other winning teams from colleges within Region I to determine an overall winner.

Times, schedules, and places of meeting for activities are posted on the bulletin boards located in the College Mall and throughout the Niceville campus. Most intramural activities are held on Tuesday and Thursday at 2:00 p.m.

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STUDENT SERVICES

Student Handbook

The Student Handbook contains important dates and information about various college services such as, the operating times for libraries, the bookstore, and learning labs. The Student Handbook is usually received at New Student Orientation, and it may be obtained from any center or from Student Services. Every student is advised to obtain one.

Identification Cards

ID/Debit cards will be issued to students at the time of fee payment. These cards serve as identification and are necessary for checking out books, audiovisual materials, and computer software from the Library, for identification at the Business Office and the College Store, and for attending OWCC events at no charge. ID cards are updated during registration.

Statement of Student Rights and Responsibilities

Okaloosa-Walton Community College serves all persons legally out of grades K-12 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. By applying for admission to Okaloosa-Walton Community College, the student agrees upon enrollment to abide by college policies and regulations published in its policy statements, current catalog, official manuals, and publications. Students are expected to be committed to the common good of the college community and to comply with local, state and federal law.

Each member of the college community is expected to participate seriously and purposefully in college life. While the freedom to express ideas and beliefs will be respected, conduct and behavior that result in the defacement of property, intimidation of others, or the disruption of any college activity will not be tolerated or permitted and will be subject to penalty. Instructors explain classroom requirements, and students are expected to assume full responsibility for their actions.

Classroom Activity, Behavior, and Attendance. The college recognizes that a thoughtful and reasoned search for truth can be conducted only in an atmosphere free of intimidation and coercion. Students are expected to respect the rights and welfare of all members of the college community and to exercise common sense, good taste, and applied reason when testing their knowledge. Students are free to take reasonable exception to data and views offered in the classroom and to reserve judgment about matters of opinion, but they are responsible for satisfying the requirements of any course for which they are enrolled. So long as it is consistent with the goals and established policies of the college, the instructor has final authority in all matters relating to course content, grading practices, and classroom procedures.

Grades. Because the awarding of course grades is the responsibility of the instructor, it is essential that faculty members keep students informed of their progress in each course. A student has a right to a course grade that represents the instructor's professional judgment of the student's performance in the course, without personal prejudice. An instructor has a right to expect that the work presented for evaluation or submitted as classroom projects are that of the student acting alone without benefit of any aids or practices that are generally considered academically dishonest.

If a student believes that he/she has not been graded fairly in a course, an informal appeal may be made to the instructor. If a complaint is not resolved to the student's satisfaction, an

appeal without prejudice to the student's position may be made to the department or division chairperson. The next level of appeal is to the Vice President for Instruction who may, if it is deemed advisable, refer the matter to an ad hoc hearing committee to assist in evaluating the appeal. Any further appeal may be made to the President, whose decision shall be final.

A student has a right to protection against the improper disclosure of information concerning grades, beliefs, or character which an instructor acquires in the course of the professional association with the student. An instructor has a right to deal with what is perceived to be academic dishonesty and such behavior may result in disciplinary action.

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 Vice President for Instruction a withdrawal grade whenever absences become excessive. Three consecutive day class absences, two consecutive evening class absences, or three absences in a month will be reported to the Office of Enrollment Services as excessive. Further, each time a student has been tardy three times to a class, it will count as one absence.

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STUDENT SERVICES

Statement of Student Rights and Responsibilities - Continued

Behavior. An instructor has the obligation to maintain order in the classroom to preserve the integrity of the learning environment. If the instructor feels that the behavior of a student is disturbing or otherwise interfering with instruction, then the student may be asked to leave the class. The student may be allowed to return to the next class meeting after consultation with the instructor. The instructor may have further consultation with the department chair and the Vice President for Instruction to determine if dismissal should be recommended. The student may appeal a dismissal decision to the President, whose ruling will be final. Furthermore, disruptive behavior may result in additional disciplinary action.

Summary of Reported Campus Crimes. This information is provided to all students and employees each year beginning with this report, in compliance with The Federal Student Right-to-know and Campus Security Act. Questions about this report or Campus Security in general may be directed to the Director of Physical Plant Department or the Dean of Students.

A. On campus crimes **reported** to Physical Plant Department by major category:

	1995		1996		1997	
	Total Stats	Hate Crime Stats	Total Stats	Hate Crime Stats	Total Stats	Hate Crime Stats
1. Homicide Offenses	0	0	0	0	0	0
2. Sex Offenses, Nonforcible	0	0	0	0	0	0
3. Sex Offenses, Forcible	0	0	0	0	0	0
4. Robbery	0	0	0	0	0	0
5. Aggravated Assault	0	0	0	0	0	0
6. Burglary/Breaking & Entering	2	0	2	0	0	0
7. Larceny/Theft	15	0	14	0	12	0
8. Motor Vehicle Theft	0	0	0	0	0	0
9. Liquor law Violations	0	0	0	0	0	0
10. Drug Abuse Violations	0	0	0	0	0	0
11. Weapon Possessions	0	0	0	0	0	0

Student Discipline. Academic and personal behavior of OWCC students shall be governed by policies contained in the college catalog, the Student Handbook, such other policies as may be approved by the Board of Trustees on recommendation of the President and by pertinent provisions of Florida Statutes and FAC Rules. Any act or behavior by a student which tends to interfere with or otherwise disrupt the orderly conduct, process, functions and/or interests of the college is prohibited. Such acts and behaviors include but are not limited to the following:

1. Cheating in any form, including plagiarism (such behavior may result in academic penalty and/or course failure at the discretion of the instructor, which may be appealed by the student);
2. Gambling;
3. Theft, vandalism or destruction of college property, or property of members of the college community;
4. Falsification of personal or college records;
5. The use, manufacture, distribution, sale, or possession of alcoholic beverages or illicit drugs on campus or at any college-sponsored event or activity;
6. Violence, including but not limited to sexual assault, robbery, murder or battery against any member or guest of the college community;
7. Hazing; and Harassment.

Instances of prohibited student behavior, which may include cheating and plagiarism, will be referred to the Dean of Students for resolution.

A member of Student Services will be appointed to make inquiries into the circumstances of the matter to determine if it has been handled through the proper channels. The inquiry will be completed within seven (7) working days of the submission date. This person may recommend that the matter be dismissed, settled informally, or be the subject of formal charges.

All reports of sexual assault and/or harassment are to be treated as confidential. The member of the college staff receiving the complaint should treat the victim with respect and consideration. It is important that confidentiality be extended to the accused as well as the victim. All persons involved in this procedure are directed not to discuss the matter except with college personnel involved in the process, attorneys for the victim and/or the accused, law enforcement personnel and other authorized agencies.

Informal settlement will be at the discretion of the Dean of Students who may do one or more of the following: give oral or written warning and/or admonition; require restitution or counseling. The informal settlement will take place within seven (7) working days of the inquiry recommendation.

Formal charges, in writing, will be prepared by the Dean of Students within five (5) working days and presented to the accused student. The charges will include:

1. The accused student's name, address, and social security number.
2. A description of the alleged violation that includes dates, times, and places.
3. The names of any witnesses and a description of any physical or written evidence that was known at the time that formal charges were prepared.

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STUDENT SERVICES

Statement of Student Rights and Responsibilities - Continued

At the time of notification of formal charges, the Dean of Students will offer the student his/her choice of hearing settings:

1. An administrative hearing which will be conducted by the Dean of Students who will decide guilt or innocence and the appropriate action or sanction: dismissal of the charges, placing the student on disciplinary probation, or recommending to the President suspension or dismissal.
2. A Student Conduct Committee hearing which will decide guilt or innocence. The committee will be comprised of the Dean of Students (Chair), two other members of Student Services, two faculty members appointed by the Vice President for Instruction, and two students appointed by the Dean of Students upon recommendation of the Student Government Association president. After the presentation of evidence (against and in defense of the student), if the committee decides that there is clear and convincing evidence that the student is guilty, it will recommend the action or sanction to be taken. If the committee decides that the student is not guilty, it will recommend that the charges be dismissed. The Dean of Students will make the final decision and recommendation, then inform the student of the decision, the procedures of review and the grounds for appeal.

In both hearing settings the following will apply:

1. The accuser and the accused are entitled to have the same opportunities to have others present.
2. Both the accuser and the accused will be informed of the outcome of any disciplinary hearing or an appeal of the findings.
3. Persons serving as legal counsel may not participate in disciplinary hearings.
4. Adult students may not seek advice from any person while a disciplinary hearing is in progress.
5. The participation of a parent or legal guardian of the accuser or of the accused student who is a minor may be limited by the Dean of Students, at his/her discretion.
6. All other rules of procedure for the hearing will be outlined at the beginning of the hearing by the Dean of Students.

Seven days after the student has been notified of the findings and recommendations the Vice President for Instruction will review the records, evidence and findings of all hearings before the recommendation for suspension or dismissal goes forward to the president. If the vice president decides that published disciplinary procedures were not followed, the matter will be returned to the Dean of Students for rehearing.

Students who are found guilty in either hearing setting may, within seven (7) days of notification of the findings and recommendations, appeal in writing to the Vice President for Instruction on the basis of one of the following:

1. The discovery of new evidence.

2. The recommended penalty would impose unusual and severe hardship on the student.
3. Published disciplinary procedures were not followed.

The Vice President for Instruction will hear the appeal and do one of the following:

1. Uphold the original hearing findings, and forward to the President:
 - a. the recommendation to suspend or dismiss, or
 - b. recommendation to impose a lesser sanction.
2. Based upon new evidence, dismiss the charges, or
3. Return the matter to the original hearing setting for rehearing if published disciplinary procedures were not followed.

A student may appeal the decision of the Vice President for Instruction to uphold the original findings and recommendations only on the basis of new evidence. This appeal must be submitted to the president, in writing, within seven days after notification to the student of the Vice President for Instruction's decision.

No student shall be suspended or dismissed from OWCC without approval by the President. The President shall have the authority to temporarily suspend, while awaiting the disciplinary procedures outcome, any student whose behavior is judged by him to be detrimental, or potentially detrimental, to the college community.

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STUDENT SERVICES

Statement of Student Rights and Responsibilities - Continued

Upon recommendation, and after implementation of the hearing process, a student may be suspended or dismissed by the President for behavior which is prohibited or otherwise unacceptable. The Board of Trustees shall be advised of dismissal actions at its next regular meeting following such actions.

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. No participation in any student extracurricular 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 Dean of Students for review of compliance with the terms of disciplinary probation.

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

Dismissal 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.

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.

Student Grievance Procedures. Okaloosa-Walton Community College student grievance procedures are designed to provide effective means for resolving legitimate issues that are subject to the grievance process. State Board Rules and College Policies are not grievable; only the application or interpretation of rules or policies may be grieved.

Resolution of Grievances. Any student who believes that he/she has been done an injustice through the action of another student, a college employee, or other person acting for the college may initiate a grievance under these procedures.

OWCC's student grievance procedures apply to all complaints on the part of students which may arise in matters of instruction and general student services when they involve rights provided for under the college's Equal Access/Equal Opportunity Plan and the Florida Educational Equity Act and when they directly affect the personal interests and well-being of individual students.

Complaints which do not directly affect the personal interests and well-being of individual students and which are not otherwise covered by these procedures shall ordinarily be

referred to the Dean of Students for resolution.

The President of the college shall be the final arbiter where a dispute exists as to whether a particular matter is subject to coverage by these procedures. In making a decision, the President will interpret the coverage of these procedures liberally, denying their application only when the matter in question clearly concerns issues of rule or policy in which the complaining party has no direct interest, where there is good reason to believe that a grievance has been brought in bad faith for political or similarly inappropriate reasons, or for circumstances in which use of these procedures would clearly endanger their effectiveness as an instrument for the redress of grievances.

Informal Grievance Procedures. The college's informal student grievance procedures shall be implemented in the following sequence:

1. The aggrieved student shall first discuss his/her complaint with the instructor or faculty advisor concerned for resolution.
2. If the grievance remains unresolved, the student should refer it to the appropriate department or organizational unit head for resolution.
3. If the circumstances of the grievance preclude the use of steps 1 and 2, or if the department or organizational unit head does not resolve the grievance within ten (10) working days, the student should discuss the grievance with the Dean of Students, who will bring the matter to the attention of the President of the college.

If the grievance resulted from violation of college policies, the College Equity Plan, or FAC Rules, the president shall take or cause to be taken appropriate measures to ensure compliance with the policies, statutes or rules, and resolve the grievance.

If the grievance involves a question of judgment or opinion not covered by college policies, by the College Equity Plan, or the FAC Rules, the President or his designee shall counsel with the student, the faculty advisor, or the department or organizational unit head, and the appropriate principal administrator, in an endeavor to resolve the grievance.

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STUDENT SERVICES

Statement of Student Rights and Responsibilities - Continued

Formal Grievance Procedures. If a grievance is not resolved by the informal procedure, the aggrieved student should submit a request, in writing, to the President of the college via the Dean of Students for a formal student grievance hearing. It shall set forth the nature of the grievance, the person(s) involved, and the resolution desired. It shall also include the nomination of one disinterested SGA Senator who is willing and available to serve as a member of the student grievance hearing committee.

If the request for a hearing is disapproved, the president shall state the reasons in writing. If approved, he shall appoint a student grievance hearing committee composed of the following members:

1. The SGA Senator named in the original request for the hearing or a substitute satisfactory to the grievant.
2. A college employee nominated by the Dean of Students.
3. An additional college employee who shall be nominated by mutual agreement of the other two members, who is a regular, full-time employee, and who, with the approval of the president, shall be designated chairperson. If the two members cannot agree on a nominee for chairperson, the chairperson will be appointed by the president.
4. The Dean of Students or his/her designee will serve as recording secretary to the committee but shall have no vote. If the grievance involves an equity issue, the College Equity Coordinator shall appoint a representative to serve as an advisor to the committee.

The committee shall, within seven (7) days of being constituted, meet to hear the grievance and interview such witnesses as it deems pertinent to the matter. The committee shall report its findings and recommendations for resolution of the matter, in writing, to the president within four (4) working days of the close of the hearing.

The President shall advise all pertinent parties of his action on the grievance within three (3) working days after receipt of the committee's report. The action by the President is final, except for cases of student expulsion, which may be appealed by the aggrieved student, in writing, to the Board of Trustees within three (3) working days of receipt of the decision. The decision of the Board in such matters is final.

Grievance Time Limits. A grievance must be filed in a timely fashion. If a student is filing a grievance, it must involve a specific event or incident occurring within thirty (30) days of filing the grievance. Nothing in this procedure is intended to create any due process rights nor does it entitle the individual to seek redress in any court or administrative proceeding.

Student Organizations

The college has chartered several student organizations. These include 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 for those particular groups which are selective on the basis of scholarship. The following groups are recognized OWCC student organizations:

African-American Student Association strives to promote black awareness and to be of service to the college and the community. Membership is open to all students.

Association of Visual Artists strives to stimulate interest in visual art and to promote various art projects for the students of OWCC and the citizens of the community.

Bacchus is the local chapter of the collegiate organization devoted to raising the consciousness of college students about the health and social problems associated with alcohol abuse. Membership is open to all students.

Baptist Student Union is open to all students for the purpose of guiding them in Christian witness and fellowship.

Creative Dramatics, Imagineers, a traveling troupe creating world folklore on stage for area elementary schools.

Delta Psi Omega is a large, national honorary fraternity whose purpose is to stimulate interest in dramatic activities.

Environmental Club is dedicated to creating awareness of the importance of protecting the environment.

Geology Club brings together people who hold a common interest in Geology, and to further that interest by means of study groups and field trips.

Jazz Singers, an auditioned, four-part mixed vocal performing ensemble limited to 16-20 members with good music-reading skills. Music studied consists of moderate to very difficult jazz arrangements of styles including blues, swing, skat, classic (early) pop, ballads, mellow gospel and original contemporary tunes.

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Student Organizations - Continued

Madrigals is a small, by audition-only, mixed choir. The group specializes in acappella music from the Renaissance to the modern.

Music Theatre produces at least one Broadway-style musical annually. Participation is open by audition to all students and members of the community.

The Northwest Florida Symphony Orchestra of OWCC is open by audition to all OWCC students, staff, and interested members of the community who have a demonstrable performance skill with an orchestral instrument. The Orchestra draws its membership of more than sixty players from throughout the Panhandle and South Alabama.

OWCC Jazz Combo is a small ensemble open to any student instrumentalist who wants to develop performance and improvisational skills in the jazz idiom. All students enrolled will be auditioned for placement. This ensemble performs throughout the community during the year.

OWCC Show Choir is a small, by audition-only mixed choir, comprised of college students who are enrolled full-time. The group specializes in up-tempo, contemporary, entertainment oriented music ranging from jazz tunes of the 40's to the latest pop tunes, as well as show-stopping selections from Broadway and Hollywood. Choreography is incorporated into each performance.

OWCC Symphonic Chorus is open by audition to all students, staff, and interested members of the community. The chorus performs major choral compositions during the fall and spring semester of each year and maintains a membership of sixty or more auditioned singers.

Phi Theta Kappa is a national honor society whose goal is to honor students who have attained a high scholastic standing, and to provide them with the opportunity to congregate and sharpen their intellects. Service projects and social activities are available to the membership.

Pre-Law Society promotes a better understanding of law and the legal system. Membership is open to students currently enrolled in pre-law studies or those considering attending law school in the future.

PRIME TIME Computer Club provides an opportunity for learning, sharing and enjoying computer knowledge. Membership is open to individuals who have taken at least one PRIME TIME (Positive Retirement through Imaginative Education) computer course.

Proscenium Playhouse is the drama group of the Fine and Performing Arts Department. Its goals are to foster an interest in and an appreciation of the theatre arts, to produce plays, and to provide an outlet for the creative abilities of the students and community members.

Rock and Jazz Ensemble in big band, combo and rock groups is open by audition to any student instrumentalist who wants to develop professional performance abilities. Must have some experience in high school bands, etc.

There are other chartered organizations which are not currently active such as **Circle K, College Republicans, ENUF, Jefferson Democratic Association, Phi Beta Lambda**

Business Education Fraternity, Phi Lambda Alpha, Reader's Theatre, and Veterans. If you are interested in reactivation of one of these organizations, check with the Student Activities Office in the College Mall to learn how this may be accomplished.

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

Student Organization Rules. Students enrolled at the college are free to organize and are encouraged to join associations which promote their common interests, so long as the following apply:

1. The purposes, principles, and policies of the organization are consistent with the general philosophies and principles of the college;
2. Membership in the organization is open to all currently-enrolled college students in good standing without regard to age, color, creed, national origin, handicap, marital status, race, religion, or sex except for those particular groups which are selective on the basis of scholarship;
3. The purpose, criteria for membership, rules or procedures, and a current list of officers are filed with the Coordinator of Student Activities;
4. The policies and actions of the organization are determined only by those individuals who hold bona fide membership in the organization;
5. A faculty sponsor has been appointed by proper authority;
6. The Student Senate has recommended, and the President of the college has approved recognition of the organization, and
7. The organization is in compliance with the general and specific policies enumerated in the Handbook for Student Organizations and in the Student Handbook.

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STUDENT SERVICES

Hazing

Florida Statute 240.326 prohibits hazing at community colleges. "Hazing" means "any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a community college," which organization is hereafter referred to as a "community college organization." Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the individual, and also includes any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the individual. For the purposes of this section, any activity as described above upon which the initiation or admission into or affiliation with a community college organization is directly or indirectly conditioned shall be presumed to be a "forced activity," the willingness of any individual to participate in such activity notwithstanding.

No form of hazing shall be permitted in connection with any initiations and/or activities of any college organization or group.

Harassment

Harassment of OWCC students is prohibited.

Harassment of college employees by OWCC students is prohibited.

Harassment is considered to be any repeated or unwelcome verbal or physical abuse which causes the recipient discomfort or humiliation or which interferes with the recipient's academic performance.

Harassment related to an individual's race, color, sex, religion, national origin, age, marital status, or physical or mental handicap is a violation of this policy.

Unwelcome or uninvited conduct with sexual overtones, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment, including, but not limited to instances when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic achievement, or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting a student or college employee, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive academic environment.

The President of the college may act directly or through a designee to investigate and report harassment claims. Due process and/or Student Grievance procedures shall be followed in connection with such claims.

Guest Speakers

The freedoms of speech and assembly guaranteed by the first and fourteenth amendment to the Constitution shall be enjoyed by the students of the college with regard to the opportunity to hear "off-campus" speakers on the college campus. Students at the college are expected to accept fully the responsibilities that accompany the freedoms of speech and assembly which they enjoy. When inviting a guest speaker, a student organization is charged with the responsibility of making a choice that reflects the students' genuine concern for the best interests and welfare - not only of the student organization - but of the college and the community as well.

The extension of invitations to guest speakers who are not of the college community shall be governed as follows:

1. Guest speakers may be invited and sponsored only by recognized student organizations.
2. No invitation shall be extended to a guest speaker without the prior written approval of the President or his designee, the Dean of Students. Approval or disapproval will be based on consideration of the appropriateness and availability of times, dates, and facilities.
3. Permission to invite a guest speaker shall be requested in writing at least two weeks prior to the proposed speaking engagement by the president of the student organization sponsoring the program. This request shall contain the name of the sponsoring organization, the proposed time, date and location of the program, the expected size and nature of the anticipated audience, and the topic of the speech.

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STUDENT SERVICES

Posting, Circulating, and Exhibiting Printed Matter and Filmed Material

Students are expected to use mature judgment and a sense of discretion in their selection, publication, display, presentation and circulation of any printed or filmed materials at any college location, and to realize that they must accept responsibility individually and collectively in the consequences of their choices on these matters. **The appearance of the college name, seal or insignia on printed matter which is not published by the college is not authorized and does not imply college approval, support, or endorsement of the contents.**

Notices

Notices may be posted by students and recognized student organizations on appropriate bulletin boards. Notices and posters are not to be taped, glued, or pasted on painted or finished wood surfaces. All such posting must be cleared in advance by the Coordinator of Student Activities at the Niceville Campus and the Provost at the Fort Walton Beach Campus. This will provide the best use of available facilities.

The general distribution of notices is prohibited by anyone other than instructional and staff personnel in the performance of their duties or by recognized student organizations to advertise an approved event.

Motion Pictures

Recreational motion pictures that are approved as part of a proposed student organization sponsored-event may be shown at any college location. The Dean of Students will consider for approval, only those films rated "G" and "PG" by the Motion Picture Association of America. Any college employee may restrain the display of any unauthorized film or motion picture.

Student Publications

Student publications (which may include videotaped newscasts) are intended to foster an atmosphere of free and responsible discussion and intellectual exploration. They are a means of bringing student concerns to the attention of faculty and staff members, and of formulating student opinion on various issues at the college and in the surrounding community.

The editorial freedom of student editors entails the corollary responsibility to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

Student publications shall contain a statement to the effect that the opinions expressed therein are not necessarily those of the faculty, staff or student body of the college.

Policy Formulation

A student who wishes to suggest a change in any policy of the college should submit a written recommendation to the Student Senate for evaluation. If favorably received by the Senate, the proposal shall be submitted by the Student Senate to the College-Wide Council or the appropriate standing committee/subcommittee of the college for consideration.

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FINANCIAL AID

Student Financial Aid

Okaloosa-Walton Community College's mission is to serve everyone who can benefit from a college education. No one should hesitate to apply for admission because of financial need. OWCC offers a variety of financial assistance for students. The chart within this section gives a brief description of all of the programs that are available for students at OWCC and the Financial Aid Office has hand-outs available that offer more detail on the three basic types of financial aid - Grants, Loans and Work Programs. These handouts, along with the Application for State and Federal Financial Aid, are available either by mail, at the guidance office of any Okaloosa or Walton county high school, or at any of the OWCC locations throughout the two-county area.

Purpose of OWCC's Financial Aid Program

The purpose of financial aid is to make up the difference between what you can afford to pay and the actual cost of your education. This difference is what we call a student's financial need. The amount of financial assistance a student receives is generally determined by the results of the application process and the availability of funds from federal, state, institutional and private sources. The final decision as to the types of aid received rests with the Director of Financial Aid.

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.

College Costs

Okaloosa-Walton Community College's fees are designed to make college affordable for most students. Allowance should be added to these figures for room and board, personal expenses, medical insurance, transportation and supplies. Dependent students (living at home) usually have parental support, reducing direct education costs. Students should refer to the college schedule of classes each semester for offerings which involve special fees.

Steps in Applying for Financial Aid

Entering students seeking financial assistance should contact the Student Financial Aid Office which is located in the Student Services Center on the Niceville campus. The following procedures need to be followed when applying for financial aid at OWCC:

1. Complete the OWCC Application for Admission and return it to the Office of Enrollment Services.
2. Request appropriate supporting documents for Admission (i.e. high school transcript, GED, college transcripts) as specified by the Enrollment Services personnel. If you have previously attended any other postsecondary institutions during the 1998/99 school year, a Financial Aid Transcript must be requested and received by OWCC before the college can determine your eligibility for aid.
3. Complete the Free Application for Federal Student Aid (FASFA) packet. Packets are available in area high schools or at any OWCC location.

4. Complete the OWCC application for financial aid form.
5. After mailing the FASFA, the student will receive a Student Aid Report (SAR) in approximately four weeks. The SAR must be reviewed by the student for accuracy.
6. Additional information/forms might be requested by the Financial Aid Office (i.e. Income Tax forms) if the student is selected for a process called Verification.
7. If a student's financial aid file has been considered to be "complete" then an award letter will be mailed to the student by OWCC's Financial Aid Office. Awards listed on a student's award letter are tentative and are not final. Awards can be either adjusted or cancelled at any time due to enrollment, academic standing or availability of funds.

Students needing assistance in completing application forms should contact the Financial Aid Office. Students have a right to understand how their financial aid award is determined. OWCC's Financial Aid Office is always willing to discuss financial aid decisions with students and parents to promote a better understanding of financial aid opportunities.

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FINANCIAL AID

Deadlines for Applying for Financial Aid at OWCC

Applications for financial aid should be made well in advance of registration. The PRIORITY CONSIDERATION DEADLINES for applying for financial aid at OWCC for 1998-99 by semester are:

Fall Semester April 1, 1998
 Spring Semester October 1, 1998
 Summer Semester February 1, 1999

STUDENTS NOT MEETING THE PRIORITY DEADLINE MAY STILL QUALIFY FOR FINANCIAL AID BUT MAY EXPERIENCE LENGTHY DELAYS IN RECEIVING FINANCIAL AID.

The absolute deadline for determining enrollment status (i.e. part-time, three-quarter time, or full-time) is the advertised "last day to register" day within each of the three main semesters - Fall, Spring or Summer. (These dates are listed in the Schedule of Classes each semester and the calendar section of this catalog.)

All applications for the Florida Student Assistance Grant for the 1998-99 academic year must be in Tallahassee no later than the advertised deadline on the application form. All applications for the College Work Study Program and the Supplemental Education Opportunity Grant dated prior to April 1, 1998 will be given first priority in determining eligibility.

Enrollment Status

The amount of aid a student is eligible to receive at OWCC is dependent on the student's enrollment status, each semester, based on the following table:

Full-Time	
Enrollment:	12 or more semester hours
Three-Quarter Time	
Enrollment:	9-11 semester hours
Half-Time	
Enrollment:	6-8 semester hours
Less Than Half-Time	
Enrollment:	1-5 semester hours

Financial aid award status (full-time, three-quarters time, or half-time) will be based on the number of credit hours at the END OF LATE REGISTRATION FOR EACH SEMESTER. For award letters sent after these dates, status will be determined by the number of credit hours in which a student is enrolled at the time the award letter is sent. If not enrolled for the appropriate number of credit hours at that time, a student's award will be revised downward to reflect this change. Awards will not be revised upward if students add classes after the end of late registration. (NOTE: The end of registration is considered to be the last day to register for the three main semesters (Fall, Spring and Summer) as listed in the College

Catalog. These dates are firm. The financial aid deadline for Term II is the Summer Semester last day to register.

Student Eligibility

FEDERAL PROGRAMS

For a student to be eligible for federal financial aid at OWCC -

- A student must be a regular student, accepted for enrollment in a PROGRAM OF STUDY, and
- A student must be a U.S. CITIZEN, or an eligible non-citizen, and
- A student must maintain a STANDARD OF SATISFACTORY PROGRESS and ACADEMIC GOOD STANDING which includes the following three factors:
 1. Satisfactory grade point average on all college work. OWCC uses the following scale in determining eligibility:

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 +	2.00

2. A maximum time-frame in which the student must complete his or her educational objective, degree or certification. OWCC places a limit of 90 semester hours (or 150% completion rate on a 60 semester hour program. NOTE: **90 semester hours** will include OWCC hours + transfer hours - whether or not financial aid was received.)
3. Progression within the time-frame towards adequate completion of coursework. OWCC requires students to successfully complete (A, B, C or D) **67%** of all coursework attempted at OWCC.
 - A student must NOT OWE A REFUND or REPAYMENT on a federal grant at any institution, and
 - A student must NOT BE IN DEFAULT on a federally-funded or insured student loan.

STATE OF FLORIDA PROGRAMS

For a student to be eligible for State of Florida financial aid (i.e. FSAG) at OWCC -

- A student must have demonstrated a FINANCIAL NEED (Complete the FASFA application), and
- A student must have met the ADVERTISED DEADLINE, and
- A student must have been a RESIDENT OF FLORIDA for one-year, and
- A student must have a 2.0 or higher GRADE POINT AVERAGE on all previous college work, and

- A student must have earned 24 SEMESTER HOURS of college work during the terms of the academic year in which aid was received, and
- A student must enroll as a full-time student (minimum 12 semester hours).

NOTE: An applicant who believes State financial aid has been wrongly denied has certain rights to appeal. The applicant may appeal if he believes the Department of Education has made an error in determining eligibility or in failing to transfer an award. Detailed information about filing an appeal is available from the OWCC Financial Aid Office.

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FINANCIAL AID

Additional Information and Requirements

Financial Aid Suspension. Students who do not meet eligibility standards shall be suspended from federal financial aid until they have regained eligibility in accordance with the Academic Standards of Progress. (See FEDERAL PROGRAMS eligibility criteria listed under Standards of Satisfactory Progress on Previous Page in this section for more information.)

Notification. The Financial Aid Office will send a letter to all current financial aid recipients who are to be suspended. This letter goes to students not meeting 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 Enrollment Services. IT SHALL BE THE RESPONSIBILITY OF THE STUDENT TO KEEP OWCC INFORMED OF A CORRECT MAILING ADDRESS AT ALL TIMES. The cost of enrollment during financial aid ineligibility must be borne by the student. Financial aid will not be available.

Reinstatement and Appeals Process. A 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 by the student. (Special appeals forms are available in the Financial Aid Office.) Members of the Student Financial Aid Committee will act as an appeals committee. The appellant is required to provide documentation as necessary for determination of financial aid eligibility and shall fulfill reasonable requests by the committee with reference to time of meeting, personal appearance, and supporting 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 substantial nature or 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 restoration 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.

Incompletes. A student who carries a recorded "Incomplete" at the time of evaluation will be given a one-semester grace period when 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 "Incomplete" has not been changed to a letter grade at the time of re-evaluation and the Office of Enrollment Services has not been notified of an extension, the student will be assigned a grade of "F." Such a grade may readily contribute to suspension of financial aid eligibility.

Repeated Courses. A student may use financial aid to repeat a course in which an "N", "D", or "F" has been earned. A student may not repeat a course for credit in which a grade of "C" or better was earned (unless permission of the Vice President for Instruction is obtained). The student may improve a grade in a course and the repeat credit(s) will be included in the total number of credits when determining enrollment status. The student must be making satisfactory progress.

Remedial Courses. Okaloosa-Walton Community College approves remedial courses for the use of financial aid and includes remedial courses where necessary when determining a student's enrollment status. Admission placement testing requirements will determine if remedial courses are needed in a student's degree program.

Verification. The U. S. Department of Education randomly flags a student's Student Aid Report (SAR) for verification. Students selected must provide all the necessary documents needed for this process (i.e. income tax forms, W-2 forms). Okaloosa-Walton Community College's Financial Aid Office retains the right to request supporting documents it deems necessary from any student to determine financial aid eligibility. For this reason, OWCC suggests that students do not file financial aid applications until the tax forms for the family are complete and correct. Inaccurate estimates of income and taxes paid may require extensive processing delays and verification of corrected data. All financial information reported **MUST BE CORRECT**. Penalties or delays may occur if the data is incorrect or incomplete.

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FINANCIAL AID

Veterans' Educational Benefits

The college is certified for training by the State Approving Agency under the various veterans' training laws. Veterans planning to enroll at 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 com-puted 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 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 OWCC's Veteran's Office at 729-5375 or the VA Regional Office at 1-800-827-1000.

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 the 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.

VA Deferments are available on a limited basis for half-semester courses offered during the fall, spring and summer semesters.

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.

Under no circumstances shall any person be allowed to enroll or re-enroll at OWCC who has unpaid fee deferment. A student who does not comply with the terms of the deferment policy will lose the right to receive future deferments.

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Name of Program	Funding Source	Qualifications	Min/Max Awards	Application Procedures	Application Priority Deadlines	Special Information
Federal Pell Grant	Federal	Available to students in a program of study, who are citizens or eligible non-citizens; must not have a baccalaureate degree, must follow standards of academic progress and incremental progress.	\$400-\$3000 (estimated per year)	1998-99 FASFA	Fall-4/1/98 Spring-10/1/98 Summer-2/1/99	Foundation Aid Program. Basic Component of most Student Financial Aid.
Federal Supplemental Educational Opportunity Grant (FSEOG)	Federal	Applicant must have a high need.	\$200-\$500 per year	1998-99 FASFA	4/1/98	Very limited; generally goes to those applicants with a very high need.
Florida Student Assistance Grant (FSAG)	State	Applicant must be a full-time student who is a resident of Florida for at least one year and demonstrates a need.	\$200-\$1000 per year	1998-99 FASFA	5/15/98	Early application is recommended since state funding may be limited.
Federal Stafford Student Loan (formerly GSL)	Federal	Available to students in a program of study. Must be enrolled at least half-time.	\$2625 – Freshman \$3500– Sophomore	1998-99 FASFA and Loan Application	At least 12 weeks before the end of the semester the student plans to attend.	Six month grace period after student stops attending school.
Okaloosa-Walton Community College Short-Term Loan	OWCC	Available to students who maintain a minimum 2.0 grade point average (returning students) or incoming freshmen who have a need and an ability to repay the loan.	Partial tuition and books	OWCC Student Loan Contract	Normally completed during registration	Repayment is distributed in two equal payments during the semester on specified dates. A 3% processing fee is assessed. (See Financial Section of the Catalog for collection procedures.)
Federal College Work Study Program (FWSP)	Federal	Applicant must be at least half-time with a financial need.	\$500-\$3000 per year	1998-99 FASFA OWCC Student Employment Contract	4/1/98	Jobs are on and off campus. Most positions are either 10, 15 or 20 hours per week. Pay is federal minimum wage.
Florida Work Experience Program (FWEP)	State	Program is designed for Education majors who demonstrate a financial need by completing the FASFA, enroll at least half-time and maintain a minimum of 2.0 GPA.	\$100-\$3000 per year	1998-99 FASFA OWCC Student Employment Contract	4/1/98	Students work in public schools within the College District.
Student Assistants	OWCC	Student employment category available to all students at OWCC who have maintained a minimum 2.0 GPA.	\$100-\$3000 per year	1998-99 FASFA OWCC Student Employment Contract	Normally completed just prior to the start of each semester.	Positions are usually 10 hours per week on campus. Pay is federal minimum wage.

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Name of Program	Funding Source	Qualifications	Min/Max Awards	Application Procedures	Application Priority Deadlines	Special Information
Honors Scholarship	OWCC	Applicant must be class Valedictorian or Salutarian from one of OWCC's nine area public high schools (scholarship passes to next ranked student in class).	Full Tuition & Fees for 60 semester hours	OWCC Scholarship Application	4/15/98	High School Principal's and Senior Counselor's Recommendations. Two scholarships per each district high school.
Minority Honors Scholarship	OWCC	Applicant is top Afro-American Student academically from each of OWCC's nine area public high schools (scholarship passes to next ranked student in class).	Full Tuition & Fees for 60 semester hours	OWCC Scholarship Application	4/15/98	High School Principal's and Senior Counselor's Recommendations. One scholarship per each district high school.
Fine & Performing Arts Scholarship	OWCC	Auditions held each Spring by Fine & Performing Arts Division Director. Scholarships awarded in Show Choir, Orchestra, Theatre, Jazz Band, Visual Arts and Madrigals.	Varies	OWCC Scholarship Application	Open	High School Choir and/or Band Director's Recommendations. This scholarship can be renewed.
Athletic Scholarships	OWCC	Qualified applicants are recommended to contact OWCC's Athletic Director for more information.	Full Tuition & Fees (may include room & board)	NJCAA Form and Letter of Intent	Deadlines Vary	Athletic Scholarships at OWCC include basketball, softball, and baseball.
Debate Team and Brain Bowl Team Scholarships	OWCC	Recipients are selected by OWCC faculty sponsors of the Debate Team and Brain Bowl Team.	Varies	OWCC Scholarship Application	Open	Recipients participate on the OWCC Debate Team and Brain Bowl Team.
Leadership Award	OWCC	Each area high school receives a minimum of three and a maximum of eight per school depending on senior class size. 45 awarded annually in district.	\$300 Fall Semester Tuition Award	OWCC	4/15/98	High School Principal's and Senior Counselor's Recommendations.
Directed Work Study Scholarship	OWCC	Recommendation of Department Chair/Division Director and approval of Vice President for Instruction.	No financial award. Fees paid by scholarship.	Directed Work Study Application	NLT Last day of semester registration.	One semester hour of credit per semester can be earned.
Student Government Association (SGA) President	OWCC	Student elected to the office of President of Student Government Association.	Full tuition for one year.	OWCC Scholarship Application	When Elected to Office	Contact Student Services for more information.

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Name of Program	Funding Source	Qualifications	Min/Max Awards	Application Procedures	Application Priority Deadlines	Special Information
Regional Science and Engineering Fair/ OWCC Scholarship	OWCC	Awarded to thirteen Senior Grand Award winners and Senior Alternate selected yearly at area Science Fair.	Full tuition & fees for 60 semester hours	OWCC Scholarship Application	Annual Science Fair	Must attend OWCC immediately upon high school graduation.
ACT-SO Scholarship	OWCC	Awarded to gold medal winners in the Okaloosa County ACT-SO Competition	Full tuition & fees for 60 semester hours	OWCC Scholarship Application	Annual ACT-SO Competition	Must attend OWCC immediately upon high school graduation.
Designated & Undesignated Donor Scholarship	Local Community Org. & OWCC Foundation	Various selection criteria established by the donors.	Varies	Applications provided by donors and OWCC Foundation	Dates set by donors and OWCC Foundation	A large number of scholarships are available. Best source of applications is OWCC's Financial Aid Office, High School Guidance Office and local organizations.
Pacesetters Scholarship	OWCC	Awarded to outstanding Afro-American males graduating from Okaloosa and Walton County schools.	\$1000 per year	OWCC Scholarship Application	4/15/98	Five awards shall be made to students selected for this program. Recipients must attend full-time.
First "500" Scholarship	OWCC & OWCC Foundation	Awarded to first "500" graduating seniors who are recipients of Florida Bright Futures Merit & Gold Seal Scholarship.	Portion of tuition and fees not covered by state scholarship	First "500" Scholarship	First 500 who apply after April 1, 1998	Limited to 500 students each year. Used in conjunction with 75% funding provided by State of Florida Bright Futures Scholarships.

INSTRUCTIONAL STANDARDS & REGULATIONS

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 Student Services building on the Niceville campus or registration personnel at the Fort Walton Beach Campus. Students may find out who their advisors are and how to contact them by checking the following locations where advisor listings are maintained.

- Counseling Office (Student Services Building), Niceville
- OWCC Fort Walton Beach Campus
- Martin Luther King, Jr. Boulevard
- OWCC Eglin Center, Bldg. 251
- OWCC Hurlburt Field Center
- OWCC Chautauqua Center, DeFuniak Springs
- OWCC Robert L.F. Sikes Education Center, Crestview
- Vice President for Instruction (Administration Building)

Faculty advisors are assigned based upon the student's declared program objective. These advisors, other faculty members, or any counselor have advising materials and will assist students to prepare a program plan which may be used as a guide in the selection of courses each semester. Students who have not selected a program objective are assigned among the various departments.

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. A student enrolled in twelve (12) or more college, vocational, or college prep credits during the term is considered a full-time student. For adult basic education, ESL, and GED students, full-time is defined as enrolled in twenty-four (24) or more contact hours per week.

Audit Status

A student registering in a college-credit course on a "not-for-credit" basis will be enrolled in an audit status. Upon completion of the course, an "X" grade will be awarded with no impact on the student's GPA. Students auditing a class are not required to complete examinations but are expected to attend classes and participate in other activities and requirements on the same basis as students seeking credit. Excessive absences for audit students are treated the same as for credit students; the instructor may recommend to the Vice President for Instruction that the student be dropped from the course with a "W" grade.

Audit students must meet the same admission standards as credit students and must pay the same fees. Some occupational courses may not be available on an audit basis. A student wishing to audit an occupational course must obtain permission in advance from the appropriate department head or division director. College prep courses may be audited only with advance approval of the Vice President for Instruction.

Students may register or declare audit status at any time during regular registration, as well as through the end of the Drop/Add period. After close of the Drop/Add period, students may not change from audit status to credit status or from credit status to audit status unless

they obtain both the written permission of the instructor and the approval of the Vice President for Instruction.

If a student declares audit status prior to the close of the Drop/Add period, the enrollment will not be counted as an attempt for purposes of full cost or repeat course regulations. If a student changes to audit status after the close of the Drop/Add period, the enrollment will be considered an attempt under such regulations.

Students receiving financial aid or veterans benefits should consult with a financial aid advisor prior to enrolling in a course as audit status.

Schedule Changes

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 through the registration area at any one of the OWCC campuses or centers.

Withdrawing From Courses

Student Initiated Withdrawal (Drop) during the Drop/Add Period

If a student withdraws from a course within the established Drop/Add Period, the transaction is considered dropping a course and no record of the enrollment will appear on the student's transcript, nor will the enrollment count as an attempt for purposes of full cost and repeat rules. Requests to drop a course must be submitted in writing on the appropriate form, signed, presented at the registration desk at any OWCC campus or center, and processed by the established deadline for the term of enrollment.

Students who are required by Florida Statute and college policy to enroll in college preparatory courses are not permitted to drop such courses without prior approval of the Vice President for Instruction, the Dean of Students, or the Director of Enrollment Services.

