

CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA PROGRAMS

Certificate Programs are designed to prepare students for employment in selected professional, technical, and occupational skill areas. OWC offers three types of certificate programs: college credit certificates, vocational credit certificates and the Applied Technology Diploma (ATD). All are technically oriented and require less time to complete than do the two-year degree programs.

College Credit Certificates and Applied Technology Diplomas

College credit certificates and the ATD range from twelve (12) to thirty-six (36) credits in length, although most are comprised of thirty (30) credits, and require approximately one academic year to complete. Courses in these certificates include professional and technical skills, with an emphasis on practical application. Most college credit certificate programs include an internship option through which students may gain on-the-job experience as they study.

Each of the OWCC college credit certificates is paired with a companion A.S. or A.A.S. Degree Program. Upon successful completion of the college credit certificate, the student may receive credit toward approximately 45% to 50% of the course requirements in the companion degree program. Conversely, students who successfully complete the technical credits within a companion degree program may qualify for graduation from the appropriate certificate program. In this manner, students may receive two graduation credentials from the college. **Students should work closely with an advisor to plan their studies in a way to take advantage of this opportunity.**

College Credit Certificates and ATD Programs Offered at OWC

- Accounting Applications (Certificate)
- Audio Technology (Certificate)
- AutoCAD Foundations (Certificate)
- Child Care Center Management (Certificate)
- Child Development/Early Intervention (Certificate)
- Cisco CCNA (Certificate)
- Computer Programming (Certificate)
- Computer Programming Specialist (Certificate)
- Computer Specialist (Certificate)
- Customer Service Technology(ATD)
- Digital Media/Multimedia Authoring (Certificate)
- Digital Media/Multimedia Presentation (Certificate)
- Digital Media/Multimedia Production (Certificate)
- Drafting (Certificate)
- E-Business (Certificate)
- E-Business Software (Certificate)
- E-Business Technology (Certificate)
- Graphics Design Production (Certificate)
- Graphics Design Support (Certificate)
- Infant/Toddler (Certificate)

- Information Technology Management (Certificate)
- Information Technology Technician (Certificate)
- Management (Certificate)
- Marketing Operations (Certificate)
- Medical Coder/Biller (ATD)
- Medical Office Management (Certificate)
- Microcomputer Repairer/Installer (Certificate)
- Office Management (Certificate)
- Office Specialist (Certificate)
- Preschool (Certificate)
- Stage Technology (Certificate)

Vocational Credit Certificates

Vocational credit certificates are comprised of vocational credits, as distinct from college credits. The certificates are generally less than one year in length and are designed to prepare students for employment in selected occupational skill areas. Most vocational certificates contain an internship option through which students may gain on-the-job experience as they study. The curriculum is heavily oriented toward problem solving and skill application. In certain circumstances, the skills acquired through completion of a vocational credit certificate may be articulated into comparable college credit work and applied to college credit certificates, A.A.S. or A.S. Degree programs. **Students should work closely with an advisor to plan their studies in a way to take advantage of this opportunity.**

Vocational Credit Certificates Offered at OWC

- Accounting Operations
- Administrative Assistant
- Corrections Basic
- Customer Assistance Technology
- Customer Service Representative
- Dental Assisting
- Early Childhood Education
- Law Enforcement Basic
- Surgical Technology

Graduation Requirements for Certificate and ATD Programs

To successfully complete a college or vocational credit certificate, the student must meet the following requirements.

1. Complete the courses and other requirements as specified in the program of study. (With advance approval, college credit courses may be substituted for equivalent vocational credit courses in any vocational credit certificate.)
2. Complete at least 25% of the certificate coursework in residence at OWC.
3. Maintain a cumulative GPA of not less than 2.00 in all coursework pursued for the certificate.
4. Satisfy all other college graduation requirements.

In addition, students wishing to complete a vocational certificate must demonstrate minimum skill levels in reading, communications, and mathematics, as measured by the TABE. The levels vary for each program of study.



Dental Assisting is a one-year vocational certificate program at OWC that requires full-time enrollment. Students who successfully complete the program are certified for Dental Assisting in Florida. Call 729-6444.

CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA PROGRAMS

ACCOUNTING APPLICATIONS

Admission Program of Study Code 6370

College Credit Certificate

Students who successfully complete this certificate will have completed 27 credits applicable to the Accounting Technology A.S. Degree or to the Business Administration A.A.S. Degree programs.

CORE COURSES

	College Credits
GEB 1011 Introduction to Business.....	3
CGS 1100 Microcomputer Applications	3
ACG 2001 Accounting I	3
ACG 2011 Accounting II	3
ACG 2071 Managerial Accounting.....	3
CGS 1570 Computer Applications for Business	3
ACG 2450 Computer Applications in Accounting.....	3
ACO 1806 Payroll Accounting.....	3
_____ Any approved College Credit Course(s)	3

Total Program Credits Required.....27

ACCOUNTING OPERATIONS

Admission Program of Study Code 5370

Vocational Credit Certificate

CORE COURSES¹

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

Total Core Credits Required21

TECHNICAL ELECTIVES²

Select at least 9 credits from the following courses:

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

Total Technical Electives Credits Required9

Total Program Credits Required.....30

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

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

ADMINISTRATIVE ASSISTANT

Admission Program of Study Code 5150

Vocational Credit Certificate

Students who complete 20-30 credits from this program, including the core, may be eligible to receive the Customer Service Representative and/or Customer Assistance Technology vocational credit certificates.

