

## 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.

**XWK 06 \_\_\_\_ \***

**Workplace Readiness Skills**

Course designed for adult education students to prepare for employment, and to demonstrate job acquisition and job retention skills.

\* Course number varies with number of instructional contact hours.

*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.*



## COLLEGE PREPARATORY COURSES

### ENC 0020\*

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

This course is designed to develop written language skills for students whose entry level placement scores fall below the minimum (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. Corequisite: 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). This course emphasizes concepts, techniques, and applications of the following topics: operations with real numbers; properties of real numbers; linear equations and inequalities; rational expression and equations; properties of exponents; polynomials; radical expressions; and graphs of lines. Prerequisite: Score of 50-71 on FCPT.

### REA 0001\*

**College Preparatory Reading, Level 1, 3 college prep credits, 45 lec. (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, 45 lec. (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.

## VOCATIONAL CREDIT COURSES

### 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\*

#### **Using Database Software, 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.

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**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.

**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.

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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 Investigations addresses investigations of various crimes, including property crimes, persons crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents, and death investigations. Techniques are developed from the initial observation methods through the processing of the crime scene and case preparation. Florida's computer network is studied as an information source. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

**CJD 0741D\***

**Correctional Emergency Preparedness, 1 Vocational Credit, 30 contact hours, 26 lec./4 TBA (Offered as needed)**

Skills needed for riot and disturbance control and fire-fighting are studied and practiced. Lecture includes methods of riot prevention, handling of unusual occurrences, what to do if taken hostage, and emergency procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

**CJD 0750\***

**Interpersonal Skills II, 2 Vocational Credits, 60 contact hours, 50 lec./10 TBA (Offered as needed)**

The interpersonal skills needed by officers to understand the incarcerated society are explored, with emphasis upon supervision methods. Inmate adjustment and the various segments of the society are studied. This course includes the study of homosexuality, female inmates, deception and manipulation by inmates, and institutional criminalities. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

**CJD 0752\***

**Correctional Operations, 3 Vocational Credits, 90 contact hours, 64 lec./26 TBA (Offered as needed)**

The operation of correctional facilities is studied – including the intake of new inmates, all aspects of their daily care, institutional procedures, and techniques utilized by officers to do daily tasks. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

**COM 0101\***

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

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

**DEA 0020\***

**Pre-Clinical Procedures Theory, 1 Vocational Credit, 30 lec. (Offered as needed)**

This course is designed to provide an introduction to the dental assisting profession to include orientation to fourhanded dentistry and general dental office procedures including, but not limited to basic principles of disease prevention, patient data collection and assessment, and instrumentation. Emphasis is on adhering to safety guidelines as specified by OSHA. Students will be introduced to the legal and ethical scope of responsibilities for dental assistants and interpersonal relations in the dental office. Corequisite: DEA 0020L

**DEA 0020L\***

**Pre-Clinical Practice Lab, 2 Vocational Credits, 60 lab. (Offered as needed)**

This is a comprehensive chair side competency based course. The course provides the skills practice necessary for dental assisting students entering four handed dentistry practice including but not limited to Infection control, taking and recording vital signs, assisting with operative procedures, principles of preventive dentistry, instrument identification and, use and maintenance of equipment. Emphasis is on aseptic technique and clinical competency with procedures performed in a contemporary dental practice. Corequisite: DEA 0020

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**DEA 0130\***

**Allied Dental Theory, 1 Vocational Credit, 30 lec. (Offered as needed)**

This course is a general study of the scientific and clinical concepts that include additional knowledge base necessary to the practice of dental assisting. Students are acquainted with the normal and abnormal conditions of the oral cavity and recognition of common pathological conditions. Oral Pathology, histology and embryology are included. Emphasis is on the interrelationship of the information presented with the clinical practice of dental assisting.

