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.
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.
<table>
<thead>
<tr>
<th>DEPARTMENT/PROGRAM AREA</th>
<th>COURSE PREFIXES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics, Health, and Fitness</td>
<td>DAA, HLP, HSC, PEL, PEM, PEO, PET</td>
</tr>
<tr>
<td>729-5379</td>
<td></td>
</tr>
<tr>
<td>Business</td>
<td>ACO, ACG, APA, BAN, BUL, COM, DES, ECO, FIN, GEB, HFT, HIM, HSA, HSC, MAN, MAR, MKA, MNA, MTB, OTA, OST, PLA, REE, RMI, SLS, TAX</td>
</tr>
<tr>
<td>729-5369</td>
<td></td>
</tr>
<tr>
<td>Child Development</td>
<td>CHD, FAD, HEV</td>
</tr>
<tr>
<td>729-5735</td>
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</tr>
<tr>
<td>Communications</td>
<td>AML, CRW, ENC, ENG, ENL, ESL, FRE, FRW, GER, GEW, JOU, LIS, LIT, ORI, REA, SLS, SPA, SPC</td>
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<tr>
<td>729-5390</td>
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<tr>
<td>Computer Science</td>
<td>CDA, CGS, CIS, COP</td>
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<tr>
<td>729-5369</td>
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<tr>
<td>Humanities, Fine &amp; Performing Arts</td>
<td>ARH, ART, HUM, MUH, MUN, MUS, MUT, MVB, MVK, MVP, MVS, MVV, MVW, PGY, PHI, REL, THE, TPA, TPP</td>
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<tr>
<td>729-5382</td>
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<tr>
<td>Manufacturing and Technology</td>
<td>ARC, ART, BCN, BCT, CET, EET, EGS, ETD, ETG, ETI, GRA, PMT, SUR</td>
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<tr>
<td>729-5218</td>
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<tr>
<td>Mathematics</td>
<td>MAC, MAP, MAS, MAT, MGF, MTB, STA</td>
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<td>729-5253</td>
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<tr>
<td>Military Science (ROTC)</td>
<td>MIS</td>
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<td>729-6022</td>
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<td>Nursing</td>
<td>NUR</td>
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<td>729-4928</td>
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<tr>
<td>Public Safety</td>
<td>CCJ, CJD, CJT</td>
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<td>729-5260</td>
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<tr>
<td>Sciences</td>
<td>AST, BOT, BSC, CHM, GLY, HUN, MCB, MET, OCE, PCB, PHY, PSC, ZOO</td>
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<td>729-5239</td>
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<tr>
<td>Social Sciences</td>
<td>AMH, ANT, CLP, DEP, EDF, EDG, EDP, EEX, FAD, GEA, INR, ISS, POS, POT, PSY, WOH</td>
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<td>729-5390</td>
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<td>SUBJECT AND COURSE PREFIX LISTING</td>
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<tr>
<td>Accounting: ACO, ACG, APA, FIN, TAX</td>
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<td>Anthropology: ANT</td>
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<td>Art: ART, PGY</td>
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<td>Art History: ARH</td>
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<td>Astronomy: AST</td>
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<td>Biology: BOT, BSC, MCB, OCE, PCB, ZOO</td>
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<tr>
<td>Botany: BOT</td>
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<tr>
<td>Building Construction: BCN</td>
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<td>Business: GEB</td>
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<td>Business Law: BUL</td>
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<td>Communications: JOU</td>
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<td>Computer Science: CDA, CGS, CIS, COP, CET</td>
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<td>Criminal Justice: CCJ, CJT</td>
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<td>Dance: DAA, PEM</td>
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<td>Dental Hygiene: DES</td>
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<td>Drafting: BCN, EGS, ETD, ETG</td>
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<tr>
<td>Early Childhood/Family: CHD, FAD, HEV</td>
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<td>Economics: ECO</td>
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<td>Education: EME, EDF, EDG, EEX</td>
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<td>Electricity/Electronics: CET, EET, EST, ETD</td>