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INSTRUCTIONAL STANDARDS & REGULATIONS

Withdrawing From Courses - Continued

Student Initiated Withdrawal after the Drop/Add Period

Students are permitted a maximum of two withdrawals per course in college credit, vocational credit, or college preparatory courses; upon the third attempt in such a course, the student will not be permitted to withdraw and will receive a grade for the course (A, B, C, D, F, or P).

A student-initiated withdrawal must be submitted in writing on the appropriate form, signed, presented at the registration desk at any OWCC campus or center, and processed by the established deadline for the term of enrollment. If these conditions are met and the student has not exceeded the approved number of withdrawals, the student will receive a grade of "W" on his/her final grade report and transcript.

Withdrawals after the established deadline may be approved only under extraordinary circumstances; normally, late withdrawals will not be processed after the end of the current term. A written request, including justification and appropriate documentation, must be submitted to the Office of the Vice President for Instruction. If approved, a grade of "W" will appear on the student's transcript. Student initiated withdrawals are considered "attempts" for purposes of full cost and repeat course regulations.

Students receiving financial aid or veterans benefits should consult a financial aid advisor before withdrawing from a class.

Withdrawals for Non-Attendance

A student with excessive absences under the OWCC attendance policy may be withdrawn from class for non-attendance. Withdrawal for non-attendance prior to the established withdrawal deadline will appear as a "W" on the student's transcript. If the student incurs excessive absences beyond that date, he or she will be withdrawn from the class and the grade appearing on the transcript will be determined by the instructor according to the grading policies of the course; normally the grade will be an "F". Withdrawals under these circumstances will be counted as "attempts" for purposes of full cost and repeat course rules.

Directed Independent Study

Directed independent study provides opportunities for students to earn college credits in standard courses by working with an OWCC instructor on an independent basis. Students enrolling for courses under Directed Independent Study (DIS) are expected to accomplish the goals and objectives as specified in the course syllabus and are expected to attend such class meetings, group sessions, and working conferences as specified by the instructor. Courses are scheduled on a flexible basis as approved by the instructor, the department chair, and by the Vice President for Instruction with the understanding that final exams will be taken and grades awarded during the term in which they begin.

DIS course enrollments are authorized under the following conditions: (1) a documented need exists for the student(s) to enroll for the course immediately rather than taking an alternate course or waiting until the next semester in which the desired course would be offered; (2) the student is able to identify an instructor who is willing to teach the course as DIS; (3) the student understands the extensive burden which he or she is undertaking; (4) the student agrees to pay any applicable fee; (5) enrollment is approved by the Department

Chair and Vice President for Instruction, and (6) when it is not feasible for the course/section to be scheduled concurrently and taught at the same time and locations as another course/section.

All regular fees apply to DIS courses in addition to the established DIS special fee.

Class Attendance

Students are expected to attend all of their scheduled classes. The effect of absences upon grades is determined by the instructor. Excessive absences incurred before the established withdrawal date may result in a "W" grade on the transcript. Excessive absences incurred after the established withdrawal date may result in a grade of "F" on the transcript. 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 Vice President for Instruction.

Attendance is recorded by the instructor who will report immediately to the Office of Enrollment Services 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 page 29).

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INSTRUCTIONAL STANDARDS & REGULATIONS

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 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, including 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 student will not be permitted to re-enroll in a course for which he/she has an outstanding grade of "I".

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.

Final Examinations

Final examinations for both traditional and distance learning classes are held at the end of each term and must be taken at the scheduled time unless other arrangements are approved in advance by the appropriate division director or department head. Final exam schedules are printed in the Schedule of Classes and on the OWCC web site for each term. If a student is absent from a final examination because of an emergency, substantive illness, or other compelling reason, a late examination may be given.

Grades

Grades are awarded in all college, vocational, and college prep courses, as well as in certain non-credit courses. OWCC maintains permanent records for all students registering for courses; grade reports are provided approximately five days following the published date that grades are due in the Office of Enrollment Services for each term. A cumulative record of the student's grades appears on the transcript. Letter grades are assigned according to the following Grades Table.

Grade Point Average (GPA)

The student's permanent record also contains grade point average (GPA) calculations. The student's GPA is used in determining academic standing, graduation readiness, eligibility for the President's and Dean's Lists, and in other academically related decisions. In general, a GPA is computed as follows.

Total Grade Quality Points Earned (divided by) Total Hours Pursued

Grade quality points are awarded as follows.

Grade	Quality Points
A	4
B	3
C	2
D	1
F	0

Credit hours pursued is defined as those credits in which a grade of A-F has been awarded. Grades of S, P, U, I, V, N, W, and X, do not carry grade quality points. In general, credits for these grades do not count in hours pursued. However, in certain other circumstances, such as determination of repeat enrollments, and in computation of certain specialized GPA's, credits which carry these grades may be included in the GPA computation. An information sheet on calculating grade point average is available from the Office of Enrollment Services.

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GRADES TABLE

Grade ¹	General Meaning	Grade Points Assigned Per Credit (Quality Points) ²	Credit Count Toward Graduation?	Does Credit Transfer? ³	Can Be Repeated To Improve GPA For Graduation? ⁴	Does It Affect Cumulative GPA?	Does It Count As "Attempted Credits" For Students Academic Progress?
A	Excellent	4.0	Yes	Yes	No	Yes	Yes
B	Good	3.0	Yes	Yes	No	Yes	Yes
C	Average	2.0	Yes	Yes	No	Yes	Yes
D	Poor/Passing	1.0	Yes ⁵	Sometimes	Yes	Yes	Yes
F	Failure	0.0	No	No	Yes	Yes	Yes
I ⁶	Incomplete	0.0	No	No	No	No	No
N	No Grade	0.0	No	No	Yes	No	No
P ⁷	Passing	0.0	Yes	Yes	No	No	No
S ⁸	Satisfactory	0.0	Yes/No	Yes/No	No	No	No
U ⁸	Unsatisfactory	0.0	No	No	No	No	No
V ⁹	Deferred Incomplete	0.0	No	No	No	No	No
W ¹⁰	Withdraw	0.0	No	No	Yes	No	Yes
X ¹¹	Audit	0.0	No	No	Yes	No	No

¹ Final grades are based upon daily work, special reports, research papers, laboratory and fieldwork, tests, and final examinations.
² Grade points are assigned as listed for all college credit courses. Grades earned through college preparatory courses are not used in grade point calculations.
³ Upon written request, transcripts will be furnished without charge.
⁴ Courses with final grades of P, S, or C or higher, cannot be repeated for credit or to improve one's GPA without permission of the Vice President for Instruction or if so designated as a repeatable course in the Catalog course description. Beginning Fall Semester 1997, Florida Statutes may impact the fees/tuition student's will be charged for courses that are repeated. (See page 37 of the Catalog for more information.)
⁵ D grades DO NOT count toward graduation under the Associate of Arts degree for English, mathematics or humanities general education requirements. D grades in such courses MAY be used to meet graduation requirements in the Associate of Science and Certificate programs.
⁶ I grades are awarded by the instructor only if the student has a reasonable chance of successfully completing the course. An I grade will become an academic F if course requirements are not completed by the end of the next sixteen-week semester.
⁷ Credits earned by examinations such as Advanced Placement (AP) and International Baccalaureate (IB) tests, and College Examination (CLEP) or other selected non-traditional methods (i.e. alternative means) show a grade of P.
⁸ Assigned in non-credit courses.
⁹ V grades must be approved by the Vice President for Instruction and are assigned only for approved extended absences beyond the normal incomplete time frame (i.e. military deployments, serious illness.)
¹⁰ W grades are received if a student withdraws from a course after the end of the "drop/add period" and before the advertised "last day to withdraw with a W grade" period each semester/term.
¹¹ Not to be assigned by the instructor. A student may elect to audit a course at registration, before drop/add ends, or until the advertised deadline each semester (usually around mid-term.) If a student registers as an audit before the end of the drop/add period, the course will NOT count as an attempt toward full cost of instruction/repeat rules. If the student changes to audit status after the drop/add period, the course WILL count as an attempt toward full cost of instruction/repeat rules.

INSTRUCTIONAL STANDARDS & REGULATIONS

Repeating Courses

Repeating a Course to Improve the Grade

If a student receives a grade of D, F, W, or U in a college credit, vocational credit, or college preparatory course, he/she may repeat the course to improve the grade. Students are permitted a maximum of three enrollment attempts in such courses. On the third attempt, the student will be awarded the letter grade earned (A, B, C, D, F, S, U, or P) and will not be allowed to withdraw from the course or to repeat the course. If a course withdrawal (drop) is processed prior to the close of the Drop/Add period, or if audit status is declared prior to the end of the Drop/Add period, the enrollment will not count as one of the three attempts. Normally, once a student has successfully completed a course (received a grade of A, B, C,) he/she will not be permitted to repeat the course. In certain special or compelling circumstances, it may be possible to re-enroll after successful completion, but advance written approval must be obtained from the Vice President for Instruction.

For any course repeated, whether at OWCC or elsewhere, only credit from the last attempt will be used in the computation of the student's grade point average and for meeting program requirements. Repeating a course results in an adjusted grade point average; however, if a course is repeated after the student has earned his/her A.A. degree, the student's grade point average will not be changed or recomputed. Students should be aware that some private colleges and universities, as well as out-of-state institutions, may not accept the revised GPA or treat the repeated course in the same manner.

Per Florida statute, after the first attempt in a college preparatory course, a student will be required to pay the full cost of instruction (approximately four times the usual matriculation fees) to repeat the course. In documented cases of financial hardship or extenuating and compelling circumstances, the full cost requirement may be appealed through the Office of the Vice President for Instruction or the Office of Enrollment Services. After the second attempt in a college or vocational credit course, a student will be required to pay the full cost of instruction to repeat the course. No appeal to the full cost requirement is available for college or vocational credit courses.

Students receiving financial aid or veterans benefits should consult with a financial aid advisor before repeating a course; benefits and aid may not be available for certain repeat enrollments.

Repeating a Course for Credit toward Graduation

Certain courses, such as those in the fine and performing arts areas, physical education, and communications areas, may be repeated for credit toward graduation. The specific courses and the number of allowable repeat enrollments are provided in the course description section of this catalog. Only those courses designated as repeatable for credit fall into this category. When a course is repeated under these circumstances, the full cost of instruction rule is not applicable until the maximum number of creditable repeats has been reached. All grades and credits associated with the allowable number of repeats will be considered in the student's GPA and will be considered in determining the credits for program completion. Once the maximum number of enrollments has been reached, additional enrollments will be treated as specified in the previous section on course repeats and may be subject to the full cost rule.

Repeating Non-credit Courses

Courses taken through Continuing Education, PRIME TIME, the Institute for Professional Development, Kids on Campus, or other similar non-academic or self-support instructional options are generally not subject to repeat rules.

Enrollment in certain Adult Education courses, including ABE, GED, and ESL offerings, is subject to certain restrictions. Students are limited to a maximum number of instructional hours in each level of instruction. Details on these limits are available from the Adult Basic Education Department or the Office of Enrollment Services.

Recognition of Academic Achievement

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 parttime students for each cumulative twelve hours) who make a grade-point average of 3.80-4.00 in college level courses during 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 in college level courses during any semester 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 15 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.

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INSTRUCTIONAL STANDARDS & REGULATIONS

Standards of Academic Progress

The college has set academic standards ranging from recognition of excellence for superior progress to discontinuance of enrollment for inadequate progress towards these standards. In determining academic progress, college credit, vocational credit, and preparatory credit are combined. The standards apply to full and part-time students. They apply to those students who are seeking a degree or award and those who are not. A student's cumulative grade-point averages (CGPA) will include all work which is transferred from any previously attended institutions of higher education and not just selected courses. For part-time college-credit students, the cumulative grade-point average will not be computed for honors or sub-standard academic performance until the student has attempted a minimum of twelve (12) cumulative semester hours and thereafter, will be computed every semester in which the student is enrolled.

Good Standing. A student is considered in academic good standing as long as the student maintains the appropriate cumulative grade-point average (GPA) specified in the following schedule for satisfactory academic progress. Students on academic suspension are not considered to be in good standing:

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

Not In Academic Good Standing. When students fail to achieve the schedule of credit hours with the appropriate cumulative GPA, the college will place certain restrictions on their future registrations and the courses for which they may enroll. The college will notify students of the seriousness of their situations and the restrictions that will apply to their individual cases. In order to return to "Academic Good Standing," students must increase their cumulative grade point average for all work attempted to at least the level specified for "Academic Good Standing." Students "Not in Academic Good Standing" are encouraged to take advantage of the tutorial services offered in the Academic Success Center.

There are three states of being while "Not in Academic Good Standing" and the following regulations apply to these states.

Academic Warning/Probation 1: The first time a student fails to achieve "Academic Good Standing" (after twelve [12] credits have been accumulated) they will be placed on "Academic Warning". They will be notified of this action and records will be coded to reflect this status. Students who are placed into this status should meet with a counselor or academic advisor to determine what course of action will return them to "Academic Good Standing." This will probably include repeating certain courses in which the student was unsuccessful or the timely scheduling of courses so as not to overtax the student's time available for academic requirements.

Academic Probation/Probation 2: A student who is in the status of "Academic Warning" and fails to achieve "Academic Good Standing" at the end of that semester, will be placed on "Academic Probation." The student has one semester to return to "Academic Good Standing." Students who during this semester achieve a semester GPA of "C", will be continued in this status one more semester; however, veteran students are ineligible for VA

benefits beyond two consecutive semesters if they are on academic warning/academic probation. Veteran students who are removed from VA benefits following the second semester of their academic warning/academic probation period may be recertified for veteran benefits after attaining the minimum required grade point average.

Academic Suspension. Any full-time student (or part-time student who has accumulated twelve [12] credit hours) who fails all courses in a semester shall be suspended for a minimum of one semester. Any student who has for one semester been in the status of "Academic Probation" and has not attained a semester GPA of "C" or better during that semester shall be considered as not making satisfactory progress and will be suspended for a semester.

Students may appeal the decision of "Academic Suspension" through the Admissions committee. Contact the Office of Enrollment Services (729-5373) for details.

Academic Dismissal. If a student has progressed through all stages from "Academic Warning", to "Academic Probation," to "Academic Suspension," and still has not returned to "Academic Good Standing," then the student will be separated from the college under the status of "Academic Dismissal." In this status, the student is eligible to register only for noncredit classes in "Continuing Education."

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INSTRUCTIONAL STANDARDS & REGULATIONS

Academic History: Grade Relief Option

A student whose credits are ten or more years old may seek relief from the effect of those credits on his/her grade point average at OWCC by submitting a written request to the Vice President for Instruction. If the request is granted it will apply to all credits and grades earned prior to the date specified, and the student will not be permitted to count any of those credits toward graduation or program completion. The courses and grades will remain on the student's permanent record (transcript), but will not be considered in grade point average computations at OWCC.

A student requesting this option should be aware that the relief may not be honored by other colleges and universities; other institutions may continue to consider the older credits and grades in evaluating the student's work. Relief through this process does not excuse the student from restrictions related to repeating courses or from compliance with other applicable college policies.

Credit by Alternative Means

Currently enrolled students may earn credit by examination. No grades are assigned to credit earned by this method, and hours are not included in computing a student's grade point average. A maximum of 45 semester hours may be earned toward graduation through a combination of nontraditional sources as listed below under guidelines established by the State Board of Education in Florida Administrative Code (FAC 6A-10):

(AP) Advanced Placement Credits: Okaloosa-Walton Community College participates in the Advanced Placement Program conducted by the College Board. Advanced Placement Tests may be taken at participating high schools or centers. Upon receipt of official score reports from the College Board, college credits will be awarded as determined by the Registrar. Scores of 3, 4, and 5 will be accepted for credit. No credit will be allowed for scores of 1 or 2.

(CLEP) College Level Examination Program: College credits may be earned through the successful completion of general and subject level examinations. A 50th percentile score is required for credit. Upon receipt of official score reports from the College Board, specific courses in which credit may be awarded is determined by the Registrar under guidelines established by the State Board of Education. Application for CLEP exams may be made through OWCC's Testing Center, located in Student Services on the Niceville Campus.

(IB) International Baccalaureate: Students receiving the International Baccalaureate (IB) diploma will receive up to 30 semester hours of credit for scores of 4 or higher on both higher level and subsidiary level examinations. Students who do not receive the IB diploma will receive credit for scores of 5 or higher on higher level examinations only. Upon receipt of an official score report from the College Board, college credit will be awarded as determined by the Registrar.

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INSTRUCTIONAL STANDARDS & REGULATIONS

Credit by Alternative Means - Continued

Military Credit: A student enrolled in a recognized program and wishing to translate military service school credits into college credits may do so by making a formal written request to the Registrar. Active duty personnel must submit an official copy of the Department of Defense Form 295. Retired military personnel must submit a certified copy of the Department of Defense Form 214 (DD214). Students requesting credit for military schools completed in the Air Force must have an official transcript sent to the Office of Enrollment Services from the Community College of the Air Force (CCAF). Credits for military experiences will be granted according to the recommendations of the American Council on Education (ACE) as published in the latest edition of the Guide to the Evaluation of the Educational Experience in the Armed Services. The final determination of credit is made by the Registrar.

Comprehensive Examination for Credit in Designated Courses (Departmental Challenge Exam): 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 Vice President for Instruction's office.

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

1. Be admitted to OWCC.
2. Complete necessary application form for Comprehensive Course Examination, securing the signature of the appropriate department chair (setting date for examination) and the Vice President for 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 Vice President for Instruction. The Comprehensive Examination Testing Fee may be paid anytime after the end of late registration, or as approved by the Vice President for Instruction upon written request from the student and department chair.
4. Complete the examination on date as scheduled. Examination date must precede final exams for the term in which it is scheduled.
5. Credits will be awarded for passing grades earned on comprehensive examinations. (See footnotes on the A.A. 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. (This does not include Distance Learning Courses taken at OWCC.) These hours may include, but not be in addition to, the credits available through the Servicemember's Opportunity College Program.

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 A.S. degree or Technical 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 in keeping with the state of Florida Articulation Agreement between community colleges and universities.

Articulation of Vocational Courses/Credits. Students who complete a diploma or certificate from a vocational or technical school at less than the college level may receive credit toward partial completion of a related technical program at OWCC. Credit is awarded based upon the nature of the training, current skill levels, and relationship to OWCC program standards. The amount of credit awarded will depend upon established articulation agreements and departmental recommendations. Students receiving credit under this option must complete fifteen credits in residence at OWCC before the alternate credits will appear on the student's permanent record (transcript). Additional minimum grade or course requirements, as well as demonstration of competencies, may be also be required.

Students who complete a vocational school certificate program which is contained in an approved articulation agreement with OWCC will receive credit toward completion of a related technical program at the college per the details of the agreement.

Students who complete a vocational credit certificate at OWCC may receive credit toward partial completion of a related technical program at the college according to the credit/competency equivalents established by the College Curriculum Committee.

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INSTRUCTIONAL STANDARDS & REGULATIONS

Servicemembers Opportunity College

Okaloosa-Walton Community College subscribes to the principles of the Servicemembers 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.

College Preparatory Instruction

College preparatory courses are provided for high school graduates who are identified as needing additional academic background or refresher work in computation and/or communications skills before pursuit of college credit courses. These courses provide competency-based instruction in the areas of reading, English/writing, and mathematics. College prep courses do not apply toward A.A., A.S., or certificate program requirements, but may meet prerequisites for continued pursuit of college credit courses. Required Enrollment in College Prep Courses

Students whose entry level placement scores are below the levels specified in Florida Administrative Code are required to enroll in the appropriate college prep courses before attempting college credit work in those areas. Students whose placement scores fall below the minimum in the computation area must satisfy the appropriate college preparatory mathematics requirement prior to enrollment in any college credit mathematics course or in any college credit course for which a college credit math course is a prerequisite. Students whose placement scores fall below the minimum in the English area must satisfy the appropriate college prep English requirement prior to enrollment in any college credit English or Gordon Rule writing courses. (Refer to "Entry-Level Testing" on page 6 of the Admissions Section of this catalog.)

Once the college preparatory requirement is satisfied, the student may progress to college credit courses in the subject area. Successful completion of the college preparatory requirement is defined as: a) a grade of "C" or higher in each required college prep course and b) attainment of a passing score on each required college prep exit examination (see below). A student may also progress to college credit work if he/she demonstrates a satisfactory placement exam score in the appropriate subject area.

Full-time degree-seeking students must begin prep instruction in their first term of enrollment as a degree-seeker and continue in the appropriate college prep sequence until they have successfully satisfied all preparatory requirements. Part-time students who have accumulated twelve (12) or more credits must begin their college prep courses and continue in the appropriate college prep sequence until they have satisfied all prep requirements. Once required to begin college prep instruction, the student must enroll in at least one college prep course each term of enrollment until the prep requirement is satisfied. In certain circumstances, attainment of the appropriate placement score may be sufficient to permit the student to progress to college credit courses.

Students enrolled in college prep courses may, at the same time, take college credit courses for which they are qualified. In this manner, a student may begin earning credits that apply toward his/her program of study while completing college prep requirements.

Non-degree seeking students, students who have successfully completed appropriate college credit course work in English, mathematics, and/or reading, and students who have already completed an A.A. or higher level degree may be excused from college preparatory instruction. In such cases, official verification of previous course work or degree is required.

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INSTRUCTIONAL STANDARDS & REGULATIONS

College Preparatory Instruction - Continued

College Preparatory Exit Examination

Beginning with the Fall 1998 Semester, Florida Statutes require that a student successfully complete a college preparatory exit examination at the close of each college prep course sequence in which he/she is required to enroll. Accordingly, an exit examination will be administered in each prep subject area in coordination with the final course in the college prep English, mathematics, and reading sequences. In order to proceed into college credit course work in the subject area, a student must successfully complete both the college prep course and the appropriate exit examination. Note: At catalog press time, additional clarifications regarding the college preparatory exit examination requirement were still pending at the state level. Students will receive the most current information regarding this requirement at the time of enrollment and/or during their first week of enrollment in college prep courses. For additional information, contact the Office of the Vice President for Instruction or the Office of Enrollment Services.

Elective Enrollment in College Prep Courses

Students whose placement scores are above the established minimum level may still enroll in college preparatory courses if such enrollment would enhance future academic success. Many students find the courses an excellent way to refresh skills learned in the past. However, as college prep courses do not apply toward program completion, students are advised to enroll in prep courses only after very careful consideration. Students receiving financial aid or veterans benefits should consult with an advisor prior to enrolling in college prep courses in these circumstances.

Repeat Enrollments/Attempts in College Preparatory Courses

Per Florida Statute, a student is eligible for no more than three attempts to successfully complete a given college preparatory course. All official enrollments after summer of 1997 are considered attempts, regardless of the grade received. However, if a withdrawal is processed prior to the close of the Drop/Add period, or if audit status is granted prior to the close of the Drop/Add period, the enrollment will not be counted as an attempt. Students may not audit a college prep course unless advance approval is granted through the Office of the Vice President for Instruction. If a student receives a grade of D, F, W, X, or U in a college preparatory course, he/she may repeat the course to improve the grade and meet prep requirements. On the third attempt, however, the student will be awarded the letter grade earned (A, B, C, D, F, S, U, or P) and will not be allowed to withdraw or to re-enroll. The prohibition for re-enrollment extends to any public postsecondary institution in Florida.

Once a student has exhausted his/her course attempts in a given college prep area, the only ways to satisfy the prep requirement are: a) retake the placement examination and demonstrate a score above the established minimum for that subject area, or b) provide documentation of successful completion of an equivalent or higher-level course at a private postsecondary institution.

Students not eligible to re-enroll in a given college prep course may, however, continue enrollment at OWCC in other prep courses, or in other courses for which they are eligible. In the latter case, an appeal through the Office of Instruction may be

necessary to continue enrollment. College prep students should work closely with an advisor to determine the best plan under such circumstances.

Florida Statutes also mandate that after the first attempt in a given college preparatory course, a student will be required to pay the full cost of instruction (approximately four times the usual matriculation fees) to repeat the course. In documented cases of financial hardship or extenuating circumstances, an exception to the full cost requirement may be granted. Exceptions must be appealed through the Office of the Vice President for Instruction or the Office of Enrollment Services prior to registration.

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INSTRUCTIONAL STANDARDS & REGULATIONS

College Preparatory Instruction - Continued

Alternatives for Students No Longer Eligible for College Prep Enrollment

Once a student has exhausted his/her course attempts in a given college prep area, the only ways to satisfy the prep requirement are: a) retake the placement examination and demonstrate a score above the established minimum for that subject area, or b) provide documentation of successful completion of an equivalent or higher-level course at a private postsecondary institution.

OWCC is committed to student success and has developed several strategies for students in this circumstance. The student should work closely with an advisor to identify alternatives for which he/she is eligible and to develop a plan for continued study. These strategies are also appropriate for an individual who is subject to the full cost requirement and is unable to afford the increased cost of enrollment.

1. The student may continue enrollment in other appropriate college prep courses, or continue enrollment in other appropriate college prep and college credit courses and pursue one of or a combination of the following strategies. After an appropriate skill-building effort, the student may then retake the placement exam.
 - Enroll in an appropriate alternate college prep course in the subject area
 - Enroll in an OWCC adult basic education class(es) to build skills in the given area
 - Pursue individualized study in the OWCC Academic Success Center and/or Math Lab to build skills in the given area
 - Work with an OWCC tutor to build skills in the given area
 - Enroll in an OWCC non-credit basic skill refresher course in the given subject/skill area
 - Attend an OWCC Skill Refresher Workshop(s) in the given subject/skill area
2. The student may consider a revised program of study which does not carry a college preparatory requirement. OWCC offers several college credit and vocational credit certificates for which placement testing and college prep instruction are not applicable. Students pursuing an AS degree may wish to change to a companion college credit certificate which offers the technical skills needed for employment. After completion of the certificate courses, the student may acquire sufficient skills to perform better on the placement examination and eventually progress to an associate degree program of study. See the "Certificates" section of this catalog.
3. The student may temporarily "stop-out" of credit courses, concentrate on skill development, through his/her own resources, then retake the placement examination.
4. The student may enroll in an equivalent or higher level course in the subject area at a private postsecondary institution. Upon successful completion of that course work, the student may transfer the course back to OWCC and/or re-take the placement exam. Students wishing to pursue this option should work closely with an advisor to be sure the alternate course(s) selected will satisfy the prep requirement. Ideally, the student should submit a transient study form and secure advance approval. Depending on the nature and level of the transfer course, the student may still need to demonstrate minimum skills through the placement exam.

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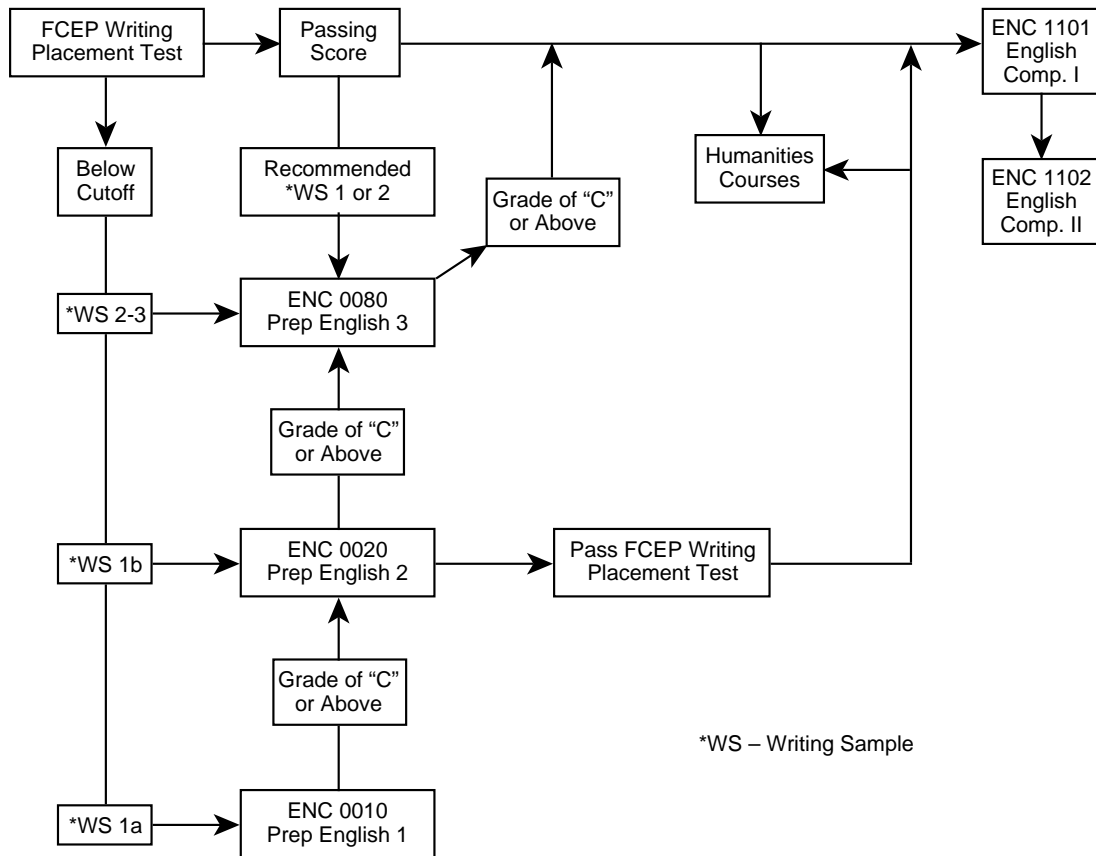
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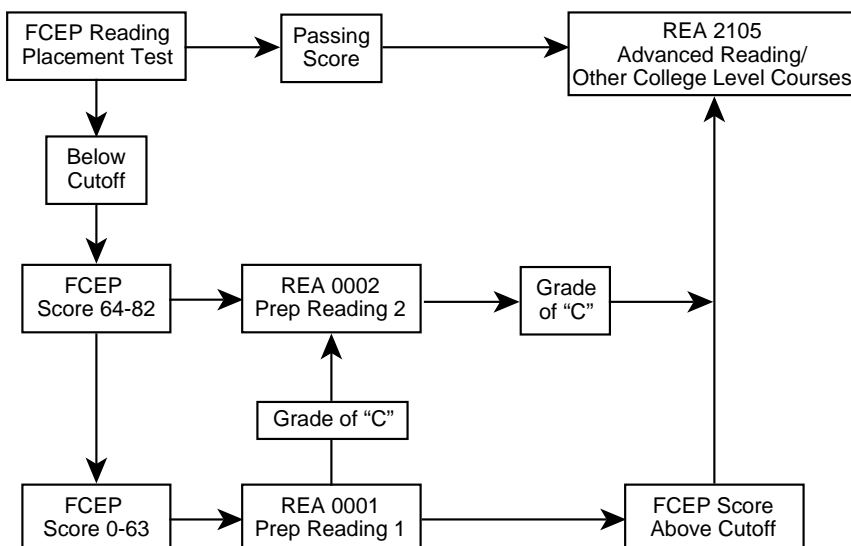
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❖ **English Course Sequence**

The following diagram indicates certain required and recommended tracks to satisfy requirements for English communications and reading. At catalog press time, additional English and reading courses were under review and are not reflected in this flow chart. Students should work closely with an advisor to select the courses appropriate to their educational goals.



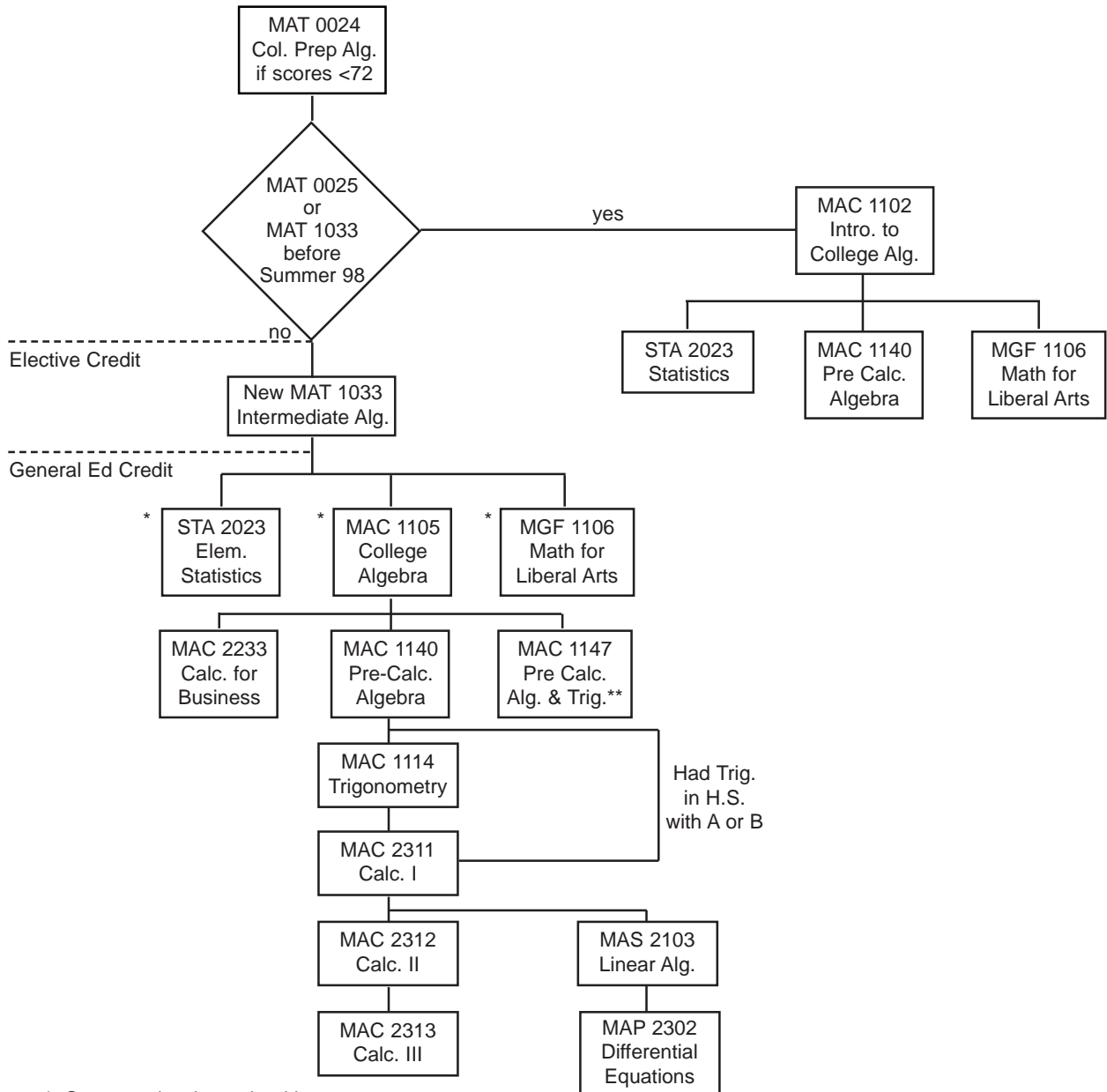
❖ **Reading Course Sequence**



❖ **Mathematics Course Sequence**

The following diagram indicates possible tracks to satisfy mathematics requirements depending upon background and program needs. At catalog press time additional math prep courses were under review and may cause changes in the flow chart. Students should work closely with an advisor to select the appropriate math courses to meet their education goals.

To move along flow chart all grades must be a "C" or better.
New MAT1033 is 4 semester hours.



* Scores to be determined later
** A or B in Trigonometry Courses connected on same line may be taken simultaneously

INSTRUCTIONAL STANDARDS & REGULATIONS

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 students seeking an Associate of Arts degree, those seeking the Associate in Science Degree and are seeking admission to upper division programs in state universities in Florida, as well as to university students. It is required by Florida Statutes and by Administrative Rules of the State Board of Education. In order to receive an Associate of Arts degree, or be classified as an upper division university student, a student must either pass all subtests of the CLAST, be granted a waiver, or be exempt from the testing requirement under the CLAST Alternative rule (see CLAST Alternative). A student may register for CLAST upon completion of 18 college credit hours under the conditions listed below:

First Time Test Takers

Communications: Students will be eligible to register for the Essay, Reading, and English Language Skills subtests when they have successfully completed or are currently enrolled in ENC 1102 Composition II.

Mathematics: Student will be eligible to register for Mathematics subtest when they have successfully completed six hours of Gordon Rule math courses or when they are enrolled in their second Gordon Rule course.

Retesting

Communications and Mathematics: Students who fail any CLAST subtest will be required to complete supervised preparation before retesting. The actual requirements will be determined on an individual basis by representatives from the math and communications departments. Individual prescriptions for preparation will be written for each student who wishes to prepare for retesting.

Effective for any term beginning after August 1, 1984, the State Board of Education established minimum CLAST score standards for the award of the Associate in Arts degree and admission to upper division status in state universities in Florida. Beginning October 1, 1992, the following minimum scores were established; Reading 295, Writing 295, Mathematics 295, and Essay 6.

Waiver

Students who have taken any of the four (4) subtests of the CLAST at least four (4) times and have not earned a passing score on the subtest but have otherwise earned a minimum grade point average of 2.0 in all college credit courses in that same subject area and met the requirements defined in Rule 6A 10.030, FAC., for that area may appeal to the CLAST Waiver Committee for a waiver from that subtest. In considering a request for a waiver from any subtest, the CLAST Waiver Committee shall determine whether the student has demonstrated sufficient effort to pass the subtest and has satisfactorily completed remediation studies related to the failed subtest.

Students with a documented learning disability may request a waiver of one or more sections of the CLAST, depending on their disability. All requests must be submitted in

writing, along with verification of the learning disability, to the Vice President for Instruction.

The Office of Student Services (telephone 729-5372) provides information on how and when to apply to take the CLAST. The Vice President for Instruction can provide a list of CLAST skills and identify where the communication and computation skills are taught in the curriculum.

CLAST Alternative

Florida Administrative Code (F.A.C. Rule 6A-10.0311), which was passed by the State Board of Education October 21, 1997, allows a student to be exempt from selected CLAST subtests under the following circumstances:

1. Students who have earned a grade point average of 2.5 or above in selected postsecondary level courses shall be exempt from one or more sections of CLAST as follows:

To exempt the *English Language Skills, Reading and Essay* sections of CLAST, the student must have earned a 2.5 grade point average in ENC 1101 and ENC 1102.

To exempt the *Computation* section of the CLAST, the student must have earned a 2.5 grade point average in two (2) A.A. general education mathematics courses listed on page 52.

2. Students who have earned the following score(s) on either the *Scholastic Achievement Test* (SAT-I), or the *American College Testing Program* (ACT) shall be exempt from one or more sections of CLAST as follows:
 - To exempt the English Language Skills, and Essay sections of CLAST, the student must have a score of 500 on the SAT-I or a 21 on the ACT English examination.
 - To exempt the Reading Section of the CLAST, the student must have a score of 500 on the SAT-I or a 22 on the ACT reading examination.
 - To exempt the Computation section of the CLAST, the student must have a score of 500 on SAT-I or a 21 on the ACT mathematics examination.

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INSTRUCTIONAL STANDARDS & REGULATIONS

CLAST Dates

The CLAST test will be given on October 3, 1998, February 20, 1999 and June 5, 1999. Notices regarding CLAST application deadlines are published in the College Calendar, the Schedule of Classes each Semester, the OWCC Connection, and on the college Internet site.

Graduation Requirements

General requirements for graduation from Okaloosa-Walton Community College must be met by all students seeking a degree or certificate without regard to the specific degree/certificate to be awarded. Final responsibility for all graduation requirements rests with the student. If the student is in doubt about course, program, or college requirements, he/she should contact an advisor for clarification and guidance. During the next to last semester of enrollment, the student should contact an advisor or the Office of Enrollment Services to ensure all graduation requirements can be met as expected.

Applicable Catalog for Graduation Requirements

1. Students who maintain continuous OWCC enrollment by completing at least one college preparatory, college credit, or vocational credit course each twelve month period beginning with the student's first semester of enrollment have the option of graduating under either the catalog in place at the time the continuous enrollment begins or the catalog in place at the time graduation requirements are completed. If attendance is interrupted by a twelve-month period, the student must comply with the catalog in effect at the time of readmittance or the catalog in effect at the time of graduation.
2. Rules promulgated under Florida Statutes or Florida Administrative Code may supersede selected policies or requirements of older catalogs.
3. In certain circumstances students may be required to demonstrate mastery of current technical skills or complete additional course work.
4. The college reserves the right to substitute current courses for courses listed in older catalogs and which are no longer offered.
5. Students who leave OWCC and apply later for a degree or certificate must meet the graduation requirements in place at the time of their last OWCC enrollment. Exceptions may be granted only by special written request submitted to the Director of Enrollment Services and approved by the Vice President for Instruction, or under an approved Servicemember's Opportunity College agreement.

Graduation Requirements for All Degrees and Certificates

Students seeking an Associate of Arts or Associate of Science Degree or a Technical Certificate (College Credit Certificate or Vocational Credit Certificate) must meet all of the following graduation requirements.

1. Complete the requirements as specified in the program of study from which the student wishes to graduate, as well as satisfy any other applicable state or college requirements.
2. Satisfy all outstanding obligations, financial or otherwise, to the college.

3. Complete all applicable admissions requirements.
4. Make application for graduation by the deadlines established.

Additional Graduation Requirements for the Associate of Arts Degree

In addition to the general college graduation requirements, students seeking the Associate of Arts degree must also meet the following requirements.

1. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued at OWCC.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at OWCC or by transfer.
3. Satisfy the College Level Academic Skills Test (CLAST) requirement.
4. Complete A.A. General Education requirements, including all Gordon Rule course requirements and minimum grades.
5. Complete a minimum of sixty (60) college credits applicable toward the A.A. Degree.
6. Complete at least fifteen (15) credits in residence at OWCC. Normally these credits will be completed in the final term of enrollment. Additional Requirements for the Associate of Science Degree

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INSTRUCTIONAL STANDARDS & REGULATIONS

Graduation Requirements - Continued

Additional Requirements for the Associate of Science Degree

1. Maintain a cumulative grade point average of not less than 2.00 in all college credit course work pursued for the degree.
2. Maintain a cumulative grade point average of not less than 2.00 in all college credit course work pursued at OWCC.
3. Complete all A.S. General Education requirements.
4. Complete at least fifteen (15) programs credits in residence at OWCC. Normally these credits will be completed in the final term of enrollment.

Additional Requirements for College and Vocational Credit Certificates

1. Maintain a cumulative grade point average of not less than 2.00 in all coursework pursued for the certificate.
2. Complete at least 25% of the certificate course work in residence at OWCC. Normally these credits will be completed in the final term of enrollment.
3. For the vocational certificate only, meet the basic communications, reading, and mathematics skill levels specified for the program of study.

