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

* Course number varies with number of instructional contact hours.

*OWCC intercollegiate athletics include women’s fast-pitch softball, women’s basketball and men’s baseball and basketball.*
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 (not applicable for degree completion). 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 (not applicable for degree completion). Placement is determined (1) by a grade of “C” or better in ENC0020 or (2) by a score of 69-82 on FCPT or (3) on an elective basis with a score of 83 or above on FCPT.

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 (not applicable for degree completion). 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 (not applicable for degree completion). Topics include operations with real number properties, linear equations and inequalities and factorization. Prerequisite: Score of 50-71 on FCPT.

REA 0001*  
College Preparatory Reading, Level 1, 3 college prep credits, 30 lec., 45 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. 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 (not applicable for degree completion). 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. Prerequisite: Score of 64 – 82 on the FCPT, and/or grade of “C” or better in REA 0001.

* College preparatory credits may not be counted toward fulfilling the number of credits required for a degree.
ACO 0511*
Electronic Bookkeeping, 3 Vocational Credits, 90 lec. (Offered as needed)
Electronic Bookkeeping using problems and simulations of a “real” business combined with computer practice and practical experience.

CGS 0515*
Spreadsheet Concepts, 3 Vocational Credits, 90 lec./lab (Offered as needed)
A course in spreadsheet concepts to include understanding them and how they work, planning them effectively, and using them for basic and advanced problem solution. Prerequisite: Knowledge of the Windows operating system.

CGS 0516*
Using Windows Spreadsheets I, 1 Vocational Credit, 30 lec./lab (Offered as needed)
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.

CGS 0517*
Using Windows Spreadsheets II, 1 Vocational Credit, 30 lec./lab (Offered as needed)
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.

CGS 0520*
Essentials of Presentation Software, 1 Vocational Credit, 30 lec./lab (Offered as needed)
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.

CGS 0522*
Essentials of Presentation Software II, 1 Vocational Credit, 30 lec./lab (Offered as needed)
A continuation of slide show presentations to include: creating charts, using templates, color, and preparing presentations for the World Wide Web. Prerequisite: CGS 0520.

CGS 0530*
Data Base Essentials, 1 Vocational Credit, 30 lec./lab (Offered as needed)
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.

CGS 0545*
Database Concepts, 3 Vocational Credits, 90 lec./lab (Offered as needed)
A thorough course in database concepts to include understanding them and how they work, planning them effectively, and using them for basic and advanced problem solution. Prerequisite: Knowledge of the Windows operating system.

CGS 0549*
Data Base Essentials II, 1 Vocational Credit, 30 lec./lab (Offered as needed)
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.

CGS 0561*
Exploring Windows I, 1 Vocational Credit, 30 lec., (Offered as needed)
A general introduction to Windows operating system.

CGS 0562*
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 0561.

CGS 0823*
Essentials of the Internet, 1 Vocational Credit, 30 lec./lab (Offered as needed)
An introduction to the required hardware, software, procedures and uses of the World Wide Web and the Internet.

CJD 0254D*
Criminal Justice Medical, 2 Vocational Credits, 60 contact hours, 48 lec./12 TBA (Offered as needed)
The course is designed to familiarize officers 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.

* 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 0704D*
Law Enforcement Defensive Tactics, 4 Vocational
Credits, 120 contact hours, 60 lec./46 lab/14 TBA
(Offered as needed)

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

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

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

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

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

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

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

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

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

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

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

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OWCC offers a variety of student activities, club and organizations including Forensics and Debate Teams that have won numerous state and national titles.
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 II, 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.

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.

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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 criminality. 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 Vocational 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 Vocational 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.

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.

HEV 0195*  
**School-Age Child Care, 3 Vocational Credits, 45 lec. (Offered as needed)**  
This course provides the student with the knowledge and skills required of a professional working in a school-age child care program. School age competency standards included in instruction are: professionalism, out of school environments, physical and intellectual competence, social/emotional development/guidance, and responsive program. The student will complete a portfolio and resource file. An OWCC instructor will complete an observation and interview of the student in the student’s school-age work site. Course work will satisfy the training requirements for Level I of the Florida School-Age Credential.

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.

* 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.
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 0114*
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.

OTA 0115A*
Introduction to Word Processing, 3 Vocational Credits, 90 lec./lab. (Offered as needed)
Integration of keyboarding and word processing techniques.

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.

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 0160*
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.

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.

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.

OTC 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.

VOCATIONAL CREDIT COURSE DESCRIPTIONS

* 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.
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 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, 3 Vocational Credits, 90 lec., (Offered as needed)
This seminar course is designed to build and maintain the critical skills necessary to be a dynamic and successful business professional. Topics have recently included OTA 0935 Customer Service and Workplace Math, OTA 0935B Life Skills and Workplace Interaction, as well as OTA0935C Business Forms and Electronic Calculators. Students may retake the course as desired when the topic changes.

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. 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 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. 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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The Collegiate High School at OWCC is a public charter school on the Niceville campus that allows motivated 10, 11 and 12th grade students to earn a college degree and a high school diploma simultaneously through full-time study at OWCC.