**DEA 0800L\***

**Clinical Practice I, 6 Vocational Credits, 180 lab. (Offered as needed)**

This competency based clinical course provides a real world setting in which to integrate the laboratory and clinical skills learned in the classroom. The student receives closely supervised hands on training in chair side dental assisting through rotations at community dental offices. Progress is evaluated using predetermined competency guidelines. Students must provide their own transportation and must have current CPR training. Corequisites: DEA 0020, DEA 0020L.

**DEA 0830\***

**Expanded Function Theory, 1 Vocational Credit, 30 lec. (Offered as needed)**

This course introduces the dental assisting student to the dental specialty practices and more advanced clinical skills. It also provides the theory of dental specialty practice administration as it relates to the role of the dental assistant including ethical and legal ramifications. Lectures relate topics including but not limited to dental specialty procedures, instruments used in the specialty practices and duties delegated to dental assistants according to the rules and regulations of the Florida Dental Practice Act. Role playing and problem solving activities using case studies relate to duties delegated to dental assistants. Seminars are conducted to monitor students progress. Prerequisites: DEA 0020, DEA 0020L; Corequisites: DEA 0830L, DEA 0850L.

**DEA 0830L\***

**Skills Seminar, 2 Vocational Credits, 60 lab. (Offered as needed)**

This laboratory course accompanies the clinical practice lecture course DEA 0830 and provides opportunity for students to practice application of the duties delegated to dental assistants according to the Florida Dental Practice Act. Students become more proficient in more advanced skills. Modules containing information and behavioral objectives allow students to master each skill before advancing to the next. The course also serves as an opportunity for feedback from students' Clinical Practice. Prerequisites: DEA 0020, DEA 0020L; Corequisites: DEA 0830, DEA 0850L.

**DEA 0850L\***

**Clinical Practice II, 8 Vocational Credits, 240 lab. (Offered as needed)**

This course is a continuation of Clinical Practice I. It provides a real world setting for students to receive additional training in the clinical skills learned in class. Students are assigned to various offices in the community including but not limited to General dentists, Oral Surgeons, Orthodontists, Periodontists, and Endodontists. Performance evaluations are utilized to measure competency and provide feedback from the local dental offices to the instructor regarding the students' competency level. Skills are strengthened in Seminar lab. Students must provide their own transportation, and must have current CPR along with up to date immunizations. Prerequisite: DEA 0800L; Corequisites: DEA 0830, DEA 0830L.

**DEA 0851L\***

**Clinical Practice III, 8 Vocational Credits, 240 lab. (Offered as needed)**

This Course is a continuation of Clinical Practice II, providing a real world setting for students to practice the training and clinical skills learned in class including X-ray film placement and cone positioning. The student is assigned to various offices in the community including specialty offices and general dentistry offices. Students assist the dentist and staff with various function of a Dental Assistant at a more advanced level of proficiency. A requirement of 240 clinical rotation hours must be completed to successfully complete this course. Prerequisite: DEA 0850L.

**DEA 0936\***

**Dental Assisting Seminar, 2 Vocational Credits, 60 lec. (Offered as needed)**

This course is designed to provide a review of materials commonly covered on the Dental Assisting National Board (DANBE) exam. Topics include but are not limited to Infection control, General Chair side procedures, and Radiographic Technique. The Seminar will provide a Mock Board Examination, and opportunities for review, problem solving, and strengthening skills. Prerequisites: DES 0400, DEA 0020, DEA 0020L, DES 0130C, DEA 0830, DEA 0830L, DEA 0800L, DEA 0850L.

**DES 0130C\***

**Dental Materials, 2 Vocational Credits, 30 lec., 30 lab. (Offered as needed)**

This course is a comprehensive study of the manipulation, physical and chemical properties of materials used in the diagnosis, prevention and treatment of oral disease. Emphasis is on practical application as it relates to the role of the dental assistant in the contemporary dental practice. The competency based lab that accompanies this course includes exercises to illustrate application and uses of selected materials. Students practice the use of various materials including but not limited to impression materials, waxes, filled and unfilled resins, dental amalgams, gypsum, and acrylic plastics.