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PROGRAMS OF STUDY

Okaloosa-Walton Community College offers two types of degree programs and several certificate options, as well as adult education, high school equivalency instruction, and non-credit continuing education. A program of study may also be custom developed to meet the needs of an individual student. Many of the program options are designed to provide educational ladders for students who wish to alternate their college studies with employment or to work while attending college.

Associate of Arts Degree (A.A. Degree)

The A.A. Degree represents the first two years of the four-year bachelor's degree and is generally referred to as the two-year transfer degree. Completion of the A.A. Degree, which consists of 36 general education credits and 24 college credit electives, prepares the student to continue studies at the university level. Although the number of credits and specific courses required for a bachelor's degree may vary across upper-division schools, the Florida community colleges and universities enjoy an articulation agreement which guarantees certain transfer rights for students who complete the A.A. Degree. See the "Student Bill of Rights" and the A.A. Degree requirements later in this section.

Associate of Science Degree (A.S. Degree)¹

The A.S. Degree provides the student with college credit curricula not generally intended for transfer to upper-division, but rather to prepare the student for immediate employment. OWCC offers a number of A.S. Degree programs in various semi-professional, technical, and managerial fields. The programs include a minimum of 60 college credit hours, of which at least 18 are general education courses. Students may earn multiple A.S. Degrees with the specific program reflected on their diploma and college transcript. See the specific A.S. Degree program requirements later in this section.

Certificate Vocational Education Programs¹

OWCC offers a variety of short-term programs referred to as certificates. All are designed to provide students with the skills necessary for entry into employment. A College Credit (Technical) Certificate is awarded for the completion of a program of instruction of fewer than 60 credits of college-level courses, which are a part of any A.S. Degree program offered in the State of Florida. Many technical certificates represent all or part of the non-general education requirements for a specific A.S. Degree and can serve as the first step toward completion of that degree. An Advanced Technical Certificate is awarded for a program of instruction of between 9 and 45 credits beyond the A.S. Degree; the advanced certificate may be issued for completion of a specialized area of instruction which supplements the A.S. Degree. A Vocational Certificate is awarded for the completion of the vocational credits prescribed in a planned program of study in a specific professional, technical, or career area. Normally, a vocational certificate is a short-term program designed to be completed in less than a year.

Adult General Education¹

OWCC offers a comprehensive program of non-credit instruction designed to improve the employability and life skills of adult students. Courses are offered in literacy, adult basic education, English-as-a-Second-Language, GED preparation, basic skills review, and vocational preparatory skills.

Continuing Education and Professional Development

Non-credit continuing education courses provide an opportunity to increase occupational efficiency, to enhance leisure time, or to pursue personal development goals. Typical subjects range from computer skills, interpersonal relations, marketing, insurance, and supervision, to painting, gardening, cooking, and exercise. Instruction is offered through a variety of programs, including PRIME TIME (Positive Retirement through Imaginative Education) and the Institute for Professional Development. Continuing Education Units (CEU's) may be earned upon completion of certain continuing education courses. CEU's allow individuals to accumulate, update, and transfer their records of professional development.

¹At catalog press time, the State of Florida was reviewing the nature and titles of those programs which comprise the Florida Workforce Development Education Program. Certain program definitions and requirements may be subject to change per the results of that review. Questions should be directed to the Office of the Vice President for Instruction or the Office of Technical Education and Workforce Development. vA.A. Degree Requirements

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ASSOCIATE OF ARTS (A.A.) DEGREE

The Associate of Arts Degree is equivalent to the first two years of a bachelor's degree program and is offered for those students planning to transfer to a four-year institution to complete the last two years of a bachelor's degree program. The A.A. Degree is awarded upon satisfactory completion of 60 credit hours of general education and college credit electives, attainment of the appropriate minimum grade point averages, CLAST requirements, and completion of all other applicable college graduation requirements.

A.A. Degree students should work closely with a counselor or faculty advisor to select the appropriate courses to meet their degree goals.

A.A. Degree Requirements

The A.A. Degree curriculum requires the following.

1. Complete 36 credit hours of general education courses distributed appropriately across the Communications, Humanities, Social Sciences, Mathematics, and Natural Sciences, and General Education Elective Categories presented on pages 52 & 53.
2. Complete 24 credit hours of college credit electives in a specialization/area of emphasis selected from the listing of State University Baccalaureate Programs on page 53.
3. 6A-10.030 (the "Gordon Rule"):
 - Attain a grade of "C" or higher in each Gordon Rule writing course (any general education course from the Communications or Humanities Categories), whether credits in such courses are earned at OWCC or elsewhere.
 - Complete the 24,000 word Gordon Rule writing requirement; (students who complete 6-7 credits each from the Communications and Humanities Categories will satisfy this requirement).
 - Attain a grade of "C" or higher in each Gordon Rule mathematics course (any course from the Mathematics Category that is used to meet A.A. general education requirements), whether credits in such courses are earned at OWCC or elsewhere.
4. Satisfy the College-Level Academic Skills Test (CLAST) requirements.
5. Complete at least 15 credits at OWCC; (normally, an A.A. Degree seeking student will be required to complete his/her last fifteen credits at OWCC).
6. Maintain minimum GPA standards as specified in the graduation requirements section of this catalog.
7. Meet all general college graduation requirements.

Custom Designed Associate of Arts Degree Programs. Students who wish to pursue a planned program of transfer studies customized to meet the requirements of a specific program or upper-division school may request development of a customized A.A. Degree plan by submitting a written request to the Vice President for Instruction. If approved, the student will work with an advisor from the specialty area to develop his/her sequence of

courses. Customized plans must accommodate the OWCC general education requirements, as well as all applicable college graduation policies.

Transferring to a Four-Year College or University within the State of Florida. OWCC faculty members, counselors and advisors will gladly assist students in achieving a smooth transfer to senior institutions in Florida. Liaison representatives from the respective public institutions in the state are eager to help OWCC. Several of the liaisons make regular visits to campus and will meet directly with students to answer questions. The names of the liaisons and dates of upcoming visits are available in the Office of Enrollment Services. In addition, Common Prerequisite Manuals for the Florida State University System, as well as many university catalogs are available in the Learning Resources Center and the student services areas at each college location.

It is desirable that students transferring to a senior institution plan their program so that the transfer may occur at the beginning of the academic year (normally in the fall). Curricula are usually offered in sequence. It is best for the student to complete the entire two-year degree program prior to transfer, as A.A. graduates who transfer to one of the institutions in the Florida State System enjoy certain protections under the statewide articulation agreement. These rights are presented in the "Student Bill of Rights" on page 56.

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ASSOCIATE OF ARTS (A.A.) DEGREE

A.A. Degree Requirements - Continued

Special Foreign Language Requirements for Entry into Upper-Level Florida

Universities. Effective August 1, 1990, according to requirements of the Florida Board of Regents, new applicants to any of the state universities must have completed two years of one foreign language in high school, or eight-ten semester credits in one foreign language at the college level. There are two exceptions to this requirement: 1) students who receive an A.A. Degree prior to September 1, 1989, or 2) students who enroll in a program leading to an A.A. Degree prior to August 1, 1989 and maintain continuous enrollment. Students who are not exempt but fail to satisfy the requirement, **may** be admitted to the university as part of the 5% admissions exceptions group but will be required to complete eight-ten semester credits in one foreign language as a graduation requirement, regardless of the requirements in the student's major. Students transferring into the Florida SUS without an A.A. Degree or fewer than 60 transferable credits must meet this foreign language requirement before going on to the upper division. OWCC offers the necessary coursework in French, Spanish, and American Sign Language (ASL) to meet the Florida SUS admission requirements.

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A.A. DEGREE / GENERAL EDUCATION REQUIREMENTS

Associate of Arts students are required to complete thirty-six (36) credits of general education courses distributed across five subject area categories. A student must satisfy the minimum number of credits in each category. No more than one credit (1) may be selected from the list of General Education Electives (category F).

COURSES MEETING GENERAL EDUCATION REQUIREMENTS

Numbers in parentheses represent the minimum and maximum credit hours in each category allowable toward the total 36 general education credits. If the maximum is taken in one category, the lower number becomes the maximum allowable in the other disciplines. See Section F for one-credit electives.

A.Communications Skills (6-7)*

ENC 1101	English Composition 1	3
ENC 1102	English Composition 2	3

B.Mathematics (6-7): Two 3-credit general education courses or one 3-credit general education math course plus one 4-credit calculus course.**

MAC 1102	Introductory College Algebra	3
MAC 1105	College Algebra	3
MAC 1140	Pre-Calculus Algebra	3
MAC 1114	Trigonometry	3
MAC 1147	Precalculus Algebra/Trig.	4
MAC 2311	Calculus I	4
MAC 2312	Calculus II	4
MAC 2313	Calculus III	4
MAC 2233	Calculus for Business	3
MAP 2302	Differential Equations	3
MAS 2103	Linear Algebra	3
MGF 1106	Math for Liberal Arts I	3
MGF 1107	Math for Liberal Arts II	3
STA 2023	Statistics	3

C.Humanities (6-7): Six credits of required Gordon Rule courses.*

HUM 1020	Humanities - Introduction	3
HUM 2700	Humanities - Foreign Study	3
ARH 1000	Humanities Art	3
MUH 1011	Humanities - Music	3
ARH 2050	Art History: Prehistoric - Renaissance	3
ARH 2051	Art History: Renaissance - 20th Century	3
ARH 2060	Architecture History	3
PHI 2010	Humanities - Philosophy	3
PHI 2600	Humanities Ethics	3
REL 2300	Humanities - Comparative Religion	3
LIT 2100	World Literature	3
LIT 2090	Contemporary Literature	3
THE 2000	Humanities - Theatre	3
AML 2000	Survey of American Literature	3
AML 2020	Survey of American Literature II	3

ENL 2000	English Literature I	3
THE 2071	Humanities - Cinema Appreciation	3
ENL 2022	English Literature II	3
THE 2305	Dramatic Literature	3

D.Natural Sciences (11-12): Two 4-credit courses, one each in biological and sciences plus a 3-credit Wellness course or another science course.

Biological Science:

BSC 1005	Biology	4
BOT 1010C	Botany	4
ZOO 1010C	Zoology	4
PCB 2011C	Cell Biology	4
BSC 1085C	Anatomy & Physiology I	4
BSC 1086C	Anatomy & Physiology II	4

PLUS

HLP 1081	Wellness: Practice/Theory	3
----------	---------------------------	---

Physical Science:

CHM 1020	Chemical Science	4
GLY 1001	Earth Science	4
GLY 1010C	Physical Geology	4
GLY 1100C	Historical Geology	4
PHY 1020	Physical Science	4
MET 1010	Intro to Meteorology	4
OCE 1005	Intro to Oceanography	4
AST 1002	Astronomy	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
PHY 1053C	Physics I	4
PHY 1054C	Physics II	4

* Communications and humanities courses listed on this page and under General Education Electives meet the 6000 word writing assignment as required by FAC Rule 6A-10.030. Credits earned in these courses in the Fall semester of 1982 or later 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. Credits earned in the Fall semester of 1982 or later at OWCC or by transfer that are applicable toward A.A. general education require a minimum grade of "C."

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A.A. DEGREE / GENERAL EDUCATION REQUIREMENTS

Courses Meeting General Education Requirements - Continued

E.Social Sciences (6):

AMH 2010	American History I	3
AMH 2020	American History II	3
AMH 1041	American Civilization	3
WOH 1012	World Civilization I	3
WOH 1022	World Civilization II	3
WOH 2040	Twentieth Century	3
POT 1002	History/Ideas of Political Science	3
POS 1041	American Government	3
INR 2270	Study Abroad - International Studies	3
PSY 2012	Psychology	3
SYG 2000	Sociology	3
SYG 2010	Social Problems	3
GEO 1000	World Regional Geography	3
ANT 2000	Introduction to Anthropology	3
ANT 2100	Introduction to Archaeology	3
ECO 2013	Economics I	3

F.General Education Electives (Maximum of 1 credit in the total 36 required for the A.A. Degree)

LIS 1001	Library Skills	1
SPC 1600	Speech	1 of 3*
REA 1605	Effective Study	1
HUM 2920	Humanities/Colloquium	1
BSC 1005L	Biology Lab	1
or		
BSC 1905	Independent Study/Biology when a lab is needed to complete the minimum four credit or for transfer	1
GLY 1001L	Earth Science Lab	1
or		
PSC 2905	Independent Study/Phy. Sci. may be used when a lab is needed to complete the minimum four credits or for transfer.	1
ENG 1001	Research Papers May be used in conjunction with CLEP credit to complete the Communications Skills general education requirement. Minimum Grade of "C" required.	1
ART 1905/MUS 1905/THE 1905/HUM 1905	May be used in conjunction with CLEP credit to complete the Humanities general education requirement. Minimum grade of "C" required.	1
ISS 1905	Independent Study/Soc. Sci.	1

* Only 1 credit of the total 3 credits for this course may apply toward A.A. Degree general education. State programs are distributed in the following categories to assist students in designing OWCC programs. Program changes, additions or deletions

are mandated through the SUS Board of Regents. For the most current program listings, contact the Office of Enrollment Services.

State University Baccalaureate Programs

Agribusiness & Agriculture

- Agricultural Business/Operations
- Agriculture (Food and Resource) Economics
- Landscape Operations & Management
- Agriculture Science
- Animal Science
- Dairy Science
- Poultry Science
- Food Science & Technology - 2 Tracks
- Food Science & Nutritional Sciences
- Dietetics/Nutritional Science
- Plant Sciences
- Agronomy & Crop Science
- Horticulture Science
- Soils Science

Architecture & Environmental Design

- Architecture
- Design in Architecture Studies
- Construction/Building Technology - Universities
- Separate:
 - FAMU - Construction Engineering Technology
 - FIU - Construction Management
 - UF - Building Construction

Area & Ethnic Studies

- American Studies (USA)
- Asian Studies
- Russian & East European Studies
- Latin American Studies
- African-American (Black) Studies
- Jewish Studies
- Women's Studies

Mass Communication & Rhetoric

- Communication (Mass)
- Advertising
- Journalism
- Magazine Production
- Public Relations & Organizational Communication
- Radio & TV Broadcasting
- Rhetorical Speech & Communication

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A.A. DEGREE / GENERAL EDUCATION REQUIREMENTS

State University Baccalaureate Programs - Continued

Computer & Info Sci. & Computer Engineering

- Computer & Information Science - 2 Tracks
 - Computer Science
 - Computer & Information Sciences
- Information Sciences & Systems
- Computer Engineering - 2 Tracks
 - Computer Engineering
 - Computer & Information Engineering

Education

- Special Education, General
- Education of the Emotionally Handicap
- Education of the Mentally Handicapped
- Education of Blind & Visually Handicapped
- Education of Specific Learning Disabled
- Elementary Teacher Education
- Junior High/Middle School Teacher Education
 - Mathematics Teacher Education
 - Science Teacher Education
- Pre-Elementary/Early Childhood Teacher Educa.
- Secondary Teacher Education
 - Mathematics Teacher Education
 - Biology Teacher Education
 - Chemistry Teacher Education
 - Earth/Space Teacher Education
 - Physics Teacher Education
- Agricultural Teacher Education (Vocational)
- Art Teacher Education
- Business Teacher Education (Vocational)
- English Teacher Education
- Foreign Languages Teacher Education
- Health Teacher Education
- Home Economics Teacher Education (Vocational)
- Mathematics Teacher Education - Middle
- Mathematics Teacher Education - Secondary
- Music Teacher Education
- Physical Education Teaching & Coaching
- Science Teacher Education - 5 Tracks
- Social Studies Teacher Education
- Trade & Industrial Teacher Education (Vocational)
 - Vocational Industrial Education
 - Occupational Services Training
 - Technical Education
- Secondary Science/Math Teaching

Engineering

- Engineering, General
- Aerospace Engineering
- Agricultural Engineering
 - Biological Systems Mgmt. & Environmental Sys. Mgmt.
 - Production Management/Manufacturing Processes
- Chemical engineering

Civil Engineering
Electrical, Electronics Engineering
Environmental Health Engineering
Industrial/Manufacturing Engineering
Materials Engineering
Mechanical Engineering
Nuclear Engineering
Coastal & Ocean Engineering
Industrial & Systems Engineering
Engineering Technology
Civil Technology
Design Engineering Technology
Electronic Engineering Technology
Industrial/Manufacturing Technology
Surveying

Foreign Languages

Foreign Language, Multiple
Linguistics
East Asian Language/Literature
Russian
German
French
Italian
Portuguese
Spanish
Classics & Classical Language
Greek, Classical
Latin

Law

Legal Assisting

Letters

English, General
English, Literature

Liberal/General Studies

Liberal Arts & Sciences
Independent Studies
Humanities
New College

Life Sciences & Environmental Studies

Biology, General
Biochemistry
Botany, General
Plant Pathology
Microbiology/Bacteriology
Ecology (Limnology)
Marine/Aquatic Biology
Zoology
Entomology
Environmental Science - 2 Tracks
 B.S. Program
 B.A. Program

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A.A. DEGREE / GENERAL EDUCATION REQUIREMENTS

State University Baccalaureate Programs - Continued

Mathematics & Statistics

- Mathematics, General
- Applied Math/Math Sciences
- Statistics

Parks & Recreation

- Parks & Recreation Management - 5 Tracks
 - Therapeutic Recreation
 - Leisure Services - Professional
 - Leisure Services Management
 - Recreation Program Delivery
 - Natural Resources
- Exercise Science/Wellness

Philosophy & Religion

- Philosophy
- Religious Studies
- Philosophy & Religion

Physical Sciences

- Radiation Physics
- Astronomy
- Atmospheric Science & Meteorology
- Chemistry
- Chemical Sciences
- Clinical Chemistry
- Geology
- Physics
- Forensic Science

Psychology

- Psychology, General
- Social Psychology

Criminal Justice

- Criminal Justice Studies

Public Administration & Social Work

- Public Administration
- Social Work, General

Social Sciences

- Social Sciences, General
- Anthropology
- Economics - 2 Tracks
 - Economics - Social Sciences
 - Economics - Business
- Geography
- History
- International Relations
- Political Science & Government

Sociology

Visual & Performing Arts

Dance - 2 Tracks

B.A. Track

B.F.A. Track

Graphic Design

Interior Design

FIU

FSU

UF

Dramatic Arts

Motion Picture, TV, Recording Arts

Motion Picture & TV Technology

Art, General

Studio/Fine Art

Art History & Appreciation

Graphics Arts Technology

Photography

Printing Production

Music, General

Music History & Appreciation

Music Performance

Music Composition

Jazz Studies

Music/Music Theory

Health Professions & Related Science

Speech Pathology & Audiology

Health Services Administration

Health Information Management

Respiratory Therapy

Medical Technology

Nursing (Generic)

Pharmacy

Occupational Therapy

Physical Therapy

Vocational Rehab Counseling

Dietetics/Nutritional Services

Business & Management

Business, General

Business Administration & Management

Accounting

Business Managerial Economics

Finance, General

Financial Services

Insurance & Risk Management

Hospitality Administration/Management

Human Resources Management

International Business Management

Mgmt. Info Systems/Business Data Processing

Management Science

Business Marketing Management

Real Estate

Transportation Management

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A.A. DEGREE / GENERAL EDUCATION REQUIREMENTS

State University Baccalaureate Programs - Continued

One-Institution Programs

Forest Resources & Conservation
 Forest Resources & Conservation
 Wildlife Ecology and Conservation
 Landscape Architecture
 Home Economics, General
 Home & Family Life - 2 Tracks
 Home & Family Life - Family & Child Science
 Home and Family Life - Housing
 Textiles & Clothing - 3 Tracks
 Apparel Design Technology
 Merchandising
 Textiles
 Music Therapy
 Physician Assistant
 Radiologic (Medical) Technology
 Rehabilitative Services
 Health Science - 4 Tracks
 Community Health
 Health Administration
 Nutrition & Dietetics
 Addictions Studies
 Biological & Physical Sciences
 Biological and Physical Sciences
 Biology and Chemistry
 Biology and Computer Science
 Biology and Earth Science
 Biology and Mathematics
 Biology and Physics
 Chemistry and Computer Science
 Chemistry and Earth Science
 Chemistry and Mathematics
 Chemistry and Physics
 Computer Science and Earth Science
 Computer Science and Mathematics
 Computer Science and Physics
 Earth Science and Mathematics
 Earth Science and Physics
 Mathematics and Physics
 Interdisciplinary Natural Sciences
 Gerontology
 Independent/Interdisciplinary Studies
 Environmental Management
 Waste Mgmt. & Utilization & Land
 Water Mgmt.
 Economics and Policy Specialization
 Human Resources Development

Student Bill of Rights

Florida Community College Associate in Arts graduates are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

1. Admission to one of the state universities, except to limited access* programs.

2. Acceptance of at least 60 credit hours by the state university toward the baccalaureate degree.
3. Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a community college, provided the student maintains continuous enrollment.
4. Transfer of equivalent courses under the Statewide Course Numbering System.
5. Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, AP, PEP, Dual Enrollment, Early Admission and International Baccalaureate).
6. No additional General Education Core requirements.
7. Advance knowledge of selection criteria for limited access programs.
8. Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right of appeal. Each state university and community college shall make available established appeal procedures through the respective articulation officers. At OWCC, students may contact the Vice President for Instruction or the Dean of Students.

* Limited Access is the designation given to programs that require additional admission requirements which are more selective than general admission requirements. These may include the following: increased total GPA and test scores; additional courses and prerequisites; and auditions and portfolios. A.S. Degrees Offered at OWCC

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ASSOCIATE OF SCIENCE (A.S.) DEGREE

The Associate of Science (A.S.) Degree is designed to prepare students for work in a technical or semi-professional capacity. The A.S. is a two-year program containing a general education component of eighteen (18) college credits in five subject area categories and a technical component of from forty-two (42) to fifty (50) college credits in a specific occupational or professional area, for a total of from sixty (60) to sixty-eight (68) college credits. Although some courses within the A.S. program may transfer to upper division institutions and articulation agreements exist to ensure transferability of selected A.S. programs, the A.S. degree is considered a pre-employment curriculum rather than a pre-transfer curriculum.

A.S. Degrees Offered at OWCC

Okaloosa-Walton Community College offers twenty separate A.S. programs, several of which contain specialization options.

- Accounting Technology
- Architectural Design and Construction Technology
 - Architectural Design Option
 - Building Construction Option
- Business Administration and Management
 - Banking Option
 - Business Administration Option
 - Insurance Management Option
 - Marketing Management Option
 - Quality Management Option
- Child Development and Education Services
- Computer Information Science
 - Microcomputer Specialist Option
 - Network Administration Option
 - Programming and Analysis Option
- Criminal Justice Technology
 - Criminal Justice Option
 - Law Enforcement/Corrections Academy Option
- Customer Service Technology
- Drafting and Design Technology
 - CAD/CAM Option
 - Mechanical Design Option
 - Technical Illustration Option
- Electronics Engineering Technology
 - Electronics Design Option
 - Electronic Engineering Option
- Graphic Design Technology
 - Commercial Design Option
 - Computer Graphics Option
- Hospitality Management
- Industrial Management Technology
- Legal Secretary Technology
- Manufacturing Technology
- Multimedia Technology
- Office Systems Technology
- Paralegal/Legal Assistant

- Recording Arts Technology
- Recreation Technology

A.S. Degrees and Companion Certificate Programs

Many of the technical certificate programs offered by OWCC provide the initial step in meeting selected course requirements for an A.S. degree in a related area. Courses from those certificates are the same as or equivalent to comparable courses in the companion A.S. program. Likewise, courses used in an A.S. program may be applied to a certificate in a related area; in many cases, completion of the technical courses in an A.S. program can automatically qualify the student to receive the companion certificate. Students should work closely with an advisor to plan their studies in order to take advantage of both curricular options.

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ASSOCIATE OF SCIENCE (A.S.) DEGREE

A.S. Degree Program Requirements

A.S. degree students must satisfy the following requirements.

1. Complete at least eighteen (18) general education credits as specified in the A.S. General Education section and in the degree program.
2. Complete the technical core courses and technical elective courses specified in the degree program.
3. Complete at least fifteen credits of the program at OWCC.
4. Maintain minimum GPA standards as specified in the graduation requirements section of this catalog.
5. Satisfy all other program and college graduation requirements.

Note: A.S. students who intend to transfer to an upper-division institution in the Florida system must also satisfy College Level Academic Skills Test (CLAST) requirements.

Customizing an A.S. Degree Program to Meet a Specific Career Goal

In order to provide a student with the strongest technical background feasible, some technical courses within a given degree program may be adjusted to meet the student's targeted career goal. In these special cases, course substitutions may be approved upon request of the appropriate department head to the Vice President for Instruction.

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A.S. DEGREE GENERAL EDUCATION REQUIREMENTS

All A.S. degree programs at OWCC require a minimum of eighteen (18) college credits in general education. Unless otherwise specified in the program requirements, students must complete one course from each of the following categories to meet the A.S. degree general education requirements.

A.S. Degree General Education Course Requirements

A.S. General Education Category	Number of College Credits Required	Course Selections
Communication Skills	3	ENC 1101, ENC 1102, ENC 2210, LIN 1742
Humanities	3	HUM 1020, ARH 1000, MUH 1011, AML 2000, AML 2020, ENL 2000, ARH 2060, ENL 2022, ARH 2050, ARH 2051, PHI 2010, PHI 2600, REL 2300, LIT 2090, LIT 2100, THE 2000, THE 2071, HUM 2700, THE 2305
Mathematics	3	MAT 1033, MAT 1033A, MAC 1102, STA 2023, MAC 1105, MTB 1103, MGF 2202, MTB 1321, MTB1322, MGF 1106, or any A.A. General Education Mathematics Course listed on page 52.
Science	4	CHM 1020, PHY 1020, GLY 1001, PHY 1053C, PHY 1054C, BSC 1005, GLY 1010C
Social Science	3	AMH 2010, AMH 2020, AMH 1041, WOH 1012, WOH 1022, WOH 2040, POT1002, POS 1041, INR 2002, PSY 2012, SYG 2000, SYG 2010, GEO 1000, ANT 2000, ANT 2100, ECO 2013
General Education Electives	2	CGS 1060, CGS 1100, SPC 1600, ENC 2210, Any A.A. General Education Course listed on page 52.
Total General Education Credits Required	18	

ASSOCIATE OF SCIENCE (A.S.) DEGREE PROGRAMS

ACCOUNTING TECHNOLOGY

Students who successfully complete 30 core/technical credits in this degree program may be eligible to receive the college credit certificate in Accounting Applications.

GENERAL EDUCATION

Select one course from each category; see page 59.

	College Credits
Communications	3
Humanities	3
Mathematics	3
Science	4
Social Science	3
General Education Electives	2
	-
Total General Education Credits Required	18

CORE COURSES

CGS 1100	Microcomputer Applications	3
MTB 1103	Business Math	3
ECO 2013	Economics I	3
ACG 2021	Financial Accounting	
or		
APA 1003	Accounting Fundamentals I	3
APA 1013	Accounting Fundamentals II	3
ACG 2071	Managerial Accounting	3
GEB 1011	Introduction to Business	3
CGS 2560	MS-DOS/Microcomputer	
and		
CGS 2510	Introduction to Spreadsheets	
or		
CGS 1570	Computer Applications for Business	3
TAX 2000	Federal Income Tax	3
	Total Core Credits Required	24

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 22 credits from the following:

CGS 2564	Introduction to Windows	3
ECO 2023	Economics II	3
BUL 2241	Business Law I	3
BUL 2242	Business Law II	3
GEB 2441	Business Ethics	3
OST 2335	Business Communications	3
MAN 2021	Management	3
CGS 1554	Introduction to the Internet	3
STA 2023	Statistics	3
CDA 2500	Network Technology	3
GEB 1940	Internship	3
_____	Approved College Credit Course(s)	—

Total Technical Elective Credits Required	22
--	----

Total Program Credits Required	64
--------------------------------	----

ARCHITECTURAL DESIGN AND
CONSTRUCTION TECHNOLOGY

GENERAL EDUCATION

Select one course from each category; see page 59.

College Credits

_____	_____	Communications	3
_____	_____	Humanities	3
_____	_____	Mathematics (MAC 1102, or MTB 1321 or Higher level math)	3
_____	_____	Science	4
_____	_____	Social Science	3
_____	_____	General Education Electives	2
Total General Education Credits Required			18

CORE COURSES

ETD 1100	Introduction to Technical Drawing	3
ETD 1310	Introduction to Computer Drafting	3
EGS 1110C	Engineering Graphics	3
BCN 1230	Building Construction Materials & Processes	3
BCN 1272	Blueprint Reading for Commercial Construction	3
BCN 2610	Construction Estimating	3
TAR 2121C	Architectural Drafting	3
SUR 2100C	Surveying I	3
Total Core Credits Required		24

ARCHITECTURAL DESIGN OPTION

With the approval of an advisor, select 22 credits from the following:

BCN 2721	Construction Management/Planning	3
EGS 1130C	Descriptive Geometry	3
ETD 1311	Computer/Systems Drafting	3
ETD 2351	Advanced Computer Systems Drafting	3
ETD 1320	Introduction to 3D Modeling	3
ETD 2281C	Introduction to Microstation	3
ETD 2355	3D Modeling	3
ETD 2542	Structural Drafting I	3
ETD 2543C	Structural Drafting II	3
CET 1251	Basic Computer Operations and Maintenance	3
CGS 2564	Introduction to Windows	3
SUR 2140C	Surveying II	3
_____	Approved College Credit Course(s)	—

Total Technical Elective Credits

Required	22
Total Program Credits Required for Architectural Design Option	64

BUILDING CONSTRUCTION OPTION

With the approval of an advisor, select 22 credits from the following:

BCN 2721	Construction Management/Planning	3
BCN 2560	Mechanical Systems in Construction	3
BCN 1520	Electrical Systems in Construction	3
BCN 1567	Plumbing and Gas Construction Practices	3
BCN 2475	Structural Systems in Construction	3
BUL 2241	Business Law I	3
CET 1251	Basic Computer Operations and Maintenance	3
ETD 2542	Structural Drafting I	3
ETD 2543C	Structural Drafting II	3
REE 1040A	Introduction to Real Estate	3
SUR 2140C	Surveying II	3
_____	Approved College Credit Course(s)	—
Total Technical Elective Credits Required		22
Total Program Credits Required for Building Technology Option		64

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ASSOCIATE OF SCIENCE (A.S.) DEGREE

BUSINESS ADMINISTRATION AND MANAGEMENT

Students who successfully complete 30 core/technical credits in this degree program may be eligible to receive the college credit certificate in Business Management and/or the college credit certificate in Promotion Management.

GENERAL EDUCATION

Select one course from each category; see page 59.

	College Credits	
_____	Communications	3
_____	Humanities	3
_____	Mathematics	3
_____	Science	4
_____	Social Science	3
_____	General Education Electives	2
		-
Total General Education Credits		
Required		18

CORE COURSES

GEB 1011	Introduction to Business	3
BUL 2241	Business Law I	3
CGS 1100	Microcomputer Applications	3
ACG 2021	Financial Accounting	3
OST 2335	Business Communications	3
MAN 2021	Management	3
ECO 2013	Economics I	3
CGS 1570	Computer Applications for Business	3
		-
Total Core Credits Required		24

BANKING OPTION

With the approval of an advisor, select at least 22 credits from the following:

BAN 2500	Economics for Bankers	3
BAN 2800	Law and Banking	3
BAN 2511	Marketing for Bankers	3
BAN 1004	Principles of Banking	3
BAN 1231	Commercial Lending	3
BAN 2210	Analyzing Financial Statements	3
BAN 1240	Consumer Lending	3
BAN 2531	Introduction to Supervision	3
GEB 1940	Internship	3
_____	Approved College Credit Course(s)	-
	Total Technical Electives	
Required		22

Total Program Credits Required
For Banking Option 64

BUSINESS ADMINISTRATION AND MANAGEMENT OPTION

With the approval of an advisor, select at least
22 credits from the following:

MNA 2100	Organization Behavior	3
MAR 2011	Introduction to Marketing	3
ACG 2071	Managerial Accounting	3
BUL 2242	Business Law II	3
MTB 1103	Business Math	3
MAN 2300	Personnel Management	3
CGS 2564	Introduction to Windows	3
GEB 2441	Business Ethics	3
MKA 2021	Professional Selling	3
MKA 2401	Retail Management	3
GEB 1940	Internship	3
CGS 1554	Introduction to Internet	1
_____	Approved College Credit Course(s)	—
	Total Technical Electives Required	22
	Total Program Credits Required For Business Administration Option	64

INSURANCE MANAGEMENT OPTION

With the approval of an advisor, select at least 22 credits from the following:

College Credits

MAR 2011	Marketing	3
MKA 2021	Professional Selling	3
MNA 2100	Organizational Behavior	3
RMI 1600**	General Lines Insurance	9
RMI 1600L**	General Lines Insurance Lab	3
RMI 1641	Life and Health Insurance I	3
GEB 1940	Internship	3
GEB 2441	Business Ethics	3
ACG 2011	Managerial Accounting	3
_____	Approved College Credit Course(s)	—
	Total Technical Electives Required	22
	Total Program Credits Required for the Insurance Management Option	64

**Must be taken together.

MARKETING MANAGEMENT OPTION

With the approval of an advisor, select at least 22 credits from the following:

MKA 2021	Professional Selling	3
MKA 2511	Advertising	3
ACG 2071	Managerial Accounting	3
BUL 2242	Business Law II	3
MAR 2011	Introduction to Marketing	3
MTB 1103	Business Math	3
MAN 2300	Personnel Management	3
CGS 1570	Computer Applications for Business	3
CGS 2564	Introduction to Windows	3
GEB 2441	Business Ethics	3

MKA 2041	Retail Management	3
GEB 1940	Internship	3
_____	Approved College Credit Course(s)	—
Total Technical Electives Required		22
Total Program Credits Required for the Marketing Management Option		64

QUALITY MANAGEMENT OPTION

With the approval of an advisor, select at least 22 credits from the following:

MNA 2100	Organizational Behavior	3
MAR 2011	Introduction to Marketing	3
MAN 2300	Personnel Management	3
GEB 2441	Business Ethics	3
ETI 2117	Introduction to Total Quality	6
ETI 2118	Implementing Total Quality	6
ETI 2114	Just-in-Time Inventory	3
ETI 2115	Benchmarking	3
ETI 2116	Statistical Process Control	
or		
ETI 2110	Quality Tools I	3
GEB 1940	Internship	3
STA 2023	Statistics	3
_____	Approved College Credit Course(s)	—
Total Technical Electives Required		22
Total Program Credits Required for the Quality Management Option		64

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ASSOCIATE OF SCIENCE (A.S.) DEGREE

CHILD DEVELOPMENT AND EDUCATION

Students who successfully complete 30 core/technical credits in this degree program may be eligible to receive the college credit certificate in Child Development.

GENERAL EDUCATION

Select one course from each category; see page 59.

College Credits

_____	_____	Communications	3
_____	_____	Humanities	3
_____	_____	Mathematics	3
_____	_____	Science	4
_____	_____	Social Science	3
_____	_____	General Education Electives	2
Total General Education Courses Required			18

CORE COURSES

DEP 2100	Child Growth and Development I	3
CHD 1430	Observing and Recording Child Behavior	3
HUN 2410A	Child Nutrition and Health	
or		
HUN 2201	Nutrition	3
CHD 2322	Programs for Young Children	3
CHD 2432A	Curriculum for Young Children I	3
CHD 1225	Infant and Toddler	3
CHD 1800	Early Childhood Program Administration	3
CHD 1223	Guidance for Young Children	3
CHD 1941	Internship-Child Development	3
CHD 2332A	Curriculum for Young Children II	3
CHD 2334A	Curriculum for Young Children III	3
CHD 2337A	Curriculum for Young Children IV	3
Total Core Credits Required		36

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 9 credits from the following:

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
CHD 1530	Parenting Education	3
CHD 2433	Child Development Seminar	3
CHD 1941	Internship - Child Development	3-9

Total Technical Elective Credits Required 9

Total Program Credits Required 63

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ASSOCIATE OF SCIENCE (A.S.) DEGREE

COMPUTER INFORMATION SCIENCE

Students who successfully complete 30 core/technical credits in this degree program may be eligible to receive the college credit Microcomputer Specialist Certificate.

GENERAL EDUCATION

Select one course from each category; see page 59.

College Credits

_____	_____	Communications	3
_____	_____	Humanities	3
_____	_____	Mathematics	3
_____	_____	Science	4
_____	_____	Social Science	3
_____	_____	General Education Electives	2
Total General Education Credits Required			18

CORE COURSES

CIS 1000	Introduction to Computer Science	
or		
CGS 1100	Microcomputer Applications	3
CGS 1570	Computer Applications for Business	3
CGS 2564	Introduction to Windows	3
Total Core Credits Required		9

MICROCOMPUTER SPECIALIST OPTION

With the approval of an advisor, select 37 credits from the following:

CGS 2510	Electronic Spreadsheets	3
CGS 1554	Introduction to Internet	1
CGS 2560	MS-DOS	3
CDA 2500	Network Technology	3
_____	Visual Basic	3
CGS 2575	Desktop Publishing	2
CGS 2423	Programming in C	3
CGS 2540	Introduction to dBase III	2
MTB 1103	Business Math	3
GEB 1940	Internship	3
GEB 1940A	Internship II	3
APA 1003	Accounting Fundamentals I	3
APA 1013	Accounting Fundamentals II	3
_____	Approved College Credit Course(s)	—
Total Technical Electives Required		37

Total Program Credits Required for the Microcomputer Specialist Option 64

NETWORK ADMINISTRATION OPTION

With the approval of an advisor, select 37 credits from the following:

CGS 2560	MS-DOS/Microcomputer	1
CDA 2500	Network Technology	3
CDA 2524	Network Administration and Management	3
CDA 2525	Advanced Network Administration	3
COP 2210	Programming in Pascal	3
CGS 2423	Programming in C	3
COP 2400	Assembler Language	3
COP 2200	FORTRAN Programming	3
	Visual Basic	3
MAC 1140	Pre-Calculus Algebra	3
GEB 1940	Internship	3
MTB 1103	Business Math	3
ACG 2021	Financial Accounting	3
	Approved College Credit Course(s)	3-9

Total Technical Credits
Required 37

Total Program Credits Required for the
Network Administration Option 64

PROGRAMMING AND ANALYSIS OPTION

Consult with an advisor to select at least 37 credits from the following courses. Selections will depend on whether the student intends on employment in the business area or in science/engineering area.

GEB 1011	Introduction to Business	3
ACG 2021	Financial Accounting	3
COP 2120	COBOL Programming	3
COP 2200	FORTRAN Programming	3
BUL 2241	Business Law I	3
MNA 2100	Organizational Behavior	3
MAN 2021	Management	3
ECO 2013	Economics I	3
MAC 1140	Pre-Calculus Algebra	3
	Visual Basic	3
COP 2210	Programming in Pascal	3
MTB 1103	Business Math	3
CGS 2423	Programming in C	3
COP 2400	Assembler Language	3
	Approved College Credit Course(s)	-

Total Technical Credits
Required 37

Total Program Credits Required for the
Program and Analysis Option 64

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ASSOCIATE OF SCIENCE (A.S.) DEGREE

CRIMINAL JUSTICE TECHNOLOGY

GENERAL EDUCATION

Select one course from each category; see page 59.

College Credits

_____	_____	Communications	3
_____	_____	Humanities	3
_____	_____	Mathematics	3
_____	_____	Science	4
_____	_____	Social Science	3
_____	_____	General Education Electives	2
Total General Education Credits Required			18

Criminal Justice Option

Technical Courses

CCJ 1020	Introduction to Criminal Justice	3
CCJ 1000	Introduction to Criminology	3
CCJ 1500	Juvenile Delinquency	3
CCJ 1935	Criminal Justice Seminar	3
CCJ 1210	Criminal Law	3
CCJ 1230	Criminal Procedures	3

With approval of an advisor, select 28 credits from the following courses:

CJT 2140	Introduction to Criminalistics	3	
CCJ 1121	Crime Prevention	3	
CCJ 1192	Crisis Intervention	3	
CCJ 1400	Police Organization & Administration	3	
CCJ 1611	Child Abuse	3	
CCJ 1941	Internship - Criminal Justice	3	
CCJ 2330	Introduction to Probation and Parole	3	
CJD 2605	Traffic Homicide	3	
CCJ 2200	Courts/Criminal Process	3	
CCJ 2300	Introduction to Corrections	3	
CCJ 2340	Police Operations	3	
SYG 2010	Social Problems	3	
PLA 2263	Rules of Evidence	3	
_____	Approved College Credit Course(s)	—	
Total Technical Credits Required			46

Total Program Credits Required for the
Criminal Justice Option 64

Law Enforcement/Corrections Academy OPTION

Technical Courses

With the approval of a Public Safety Advisor, select 46 credits

from the following courses:

CJD 1700	Criminal Justice Legal I	3
CJD 1701	Criminal Justice Legal II	3
CJD 2720	Law Enforcement Legal II	3
CJD 1702	Criminal Justice Communications	3
CJD 1703	Criminal Justice Interpersonal Skills I	3
CJD 1740	Corrections Interpersonal Skills II	3
CJD 1722	Law Enforcement Traffic	3
CJD 1721	Law Enforcement Patrol	3
CJD 1724	Law Enforcement Investigation	4
CJD 2254	Criminal Justice Medical	3
CJD 1705A	Criminal Justice Weapons	3
CJD 1704	Criminal Justice Defensive Tactics	4
CJD 1723	Law Enforcement Vehicle Operations	3
CJD 1741	Corrections Emergency Preparedness	2
CJD 1742	Corrections Operations	4
— — —	Approved College Credit Course(s)	—
Total Technical Credits Required		46
Total Program Credits Required for the Law Enforcement/Corrections Academy Option		64

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ASSOCIATE OF SCIENCE (A.S.) DEGREE

CUSTOMER SERVICE TECHNOLOGY

GENERAL EDUCATION

Select one course from each category; see page 59.

College Credits

_____	_____	Communications	3
_____	_____	Humanities	3
_____	_____	Mathematics	3
_____	_____	Science	4
_____	_____	Social Science	3
_____	_____	General Education Electives	2
Total General Education Credits Required			18

Technical Cores

At catalog press time the specific curriculum for the technical component of this program was under development and awaiting approval at the state level. For more information regarding the status of this program, contact the Office of the Vice President for Instruction or the Office of Enrollment Services.

