

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.

A first digit of "0" indicates a vocational credit or college preparatory credit course. (See "Credits" section below.)

❖ 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.

❖ Credits

Course numbers beginning with a "1" or "2" are college credit. Courses with a prefix of ENC, MAT, or REA and a number beginning with "0" (zero) are college prep credit; all other course numbers beginning with "0" (zero) are vocational credit.

College prep courses may not be used to meet degree or certificate requirements.

❖ **Lab Indicators**

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

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

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

Examples.

Marine Biology OCB-013 (lecture only)

OCB-013L (lab only)

Marine Biology OCB-013C (lecture & lab combined) with lab

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

❖ **Equivalency of Sequences**

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences. (For example, CHM-045 plus CHM-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.

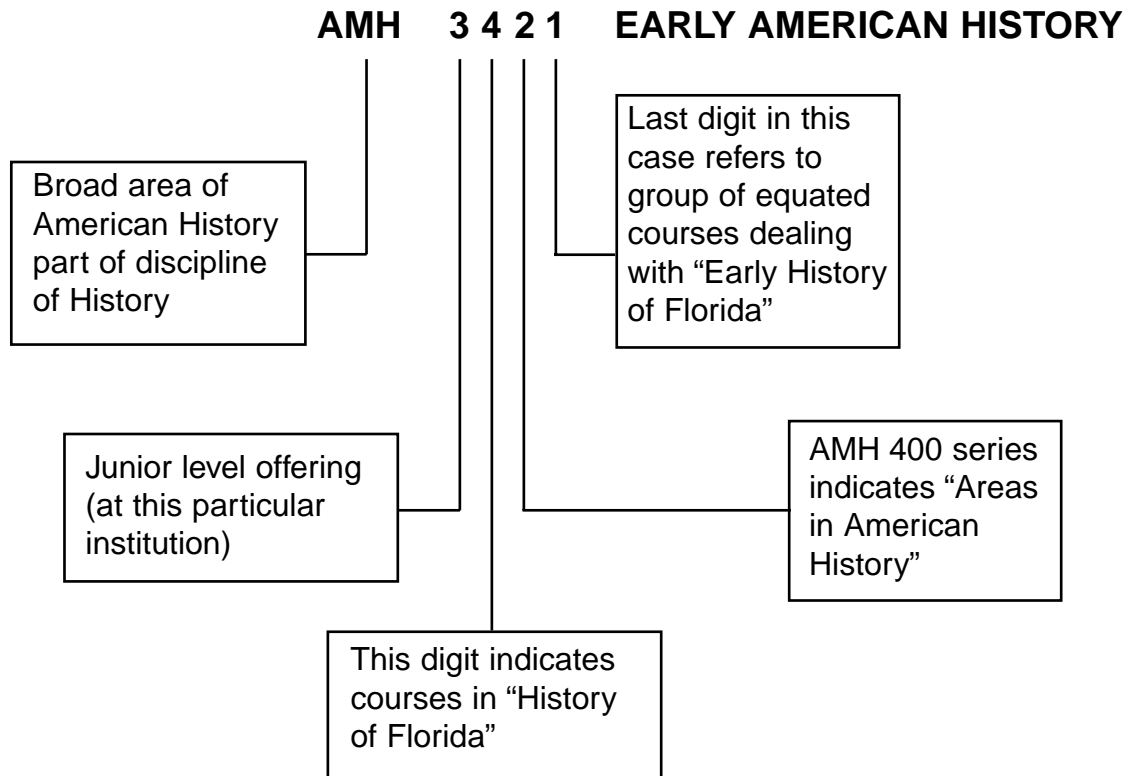
❖ **Explanation of Prefixes and Numbers**

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.

OWCC operates two art galleries at The Arts Center and displays art in the College Mall Gallery in Building "K" on the Niceville campus. Exhibits are free and open to the public.



