

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)
- Computer Information Technology Support Specialist (Certificate)
- Computer Programming (Certificate)
- Computer Programming Specialist (Certificate)
- Customer Service (ATD)
- Early Childhood/Early Intervention (Certificate)
- Information Technology Administration (Certificate)
- Information Technology Analysis (Certificate)
- Information Technology Management (Certificate)
- Information Technology Technician (Certificate)
- Office Systems Specialist (Certificate)
- Marketing (Certificate)
- Medical Coder Specialist (ATD)

♦ 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**

- Accounting Operations
- Administrative Assistant
- Blueprint Reading and Estimation
- Corrections Basic
- Customer Assistance
- Customer Service Representative
- Dental Assisting**
- Early Childhood Education
- Law Enforcement Basic
- Legal Secretary
- Occupational Safety and Health Technology
- Office Software Specialist

* At catalog press time, a number of additional short-term college credit and vocational credit programs were under consideration 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 options.

** At catalog press time, this program was under development by OWCC for anticipated enrollment Spring 2003.

♦ 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. (With advance approval, college credit courses may be substituted for equivalent vocational credit courses in any vocational credit certificate.)
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.



The annual student enrollment at OWCC is approximately 14,500 students. About fifty percent of OWCC students are age 16 to 24, twenty-five percent are age 25 to 34, twenty-one percent are age 35 to 49 and four percent are over age 50.

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

ACCOUNTING OPERATIONS

Vocational Credit Certificate

CORE COURSE¹

	Vocational Credits
OTA 0112 Word Processing with Windows I	1
CGS 0513 Using Spreadsheets I	1
CGS 0517 Using Spreadsheets II	1
MTB 0102 Math for Business I	2
COM 0101 Office Communication	2
ACO 0511 Electronic Bookkeeping	2
_____ Approved Accounting/Business	12

Total Core Credits Required 21

TECHNICAL ELECTIVES²

Select at least 9 credits from the following courses:

OTA 0940 Office Internship I	2-4
(can be completed two times for credit)	
OTA 0948 Office Internship II	2-4
(can be completed two times for credit)	
OTA 0949 Office Internship III	2-4
(can be completed two times for credit)	
_____ Approved CGS, MNA, GEB, BUL, MAN, OST, ACO, ACG, or other business course(s)	_____

Total Technical Electives Credits Required 9

Total Program Credits 30

¹ College credit courses with the APA, ACG, or ACO prefix may be substituted for vocational credit courses in the core as appropriate; the college credit equivalent of any vocational course may be substituted for a core course(s); credit requirements within the core may be adjusted to accommodate substitution of college credit classes or of other vocational credit courses; however, at least 18 program credits must be in accounting skill courses.

² Technical electives may be vocational or college credit as appropriate to the individual student's career goals.

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 0119 Introduction to Word Processing	3
(OR: OTA 0103, OTA 0112 and OTA 0113)	
MNA 0107 Fundamentals of Human Relations and Communication	3
(OR: MNA 0100, MNA 0105 and COM 0____ Communication Skills I)	
OTA 0420 Office procedures and Records Maintenance	3
(OR: OTA 0421 and OTA 0401)	
CGS 0561 Exploring Windows I	1
CGS 0562 Exploring Windows II	1
CGS 0516 Windows Spreadsheets I	1
CGS 0517 Windows Spreadsheets II	1
CGS 0520 Presentation Software Essentials	1
CGS 0522 Presentation Software Essentials II . . .	1
MTB 0102 Mathematics for Business	2
OTA 0036 Desktop Publishing	3
ACO 0511 Electronic Bookkeeping	2
COM 0101 Office Communications	2
CGS 0530 Database Essentials	1

Total Core Credits Required 25

TECHNICAL ELECTIVES

Select at least 10 credits from the following courses:

MNA 0161 Serving the Customer	1
CGS 0549 Database Essentials II	2
OTA 0118 Word Processing with Windows III	3
CGS 0823 Essential of the Internet	1
_____ Introduction to Business Management . .	2
OTA 0940 Office Internship I	2-4
(can be completed two times for credit)	
OTA 0948 Office Internship II	2-4
(can be completed two times for credit)	
_____ Other approved elective(s)	1-6

Total Technical Electives Required 10

Total Program Credits Required¹ 35

¹ With advance approval, college credit courses may be substituted for equivalent vocational credit courses and the total number of program credits required may be adjusted accordingly.

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 Credits
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:

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 – Business	3
_____ Other Business/College Credit Elective(s)	1-9

Total Technical Elective Credits Required 15

Total Program Credits Required 27

COMPUTER INFORMATION TECHNOLOGY SUPPORT SPECIALIST*

College Credit Certificate

Students who successfully complete this certificate will have completed 18 credits applicable to the Computer Information Technology A. A. S. Degree. At catalog press time this program was under development.