CORE COURSES

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

Total Core Credits Required25

TECHNICAL ELECTIVES

Select at least 10 credits from the following courses:

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

Total Technical Electives Required10

Total Program Credits Required¹.....35

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

AUDIO TECHNOLOGY

Admission Program of Study Code 6560

College Credit Certificate

Students who successfully complete this program may apply these credits to the Music Production Technology A. A. S.

CORE COURSES

	College Credits
MUM 2300 Introduction to Music Technology.....	3
MUM 2600 Recording Tech I.....	3
MUM 2601 Recording Tech II.....	3
MUM 2604 Multi-Track Mixdown.....	3
MUM 2600L Recording Lab.....	3

Total Program Credits Required15

AUTOCAD FOUNDATIONS

Admission Program of Study Code 6050

College Credit Certificate

Students who successfully complete this program may apply these fifteen (15) credits to the Drafting and Design Technology A. A. S.

CORE COURSES

	College Credits
ETD 1100 Introduction to Technical Drawing.....	3
ETD 1310C AutoCAD I.....	3
ETD 1311C AutoCAD II.....	3
ETD 2352C AutoCAD III.....	3
ETD 1350C AutoCAD 3D Modeling I.....	3

Total Program Credits Required15

CHILD CARE CENTER MANAGEMENT

Admission Program of Study Code 6021

College Credit Certificate

Students who successfully complete this program may apply these credits to the Early Childhood Education A. A. S.

CORE COURSES

	College Credits
CHD 2322 Programs for Young Children.....	3
CHD 2432A Curriculum for Young Children I.....	3
DEP 2100 Child Growth and Development I.....	3
CHD 1800 Early Childhood Program Administration.....	3

Total Core Credits Required12

CHILD DEVELOPMENT/EARLY INTERVENTION

Admission Program of Study Code 6020

College Credit Certificate

Students who successfully complete this certificate may receive 36 credits toward the requirements of the Early Childhood Education A.A.S. Degree program.

The Florida Department of Children and Families recognizes this certificate as an equivalent to the national CDA credential.

CORE COURSES

	College Credits
CHD 1223 Guidance for Young Children.....	3
DEP 2100 Child Growth and Development I.....	3
CHD 1430 Observing and Recording Child Behavior.....	3
CHD 2432A Curriculum for Young Children I.....	3
HUN 2410A Child Nutrition and Health.....	3
CHD 2322 Programs for Young Children.....	3
CHD 1531 Parenting Education.....	3
CHD 1941 Child Development Internship.....	3
EEX 2010 Introduction to Exceptional Children.....	3

Total Core Credits Required27

TECHNICAL ELECTIVES

With the approval of an advisor, select 9 credits from the following:

CHD 2332A Curriculum for Young Children II.....	3
CHD 2334A Curriculum for Young Children III.....	3
CHD 2337A Curriculum for Young Children IV.....	3
MTB 1103 Business Math.....	3
CHD 1941 Internship – Child Development.....	3-9
(can be completed three times for credit)	
CHD 1312 Infant & Toddler.....	3

Total Technical Elective Credits Required9

Total Program Credits Required36

CISCO CCNA

Admission Program of Study Code 6140

College Credit Certificate

Students who successfully complete this program may apply these credits to the Computer Engineering Technology, Cisco Academy Option, A. A. S.

CORE COURSES

	College Credits
CET 1600C Network Fundamentals.....	3
CET 1610C Router Theory.....	3
CET 2615C Advanced Router Theory.....	3
CET 2620C Project Based Routing Design and Administration.....	3

Total Program Credits Required12

COMPUTER PROGRAMMING

Admission Program of Study Code 6045

College Credit Certificate

Students who successfully complete this program may apply these credits as appropriate to the Computer Information Administrator, Network Administrator and/or Computer Programming and Analysis degree programs.

CORE COURSES

	College Credits
COP 1006 Introduction to Programming Concepts and Logic	3
	or
CIS 1000 Introduction to Computer Science.....	3
CTS 2101 Introduction to Windows.....	3
CGS 1550 Introduction to the World Wide Web	3
CDA 2500 Introduction to Networking	3
COP 2220 Programming in C	3
COP 2800 Java.....	3
COP 2010 Visual Basic.....	3

Total Core Credits Required21

TECHNICAL ELECTIVES

CIS 1940 Internship in Computer Studies	3-6
	(can be completed two times for credit)
GEB 1940 Internship-Business	3-6
	(can be completed two times for credit)
_____ Approved College Credit COP, CIS CGS, CDA, CET Course(s).....	_

**Total Technical Elective
Credits Required12**

Total Program Credits Required33

COMPUTER PROGRAMMING SPECIALIST

Admission Program of Study Code 6046

College Credit Certificate

Students who successfully complete this certificate will have completed 18 credits applicable to the Computer Programming & Analysis A. S. Degree.