❖ ***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, HLP, HSC, PEL, PEM, PEO, PET |
| Business 729-5369 | ACO, ACG, APA, BAN, BUL, COM, DES, ECO, FIN, GEB, HFT, HSC, MAN, MAR, MKA, MNA, MTB, OTA, OST, PLA, REE, RMI, SLS, TAX |
| Child Development 729-5735 | CHD, FAD, HEV |
| 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 | ARC, ART, BCN, BCT, CET, EET, EGS, ETD, ETG, ETI, GRA, PMT, SUR |
| Mathematics 729-5253 | MAC, MAP, MAS, MAT, MGF, MTB, STA |
| Public Safety 729-5260 | CCJ, CJD, CJT |
| Sciences 729-5239 | AST, BOT, BSC, CHM, GLY, HUN, MCB, MET, OCE, PCB, PHY, PSC, ZOO |
| Social Sciences 729-5390 | AMH, ANT, CLP, DEP, EDF, EDG, EDP, EEX, FAD, GEA, INR, ISS, POS, POT, PSY, WOH |

SUBJECT AND COURSE PREFIX LISTING

| | | | |
|---|---------------------------------|---|--|
| Accounting | ACO, 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 |
| Biology | BOT, BSC, MCB, OCE, PCB, ZOO | Management | MAN, MNA |
| Botany | BOT | Manufacturing | ETI, EST, PMT |
| Building Construction | BCN | Marketing | MAR, MKA |
| Business | GEB | Mathematics | MAC, MAP, MAS, MAT, MGF, MTB, STA |
| Business Law | BUL | Medical Office Skills | OST, HSC |
| Chemistry | CHM | Medical Reporting | OST, HSC |
| Communications | JOU | Meteorology | MET |
| Computer Science | CDA, CGS, CIS, COP, CET | Multimedia | ART, GRA |
| Criminal Justice | CCJ, CJT | Music | MUH, MUN, MUS, MUT, MVB, MVK, MVP, MVS, MVV, MVW |
| Dance | DAA, PEM | Nutrition | HUN |
| Dental Hygiene | DES | Oceanography | OCE |
| Drafting | BCN, EGS, ETD, ETG | Office Skills | CGS, OST, OTA, COM |
| Early Childhood/Family | CHD, FAD, HEV | Paramedic | EMS |
| Economics | ECO | Philosophy | PHI |
| Education | EME, EDF, EDG, EEX | Photography | PGY |
| Electricity/Electronics | CET, EET, EST, ETD | Physical Education | HLP, PEM, PEO, PET, PEL |
| Engineering Technology | ETD, ETG | Physical Science | PSC, PHZ |
| English | CRW, ENC, ENG, LIN, REA | Physics | PHY |
| English as Second Language | ESL | Political Science | INR, POS |
| Environmental Science | PCG | Psychology | CLP, DEP, EDP FAD, PSY |
| Finance | FIN | Religion | REL |
| French | FRE | Theatre | THE, TPA, TPP |
| Journalism | JOU | Safety and Quality Control | ETI |
| Geography | GEA | 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 | Zoology | ZOO |
| Humanities | HUM | | |

ADULT GENERAL EDUCATION COURSES

XAB ____*

ABE Comprehensive

This course provides individual and small group instruction in reading, comprehension, math, basic computation, English and writing skills for adults who need to complete their elementary and secondary studies.

XEL 01 ____*

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.

XEL 02 ____*

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.

XEL 03 ____*

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.

XEL 04 ____*

ESOL IV

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.

XEL 05 ____*

ESOL V

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.

XEL 06 ____*

ESOL VI

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.

XEL 07 ____*

ESOL VII

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.

XGE ____*

GED Comprehensive Preparation

This course provides skill and knowledge building for each of the GED subject areas of math, science, reading, social studies, and English.

XOR ____*

GED Orientation and Assessment

A short seminar style course designed to provide student 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.

* Course number varies with number of instructional contact hours.



Facilities for intercollegiate and intramural sports are located at the Niceville campus.

COLLEGE PREPARATORY COURSES

ENC 0020*

College Preparatory English A, 4 college prep credits, 60 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 B, 4 college prep credits, 60 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 college prep credits, 30 lec. (Fall, Spring, Summer)

This course is designed for students whose entry level placement test scores do not meet requirements for degree credit (does not meet graduation requirements.) Students not fulfilling competency requirements may repeat course. (By State Board Rule, 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. Not applicable to the A.A. Degree.

MAT 0024*

College Preparatory Algebra, Level I, 4 college prep credits, 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.) Students not fulfilling the competency requirements may repeat this course. (By State Board Rule, 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 college prep credits, 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/FCPT 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 FCPT.

REA 0002*

College Prep Reading, Level 2, 3 college prep credits, 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 FCPT and the CLAST. Credits are not applicable toward the A.A. or A.S. Degrees. Prerequisite: Score of 64-82 on the FCPT, and/or students who have successfully completed College Prep Reading, Level 1.

NOTE: At catalog press time, the ENC preparatory classes were under revision and may change. For information, call 729-5390.