Total Credit Required for the Program 64

DRAFTING AND DESIGN TECHNOLOGY (CAD/CAM)

Communications	3
Humanities	3
Mathematics (MAC 1102 or MTB 1321 or Higher level math)	3
Science	4
Social Science	3
General Education Electives	2
Total General Education Credits Required	18

DRAFTING AND DESIGN TECHNOLOGY (CAD/CAM)

GENERAL EDUCATION

Select one course from each category; see page 59.

College Credits

CORE COURSES

ETD 1100	Introduction to Technical Drawing	3
ETD 1310	Introduction to Computer Drafting	3
ETD 1311	Computer/Systems Drafting	3
ETD 2351	Advanced Computer Systems Drafting	3
ETD 1320	Introduction to 3D Modeling	3
ETD 2355	3D Modeling	3

Total Core Credits Required 18

CAD/CAM OPTION

With the approval of an advisor, select at least 26 credits from the following:

EGS 1110C	Engineering Graphics	3
EGS 1130C	Descriptive Geometry	3
ETD 1710	Basic Machine Drafting	3
ETD 2218	Geometric Dimensioning and Tolerancing	3
ETD 2219	Adv. Geometric Dimensioning and Tolerancing	3
ETI 2110	Quality Tools I	3
ETI 2111	Quality Tools II	3
ETI 1411	Advanced Manufacturing Processes	3
CET 1251	Basic Computer Operations and Maintenance	3
EET 1606C	Soldering/PC Board Techniques	2
_____	Approved College Credit Course(s)	—
Total Technical Elective Credits Required		26
Total Program Credits Required for CAD/CAM Option		62

MECHANICAL DESIGN OPTION

With the approval of an advisor, select at least 26 credits from the following:

ETD 1111	Drafting I	6
ETD 1221	Drafting II	6
ETD 1700	Drafting III	6
ETD 1710	Basic Machine Drafting	3
ETD 2218	Geometric Dimensioning and Tolerancing	3
ETD 2219	Adv. Geometric Dimensioning and Tolerancing	3
ETD 2705	Advanced Mechanical Drafting	3
ETI 2110	Quality Tools I	3
ETI 1411	Advanced Manufacturing Processes	3
_____	Approved College Credit Course(s)	—
Total Technical Elective Credits Required		26
Total Program Credits Required for Mechanical Design Option		62

TECHNICAL ILLUSTRATION OPTION

MTB 1103 is acceptable for general education math in this option. With the approval of an advisor, select at least 26 credits from the following:

EGS 1110C	Engineering Graphics	3
EGS 1130C	Descriptive Geometry	3
ETD 1801	Technical Illustrations	3
ETD 2801	Technical Illustrations II	3
GRA 1820C	Desktop Publishing I	3
GRA 1821C	Desktop Publishing II	3
GRA 2800C	Computer Graphics I	4
GRA 2801C	Computer Graphics II	4
_____	Approved College Credit Course(s)	—

Total Technical Elective Credits Required	26
Total Program Credits Required for Technical Illustration Option	62

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ASSOCIATE OF SCIENCE (A.S.) DEGREE

ELECTRONICS ENGINEERING TECHNOLOGY

GENERAL EDUCATION

Select one course from each category; see page 59.

College Credit

_____	_____	Communications	3
_____	_____	Humanities	3
_____	_____	Mathematics (MAC 1102, or MTB 1321 or Higher Level Math)	3
_____	_____	Science	4
_____	_____	Social Science	3
_____	_____	General Education Electives	2
Total General Education Credits Required			18

CORE COURSES

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 2114C	Digital Fundamentals	5
CET 2123C	Microprocessors Fundamentals	5
CET 1251	Computer Operations and Maintenance	3
Total Core Credits Required		33

ELECTRONICS DESIGN OPTION

With the approval of an advisor, select at least 17 credits from the following:

ETD 1100	Introduction to Technical Drawing	3
ETD 1310	Introduction to Computer Drafting	3
ETD 1654	Intermediate PCB Drafting	3
ETD 2655	Advanced PCB Drafting	3
ETD 2322C	Electronic Communications	
or		
CET 2152C	Computer Analysis and Troubleshooting	5
_____	Approved College Credit Course(s)	—
Total Technical Elective Credits Required		17
Total Program Credits Required For Electronics Design Option		68

ELECTRONIC ENGINEERING OPTION

Technical Electives

With the approval of an advisor, select at least 17 credits from the following:

EET 1606C	Soldering/PC Board Techniques	2
EET 2322C	Electronics Communications	5
CET 2152C	Computer Analysis and	

_____	Troubleshooting	5
_____	Approved College Credit Course(s)	5
	Total Technical Elective Credits Required	17
	Total Program Credits Required for Electronics Engineering Technology Option	68

GRAPHIC DESIGN TECHNOLOGY

GENERAL EDUCATION

Select one course from each category; see page 59.

College Credits

_____	_____	Communications	3
_____	_____	Humanities	3
_____	_____	Mathematics	3
_____	_____	Science	4
_____	_____	Social Science	3
_____	_____	General Education Electives	2
	Total General Education Credits Required		18

CORE COURSES

GRA 1820C	Desktop Publishing I	3
ART 1480C	Computer Art I	3
GRA 2800C	Computer Graphics I	4
ART 2482C	Computer Art II	3
GRA 2801C	Computer Graphics II	4
	Total Core Credits Required	17

COMMERCIAL DESIGN OPTION

TECHNICAL ELECTIVES

With the approval of an advisor, select 29 credits from the following:

ART 1201C	Two Dimensional Design	3
ART 1300C	Drawing I	3
ART 2600C	Digital Imaging	4
ART 2612C	3-D Computer Art	4
GRA 1543C	Graphic/Commercial Design	4
GRA 2547C	Projects in Graphic Design	3
GRA 2905	Independent Study in Graphics	1
_____	Approved College Credit Course(s)	7
	Total Technical Credits Required	29
	Total Program Credits Required for the Commercial Design Option	64

COMPUTER GRAPHICS OPTION

TECHNICAL COURSES

With the approval of an advisor, select 29 credits from the following:

GRA 1821C	Desktop Publishing II	3
GRA 2600C	Pre-Press Assembly	4
GRA 2802C	Computer Graphics III	4
GRA 2805C	Advanced Graphics Projects	4
GRA 2841C	Web Publishing	4
_____	Approved College Credit Course(s)	10

Total Technical Credits Required	29
-------------------------------------	----

Total Program Credits Required for the Computer Graphics Option	64
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ASSOCIATE OF SCIENCE (A.S.) DEGREE

HOSPITALITY MANAGEMENT

GENERAL EDUCATION

Select one course from each category; see page 59.

College Credits

_____	_____	Communications	3
_____	_____	Humanities	3
_____	_____	Mathematics	3
_____	_____	Science	4
_____	_____	Social Science	3
_____	_____	General Education Electives	2
Total General Education Credits Required			18

CORE COURSES

GEB 1011	Introduction to Business	3
CGS 1100	Microcomputer Applications	3
ACG 2021	Financial Accounting	
or		
APA 1003	Accounting Fundamentals I	3
OST 2335	Business Communications	3
MAN 2300	Personnel Management	3
HFT 2000	Hospitality Management	3
HFT 2211	Hospitality Management II	3
Total Core Credits Required		18

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 28 credits from the following:

BUL 2241	Business Law I	3
MNA 2100	Organizational Behavior	3
MAN 2021	Management	3
MTB 1103	Business Math	3
MKA 2021	Professional Selling	3
HFT 2940	Hospitality Management Internship I	3
HFT 2941	Hospitality Management Internship II	3
ECO 2013	Economics I	3
GEB 1940	Internship	3
MAR 2011	Marketing	3
GEB 2441	Business Ethics	3
_____	Approved College Credit Course(s)	-
Total Technical Elective Credits Required		28

Total Program Credits Required 64

INDUSTRIAL MANAGEMENT TECHNOLOGY

Students who successfully complete 30 core/technical credits in this degree program may be eligible to receive the college credit

certificate in Business Management.

GENERAL EDUCATION

Select one course from each catalog; see page 59.

College Credits

_____	_____	Communications	3
_____	_____	Humanities	3
_____	_____	Mathematics	3
_____	_____	Science	4
_____	_____	Social Science	3
_____	_____	General Education Electives	2
Total General Education Credits Required			18

CORE COURSES

Select one course from the following:

MNA 2100	Organizational Behavior	3
MNA 2021	Management	3
MNA 1015	Industrial Management	3
ETI 2117	Introducing Total Quality	3

Select one course from the following:

CGS 1100	Microcomputer Applications	3
CGS 2564	Introduction to Windows	3
_____	Approved computer-related course	3

Select one course from the following:

ACG 1003	Accounting Fundamentals	3
ACG 2021	Financial Accounting	3
ACG 2071	Managerial Accounting	3
GEB 1011	Introduction to Business	3

Select one course from the following:

MNA _____	Management Elective(s)	
GEB 2441	Business Ethics	3
GEB 1940	Internship	3
ETI 2118	Implementing Total Quality	3

Total Core Credits Required 12

TECHNICAL ELECTIVES

With the approval of an advisor select at least 30 college or articulated credits.

Total Technical Elective Credits
Required 30

Total Program Credits Required 60

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ASSOCIATE OF SCIENCE (A.S.) DEGREE

LEGAL SECRETARY TECHNOLOGY

Students who successfully complete 30 core/technical credits in this degree program may be eligible to receive the college credit Office Systems Specialist Certificate.

GENERAL EDUCATION

Select one course from each category; see page 59.

College Credits

_____	_____	Communications	3
_____	_____	Humanities	3
_____	_____	Mathematics	3
_____	_____	Science	4
_____	_____	Social Science	3
_____	_____	General Education Electives	2
Total General Education Credits Required			18

CORE COURSES

CGS 1100	Microcomputer Applications	3
OST 1355	Records Management	3
OST 1601	Machine Transcription	3
BUL 2241	Business Law I	3
PLA 1105	Legal Research	3
PLA 1104	Case Analysis and Legal Writing	3
OST 2401	General Office Management	3
CGS 1570	Computer Applications for Business	3
CGS 2564	Introduction to Windows	3
OST 1107	Typing in Word Perfect I	3
OST 2117	Typing in Word Perfect II	3
PLA 1051	Legal Terminology	3
Total Core Credits Required		42

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 3 credits from the following:

MNA 2100	Organizational Behavior	3
MTB 1103	Business Math	3
GEB 2441	Business Ethics	3
GEB 1940	Internship	3
BUS 2242	Business Law II	3
_____	Approved College Credit Course(s)	—
Total Technical Elective Credits Required		3

Total Program Credits Required 63

MANUFACTURING TECHNOLOGY

GENERAL EDUCATION

Select one course from each category, see page 59.

College Credits

_____	_____	Communications	3
_____	_____	Humanities	3
_____	_____	Mathematics	3
_____	_____	Science	4
_____	_____	Social Science	3
_____	_____	General Education Electives	2
Total General Education Credits Required			18

CORE COURSES

ETI 2110	Quality Tools I	3
ETI 2111	Quality Control II	3
EET 1606C	Soldering PC Board Techniques	2
ETI 1411	Advanced Manufacturing Processes	3
EGS 1110C	Engineering Graphics	3
ETD 1710	Basic Machine Drafting	3
ETD 2655	Advanced Printed Circuit Board Drafting	3
EET 1015C	Basic Electricity/Electronics I	5
EET 1141C	Devices and Circuits I	5
ETD 2218	Geometric Dimensioning and Tolerancing	3
ETD 2219	Advanced Geometric Dimensioning and Tolerancing	3
ETD 1310	Introduction to Computer Drafting	3
ETD 1654	Intermediate PCB Drafting	3
Total Core Credits Required		42

TECHNICAL ELECTIVES

With approval of an advisor, select 4 credits.

_____	_____	Approved College Credit Electives	4
Total Program Credits Required			64

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ASSOCIATE OF SCIENCE (A.S.) DEGREE

MULTIMEDIA TECHNOLOGY

GENERAL EDUCATION

Select one course from each category; see page 59.

College Credits

_____	_____	Communications	3
_____	_____	Humanities	3
_____	_____	Mathematics	3
_____	_____	Science	4
_____	_____	Social Science	3
_____	_____	General Education Electives	2
Total General Education Credits Required			18

Technical Cores

At catalog press time the specific curriculum for the technical component of this program was under development and awaiting approval at the state level. For more information regarding the status of this program contact the Office of the Vice President for Instruction or the Office of Enrollment Services.

Total Credits Required for the Program	64
--	----

OFFICE SYSTEMS TECHNOLOGY

Students who successfully complete 30 core/technical credits in this degree program may be eligible to receive the college credit Office Systems Specialist Certificate.

GENERAL EDUCATION

Select one course from each category, see page 59.

College Credits

_____	_____	Communications	3
_____	_____	Humanities	3
_____	_____	Mathematics	3
_____	_____	Science	4
_____	_____	Social Science	3
_____	_____	General Education Electives	2
Total General Education Credits Required			18

CORE COURSES

CGS 1100	Microcomputer Applications	3
CGS 1570	Microcomputer Applications for Business	3
MTB 1103	Business Math	3
GEB 1011	Introduction to Business	3
OST 1601	Machine Transcription	3
OST 2335	Business Communications	3
CGS 1100	Microcomputer Applications	3
OST 2401	General Office Management	3
OST 1355	Records Management	3

CGS 2564	Introduction to Windows	3
OST 1107	Typing in Word Processing I	3
OST 2117	Typing in Word Processing II	3
GEB 1940	Internship	3

Total Core Credits Required 30

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 15 credits from the following:

BUL 2241	Business Law I	3
OST 2213	Advanced Shorthand	3
APA 1003	Accounting Fundamentals I	
or		
ACG 2021	Financial Accounting	3
MAR 2011	Marketing	3
GRA 1820C	Desktop Publishing I	3
GRA 1821C	Desktop Publishing II	3
GRA 2800C	Computer Graphics I	4
GEB 1940	Internship	3
_____	Approved College Credit Course(s)	—

Total Technical Elective Credits Required 15

Total Program Credits Required 63

PARALEGAL/LEGAL ASSISTANT

GENERAL EDUCATION

Select one course from each category, see page 59.

College Credits

_____	Communications	3
_____	Humanities	3
_____	Mathematics	3
_____	Science	4
_____	Social Science	3
_____	General Education Electives	2

Total General Education Credits Required 18

CORE COURSES

PLA 1003	Introduction to Paralegalism	3
PLA 1105	Legal Research	3
PLA 2263	Rules of Evidence	3
PLA 1203	Introduction to Civil Law	3
PLA 1104	Case Analysis and Legal Writing	3

Total Core Credits Required 15

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 31 credits from the following:

CGS 1100	Microcomputer Applications	3
CCJ 1210	Criminal Law	3
CCJ 1230	Criminal Procedures	3
PLA 1051	Legal Terminology	3
PLA 1603	Wills, Trusts, Probate	3
PLA 1804	Introduction to Family Law	3

PLA 2273	Torts: Injury	3
PLA 2949	Paralegal Internship	3
CGS 1570	Computer Applications for Business	3
BUL 2241	Business Law I	3
BUL 2242	Business Law II	3
OST 1107	Typing in Word Processing I	3
Total Technical Elective Credits Required		31
Total Program Credits Required		64

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ASSOCIATE OF SCIENCE (A.S.) DEGREE

RECORDING ARTS TECHNOLOGY

GENERAL EDUCATION

Select one course from each category; see page 59.

College Credits

_____	_____	Communications	3
_____	_____	Humanities	3
_____	_____	Mathematics	3
_____	_____	Science	4
_____	_____	Social Science	3
_____	_____	General Education Electives	2
Total General Education Credits Required			18

CORE COURSES

MUM 2300	Introduction to the Music Industry	3	
MUM 2600	Recording Techniques I	3	
MUM 2601	Recording Techniques II	3	
MUM 2604	Multi-Track Mixdown (Post Production)	3	
MUM 2600L	Recording Lab	3	
MUT 1121	Music Theory I	3	
MUT 1122	Music Theory II	3	
MUT 2126	Music Theory III	3	
MUT 2127	Music Theory IV	3	
MUT 1214	Sight Singing I	1	
MUT 1242	Sight Singing II	1	
MUT 2246	Sight Singing III	1	
MUT 2247	Sight Singing IV	1	
MUH 1011	Humanities - Music	3	
MVV 1211	Applied Voice	2-4	
MVK 1211	Applied Piano	2-4	
_____	_____	Approved College Credit Course(s)	-
Total Core Credits Required			46
Total Program Credits Required			64

RECREATION TECHNOLOGY

GENERAL EDUCATION

Select one course from each category; see page 59.

College Credits

_____	_____	Communications	3
_____	_____	Humanities	3
_____	_____	Mathematics	3
_____	_____	Science	4
_____	_____	Social Science	3
_____	_____	General Education Electives	2
Total General Education Credits Required			18

CORE COURSES

PET 1000	Introduction to Physical Education	3
PET 2622	Care and Prevention of Athletic Injuries	3
HSC 1100	Health Education	3
HLP 1081	Wellness	3
PEM 1131A	Strength Training	3
HSC 1400	First Aid	3
HUN 1201	Nutrition	3
_____	Selected Activity Courses	4

Total Core Credits Required 25

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 21 credits from the following:

REA 1605	Effective Study	1
CCS 1100	Microcomputer Applications	3
SPC 1600	Speech	3
THE 2000	Humanities - Theatre	3
SYG 2000	Sociology	3
DEP 2004	Human Growth and Development	3
MNA 2100	Organizational Behavior	3
FAD 1123	Adults in a Changing Society	3
ORI 2000	Oral Interpretation	3
SYG 2010	Social Problems	3
EDF 1005	Introduction to Education	3
_____	Approved College Credit Course(s)	3
_____	Selected Activity Courses	4

Total Technical Elective Credits Required 21

Total Program Credits Required 64

Nursing - Program Partnership with Pensacola Junior College

In addition to the Pre-Nursing A.A. Degree, the Department of Science coordinates a Nursing Career Mobility Program through a special agreement with Pensacola Junior College (PJC). The program is designed to provide an educational career ladder for Licensed Practical Nurses to earn the A.S. Degree in Nursing and become Registered Nurses. All pre-nursing courses are offered at the OWCC Fort Walton Beach Campus, with the exception of NUR 2710C Career Mobility Nursing Concepts, which must be completed at Pensacola Junior College. Lab assignments are completed in local area hospitals. General Education courses for the program may be completed at the various OWCC locations. Interested individuals without the LPN certificate would need to attend selected courses on the PJC Warrington Campus. For additional information, contact the Fort Walton Beach Campus Provost's Office at 863-6500, or call the PJC Department of Nursing at (850) 484-2278.

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CERTIFICATE PROGRAMS

Certificate Programs are designed to prepare students for employment in selected professional, technical, and occupational skill areas. OWCC offers two types of certificate programs, college credit certificates and vocational credit certificates. Both are technically oriented and require less time to complete than do the two-year degree programs.

College Credit Certificates

College credit certificates¹ range from twenty-four (24) to sixty (60) credits in length, although most are comprised of thirty (30) credits, and require approximately one academic year to complete. Courses in these certificates include professional and technical skills, with an emphasis on practical application. Most college credit certificate programs include an internship option through which students may gain on-the-job experience as they study.

Each of the OWCC college credit certificates is paired with a companion A.S. Degree Program. Upon successful completion of the college credit certificate, the student may receive credit toward approximately 45% to 50% of the course requirements in the companion A.S. Degree program. Conversely, students who successfully complete the technical credits within a companion A.S. Degree program may qualify for graduation from the appropriate certificate program. In this manner, students may receive two graduation credentials from the college. Students should work closely with an advisor to plan their studies in a way to take advantage of this opportunity.

College Credit Certificates Offered at OWCC

- Accounting Applications
- Business Management/Small Business Management
- Child Development and Education
- Microcomputer Specialist
- Office Systems Specialist
- Promotion Management (Marketing)
- At catalog press time, a number of additional short-term college credit programs were under consideration and development by OWCC. Students interested in pursuing a field of study not listed above should contact the Office of the Vice President for Instruction or the Office of Enrollment Services to check on the status of additional short term college credit options.

Vocational Credit Certificates

Vocational credit certificates¹ are comprised of vocational credits, as distinct from college credits. The certificates are generally less than one year in length and are designed to prepare students for employment in selected occupational skill areas. Most vocational certificates contain an internship option through which students may gain on-the-job experience as they study. The curriculum is heavily oriented toward problem solving and skill application. In certain circumstances, the skills acquired through completion of a vocational credit certificate may be articulated into comparable college credit work and applied to college credit certificates or A.S. Degree programs. Students should work closely with an advisor to plan their studies in a way to take advantage of this opportunity.

Vocational Credit Certificates Offered at OWCC

- Corrections Basic
- Customer Service Specialist

- Hospitality Services
- Law Enforcement Basic
- Maintenance/Facilities Specialist (Environmental Services)
- Office Support Technology

At catalog press time, a number of additional vocational credit certificates were under consideration and development by OWCC. Students interested in pursuing a field of study not listed above should contact the Office of the Vice President for Instruction or the Office of Enrollment Services to check on the status of additional certificate options.

Graduation Requirements for Certificate Programs

To successfully complete a college or vocational credit certificate, the student must meet the following requirements.

1. Complete the courses and other requirements as specified in the program of study.
2. Complete at least 25% of the certificate coursework in residence at OWCC.
3. Maintain a cumulative GPA of not less than 2.00 in all coursework pursued for the certificate.
4. Satisfy all other college graduation requirements.

In addition, students wishing to complete a vocational certificate must demonstrate minimum skill levels in reading, communications, and mathematics, as measured by the TABE. The levels vary for each program of study.

¹At catalog press time the State of Florida was reviewing the length and content of the vocational programs offered in the community college system. Some program requirements may change upon completion of this review.

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CERTIFICATE PROGRAMS

ACCOUNTING APPLICATIONS

College Credit Certificate

Students who successfully complete this certificate may receive thirty (30) of the credits toward the requirements of the Accounting Technology A.S. Degree program.

CORE COURSE

College Credits

GEB 1011	Introduction to Business	3
APA 1003	Accounting Fundamentals I	3
APA 1013	Accounting Fundamentals II	3
ACG 2071	Managerial Accounting	3
CGS 1100	Microcomputer Applications	3
OST 2335	Business Communications	3
CGS 1570	Computer Applications for Business	3
Total Core Courses Required		21

TECHNICAL ELECTIVES

With the approval of an advisor, select nine credits from the following:

MTB 1103	Business Math	3
GEB 1940	Internship/Work Experience	3
GEB 1940A	Internship, Work Experience	3
CGS 2564	Intro. to Windows	3
BUL 2241	Business Law I	3
TAX 2000	Federal Income Tax	3
ECO 2013	Economics I	3
	Other approved college credit elective	3
Total Technical Electives Required		9
Total Program Credits Required		30

BUSINESS MANAGEMENT/ SMALL BUSINESS MANAGEMENT

College Credit Certificate

Students who successfully complete this certificate may receive thirty (30) credits toward the requirements of the Business Administration and Management A.S. Degree program.

CORE COURSES

College Credits

GEB 1011	Introduction to Business	3
MTB 1103	Business Math	3
OST 2335	Business Communications	3
CGS 1100	Microcomputer Applications	3
MAN 2021	Management	3
CGS 1570	Computer Applications for Business	3
MNA 2100	Organizational Behavior	3
Total Core Courses Required		21

TECHNICAL ELECTIVES

With approval of an advisor, select nine credits from the following:

GEB 1940	Internship/Work Experience	3
BUL 2241	Business Law I	3
GEB 2441	Business Ethics	3
APA 1003	Fundamentals of Accounting	
	or	
ACG 2021	Financial Accounting	3
ECO 2013	Economics	3
MAN 2300	Personnel Management	3
MAR 2011	Introduction to Marketing	3
_____	_____ Other approved college credit elective	3
Total Technical Electives Required		9
Total Credits Required		30

CHILD DEVELOPMENT
AND EDUCATION

College Credit Certificate

Students who successfully complete this certificate may receive thirty (30) credits toward the requirements of the Child Development and Education A.S. Degree program.

CORE COURSES

College Credits

DEP 2100	Child Growth and Development I	3
CHD 1430	Observing and Recording Child Behavior	3
CHD 2432A	Curriculum for Young Children I	3
HUN 2410A	Child Nutrition and Health	
	or	
HUN 2201	Nutrition	3
CHD 2322	Programs for Young Children	3
Total Core Courses Required		15

TECHNICAL ELECTIVES

With the approval of an advisor, select fifteen credits form the following:

CHD 2332A	Curriculum for Young Children II	3
CHD 2334A	Curriculum for Young Children III	3
CHD 2337A	Curriculum for Young Children IV	3
MTB 1103	Business Math	3
ENC 2210	Technical Writing	3
CHD 1941	Internship - Child Development	3
	(May be repeated 3 times for 9 Credit hours)	
CHD 2433	Child Development Seminar	3
CHD 1230	Child Growth and Development II	3
CHD 1225	Infant and Toddler	3
CHD 1800	Early Childhood Program Admin.	3
CHD 1530	Parenting Education	3
CHD 1223	Guidance for Young Children	3
Total Technical Electives Required		15

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CERTIFICATE PROGRAMS

CORRECTIONS BASIC

Vocational Credit Certificate

CORE COURSES

Vocational Credits

CJD 0710	Criminal Justice Legal I*	2
CJD 0711B	Criminal Justice Legal II*	1
CJD 0712B	Criminal Justice Communications	2
CJD 0733B	Interpersonal Skills I	3
CJD 0704	Criminal Justice Defensive Tactics	4
CJD 0705	Criminal Justice Weapons	3
CJD 0254	Criminal Justice Medical	2
CJD 0773	Interpersonal Skills II	2
CJD 0741	Emergency Preparedness	1
CJD 0752	Correctional Operations	3
Total Vocational Program Credits Required		23

NOTE: Entry into Criminal Justice Certificate Programs requires meeting the standards as established by the Criminal Justice Advisory Board and the Florida Department of Law Enforcement, Division of Criminal Justice Standards and Training for employment. A copy of these requirements will be furnished by the Public Safety Division at OWCC. In addition, students must comply with Rule 6A-10.040 of the Department of Education. A copy of this rule will be furnished by the Public Safety Division of OWCC.

* Law Enforcement and Corrections academy students who plan to apply for the A.S. Degree in Criminal Justice Technology program may wish to enroll in the college credit equivalents of C.J. Legal I, (CJD 1700), Legal II (CJD 1701), Law Enforcement Legal III (CJD 2720).

CUSTOMER SERVICE SPECIALIST

Vocational Credit Certificate

At catalog press time, the final curriculum and course numbers for this new program were still under development. For additional information, contact the Office of the Vice President for Instruction or the Office of Enrollment Services.

CORE COURSES

Vocational Credits

_____	_____	Customer Service	2
_____	_____	Microcomputers in the Office	1
_____	_____	Wordprocessing I	2
_____	_____	Office Communications	2
_____	_____	Advanced Customer Service	3
_____	_____	Basic Marketing	3
_____	_____	Office Internship	5
Total Vocational Program Credits Required			18

HOSPITALITY SERVICES

Vocational Credit Certificate

At catalog press time, the final curriculum and course numbers for this new program were still under development. For additional information, contact the Office of the Vice President for Instruction or the Office of Enrollment Services.

CORE COURSES

Vocational Credits

___	___	Intro. to Hospitality Industry I	3
___	___	Customer Service	2
___	___	Microcomputers in the Office	1
___	___	Hospitality Services Operations	2
___	___	Salesmanship	2
___	___	Guest Services Operations	2
___	___	Intro. to Hospitality Industry II	3
___	___	Hospitality Internship	3
Total Vocational Program Credits Required			18

LAW ENFORCEMENT BASIC

Vocational Credit Certificate

CORE COURSES

Vocational Credits

CJD 0710	Criminal Justice Legal I*	2
CJD 0711A	Criminal Justice Legal II*	2
CJD 0730	Law Enforcement Legal III*	2
CJD 0712A	Criminal Justice Communications	2
CJD 0713A	Interpersonal Skills I	3
CJD 0704	Criminal Justice Defensive Tactics	4
CJD 0705	Criminal Justice Weapons	3
CJD 0254	Criminal Justice Medical	2
CJD 0731	Law Enforcement Patrol	3
CJD 0732	Law Enforcement Traffic	2
CJD 0723	Vehicle Operations	2
CJD 0734	Law Enforcement Investigations	3
Total Vocational Program Credits Required		30

NOTE: Entry into Criminal Justice Certificate Programs requires meeting the standards as established by the Criminal Justice Advisory Board and the Florida Department of Law Enforcement, Division of Criminal Justice Standards and Training for employment. A copy of these requirements will be furnished by the Public Safety Division at OWCC. In addition, students must comply with Rule 6A-10.040 of the Department of Education. A copy of this rule will be furnished by the Public Safety Division of OWCC.

* Law Enforcement and Corrections academy students who plan to apply for the A. S. Degree in Criminal Justice Technology program may wish to enroll in the college credit equivalents of C.J. Legal I, (CJD1700), Legal II (CJD1701), Law Enforcement Legal III (CJD2720).

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CERTIFICATE PROGRAMS

MAINTENANCE/FACILITIES SPECIALIST (ENVIRONMENTAL SERVICES)

Vocational Credit Certificate

At catalog press time, the final curriculum and course numbers for this new program were still under development. For additional information, contact the Office of the Vice President for Instruction or the Office of Enrollment Services.

CORE COURSES

Vocational Credits

_____	_____	Orientation to Environmental Services	1
_____	_____	Maintenance Services	2
_____	_____	Grounds Services	2
_____	_____	Maintenance/Facilities Internship	5
Total Vocational Program Credits Required			10

MICROCOMPUTER SPECIALIST (BUSINESS DATA PROCESSING)

College Credit Certificate

Students who successfully complete this certificate may receive thirty (30) credits toward the requirements of the Computer Information Science A.S. Degree program.

CORE COURSES

College Credits

CGS 2510	Electronic Spreadsheets	3
CGS 1554	Internet	1
GEB 1011	Intro. to Business	3
CGS 1100	Microcomputer Applications	
CGS 1570	Computer Applications	3
CGS 2564	Intro. to Windows	3
CGS 2560	MS-DOS	1
CDA 2500	Network Technology	3
Total Core Courses Required		20

TECHNICAL ELECTIVES

With approval of an advisor, select ten credits from the following:

OST 2335	Business Communications	3
GEB 1940	Internship/Work Experience	3
GEB 1940A	Internship/Work Experience	3
MTB 1103	Business Math	3
APA 1003	Accounting Fundamentals I	3
APA 1013	Accounting Fundamentals II	3
CGS 2540	Introduction to dBase III	2
CGS 2423	Programming in C	3
_____	Visual Basic	3
CGS 2575	Desktop Publishing	2
_____	Other computer related college credit course(s)	6

Total Technical Electives Required	10
Total Credits Required	30

OFFICE SUPPORT TECHNOLOGY

Vocational Credit Certificate

At catalog press time, the final curriculum and course numbers for this new program were still under development. For additional information, contact the Office of the Vice President for Instruction or the Office of Enrollment Services

CORE COURSES

Vocational Credits

_____	_____	Office Procedures	2
_____	_____	Microcomputers in the Office	1
_____	_____	Wordprocessing I	2
_____	_____	Customer Service	2
_____	_____	Office Communications	2
_____	_____	Wordprocessing II	2
_____	_____	Office Internship	4
Total Vocational Program Credits Required			15

OFFICE SYSTEMS SPECIALIST

College Credit Certificate

Students who successfully complete this certificate may receive thirty (30) credits toward the requirements of the Office Systems Technology A.S. Degree program.

CORE COURSES

College Credits

OST 1107	Typing I and Word Processing I	3
OST 2117	Typing II and Word Processing II	3
OST 2401	General Office Management	
or		
OST 2402	Secretarial Office Management	3
CGS 2564	Introduction to Windows 95	3
OST 1355	Records Management	3
CGS 1100	Microcomputer Applications	3
Total Core Courses Required		18

TECHNICAL ELECTIVES

With the approval of an advisor, select 12 credits from the following:

GEB 1940	Business/Office Internship I	3
GEB 1940A	Business/Office Internship II	3
MAN 2021	Management	3
MTB 1103	Business Math	3
OST 1601	Machine Transcription	3
OST 2335	Business Communications	3
APA 1003	Accounting Fundamentals	3
BUL 2241	Business Law I	3
GEB 1011	Introduction to Business	3

CGS 1570 Microcomputers for Business 3

Total Technical Electives
Required 12

Total Credits Required 30

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CERTIFICATE PROGRAMS

PROMOTION MANAGEMENT

College Credit Certificate

Students who successfully complete this certificate may receive thirty (30) credits toward completion of the Business Management and Administration A.S. Degree program.

CORE COURSES

College Credits

GEB 1011	Intro. to Business	3
MAR 2011	Intro. to Marketing	3
MKA 2021	Professional Selling	3
MNA 2100	Organizational Behavior	3
CGS 1100	Microcomputer Applications	3
CGS 2575	Desktop Publishing	2
CGS 2564	Intro. to Windows	3
OST 2335	Business Communications	3
Total Core Courses Required		24

TECHNICAL ELECTIVES

With approval of an advisor, select six credits from the following:

APA 1003	Accounting Fundamentals	3
BUL 2241	Business Law I	3
MKA 2511	Advertising	3
MTB 1103	Business Math	3
CGS 1570	Computer Applications for Business	3
MKA 1620	Industrial Marketing	3
MKA 2041	Retail Management	3
HFT 2210	Hospitality Management	3
CGS 1554	Introduction to Internet	1
GEB 1940	Internship/Work Experience	3
GEB 1940A	Internship/Work Experience	3
Total Technical Electives		6
Total Credits Required		30

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ADULT GENERAL EDUCATION

Okaloosa-Walton Community College offers a variety of non-credit instructional options for individuals and groups wishing to pursue their educational goals outside of the traditional credit programs that lead to degrees and certificates. Courses offered through these options range from personal enrichment, recreation, leisure, and crafts to professional development and customized business/industry training. Courses offered through these options are non-credit and may not be used toward any OWCC degree or certificate program. Students enrolled in non-credit courses receive all of the benefits of the regular students, including use of the library, access to special events, and free parking.

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. ABE classes are designed for students who want to improve their basic skills in reading, writing, and mathematics. The curriculum is divided into four literacy courses, including beginning, basic, intermediate and advanced levels. Classes are free to adults whose academic skills are assessed at below the ninth grade level. Students may progress at their own speed, but are limited to a maximum number of instructional hours per state regulation.

General Education Development (GED)

GED classes prepare students to take the General Education Development examination, which leads to a State of Florida High School Equivalency Diploma. Instruction is targeted to the secondary level with subject content in the areas of writing, social studies, science, reading, and mathematics. Classes are free to students who do not have a high school diploma or equivalency and have academic skills assessed at or above the ninth grade level. The OWCC Testing Center offers the GED Examination throughout the academic year. Students must register in advance for the exam and pay an examination fee. Testing is offered at the Niceville and Fort Walton Beach campuses, the Sikes Center in Crestview, and the Chautauqua Center in DeFuniak Springs.

GED Prep Seminars

Special GED Prep Seminars are available for students to attempt the GED Practice Exam. The results of the practice test will tell students if they are ready for the actual exam or would benefit from additional academic preparation. In addition to this assessment, the two-day GED Seminar introduces students to test-taking strategies, effective study skills, career counseling, and post-secondary financial aid information.

English for Speakers of Other Languages (ESOL)

The ESOL curriculum at OWCC is designed to build the student's oral and written English language skills. There are four levels of ESOL classes, including Beginning, Basic, Intermediate and Advanced Levels. Students progress at their own speed, but are limited to a maximum number of hours of enrollment per state regulations. Courses are free to eligible adult students and are held at OWCC's Education Centers at Eglin AFB and Hurlburt Field, and at other sites as needed.

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CONTINUING EDUCATION PROGRAMS

Okaloosa-Walton Community College offers a variety of non-credit instructional options for individuals and groups wishing to pursue their educational goals outside of the traditional credit programs that lead to degrees and certificates. Courses offered through these options range from personal enrichment, recreation, leisure, and crafts to professional development and customized business/industry training. Courses offered through these options are non-credit and may not be used toward any OWCC degree or certificate program. Students enrolled in non-credit courses receive all of the benefits of the regular students, including use of the library, access to special events, and free parking.

Institute for Professional Development

The Institute for Professional Development (IPD), coordinated from the Fort Walton Beach campus, is dedicated to serving the specialized training needs of business, industry, government, agencies, and other local entities. The IPD offers custom training programs developed to meet the needs of a specific business, professional group, or other organization, as well as professional development classes for individuals wishing to upgrade their job skills, seek certification in a particular occupation, maintain licensure requirements, or refresh their professional skills in anticipation of an employment change.

Certain classes offered through the Institute carry Continuing Education Units (CEUs). For non-credit courses containing structured, sequential content with appropriate learning objectives targeted to the needs of a specific group or profession, the college may award one CEU for each ten hours of instruction or equivalent. CEU courses are distinct from other non-credit classes and may require additional fees, special eligibility enrollment standards, minimum attendance hours, or other special considerations. Course fees vary with the type of course offered.

Recreation and Leisure (Personal Enrichment)

A variety of non-credit personal enrichment courses are available throughout the year. Topics range from computer skills, fitness, gardening, nutrition, and travel tips, to painting, cooking, foreign languages, safety and first aid, and consumer education. Fees vary with the length and type of course offered; most classes are held on the Niceville campus.

PRIME TIME (Positive Retirement through Imaginative Education)

The Prime Time Program offers a wide selection of non-credit courses targeted toward the interests of the 50-plus population. The course offerings are planned by a special Prime Time Curriculum Committee, which considers topics and suggestions of past enrollees and of community members. Fees vary with the length and type of course; enrollments are open to all adults, regardless of age.

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COURSE NUMBERING

Florida 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 made suggestions and criticisms to be incorporated into the system.

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

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SYG-010 at a community college, he/she cannot be required to repeat SYG-010 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 will carry the same prefix and last three digits; that is what identifies them as equivalent.

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COURSE NUMBERING

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)
Marine Biology 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-046). 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; EUHM 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.

COURSE NUMBERING

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:

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"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:

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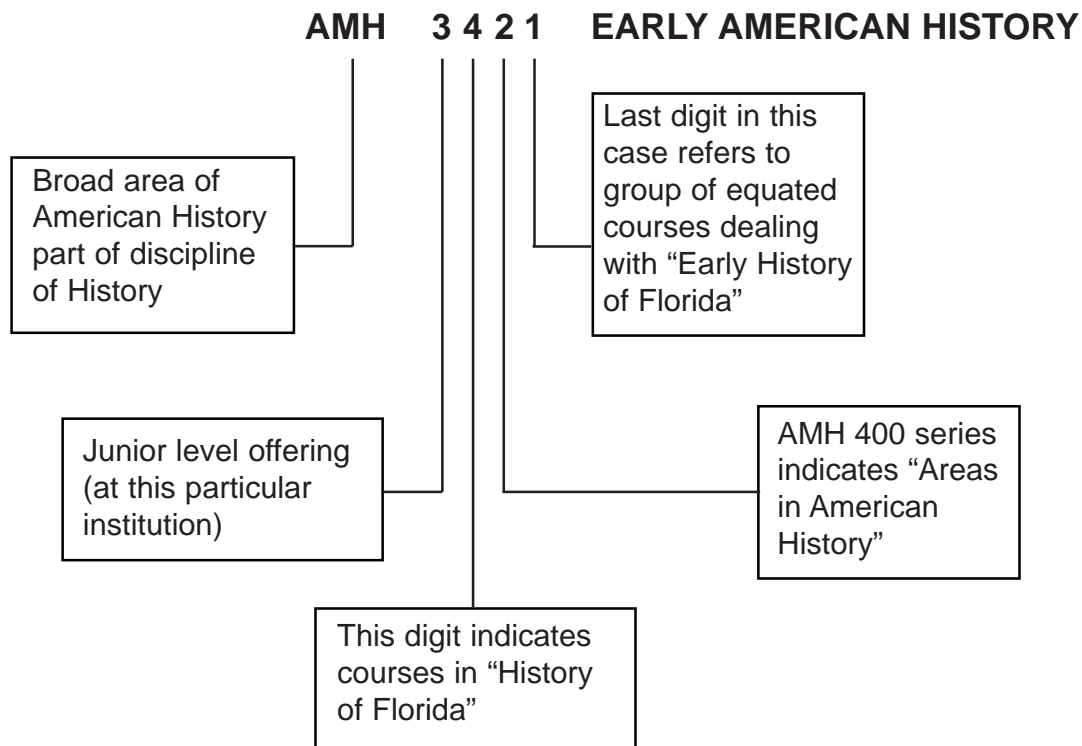
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❖ Exceptions to the Rule for Equivalencies

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

- A. All numbers which have a second digit of 9 (example 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 in 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.