CORE COURSES

	College Credits
COP 1006 Introduction to Programming Concepts & Logic.....	3
CGS 1550 Introduction to the World Wide Web	3
CTS 2101 Introduction to Windows.....	3

Total Core Credits Required9

TECHNICAL CREDITS

With the approval of an advisor, select 9 credits from the following:

CIS 1000 Introduction to Computer Science.....	3
CIS 1940 Internship in Computer Studies.....	3
CGS 1570 Computer Applications for Business	3
COP 2220 Programming in C	3
COP 2224 C++	3
COP 2010 Visual Basic Programming.....	3
COP 2011 Adv. Applications Programming in Visual Basic.....	3
COP 2800 Intro. to Java Programming.....	3
COP 2805 Advanced Java Programming.....	3
_____ Any Approved College Credit course(s)	_

**Total Technical Elective
Credits Required9**

Total Program Credits Required18

COMPUTER SPECIALIST

Admission Program of Study Code 6141

College Credit Certificate

Students who successfully complete this program may apply these credits to the Computer Engineering Technology, Microsoft IT Academy (MCSE) Option, A.A.S.

CORE COURSES

	College Credits
CTS 2101 Introduction to Windows.....	3
CDA 2500 Network Technology	3
CDA 2523 Windows Client Operating System	3
CDA 2525 Windows Server Environment.....	3
CET 2497 Windows Network Infrastructure	3
CTS 2302 Windows Active Directory	3
CTS 2310 Designing Security for Windows Network	3
CTS 2300 Designing Active Directory and Network Infrastructure.....	3
CTS 2320 Planning and Maintaining Windows Network Infrastructure.....	3

Total Program Credits Required27

CORRECTIONS BASIC

Admission Program of Study Code 5091

Vocational Credit Certificate

CORE COURSES

	Vocational Credits
CJK0031 CMS First Responder to Medical Issues	2
CJK 0040 CMS Firearms	3
CJK 0050 CMS Defensive Tactics	3
CJD 0710 Criminal Justice Legal I*	2
CJD 0711B Criminal Justice Legal II*	1
CJD 0712B Criminal Justice Communications	2
CJD 0713B Interpersonal Skills I.....	3
CJD 0750 Interpersonal Skills II.....	2
CJD 0741 Emergency Preparedness.....	1
CJD 0752 Correctional Operations	3

Total Program Credits Required.....22

NOTE: Entry into Criminal Justice Certificate Programs requires meeting the standards as established by the Criminal Justice Standards and Training Commission and the Florida Department of Law Enforcement for employment. A copy of these requirements will be furnished by the Public Safety Division at OWCC. In addition, students must comply with Rule 6A-10.040 of the Department of Education. A copy of this rule will be furnished by the Public Safety Division of OWC.

*Corrections academy students who plan to apply for the A.A.S. Degree in Criminal Justice Technology may wish to enroll in the college credit equivalents of CJ Legal I (CJD 1700) and CJ Legal II (CJD 1701).

CUSTOMER ASSISTANCE TECHNOLOGY

Admission Program of Study Code 5575

Vocational Credit Certificate

Students who successfully complete this program may apply these credits to the Administrative Assistant, Customer Service Representative, Hotel Operations and Supervision, and/or Office Software Specialist Vocational Certificates.

CORE COURSES

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

Total Core Credits Required14

TECHNICAL ELECTIVES

Select at least 6 credits from the following courses:

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

Total Technical Elective Required6

Total Program Credits Required¹20

CUSTOMER SERVICE REPRESENTATIVE

Admission Program of Study Code 5570

Vocational Credit Certificate

Students who successfully complete this program may apply these credits to the Administrative Assistant and Customer Assistance Technology Vocational Certificates

CORE COURSES

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

Total Core Credits Required8

TECHNICAL ELECTIVES

Select at least 12 credits from the following courses:

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

Total Technical Elective Credits Required12

Total Program Credits Required¹20

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

CUSTOMER SERVICE TECHNOLOGY

Admission Program of Study Code B575

Applied Technology Diploma

Students who successfully complete this ATD program may apply the credits to the Customer Relationship Management, Business Administration, or Office Administration A.A.S. Degree programs.