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

VOCATIONAL CREDIT COURSES

CGS 0410*

Exploring Windows I, 1 Vocational Credit, 30 lec., (Offered as needed)

A general introduction to Windows operating system.

CGS 0416*

Exploring Windows II, 1 Vocational Credit, 30 lec., (Offered as needed)

Continuation of Exploring Windows I. Uses three methods of data exchange using more Windows accessories, applications, and methods of protecting data. Prerequisite: CGS 0410.

CGS 0516*

Using Windows Spreadsheets I, 1 Vocational Credit, 30 lec./lab (Offered as needed)

Designed to introduce the fundamental skills needed to create a worksheet, manipulate cells with text, numbers, formatting, and mathematical functions, create charts, maps, graphs, and reports. Successful completion of this course content, in combination with the appropriate certification review course(s) should prepare the student to sit for the Microsoft Excel 97 Proficient Certification Exam. Prerequisite: demonstrated skills in windows and keyboarding.

CGS 0517*

Using Windows Spreadsheets II, 1 Vocational Credit, 30 lec./lab (Offered as needed)

A continuation of Using Windows Spreadsheets I; topics include advanced skills in developing, formatting, and manipulating maps, charts, reports and graphs, managing multiple worksheets, personalizing the Excel workspace, pivot tables, data analysis, and related topics. Successful completion of this course content, in combination with the appropriate certification review course(s) should prepare the student to sit for the Microsoft Excel 97 Expert Certification Exam. Prerequisite: demonstrated skills in windows and keyboarding.

CGS 0520*

Essentials of Presentation Software, 1 Vocational Credit, 30 lec./lab (Offered as needed)

Covers the fundamental skills necessary to create a computerized presentation, including format, alignment, charts, graphs, templates, color, graphics, speaker notes, handouts, copying and pasting, drawing, insertions, and related skills. Successful completion of this course content, in combination with the appropriate certification review course(s) should prepare the student to sit for the Microsoft PowerPoint 97 Expert Certification Exam. Prerequisite: demonstrated skills in windows and keyboarding.

CGS 0530*

Data Base Essentials, 1 Vocational Credit, 30 lec./lab (Offered as needed)

A comprehensive introduction to data base concepts including opening, closing, printing, saving, queries, forms, reports, creating and defining tables, merge

applications, graphics, customizing input screens, and web pages with HTML. Successful completion of this course content, in combination with the appropriate certification review course(s) should prepare the student to sit for the Microsoft Access 97 Expert Certification Exam. Prerequisite: demonstrated skills in windows and keyboarding.

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.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.

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 0730D***Criminal 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.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.

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.

COM 0101***Office Communications, 2 Vocational Credits, 60 lec./lab (Offered as needed)**

A comprehensive course in all forms of office communications; emphasis is placed on interpersonal communication skills, writing resumes, letters, and other business documents, verbal and non-verbal communication, style, tone, and the psychology of effective office communication. Prerequisite: OTA 0115 Wordprocessing with Windows I.

ETI 0702***Occupational Safety I, 1 credit, 30 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 0703***Occupational Safety II, 1 credit, 30 lec. (Offered as needed)**

A course that covers strategies for implementing and managing safety programs.

HEV 0115***Introduction to Early Childhood Education, 1 Vocational Credit, 30 lec. (Fall, Spring, Summer)**

This course covers the 30 hour competencies for the Department of Children and Families. Students will acquire competence in state child care rules and regulation, nutrition, health and safety, reporting of child abuse and neglect, principle of child development, observation and recording.

HEV 0116***The Early Childhood Profession, 4 Vocational Credits, 90 lec., 30 lab. (Fall, Summer, Spring)**

This course covers competencies of the National Child Development Associate credentials. These competencies include: establishing and maintaining a safe, healthy, learning environment; advancing physical and intellectual competence; supporting social and emotional development, and providing positive guidance; establishing positive relationships with families; ensuring a well-run, purposeful program responsive to participant needs; maintaining a commitment to professionalism.

HEV 0183***Early Childhood Internship I, 10 Vocational Credits, 300 lab. (Fall, Spring)**

This course provides students with practice as preschool teachers. Students will acquire competence in activities and development of infants, toddlers, preschoolers, school age children to age eight, and special needs children. Prerequisite: HEV 0115.