DEPARTMENT/PROGRAM AREA	COURSE PREFIXES
Athletics, Health, and Fitness 729-5379	DAA, EMS, HLP, HSC, PEL, PEM, PEO, PET
Business Education 729-5369	ACG, APA, BAN, BUL, DES, ECO, FIN, GEB, HFT, HSC, MAN, MAR, MKA, MNA, MTB, OST, PLA, REE, RMI, SLS, TAX
Child Development 729-5735	CHD
Communications 729-5390	AML, CRW, ENC, ENG, ENL, ESL, FRE, FRW, GER, GEW, JOU, LIS, LIT, ORI, REA, SLS, SPA, SPC
Computer Science 729-5369	CDA, CGS, CIS, COP
Humanities, Fine & Performing Arts 729-5382	ARH, ART, HUM, MUH, MUM, MUN, MUS, MUT, MVB, MVK, MVP, MVS, MVV, MVW, PGY, PHI, REL, THE, TPA, TPP
Manufacturing and Technology 729-5218	ACR, AMT, ART, BCN, CET, EET, EGS, EST, ETD, ETG, ETI, GRA, PMT, SUR
Mathematics 729-5253	MAC, MAP, MAS, MAT, MGF, MTB, STA
Public Safety 729-5260	CCJ, CJD
Sciences 729-5239	AST, BOT, BSC, CHM, GLY, HUN, MCB, MET, OCE, PCB, PHY, PHZ, PSC, ZOO
Social Sciences 729-5390	AMH, ANT, CLP, DEP, EDF, EDG, EDP, EEX, GEO, INR, ISS, POS, POT, PSY, SOC, WOH

SUBJECT AND COURSE PREFIX LISTING

Accounting	ACG, APA, FIN, TAX	Insurance	RMI
Anthropology	ANT	Legal Assisting	PLA
Art	ART, PGY	Legal Secretary	OST
Art History	ARH	Library Science	LIS
Astronomy	AST	Literature	AML, ENG, ENL, LIT
Banking	BAN	Management	MAN, MNA
Biology	BOT, BSC, MCB, OCE, PCB, ZOO	Manufacturing	ETI, EST, PMT
Botany	BOT	Marketing	MAR, MKA
Building Construction	BCN	Mathematics	MAC, MAP, MAS, MAT, MGF, MTB, STA
Business	GEB	Medical Office Skills	OST, HSC
Business Law	BUL	Medical Reporting	OST, HSC
Chemistry	CHM	Meteorology	MET
Communications	JOU	Multimedia	ART, GRA
Computer Science	CDA, GGS, CIS, COP	Music	MUH, MUN, MUS, MUT, MVB, MVK, MVP, MVS, MVV, MVW
Criminal Justice	CCJ, CJT	Nutrition	HUN
Dance	DAA, PEM	Oceanography	OCE
Dental Hygiene	DES	Office Skills	CGS, OST
Drafting	BCN, EGS, ETD, ETG	Paramedic	EMS
Early Childhood	CHD	Philosophy	PHI
Economics	ECO	Photography	PGY
Education	EDF, EDG, EEX	Physical Education	HLP, PEM, PEO, PET
Electricity/Electronics	CET, EET, EST, ETD	Physical Science	PSC, PHZ
Engineering Technology	ETD, ETG	Physics	PHY
English	CRW, ENC, ENG, REA	Political Science	INR, POS
English as Second Language	ESL	Psychology	CLP, DEP, EDP FAD, PSY
Environmental Science	PCG	Quality Control	ETI
Finance	FIN	Real Estate	REE
French	FRE	Religion	REL
Journalism	JOU	Theatre	THE, TPA, TPP
Geography	GEO	Sign Language	SPA
Geology	GLY	Spanish	SPN
German	GER, GEW	Speech and Debate	ORI, SPC
Graphic Design	ART, GRA	Sociology	SYG
Health Education	HSC	Surveying	SUR
History	AMH, WOH	Wellness	HUN, HLP, PEM
Hospitality Management	HFT		
Humanities	HUM		

COURSE DESCRIPTIONS / ADULT GENERAL EDUCATION

ABE I - Reading

This course provides individual and small group instruction in reading and comprehension skills for students at the beginning literacy level.

ABE I - English/Writing

This course provides individual and small group instruction in English and writing skills for students at the beginning literacy level.

ABE I - Mathematics

This course provides individual and small group instruction in mathematics and basic computation skills for students at the beginning literacy level.

ABE II - Reading

This course provides individual and small group instruction in reading and comprehension skills for students at the basic literacy level.

ABE II - English/Writing

This course provides individual and small group instruction in English and writing skills for students at the basic literacy level.

ABE II - Mathematics

This course provides individual and small group instruction in mathematics and computation for students at the basic literacy level.

ABE III - Reading

This course provides individual and small group instruction in reading and comprehension skills for students at the intermediate literacy level.

ABE III - English/Writing

This course provides individual and small group instruction in English and writing skills for students at the intermediate literacy level.

ABE III - Mathematics

This course provides individual and small group instruction in mathematics and computations skills for students at the intermediate literacy level.

ABE IV - Reading

This course provides individual and small group instruction in reading and comprehension skills for students at the advanced literacy level.

ABE IV - English/Writing

This course provides individual and small group instruction in English and writing skills for students at the advanced literacy level.

ABE IV - Mathematics

This course provides individual and small group instruction in mathematics and computation skills for students at the advanced literacy level.

ESOL I

This course provides small group and individualized instruction in both oral and written English communication skills at the beginning level. The course is designed for non-native English speakers.

ESOL II

This course provides small group and individualized instruction in both oral and written English communication skills at the basic level. The course is designed for non-native English speakers.

ESOL III

This course provides small group and individualized instruction in both oral and written English communication skills at the intermediate level.

The course is designed for non-native English speakers.

ESOL IV

This course provides small group and individualized instruction in both oral and written English communication skills at the advanced level.

The course is designed for non-native English speakers.

GED Orientation and Assessment

A short seminar style course designed to provide students with an orientation to adult education, including study skills, career counseling, and effective test-taking strategies; student skills are assessed for placement in the appropriate instruction level; a practice GED test is available as well.

GED English/Writing Preparation

Designed to provide subject matter instruction and skill development in English and writing at the secondary level for preparation to take the General Education Development Examination; writing, grammar, and spelling skills are emphasized.

GED Mathematics Preparation

Provides the student with skill development in the mathematics area at the secondary level for preparation to take the mathematics subsection of the General Education Development Examination.

GED Reading Preparation

Provides the student with skill development in reading and reading comprehension at the secondary level for preparation to take the mathematics subsection of the General Education Development Examination.

GED Science Preparation

Provides the student with subject matter instruction in the natural sciences area at the secondary level for preparation to take the science subsection of the General Education Development Examination.

GED Social Studies Preparation

Provides the student with subject matter instruction in the social studies area at the secondary level for preparation to take the social studies subsection of the General Education Development Examination.

*Course numbers to be assigned, check the Schedule of Classes.

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COURSE DESCRIPTIONS / COLLEGE PREPARATORY

ENC 0010*

College Preparatory English, Level 1, 3 semester hours, 45 lec.
(Fall, Spring, Summer) This course develops written language skills for students whose entry level placement scores fall below the minimum and whose writing samples were rated 1A. Basic sentence structure and elementary grammatical concepts will be emphasized. Approximately one-third of instruction will be focused on composing coherent, well-structured sentences in paragraphs. Grammar instruction will be limited to understanding the parts of sentences. At any point in the semester a student earning a "C" in the course may take an exit examination; a passing score will allow the student to be eligible for ENC 0020. Such a student may skip ENC 0020 by passing an appropriate exam.

ENC 0020*

College Preparatory English, Level 2, 3 semester hours, 45 lec.
(Fall, Spring, Summer) This course is designed to develop written language skills for students whose entry level placement scores fall below the minimum and whose writing samples are rated 1B. Basic sentence, paragraph organization, grammatical concepts, usage, and elementary punctuation will be emphasized. Approximately one-third of instruction will be focused on composing coherent, well-structured paragraphs; at least one short essay (3 to 5 paragraphs) may be written at the end of the semester. At any point in the semester, a student earning a "C" in the course may take a final exam; a passing score will allow him/her to enroll in ENC 0080.

ENC 0080*

College Preparatory English, Level 3, 3 semester hours, 45 lec.
(Fall, Spring, Summer) This course includes practice in writing sentences, paragraphs, and essays; review of grammar; and introduction of effective rhetorical patterns. Placement is determined by (1) a grade of "C" or better in ENC 0010 or ENC 0020 together with a score of 2 on the writing sample or (2) a grade of "C" or better in ENC 0020 College Preparatory English, Level 2 or (3) on an elective basis with a score of 83 or above on the Florida Entry-Level Placement Test. At any point in the semester a student earning a "C" in the course may take a final examination; a passing score will allow the student to be eligible for ENC 1101.

MAT 0002A*

Developmental Arithmetic, 2 semester hour, 30 lec. (Fall, Spring, Summer) This course is designed for students whose entry level placement test scores may not meet requirements for degree credit. (By State Board of Education Rules, students are limited to three registrations in this course). It is designed to reinforce knowledge of operations with fractions, decimals, percents and signed numbers with applications. May be repeated by students not fulfilling competency requirements. Not applicable toward the associate degree.

MAT 0024*

College Preparatory Algebra, Level I, 3 semester hours, 75 lec.
(Offered as needed) 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.

REA 0001*

College Prep Reading, Level 1, 3 semester hours, 45 lec., 30 lab.
(Fall, Spring, Summer) Conducted in a lecture/lab setting, this course is designed to improve reading speed, vocabulary, comprehension, and study skills. Also covered (at a basic level) are the skills that conform to CLAST/FCEP standards. Activities and materials are individualized to meet specific needs of students as determined through diagnostic instruments. Course must be

repeated by students not fulfilling competency requirements. However, State Education rules limit students to three registrations in this course.

Prerequisite: Score of 0-63 on the FCEP.

REA 0002*

College Prep Reading, Level 2, 3 semester hours, 30 lec., 45 lab.

(Fall, Spring, Summer) This course is designed to increase the student's ability to comprehend written material. Emphasis is placed on textbook reading, vocabulary development, and comprehension. Also, emphasized are literal and critical interpretations of reading material and awareness and understanding of the skills tested on the FCEP and the CLAST. Credits are not applicable toward the A.A. or A.S. Degrees. Prerequisite: Score of 64-82 on the FCEP, and/or students who have successfully completed College Prep Reading, Level 1.

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

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VOCATIONAL CREDIT COURSES

CJD 0254D

Criminal Justice Medical, 2 Vocational Credits, 60 contact hours, 48 lec./12 TBA (Offered as needed)

The course is designed to familiarize officer's to their role as first responders to medical emergencies; to include: knowledge of first responder techniques, overview of the human body, diagnostic signs of patient examination airway care and pulmonary resuscitation, cardiopulmonary resuscitation, shock, bleeding, and primary patient care. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0704D

Law Enforcement Defensive Tactics, 4 Vocational Credits, 120 contact hours, 60 lec./46 lab/14 TBA (Offered as needed)

Instruction includes the techniques used for an officer's personal safety and those necessary to subdue, search, and then transport resisting individuals. The use of restraining devices, impact weapons, and pressure points are covered. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0705D

Criminal Justice Weapons, 3 Vocational Credits, 90 contact hours, 20 lec./44 lab/26 TBA (Offered as needed)

Criminal Justice Weapons includes instruction in the use of officer firearms including handguns and shotguns. Safety procedures and ammunition use are covered in lecture. Instructions includes the use of chemical agents, with practical exercises included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0710

Criminal Justice Legal I, 2 Vocational Credits, 60 contact hours, 46 lec./14 TBA (Offered as needed)

Criminal Justice Legal I provides an introductory overview of the Criminal Justice System and a history of law. The foundation and basic components of law are studied with specific focus upon officer application. Court procedure and testimony are examined. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0711A

Criminal Justice Legal II, 2 Vocational Credits, 60 contact hours, 48 lec./12 TBA (Offered as needed)

Constitutional Law and its application to the public and officers are examined. Law - including evidence procedures, arrest laws, search and seizure, and various statutory laws that are common of Police and Correctional Officers are studied. Emphasis is given to elements of various crimes. Various civil law applications are covered. Civil and criminal liability of officers is studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0711B

Criminal Justice Legal II, 1 Vocational Credit, 30 contact hours, 22 lec./8 TBA (Offered as needed)

Constitutional Law and its application to the public and officers are examined. Law - including evidence procedures, arrest laws, search and seizure, and various statutory laws that are common of Police and Correctional Officers are studied. Emphasis is given to elements of various crimes. Various civil law applications are covered. Civil and criminal liability of officers is studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0712A

Criminal Justice Communications, 2 Vocational Credits, 60 contact hours, 56 lec./4 TBA (Offered as needed)

The report-writing process - from the interview statement taking, and note-taking, through the final report product - is covered with practical exercises included. The differences between interviewing and interrogation are explored. Interpersonal skills in communication are covered along with radio and telephone procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0712B

Criminal Justice Communications, 2 Vocational Credits, 60 contact hours, 42 lec./18 TBA (Offered as needed)

The report-writing process - from the interview statement taking, and note-taking, through the final report product - is covered with practical exercises included. The differences between interviewing and interrogation are explored. Interpersonal skills in communication are covered along with radio and telephone procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0713A

Interpersonal Skills I, 3 Vocational Credits, 90 contact hours, 66 lec./24 TBA (Offered as needed)

Community relations techniques and courtesy are addressed with emphasis given to crime prevention. The needs of the various groups within society are addressed including: juveniles; the elderly; ethnic and cultural groups; the mentally ill and retarded; the physically handicapped; substance abusers. Intervention techniques for various situations including: suicide; domestic violence; and other crises are studied, with practical exercises. Stress recognition and reduction are included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0713B

Interpersonal Skills I, 3 Vocational Credits, 90 contact hours, 62 lec./28 TBA (Offered as needed)

Community relations techniques and courtesy are addressed with emphasis given to crime prevention. The needs of the various groups within society are addressed including: juveniles; the elderly; ethnic and cultural groups; the mentally ill and retarded; the physically handicapped; substance abusers. Intervention techniques for various situations including: suicide; domestic violence; and other crises are studied, with practical exercises. Stress recognition and reduction are included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0723D

Law Enforcement Vehicle Operations, 2 Vocational Credits, 60 contact hours, 20 lec./12 lab/28 TBA (Offered as needed)

The components of the police environment are explored, and practical exercises on the driving range are conducted. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0730DCriminal Justice Legal III, 2 Vocational Credits, 60 contact hours, 32 lec./28 TBA (Offered as needed)

Various criminal laws and their elements are studied. Emphasis is placed upon those laws specific to Police application. Traffic and driver's license laws are studied. Legal considerations of officer vehicle operation are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0731

Law Enforcement Patrol, 3 Vocational Credits, 90 contact hours, 44 lec./20 lab/26 TBA (Offered as needed)

Law Enforcement Patrol addresses the skills and techniques that are needed by officers daily to do patrol tactics and respond to various types of calls. Methods of approach to various high-risk situations are explored, with practical exercises included. Unusual occurrence events, including fire-fighting and crowd control are addressed. Objectives are addressed as

specified by the Criminal Justice Standards and Training Commission.

CJD 0732

Law Enforcement Traffic, 2 Vocational Credits, 60 contact hours, 46 lec./14 hours TBA (Offered as needed)

Law Enforcement Traffic studies traffic enforcement and control, with the inclusion of DUI offenses and enforcement. Traffic accident investigation, scene management, and reporting procedures are studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0734

Law Enforcement Investigation, 2 Vocational Credits, 90 contact hours, 64 lec./26 TBA (Offered as needed)

Law Enforcement Investigations addresses investigations of various crimes, including property crimes, persons crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents, and death investigations. Techniques are developed from the initial observation methods through the processing of the crime scene and case preparation. Florida's computer network is studied as an information source. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0741D

Correctional Emergency Preparedness, 1 Vocational Credit, 30 contact hours, 26 lec/4 TBA (Offered as needed)

Skills needed for riot and disturbance control and fire-fighting are studied and practiced. Lecture includes methods of riot prevention, handling of unusual occurrences, what to do if taken hostage, and emergency procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0750

Interpersonal Skills II, 2 Vocational Credits, 60 contact hours, 50 lec/10 TBA (Offered as needed)

The interpersonal skills needed by officers to understand the incarcerated society are explored, with emphasis upon supervision methods. Inmate adjustment and the various segments of the society are studied. This course includes the study of homosexuality, female inmates, deception and manipulation by inmates, and institutional criminalities. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0752

Correctional Operations, 3 Vocational Credits, 90 contact hours, 64 lec./26 TBA (Offered as needed)

The operation of correctional facilities is studied - including the intake of new inmates, all aspects of their daily care, institutional procedures, and techniques utilized by officers to do daily tasks. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

E__ __ Orientation to Environmental Services, 1 Vocational Credit

E__ __ Maintenance Services, 2 Vocational Credits

E__ __ Grounds Services, 2 Vocational Credits

E__ __ Maintenance/Facilities Internship, 5 Vocational Credits

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e-mail registrar@nwfstecollege.edu.

COURSE DESCRIPTIONS / COLLEGE CREDIT

ACG 2021

Financial Accounting, 3 semester hours, 45 lec. (Offered as needed)
Accounting information systems; measuring business transactions and income; accounting cycle completion; merchandising operations, reporting and analysis; short-term liquid assets, long-term assets; current liabilities and time value of money; long-term liabilities; contributed capital; retained earnings and corporate statements; cash flows; statement analysis; international accounting; and intercompany investments.
Prerequisites: CGS 1100 OR CGS 2564 or equivalent.

ACG 2071

Managerial Accounting, 3 semester hours, 45 lec. (Offered as needed)
The basic principles of accounting techniques for the preparation of internal reports related to the management of the firm and the interpretation of financial data useful in the decision-making process within the economic framework of the firm. Prerequisite: ACG 2021 Financial Accounting.

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 1100*

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 practices with special emphasis on heat/load calculations, duct sizing, and psychrometric properties of air.

ACR 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: ACR 1100.

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: ACR 1100.

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: ACR 1100.

ACR 2810*

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.

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.

AMH 2071

Survey of Early History of Florida, 3 semester hours, 45 lec. (Offered as needed)
A survey of Florida history from pre-Columbian populations through the Territorial Period.

AML 2000

Survey of American Literature, 3 semester hours, 45 lec. (Fall, Spring, Summer)
A survey course in American literature from the Colonial period to the Civil War.
This course may be used for Humanities credit.

AML 2020

Survey of American Literature II, 3 semester hours, 45 lec. (Fall, Spring, Summer)
A survey of American literature from Civil War to present. This course may be used for Humanities credit.

ANT 2000

Introduction to Anthropology, 3 semester hours, 45 lec. (Offered as needed)
Introduction to the fundamental principles, concepts, methods and theories in Anthropology. Includes a brief introduction to the subdisciplines of Anthropology: Cultural Anthropology, Physical Anthropology, Archaeology, and Linguistics. A cross-cultural perspective will be paramount in the study of Anthropology.

ANT 2100

Introduction to Archaeology, 3 semester hours, 45 lec. (Offered as needed)
Introduction to the fundamental principles, methods, and theories in Archaeology.
Includes a history of the development of Archaeology, and examination of the nature of Archaeological data and research, an introduction to archaeological data and analysis, and an examination of approaches to synthesis and interpretation. North and South American archeology is studied, but nonwestern examples are also studied to enhance an understanding of the development of the discipline in Europe and the Americas.

ANT 2310

Introduction to North American Indians, 3 semester hours, 45 lec.
(Offered as needed)

Historical survey of Native American cultures north of Mexico. Includes study of prehistoric cultures and culture areas; present day Native American cultures; and political and economic issues relating to Native Americans.

ANT 2110

Florida Southeast US Archaeology, 3 semester hours, 15 lec., 60 lab.
(Offered as needed)

Introduction to special topics in anthropology and archaeology.
Example: field experience in archaeology, brief introduction to prehistoric native American cultures in Florida and the southeastern United States and field experience excavating a prehistoric site in Okaloosa County.

ANT 2930

Special Topics in Anthro/Archaeology, 3 semester hours, 45 lec.
(Offered as needed)

Introduction to special topics in anthropology and archaeology.
Example: Survey and introduction to prehistoric and early historic Native American cultures in Florida and the Southeast U.S.

APA 1003

Accounting Fundamentals I, 3 semester hours, 45 lec. (Offered as needed)
Fundamentals of Accounting I will introduce the student who has no accounting background to accounting for assets, liabilities, and owner's equity of a sole proprietorship. The student will review documents, record transactions in journals, post to ledgers, prepare work sheets, trial balances and financial statements, including: balance sheets, income statements and statement of retained earnings, to complete the accounting cycle. Accounting Fundamentals I and II are required to fulfill Financial Accounting requirements for upper division transfer program. This course and APA 1013 will help students prepare for the satisfactory completion of ACG 2071. Prerequisites: CGS 1100/2564.

APA 1013

Accounting Fundamentals II, 3 semester hours, 45 lec. (Offered as needed)
Fundamentals of Accounting II will expand the knowledge the student gained in Fundamentals of Accounting. The student will be introduced to the protection of and accounting for assets and liabilities in the merchandising operation. The student will expand his knowledge of financial statement and accounting procedures.
The scope of the student will be broadened as he learns accounting for specific types of assets including accounts receivable and bad debts. The student will work with accounting for payroll and appropriate withholding and payroll taxes. Some problems will be worked on the computer so that the student will view the computer as an efficient tool in solving accounting problems and making the bookkeeping tasks more efficient. Accounting Fundamentals I and II are required to fulfill the Financial Accounting requirements for upper division transfer program. This course and APA 1003 will help students prepare for the satisfactory completion of ACG 2071.

ARC 2201

Theory of Architecture, 3 semester hours, 45 lec. (Offered as needed)
An introduction to architectural theory, selected contemporary architectural theories and movements, their evolution and historical basis. This course is designed as part of an articulation agreement with Florida A & M University; students interested in transferring to another upper division school should consult with an advisor.

ARC 2303

Design 2.1, 4 semester hours, 30 lec., 60 lab. (Offered as needed)
Application of two-and-three-dimensional design principles learned in first-year design, in preparation for whole building design in third year. Small building

projects adding programmatic responsibilities to the design agenda. Emphasis on programmatic issues internal to the building such as function, circulation structure, resolution of form, space and place making. This course is designed as part of an articulation agreement with Florida A & M University; students interested in transferring to another upper division school should consult with an advisor.

ARC 2470

Introduction to the Technology of Architecture, 4 semester hours, 60 lec.
(Offered as needed)

This course is the beginning of the technology sequence in the areas of structures, environment technology, and materials and methods of construction. It introduces themes such as the response of buildings to the natural environment, the strength, stiffness, and durability in building materials, and the quantitative method of analysis and design of building assemblies and support systems. It explores the relationship between building technology and the social, aesthetic, environmental and economic aspects of the settings in which buildings are located, and how these factors relate to the process of architectural design. Prerequisite: any college credit physics course. This course is designed as part of an articulation agreement with Florida A & M University; students interested in transferring to another upper division school should consult with an advisor.

ARC 2501

Architectural Structures I, 3 semester hours, 45 lec. (Offered as needed)
The emphasis of the course is on the development of the principles of statics and the application of these principles to the analysis and design of structural systems, primarily column, beam, slab systems, and the truss systems. The course builds on the basic ideas of structural form and material properties developed in Introduction to the Technology of Architecture. Prerequisite: any college level physics or calculus course, and concurrent enrollment in ARC 2470. This course is designed as part of an articulation agreement with Florida A & M University; students interested in transferring to another upper division school should consult with an advisor.

ARC 2701

Survey of History of Architecture, Part I, 3 semester hours, 45 lec.
(Offered as needed)
A critical exploration of the history and theory of architecture from pre-history through the end of the 13th Century. Examination of the making and intent of significant buildings and sites tracing the developments that have given meaning to the built environment and brought order to the tectonics of architecture. This course is designed as part of an articulation agreement with Florida A & M University; students interested in transferring to another upper division school should consult with an advisor.

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.

ARH 2060

Architecture History, 3 semester hours, 45 lec. (Offered as needed)
Survey of significant contributions in architecture from prehistoric to modern times. Architecture will be considered in terms of stylistic qualities, structural type, and intended usage. Topics will be addressed according to historical content, societal background, and geographical location.

ART 1110C

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

The students shall be exposed to the production of pottery utilizing all known hand building techniques. Also includes introduction to potter's wheel and basic wheel fundamentals. First half of course is hand building, second half is devoted to development of skills on the potter's wheel. Students also learn how to glaze pottery and make glass.

ART 1111C

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

Continues 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: ART 1110C.

ART 1201C

Two-Dimensional Design, 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 1203C

Three-Dimensional Design, 3 semester hours, 15 lec., 60 lab.
(Offered as needed)

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

ART 1230C

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.

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: ART 1300C or equivalent.

ART 1480C*

Computer Art I, 3 semester hours, 30 lec., 60 lab. (Offered as needed)
A basic course in how the computer can be adapted and used in the visual arts. Creative uses of the computer with various software and hardware will introduce the student to Fine Art and Graphic Arts applications using a color monitor, scanner, and printer.

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 1905

Independent Study - Art, 1 credit hour (Offered as needed)
A defined independent study which is pursued under supervision of a faculty directing teacher and recorded through departmental procedures. Designed to permit a student to pursue nonscheduled 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. Departmental approval required.

ART 2231C

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.

ART 2270C

Projects in Graphics/Commercial 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.

ART 2280C

Typography, 3 semester hours, 30 lec., 30 lab. (Offered as needed)
A comprehensive introduction, overview and practical application relating to the principles of design and the use of letter forms. Stresses the feeling and visual impact in the design and use of different lettering styles.
Prerequisites: ART 1300C, ART 1201C.

ART 2482*

Computer Art II, 3 semester hours, 30 lec., 30 lab. (Offered as needed)
An advanced course in the use of the Macintosh Desktop computer for Graphic Design work and visual arts. Students will build upon their knowledge of computer use for the Arts and Graphic Design programs through creative projects using various software and hardware. Students will be using a color monitor, scanner, and printer. Prerequisites: GRA 1820C, ART 1480C, and GRA 1543C.

ART 2510C

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

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

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: ART 2510C or equivalent.

ART 2560C

Water Color I, 3 semester hours, 15 lec., 60 lab. (Offered as needed)
Problems of constructing a composition in color. The academic methods of watercolor painting and student experimentation.

ART 2561C

Water Color II, 3 semester hours, 15 lec., 60 lab. (Offered as needed)
Problems of constructing a composition in color. The academic methods of watercolor painting and student experimentation. A continuation of Water Color I.
Prerequisite: ART 2560C.

ART 2600C

Digital Imaging, 4 semester hours, 30 lec., 60 lab. (Offered as needed)
A course in which the student will create drawings, paintings, illustrations and graphic designs while learning to use a bitmap paint program on the Macintosh computer. Prerequisites: ART 1300C, GRA 1543C, ART 1480C, and GRA 1820C.

ART 2612C

3-D Computer Art, 4 semester hours, 30 lec., 60 lab. (Offered as needed)
A course which covers modeling in three dimensions using the Macintosh computer. Students will create 3-D models for various illustrations and design projects as they learn the 3-D software program. Prerequisites: GRA 1820C, ART 1480C, GRA 1543C, ART 1300C.

ART 2900

Independent Study - Graphic Art, 1 semester hour, 30 lab. (Offered as needed)
Practical treatment of Graphics/Printing Technology within the field of offset printing. Emphasis on individual work projects utilizing such areas as copy preparation, darkroom work, stripping and platemaking, press operations, and bindery operations.

ART 2955

Portfolio Development, 3 semester hours, 15 lec., 60 lab. (Offered as needed)
Development of a working portfolio through studio project aimed at fulfilling the general requirements the average company, university, art school or advertising agency looks for in a portfolio presentation.

AST 1002

Astronomy, 4 semester hours, 60 lec. (Spring)
Lectures and demonstrations designed to partially meet the general education requirements in physical sciences for nonscience majors. Recommended for students who need a preparatory course prior to taking physics and as a scientific elective in related scientific fields.

BAN 1004

Principles of Bank Operations, 3 semester hours, 45 lec. (Offered as needed)
This course represents 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. May be taken up to four (4) times for credit.

BAN 2920M*

Introduction to Securities, 1 semester hour, 15 lec. (Offered as needed)
This course describes how the various securities markets operate, the products they offer, how the products compare to traditional programs, and how to market products to customers.

BAN 2920N

Lotus I (Electronic Spreadsheets), 1 semester hour, 15 lec. (Offered as needed)
An introduction to the use of software, such as Lotus 1-2-3, as a work tool. The spreadsheet is also examined and used in practical exercises.

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 semester hours, 45 lec. (Offered as needed)
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 semester hours, 45 lec. (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.

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 semester hours, 45 lec.

(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 semester hours, 45 lec.

(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.

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

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e-mail registrar@nwfstaccollege.edu.

COURSE DESCRIPTIONS / COLLEGE CREDIT

BCN 2610*

Construction Estimating, 3 semester hours, 45 lec. (Offered as needed)
A course in estimating as it relates to the construction industry covering references, estimating methods, take-off organization and presentation; material take-off, cost estimating in heavy construction, mathematical formulas for estimating, quantity take-off from plan review, and computer estimating overview.

BCN 2721*

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

The course covers project development and organization from pre-construction site investigation to final completion. The course will include the management of project estimates, plans, schedules, operations and safety. The student will become knowledgeable about documents used in the construction industry for bid, contracts, zoning, permits, bonds, loans specifications and drawings. Cost engineering, procurement, value engineering and quality assurance will be covered. Cost management through job cost analysis and purchase order systems will also be covered.

BOT 1010C

Botany, 4 semester hours, 45 lec., 45 lab. (Spring)
A course designed to introduce the student to the biological principles of the plant kingdom with emphasis on the flowering plants.

BSC 1005

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 Ñ Not for majors in Biology).

BSC 1005L

Biology Lab, 1 semester hour, 30 lab. (Offered as needed)
Laboratory for general biology. Experimental methodology and technique. Not recommended for biology majors. Pre- or corequisite: BSC 1005 or equivalent.

BSC 1030C

Man and Environment, 4 semester hours, 60 lec. (Summer)
A study of the physical and biological environment and man's ecology with emphasis on contemporary biological problems.

BSC 1085C

Anatomy & Physiology I, 4 semester hours, 45 lec., 30 lab.
(Fall, Spring, Summer)
A study of the human organism to include cells, tissues, skeleton, muscular system, nervous system, gastrointestinal system, and pathophysiology.

BSC 1086C

Anatomy & Physiology II, 4 semester hours, 45 lec., 30 lab.
(Fall, Spring, Summer)
A study of the human organism to include the cardiovascular system, the fluid electrolyte balance, and the respiratory, excretory, endocrine, reproductive systems, and pathophysiology. Prerequisite: BSC 1085C.

BSC 1254C

Introductory Tropical Biology, 4 semester hours, 45 lec., 30 lab.
(Offered as needed)
An introduction to the Estuarine and Marine biota of tropical regions to

include saltmarsh, mangrove, sandy, and coral shorelines. Emphasis will be placed on energy transfer and zonation.

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. This course may be taken up to four (4) times for credit.

BUL 2241

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 A.S. business degree students.

BUL 2242

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 1611

Child Abuse and Neglect, 3 semester hours, 45 lec. (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.

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 1671

Women in Criminal Justice, 3 semester hours, 45 lec. (Offered as needed)

This course is designed to provide students with a wide perspective of female roles in the criminal justice system.

CCJ 1935

Criminal Justice Seminar, 3 semester hours, 45 lec. (Offered as needed)

Exploration, development and discussion of contemporary problems in the Criminal Justice System.

CCJ 1941*

Internship - Criminal Justice, 3 semester hours, 225 hrs.

(Offered as needed)

On-the-job training in the Associate of Science/Applied Science Option program

in which the student is enrolled. The student is under the supervision at work of a qualified supervisor. The supervisor will rate the student's performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student three weeks prior to the close of the semester. May be repeated four times for a total of 12 semester hours. Prerequisite: Must be enrolled in at least one other course in the respective degree program.

CCJ 2070

Computer Applications in Criminal 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 prepackaged 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 2200

Courts and the Judicial Process, 3 semester hours, 45 lec.
(Offered as needed)

This course is designed to teach the student the major structures and basic legal concepts of the American criminal court system. The students shall learn the components, personnel, and inherent social issues in our present criminal court system.

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 2330

Intro. Probation & Parole, 3 semester hours, 45 lec. (Offered as needed)
This course reviews the theories and practices of probation and parole within a community setting. The study of probation and parole as it is used as a behavior modification process is considered.

CCJ 2680*

Domestic Intervention, 3 semester hours, 45 lec. (Offered as needed)
This course is a part of the Criminal Justice Standards and Training Commission Approved Advanced Training Program. This course is designed to provide the officer with an enhanced awareness of domestic intervention symptoms and techniques, including information and case studies on specific domestic and social problems.
Prerequisites: Basic Recruit Training Course.

CCJ 2681*

Introduction to Domestic Intervention, 1 semester hour, 15 lec.
(Offered as needed)
This is an introductory course dealing with domestic issues, including violence. It is designed to provide the student with an enhanced awareness of domestic intervention symptoms and techniques, including information and case studies in specific domestic and social problems.

CCJ 2682

Introduction to Workplace Violence Awareness, 1 semester hour, 15 lec.
(Offered as needed)

A general overview of the growing problem of violence in the workplace, what managers/supervisors need to be aware of when dealing with potential violent employees as well as what steps they can take to protect not only themselves but other employees.

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.

CDA 2500

Network Technology, 3 semester hours, 45 lec. (Offered as needed)

Network Technology is designed to introduce students to the terminology and concepts of the network industry to include data communications and network services, OSI Model, topology, network media, connectivity devices, security, and general networking methods, including the model for network protocols.

Prerequisite(s): CGS 2560 or GCS 2564 with a grade "C" or higher
(or comprehensive test each).

CDA 2524

Network Administration and Management, 3 semester hours, 45 lec. with lab.
(Offered as needed)

Local Area Network Administration and Management. This course is designed to provide instruction and introduce the student to various aspects of Network Administration. Included are physical setup, user accounts, supervision accounts, system workload and efficiency, file and directory management, user rights, server console skills, print server and Network backup.

Prerequisite(s): CGS 2560 or CGS 2564 with a grade of "C" or higher, and CDA 2500 with a grade of "C" or higher.

CDA 2525

Advanced Network Administration, 3 semester hours, 45 lec. with lab.
(Offered as needed)

To provide advanced concepts of Network Administration to the students in network services, network media, connectivity equipment, and general network methods, including network protocols. Case studies and evaluation may be used for planning and implementation. Prerequisite(s): CGS 2560 or CGS 2564 with a grade of "C" or higher, and CDA 2500 with a grade of "C" or higher, and CDA 2524 with a grade of "C" or higher.

CET 1251*

Basic Computer Operation and Maintenance for Technology,
3 semester hours, 30 lec., 30 lab. (Offered as needed)

Basic course covering the operation of the IBM and IBM compatible personal computer. Topics covered include: fundamental DOS commands, basic computer maintenance covering hard and floppy disc drives, plug-in cards, cables, monitors, and printers. Information on upgrading techniques will cover memory upgrades, installation of disc drives and mother boards.

CET 1255C*

Advanced Computer Operation and Maintenance for Technology,
3 semester hours, 30 lec., 30 lab. (Offered as needed)

Advanced course covering the operation, setup, configuration, and user maintenance of IBM-PC compatible computer systems. Topics covered include boot process, memory management, hardware and software interrupts, port addresses

and viruses, conflict resolution for interrupts and port addresses and special topics on managing computer resources. Prerequisites: CET 1251 or equivalent.

CET 2114C*

Digital Fundamentals I, 5 semester hours, 30 lec., 135 lab.

(Offered as needed)

Studies include coding, decoding, logic gates, DeMorgan's Theorem, boolean algebra and Karnaugh Map simplification, logic families, flip-flops, counters, shift registers, ALU multiplexers, demultiplexers, PLA, A/D and D/A converters.

CET 2123C*

Microprocessor Fundamentals, 5 semester hours, 30 lec., 135 lab.

(Offered as needed)

This course covers the architecture, instruction set, and programming of a common

microprocessor. Subjects covered will include programming, input/output, and troubleshooting. Assembly language programming and writing of algorithms will be introduced. Prerequisite: CET 2114C or equivalent.

CET 2152C*

Computer/Analysis & Troubleshooting, 5 semester hours, 30 lec., 135 lab.

(Offered as needed)

This course will expand on the knowledge acquired in the Microprocessor Fundamentals

course (CET 2123C). Topics covered will include: troubleshooting techniques, memory (RAM, DRAM, EPROM) organization and troubleshooting, input/output interfacing

and troubleshooting. A more advanced level of digital system troubleshooting will

be introduced including the use of logic analyzers, signature analyzers, and oscilloscope multiplexing. Prerequisite: CET 2123C or equivalent.

CGS 1100

Microcomputer Applications, 3 semester hours, 45 lec.

(Offered as needed)

The discussion and practical applications of Windows operating systems, word processing, spreadsheets, database management, presentation software, and various communications topics.

CGS 1525

Microsoft PowerPoint, 1 semester hour, 15 lec. (Offered as needed)

An introduction to the use of Microsoft's PowerPoint 4.0 for the creation of graphic presentations.

CGS 1554

Introduction to Internet, 1 semester hour, 15 lec. (Offered as needed)

An introduction to communication technology for the personal computer.

Discussion and demonstration of the hardware, software, and procedures used to connect with the Internet.

CGS 1570

Computer Applications for Business, 3 semester hours, 45 lec.

(Offered as needed)

An intermediate course using computer software (Word processor, spreadsheet and database applications) to facilitate the interaction of measurement, analysis, and reporting of accounting information. Prerequisite: CGS 1100,

CGS 1931F

Computer Tools for the Teacher, 3 semester hours, 45 lec.

(Offered as needed)

This course is designed to introduce and familiarize students to microcomputer tools which will streamline classroom management. Students will be introduced to the word processor, database managers, spreadsheets, test makers, and graphics

packages. Prerequisite: EME 1920 or prior experience with microcomputers in education.

CGS 1931G

Teaching Writing Using a Microcomputer, 3 semester hours, 45 lec.

(Offered as needed)

This course is designed to teach students the writing process and use of a word processor in writing instruction. Students will evaluate and use other software for teaching writing. Prerequisite: EME 1920 or prior experience with microcomputers

in education. Prerequisite: CGS 1931F, Computer Tools for the Teacher.

CGS 2510

Introduction to Electronic Spreadsheets, 2 semester hours, 30 lec.

(Offered as needed)

An introduction to the use of integrated software, such as Lotus 1-2-3, as a problem solving tool. The spreadsheet, database, and graphics features are examined and used in practical exercises.

CGS 2540

Introduction to dBase III, 2 semester hours, 30 lec. (Offered as needed)

An introduction to file creation, maintenance, and report generation using dBase III. Covers both interactive applications and programming with dBase III.

CGS 2560

MS-DOS/Microcomputer, 1 semester hour, 15 lec. (Offered as needed)

An introduction to the use of the microcomputer and the disk operating system (DOS).

CGS 2564

Introduction to Windows, 3 semester hours, 45 lec. (Offered as needed)

An introduction to operating systems in general with emphasis on DOS and Windows. Prerequisite: CGS 1060 or equivalent.

CGS 2571

WordPerfect I, 3 semester hours, 30 lec. , 30 lab.

(Offered as needed)

Instructs the student in the theories and practical applications of word processing using WordPerfect software. The goal of the course is to prepare the student for employment, home use, or personal use (such as term papers for college students). Prerequisites: Recommend MS/DOS: typing required.

CGS 2572

WordPerfect II, 3 semester hours, 30 lec. , 30 lab. (Offered as needed)

Continuation of CGS 2571 - WordPerfect I - with advanced techniques of building tables, creating newspaper and parallel columns, text columns, graphics and desktop publishing. Prerequisite: CGS 2571 or equivalent.

CGS 2573

Introduction to WordPerfect, 2 semester hours, 30 lec.

(Offered as needed)

Introduction to Word Perfect software functions by providing basics of the software: Loading the Program, Entering and Editing Text, Formatting, Printing, Merge Printing, Desktop Publishing.

CGS 2575

Desktop Publishing, 2 semester hours, 45 lec. (Offered as needed)

Continuation of CGS 2573 with advanced techniques on how to build tables, create newspaper and parallel columns and desktop features. Prerequisite: CGS 2572 or equivalent.

CHD 1223

Guidance for Young Children, 3 semester hours, 45 lec.

(Offered as needed)

A study of principles, methods, guidance and discipline techniques used to promote positive social development in young children; influence of environment and developmental level of child on social behavior.

CHD 1225

Infant and Toddler, 3 semester hours, 45 lec. (Offered as needed)

This course provides the student with information pertinent to the care of infants and toddlers. Special attention is given to selection of developmentally appropriate curriculum. Course work satisfies the Child Development Associate competency standards for infant/toddler.

CHD 1230

Child Growth and Development II, 3 semester hours, 45 lec. (Fall, Spring)
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, Spring)
Designed to increase objectivity and proficiency in observing and interpreting children's behavior; in addition, to increase awareness of normative patterns of children from birth through five years of age.

CHD 1530

Parenting Education, 3 semester hours, 30 lec., 45 lab. (Offered as needed)
This course is comprehensive in scope, emphasizing skills and concepts of parenting which include: adjustment to parental roles; parent-child communication, care, growth, and development of children; cultivating strong families; special concerns; alternative family structures; educational institutions working effectively with parents; and agencies and legislation affecting children and parents.

CHD 1800

Early Childhood Program Administration, 3 semester hours, 45 lec. (Fall, Spring, Summer)
This course provides the student with management and administrative skills related to child care services. Instruction includes: director responsibilities; staff selection, supervision, and evaluation; planning for budget, nutritional services, facility maintenance, health, and safety; and marketing techniques.

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 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 2332A*

Curriculum for Young Children II, 3 semester hours, 15 lec., 60 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 2334A*

Curriculum for Young Children III, 3 semester hours, 15 lec., 60 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 2337A*

Curriculum for Young Children IV, 3 semester hours, 15 lec., 60 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 2432A

Curriculum for Young Children I, 3 semester hours, 15 lec., 60 lab.

(Fall, Summer, Spring)

Study of the techniques of using language arts, science, art, social studies, music, mathematics, and physical activities with young children. Participation in Child Development Education Center.

CHD 2433*

Child Development Seminar, 3 semester hours, 45 lec. (Spring and as needed)

Weekly seminar to critique performance and plan effective intern experience.

Prerequisite: CHD 2332A, 2334A, or 2337A or equivalent.

CHM 1020

Chemical Science, 4 semester hours, 60 lec. (Fall, Spring, Summer)

Fundamental principles and theories of the dual nature of physical existence, matter and energy; atomic theory; periodicity of elements; dependence of properties on structure; kineticmolecular theory; the nature of chemical bonding.

Meets graduation requirements for programs other than science and mathematics.

CHM 1045C

College Chemistry 1, 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, premedical, pre-engineering students and others who have acceptable backgrounds in chemistry and math.

Prerequisite: MAC 1102.

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 equivalent.

CHM 2211C

Organic Chemistry, 4 semester hours, 30 lec., 30 lab. (Offered as needed)
In continuation of Organic Chemistry I (CHM 2210) the relationships between functional groups and properties of organic compounds will be discussed. Infrared -, NMR-, and mass spectroscopy will be used for identification of organic compounds and for structure analysis. The transition state theory is applied to interpret the nucleophilic addition reactions the carbanion condensation reactions, the interconversions of carbonyl compounds and the nucleophilic acyl substitution of carboxylic acids and their derivatives. Biochemical topics, i.e. lipids, carbohydrates, amino acids and proteins are included.
Prerequisite: CHM 2210C.

CIS 1000

Introduction to Computer Science, 3 semester hours, 45 lec.
(Offered as needed)
A broad survey of computing and computer science topics appropriate for computer science, computer engineering, and information systems students. Includes an introduction to structured programming using the Pascal programming language.
Prerequisite: Proficiency in basic algebra.

CJD 1250*

Interviews and Interrogations, 3 semester hours, 45 lec.
(Offered as needed)
An advanced course designed to cover the techniques, methods, principles, and issues of interviewing and interrogations. Course meets Florida Police Standards Salary Incentive Requirements.