CORE COURSES

	College Credits
GEB 1011 Introduction to Business.....	3
CGS 1100 Microcomputer Applications	3
OST 2335 Business Communications.....	3
MNA 1161 Customer Service.....	3

Total Core Credits Required12

TECHNICAL ELECTIVES

With the help of an advisor, select at least 6 credits from the following:

MAR 2011 Introduction to Marketing	3
CGS 1550 Introduction to the World Wide Web	3
GEB 2441 Business Ethics.....	3
MNA 2100 Organizational Behavior.....	3
GEB 1940 Internship-Business	3-9
(can be completed three times for credit)	
SPC 1600 Speech	3
_____ Any Approved College Credit Course(s).....	_____

**Total Technical Electives
Credits Required6**

Total Program Credits Required.....18

DENTAL ASSISTING

Admission Program of Study Code 5000

Vocational Credit Certificate

This program is a limited admission program subject to additional program policies and requirements stipulated in the “Dental Assisting Student Handbook”. The admission criteria and process are subject to change; students should contact the Office of Technical Education for the most current information.

CORE COURSES

	Vocational Credits
DEA 0020 Pre Clinical Procedures Theory	1
DEA 0020L Pre Clinical Practice Lab.....	3
DEA 0130 Allied Dental Theory.....	1
DEA 0800L Clinical Practice I	6
DEA 0830 Expanded Function Theory	1
DEA 0830L Skills Seminar	2
DEA 0850L Clinical Practice II	6
DEA 0851L Clinical Practice III	6
DES 0130C Dental Materials	3
DES 0210 Dental Radiology Lecture.....	1
DES 0210L Dental Radiology Lab.....	3
DES 0305 Interpersonal Communication Skills.....	1
DES 0400B Dental Anatomy.....	2

DES 0502 Dental Practice Management.....	1
DES 0600 Pharmacology and Dental Office Emergencies	1
DES 0840 Dental Science*.....	1
DEA 0936 Dental Assisting Seminar	2

Total Program Credits Required.....41

**DIGITAL MEDIA/
MULTIMEDIA AUTHORIZING**

Admission Program of Study Code 6580

College Credit Certificate

Students who successfully complete this program may apply twelve (12) credits to the Digital Media/Multimedia Technology A. A. S.

CORE COURSES

	College Credits
GRA 2100C Computer Graphics I.....	4
ART 1600C Computer Art I.....	3
GRA 2142C Web Design/Graphics	4
GRA 2905 Independent Study – Graphics/Printing ..	1
or	
_____ Any approved related College Credit Course(s).....	_____

Total Program Credits Required12

**DIGITAL MEDIA/
MULTIMEDIA PRESENTATION**

Admission Program of Study Code 6581

College Credit Certificate

Students who successfully complete this program may apply seventeen (17) credits to the Digital Media/Multimedia Technology A. A. S.

CORE COURSES

	College Credits
GRA 2100C Computer Graphics I.....	4
ART 1600C Computer Art I.....	3
GRA 2142C Web Design/Graphics	4
GRA 2140C Multimedia I.....	4
GRA 2905 Independent Study – Graphics/Printing ..	1
or	
_____ Any approved related College Credit Course(s).....	_____

Total Program Credits Required17

**DIGITAL MEDIA/
MULTIMEDIA PRODUCTION**

Admission Program of Study Code 6582

College Credit Certificate

Students who successfully complete this program may apply fifteen (15) credits to the Digital Media/Multimedia Technology A. A. S.

CORE COURSES

	College Credits
GRA 2100C Computer Graphics I.....	4
ART 1600C Computer Art I.....	3
GRA 2142C Web Design/Graphics.....	4
GRA 2143C Adv. Web Design/Graphics.....	4
or	
____ Any approved related College	
____ Credit Course(s).....	_____

Total Program Credits Required15

DRAFTING

Admission Program of Study Code 6051

College Credit Certificate

Students who successfully complete this certificate will have completed 24 credits applicable to the Architectural Design and Construction Technology A. A. S.

CORE COURSES

	College Credits
ETD 1100 Introduction to Technical Drawing.....	3
EGS 1110C Engineering Graphics.....	3
ETD 1310C AutoCAD I.....	3
ETD 1311C AutoCAD II.....	3
BCN 1230 Building Materials.....	3
BCN 1272 Blueprint Reading.....	3
ARC 2303A Design 2.1.....	6

Total Program Credits Required.....24

E-BUSINESS

Admission Program of Study Code 6150

College Credit Certificate

Students who successfully complete this certificate will have completed 24 credits applicable to the Business Administration (e-Business option) A. A. S. Degree program.

CORE COURSES

	College Credits
GEB 1011 Introduction to Business.....	3
GEB 1136 Foundations of e-Business.....	3
GEB 2137 e-Business Models and Strategies.....	3
CGS 1100 Microcomputer Applications.....	3
MAN 2021 Management.....	3

Total Core Credits Required15

TECHNICAL ELECTIVES

With the help of an advisor, select 9 credits from the following:

GEB 2138 e-Business Law and Ethics.....	3
ACG 2001 Accounting I.....	3
ACG 2011 Accounting II.....	3
OST 2335 Business Communications.....	3
MNA 2100 Organizational Behavior.....	3
MAR 2011 Introduction to Marketing.....	3
ACG 2071 Managerial Accounting.....	3
MTB 1103 Business Math.....	3
CGS 1570 Microcomputer Applications for Business.....	3
CTS 2101 Introduction to Windows.....	3
GEB 1940 Internship – Business.....	3
ECO 2013 Economics I.....	3
CGS 1550 Introduction to the World Wide Web.....	3
CGS 2930 E-Commerce Seminar.....	3
____ Other College Credit Elective(s).....	3

**Total Technical Elective
Credits Required9**

Total Program Credits Required.....24

E-BUSINESS SOFTWARE

Admission Program of Study Code 6151

College Credit Certificate

Students who successfully complete this certificate will have completed 21 credits applicable to the E-Business Technology A. A. S. Degree program.