* Students interested in pursuing this program should contact either the Office of Vice President for Instruction or the Office of Enrollment Services for additional information on this program.

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
COP 1006 Introduction to Programming Concepts and Logic	3
or	
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 Internship in Computer Studies	3-6 (can be completed two times for credit)
GEB 1940 Internship-Business	3-6 (can be completed two times for credit)
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

COMPUTER PROGRAMMING SPECIALIST*

College Credit Certificate

Students who successfully complete this certificate will have completed 18 credits applicable to the Computer Programming & Analysis A. S. Degree. At catalog press time this program was under development.

* Students interested in pursuing this program should contact either the Office of Vice President for Instruction or the Office of Enrollment Services for additional information on this program.

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

* 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).

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.

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
OTA 0119 Introduction to Word Processing	3
(OR: OTA 0103, OTA 0112 and OTA 0113)	
MNA 0107 Fundamentals of Human Relations and Communications	3
(OR: MNA 0100, MNA 0105 and COM 0__)	
OTA 0420 Office Procedures and Records Maintenance	3
(OR: OTA 0421 and OTA 0401)	
CGS 0561 Exploring Windows I	1
CGS 0562 Exploring Windows II	1
COM 0101 Office Communications	2
MNA 0161 Serving the Customer	1

Total Core Credits Required 14

TECHNICAL ELECTIVES

Select at least 6 credits from the following courses:

MTB 0102 Mathematics for Business	2
CGS 0516 Using Spreadsheets with Windows I	1
CGS 0823 Essentials of the Internet	1
CGS 0530 Database Essentials I	1
OTA 0940 Office Internship I	2-4
(can be completed two times for credit)	
_____ Other approved elective(s)	1-4

Total Technical Elective Required . . . 6

Total Program Credits Required¹ 20

¹ With advance approval, college credit courses may be substituted for equivalent vocational credit courses and the total number of program credits required may be adjusted accordingly.

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 0107	Fundamentals of Human Relations and Communications 3 (OR: MNA 0100, MNA 0105 and COM 0___)
MNA 0161	Serving the Customer 1 Professional Selling 1
COM 0101	Office Communications 2 Basic Business Law and Ethics 1
Total Core Credits Required 8	

TECHNICAL ELECTIVES

Select at least 12 credits from the following courses:

OTA 0119	Introduction to Word Processing 3 (OR: OTA 0103, OTA 0112 and OTA 0113)
OTA 0420	Office Procedures and Records Maintenance 3 (OR: OTA 0421 and OTA 0401)
MTB 0102	Mathematics for Business 2
ACO 0511	Electronic Bookkeeping 2
CGS 0516	Using Windows Spreadsheets I 1
CGS 0823	Essentials of the Internet 1
CGS 0530	Database Essentials I 1
OTA 0940	Office Internship I 2-4 (can be completed two times for credit)
OTA 0948	Office Internship II 2-4 (can be completed two times for credit)
_____	Other approved elective(s) 1-4

Total Technical Elective Credits Required 12

Total Program Credits Required¹ 20

¹ With advance approval, college credit courses may be substituted for equivalent vocational credit courses and the total number of program credits required may be adjusted accordingly.

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
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:

GEB 2441	Business Ethics 3
MNA 2100	Organizational Behavior 3
GEB 1940	Internship-Business 3-9 (can be completed three times for credit)
SPC 1600	Speech 3
_____	Other Approved College Credit Electives

Total Technical Electives Credits Required 12

Total Program Credits Required 30

DENTAL ASSISTING

Vocational Credit Certificate

At catalog press time, this program was under development by OWCC. The first class will begin Spring Semester (January 2003). Students interested in pursuing this program should contact the Dental Assisting Coordinator at 729-5026.

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
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	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	3-9
	(can be completed three times for credit)	
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

INFORMATION TECHNOLOGY ADMINISTRATION*

College Credit Certificate

Students who successfully complete this certificate will have completed 18 credits applicable to the Internet Services Technology A.A.S. Degree. At catalog press time this program was under development.

* Students interested in pursuing this program should contact either the Office of Vice President for Instruction or the Office of Enrollment Services for additional information on this program.

INFORMATION TECHNOLOGY ANALYSIS*

College Credit Certificate

Students who successfully complete this certificate will have completed 27 credits applicable to the Computer Information Technology A. A. S. Degree. At catalog press time this program was under development.

* Students interested in pursuing this program should contact either the Office of Vice President for Instruction or the Office of Enrollment Services for additional information on this program.

INFORMATION TECHNOLOGY MANAGEMENT*

College Credit Certificate

Students who successfully complete this certificate will have completed 30 credits applicable to the Network Services Technology A.A.S. Degree. At catalog press time this program was under development.

