

CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA PROGRAMS

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

❖ College Credit Certificates and Applied Technology Diplomas

College credit certificates and the ATD 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. or A.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 degree program. Conversely, students who successfully complete the technical credits within a companion 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 and ATD Programs Offered at OWCC

- Accounting Applications (Certificate)
- Business Management (Certificate)
- Child Development and Education (Certificate)
- Computer Programming (Certificate)
- Customer Service (ATD)
- Office Systems Specialist (Certificate)
- Marketing (Certificate)
- *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 certificates 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

- Administrative Assistant
- Blueprint Reading and Estimation
- Corrections Basic
- Customer Assistance
- Customer Service Representative
- Early Childhood Education
- Law Enforcement Basic
- Occupational Safety and Health Technology
- Office Software Specialist (PC Support Specialist)
- *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 and ATD 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.

ACCOUNTING APPLICATIONS

College Credit Certificate

Students who successfully complete this certificate will have completed 27 credits applicable to the Accounting Technology A.S. Degree or to the Business Administration and Management A.A.S. Degree programs.

CORE COURSE

	College Credits
GEB 1011	Introduction to Business 3
CGS 1100	Microcomputer Applications 3
ACG 2001	Accounting I 3
ACG 2011	Accounting II 3
ACG 2071	Managerial Accounting 3
CGS 1570	Computer Applications for Business . . . 3
ACG 2450	Computer Applications in Accounting . . 3
ACO 1806	Payroll Accounting 3
_____	Other College Credit Elective(s) 3

Total Program Requirements 27

ADMINISTRATIVE ASSISTANT

Vocational Credit Certificate

Students who complete 20-30 credits from this program, including the core, may be eligible to receive the Office Software Specialist, Customer Service Representative and/or Customer Assistance vocational credit certificates.

CORE COURSES

	Vocational Credits
OTA 0115	Word Processing with Windows I 1
OTA 0117	Word Processing with Windows II 1
CGS 0516	Using Spreadsheets with Windows I . . . 1
CGS 0517	Using Spreadsheets with Windows II . . 1
CGS 0520	Essentials of Presentation Software . . . 1
CGS 0530	Data Base Essentials 1
MNA 0161	Customer Service 1
COM 0101	Office Communications 2
OTA 0421	Professional Office Procedures 2

Total Core Credits Required 11

TECHNICAL ELECTIVES

OTA 0103	Beginning Typing with Word Processing 1
OTA 0940	Office Internship I 2-4
OTA 0948	Office Internship II 2-4
OTA 0949	Office Internship III 2-4
_____	Other Approved Electives 18-24

Total Technical Elective Credits Required 24

Total Program Credits Required 35

BLUEPRINT READING AND ESTIMATION

Vocational Credit Certificate

	Vocational Credits
_____	Blueprint Reading * 2
_____	Construction Estimating * 1
_____	Construction Management/Planning * . . 1
_____	Industrial Blueprint Reading * 1

* Students may also receive this certificate by substituting the following college credit courses BCN 1272, BCT 2600, and ETD 2011, which also apply to the Architectural Design and Construction Technology A.S. Degree.

Total Program Credits Required 5

BUSINESS MANAGEMENT

College Credit Certificate

Students who successfully complete this certificate will have completed 27 credits applicable to the Accounting Technology A.S. Degree or to the Business Administration and Management A.A.S. Degree programs.

CORE COURSES

	College Credit
GEB 1011	Introduction to Business 3
CGS 1100	Microcomputer Applications 3
ACG 2001	Accounting I 3
MAN 2021	Management 3

Total Core Credits Required 12

TECHNICAL ELECTIVES

With the help of an advisor, select 15 credits from the following:

ENC 1200	Effective Business Writing or
OST 2335	Business Communications 3
ACG 2011	Accounting II 3
ACG 2071	Managerial Accounting 3
CGS 1570	Computer Applications for Business . . . 3
GEB 2441	Business Ethics 3
MAN 2300	Personnel Management 3
BUL 2241	Business Law I 3
GEB 1940	Internship 3
_____	Other Business/College Credit Elective(s) 1-9

Total Technical Elective Credits Required 15

Total Program Credits Required 27

COMPUTER PROGRAMMING

College Credit Certificate

Students who successfully complete this program may apply these credits as appropriate to the Computer Information Technology, Networking Services Technology and/or Computer Programming and Analysis degree programs.