CORE COURSE

	College Credits
GEB 1011 Introduction to Business.....	3
GEB 1136 Foundations of e-Business	3
COP 1006 Introduction to Programming Concepts and Logic	3
CGS 2820 Web Authoring with HTML	3
CGS 1172 Web-Based Programming I.....	3

Total Core Credits Required15

TECHNICAL ELECTIVES

With the help of an advisor, select 6 credits from the following:

GEB 2138 e-Business Law and Ethics.....	3
CTS 2101 Introduction to Windows.....	3
COP 2800 Introduction to JAVA Programming	3
CIS 1000 Introduction to Computer Science.....	3
CGS 2541 Database Concepts.....	3
CGS 2840 E-Commerce Technologies	3
CGS 2930 E-Commerce Seminar.....	3
CGS 2844 E-Commerce Security	3
CGS 2173 Web-Based Programming II.....	3
GEB 2441 Business Ethics.....	3
MKA 2041 Retail Management.....	3
MKA 2511 Introduction to Advertising.....	3
CGS 1843 Introduction to E-Commerce	3
CGS 1550 Introduction to the World Wide Web	3
CIS 1940 Internship – Computer Science.....	3
_____ Other College Credit Elective(s)	3

Total Technical Elective Credits Required6

Total Program Credits Required.....21

E-BUSINESS TECHNOLOGY

Admission Program of Study Code 6152

College Credit Certificate

Students who successfully complete this certificate will have completed 21 credits applicable to the Business Administration A. A. S. and/or the E-Business Technology A. A. S. Degree program.

CORE COURSES

	College Credits
CIS 1000 Introduction to Computer Science.....	3
GEB 1136 Foundations of e-Business	3
CTS 2101 Introduction to Windows.....	3
CET 2497 Windows Network Infrastructure	3

Total Core Credits Required12

TECHNICAL ELECTIVES

With the help of an advisor, select 9 credits from the following:

CGS 2820 Web Authoring with HTML	3
CDA 2500 Network Technology	3
GEB 1011 Introduction to Business.....	3
GEB 2138 e-Business Law and Ethics.....	3
COP 1006 Introduction to Programming Concepts and Logic	3
CGS 2820 Web Authoring with HTML	3
CGS 1172 Web-Based Programming I.....	3
COP 2800 Introduction to JAVA Programming	3
CIS 1000 Introduction to Computer Science.....	3
CGS 2541 Database Concepts.....	3
CGS 2840 E-Commerce Technologies	3
CGS 2930 E-Commerce Seminar.....	3
CGS 2844 E-Commerce Security	3
CGS 2173 Web-Based Programming II.....	3
GEB 2441 Business Ethics.....	3
MKA 2041 Retail Management.....	3
MKA 2511 Introduction to Advertising.....	3
CGS 1550 Introduction to the World Wide Web	3
CIS 1940 Internship – Computer Science.....	3
_____ Any CET, CTS, CDA, COP College Credit Course(s).....	_____

Total Technical Elective Credits Required9

Total Program Credits Required.....21

EARLY CHILDHOOD EDUCATION

Admission Program of Study Code 5020

Vocational Credit Certificate*

CORE COURSES

	Vocational Credits
HEV 0115 Introduction to Early Childhood Education	1
HEV 0116 The Early Childhood Profession	4
HEV 0183 Early Childhood Internship I.....	10
HEV 0184 Early Childhood Internship II.....	5

Total Program Credits Required.....20

* With the approval of an advisor, students may substitute selected college credit courses (with the CHD prefix) for certain of these vocational credits.

GRAPHICS DESIGN PRODUCTION

Admission Program of Study Code 6440

College Credit Certificate

Students who successfully complete this certificate may receive twenty-four (24) credits toward the requirements of the Graphics Technology A.A.S. Degree program.

CORE COURSES

	College Credits
GRA 1121C Desktop Publishing I	3
GRA 1122C Desktop Publishing II	3
GRA 1162C Intro to 3D Graphics	3
GRA 2100C Computer Graphics I	4
GRA 2156C Computer Graphics II	4
ART 1600C Computer Art I	3
GRA 2142C Web Design/Graphics	4
Total Program Credits Required	24

GRAPHICS DESIGN SUPPORT

Admission Program of Study Code 6441

College Credit Certificate

Students who successfully complete this certificate may receive fifteen (15) credits toward the requirements of the Graphics Technology A.A.S. Degree program.