CJD 1420

Correctional Law, 3 semester hours, 45 lec. (Offered as needed)
A course in practical law for correctional personnel. Study includes law regulating use of forces, civil rights of prisoners, constitutional law, legal service, disciplinary proceedings, parole, and current case law.

CJD 1460*

Correctional Operations, 3 semester hours, 45 lec. (Offered as needed)
Responsibilities, powers, and duties of the correctional officer, correctional administration; physical security; facility services intake, classification and release procedures; special programs; human skills; understanding and responding to inmate behavior and correctional proficiency skills.

CJD 1462*

Basic Correctional Techniques, 3 semester hours, 45 lec.
(Offered as needed)
This course is designed to provide the participant with the various techniques used in a correctional facility when dealing with communication, emergency procedures and inmate control, based on established requirements of the Florida Department of Law Enforcement and Criminal Justice Standards and Training Commission.

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

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For Admissions, Registrar, or Student Services

e-mail registrar@nwfstatecollege.edu.

COURSE DESCRIPTIONS / COLLEGE CREDIT

CJD 1468*

Youthful Offenders, 3 semester hours, 45 lec. (Offered as needed)

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 communications 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, 5 semester hours, 60 lec., 20 lab. (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 1602*

Drug Awareness, 3 credits, 45 lec. (Offered as needed)

This course is a part of the Criminal Justice Standards and Training Commission approved Advanced Training Program. It is designed to familiarize students with common drug abuse terms, classes of drugs, pharmacological information relating to commonly used and abused chemicals and their effects, an overview on use patterns and characteristics of drug abusers, how to troubleshoot and deal with problems that develop among abusers and effective presentation skills.

CJD 1610*

Criminal Investigative Techniques, 3 semester hours, 34 lec. (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 1615*

Police Radar Operator, 3 semester hours, 45 lec. (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 the basic knowledge and skills needed for proper operation of radar speed measurement devices.

CJD 1617*

Basic Laser Certification, 3 semester hours, 45 lec., 45 lab. (Offered as needed)

This course is designed to qualify students and especially in-service law enforcement officers in the use, principles, and overviews of using a Laser Speed Measurement Device. It will include instruction on the relationships of speed offenses and motor vehicle crashes, the principles of laser based speed measurements, as well as courtroom testimony, case law, and a classroom practicum. Prerequisite: Certified Law Enforcement Officer.

CJD 1618*

Radar to Laser Operations, 1 semester hours, 15 lec., 15 lab. (Offered as needed)

This is a course for radar certified law enforcement officers in the use, principles, and overviews of a Laser Speed Measurement Device. It will include instruction on the relationship of speed offenses and motor vehicle crashes, the principles of laser based speed measurements, as well as courtroom testimony, case law, and classroom practice. Prerequisite: CJD 1615 Police Radar Operator or equivalent.

CJD 1621*

Officer Survival Techniques, 2 semester hours, 30 lec. (Offered as needed)

This course is part of the Criminal Justice Standards and Training Commission specialized Training Program. It is designed to prepare law enforcement officers for police operations involving street survival techniques and procedures to include (but not limited to) firearms training, hostage situations, raids, individual survival techniques, special survival exercises.

CJD 1625*

Special Tactical Problems for Law Enforcement, 3 semester hours, 45 lec. (Offered as needed)

This course is a part of the Criminal Justice Standards and Training Commission Advanced Training Program. It is designed to prepare law enforcement officers for police operations which involve special tactical situations and will include; importance of physical well-being in the Criminal Justice setting, an overview of Florida local disaster procedures, civil disorder patterns, special task force unit operations, special crime areas and practical exercises.

CJD 1680*

Florida Criminal Law, 5 semester hours, 80 lec. (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 1700*

Criminal Justice Legal I, 3 semester hours, 45 lec. (Offered as needed)

Criminal Justice Legal I provides an introductory overview of the Criminal Justice System and a history of law. The foundation and basic components of law are studied with specific focus upon officer application. Court procedure and testimony are examined. Objectives are addressed as specified by the Criminal Justice Standards Training Commission.

CJD 1701*

Criminal Justice Legal II, 3 semester hours, 45 lec. (Offered as needed)

Constitutional Law and its application to the public and officers are examined. Law - including evidence procedures, arrest laws, search and seizure, and various statutory laws that are common to Police and Correctional officers - are studied. Emphasis is given to elements of various crimes. Various civil law applications are covered. Civil and criminal liability of officers is studied. Objectives are addressed as specified by the Criminal Justice Standards and Training commission.

CJD 1702*

Criminal Justice Communications, 3 semester hours, 45 lec. (Offered as needed)

The report-writing process - from the interview, statement taking, and note-taking, through the final report product - is covered with practical exercises included. The differences between interviewing and interrogation are explored. Interpersonal skills in communication are covered along with radio and telephone procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1703*

Criminal Justice Interpersonal Skills I, 3 semester hours, 45 lec. (Offered as needed)

Community relations techniques and courtesy are addressed with emphasis given to crime prevention. The needs of various groups within society are addressed including: juveniles, the elderly, ethnic and cultural groups, the mentally ill and retarded, the physically handicapped, and substance abusers. Intervention techniques for various situations including: suicide, domestic violence, and other crises are studied, with practical exercises. Stress recognition and reduction are included. Objectives are

addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1704*

Criminal Justice Defensive Tactics, 4 semester hours, 45 lec., 30 lab. (Offered as needed)

Instruction includes the techniques used for an officer's personal safety and those necessary to subdue, search, and then transport resisting individuals. The use of restraining devices, impact weapons, and pressure points are covered. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1705A*

Criminal Justice Weapons, 3 semester hours, 30 lec., 30 lab. (Offered as needed)

Criminal Justice Weapons includes instruction in the use of officer firearms including handguns and shotguns. Safety procedures and ammunition use are covered in lecture. Instruction includes the use of chemical agents, with practical exercises included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1721*

Law Enforcement Patrol, 3 semester hours, 45 lec. (Offered as needed)

Law Enforcement Patrol addresses the skills and techniques that are needed by officers daily to do patrol tactics and respond to various types of calls. Methods of approach to various high-risk situations are explored, with practical exercises included. Unusual occurrence events, including fire-fighting and crowd control are addressed. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1722*

Law Enforcement Traffic, 3 semester hours, 5 lec. (Offered as needed)

Law Enforcement Traffic studies traffic enforcement and control, with the inclusion of DUI offenses and enforcement. Traffic accident investigation, scene management, and reporting procedures are studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1723*

Law Enforcement Vehicle Operation, 3 semester hours, 30 lec., 15 lab. (Offered as needed)

The components of the police driving environment are explored, and practical exercises on the driving range are conducted. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1724*

Law Enforcement Investigations, 4 semester hours, 60 lec. (Offered as needed)

Law Enforcement Investigations addresses investigation of various crimes, including property crimes, persons crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents, and death investigations. Techniques are developed from the initial observation methods through the processing of the crime scene and case preparation. Florida's computer network is studied as an information source. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1740*

Criminal Justice Interpersonal Skills II, 3 semester hours, 45 lec. (Offered as needed)

The interpersonal skills needed by officers to understand the incarcerated society are explored, with emphasis upon supervision methods. Inmate adjustment and the various segments of the society are studied. The course includes the study of homosexuality, female inmates, deception and manipulation by inmates, and institutional criminalities. Objectives are

addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1741*

Correctional Emergency Preparedness, 2 semester hours, 30 lec.
(Offered as needed)

Skills needed for riot and disturbance control and fire-fighting are studied and practiced. Lecture includes methods of riot prevention, handling of unusual occurrences, what to do if taken hostage, and emergency procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1742*

Correctional Operations, 4 semester hours, 60 lec. (Offered as needed)

The operation of correctional facilities is studied - including the intake of new inmates, all aspects of their daily care, institutional procedures, and techniques utilized by officers to do daily tasks. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1930

Human Diversity Workshop, 2 semester hours, 30 lec. (Offered as needed)

This course is designed to enhance the participant's awareness of their own cultural rules and predispositions and how these cultural influences come into play in common interactions with others. This awareness is used to develop the participants' understanding of issues related to human diversity: gender, race, ethnicity, etc. The program also presents basic skills and knowledge related to interacting with diverse individuals and groups.

CJD 1956

Post Pursuit Tactics, 3 semester hours, 30 lec., 15 lab. (Offered as needed)

Course is designed to instruct public safety professionals how to combat post pursuit stress syndrome and to effectively channel stress in a positive manner at the termination of a high speed pursuit. Prerequisite: Must be a certified law enforcement officer.

CJD 1957

Post Pursuit Trainer Techniques, 1 semester hour, 15 lec. (Offered as needed)

Course is designed to instruct public safety professionals how to teach methods to combat post-pursuit stress syndrome and to effectively channel stress in a positive manner at the termination of a high speed pursuit. Prerequisite: Must be a certified law enforcement officer.

CJD 2254*

First Responder for Law Enforcement, 3 semester hours, 45 lec.
(Offered as needed)

This course is designed primarily to qualify in-service law enforcement and correctional officers in the area of first responder to medical emergencies to include: introduction to first responder training, overview of the human body, diagnostic signs of patient examination, airway care & pulmonary resuscitation, cardiopulmonary resuscitation, shock, bleeding, primary patient care and injuries.

CJD 2301

Ethics in Criminal Justice, 3 semester hours, 45 lec. (Offered as needed)

An overview of ethical considerations applied to the criminal justice profession.

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.

CJD 2320*

Criminal Justice Management, 5 credits, 80 lec. (Offered as needed)

An advanced course designed to train criminal justice supervisors in the techniques and procedures necessary for middle managers.

CJD 2470*

Emergency Preparedness for Correctional, 3 semester hours, 45 lec.

(Offered as needed)

This course is designed to qualify in-service correctional officers and correctional support personnel in the area of emergency preparedness, to include; emergency plans, specifics on disturbances and disorder planning, hostage plans and situations, factors affecting emergency planning and management and leadership.

CJD 2603*

Sex Crimes, 3 semester hours, 45 lec. (Offered as needed)

This course is designed to provide the student with the knowledge and expertise to effectively deal with various sex offenders. It deals with the magnitude of the problem, investigation and physical evidence. It also addresses victim considerations and legal aspects through court presentation. Prerequisite: Certified Law Enforcement or Corrections Officer.

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 2626*

Hostage Negotiations for Criminal Justice, 3 semester hours, 45 lec.

(Offered as needed)

This course is designed to qualify in-service law enforcement and correctional officers and support personnel in the area of hostage negotiations, to include; introduction to the problem, types of hostage negotiations principles, communications principles, intelligence gathering, abnormal behavior and participant performance exercises.

CJD 2630*

Firearms Instructor, 2 semester hours, 15 lec./30 lab (Offered as needed)

This course is designed to provide the student with knowledge and expertise to instruct untrained students in the proper use of firearms, range safety, and weapon maintenance. The student shall also be instructed in legal aspects and range management. Prerequisite: CJD 1501 Instructor Techniques or equivalent.

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 2670*

Confidential Informants, 3 semester hours, 45 lec. (Offered as needed)

This course is designed for in-service law enforcement, correctional officers and support personnel to qualify them in the area of development of confidential informants and other sources of information, to include; definition and management of an informant program, legal aspects of dealing with informants, and the development of other sources of investigative information.

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.

CJD 2720*

Law Enforcement Legal III, 3 semester hours, 45 lec. (Offered as needed)

Various criminal laws and their elements are studied. Emphasis is placed upon those laws specific to police application. Traffic and driver's license laws are studied. Legal considerations of officer vehicle operation are addressed as specified by the Criminal Justice Standards and Training Commission.

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.

CJT1230*

Chemical Tests for Intoxication, 3 semester hours, 45 lec. (Offered as needed)

Background and history of alcohol on motor coordination; operation and maintenance of breathalyzer equipment; court testimony; legal aspects of laws governing DUI. Required course for state certification.

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.

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.

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.

COA 2100

Consumer Education, 3 semester hours, 45 lec. (Fall, Spring, Summer)
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 2210

Programming in Pascal, 3 semester hours, 45 lec. (Offered as needed)
Designed for data processing majors, uses top-down design, structure 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: CIS 1000 or equivalent and proficiency in basic algebra required.

COP 2120

COBOL Programming, 3 semester hours, 45 lec. (Offered as needed)
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.

COP 2200

FORTTRAN Programming, 3 semester hours, 45 lec. (Offered as needed)
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.

COP 2220

Programming in C, 3 semester hours, 45 lec. (Offered as needed)
An introduction to ANSI compatible C programming using microcomputers. Prerequisite: CIS 1000 or equivalent.

COP 2224

Programming in C++, 3 semester hours, 45 lec. (Offered as needed)
An introduction to C++ programming using microcomputers. Prerequisite: CIS 1000 or equivalent. Recommended: Previous programming experience.

COP 2400

IBM Assembler Language, 3 credit hours, 45 lec. (Offered as needed)
An introduction to assembler language programming for the IBM System/370 family of computers. Prerequisites: CIS 1000 or equivalent.

CRW 2000

Creative Writing I, 3 semester hours, 45 lec. (Offered as needed)
Instruction and practice in writing various forms of poetry, short story, drama, and/or other modes and in submitting for publication.

CRW 2002

Creative Writing II, 3 semester hours, 45 lec. (Offered as needed)
Advanced work in poetry and prose modes. Prerequisite: CRW 2000 or equivalent, or demonstrated publication at equivalent or higher level.

CRW 2100

Introduction to Fiction Writing, 3 semester hours, 45 lec. (Offered as needed)
This course offers extensive practice writing fiction. Students will develop a body of original creative work under the supervision of the instructor and will submit works for publication. Upon agreement with the instructor, students may elect to develop either individual short stories or novel chapters with synopsis. Prerequisites: None, but CRW 2000 and CRW 2002 recommended.

CRW 2300

Introduction to Poetry Writing, 3 semester hours, 45 lec. (Offered as needed)
This course offers extensive practice writing poetry. Students will develop a body of original creative work under the supervision of the instructor and will submit works for publication. Prerequisites: None, but CRW 2000 and CRW 2002 recommended.

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 equivalent.

CTE 1401

Textiles, 3 semester hours, 45 lec. (Fall)

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.

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

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COURSE DESCRIPTIONS / COLLEGE CREDIT

CTE 2743

Creative Pattern Design, 3 credit hours, 30 lec., 30 lab. (Offered as needed)

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 1160A

Modern Dance, 2 semester hours, 15 lec., 30 lab. (Offered as needed)

The beginning modern dance class is designed to affect an understanding of the art of the modern dance at a beginning level. It includes a brief history of the dance, instruction and practice in basic dance techniques, improvisation, and dance forms. This course may be taken up to four (4) times for credit.

DAA 1161

Intermediate Modern Dance, 2 semester hours, 15 lec., 30 lab. (Offered as needed)

The intermediate modern dance class is designed to affect understanding the art of the modern dance at an intermediate level. It includes a continued historical analysis of modern dance; instruction and practice in intermediate dance techniques, improvisation, and dance forms. This course may be taken up to four (4) times for credit.

DAA 1200

Beginning Ballet I, 2 semester hours, 15 lec., 30 lab. (Offered as needed)

Ballet I is a beginning dance course designed to serve as an introduction to the tradition and discipline of the art of classical ballet. Physical development of body as and expressive instrument for ballet movement will be stressed as strength, flexibility, balance, agility, alignment, turn-out, control, elevation and sensitivity to line are studied. This course may be taken up to four (4) times for credit.

DAA 1201

Intermediate Ballet, 2 semester hours, 15 lec., 30 lab. (Offered as needed)

Intermediate Ballet is designed to train the more advanced student in the tradition and discipline of the art of the classical ballet beyond the basics. Physical development of the body as an expressive instrument for ballet movement will continue to be stressed as strength, flexibility, balance, agility, alignment, turn-out, control, elevation, and sensitivity to line are improved. This course may be taken up to four (4) times for credit.

DAA 1480

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

The student shall participate in the preparation and performance of original dance compositions to include dance line performances. This course may be taken up to four (4) times for credit.

DAA 1500

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

This course includes a brief history of the jazz dance and instruction and practice in jazz dance techniques exploring popular dance idioms.

DAA 1720

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

Instruction and participation in dance as required by specific productions,

i.e., Theatre/Show Choir. This course may be taken up to four (4) times for credit.

DAA 2700

Dance Composition, 2 semester hours, 15 lec./30 lab. (Offered as needed)

This course encourages the student to explore and compose dance by improving technical skills, developing improvisation and choreographic skills, and enhancing performance skills. Prerequisites: At least one semester of Modern Dance or department audition.

DAA 2721

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

Continued instruction and participation in dance as required by specific Music Theatre productions. This course may be taken up to four (4) times for credit. Prerequisite: A demonstration of competence required.

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.

DEP 2100

Child Growth and Development I, 3 semester hours, 45 lec. (Fall, Spring)

Growth and development of the child from conception through age five, including the physical, social, emotional and mental development of the young child, influence of environment, principles and theories of development.

DES 1320*

Basic Communications and Human Relations, 2 semester hours, 30 lec. (Offered as needed)

An introductory seminar course designed to develop skills of effective oral and written communications and human relations as related to dental assisting.

ECO 2013

Economics I, 3 semester hours, 45 lec. (Fall, or as needed)

Macroeconomics. Basic concepts and principles, national income accounting; fiscal and monetary policy and application, growth economics. Will satisfy General Education elective. Basic math skills required.

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. Prerequisite: ECO 2013 or equivalent.

EDF 1005

Introduction to Education, 3 semester hours, 45 lec. (Fall, Spring, Summer)

A study of the history, philosophy and social context of education. The course will help the student think critically about the process of education and his/her role as an educator. Student will observe and participate in the educational settings of local schools. (Plus 30 hours field experience.)

EDF 2905

Independent Study - Education, 1 semester hour. (Offered as needed)

Directed experience in specific areas of education. Entry coordinated through department chair. This course may be taken up to four (4) times for credit.

EDG 2701

Teaching Diverse Populations, 3 semester hours, 45 lec. (Fall, Spring, Summer)

This course will provide the student with the opportunity to explore personal values and attitudes toward cultural diversity. Designed for the prospective educator, the theoretical component will examine the issues of teaching in culturally diverse classrooms. Field experience and examination of educational materials will enhance the student's understanding of multiculturalism. (Plus 30 hours field experience) Prerequisite: EDF 1005.

EDP 2002

Educational Psychology, 3 semester hours, 45 lec. (Fall, Spring, Summer)

Significant aspects of the growth and development of children and youth, including physical, social, and intellectual developments as they affect behavior patterns. Psychology as applied in improving the learning process.

EET 1003*

Electronics for Drafters, 3 semester hours, 30 lec., 30 lab. (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.

EET 1015C*

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

This course 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. Laboratory safety is emphasized and extensive practice is given in the use of the VOM and digital multimeter.

EET 1025C*

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

This course introduces alternating current and the circuit properties of inductance and capacitance. Subjects covered are inductors, capacitors, the theory and analysis of RL, RC, RLC, and resonant circuits, filters and complex notations. Laboratory safety will continue to be emphasized and extensive practice given in use of the oscilloscope. Prerequisite: EET 1015C or equivalent.

EET 1141C*

Devices and Circuits I, 5 semester hours, 30 lec., 135 lab. (Offered as needed)

Introduces semiconductor and PN junction theory. Circuits and devices covered are the junction diode, diode circuits, power supplies, bipolar junction transistor, transistor biasing, transistor circuits, and FETs. Prerequisite: EET 1025C or equivalent.

EET 1142C*

Devices and Circuits II, 5 semester hours, 30 lec., 135 lab. (Offered as needed)

This course continues the study of electronic devices and circuits to include SCR's, DIAC's, TRIAC's, Shockley diodes, silicon controlled switches (SCS), and optoelectronic devices. Circuits studied include the Op Amp, oscillators, voltage regulators, active filters, and differential amplifiers. Prerequisite: EET 1141C or equivalent.

EET 1606C*

Soldering/PC Board Techniques, 2 semester hours, 15 lec., 30 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 2215C*

Electronic Instrumentation, 5 semester hours, 30 lec., 135 lab.

(Offered as needed)

This course covers the science of electronic measurements including terminology, errors, accuracy and tolerance, units, and standards. In addition, measurement methods and problems are covered. Test equipment theory, design, maintenance, are covered including DC meters, AC meters, analog, digital, strip recorders, AC and DC bridges, transducers oscilloscopes and probes, waveform generators and analyzers, fiber optic measurements, logic analyzers and complete instrumentation systems including ATE. Prerequisite: CET 2123C and EET 1142C.

EET 2322C*

Electronic Communications, 5 semester hours, 30 lec., 135 lab.

(Offered as needed)

This course introduces the student to telecommunications technology. It includes modulation techniques (amplitude, angle and pulse) AM, FM and single-sideband transmitters and receivers. It also introduces antenna systems, transmission lines, waveguides, the basic principles of Laser communications and basic radar. Prerequisite: EET 1142C or equivalent.

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 equivalent.

EGS 1110C

Engineering Graphics, 3 semester hours, 30 lec., 30 lab. (Offered as needed)

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. Prerequisite: ETD 1100 or equivalent: prerequisite only applies to Architectural Drafting and Design students.

EGS 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-co-planar vectors; intersections and developments; and selected abstract, exonometric and oblique projection, and practical problems. Prerequisite: EGS 1110C or equivalent.

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.

ENC 1101

English Composition I, 3 semester hours, 45 lec. (Fall, Spring, Summer)

Instruction and intensive practice in expository and argumentative writing including a documented paper. Prerequisite: A passing score on a standardized test measuring communications/verbal achievement or successful completion of ENC 0080 with a grade of "C" or better.

ENC 1102

English Composition II, 3 semester hours, 45 lec. (Fall, Spring, Summer)

Interpretative and critical reading of fiction (novel, novella, short story), drama, and poetry. Practice in the writing of analytic discourse. Practice in writing the research paper. Prerequisite: Completion of English Composition I or an equivalent course with a grade of "C" or better.

ENC 1104

CLAST Review: Essay Skills, 1 semester hour, 15 lec. (Offered as needed)

A short course specifically designed to prepare students to write fifty-minute timed essays that conform to CLAST standards.

ENC 1105

CLAST Review: English Language Skills, 1 semester hour, 15 lec. (Offered as needed)

A short course specifically designed to prepare students to take or retake the CLAST English Language Skills subtest.

ENC 1930

Special Topics in English, 2 semester hours, 30 lec. (Offered as needed)

Through an intensive individualized instructional program, this course will upgrade basic academic skills of incoming students to promote their successful completion of college degree programs.

ENC 2210

Technical Report Writing, 3 semester hours, 45 lec. (Offered as needed)

This course covers the fundamentals of technical report writing, mechanics, and style. Various types of reports are prepared, and criteria for evaluating the adequacy of the various components of these reports are utilized. The course also includes reading and analysis of technical literature as well as oral reporting. Prerequisite: passing score on placement test.

ENC 2313

Expository Writing, 3 semester hours, 45 lec. (Offered as needed)

Review of fundamental principles of grammar and usage with guided practice in writing expository essays of a kind and quality expected in upper-level college work. Offers an alternative to the Test of Standard Written English as a means of satisfying the UWF Writing Skills Requirement. Prerequisite: ENC 1101 and ENC 1102.

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. This course may be taken up to four (4) times for credit.

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 documented paper 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. This course may be taken up to four (4) times for credit.

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. This course may be taken up to four (4) times for credit.

ENL 2000

English Literature I, 3 semester hours, 45 lec. (Offered as needed)

A study of English literature from the Old English period, Beowulf, through the late Eighteenth century, the Age of Enlightenment, focusing on major works and their authors with an emphasis upon the literature as a significant reflection of and contribution to the political, cultural, social, religious, and economic milieu of each age. This course may be used as a Humanities credit.

ENL 2022

English Literature II, 3 semester hours, 45 lec. (Offered as needed)

A study of English literature from the Romantics through the Twentieth century focusing on major works and their authors with an emphasis upon the literature as a significant reflection of and contribution to the political, cultural, social, religious, and economic milieu of each age. This course may be used as a Humanities credit.

ESL 0181

ESL Structure and Writing: Level II, 3 semester hours, 75 lec.
(Offered as needed)

This course will present English grammar in a meaningful sequence and will develop the writing skills of those students for whom English is not the native tongue. It is designed to prepare these students for entry into college level English courses by improving their control of standard English.

ETD 1100*

Introduction to Technical Drawing, 3 semester hours, 30 lec., 30 lab.
(Offered as needed)

A course in the fundamental principles of the graphic language (the language of industry) and is developed for students without previous mechanical drawing experience. Topics include: use and care of instruments, lettering, geometric construction, multiview projection, sketching techniques, inking, and methods of reproduction.

ETD 1111*

Drafting I, 6 semester hours, 15 lec., 150 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. Prerequisite: ETD 1100 and ETD 1710 or equivalent.

ETD 1221*

Drafting II, 6 semester hours, 15 lec., 150 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 1111 or equivalent.

ETD 1310*

Intro. Computer Drafting, 3 semester hours, 30 lec., 30 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 1100 or EGS 1110C or equivalent, and CET 1251 or CGS 1060.

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: ETD 1310 or equivalent.

ETD 1320*

Introduction to 3 Dimensional Modeling, 3 semester hours, 30 lec., 30 lab. (Offered as needed)

A basic course in mechanical design using basic computer geometry techniques. Topics will include: orthographic projections, space relationships of points, lines, planes and revolution of objects. Additional coverage will include principles of surface generation, intersections, wire modeling, and solid modeling techniques. Prerequisite: ETD 1311 or equivalent.

ETD 1614*

Electromechanical Drafting, 3 semester hours, 30 lec., 30 lab.
(Offered as needed)

A course in the fundamentals of electronics drafting covering such topics as: using electronic symbols, schematic diagrams, connection diagrams, block and logic diagrams, WW board drawings, chassis drawings, and pictorial drawings. Prerequisite: ETD 1653 or equivalent.

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: ETD 1310 or equivalent.

ETD 1654*

Intermediate Printed Circuit Board Drafting, 3 semester hours, 15 lec., 60 lab. (Offered as needed)

A course to teach students principles of printed design and documentation through the use of a computer. Prerequisite: ETD 1653 or equivalent.

ETD 1700*

Drafting III, 6 semester hours, 15 lec., 150 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 1311, ETD 1221, and ETD 2218 or equivalent.

ETD 1710*

Basic Machine Drafting, 3 semester hours, 45 lec. (Offered as needed)

A course designed to help students develop the basic fundamentals of dimensioning and tolerancing. Topics include: dimensioning systems such as; metric, decimal, fractional-inch, foot and inch, tolerancing methods, limits and tolerances, tolerancing accumulation, dimensioning practices, and standards fits. Prerequisite: for Drafting and Design student course should be taken with ETD 1100.

ETD 1801*

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 1221 or EGS 1130C and ETD 1311 or equivalent.

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 2218*

Geometric Dimensioning & Tolerancing, 3 semester hours, 30 lec., 30 lab. (Offered as needed)

An introductory course in geometric dimensioning and tolerancing using the geometric method nationally accepted according to ASMEY14.5M. Topics covered include: definition and terms, symbols, datum referencing, locational tolerancing, form tolerancing, profile tolerancing, orientation and runout tolerancing, and math for positional tolerancing.

Prerequisite: ETD 1710 or equivalent.

ETD 2219*

Advanced Geometric Dimensioning & Tolerancing, 3 semester hours, 30 lec., 30 lab. (Offered as needed)

An advanced course in geometric dimensioning and tolerancing using the geometric method nationally accepted according to ASMEY14.5M. Topics covered include: definitions and terms, symbols, datum referencing, locational tolerancing, form tolerancing, profile tolerancing, orientation and runout tolerancing, math for positional tolerancing, quality assurance methods and techniques, and manufacturing methods and techniques.

Prerequisite: ETD 2218 or equivalent.

ETD 2281C*

Introduction to MicroStation, 3 semester hours, 30 lec., 30 lab. (Offered as needed)

A basic course in mechanical design using basic computer geometry techniques. Topics will include orthographic projections, space relationships of points, lines, planes and revolution of objects. Additional coverage will include principles of surface generation, intersections, wire modeling, and solid modeling techniques. Prerequisite: ETD 1100 or EGS 1110C or equivalent.

ETD 2351*

Advanced Computer/System Drafting, 3 semester hours, 30 lec., 30 lab. (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 equivalent.

ETD 2355*

3D Modeling, 3 semester hours, 30 lec., 30 lab. (Fall, Spring) An advanced course in mechanical design using advanced computer techniques.

Contents will include: 3D concepts, wire modeling, surface generation techniques, and solid modeling techniques. Prerequisite: ETD 1320 or equivalent.

ETD 2356C*

MicroStation II, 3 semester hours, 30 lec., 30 lab. (Offered as needed)

A second course in mechanical design using basic and intermediate computer geometry techniques. Topics will include: Orthographic projections, space relationships of points, lines, planes and revolution of objects. Additional coverage will include principles of surface generation, intersections, wire modeling, and solid modeling techniques. Prerequisites: ETD 2281C or equivalent.

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: EGS 1110C or ETD 1111 or equivalent.

ETD 2542*

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. Prerequisite: EGS 1110C and TAR 2121C or equivalent.

ETD 2543C*

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

An advanced course in structural drafting covering prestressed concrete drafting, structural steel drafting, and poured-on-site concrete drafting for large commercial and industrial buildings as well as bridges, parking decks, towers, and stadiums. Prerequisite: ETD 2542 or equivalent.

ETD 2655*

Advanced Printed Circuit Board Drafting, 3 semester hours, 15 lec., 60 lab. (Offered as needed)

A course to teach students advanced principles of printed design and documentation through the use of a computer. Prerequisites: ETD 1654 or equivalent.

ETD 2705*

Advanced Mechanical Drafting, 3 semester hours, 15 lec., 60 lab hours. (Offered as needed)

An advanced course covering mechanical drafting, machine design, advanced dimensioning and tolerancing, and working drawings according to DOD and ASME standards. Prerequisites: ETD 1700, ETD 2219, or equivalent.

ETD 2801*

Technical Illustration II, 3 semester hours, 30 lec., 30 lab. (Offered as needed)

The purpose of this course is to help students develop advanced skills, knowledge, and attitudes necessary as technical illustrators, to include oblique, and axiometric projections, perspective and exploded pictorial drawings, and related techniques. Prerequisites: ETD 1801 and ETD 1311 or equivalent.

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: EGS 1110C or equivalent. This course may be taken up to four (4) times for credit.

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: MAT 1033 or equivalent.

ETG 1941*

Internship I - Technical Education, 3 semester hours, 225 lab hours (Offered as needed)

On-the-job training in the Associate of Science Degree or Associate of Science/Applied Science Option degree program in which the student is actively enrolled. The student works under a qualified supervision on a job related to his/her degree program. 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 two weeks prior to the end of the semester.

ETG 1942*

Internship II - Technical Education, 3 semester hours, 225 lab hours
(Offered as needed)

On-the-job training in the Associate of Science Degree or Associate of Science/Applied Science Option degree program in which the student is actively enrolled. The student works under a qualified supervisor on a job related to his/her degree program. 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 two weeks prior to the end of the semester. On the job experience is built upon experiences gained through course ETG 1941.

ETG 1943*

Internship III - Technical Education, 3 semester hours, 225 lab hours
(Offered as needed)

On-the-job training in the Associate of Science Degree or Associate of Science/Applied Science Option degree program in which the student is actively enrolled. The student works under a qualified supervisor on a job related to his/her degree program. 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 two weeks prior to the end of the semester. On the job experience is built upon experiences gained through this course ETG 1942.

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

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e-mail registrar@nwfstecollege.edu.

COURSE DESCRIPTIONS / COLLEGE CREDIT

ETG 1944*

Internship IV - Technical Education, 3 semester hours, 225 lab hours (Offered as needed)

On-the-job training in the Associate of Science Degree or Associate of Science/Applied Science Option degree program in which the student is actively enrolled. The student works under a qualified supervisor on a job related to his/her degree program. 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 two weeks prior to the end of the semester. On the job experience is built upon experiences gained through course ETG 1943.

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. This course may be taken up to four (4) times for credit.

ETI 1411*

Advanced Manufacturing Processes, 3 semester hours, 45 lec. (Offered as needed)

This course presents the numeric and computer numeric control of various machining processes and the use of computer programming in the machine shop. Included are shop safety, program preparation, milling, drilling, subroutines, coordinate systems and other related topics.

ETI 1710

Occupational Safety, 3 semester hours, 45 lec. (Offered as needed)

A basic course in occupational safety and health covering such topics as: theories of accident causation; workplace hazards; hazard analysis and prevention; accident reporting; OSHA, ergonomics; product safety; workers' compensation; and stress on the job.

ETI 1711

Environmental Safety, 3 semester hours, 45 lec. (Offered as needed)

A course on protecting the environment from hazardous processes, products, and by-products of business and industry. The primary focus of the course is the ISO 14000 standard.

ETI 1712

Implementing Total Safety, 3 semester hours, 45 lec. (Offered as needed)

A course on implementing the total Safety Management (TSM) approach to workplace safety and health. Major topics include the TSM Steering Committee, TSM Facilitator, and improvement project teams (IPTs).

ETI 2110*

Quality Tools I, 3 semester hours, 45 lec. (Offered as needed)

This is a comprehensive course designed to increase the student's knowledge and skill in all aspects of quality control. The course provides a variety of the basic skills that contribute to the outgoing quality in the mechanical trades. Included are quality functions, quality personnel, shop mathematics, understanding blueprints, measuring tools, their use and other related topics.

ETI 2111*

Quality Control II, 3 semester hours, 45 lec. (Offered as needed)

An introductory course which examines the principles and practices of Total Quality Management (TQM) in our changing society. Focuses on the concepts of quality, customer satisfaction, continuous improvement, leadership, and teamwork in all aspects of American enterprise. Emphasizes planning and the

integration of people and processes into a leadership dynamic of change to a total quality culture.

ETI 2114*

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

A course covering the fundamentals of benchmarking. Major topics include: rationale for benchmarking, management's role in benchmarking, obstacles to benchmarking, selection of processes to benchmarking, and acting on benchmarking data.

ETI 2115*

Just-in-Time Manufacturing, 3 semester hours, 45 lec. (Offered as needed)

A course covering the fundamentals of JIT. Major topics include: rationale for JIT, development of the concept, benefits of JIT, requirements of JIT, and automation of JIT.

ETI 2116*

Statistical Process Control, 3 semester hours, 45 lec. (Offered as needed)

A course covering the fundamentals of SPC. Major topics include: rationale for SPC, inhibitors of SPC, management's role in SPC, the quality tools, and control charts.

ETI 2117*

Introduction to Total Quality, 6 semester hours, 90 lec. (Offered as needed)

This course covers the fundamentals of Total Quality including the following: quality culture, customer focus, employee empowerment, team building, decision making, problem solving, conflict management, quality tools, benchmarking, continuous improvement, quality function deployment, Statistical Process Control, Just-In-Time Manufacturing, and Implementing Total Quality.

ETI 2118*

Implementing Total Quality, 6 semester hours, 90 lec. (Offered as needed)

This course covers all 20 steps required to implement Total Quality in any type of organization. Emphasis is placed on specific requirements for implementation, the critical role of executive level leaders, and variation among organizations. Prerequisite: ETI 2112.

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. This course may be taken up to four (4) times for credit.

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.

FIN 2001*

Industrial Finance, 3 semester hours, 45 lec. (Offered as needed)

The course presents the principles of financial management and explains the

process of financial management from a viewpoint of the financial manager. Included also are the time value of money, cost of capital, dynamic and operating environments, capital investment, working capital, inventories and other related topics.

FIN 2246

Financial Institutions and Markets, 3 semester hours, 45 lec. (Offered as needed)

Visit financial institutions and financial markets with lectures and discussions by leaders in financial markets. Example visit New York Stock and American Stock Exchange, World Trade Center, Federal Reserve Bank, United Nations. To acquire current information about new economic developments that affect financial institutions and markets.

FRE 1120

French I, 4 semester hours, 60 lec. (Fall and Spring Term I)

Pronunciation and grammatical structures of French, with emphasis upon balanced development of all four skills listening, speaking, reading, and writing. Covers all basic structures of the language. Students who have successfully completed two or three years of high school French should enroll in French III-IV.

FRE 1121

French II, 4 semester hours, 60 lec. (Fall)

Pronunciation and grammatical structures of French, with emphasis upon balanced development of all four skills listening, speaking, reading and writing. Covers all basic structures of the language. 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 1120 and 1121 or its equivalent.

FRE 2201

French IV, 4 semester hours, 60 lec. (Spring)

Completion of intermediate level review of grammar, readings 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 middle ages to the end of the 18th century. 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 of the 19th century to the present. Prerequisite: FRE 2201 or its equivalent.

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.

GEA 1000

World Regional Geography, 3 semester hours, 45 lec. (Offered as needed)

The course introduces the student to geographic regional studies. It

will combine the concepts of physical geography and cultural or human geography as it applies to the differing regions of the world. It will show the relationship between the following: (1) regional environment and the peoples who live there and (2) settlement patterns, economic and cultural patterns within each region. Using current events, the course will show the impact of other phenomena upon those regions and their peoples.

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 1120

German I, 4 semester hours, 60 lec. (Offered as needed)

Functional development of understanding of spoken and written German, with emphasis upon balanced development of all four skills listening, speaking, reading, and writing. The German I and II sequence covers all basic structures of the language. Students who have successfully completed two or three years of high school German should enroll in German III-IV.

GER 1121

German II, 4 semester hours, 60 lec. (Offered as needed)

Functional development of understanding of spoken and written German, with emphasis upon balanced development of all four skills-listening, speaking, reading, and writing. Covers all basic structures of the language. Students who have successfully completed two or three years of high school German should enroll in German III-IV. Prerequisite: GER 1120 or equivalent.

GER 2200

German III, 4 semester hours, 60 lec. (Offered as needed)

Intermediate level review of grammar, readings in contemporary literature and current affairs, audio-lingual practice, and development of conversational and writing skills. Prerequisite: GER 1120, GER 1121 or two years or more in high school German with a grade of "B" or better, or equivalent.

GER 2201

German IV, 4 semester hours, 60 lec. (Offered as needed)

Completion of 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 as 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 as 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 2440

Business German (Wirtschaftsdeutsch), 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, mastery of 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. This course may be taken up to four (4) times for credit.

GEW 2010

Introduction to German Literature I, 3 semester hours, 45 lec.

(Offered as needed)

A survey of representative literary works from the early 17th century through the death of Goethe (1833).

GEW 2011

Introduction to German Literature II, 3 semester hours, 45 lec.

(Offered as needed)

A survey of representative literary works from 1833 to the present, grouped by periods and literary movements.

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 1001L

Earth Science Lab, 1 semester hour, 30 lab. (Fall, Spring, Summer)

Laboratory experiences pertaining to the physical environment: observation, measurement, data analysis, mapping, map interpretation, properties of earth materials. This is an optional course serving students who transfer to universities which require a laboratory course to satisfy the General Education requirement in Physical Science. Pre- or corequisite: GLY 1001 or equivalent.

GLY 1010C

Physical Geology, 4 semester hours, 45 lec., 30 lab. (Offered as needed)

A study of the materials, surface feature, structure and processes of the solid earth. Labs in identification of rocks and minerals. Landforms will be analyzed from topographic and geologic maps. Actual landforms and processes will be studied on field trips and exercises.

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 geological time will also be studied. Prerequisite: GLY 1001 or equivalent (a physical geology course).

GRA 1530C

Typography, 3 semester hours, 30 lec., 30 lab. (Offered as needed)

A comprehensive introduction, overview and practical application relating to the principles of design and the use of letter forms. Stresses the feeling and visual impact in the design and use of different lettering styles.

Prerequisites: ART 1300C, ART 1201C or equivalent.

GRA 1543C

Graphic/Commercial Design I, 4 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 1820C

Desktop Publishing I, 3 semester hours, 30 lec., 30 lab. (Offered as needed)

Publishing on a Macintosh desktop computer. This is a beginning level course designed to acquaint students with various software programs. Students will learn to produce flyers, ads, posters, newsletters, and other printed materials.

GRA 1821C

Desktop Publishing II, 3 semester hours, 30 lec., 30 lab. (Offered as needed)

An advanced course in the use of the Macintosh desktop computer. This course will primarily focus on the use of the software program Pagemaker, along with a scanner in a more advanced application. Prerequisite: GRA 1820C.

GRA 1822C

Desktop Publishing III, 3 semester hours, 30 lec., 30 lab. (Offered as needed)

This course is a continuation of Desktop Publishing II. Advanced Pagemaker techniques and processes will be covered using a Power Macintosh desktop computer. This is not a beginning level course and requires prior knowledge/experience with Adobe Pagemaker. Prerequisite: GRA 1820C and GRA 1821C.

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. Prerequisites: ART 1300C, ART 1201C or equivalent.

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. Prerequisites: ART 1300C, ART 1201C, GRA 1543C, GRA 2544C or equivalent.

GRA 2600

Pre-Press Assembly, 4 semester hours, 30 lec., 60 lab. (Offered as needed)

Classroom and lab experiences using a computer to colorize artwork, print the separations, and make litho negatives to produce a color-key proof. In this class, students will prepare and produce a minimum 8-page booklet.

Prerequisites: GRA 1820C, GRA 1821C.

GRA 2800C

Computer Graphics I, 4 semester hours, 30 lec., 60 lab. (Offered as needed)

This course provides instruction and practical exercises in the use of graphics software to create and generate color graphics to produce illustrations and charts on a Macintosh desktop publishing system.

Prerequisite: GRA 1820C.

GRA 2801C

Computer Graphics II, 4 semester hours, 30 lec., 60 lab. (Offered as needed)

This course is a continuation of Computer Graphics I. Advanced Photoshop techniques and processes will be covered using a Power Macintosh desktop computer. This is not a beginning level course and requires prior knowledge/experience with Adobe Photoshop. Prerequisite: GRA 2800C.

GRA 2802C

Computer Graphics III, 4 semester hours, 30 lec., 60 lab. (Offered as needed)

This is an advanced Computer Graphics class that uses a 3-D landscape program called Bryce. Objects are manipulated in wire-frame mode using the X, Y, Z coordinates and then rendered for the final scene. Prerequisites: GRA 1820C and GRA 2800C.

GRA 2805C

Advanced Graphic Projects, 4 semester hour, 30 lec., 60 lab. (Offered as needed)

This course is designed for the advanced graphics student. The student will call upon skills/knowledge previously gained in other courses and software programs to produce several major projects. This course will be considered a capstone in the progression of learning and is not a beginning level course. Prerequisites: GRA 1821C and GRA 2800C.

GRA 2905

Independent Study - Graphics/Printing, 1 semester hour, 45 lab. (Offered as needed)

Practical treatment of graphics/printing technology within the field of offset printing. Emphasis on individual work projects utilizing such areas as copy preparation, darkroom work, film assembly and platemaking, press operation, and bindery operation. This course may be taken up to four (4) times for credit.