CORE COURSES

	College Credits
CIS 1000	Introduction to Computer Science 3
CGS 2564	Introduction to Windows 3
CGS 1550	Introduction to the World Wide Web . . . 3
CDA 2500	Introduction to Networking 3
COP 2220	Programming in C 3
COP 2800	Java 3
COP 2010	Visual Basic 3
Total Core Credits Required 21	

TECHNICAL ELECTIVES

CIS 1940	Computer Science Internship 3-6
GEB 1940	Business Internship 3-6
COP ____	Approved College Credit COP Course(s) —
CIS ____	Approved College Credit CIS Course(s) —
CGS ____	Approved College Credit CGS Course(s) —
CDA ____	Approved College Credit CDA Course(s) —
CET ____	Approved College Credit CER Course(s) —
Total Technical Elective Credits Required 12	

Total Program Credits Required 33

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 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.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 ASSISTANCE

Vocational Credit Certificate

Students who successfully complete this program may apply these credits to the Administrative Assistant, Customer Service Representative, Hotel Operations and Supervision, and/or Office Software Specialist Vocational Certificates.

CORE COURSES

	Vocational Credits
MNA 0161	Customer Service 1
COM 0101	Office Communications 2
Total Core Credits Required 3	

TECHNICAL ELECTIVES

With the help of an advisor, select 17 credits from the following:

OTA 0103	Beginning Typing with Word Processing 1
OTA 0115	Word Processing with Windows I 1
OTA 0421	Professional Office Procedures 2
OTA 0940A	Office Internship I 2-4
OTA 0940B	Office Internship II 2-4
OTA 0940D	Office Internship 2-4
— —	Approved Elective Credits 2-8

**Total Technical Elective
Credits Required 17**

Total Program Credits Required 20

CUSTOMER SERVICE TECHNOLOGY

Applied Technology Diploma

Students who successfully complete this ATD program may apply the credits to the Customer Service, Business Management and Administration, or Office Systems Technology A.A.S. Degree programs.

CORE COURSES

	College Credits
GEB 1011 Introduction to Business	3
CGS 1100 Microcomputer Applications	3
ENC 1200 Effective Business Writing or	
OST 2335 Business Communications	3
MNA 1161 Customer Service	3
MAR 2011 Introduction to Marketing	3
CGS 1550 Introduction to the World Wide Web	3

Total Core Credits Required 18

TECHNICAL ELECTIVES

With the help of an advisor, select at least 12 credits from the following:

	College Credits
GEB 2441 Business Ethics	3
MNA 2100 Organizational Behavior	3
GEB 1940 Business Internship	3-9
SPC 1600 Speech	3
— — — — — Other Approved College Credit Electives	—

Total Technical Electives
Credits Required 12

Total Program Credits Required 30

CUSTOMER SERVICE REPRESENTATIVE

Vocational Credit Certificate

Students who successfully complete this program may apply these credits to the Administrative Assistant, Customer Service Assistance, Hotel Operations and Supervision, and/or Office Software Specialist Vocational Certificates

CORE COURSES

	Vocational Credits
MNA 0161 Customer Service	1
COM 0101 Office Communications	2

Total Core Credits Required 3

TECHNICAL ELECTIVES

With the help of an advisor, select 15 credits from the following:

	Vocational Credits
OTA 0103 Beginning Typing with Word Processing	1
OTA 0115 Word Processing with Windows I	1
OTA 0421 Professional Office Procedures	2
OTA 0940A Office Internship I	2-4
OTA 0940B Office Internship II	2-4
OTA 0940D Office Internship	2-4
— — — — — Approved Elective Credits	2-8

**Total Technical Elective
Credits Required 15**

Total Program Credits Required 18

EARLY CHILDHOOD/ EARLY INTERVENTION

College Credit Certificate

Students who successfully complete this certificate may receive 36 credits toward the requirements of the Child Development and Education A.A.S. Degree program.

The Florida Department of Children and Families recognizes this certificate as an equivalent to the national CDA credential.

CORE COURSES

	College Credits
CHD 1223 Guidance for Young Children	3
CHD 1220 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	3
CHD 2322 Programs for Young Children	3
CHD 1531 Parenting Education	3
CHD 1941 Child Development Internship	3
EEX 2010 Introduction to Exceptional Children	3

Total Core Credits Required 27

TECHNICAL ELECTIVES

With the approval of an advisor, select 9 credits from 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
CHD 1941 Internship – Child Development	6
(May be repeated 3 times for 9 Credit hours)	
CHD 1312 Infant & Toddler	3

**Total Technical Elective
Credits Required 9**

Total Program Credits Required 36

EARLY CHILDHOOD EDUCATION**Vocational Credit Certificate***

Vocational Credits	
HEV 0115	Introduction to Early Childhood Education 1
HEV 0116	The Early Childhood Profession 4
HEV 0183	Early Childhood Internship I 10
HEV 0184	Early Childhood Internship II 5

* With the approval of an advisor, students may substitute selected college credit courses (with the CHD prefix) for certain of these vocational credits.

Total Program Credits Required 20

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 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.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).