CORE COURSES

	College Credits
GRA 1121C Desktop Publishing I	3
ART 1600C Computer Art I	3
GRA 2100C Computer Graphics I	4
GRA 2142C Web Design/Graphics	4
GRA 2900C Independent Study – Graphic Art.....	1
Total Program Credits Required	15

INFANT/TODDLER

Admission Program of Study Code 6022

College Credit Certificate

Students who successfully complete this program may apply these credits to the Early Childhood Education A. A. S.

CORE COURSES

	College Credits
CHD 2322 Programs for Young Children.....	3
CHD 2432A Curriculum for Young Children I	3
DEP 2100 Child Growth and Development I	3
CHD 1312 Infant and Toddler	3
Total Program Credits Required	12

INFORMATION TECHNOLOGY MANAGEMENT

Admission Program of Study Code 6146

College Credit Certificate

Students who successfully complete this certificate will have completed 30 credits applicable to the Computer Information Administrator A.S. Degree.

CORE COURSES

	College Credit
CGS 1570 Computer Applications for Business	3
CGS 1550 Introduction to the World Wide Web	3
CTS 2101 Introduction to Windows.....	3
CDA 2500 Network Technology	3
CDA 2523 Windows Client Operating System	3
Total Core Credits Required	15

TECHNICAL ELECTIVES

With the approval of an advisor, select 15 credits from the following:

COP 1006 Intro. to Programming Concepts & Logic	3
CGS 1100 Microcomputer Applications	3
CGS 1843 Introduction to Electronic Commerce.....	3
CIS 1940 Internship in Computer Studies.....	3
CIS 1000 Introduction to Computer Science.....	3
CGS 1760 Fundamentals of Unix	4
CGS 2763 Unix Administration	3
CET 2154C Micro. Troubleshooting & Networking	4
CTS 2302 Windows Active Directory	3
CET 2123C Microprocessor Fundamentals.....	4
CET 2152C Computer/Analysis & Troubleshooting.....	4
_____ Approved college credit COP, CIS, CDA, CET, CEN, CTS course(s)	_____

Total Technical Electives Required15

Total Program Credits Required30

CERTIFICATE & ATD PROGRAMS

**INFORMATION
TECHNOLOGY TECHNICIAN**

Admission Program of Study Code 6145

College Credit Certificate

Students who successfully complete this certificate will have completed 21 credits applicable to the Network Administrator A.A.S. Degree.

CORE COURSES

	College Credit
CGS 1550 Introduction to the World Wide Web	3
CDA 2500 Network Technology	3
CDA 2523 Windows Client Operating System	3
CTS 2302 Windows Active Directory	3
Total Core Credits Required	12

TECHNICAL ELECTIVES

With the approval of an advisor, select 9 credits from the following:

CTS 2101 Introduction to Windows.....	3
CGS 1570 Computer Applications for Business	3
CGS 1843 Introduction to Electronic Commerce.....	3
CIS 1940 Internship in Computer Studies.....	3
COP 1006 Intro. to Programming Concepts & Logic	3
CGS 1100 Microcomputer Applications	3
CIS 1000 Introduction to Computer Science.....	3
CGS 1760 Fundamentals of Unix	4
CGS 2763 Unix Administration	3
CET 2154C Micro. Troubleshooting & Networking ...	4
CET 2123C Microprocessor Fundamentals.....	4
CET 2152C Computer/Analysis & Troubleshooting...4	4
_____ Approved college credit COP, CIS, CDA, CET, CEN, CTS course(s)	_____

**Total Technical
Electives Required**9

Total Program Credits Required.....21

LAW ENFORCEMENT BASIC

Admission Program of Study Code 5092

Vocational Credit Certificate

CORE COURSES

	Vocational Credits
CJK 0006 Law Enforcement CMS Introduction and the Law	2
CJK 0010 Law Enforcement CMS Human Issues..2	2
CJK 0015 Law Enforcement CMS Communications	3
CJK 0020 Law Enforcement CMS Vehicle Operations.....	2
CJK 0031 CMS First Aid for Criminal Justice Officers.....	2
CJK 0040 CMS Firearms	3
CJK 0050 CMS Defensive Tactics	3
CJK 0060 Law Enforcement CMS Patrol Operations.....	2
CJK 0070 Law Enforcement CMS Investigations	2
CJK 0075 Law Enforcement CMS Investigating Offenses.....	2
CJK 0080 Law Enforcement CMS Traffic Stops.....2	2
CJK 0085 Law Enforcement Traffic Crash Investigations	1
CJK 0090 Law Enforcement CMS Tactical Applications	2

Total Program Credits Required.....28

NOTE: Entry into Criminal Justice Certificate Programs requires meeting the standards as established by the Criminal Justice Standards and Training Commission and the Florida Department of Law Enforcement for employment. A copy of these requirements will be furnished by the Public Safety Division at OWC. In addition, students must comply with Rule 6A-10.040 of the Department of Education. A copy of this rule will be furnished by the Public Safety Division of OWC.