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. This course may be taken up to four (4) times for credit.

HFT 2210

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. Prerequisite: MAN 2021.

HFT 2211

Hospitality Management II, 3 semester hours, 45 lec. (Offered as needed)

A continuing study of the hospitality industry. Prerequisites: MAN 2021, HFT 2210.

HFT 2940

Hospitality Management - Internship I, 3 semester hours, 90 lab. (Offered as needed)

A management internship program providing on-the-job

management experiences in various phases of the hospitality industry.

HFT 2941

Hospitality Management - Internship II, 3 semester hours, 90 lab.

(Offered as needed)

A management internship program providing on-the-job management experiences in various phases of the hospitality industry.

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. (Fall and 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

Wellness: Practice and Theory, 3 semester hours, 45 lec. (Fall, Spring, & Summer)

A course designed to promote wellness through assessment, instruction and fitness programs which, if applied, will enable the individual to achieve and/or maintain a high quality of health and fitness throughout life. Based on assessment test results a 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. (Fall and 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. This course may be taken up to four (4) times for credit.

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. This course may be taken up to four (4) times for credit

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

Health Education, 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, cardiopulmonary resuscitation, transportation of the injured, oral poisoning and other medical emergencies.

HSC 1531

Medical Terminology, 3 semester hours, 45 lec. (Offered as needed)

An introduction to prefixes, suffixes, root words, combining forms, Latin and Greek forms, spelling, and pronunciation, with emphasis on building a working medical vocabulary based on body systems.

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 (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 nonscheduled 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 division approval prior to commencing the independent study.

NOTE: If this course is used to satisfy writing requirements for transfer courses to OWCC, a 6,000 word paper with a minimum grade of "C" is required. This course may be taken up to four (4) times for credit.

HUM 2700

Humanities - Foreign Study, 3 semester hours, 15 lec., 60 lab. (Offered as needed)

A variable humanities content course designed to allow students first-hand learning experiences outside the United States.

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. This course may be taken up to four (4) times for credit.

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.

HUM 2920

Humanities Colloquium- 1 semester hour, 5 lec., 20 lab. (Offered as needed)

Humanities Colloquium is a lab designed to introduce students to critical visual and listening skills to become an intelligent arts consumer. Initial lecture sessions are devoted to discussions of the elements of analysis of art works, music pieces, theatre performances, and dance presentations. Students will be required to attend selected OWCC Visual and Performance Arts presentations and to write a short critical review of each. Topics may vary.

HUN 2410A

Child Nutrition and Health, 3 semester hours, 45 lec. (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 2201

Nutrition, 3 semester hours, 45 lec. (Fall, Spring, Summer)

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.

HUS 1400A

Peer Advising, 3 semester hours, 15 lec., 60 lab. (Fall, Spring, Summer)

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)

An analytical and historical study 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.

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

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For Admissions, Registrar, or Student Services

e-mail registrar@nwfstatecollege.edu.

COURSE DESCRIPTIONS / COLLEGE CREDIT

INR 2270

Study Abroad - Introduction to International Studies, 3 semester hours, 30 lec., 45 lab. (Offered as needed)

A variable content course designed to allow students first-hand learning experiences around the world. Initial classroom hours on campus will give students general background information on the country(ies) to be visited. Foreign countries become, in effect, laboratories. Students will gain a broader vision of world societies through exposure to foreign culture, political, economic systems. Provides a broad overview of major nations and how they relate to each other as well as their impact on the international balance of power.

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. This course may be taken up to four (4) times for credit.

ISS 2905

Directed Work Study - Social Science, 1 semester hour, 45 hours (Offered as needed)

Entry by permission of department chair only. This course may be taken up to four (4) times for credit.

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.

LIN 1742

English Grammar and Style, 3 semester hours, 45 lec. (Offered as needed)

Principles and rules of traditional and modern English grammar and effective style.

LIS 1001

Library Skills, 1 semester hour, 30 lab. (Offered as needed)

A course creating learning situations in which individual students can become effective independent users of Learning Resources facilities.

LIS 2004

Introduction to Internet Research, 1 semester hour, 30 lab. (Offered as needed)

Introduction to Internet Research is a one-credit hour course offered by the Florida Public Community College system. This course is delivered via the World Wide Web and Internet e-mail. The course focuses on methods of accessing information resources available through the Internet. Students will learn to design search strategies, retrieve, evaluate, and cite Internet resources. The World Wide Web, e-mail, discussion groups, chat, FTP, Gopher, and Telnet are some of the topics covered.

Prerequisite: A full service Internet account, including an electronic mail address from an Internet Service Provider (ISP), or access through a corporate or educational institution prior to beginning the course.

LIT 2090

Contemporary Literature, 3 semester hours, 45 lec. (Fall, Spring, or as needed)

Studies in modern drama, prose, and poetry, focusing on their comments on modern man. May be used as Humanities credit.

LIT 2100

World 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. May be used as a Humanities credit.

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, solutions of systems of linear equations including use of determinants; study of functions and relations, logarithms and exponential 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: Completion of MAT 0025 with a "C" or better, appropriate test scores, or equivalent. Scientific calculators will be required.

MAC 1105

College Algebra, 3 semester hours, 45 lec. (Fall, Spring, Summer)

Function-based college algebra course which will include the following topics: functions and functional notation; domains and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear, quadratic, and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions, and equations; systems of equations and inequalities; and applications of functions (curve fitting, modeling, optimization, exponential/logarithmic growth and decay). Graphic calculators are required. Prerequisites: MAT 1033A "Intermediate Algebra" or equivalent with a "C" or better or suitable placement score.

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. Graphing Calculators are required.

MAC 1140

Pre-Calculus Algebra, 3 semester hours, 45 lec. (Fall, Spring, Summer)

First course in a two-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 or MAC 1104 with a grade of "C" or better, or equivalent. Graphing calculators will be required.

MAC 1147

Precalculus Algebra/Trigonometry, 4 semester hours, 60 lec. (Fall, Spring, Summer)

This course reviews algebra and trigonometry. Topics include polynomial, rational, exponential, logarithmic, and trigonometric functions, inverse functions, trigonometric identities and equations, solutions of triangles, vector algebra, topics from analytical geometry, sequences, series, mathematical induction and the binomial theorem. Graphic calculators are required. Prerequisite: High school trigonometry with a "B" or better.

MAC 1154

Analytic Geometry, 3 semester hours, 45 lec. (Offered as needed)
Typical modern analytic geometry course in two- and three-dimensional space.
Prerequisite: Completion of MAC 1140 and MAC 1114 with a grade of C or better or equivalent.

MAC 2311

Calculus I, 4 semester hours, 60 lec. (Fall, Spring, Summer)
First course in a three-course sequence. Covers limits and continuity, rules of differentiation, the chain rule, derivatives of trigonometric functions, applications of derivatives to curve sketching, and maxima/minima problems, the mean value theorem and L'Hopital's rules, the definite and indefinite integrals and the fundamental Theorem of Integral Calculus, area, volume, hydrostatic force, center of mass and other applications of integrals. Prerequisite: Completion of MAC 1140 and MAC 1114 or MAC 1114 with a grade of "C" or better, or equivalent. Graphing Calculators are required.

MAC 2312

Calculus II, 4 semester hours, 60 lec. (Fall, Spring, Summer)
Second course in a three-course sequence. Inverse trigonometric functions; natural logarithms and exponential functions; methods of integration including integration by parts, trigonometric substitution, and partial fractions; conic sections with rotation of coordinates; hyperbolic functions; graphing an area in polar coordinates; infinite sequences and series; tests for absolute and conditional convergence of series; power series. Prerequisite: Completion of MAC 2311 with a grade of "C" or equivalent. Graphing Calculators are required.

MAC 2313

Calculus III, 4 semester hours, 60 lec. (Fall, Spring, Summer)
Third course in a three-course sequence. Vectors and vector functions; dot product, cross product, curvature, and motion in space; quadric surfaces; functions of two or more variables, partial derivatives, gradients, directional derivatives, tangent lines and planes, and application partial derivatives to maxima/minima; Lagrange multipliers, Taylor's formula; multiple integrals in rectangular, cylindrical, and spherical coordinates, and their applications; line integrals; Green's theorem, surface area, the divergence theorem and Stokes's theorem. Prerequisite: Completion of MAC 2312 with a grade of "C" or better, or equivalent. Graphing Calculators are required.

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 1105 or equivalent. Graphing calculators are required.

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 2300

Personnel Management, 3 semester hours, 45 lec. (Offered as needed)
An introduction to personnel practices and procedures. Topics include the personnel management system, maximizing employee potential, organizational behavior, and labor management relations.

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. May be taken up to four (4) times for credit.

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. May be taken up to four (4) times for credit.

MAP 2302

Differential Equations, 3 semester hours, 45 lec. (Fall, Spring)

An introduction to ordinary differential equations with emphasis on first and second order linear equations and applications. Prerequisite: Either completion of MAC 2313 with a "C" or better or completion of MAC 2312 with a "C" or better and concurrent enrollment in MAC 2313. Equivalent courses from other institutions may be used to meet the prerequisite.

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. (Fall, Spring)

Designed for mathematics and engineering majors. Prerequisite: MAC 2311 with a grade of "C" or better, or equivalent. Graphing Calculators are required.

MAT 1033A

Intermediate Algebra, 4 semester hours, 60 lec. (Fall, Spring, Summer)

An intermediate algebra course to prepare students for general education mathematics/statistics courses. This course emphasizes concepts, techniques, and applications of the following major topics: factoring, algebraic fractions, radicals and rational exponents, complex numbers, quadratic equations, rational equations, two-variable linear equations/inequalities and their graphs, systems of linear equations and inequalities and their graphs, systems of linear equations and inequalities, and an introduction to functions. Prerequisite: suitable placement score or completion of MAT 0024 (or equivalent) with a grade of "C" or better and a passing score on the college prep algebra exit exam.

MAT 1930

Special Topics in Mathematics, 2 semester hours, 30 lec. (Offered Summer only)

Through an intensive individualized instructional program, this course will upgrade basic academic skills of incoming student to promote their successful completion of college degree programs.

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.

MCB 1000C

Microbiology, Allied Health, 4 semester hours, 45 lec., 30 lab. (Fall, Spring, Summer)

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, premed, prevet, and pre-dentistry.

MCB 2013C

Microbiology, 4 semester hours, 30 lec., 60 lab. (Offered as needed)
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 microorganism and their chemical and biological relationships to water, food, industrial processes and disease. Prerequisites: BOT 1010C, ZOO 1010C, and CHM 1045C (May be taken concurrently).

MET 1010

Introduction to Meteorology, 4 semester hours, 60 lec. (Fall, Spring)
Structure of the atmosphere, weather processes, systems and phenomena; climate and climatic change, economic impact of weather.

MGF 1106

Mathematics for Liberal Arts, 3 semester hours, 45 lec. (Fall, Spring, Summer)
This course is designed for those students requiring only general education mathematics courses. It includes systematic counting, probability, statistics, history of mathematics, geometry, sets and logic. Prerequisite: Completion of MAT 1033 or higher mathematics course with a grade of "C" or better, or equivalent or suitable placement score.

MGF 2118

Math Preparation for CLAST, 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.

MKA 1610*

Industrial Marketing, 3 semester hours, 45 lec. (Offered as needed)
The course presents the fundamental principles of marketing and explains marketing concepts. Included also are planning, markets, product development, pricing, promotion and other related topics.

MKA 2021

Professional Selling, 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.)

MNA 1015*

Industrial Management I, 3 semester hours, 45 lec. (Offered as needed)
The course presents the functions of a manager, the views, techniques,

and responsibilities of management. Included also are planning, forecasting, organizing, theory, staffing, and other related topics.

MNA 1345*

Supervision I, 3 semester hours, 45 lec. (Offered as needed)

The course presents the functions of a personnel manager, philosophy of general management, organizational structure, employer socio-economic climate and career information. Included also are job descriptions and specifications, recruiting practices, applications, resumes, interviewing, placement, performance appraisals, wage and salary administration and other related topics.

MNA 1346*

Supervision II, 3 semester hours, 45 lec. (Offered as needed)

The course presents a continuing study of the functions of a personnel manager, philosophy of general management, employee socio-economic climate and other information. Included, also, are orientation, training, labor unions, safety, health and other related topics.

MNA 1351

Developing Training Program, 3 semester hours, 45 lec. (Offered as needed)

Coverage includes strategic planning, curriculum planning, program development, course development, and lesson planning. As they relate specifically to customized training offered in a business setting. Other topics include identifying training needs, developing a training budget and justifying training costs.

MNA 1352

Training Methods, 3 semester hours, 45 lec. (Offered as needed)

Coverage includes conducting small-group meetings, discussion groups, focus groups, facilitating one-on-one training and mentoring partnerships, presenting lectures, and making demonstrations.

MNA 1353

Evaluating Training, 3 semester hours, 45 lec. (Offered as needed)

Coverage includes developing training objectives and monitoring their accomplishment; measuring the value of training; evaluating learning through testing and on-the-job observation; and tying training to performance evaluations.

MNA 2100

Organizational Behavior, 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.

MNA 2760

Leadership Development, 3 semester hours, 45 lec. (Offered as needed)

This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership.

MTB 1103

Business Mathematics, 3 semester hours, 45 lec. (Fall, Spring, Summer)

Presents basic principles used to solve everyday business problems, including a review of basic skills and business terminology. Topics in the course include: base, rate and percentage; trade and cash discounts, wage and salary administration; insurance (fire and automobile); depreciation and business profits; distribution of corporate dividends; simple interest and bank discount and buying and selling of corporation bonds and stocks. Prerequisite: Score of

32 or higher on FCEP or successful completion of MAT 0002A or higher math course.

MTB 1310

College Mathematics, 3 semester hours, 45 lec. (Offered as needed)

An arithmetic-based course with a heavy emphasis on applications. Topics include real numbers, ratio, percentage, formulas, statistics, and consumer topics. It will meet general education requirements for the AS program for students with approved placement scores. Prerequisite: Minimum of 72 on CPT/FCEP to meet AS degree general education requirements; minimum of 32 on the FCEP to meet nursing requirements only.

MTB 1321*

Technical Math I, 3 semester hours, 45 lec. (Offered as needed)

This course will include solving linear equations, factoring polynomials, graphing functions, solving quadratic equations, solving right triangles and oblique triangles, using vectors to solve problems in science and technology and solving word problems from technical fields. It will meet general education requirements for AS and ASO programs. Prerequisite: MAT 0024 with a C or better or satisfactory test scores.

MTB 1322*

Technical Math II, 3 semester hours, 45 lec. (Offered as needed)

This course will include solving systems of equations, finding roots of higher degree equations, solving exponential and logarithmic equations, sketching the graphs of sine and cosine functions, solving trig equations, computation with complex numbers, graphing lines and graphing parabolas. It will meet general education requirements for AS degree programs. Prerequisite: MTB 1321 with a C or better.

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.

MUM 2300

Introduction to the Music Industry, 3 semester hours, 45 lec. (Offered as needed)

This course is as an introduction to the history, principles, and practices of the music industry. Topics will include music publishing, copyright, distribution, industry organization, producing, and general business functions.

MUM 2600

Recording Techniques I, 3 semester hours, 30 lecture, 30 lab. (Offered as needed)

This course is designed as an introduction to basic audio engineering and studio practices. Listening exercises, psychoacoustics, microphone characteristics, and studio etiquette will be studied. In addition the student will study techniques and practices and procedures of multi-track recording, acoustical balancing, editing, and over dubbing in a variety of situations.

MUM 2600L

Recording Lab, 1 semester hour, 30 lab. (Offered as needed)

This course is designed to provide students with "hands on" experience in conjunction with live performance activities. This course may be taken three (3) times for credit. Prerequisite: MUM 2604.

MUM 2601

Recording Techniques II, 3 semester hours, 30 lecture, 30 lab. (Offered as needed)

This course explores advanced multi-track recording skills

and audio production techniques. Emphasis is on mixingboard skills, microphone techniques, use of outboard equipment and live multi-track recording.

Prerequisite: MUM 2600.

MUM 2604

Multi-Track Mixdown, 3 semester hours, 30 lecture, 30 lab. (Offered as needed)

This course explores the application of signal processing equipment as it relates to multi-track master mixdowns. In addition, software and hardware application of mixdown is applied to post-production practices.

MUN 1000

Summer Ensemble Workshop, 3 semester hours, 15 lec., 60 lab. (Summer)

An ensemble workshop open to any student who desires to improve vocal and physical presentation skills. A variety of musical physical styles will be studied and performed. Students participating in Summer Ensemble Workshop will be expected to participate in several scheduled performances. Prerequisite: Previous experience/departmental approval.

MUN 1001

Summer Ensemble Workshop II, 3 semester hours, 15 lec., 60 lab.

(Summer)

An ensemble workshop open to any student who desires to improve vocal and physical presentation skills. A variety of musical physical styles will be studied.

MUN 1002

Summer Ensemble Workshop III, 3 semester hours, 15 lec., 60 lab.

(Summer)

An ensemble workshop open to any student who desires to improve vocal and physical presentation skills. A variety of musical physical styles will be studied. Students participating in Summer Ensemble Workshop will be expected to participate in several scheduled performances. Prerequisite: MUN 1001.

MUN 1180

OWCC Band (Community), 1 semester hour, 30 lab. (Offered as needed)

A music organization providing an outlet and learning experience for both college students and wind or percussion players to read and perform standard band literature, transcriptions and program selections. Required of all wind or percussion music majors and minors. May be taken four times for credit.

Prerequisite: Ability to read music and play a band instrument; audition by Director or 1 year experience in a high school advanced band. This course may be taken up to four (4) times for credit.

MUN 1210

OWCC Symphony Orchestra I, 1 semester hour, 45 lab. (Fall, Spring)

A music organization providing an outlet and learning experience to study and perform standard orchestra literature, to improve individual instrumental skills, and to sharpen ensemble techniques. The Symphony occasionally performs with guest artists, choral groups and theatre ensembles. This course may be taken four (4) times for credit.

MUN 1310

OWCC Chorus, 1 semester hour, 30 lab. (Offered as needed)

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 taken three times for credit. Prerequisite: Experience in high school, church, or community chorus or choirs. This course may be taken up to four (4) times for credit.

MUN 1340A

OWCC Show Choir I, 1 semester hour, 45 lab. (Offered as needed)

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 fulltime 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. This course may be taken four (4) times for credit.

MUN 1390

Symphonic Chorus I, 1 semester hour, 45 lab. (Offered as needed)
A music organization open through auditions to any student. The Symphony chorus will study and perform literature for the large sized chorus. Prerequisite: Audition for placement. May be taken up to four (4) times for credit.

MUN 1421

Flute Ensemble, 1 semester hour, 30 contact, 30 lab. (Offered as needed)
The study and performance of flute ensemble and flute choir music in a musical group. May be taken up to four (4) times for credit. Prerequisites: A demonstrated ability to play the flute at an acceptable level of performance. Open by audition.

MUN 1700

Jazz/Rock Laboratory, 1 semester hour, 30 lab. (Offered as needed)
A performance ensemble designed to develop the creative artistry of the musician, without the limitations of a particular style. Under faculty supervision this course will focus on the performance of original compositions by the Jazz/rock Laboratory Ensemble. Instrumentation: all instruments and voice.

MUN 1710A

Rock and Jazz Ensembles I, 1 semester hour, 45 lab. (Offered as needed)
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 taken four times for credit. Prerequisite: Some experience in high school bands, etc. This course may be taken up to four (4) times for credit.

MUN 1711

Jazz Workshop, 1 semester hour, 30 lab. (Offered as needed)
The study and performance of jazz music in the context of the small ensemble. This will be accomplished through the performance of both stock arrangements and student arrangements. Instrumentation: 5 wind, 4 rhythm, voice rhythms and solfege syllables, these skills will be developed. This course may be taken up to four (4) times for credit.

MUN 1720A

Rock and Jazz Ensembles II, 1 semester hour, 45 lab. (Offered as needed)
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. Prerequisite: Some experience in high school bands, etc. This course may be taken up to four (4) times for credit.

MUN 2120

OWCC Band (Community), 1 semester hour, 30 lab. (Offered as needed)
A music organization providing an outlet and learning experience for both college students and wind or percussion players to read and perform standard band literature, transcriptions and program selections. Required of all wind or percussion music majors and minors. This course may be taken four times for credit. Prerequisite: MUN 1180.

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

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For Admissions, Registrar, or Student Services
e-mail registrar@nwfstatecollege.edu.

COURSE DESCRIPTIONS / COLLEGE CREDIT

MUN 2211

OWCC Symphony Orchestra II, 1 semester hour, 45 lab. (Offered as needed)
A music organization providing an outlet and learning experience to study and perform standard orchestra literature, to improve individual instrumental skills, and to sharpen ensemble techniques. The Symphony occasionally performs with guest artists, choral groups and theatre ensembles. This course may be taken four (4) times for credit.

MUN 2371

OWCC Show Choir II, 1 semester hour, 45 lab. (Offered as needed)
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 fulltime 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. This course may be taken four (4) times for credit.

MUN 2392

Symphonic Chorus II, 1 semester hour, 45 lab. (Offered as needed)
A continuation of Community Chorus I and is a music organization open through auditions to any student. The Symphony Chorus will study and perform literature for the large sized chorus. This course may be taken up to four (4) times for credit.

MUS 1905

Independent Study - Music, 1 semester hour (Offered as needed)
A defined independent study which is pursued under supervision of a faculty directing teacher and recorded through departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized or advanced nature and not available through classes or courses available on a college schedule. Departmental approval required. This course may be taken up to four (4) times for credit.

MUT 1001

Fundamentals of Music, 3 semester hours, 45 lec. (Offered as needed)
A pre-theory course for the nonmusic major, the music major who wishes to refresh his fundamental skills, or for the 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., 30 lab. (Offered as needed)
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., 30 lab. (Offered as needed)
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: MUT 1121.

MUT 1241

Ear Training/Sight Singing I, 1 semester hour, 30 lab. (Offered as needed)

A study of the aural skills needed to develop basic musicianship through student involvement in dictation and singing of intervals, scales, chords, melodies and rhythms with solfege syllables, these skills will be developed.

MUT 1242

Ear Training/Sight Singing II, 1 semester hour, 30 lab. (Offered as needed)

A study of the aural skills needed to develop basic musicianship through student involvement in dictation and singing of intervals, scales, chords, melodies and rhythms with solfege syllables, these skills will be developed. A continuation of MUT 1241 Ear Training/Sight Singing I.

MUT 1641

Jazz Improvisation I, 2 semester hours, 15 lec., 30 lab. (Offered as needed)

A course designed to introduce the student to the concepts of Jazz Improvisation. Through active participation the student will develop the basic skills necessary to become a competent jazz soloist. This course may be taken two (2) times for credit.

MUT 1642

Jazz Improvisation II, 2 semester hours, 45 lec., 30 lab. (Offered as needed)

A continuation of MUT 1641 Jazz Improvisation I. This course is designed to further develop the skills needed to become a competent soloist in the jazz idiom. This course may be taken two (2) times for credit.

MUT 2126

Music Theory III, 3 semester hours, 30 lec., 30 lab. (Offered as needed)

A continuation of Music Theory I and II, MUT 1121 and MUT 1122. The harmonization and modulation of melodies through the use of nondominant harmony and the study of sequence writing. Incorporates keyboard harmony plus sight reading of chromatic melodies, large intervals, and advanced rhythms. Prerequisites: MUT 1121 and MUT 1122.

MUT 2127

Music Theory IV, 3 semester hours, 30 lec., 30 lab. (Offered as needed)

The continued study of harmonization of melodies, sequence writing, sight reading, intervals, advanced rhythms and structures. Prerequisites: MUT 1121, 1122, 2126.

MUT 2246

Ear Training/Sight Singing III, 1 semester hour, 30 lab. (Offered as needed)

Continued study of the aural skills needed to develop musicianship through student involvement in the dictation and singing of intervals, scales, chords, melodies and rhythms.

MUT 2247

Ear Training/Sight Singing IV, 1 semester hour, 30 lab. (Offered as needed)

Continued study of the aural skills needed to develop musicianship through student involvement in the dictation and singing of intervals, scales, chords, melodies and rhythms.

MUT 2351

Introduction to Jazz Theory/Arranging, 3 semester hours, 45 lec. (Offered as needed)

A lecture-demonstration-workshop approach to jazzpop arranging. Studies include jazz/pop harmonies, arranging fundamentals and

techniques, and the use of jazz/pop instrumentation. Workshop practices include assigned arrangements with the arrangements played by the jazz ensemble, and other audio demonstrations. Prerequisite: MUT 1121 and 1122 or equivalent.

MVB 1201

Applied Music Secondary - Brass, 1 semester hour, 7.5 lab. (Offered as needed)

Private instruction: 1/2 hour private lesson per week. Minimum one hour daily practice. For nonmusic majors and music majors. Minimum of one hour daily practice is required. Course may be taken four (4) times for credit.

Prerequisite: Private instruction or high school experience.

MVB 2202

Applied Music Secondary - Brass II, 1 semester hour, 7.5 lab. (Offered as needed)

Private instruction: 1/2 hour private lesson per week. Minimum one hour daily practice. For nonmusic majors and music majors. Minimum of one hour daily practice is required. Course may be taken four (4) times for credit.

Prerequisite: MVB 1201.

MVK 1211

Applied Music - Piano I, 1 semester hour, 7.5 lab. (Offered as needed)

Private instruction in piano, as secondary instrument, consisting of one half-hour lesson per week. Minimum of one hour daily practice is required.

Course may be taken four (4) times for credit.

MVK 2221

Applied Music - Piano II, 1 semester hour, 7.5 lab. (Offered as needed)

Private instruction in piano, as a secondary instrument, consisting of one half-hour lesson per week. Minimum of one hour daily practice is required.

Course may be taken four (4) times for credit.

MVP 1201

Applied Music Secondary - Percussion, 1 semester hour, 7.5 lab. (Offered as needed)

Private instruction in percussion instruments to develop the student's performance ability in an applied area. One half-hour private lesson per week. Minimum of one hour daily practice. Minimum of one hour daily practice is required. Course may be taken four (4) times for credit.

MVP 2202

Applied Music Secondary - Percussion II, 1 semester hour, 7.5 lab. (Offered as needed)

Private instruction in percussion instruments to develop the student's performance ability in an applied area. One half-hour private lesson per week. Minimum of one hour daily practice. Minimum of one hour daily practice is required. Course may be repeated four (4) times for credit.

Prerequisite: MVP 1201.

MVS 1016

Applied Springs - Guitar, 1 semester hour, 7.5 lab. (Offered as needed)

Private instruction on guitar. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four times for credit.

MVS 1017

Applied Springs - Bass Guitar, 1 semester hour, 7.5 lab. (Offered as needed)

Private instruction in guitar. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four times for credit.

MVS 1111

Class Guitar, 1 semester hour, 15 lec. (Fall)

The study of basic techniques for the beginning and continuing student.

MVS 1201

Applied Music Secondary - Strings, 1 semester hour, 7.5 lab. (Offered as needed)

Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For non-music majors and music majors. Minimum of one hour daily practice is required. Course may be taken four (4) times for credit.

MVS 2016

Applied Strings - Guitar II, 1 semester hour, 7.5 lab. (Offered as needed)

Private instruction in guitar. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four times for credit.

MVS 2027

Applied Strings - Guitar II, 1 semester hour, 7.5 lab. (Offered as needed)

Private instruction in guitar. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four times for credit.

MVS 2202

Applied Music Secondary - Strings II, 1 semester hour, 7.5 lab. (Offered as needed)

Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For non-music majors and music majors. Minimum of one hour daily practice is required. Course may be taken four (4) times for credit.

MVW 1211

Applied Music - Voice I, 1 semester hour, 7.5 lab. (Offered as needed)

Private instruction in voice, as a secondary instrument, consisting of one half-hour session per week, with a minimum of one hour daily practice. Minimum of one hour daily practice is required. Course may be taken four times for credit.

MVW 2221

Applied Music - Voice II, 1 semester hour, 7.5 lab. (Offered as needed)

Private instruction in voice, as a secondary instrument, consisting of one half-hour lesson per week, with a minimum of one hour daily practice. Minimum of one hour daily practice is required. Course may be taken four (4) times for credit.

MVW 1201

Applied Music Secondary - Woodwinds, 1 semester hour, 7.5 lab. (Offered as needed)

Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For non-music majors and music majors. Minimum of one hour daily practice is required. Course may be taken four (4) times for credit.

MVW 2202

Applied Music Secondary - Woodwinds II, 1 semester hour, 7.5 lab. (Offered as needed)

Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For non-music majors and music majors. Minimum of one hour daily practice is required. Course may be taken four (4) times for credit. Prerequisite: MVW 1201.

OCE 1005

Introduction to Oceanography, 4 semester hours, 60 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.

ORI 2000

Oral Interpretation, 3 semester hours, 45 lec. (Offered as needed)

Oral interpretation of all genres of literature. Students read and research appropriate literature to cut, adapt, and present to the class as solo, duet, and group interpretations.

OST 1107

Typing and Word Processing, 3 semester hours, 45 lec. (Offered as needed)

Integration of basic keyboarding and wordprocessing (WordPerfect) - learning the keyboard, creating, editing, saving, and other wordprocessing functions.

OST 1131

Legal Typewriting, 3 semester hours, 75 lab. (Offered as needed)

Thorough analysis and formatting of legal documents.

OST 1141

Keyboarding, 1 semester hour, 15 lec. (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

Basic Shorthand, 3 semester hours, 30 lec., 45 lab. (Fall, Spring)

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

OST 1212

Intermediate Shorthand, 3 semester hours, 30 lec., 45 lab. (Fall, Spring, Summer)

Speed-building in taking dictation and transcription.

Prerequisite: Dictation experience or equivalent.

OST 1355

Records Management, 3 semester hours, 45 lec. (Fall, Spring, Summer)

Methods and systems of records management used in business offices, materials and equipment, and time-and-motion saving skills. Practice sets are used.

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 2117

Typing and Word Processing II, 3 semester hours, 45 lec. (Offered as needed)

Continuation of Document Processing I - develop keyboarding and document processing using a microcomputer. Prerequisite: OST 1107 or equivalent.

OST 2127

Typing and Word Processing III, 3 semester hours, 45lec. (Offered as needed)

Development of occupational proficiency in business letter writing, legal papers, executive forms and papers, and manuscripts through the use of a word processor (WordPerfect). Prerequisite: OST 2117 or equivalent.

OST 2213

Advanced Shorthand, 3 semester hours, 30 lec., 45 lab. (Offered as needed)

Mailability of transcribed shorthand notes. Accuracy of transcripts, speed in dictation, office routines. Prerequisite: OST 1212 or equivalent.

OST 2335

Business Communication, 3 semester hours, 45 contact hours, 3 lec. (Offered as needed)

Business Communications is a comprehensive coverage of language structure and particular emphasis on writing superior business letters and reports.

Instruction in principle, then illustration, and practice in applying the principles. A fundamental concept of the appearance, language and style, tone and psychology of effective business letters. Prerequisites:

passing score on English placement test or passing grade of "C" in LIN 1670.

OST 2401

General Office Management, 3 semester hours, 30 lec., 30 lab. (Offered as needed)

Study of practices and procedures in the modern office. Emphasis on exercising judgment, handling incoming calls and callers, processing mail, word processing systems, editing and composing techniques, travel arrangements, banking procedures, employment applications and resumes. Prerequisite: OST 2117, OST 2335 or equivalent.

OST 2402

Secretarial Office Management, 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 2117, OST 1211 and OST 2335.

PCB 2011C

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.

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 1212

Advanced Softball, 1 semester hour, 30 lab. (Offered as needed)

Instruction, practice, and participation in advanced softball. The continuous development of physical skills is of major importance in this course. May be taken four (4) times for credit. (Athletes)

PEL 1217

Advanced Baseball, 1 semester hour, 30 lab. (Offered as needed)

Instruction, practice, and participation in advanced baseball. The continuous development of physical skills is of major importance in this course. May be taken four (4) times for credit. (Athletes)

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 equivalent.

PEL 1441

Beginning Racquetball, 1 semester hour, 30 lab. (Offered as needed)
Instruction and participation in the skills necessary for satisfactory competition in the sport of racquetball.

PEL 1622M

Advanced Basketball, 1 semester hour, 30 lab. (Offered as needed)
Instruction, practice, and participation in advanced basketball. The continuous development of physical skills is of major importance in this course. May be taken four (4) times for credit. (Athletes)

PEL 1622W

Advanced Basketball (Women), 1 semester hour, 30 lab. (Offered as needed)
Instruction, practice, and participation in advanced basketball. The continuous development of physical skills is of major importance in this course. May be taken four (4) times for credit. (Athletes)

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. May be taken up to four (4) times for credit.

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. May be taken up to four (4) times for credit.

PEM 1104

Body Conditioning, 2 semester hours, 15 lec., 30 lab. (Fall, Spring, & Summer)
An in-depth and advanced continuation of the exercise component of HLP 1081. Using progressive goal setting techniques, the course is designed to assist the student in the development of a regular, systemized program of exercise into their daily life-style. Initially, the students' health and fitness levels are evaluated; progress of their personal exercise prescriptions

monitored, and followed with a reevaluation at the termination of the course.
Prerequisite: HLP 1081. May be taken up to two (2) times for credit.

PEM 1131A

Strength Training, 3 semester hours, 30 lec., 30 lab. (Offered as needed)

This course is a high intensity lecture/demonstration and flexible lab hour weight training program designed to increase the size, strength, and endurance of the skeletal muscle system. Instruction includes, but is not limited to, weight training safety, etiquette, history, and nutrition. Instruction will be given in the design of progressive resistance programs to increase total body efficiency and to meet the objectives of the individual student. Students are responsible for determining fitness for training, and those with medical problems which restrict personal activities are encouraged to obtain medical clearance before enrolling in the course.

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 1173

Step Aerobics, 1 semester hour, 30 lab. (Offered as needed).

Instruction and participation in vigorous, low-impact program of aerobic exercise, with emphasis on correct techniques, safety, cardiovascular and muscle conditioning.

PEM 1174

Step Aerobics II, 1 semester hour, 30 lab. (Offered as needed).

Continuation of techniques and combinations from Step Aerobics for further cardiovascular and muscle conditioning. Prerequisite: PEM 1173.

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. May be taken up to four (4) times for credit. Prerequisite: HLP 1081 or approved wellness assessment by the department chair.

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: PEM 1171.

PEO 1218

Baseball/Softball Officiating, 2 semester hours, 15 lec., 30 lab. (Offered as needed)

Instruction in rule interpretations and practice in the fundamental techniques required in baseball/softball officiating.

PEO 1623

Basketball Officiating, 2 semester hours, 15 lec., 30 lab. (Offered as needed)

Instruction in rule interpretations and practice in the fundamental techniques required in basketball officiating.

PET 1000

Introduction to Physical Education, 3 semester hours, 45 lec. (Offered as needed) A study of the history of physical education and sport with particular emphasis placed on present practices and trends.

PET 2622

Care and Prevention of Athletic Injuries, 3 semester hours, 45 lec.

(Offered as needed)

Designed to provide students with a basic knowledge of the care, prevention, and rehabilitation of injuries received during participation in physical education activities.

PGY 1401C

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.

PGY 1420C*

Advanced Black & White Photography, 3 semester hours, 30 lec., 30 lab. (Fall, Spring, Summer)

This course covers an overview of composition and "impact" photography. Studio photography will be conducted as well as available light, solarization photography, and photo essay. All subject matter will be presented in a lecture format followed by student field activities and darkroom film processing and enlarging. Students must have their own 35 mm camera and supporting equipment.

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.

PHI 2600

Humanities Ethics, 3 semester hours, 45 lec. (Offered as needed)

Central concepts of Ethics are developed. Philosophical theories from Aristotelian-Thomism to Existentialism and Phenomenology are presented in moral argumentative form.

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 noncalculus physics designed for the nonphysical 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 noncalculus physics designed for the nonphysical 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 equivalent.

PHY 2021

Modern Physics, 3 semester hours, 45 lec. (Offered as needed)

This course will study topics in the physics of the twentieth century. The student will be introduced to basic quantum mechanics, including Bohr Theory of the Atom, the Schroedinger Equation, molecular structure, radiation, and x-ray spectra. Also, the student will be introduced to solid state physics and

electronics, statistical mechanics and atomic and nuclear physics. Intended for science and engineering students and physics majors. Prerequisite: PHY 2048 College Physics I.

PHY 2048C

College Physics I, 4 semester hours, 45 lec., 45 lab.
(Offered asneeded)

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 2311.

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 equivalent.

PHZ 1152

Applied Physical Science, 3 semester hours, 45 lec. (Offered as needed)

The course is designed to update science practitioners and teachers in modern methods of physical science using computers in the classroom and laboratory.

PLA 1003

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.

PLA 1051

Legal Terminology, 3 semester hours, 45 lec. (Offered as needed)

This course is designed to give an explanation of the common legal vocabulary involved in the broad, general principles of substantive and common law.

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

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e-mail registrar@nwfstatecollege.edu.

COURSE DESCRIPTIONS / COLLEGE CREDIT

PLA 1104*

Case Analysis and Legal Writing, 3 semester hours, 45 lec. (Offered as needed)
This course was designed to provide the student with necessary skills and knowledge required in case analysis and legal writing.

PLA 1105

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.

PLA 1203

Introduction to Civil Law, 3 semester hours, 45 lec. (Offered as needed)
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 noncriminal setting.

PLA 1603*

Wills, Trusts, and Probate, 3 semester hours, 45 lec. (Offered as needed)
An introduction to estate planning, wills, and probate administration.

PLA 1804

Introduction to Family Law, 3 semester hours, 45 lec. (Offered as needed)
An introduction to practice as they relate to family law.

PLA 2263

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.

PLA 2273

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.

PLA 2949*

Internship - Paralegal, 3 semester hours, 90 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. Only three credits can be applied toward graduation.

PMT 2405*

Production Technology, 3 semester hours, 45 lec. (Offered as needed)
Production Technology examines the new manufacturing technology that has resulted from the concepts of automation and integration in manufacturing. Some of the topics covered include: automated assembly, CAD/CAM, numerical control, industrial robots, lasers, flexible manufacturing, computer integrated manufacturing, and other related technologies.

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

History and Ideas of Political Science, 3 semester hours, 45 lec.

(Offered as needed)

This course reviews classical ideas, 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. This course may be taken up to four (4) times for credit.

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 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. May be taken up to four (4) times for credit.

REA 1930

Reading Skills/Effective Study Skills, 2 semester hours, 30 lec.

(Offered Summer Only)

This course is designed to improve reading comprehension and vocabulary. Activities and materials are individualized to meet each student's specific needs as determined by diagnostic instruments. This course is also designed to improve note-taking, test-taking, memory/recall and time management skills.

REA 2105

Advanced Reading, 2 semester hours, 15 lec., 30 lab. (Fall, Spring, Summer)

An individualized approach designed to improve reading speed, comprehension, and critical analysis skills while reading various types of material for either educational or recreational purposes. Activities and materials are individualized to meet specific needs of students as determined through diagnostic instruments. Also used as a preparation course covering (at a more critical level) the skills tested on the CLAST. Helpful for those students whose speed, comprehension, and analization skills are weak or inadequate for proper text book analysis.

REA 2305

Reading Skills Review, 1 semester, 15 lec. (Fall, Spring, Summer)

A short course specifically designed to prepare students to take or retake the CLAST Reading Skills subtest. Through pre-testing, weak areas in CLAST skills are identified. These identified weak areas will be strengthened through drills, exercises, and/or other means.

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 Law, 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.

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.

RMI 1600*

General Insurance Lines, 9 semester hours, 135 lec., (Offered as needed)
This course is designed to prepare students to successfully pass the Qualification Examination for licensing in the State of Florida as a General Lines Agent. (Students must also enroll in RMI 1600L while enrolled in RMI 1600.)

RMI 1600L*

General Insurance Lines Lab, 3 semester hours, 90 lab. (Offered as needed)
This course is designed to augment the General Insurance Lines course to prepare students to sit for the Qualification Examination for licensing in the State of Florida as a General Lines Agent. (Must be taken in conjunction with RMI 1600.)

RMI 1641*

Life and Health Insurance I, 45 semester hours, 45 lec. (Offered as needed)
This course will prepare the student for the Qualification Examination to gain a license to conduct business in Florida as a Life and Health Insurance Agent.

SLS 1101

Freshman Seminar, 1 semester hour, 10 lec., (Offered as needed)
A seminar designed to orient 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 recommended for all entering A.A. Degree seeking students in their first semester.

SLS 1201

Community Service Seminar, 1 semester hour, 5 lec., 20 lab. (Offered as needed)
A seminar course designed to enhance and reinforce the value of civic responsibility and to provide students with a community service program opportunity by volunteering in community agencies in the public and private sectors.

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.

SLS 1341*

Job Search Techniques, 1 semester hour, 15 lec. (Offered as needed)

A course designed to assist students assess interests, aptitudes, abilities and acquire skills necessary to conduct a job search, obtain employment, and maintain employment. The course will cover such topics as current job search techniques, skills identification, resume writing, interview skills, job retention skills and career exploration.

SPA 1380

American Sign Language I, 4 semester hours, 60 lec. (Offered as needed)

To introduce the student to the basic vocabulary and fingerspelling of American Sign Language. Emphasis will be on learning to express this language in a simple form and have a basic receptive language competency.

SPA 1381

American Sign Language II, 4 semester hours, 60 lec. (Offered as needed)

To increase the student's ASL vocabulary and use more complex expression of thoughts, ideas, and emotions. To increase the receptive and expressive proficiency of the student in both sign and fingerspelling.

SPC 1600

Speech, 3 semester hours, 45 lec. (Fall, Spring, Summer)

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 2520A

Discussion and Debate, 1 semester hour, 30 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. All forensic team members will enroll in this class and are expected to participate in tournaments. Travel and formal debate and speech activities are in addition to class hours. May be repeated four (4) times for credit. Prerequisite: membership on forensic team.

SPN 1120

Spanish I, 4 semester hours, 60 lec. (Offered Fall, Spring, and Summer)

Pronunciation and grammatical structures of Spanish, with emphasis upon balanced development of all four skills - listening, speaking, reading, and writing. Covers all basic structures of the language. Students who have successfully completed two or three years of high school Spanish should enroll in Spanish III-IV.

SPN 1121

Spanish II, 4 semester hours, 60 lec. (Fall, Spring and Summer)

Pronunciation and grammatical structure of Spanish, with emphasis upon balanced development of all four skills - listening, speaking, reading, and writing. Covers all basic structures of the language. 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)

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 1120 and 1121 or its equivalent.