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<tr>
<td>Engineering Technology: ETD, ETG</td>
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<td>English: CRW, ENC, ENG, LIN, REA</td>
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<td>English as Second Language: ESL</td>
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<td>Environmental Science: PCG</td>
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<td>Finance: FIN</td>
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<td>French: FRE</td>
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<td>Journalism: JOU</td>
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<td>Geography: GEA</td>
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<td>Geology: GLY</td>
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<td>German: GER, GEW</td>
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<td>Graphic Design: ART, GRA</td>
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<td>Health Education: HSC</td>
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<tr>
<td>History: AMH, WOH</td>
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<td>Hospitality Management: HFT</td>
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<td>Humanities: HUM</td>
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<td>Insurance: RMI</td>
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<td>Legal Assisting: PLA</td>
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<td>Legal Secretary: OST</td>
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<td>Library Science: LIS</td>
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<td>Literature: AML, ENG, ENL, LIT</td>
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<td>Management: MAN, MNA</td>
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<td>Manufacturing: ETI, EST, PMT</td>
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<td>Marketing: MAR, MKA</td>
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<td>Mathematics: MAC, MAP, MAS, MAT, MGF, MTB, STA</td>
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<td>Medical Office Skills: OST, HSC, HIM, HSA</td>
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<td>Medical Reporting: OST, HSC, HIM, HSA</td>
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<td>Meteorology: MET</td>
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<td>Military Science (ROTC): MIS</td>
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<td>Multimedia: ART, GRA</td>
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<td>Music: MUH, MUN, MUS, MUT, MVB, MVK, MVP, MVS, MVV</td>
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<td>Oceanography: OCE</td>
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<td>Office Skills: CGS, OST, OTA, COM</td>
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<td>Paramedic: EMS</td>
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<td>Philosophy: PHI</td>
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<td>Photography: PGY</td>
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<td>Physical Education: HLP, PEM, PEO, PET, PEL</td>
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<td>Physics: PHY</td>
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<td>Political Science: INR, POS</td>
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<td>Psychology: CLP, DEP, EDP, FAD, PSY</td>
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<tr>
<td>Religion: REL</td>
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<td>Theatre: THE, TPA, TPP</td>
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<td>Safety and Quality Control: ETI</td>
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<td>Sign Language: SPA</td>
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<td>Spanish: SPN</td>
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<tr>
<td>Speech and Debate: ORI, SPC</td>
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<tr>
<td>Sociology: SYG</td>
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<tr>
<td>Surveying: SUR</td>
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<tr>
<td>Wellness: HUN, HLP, PEM</td>
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<tr>
<td>Zoology: ZOO</td>
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</tbody>
</table>
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.
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. Basic sentence structure, 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. Prerequisite: Placement score of 20-68 on FCPT. Co-requisite: SLS 1101.