MANAGEMENT

Admission Program of Study Code 6381

College Credit Certificate

Students who successfully complete this certificate will have completed 24 credits applicable to the Accounting Technology A.S. Degree or to the Business Administration A.A.S. Degree programs.

CORE COURSES

	College Credits
GEB 1011 Introduction to Business.....	3
CGS 1100 Microcomputer Applications	3
ACG 2001 Accounting I	3
MAN 2021 Management	3

Total Core Credits Required12

MANAGEMENT, continued

TECHNICAL ELECTIVES

With the help of an advisor, select 12 credits from the following:

OST 2335	Business Communications.....	3
ACG 2011	Accounting II	3
ACG 2071	Managerial Accounting.....	3
CGS 1570	Computer Applications for Business	3
GEB 2441	Business Ethics.....	3
MAN 2300	Personnel Management	3
BUL 2241	Business Law I.....	3
GEB 1940	Internship – Business.....	3
— —	Other Business/College Credit Elective(s)	1-9

**Total Technical Elective
Credits Required12**

Total Program Credits Required.....24

MARKETING OPERATIONS

Admission Program of Study Code 6382

College Credit Certificate

Students who successfully complete this certificate may receive twenty-four (24) credits toward completion of the Business Administration A.A.S. Degree program

CORE COURSES

	College Credits	
GEB 1011	Introduction to Business.....	3
MAR 2011	Introduction to Marketing	3
MKA 2021	Professional Selling.....	3
CGS 1100	Microcomputer Applications	3
CTS 2101	Intro. to Windows	3
OST 2335	Business Communications.....	3

Total Core Credits Required18

TECHNICAL ELECTIVES

With approval of an advisor, select six credits from the following:

ACG 2001	Accounting I	3
BUL 2241	Business Law I.....	3
GRA 1121C	Desktop Publishing	3
MNA 2100	Organizational Behavior	3
MKA 2511	Advertising	3
MTB 1103	Business Math.....	3
CGS 1570	Computer Applications for Business	3
MKA 2041	Retail Management	3
HFT 2210	Hospitality Management.....	3
CGS 1550	Introduction to the World Wide Web	3
GEB 1940	Internship-Business	3-6
	(can be completed two times for credit)	

**Total Technical Elective
Credits Required 6**

Total Program Credits Required.....24

MEDICAL CODER/BILLER

Admission Program of Study Code B580

Applied Technology Diploma

CORE COURSES

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

Total Program Credits Required.....26

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

MEDICAL OFFICE MANAGEMENT

Admission Program of Study Code 6101

College Credit Certificate

Students who successfully complete this certificate will have 34 credits applicable to the Office Administration A.A.S. Degree program.

CORE COURSES

		College Credits
OST 1107	Word Processing & Typewriting I.	3
OST 2117	Word Processing & Typewriting II.	3
OST 2401	General Office Management.....	3
HIM 1000	Introduction to Health Information Management	3
HSC 1531	Medical Terminology	3
OST 2335	Business Communications.....	3
CGS 1100	Microcomputer Applications	3

Total Core Credits Required21

MEDICAL OFFICE MANAGEMENT, continued

TECHNICAL ELECTIVES

Select at least 13 credits from the following courses:

OST 1355	Records Management.....	3
ACG 2001	Accounting I.	3
ACG 2011	Accounting II.	3
ACG 2071	Managerial Accounting.....	3
MTB 1103	Business Math.....	3
CGS 1570	Microcomputer Applications for Business	3
CTS 2101	Introduction to Windows.....	3
GEB 1940	Internship – Business.....	3
ECO 2013	Economics I.....	3
CGS 1550	Introduction to the World Wide Web	3
BUL 2241	Business Law I.....	3
GEB 2441	Business Ethics.....	3
BSC 1080	Essentials of Anatomy & Physiology.....	3
HIM 1282	Basic Coding for Medical Records.....	3
HIM 1270C	Medical Billing	3
HIM 2283C	Advanced Coding for Medical Records	3
HIM 2433	Pathophysiology	3
HSA 1101	Introduction to Health Care	3
— —	Other Approved College Credit courses	3

**Total Technical Elective
Credits Required13**

Total Program Credits Required.....34

**MICROCOMPUTER
REPAIR/INSTALLER**

Admission Program of Study Code 6142

College Credit Certificate

Students who successfully complete this certificate will have completed 15 credits applicable to the Computer Engineering Technology, COMP TIA A+ Certification Option, A.A.S.