HEV 0184***Early Childhood Internship II, 5 Vocational Credits, 150 lab. (Fall, Spring)**

This course provides practice in management skills of a preschool teacher. Students will acquire competence in the area of child development theories, current trends and issues, legislation, heredity, classroom management, developmentally appropriate curriculum and environments, multiculturalism, and teacher resource files. Prerequisite: HEV 0183.

MNA 0100***Human Relations in the Business Environment, 1 Vocational Credit, 30 lec. (Offered as needed)**

Covers the strategies and techniques required for growth in human relations on the job. For example, working will in one-on-one situations, groups and business organization as a whole.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.

MNA 0105***Interpersonal Relations in the Workplace, 1 Vocational Credit, 30 lec. (Offered as needed)**

Explores the skills needed to develop self-esteem, a positive attitude toward self and others, to work harmoniously with others, and to manage personal stress.

MNA 0161***Customer Services, 1 Vocational Credit, 30 lec./lab (Offered as needed)**

Includes the critical skills necessary to be a dynamic and successful customer service representative; emphasis is placed upon interpersonal communication skills, strategies to create positive customer relationships and practical approaches to minimizing customer dissatisfaction.

MTB 0102***Mathematics for Business I, 2 Vocational Credits, 60 lec. (Offered as needed)**

Course designed to present the basic principles used to solve everyday business problems. Acquaints the student with terminology of business and ways one can benefit as a consumer by increasing awareness of business transactions. Course includes units on basic arithmetic transactions, percents, discounts, banking services, credit card transactions, bank statement reconciliation, account services, markup and markdown procedures, simple and compound interest.

OTA 0103***Beginning Typing with Word Processing I, 1 Vocational Credit, 30 lec. (Offered as needed)**

Integration of basic keyboarding and word-processing – earning the keyboard, creating, editing, saving, and other word-processing functions.

OTA 0115***Wordprocessing with Windows I, 1 Vocational Credit, 30 lec. (Offered as needed)**

Includes basic Wordprocessing skills including basic and advanced formatting techniques, tables, text, graphics, templates, columns, drawing tools, files, and use of other features in Word 97. Successful completion of this course content, in combination with the appropriate certification review course(s) should prepare the student to sit for the Microsoft Word 97 Proficient Certification Exam. Prerequisite: OTA 0103 Beginning Typing with Word Processing or equivalent demonstrated skills in windows and keyboarding.

OTA 0117***Wordprocessing with Windows II, 1 Vocational Credit, 30 lec./lab (Offered as needed)**

A continuation of Wordprocessing with Windows I; emphasis is placed on advanced skills in Word 97; topics include creating forms and charts, merging documents, using Word with other programs, and customizing the Word environment. Successful completion of this course content, in combination with the appropriate certification review course(s) should prepare the student to sit for the Microsoft Word 97 Expert Certification Exam. Prerequisite: OTA 0115 Wordprocessing with Windows I.

OTA 0401***Maintaining Records, 1 Vocational Credit, 30 lec., (Offered as needed)**

Methods and systems of filing used in business offices and filing equipment. Filing practice sets are used.

OTA 0421***Professional Office Procedures, 2 Vocational Credits, 60 lec./lab**

Presentation of general office practices and procedures including office management, telephone techniques, mailing procedures, telegraph services, travel arrangements. Banking activities, scheduling, planning and sequencing techniques, time management, confidentiality, customer service issues, and business ethics. Prerequisites: COM 0101 Office Communication and OTA 0115 Wordprocessing with Windows I strongly advised.

OTA 0931***MOUS Certification Review, 1 Vocational Credit (Offered as needed)**

Detailed skill building for Microsoft Office User Specialist (MOUS) certification examinations in Word, Access, Excel and PowerPoint software. May be taken four times for credit. Prerequisite: Completion of appropriate MOUS certification course(s)

OTA 0940***Office Internship I, 2 Vocational Credits (Offered as needed)**

Designed to allow skill building through individualized work-based learning and on-the-job experiences; specific learning objectives are dependent upon the job location and the student's skill level at the time. May be taken four times for credit.

OTA 0948***Office Internship II, 2 Vocational Credits (Offered as needed)**

A second level of individualized work-based learning experiences designed to provide on-the-job opportunities to refine office skills; specific learning objectives are dependent upon the job location and the student's skill level at the time. May be taken four times for credit.

OTA 0949***Office Internship III, 2 Vocational Credits (Offered as needed)**

Work-based learning experiences for students with higher level office skills; specific learning objectives are dependent upon the job location and the student's skill level at the time. May be taken four times for credit. Prerequisites: OTA 0940 and OTA 0948.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.