ENC 0080*
College Preparatory English B, 4 college prep credits, 60 lec. (Fall, Spring, Summer)
The course includes practice in writing sentences and paragraphs and provides a survey of grammar and mechanics with emphasis on the State Exit Test skills. Placement is determined (1) by a grade of “C” or better in ENC0020 or (2) by a score of 69-82 on the Florida College Placement Test or (3) on an elective basis with a score of 83 or above on the Florida College Placement Test.

MAT 0002A*
College Preparatory Math, 2 college prep credits, 30 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 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.

MAT 0024*
College Preparatory Algebra, Level I, 4 college prep credits, 75 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 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 Preparatory Reading, Level 1, 3 college prep credits, 45 lec., 30 lab. (Fall, Spring, Summer)
A college preparatory reading course (not applicable for degree completion) conducted in a lecture/lab setting designed to improve reading speed, vocabulary, rate of comprehension, listening, 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 the students specific needs as determined by 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. Co-requisite: SLS 1101.

REA 0002*
College Preparatory 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 college level written material. Emphasis is placed on the development of the higher level reading skills needed for literal and critical interpretation of passages similar to those used in college textbooks. Students may exit from College Prep Reading II only after passing the course work and obtaining a passing score on the State Constructed Reading Comprehension test. 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 1.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact Hours</th>
<th>Offered As Needed</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACO 0511*</td>
<td>Electronic Bookkeeping</td>
<td>3 Vocational Credits</td>
<td>90 lec.</td>
<td>(Offered as needed)</td>
<td>Electronic Bookkeeping using problems and simulations of a “real” business combined with computer practice and practical experience.</td>
</tr>
<tr>
<td>CGS 0516*</td>
<td>Using Windows Spreadsheets I</td>
<td>1 Vocational Credit</td>
<td>30 lec./lab</td>
<td>(Offered as needed)</td>
<td>Begins with launching a spreadsheet program and continues to introduce the fundamental skills needed to create a worksheet; manipulate cells of a worksheet by entering text, numbers, formatting, and mathematical functions; and creating charts, maps, graphics and reports.</td>
</tr>
<tr>
<td>CGS 0517*</td>
<td>Using Windows Spreadsheets II</td>
<td>1 Vocational Credit</td>
<td>30 lec./lab</td>
<td>(Offered as needed)</td>
<td>Continuation of Using Windows Spreadsheets I. Develops skills in advanced formatting, using charts, maps, graphs, managing multiple worksheets and workbooks, personalizing the Excel workspace, using Excel with other programs, automating tasks with macros, managing data, designing forms, creating reports, using pivot tables, using data analysis techniques, and sharing workbooks on the network. Prerequisite: CGS 0516.</td>
</tr>
<tr>
<td>CGS 0520*</td>
<td>Essentials of Presentation Software</td>
<td>1 Vocational Credit</td>
<td>30 lec./lab</td>
<td>(Offered as needed)</td>
<td>Begins with launching a presentation program and continues to introduce the fundamental skills needed to create a presentation; such as modifying content, format alignment, and appearance; color, making speaker notes and handouts, copying and pasting between programs, inserting clip art, pictures, and using advanced drawing techniques. Prerequisite: Knowledge of windows and basic typing skills would be helpful.</td>
</tr>
<tr>
<td>CGS 0522*</td>
<td>Essentials of Presentation Software II</td>
<td>1 Vocational Credit</td>
<td>30 lec./lab</td>
<td>(Offered as needed)</td>
<td>A continuation of slide show presentations to include: creating charts, using templates, color, and preparing presentations for the World Wide Web. Prerequisite: CGS 0520.</td>
</tr>
<tr>
<td>CGS 0530*</td>
<td>Data Base Essentials</td>
<td>1 Vocational Credit</td>
<td>30 lec./lab</td>
<td>(Offered as needed)</td>
<td>A thorough course in database as it begins with launching and moves into basic concepts and skills; such as, opening, closing, creating, printing, modifying, saving and others. Prerequisite: Knowledge of windows and basic typing skills would be helpful.</td>
</tr>
<tr>
<td>CGS 0549*</td>
<td>Data Base Essentials II</td>
<td>1 Vocational Credit</td>
<td>30 lec./lab</td>
<td>(Offered as needed)</td>
<td>A continuation in Data Base using more advanced concepts and skills such as making queries, forms, reports, creating and defining table relationships, merging with other applications, graphics, pictures, customizing input screen, using color, automation of features, mail merge techniques, and creating web pages using HTML. Prerequisite: CGS 0530.</td>
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<tr>
<td>CGS 0561*</td>
<td>Exploring Windows I</td>
<td>1 Vocational Credit</td>
<td>30 lec.</td>
<td>(Offered as needed)</td>
<td>A general introduction to Windows operating system.</td>
</tr>
<tr>
<td>CGS 0562*</td>
<td>Exploring Windows II</td>
<td>1 Vocational Credit</td>
<td>30 lec.</td>
<td>(Offered as needed)</td>
<td>Continuation of Exploring Windows I. Uses three methods of data exchange using more Windows accessories, applications, and methods of protecting data. Prerequisite: CGS 0561.</td>
</tr>
<tr>
<td>CGS 0823*</td>
<td>Essentials of the Internet</td>
<td>1 Vocational Credit</td>
<td>30 lec./lab</td>
<td>(Offered as needed)</td>
<td>An introduction to the required hardware, software, procedures and uses of the World Wide Web and the Internet.</td>
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<tr>
<td>CJD 0254D*</td>
<td>Criminal Justice Medical</td>
<td>2 Vocational Credits</td>
<td>60 contact hours</td>
<td>48 lec./12 TBA</td>
<td>(Offered as needed)</td>
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<tr>
<td>CJD 0704D*</td>
<td>Law Enforcement Defensive Tactics</td>
<td>4 Vocational Credits</td>
<td>120 contact hours</td>
<td>60 lec./46 lab/14 TBA</td>
<td>(Offered as needed)</td>
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</tbody>
</table>

* 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 0705D*
Criminal Justice Weapons, 3 Vocational Credits, 90 contact hours, 20 lec./44 lab./26 TBA (Offered as needed)

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

CJD 0710*
Criminal Justice Legal I, 2 Vocational Credits, 60 contact hours, 46 lec./14 TBA (Offered as needed)

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

CJD 0711A*
Criminal Justice Legal II, 2 Vocational Credits, 60 contact hours, 48 lec./12 TBA (Offered as needed)