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**DES 0210\*****Dental Radiology Lecture, 1 Vocational Credit, 30 lec. (Offered as needed)**

This course is designed to study the theory and principles of radiographic exposure, and processing techniques. The course will include operation of radiographic equipment, mounting dental X-rays, darkroom procedures, radiographic interpretation, identification of normal landmarks, and quality control. Patient and operator safety guidelines and diagnostic quality are emphasized. Areas of instruction include bisecting and paralleling techniques, intraoral and extra-oral experiences. Prerequisites: DES 0400, DEA 0020, DEA 0020L; Corequisites: DES 0210L.

**DES 0210L\*****Dental Radiology Lab, 2 Vocational Credits, 60 lab. (Offered as needed)**

This laboratory course assists students in radiographic performance techniques using DXTR manikins to achieve competency prior to exposure of various patients with varied dentitions. Students practice exposing, mounting, radiographic interpretation, safe darkroom procedures, identification of landmarks and distinguishing radiographic pathology from normal landmarks. Clinical radiographic skills necessary to produce diagnostic quality X-rays including Bitewings, Periapical radiographs, and panoramic x-rays will be covered. Emphasis is on patient and operator safety guidelines and producing diagnostic quality x-rays. Prerequisites: DES 0400, DEA 0020, DEA 0020L; Corequisites: DES 0210 or DEA 0800L or DEA 0850L.

**DES 0305\*****Interpersonal Communications Skills, 1 Vocational Credit, 30 lec. (offered as needed)**

This course is designed to implement interpersonal and effective communication skills in the practice of dentistry. It includes team building strategies, oral and written communications skills with the correct use of terminology commonly used in dentistry. Professionalism in verbal and nonverbal communications is emphasized. Role-playing is a major adjunct in this course.

**DES 0400\*****Dental Anatomy, 1 Vocational credit, 30 lec. (Offered as needed)**

This course provides a detailed study of the orofacial and related structures of the head and neck including, but not limited to the eruption, identification and function of the human dentition, study of bony, circulatory, muscular and nervous systems of the head and neck and surrounding structures associated with the oral cavity. A brief introduction to oral histology and embryology will be included.

**DES 0502\*****Dental Practice Management, 1 Vocational Credit, 30 lec. (Offered as needed)**

This course includes theory and practical administration of the dental office. Lectures and role playing activities are related to the responsibilities of the dental assistant. Topics include but are not limited to appointment scheduling, billing, collections, record keeping, clerical and dental supply inventory. Students are introduced to the use of dental practice software with hands on computer experience. Legal responsibilities, interpersonal relations, and interview skills are included. Prerequisite: DES 0305.

**DES 0600\*****Pharmacology and Dental Office Emergencies, 1 Vocational Credit, 30 lec. (Offered as needed)**

This course is designed to familiarize the dental assisting student with the basic concepts and considerations regarding pharmacology and pharmaceuticals used in dentistry. Topics presented include CPR, Nitrous Oxide monitoring, emergency procedures and protocol with student recognition of emergency conditions including but not limited to syncope, anaphylaxis, and cardiovascular incidents. Emphasis placed on the role of the dental assistant in the prevention, intervention, and management of dental office emergencies.

**DES 0840\*****Dental Science, 1 Vocational Credit, 30 lec. (Offered as needed)**

This course is a general study in biomedical and clinical sciences of preventive dentistry to familiarize the dental assisting student with basic principles of microbiology, basic body structures, and their functions and affects as manifested in the oral cavity. The affects of nutrition and the role of microorganisms in dental health and blood borne pathogens is included.

**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 regulation, 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 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 a 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.

**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.

**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 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.

\* 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 0115A\***  
**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 0423\***  
**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 0115A.

**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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*OWCC's small classes, which average just 21 students, provide for personal attention and interaction with OWCC faculty.*