SPN 2201

Spanish IV, 4 semester hours, 60 lec. (Spring)

Completion of 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.

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 2300.

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: SPN 2201.

STA 2023

Statistics, 3 semester hours, 45 lec. (Fall, Spring, Summer)

Fundamental statistical concepts. Probability, inference, estimation, hypothesis testing. Prerequisite: MAT 1033A.

SUR 2100C*

Surveying, 3 semester hours, 15 lec., 60 lab. (Fall, Spring)

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. Prerequisite: MTB 1321, MAC 1141 or equivalent.

SUR 2140C*

Surveying II, 3 semester hours, 15 lec., 60 lab. (Fall, Spring)

This course covers advanced surveying concepts. Topics will include: measurement of distances, elevations and angles, analysis of errors, and adjustment of instruments. Additional coverage will include computation of positions, areas and volumes; contours, determining grades; topographic mapping and land surveying. Prerequisite: SUR 2100C or equivalent.

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 2010

Social problems, 3 semester hours, 45 lec. (Offered as needed)
Introduction to the sociological study of the nature of social problems to insure understanding of their impact on the individual, the group and social institutions in societal and cultural settings.

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.

TAR 2121C

Architectural Drafting, 3 semester hours, 15 lec., 60 lab. (Fall, Spring)
Architectural design and development of residential and light commercial buildings to include: development and construction of good architectural freehand lettering, VA and FHA approved residential house plans, "Good Sense" house plans as defined in the Arkansas Plan, and heat loss/heat gain calculations. Prerequisite: EGS 1110C or ETD 1111 and BCN 1230 or equivalent.

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 1905

Independent Study - Theatre, 1 semester hour (Offered as needed)
A defined independent study which is pursued under supervision of a faculty directing teacher and recorded through departmental procedures. Designed to permit a student to pursue nonscheduled 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. Departmental approval required. This course may be taken up to four (4) times for credit.

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 2080

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: THE 2000, TTP 2110 and TTP 2111.

THE 2071

Humanities - Cinema Appreciation, 3 semester hours, 45 lec. (Offered as needed)
An introduction to the origin, development, cultural aspects and analysis of cinema topics.

THE 2305

Dramatic Literature, 3 semester hours, 45 lec. (Offered as needed)
Survey of dramatic works from the Greeks to the 20th century, with emphasis on

the plays of the 19th and 20th centuries; intensive investigation and script analysis with reports, lectures and discussions.

THE 2820

Introduction to Creative Dramatics, 3 semester hours, 15 lec., 60 lab.

(Offered as needed)

An introduction to creative dramatics and children's theatre. Topics span a wide range of interests; creative experience, children and theatre, workshop procedure, script selection, rehearsal and performance. Traveling to local elementary schools will be a part of the creative drama experience.

TPA 1200

Technical Theatre Lab I, 3 semester hours, 15 lec., 60 lab. (Offered

as needed)

An introduction to technical theatre and scene technology. Topics include scene drawings, safety and health, stage facility, basic crafts, two and three dimensional scenery, scene painting, scene assembly, rigging, properties, special effects and shop organization.

TPA 2220

Technical Theatre Lab II, 3 semester hours, 15 lec., 60 lab. (Offered

as needed)

An introduction to stage lighting. Topics include history of stage lighting, fundamentals of light and illumination, lighting control, and lighting practices.

TPA 2230

Introduction to Costuming Technology, 3 semester hours, 15 lec., 60

lab. (Offered as needed)

An introduction to costume techniques and wardrobe practices. Topics span a wide range: costume construction techniques, problems in costumes, costume history, construction styles, sewing machine practices, seam finishes, flat pattern layout and production techniques. This course is intended to develop practical experiences in theatre costumes.

TPP 1190

Rehearsal and Performance I, 3 semester hours, 15 lec., 60 lab.

(Offered as needed)

An ensemble theatre performance experience open to any student who wishes to develop rehearsal and performance skills. Students must participate in scheduled rehearsals and performances. Prerequisite: Experience in high school or a desire to learn.

TPP 1191

Rehearsal and Performance II, 3 semester hours, 15 lec., 60 lab.

(Offered as needed)

An ensemble theatre performance experience open to any student who wishes to develop rehearsal and performance skills. Students must participate in scheduled rehearsals and performances. Prerequisites: TPP 1190.

TPP 1192

Rehearsal and Performance III, 3 semester hours, 15 lec., 60 lab.

(Offered as needed)

An ensemble theatre performance experience open to any student who wishes to develop rehearsal and performance skills. Students must participate in scheduled rehearsals and performances. Prerequisites: TPP 1191.

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.

TTP 2111

Acting II, 3 semester hours, 30 lec., 30 lab. (Offered as needed)

A continued refinement of basic acting techniques introduced in TTP 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.

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

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e-mail registrar@nwfstecollege.edu.

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 B.S. – Southern University
 M.S. – Troy State University
 Cheryl Smith, Secretary II
 Rick Watson, Accountant
 A.A.S. – Community College of the Air Force
 A.A. – Okaloosa-Walton Community College
 B.S. – Florida State University

Management Information Systems

Donna B. Bouchard, M.I.S. Director
 B.S. – University of Rhode Island
 James W. Campbell, Mainframe Computer Technician
 James Douglas Craighead, Microcomputer Technician
 Greg Eller, Programming Manager
 A.A. – Gulf Coast Community College
 B.S. – University of West Florida
 Jessie Graves, Microcomputer Technician
 Mark Hilton, Microcomputer Supervisor
 A.S. – Community College of the Air Force
 John C. Hutson, Data Base Administrator
 B.S. – Florida State University
 E. Greg Laird, Network Administrator
 A.A. – Okaloosa-Walton Community College
 B.S., M.B.A. – University of West Florida
 Elizabeth Morgan, Programmer/Analyst
 A.A. – Okaloosa-Walton Community College
 B.S. – Troy State University
 Robin McNeill, Systems Programmer
 A.A. – Lurlene B. Wallace State Junior College
 B.S. – Troy State University
 John Patten, Microcomputer Technician
 A.A. – Okaloosa-Walton Community College
 Kenneth Sanchez, Programmer/Analyst
 A.A. – Marion Military Institute
 B.S. – Livingston University
 Jimmy Willis, Computer Operator

Personnel

Nancy Murphy, Director of Personnel
 A.A. – Okaloosa-Walton Community College
 B.A. – St. Leo College
 Carol Hanley, Secretary II
 Shari Forfa, Personnel Technician
 A.A. – Okaloosa-Walton Community College
 B.S. – University of West Florida
 M.S. – Troy State University
 Dawn Savage, Office Specialist
 A.A. – Okaloosa-Walton Community College

Physical Plant

Warren C. Smith, Director, Physical Plant
 A.A. – Okaloosa-Walton Community College
 B.S. – University of West Florida
 Carl Younger, Assistant Physical Plant Director
 A.A.S. – Community College of the Air Force
 B.S. – University of Maryland
 M.S. – Troy State University
 M.P.A. – Troy State University
 Brenda J. Patten, Secretary II
 A.A. – Okaloosa-Walton Community College
 B.A. – St. Leo College
 Johnny Bell, Custodial Worker
 Jerome Buechler, Custodial Worker
 Eric Buharp, Trades Specialist
 Gary Cassell, Custodial Worker
 A.A. – Okaloosa-Walton Community College

Colandus Chatman, Jr., Custodial Worker
 Ron Currington, Groundskeeper
 Marty Edwards, Groundskeeper
 Heinz Falk, Trades Specialist
 Erin Glenn, Groundskeeper
 Kenneth Goodwin, Groundskeeper
 Elbert Gore, Trades Specialist
 Don Grace, Senior Groundskeeper
 Willis Henderson, Custodial Worker
 Glenn Hutchinson, Custodial Worker
 John Joplin, Custodial Supervisor
 Jimmy E. Land, Trades Specialist
 Jimmy Lawson, Groundskeeper
 Billy Maxcy, Skilled Craftsman
 Roy McGriff, Custodial Worker
 Phillip Mitchell, Custodial Worker
 Abraham Monet, Custodial Worker
 Chubby Moore, Custodial Worker
 Kevin Moore, Custodial Worker
 Tom Morgan, Jr., Senior Custodial Worker
 A.A. – Tallahassee Community College
 A.S. – Okaloosa-Walton Community College
 Douglas Norman, Skilled Craftsman
 Alan Norris, Custodial Worker
 Richard Poppell, Custodial Worker
 John Rickard, HVAC Supervisor
 A.A. – Okaloosa-Walton Community College
 Richard Robley, Bus Driver/Vehicle Maintenance
 Lee Roy Thomas, Custodial Worker
 Dewey Wells, Skilled Craftsman
 Clay Wester, Custodial Worker
 A.A. – Okaloosa-Walton Community College
 Timothy Williams, Custodial Worker
 Forrest Wilson, Groundskeeper
 Raymond Wood, Custodial Worker
 Richard Yocke, Groundskeeper

Purchasing, Auxiliary, and Support Services

N. Richard Stallworth, Director
 B.S. – Louisiana State University
 M.P.A. – University of West Florida
 Gwen J. Street, College Store Manager
 A.A., A.S. – Okaloosa-Walton Community College
 B.S. – Troy State University
 Theresa A. Comeau, Graphic Services Manager
 Donald R. Levesque, Manager (Central Services)
 Certificate – Okaloosa-Walton Community College
 A.A.S. – Okaloosa-Walton Community College
 Lynn Mead, Food Service Manager
 B.S. – Northeastern University
 M.S. – Wayne State University
 Certified Executive Chef - American Culinary
 Federation
 James Breault, Food Services Kitchen Specialist
 Certificate – Food Services
 Certificate – Applied Food Service Sanitation
 Juanita Chandler, College Store Specialist
 Deborah Crabtree, Graphic Technician I
 A.A. – Okaloosa-Walton Community College
 Robert Freeman, Storekeeper (Central Services)
 A.A.S. – Community College of the Air Force
 A.A.S. – Okaloosa-Walton Community College

Purchasing, Auxiliary, and Support Services, continued

Anthony Pannelli, Office Worker (Central Services)
 A.A. – Okaloosa-Walton Community College
 B.A. – University of West Florida
 Christopher Polazzo, Food Service Worker
 Certificate – Okaloosa-Walton Community College
 Donald L. Truitt, Printer (Graphic Services)
 Tami Van Dyke, Office Specialist (College Store)
 Marjerl Wilson, Food Service Worker
 Certificate – Restaurant Management

Student Services/Athletics

Michael "Mickey" Englett, Dean of Students/
 Athletic Director
 B.S., M.A. – University of South Alabama
 M.S. – University of West Florida
 Kim Gibson, Secretary III

Athletics:

Gaius Bruce, Coordinator of Athletics/Student Activities
 B.S., M.S. – Memphis State University
 Faye Golding, Secretary I (Student Activities)
 A.A. – Midland Technical College
 Dot Carter, Athletic Specialist
 Johnny Matthews, Health/Fitness Assistant
 James Kevin Berry, Men's Assistant Baseball Coach
 B.S., M.Ed. – Northwestern State University
 David Garner, Head Baseball Coach
 A.A. – Martin Junior College
 B.S., M.S. – Middle Tennessee University
 Michelle Krassinger, Head Women's Softball Coach
 B.S. – William Woods College
 M.Ed. – N.E. Louisiana University
 Christina McClammy, Assistant Women's Basketball
 Coach
 A.A. – Okaloosa-Walton Community College
 B.A. – University of South Alabama
 Nick Morken, Men's Assistant Basketball Coach
 B.S. – University of Tennessee
 M.Ed. – Trevecca Nazarene College
 Kris Naeve, Assistant Softball Coach
 B.S.E. – Drake University
 Brenda Nichols, Head Women's Basketball Coach
 A.A. – Western Texas College
 B.S. – Sam Houston State University
 M.Ed. – University of West Florida
 Bruce Stewart, Head Men's Basketball Coach
 A.A. – Marion Institute
 B.S. – Jacksonville State University
 B.S. – Auburn University
 M.S. – Jacksonville State University

Enrollment Services/Registrar:

Christine C. Bishop, Director of Enrollment
 Services/Registrar
 A.A. – Alpena Community College
 B.S. – Troy State University
 M.S. – Central Michigan University
 Nancy DiBattista, Staff Assistant/Volunteer Coordinator
 B.A. – Wright State University
 M.S. – Troy State University
 Lorraine Davis, Secretary I
 Josette Horne, Secretary I
 A.S. – Okaloosa-Walton Community College

Counseling:

Dianne Faith Avillion, Counselor/Drug Abuse Education
 B.A. – Mansfield State College
 M.Ed., Ed.S. – University of Florida
 Jody Swenson, Counselor/Coordinator of Services to
 Students with Special Needs
 B.S. – Florida International University
 M.S. – Troy State University

Enrollment Services:

James A. Graham, Counselor
 A.A. – Okaloosa-Walton Community College
 B.S. – University of West Florida
 M.S. – Troy State University
 Barbara Bishop, Advising Specialist
 A.A. – Okaloosa-Walton Community College
 Cindy Bell, Office Specialist (Registrar's Office)
 Aleen Huntington, Office Specialist, Transcripts
 A.S. – Okaloosa-Walton Community College
 Carla Martin – Office Specialist (Admissions)
 A.A. – Okaloosa-Walton Community College
 B.S. – University of West Florida
 Gloria Mayo, Educational Advisor
 B.S. – Tuskegee University
 Ethel Phelps, Office Manager
 Bobbie G. Pride, Office Worker

Financial Aid:

Doug Savage, Director of Financial Aid/Veterans Affairs
 A.A. – Okaloosa-Walton Community College
 B.S. – Florida State University
 M.P.A. – Troy State University
 Ed.S. – University of West Florida
 Joan Baldwin, Financial Aid Specialist
 A.A. – Okaloosa-Walton Community College
 B.A. – University of West Florida
 M.P.A. – Troy State University
 Tonia E. Lawson, Financial Aid Specialist
 A.A. – Okaloosa-Walton Community College
 Janet Pal, Financial Aid Specialist
 A.S., B.S. – Troy State University
 Melinda Walker, Financial Aid/VA Specialist
 A.A. – Okaloosa-Walton Community College

❖ **Retired Faculty & Professional Staff**

- James Edward McCracken, Ph.D., 1964-1988,
President Emeritus
- Henderson Adams, M.A., 1968-1981
- * Lucile Anderson, M.A., 1964-1972
- Hilda M. Anger, M.A., 1968-1991
- Vera Craiger Auerbach, M.A., 1968-1987
- * Jack Bartell, M.A., 1964-1971
- Roby A. Beal, Ed.D., 1967-1988
- Ernest Beasley, B.A., M.A., 1968-1992
- Eugene S. Benvenuti, B.S., M.A., 1970-1993
- Harold Boone, 1972-1987
- Roy Bundy, Ph.D., 1968-1989
- * Louise Campbell, M.A., 1967-1970
- Herbert J. Cash, M.S., 1968-1989
- George Castle, M.A., 1972-1985
- Leigh Chapman, 1969-1979
- Grady Clark, 1973-1983
- Flora Conger, B.S., M.S., Ed.D., 1971-1992
- Jack Culwell, M.S., 1967-1987
- * Fanny-Fern Davis, Ph.D., 1965-1968
- * Reate Davis, B.G.S., M.S., 1984-1994
- James A. Durham, B.S., M.S., Ed. D., 1964-1997
- Dorothy Fernstrom, Ed.D., 1971-1986
- * Gerald Fowler, M.B.A., 1973-1988
- Edwin A. Gardner, B.A., M.A., 1971-1996
- John Glasgow, M.S., 1964-1987
- William Grigsby, A.S., B.S., M.S.P.A., 1989-1995
- * Earl Gulledege, Ph.D., 1971-1984
- William T. Hall, B.S., M.S., 1986-1997
- * Dorothy P. Harris, M.A., 1970-1991
- Ronald A. Head, B.S., M.A., Ph.D., 1965-1996
- Lanny Heath, B.S., M.A., 1964-1997
- Lewis Heckroth, B.A., M.S., 1964-1992
- Tom Hester, B.S., 1967-1985
- Rosa N. Hilton, M.A., 1965-1986
- Elizabeth Jones Hoefflin, M.S.L.S., 1968-1978
- James D. Holland, B.S., M.S., 1984-1997
- Rietta Howard, A.B., M.A., 1968-1992
- Myron Howell, B.S.E., M.Ed., 1968-1993
- Dorothy Jackson, M.B.E., 1969-1991
- Chilton Jensen, M.S., 1968-1976
- * Cecil Johnson, M.S., 1965-1985
- * Wesley Johnstone, B.S., 1984-1991
- Martha C. Jordan, B.A., M.S., 1967-1993
- Donald Kampwerth, B.S., M.S., 1980-1993
- Victoria Keller, 1964-1994
- Sybil King, 1980-1990
- * James LaRoche, M.A., 1968-1983
- Robert A. Larson, B.S.S., M.A., Ph.D., 1965-1995
- R. D. Lawson, M.S., 1970-1985
- Lionel O. Leon, Jr., B.S., M.S., Ed.D., 1965-1993
- Elizabeth Martin, M.A., 1965-1987
- * Maurice Mettee, 1968-1982
- George Muhlbach, M.A., 1969-1984
- Albert Nudo, M.M., 1968-1985
- * Alfred S. Pell, B.S., 1977-1987
- Joel Perdue, M.B.A., 1984-1996
- Riley Perdue, 1973-1996
- Fred Phillips, 1973-1981
- Charles Pulley, B.S.R., M.P.E., 1965-1995
- * Laura N. Ray, M.A. L.S., 1965-1979

- * James Rhoades, M.S., 1967-1990
- * William S. Roberts, B.S., M.S., 1964-1993
- Hosmer W. Roberson, M.S., 1969-1996
- Ray H. Rudolph, M.B.A., 1965-1984
- * William T. Sadler, Ph.D., 1972-1985
- Edward T. Scofield, B.A., M.A., 1971-1998
- * Jean Sheppard, Ed.S., 1972-1989
- Naomi Shermer, R.N., 1971-1992
- Bernice Shuler, M.S. L.S., 1969-1984
- Olivia Simmons, A.A., B.S., M.S., 1965-1993
- Lester S. Smith, B.S., M.S., 1976-1994
- John W. Stair, B.S., M.S., 1965-1994
- Mary L. Stegall, B.S., M.S., Ph.D., 1967-1995
- Marty Steinberg, B.S., 1978-1992
- Merrill A. Symonds, Ph.D., 1967-1984
- David Vaughn, B.S., M.S., 1991-1998
- * Mamiruth Walter, M.Ed., 1964-1974
- J. Richard Warren, B.A., M.A., Ph.D., 1973-1993
- Lucy Warren, M.L.S., 1971-1990
- Eugenie Weathers, 1975-1994
- * C. Duque Wilson, B.A.E., M.Ed., 1964-1991
- Robert D. Wilson, Ph.D., 1970-1991
- William H. Wise, Sr., B.S., M.B.A., 1977-1991
- Joy P. Yarnall, B.S., M.A., 1971-1997
- Roswitha Zimmer, B.S., M.S., Ph.D., 1970-1998

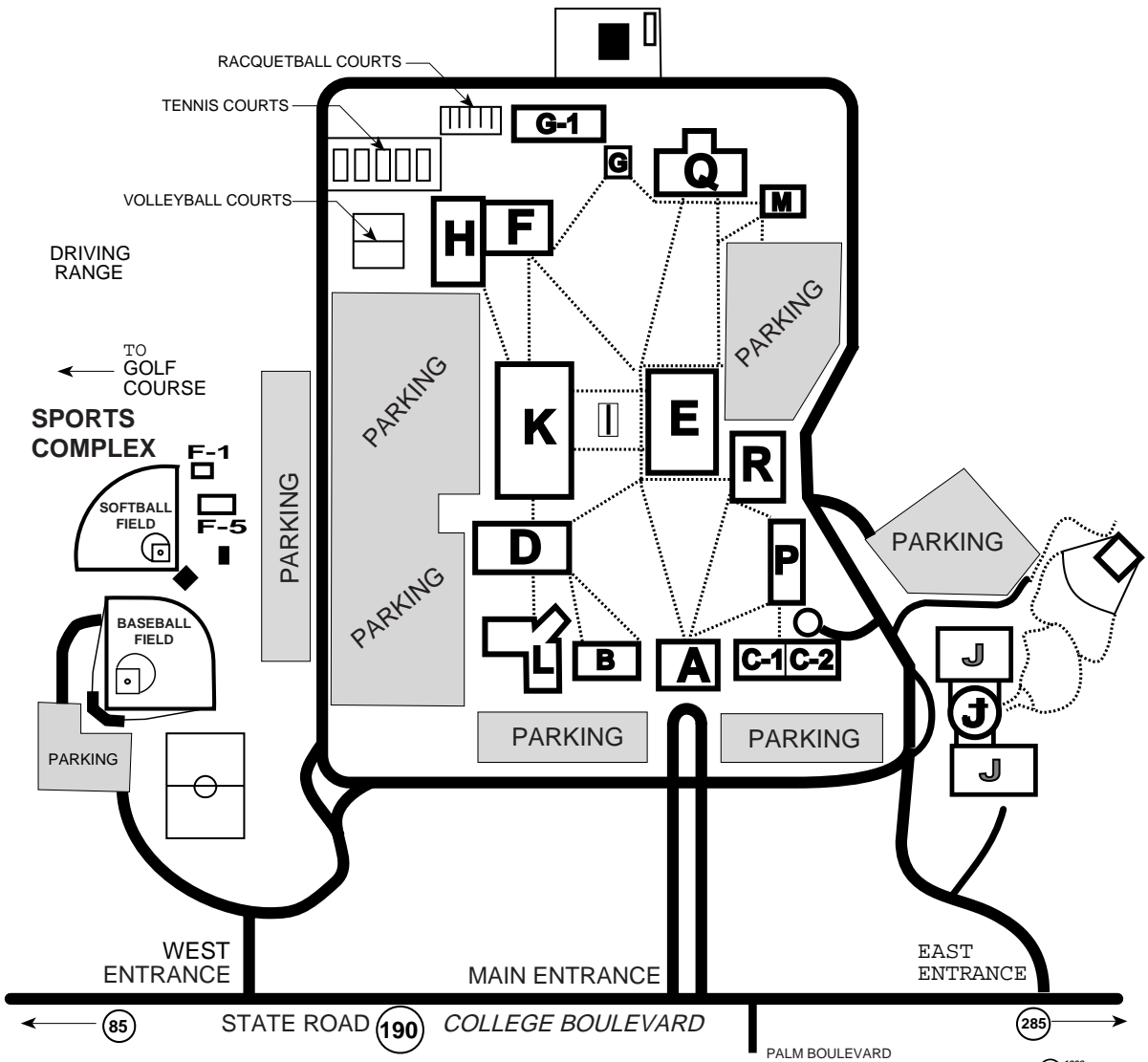
Honorary Chairs

- * Capp, Al
American Arts Chair – Artist-in-Residence, 1966
- * Carter, Hodding
American Arts Chair – Artist-in-Residence, 1966
- * Holzhauer, Emil
Honorary Chair in the Arts
- Myers, Gordon
American Arts Chair – Artist-in-Residence, 1966
- Schrader, Arthur
American Arts Chair – Artist-in-Residence, 1966
- * Sikes, Robert L. F.
Honorary Chair in Government

* deceased

NICEVILLE CAMPUS

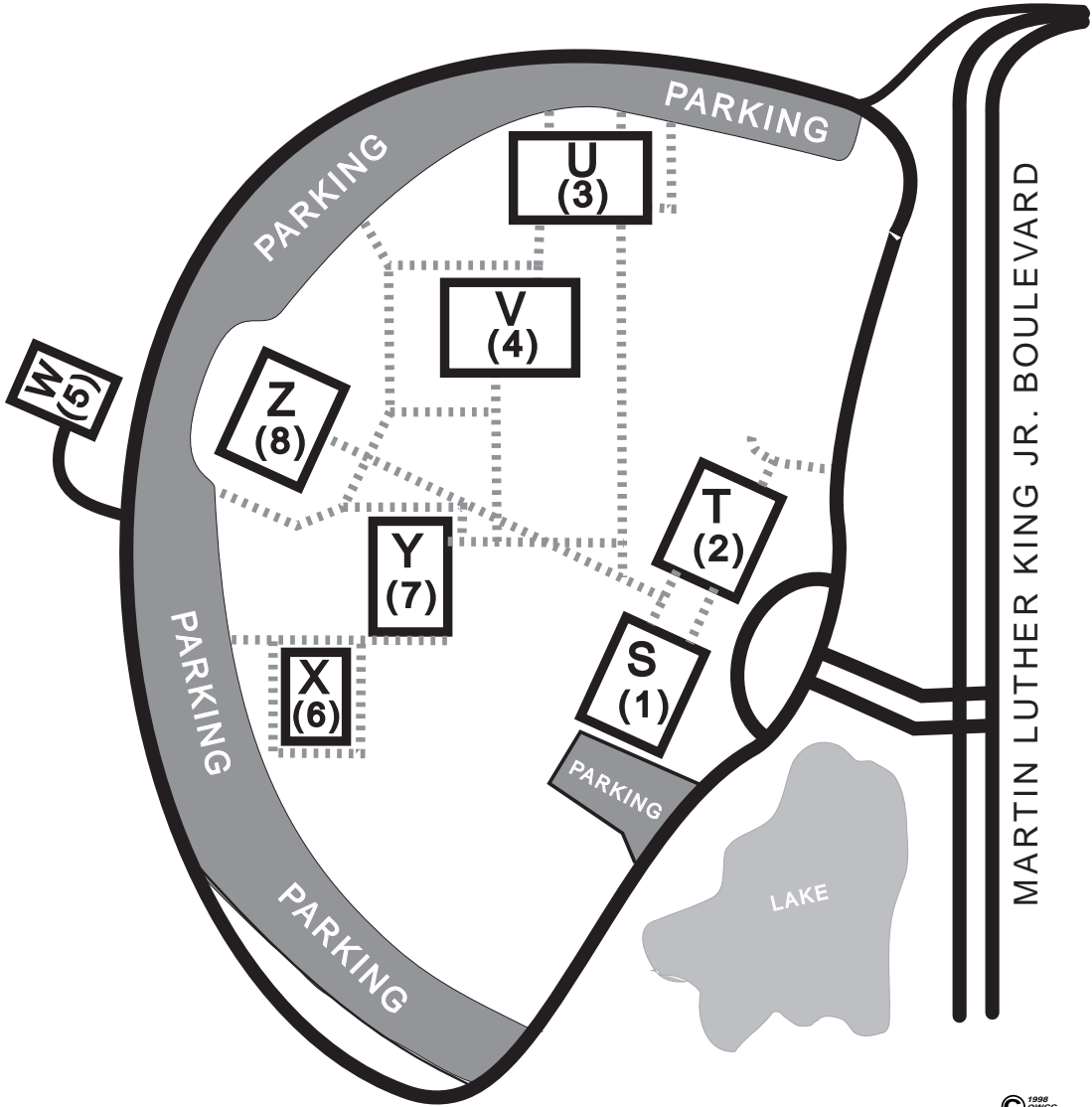
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KEY

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Student Services.....	C-1	The Arts Center.....	J
Business.....	C-2	College Mall/College Store/SGA...	K
Science.....	D	Math/Public Safety.....	L
Learning Resources Center.....	E	Visual Arts.....	M
Physical Education.....	F	Cont. Ed./Child Development.....	P
Outdoor Physical Education.....	F-1	Graphic Arts/Graphic Services.....	Q
Strength Center.....	F-5	Computer Services.....	R
Utilities.....	G		

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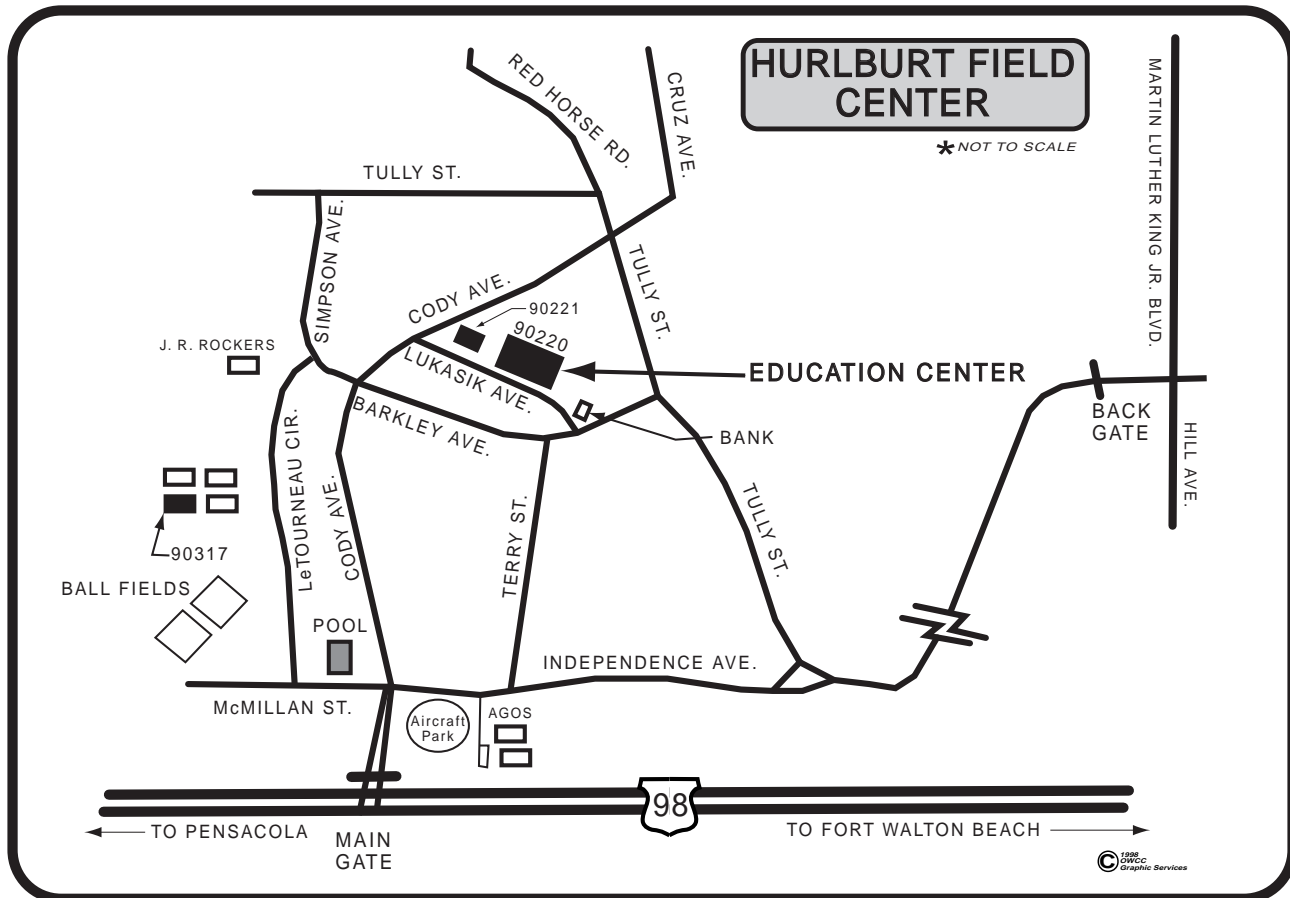
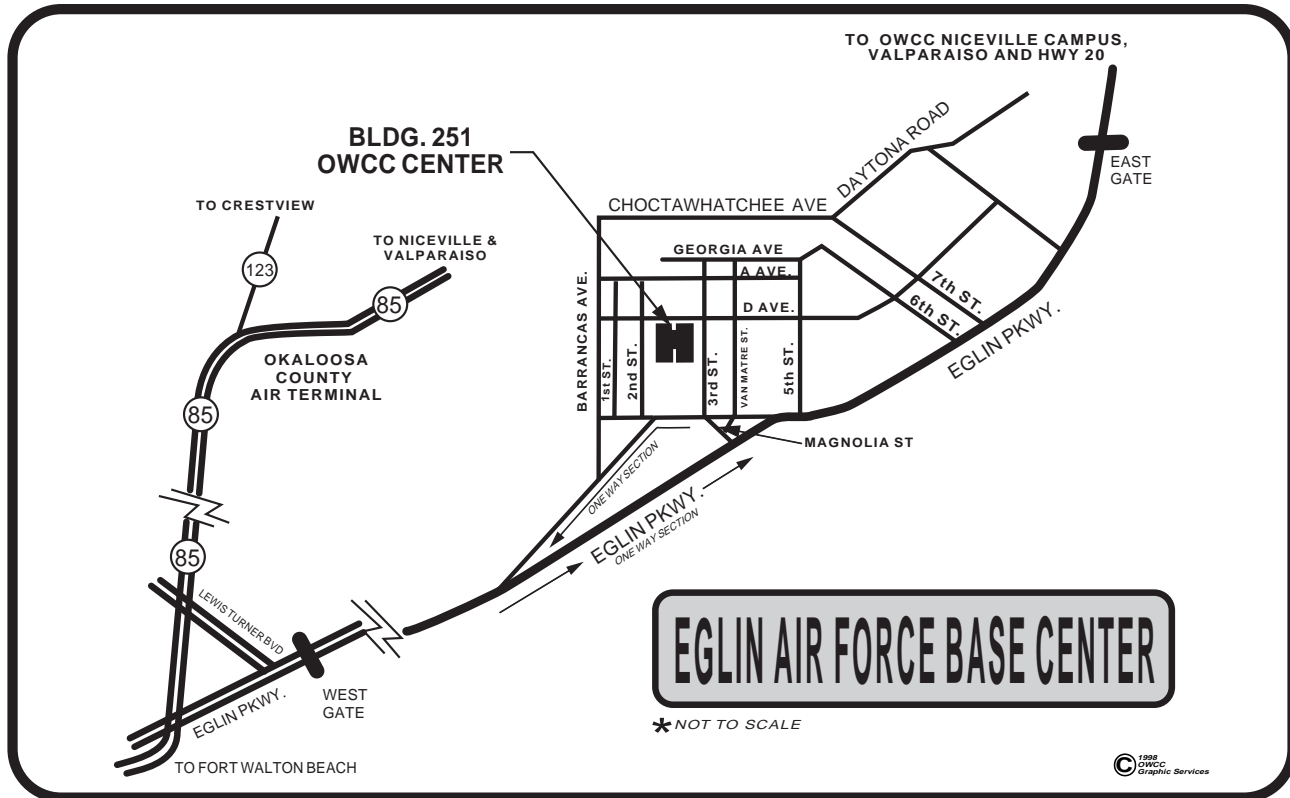


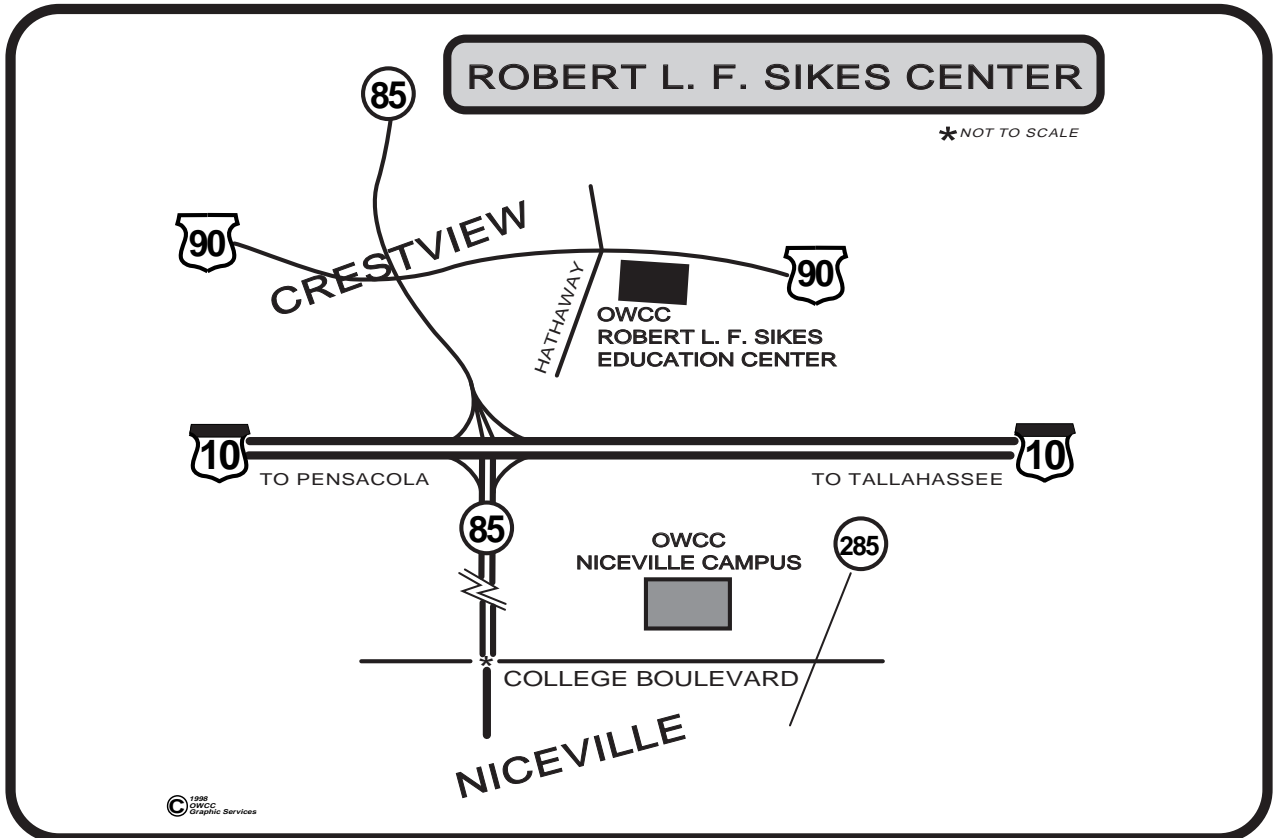
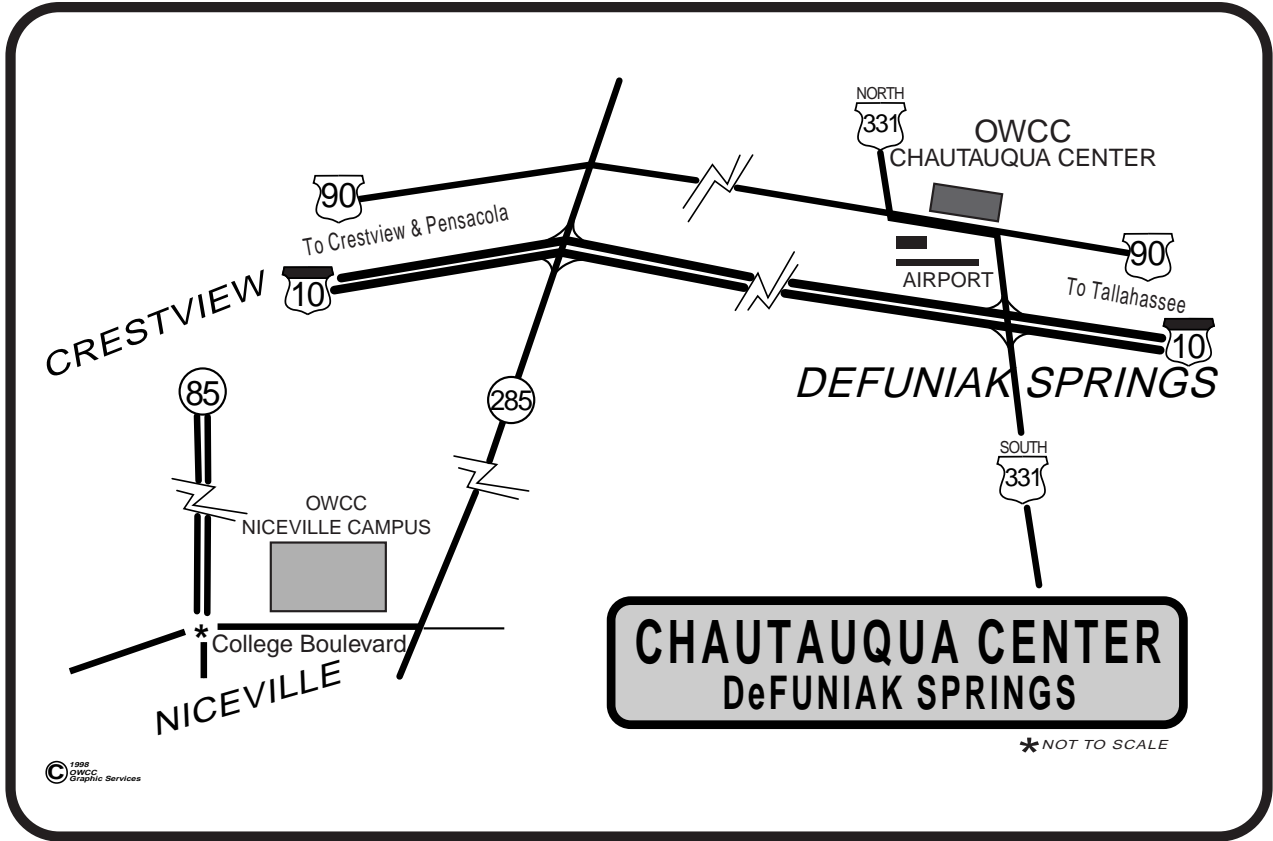
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1998
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KEY

- | | |
|---|--|
| S (Bldg.1)-Administration | W (Bldg.5)-Utility Service |
| T (Bldg.2)-Student Services | X (Bldg. 6)-Science |
| U (Bldg.3)-Classroom Bldg.A | Y (Bldg. 7)-Technology |
| V (Bldg.4)-Faculty Offices/
Classroom Bldg.B | Z (Bldg. 8)-Library, Fitness Center,
Auditorium |





REQUEST FOR INFORMATION

Would you like more information about Okaloosa-Walton Community College? If so, please complete the form below and we will send you an information packet.

Date _____

Name _____

Address _____
(Street or P.O. Box)

(City) _____ (State) _____ (Zip Code) _____

E-mail (optional) _____

Information Requested:

(Please check all information required)

- Application for Admission & Residency Declaration
- Additional copy of 1998-99 College Catalog
- Schedule of Classes
- Financial Aid Application
- International Student Information
- Handicap/Special Needs Information
- Other (Please Specify) _____

I would like to enroll as a:

- Full-time student
- Part-time student

(Please tear out and fold this page for mailing)

PLACE
POSTAGE
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ADMISSIONS OFFICE
OKALOOSA-WALTON COMMUNITY COLLEGE
100 College Boulevard
Niceville, Florida 32578-1294

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