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

CJD 0711B*
Criminal Justice Legal II, 1 Vocational Credit, 30 contact hours, 22 lec./8 TBA (Offered as needed)

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

CJD 0712A*
Criminal Justice Communications, 2 Vocational Credits, 60 contact hours, 56 lec./4 TBA (Offered as needed)

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

CJD 0712B*
Criminal Justice Communications, 2 Vocational Credits, 60 contact hours, 42 lec./18 TBA (Offered as needed)

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

CJD 0713A*
Interpersonal Skills I, 3 Vocational Credits, 90 contact hours, 66 lec./24 TBA (Offered as needed)

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

CJD 0713B*
Interpersonal Skills I, 3 Vocational Credits, 90 contact hours, 62 lec./28 TBA (Offered as needed)

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

CJD 0723D*
Law Enforcement Vehicle Operations, 2 Vocational Credits, 60 contact hours, 20 lec./12 lab./28 TBA (Offered as needed)

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

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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.

CJD 0734*
Law Enforcement Investigation, 2 Vocational Credits, 90 contact hours, 64 lec./26 TBA (Offered as needed)
Law Enforcement Investigation 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 firefighting 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 regulations, nutrition, health and safety, reporting of child abuse and neglect, principle of child development, observation and recording.

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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 0115.

MNA 0103*
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 well in one-on-one situations, groups and business organization as a whole.

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 0107*
Fundamentals of Human Relations and Communications, 3 Vocational Credits, 90 lec., (Offered as needed)
Explores the strategies and techniques required for effective human relations and communication skills in the workplace.

MNA 0161*
Serving the Customer, 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 0036*
Desktop Publishing with WORD, 3 Vocational Credits, 90 lec. (Offered as needed)
Use of WORD's more advanced features to create professional-looking documents. The process of planning, designing, and evaluating documents as well as decision-making and problem-solving skills are integrated throughout this course.

OTA 0103*
Beginning Keyboarding, 1 Vocational Credit, 30 lec./lab. (Offered as needed)
Basic keyboarding skills and techniques.

OTA 0112*
Word Processing with Windows I, 1 Vocational Credit, 30 lec./lab. (Offered as needed)
Integration of basic keyboarding and word processing – learning the keyboard, creating, editing, saving, proof-reading, and other word-processing functions. Prerequisite: OTA 0103.

OTA 0113*
Word Processing with Windows II, 1 Vocational Credit, 30 lec./lab. (Offered as needed)
Advanced integration of keyboarding and word processing – improving speed and production time. Prerequisite: OTA 0112.

OTA 0118*
Word Processing with Windows III, 3 Vocational Credits, 90 lec./lab. (Offered as needed)
Advanced integration of keyboarding and word processing – improving speed and production time. Prerequisite: OTA 0113.

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OTA 0119*
Introduction to Word Processing, 3 Vocational
Credits, 90 lec./lab. (Offered as needed)
Integration of keyboarding and word processing
techniques.

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 0420*
Office Procedures and Records Management, 3
Vocational Credits, 90 lec./lab. (Offered as needed)
The integration of skills, activities, and procedures
used in a small business office to include telephone
techniques, mail handling, making appointments,
basic bookkeeping, and methods and systems of filing
used in business offices and filing equipment.
Prerequisite: OTA 0119.

OTA 0421*
Professional Office Procedures, 2 Vocational Credits,
60 lec./lab
Presentation of general office practices and proce-
dures including office management, telephone tech-
niques, mailing procedures, telegraph services, travel
arrangements. Banking activities, scheduling, plan-
ning and sequencing techniques, time management,
confidentiality, customer service issues, and business
ethics. Prerequisites: COM 0101 Office Communica-
tion and OTA 0112 Word Processing 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 0935*
Professional Seminar: Customer Service and
Workplace Math, 3 Vocational Credits, 90 lec.,
(Offered as needed)
Customer Service and Workplace Math is designed to
build and maintain the critical skills necessary to be a
dynamic and successful professional who can work
with customers every day and develop strategies to
create positive customer relationships and employ
basic mathematical principles to solve everyday busi-
ness problems.

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; spe-
cific learning objectives are dependent upon the job
location and the student’s skill level at the time. May
be taken four times for credit. Prerequisite: OTA 0112
and OTA 0421.

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 opportuni-
ties 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. Prerequisite: OTA 0940.

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 0948.

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OWCC provides training in law enforcement and
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Florida Department of Law Enforcement.