CORE COURSES

		College Credits
CET 2173C	Microcomputer Servicing.....	4
CET 2171C	PC Hardware A+	3
CET 2178C	Operating Systems.....	3
CET 2154C	Microcomputer Troubleshooting.....	4
	and Networking	
CET2905	Independent Study	1

Total Program Credits Required.....15

OFFICE MANAGEMENT

Admission Program of Study Code 6100

College Credit Certificate

Students who successfully complete this certificate may receive twenty-seven (27) credits toward the requirements of the Office Administration A.A.S. Degree program

CORE COURSES

		College Credits
OST 1107	Word Processing I.....	3
OST 2117	Word Processing II.....	3
OST 2401	General Office Management	3
OST 2335	Business Communications.....	3
CGS 1100	Microcomputer Applications	3

Total Core Credits Required15

TECHNICAL ELECTIVES

With the approval of an advisor, select 12 credits from the following:

CTS 2101	Introduction to Windows.....	3
GEB 1940	Internship – Business	3-6
	(can be completed two times for credit)	
MAN 2021	Management	3
MTB 1103	Business Math	3
OST 1601	Machine Transcription	3
ACG 2001	Accounting I	3
OST 1335	Records Management.....	3
BUL 2241	Business Law I.....	3
GEB 1011	Introduction to Business.....	3
CGS 1570	Microcomputers for Business.....	3
— —	Approved Electives	3-9

**Total Technical Elective
Credits Required12**

Total Program Credits Required.....27

OFFICE SPECIALIST

Admission Program of Study Code 6102

College Credit Certificate

Students who successfully complete this certificate will have 18 credits applicable to the Office Administration A.A.S. Degree program.

CORE COURSES

	College Credits
OST 1107 Word Processing & Typewriting I.....	3
OST 1355 Records Management.....	3
OST 2335 Business Communications.....	3
CGS 1100 Microcomputer Applications.....	3

Total Core Credits Required12

TECHNICAL ELECTIVES

Select at least 6 credits from the following courses:

OST 2117 Word Processing & Typewriting II.....	3
ACG 2001 Accounting I.....	3
ACG 2011 Accounting II.....	3
ACG 2071 Managerial Accounting.....	3
MTB 1103 Business Math.....	3
CGS 1570 Microcomputer Applications for Business.....	3
CTS 2101 Introduction to Windows.....	3
GEB 1940 Internship—Business.....	3
ECO 2013 Economics I.....	3
CGS 1550 Introduction to the World Wide Web.....	3
BUL 2241 Business Law I.....	3
GEB 2441 Business Ethics	
_____ Other Approved College Credit courses.....	3

**Total Technical Elective
Credits Required6**

Total Program Credits Required18

PRESCHOOL

Admission Program of Study Code 6024

College Credit Certificate

Students who successfully complete this program may apply these credits to the Early Childhood Education A. A. S.

CORE COURSES

	College Credits
CHD 2322 Programs for Young Children.....	3
CHD 2432A Curriculum for Young Children I.....	3
DEP 2100 Child Growth and Development I.....	3
CHD 1430 Observing and Recording Child Behavior.....	3

Total Program Credits Required12

STAGE TECHNOLOGY

Admission Program of Study Code 6585

College Credit Certificate

Students who successfully complete this program may apply these credits to the Theater and Entertainment Technology, Technical Theater Option, A. A. S.

CORE COURSES

	College Credits
TPA 1210 Stagecraft.....	3
TPA 1290 Tech Theatre Lab I (Scenic).....	3
TPA 2220 Tech Theatre Lab II (Lighting).....	3
TPA 2600 Stage Management.....	3
— — Approved Theatre Electives*.....	5

Total Program Credits Required17

*THE 2071; THE 2080; THE 2820; TPA 2232; TPP 2211; TPP 2218; TPP 2219; TPP 1190; TPP 1191; TPP 1192; TPP 2301; TPP 2302

SURGICAL TECHNOLOGY

Admission Program of Study Code 5010

Vocational Credit Certificate

*This program is a limited admission program subject to additional program policies and requirements stipulated in the “Surgical Technology Student Handbook”. The admission criteria and process are subject to change; students should contact the Nursing and Allied Health Department for the most current information. **The following are required courses.*

CORE COURSES

	Vocational Credits
STS 0805 Basic Anatomy & Physiology I.....	2
STS 0806 Basic Anatomy & Physiology II.....	2
STS 0804 Surgical Microbiology.....	2
HSC 0001 *Orientation to Health Care.....	1
STS 0003 Introduction to Surgical Technology.....	2
STS 0801 Principles & Practice of Surgical Technology Theory.....	2
STS 0808L Principles & Practice of Surgical Technology Lab.....	6
STS 0803 Pharmacology & Anesthesia for the Surgical Technologist.....	1
STS 0809 Surgical Procedures I.....	5
STS 0255L Surgical Technology I Clinical Practice ..	8
STS 0936 Seminar in Surgical Technology.....	2
STS 0810 Surgical Procedures I.....	3
STS 0256L Surgical Technology II Clinical Practice.....	8

Total Program Credits Required44

*This course requires basic computer skills. Students requiring basic computer skills are encouraged to enroll in CGS 1100, Microcomputer Applications, or CTS 2101, Introduction to Windows. (See OWC Schedule of Classes for availability.)

**Courses vary each term. Schedules for classes can be obtained by calling the Surgical Technology Program at (850) 729-4928.