MARKETING**College Credit Certificate**

Students who successfully complete this certificate may receive thirty (30) credits toward completion of the Business Management and Administration A.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
ENC 1200	Effective Business Writing
	or
OST 2335	Business Communications 3

Total Core Credits Required 24

TECHNICAL ELECTIVES

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

ACG 2001	Accounting I 3
BUL 2241	Business Law I 3
MKA 2511	Advertising 3
MTB 1103	Business Math 3
CGS 1570	Computer Applications for Business . . . 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 Elective Credits Required 6

Total Program Credits Required 30

OCCUPATIONAL SAFETY AND HEALTH TECHNOLOGY**Vocational Credit Certificate**

Vocational Credits	
ETI 0930	Occupational Safety I * 1
ETI 0932	Occupational Safety II * 1

* Students may substitute any two of the following college credit courses for the above and meet certificate requirements: ETI 1710, ETI 1711, ETI 1712.

Total Credits Required 2

OFFICE SOFTWARE SPECIALIST

Vocational Credit Certificate

* Students who complete this certificate may apply 30 credits toward the Administrative Assistant vocational credit certificate.

CORE COURSES

	Vocational Credits
OTA 0115 Word Processing with Windows I	1
OTA 0117 Word Processing with Windows II	1
CGS 0516 Using Spreadsheets with Windows I	1
CGS 0517 Using Spreadsheets with Windows II	1
CGS 0520 Essentials of Presentation Software	1
CGS 0530 Data Base Essentials	1
MNA 0161 Customer Services	1
COM 0101 Office Communications	2
Total Core Credits Required	9

TECHNICAL ELECTIVES

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

OTA 0421 Professional Office Procedures	2
OTA 0940A Internship I	2 - 6
OTA 0940B Internship II	2 - 6
OTA 0940D Internship III	2 - 6
— — — — — Other Business/Computer Related Elective	—
Total Technical Elective Credits Required	21

Total Program Credits Required 30

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.A.S. Degree program.

CORE COURSES

	College Credits
OST 1107 Word Processing I	3
OST 2117 Word Processing II	3
OST 2401 General Office Management or OST 2402 Secretarial Office Management	3
ENC 1200 Effective Business Writing or OST 2335 Business Communications	3
CGS 2564 Introduction to Windows 95	3
CGS 1100 Microcomputer Applications	3
Total Core Credits Required	18

TECHNICAL ELECTIVES

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

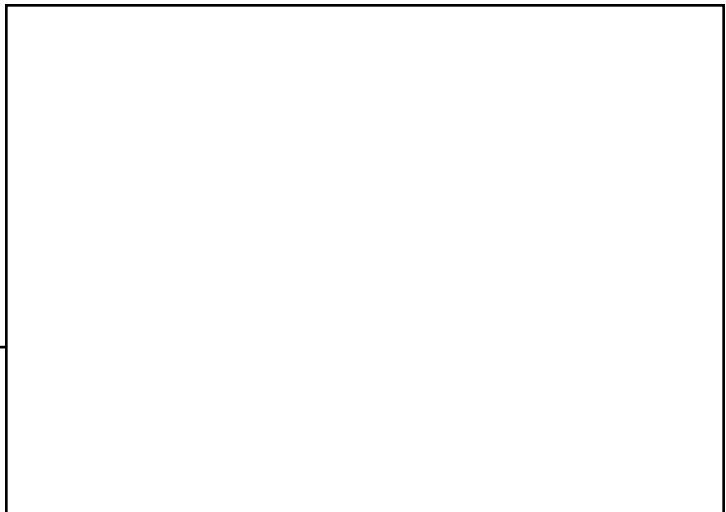
GEB 1940 Business/Office Internship I	3
GEB 1940A Business/Office Internship II	3
MAN 2021 Management	3
MTB 1103 Business Math	3
OST 1601 Machine Transcription	3
ACG 2001 Accounting I	3
OST 1335 Records Management	3
BUL 2241 Business Law I	3
GEB 1011 Introduction to Business	3
CGS 1570 Microcomputers for Business	3
— — — — — Approved Electives	3-9

**Total Technical Elective
Credits Required 12**

Total Program Credits Required 30

CERTIFICATE & ATD PROGRAMS

OWCC Certificate Programs prepare students for immediate job entry in select professional, technical and occupational skills areas.



ADULT GENERAL EDUCATION

Okaloosa-Walton Community College offers a comprehensive adult general education program, including courses in literacy, English-as-a-Second-Language (ESL) or English for Speakers of Other Languages (ESOL), adult basic education (ABE), vocational preparatory/job readiness skills, and General Educational Development (GED), including a GED testing program. Courses are tuition free for qualifying adults sixteen (16) years and older. Materials are provided at no cost to the student. Other adult students may elect to enroll in these classes on a fee-paying basis. Students may enroll throughout the year, at any time during the semester. Classes are offered day and evening at all OWCC campuses and centers, as well as at selected community sites in Okaloosa and Walton Counties.

❖ 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.

Free Adult Education at OWCC includes courses for students whose primary language is not English. English-as-a-Second Language classes begin throughout the year and students may enroll at any time.

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.



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.

OWCC's Institute for Professional Development offers customized training programs for business and industry.