* Students interested in pursuing this program should contact either the Office of Vice President for Instruction or the Office of Enrollment Services for additional information on this program.

INFORMATION TECHNOLOGY TECHNICIAN*

College Credit Certificate

Students who successfully complete this certificate will have completed 21 credits applicable to the Network Services Technology A.A.S. Degree. At catalog press time this program was under development.

* Students interested in pursuing this program should contact either the Office of Vice President for Instruction or the Office of Enrollment Services for additional information on this program.

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, (CJD 1700), Legal II (CJD 1701), Law Enforcement Legal III (CJD 2720).

LEGAL SECRETARY

Vocational Credit Certificate

CORE COURSES

	Vocational Credits
OTA 0119	Introduction to Word Processing 3 (OR: OTA 0103, OTA 0112 and OTA 0113)
OTA 0420	Office Procedures and Records Maintenance 3 (OR: OTA 0421 and OTA 0401)
CGS 0__	Exploring Windows 2 (OR: CGS 0561 and CGS 0562)
CGS 0__	Using Windows Spreadsheets 2 (OR: CGS 0516 and CGS 0517)
CGS 0__	Fundamentals of Presentation Software 2 (OR: CGS 0520 and CGS 0522)
MTB 0102	Mathematics for Business 2
CGS 0823	Essential of the Internet 1
OTA 0036	Desktop Publishing with Word 3
COM 0101	Office Communications 2
_____	Approved Legal Electives 8 (BUL, LEA, PLA, CCJ, CJT, CJD Prefix courses)

Total Core Credits Required 28

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 7 credits from the following courses:

MNA 0161	Serving the Customer 1
ACO 0511	Electronic Bookkeeping 1
CGS 0530	Database essentials 1
CGS 0549	Database Essentials II 2
_____	Introduction to Business Management 2
OTA 0940	Office Internship I 2-4 (can be completed two times for credit)
OTA 0948	Office Internship II 2-4 (can be completed two times for credit)
_____	Other approved elective(s) 1-6

Total Technical Elective Credits Required 7

Total Program Credits Required¹ 35

¹ With advance approval, college credit courses may be substituted for equivalent vocational credit courses and the total number of program credits required may be adjusted accordingly.

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	Introduction to Business 3
MAR 2011	Introduction to Marketing 3
MKA 2021	Professional Selling 3
MNA 2100	Organizational Behavior 3
CGS 1100	Microcomputer Applications 3
GRA 1121C	Desktop Publishing 3
CGS 2564	Intro. to Windows 3
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-Business 3-6 (can be completed two times for credit)

Total Technical Elective Credits Required 6

Total Program Credits Required 30

MEDICAL CODER SPECIALIST

Applied Technology Diploma

HSC 1531	Medical Terminology	3
HIM 1000	Introduction to Health Information Management	3
BSC 1080	Essentials of Anatomy & Physiology . . .	3
HIM 1270C	Medical Billing	2
HIM 1282	Basic Coding for Medical Records . . .	4
HIM 2283C	Advanced Coding for Medical Records	5
HIM 2433	Pathophysiology	4
HSA 1101	Introduction to Health Care	2

Total Program Credits Required 26

Note: Students must have a High School Diploma or GED to graduate from this program.

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 1713, ETI 1715.

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 0119	Introduction to Word Processing	3
	(OR: OTA 0103, OTA 0112 and OTA 0113)	
CGS 0516	Windows Spreadsheets I	1
CGS 0517	Windows Spreadsheets II	1
CGS 0520	Presentation Software Essentials	1
CGS 0522	Presentation Software Essentials II	1
OTA 0036	Desktop Publishing	3
ACO 0511	Electronic Bookkeeping	2
CGS 0530	Database Essentials	1
MNA 0161	Serving the Customer	1
CGS 0823	Essentials of the Internet	1
COM 0101	Office Communications	2

Total Core Credits Required 17

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 13 credits from the following:

OTA 0420	Office Procedures and Records Maintenance	3
	(OR: OTA 0421 and OTA 0401)	
OTA 0118	Word Processing with Windows	3
_____	MOUS Certification Review	1
_____	Introduction to Business Management . . .	2
CGS 0549	Database Essentials II	2
OTA 0940	Office Internship I	2-4
	(can be completed two times for credit)	
OTA 0948	Office Internship II	2-4
	(can be completed two times for credit)	
_____	Approved Elective(s)	2-6

Total Technical Elective Credits Required 13

Total Program Credits Required¹ 30

¹ With advance approval, college credit courses may be substituted for equivalent vocational credit courses and the total number of program credits required may be adjusted accordingly.

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	3
	or	
OST 2402	Secretarial Office Management	3
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	Internship – Business	3-6
	(can be completed two times for credit)	
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

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.

