

# CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA PROGRAMS



# 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, career and technical or 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 eleven (11) to forty-two (42) 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 OWC 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 Technology Management (Certificate)
- Audio Technology (Certificate)
- AutoCAD Foundations (Certificate)
- Business Management (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)
- Emergency Administrator and Manager (Certificate)
- Emergency Medical Technician (Certificate)
- Graphics Design Production (Certificate)
- Graphics Design Support (Certificate)
- Homeland Security Emergency Manager (Certificate)
- Infant/Toddler (Certificate)
- Information Technology Management (Certificate)
- Information Technology Technician (Certificate)
- Marketing Operations (Certificate)
- Medical Coder/Biller (ATD)
- Medical Office Management (Certificate)
- Microcomputer Repair/Installer (Certificate)
- Office Management (Certificate)
- Office Specialist (Certificate)
- Paramedic (Certificate)
- Preschool (Certificate)
- Stage Technology (Certificate)

## Career and Technical or Vocational Credit Certificates

Career and Technical or Vocational credit certificates are comprised of vocational credits, offered in the semester hour format and distinct from college credits or clock hours. The certificates are generally less than one year in length and are designed to prepare students for employment in selected occupational skill areas. Most 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 career and technical or 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.**

## Career and Technical or 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 credit or a career and technical 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 career and technical or 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 career and technical or 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.

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.

## ACCOUNTING OPERATIONS

### Admission Program of Study Code 5370

#### Career and Technical or Vocational Credit Certificate

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

**Total Core Credits Required.....21**

#### TECHNICAL ELECTIVES<sup>2</sup>

Select at least 9 credits from the following courses:

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

**Total Technical Electives Credits Required.....9**

**Total Program Credits Required.....30**

## ACCOUNTING TECHNOLOGY MANAGEMENT

### Admission Program of Study Code 6370

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
_____ Other Approved College Credits.....	3

**Total Core Credits Required.....27**

<sup>1</sup> College credit courses with the APA, ACG, or ACO prefix may be substituted for vocational credit courses in the core as appropriate; the college credit

## ADMINISTRATIVE ASSISTANT

### Admission Program of Study Code 5150

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

**Total Core Credits Required.....25**

#### TECHNICAL ELECTIVES

Select at least 10 credits from the following courses:

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

**Total Technical Electives Required.....10**

**Total Program Credits Required<sup>1</sup>.....35**

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

## • 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.....	2
— — Other Approved College Credits.....	1

**Total Program Credits Required ..... 15**

## • AUTOCAD FOUNDATIONS

Admission Program of Study Code 6052

### 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 Required ..... 15**

## • BUSINESS 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 Required ..... 12**

### TECHNICAL ELECTIVES

With the approval 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 2430 Business Ethics .....	3
MAN 2300 Personnel Management.....	3
BUL 2241 Business Law I.....	3
GEB 1940 Internship – Business.....	3
— — Other Business/College Credit Elective(s) .....	1-9

**Total Technical Elective Credits Required ..... 12**

**Total Program Credits Required..... 24**

## • 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 Program Credits Required ..... 12**

## • 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 Required ..... 27**

### TECHNICAL ELECTIVES

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

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

**Total Technical Elective Credits Required ..... 9**

**Total Program Credits Required..... 36**

## • 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 Required ..... 12**

## • | 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 Required ..... 21**

### TECHNICAL ELECTIVES

CIS 1940 Internship in Computer Studies.....	3-6
	(can be completed two times for credit)
GEB 1940 Internship-Business.....	3-6
	(can be completed two times for credit)
_____ Other Approved College Credits.....	_____

**Total Technical Elective Credits Required ..... 12**

**Total Program Credits Required..... 33**

## • | 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 Required ..... 9**

### 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
_____ Other Approved College Credits.....	_____

**Total Technical Elective Credits Required ..... 9**

**Total Program Credits Required..... 18**

## • | 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 Required ..... 27**

## • | CORRECTIONS BASIC

Admission Program of Study Code 5091

### Career and Technical or Vocational Credit Certificate

Core Courses	Vocational Credits
CJK 0031 CMS First Responder to Medical Issues.....	1.6
CJK 0040 CMS Firearms.....	2.7
CJK 0050 CMS Defensive Tactics.....	2.7
CJD 0710 Criminal Justice Legal I*.....	1.6
CJD 0711B Criminal Justice Legal II*.....	1.8
CJD 0712B Criminal Justice Communications.....	1.5
CJD 0713B Interpersonal Skills I.....	2.3
CJD 0750 Interpersonal Skills II.....	1.8
CJD 0741 Emergency Preparedness.....	1
CJD 0752 Correctional Operations.....	2.2

**Total Program Credits Required..... 18.2**

**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.

\* Corrections academy students who plan to apply for the A.A.S. Degree in Criminal Justice Technology may with 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

#### Career and Technical or 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 010)	
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
<b>Total Core Credits Required .....</b>	<b>14</b>

#### TECHNICAL ELECTIVES

Select at least 6 credits from the following courses:

MTB 0102 Mathematics for Business.....	2
CGS 0516 Using Spreadsheets with Windows I.....	1
CGS 0823 Essentials of the Internet.....	1
CGS 0530 Database Essentials I.....	1
OTA 0940 Office Internship I.....	2-4
(can be completed two times for credit)	
_____ Other Approved Elective(s).....	1-4
<b>Total Technical Elective Required .....</b>	<b>6</b>
<b>Total Program Credits Required<sup>1</sup> .....</b>	<b>20</b>

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

## CUSTOMER SERVICE REPRESENTATIVE

### Admission Program of Study Code 5570

#### Career and Technical or 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 010)	
MNA 0161 Serving the Customer.....	1
_____ Professional Selling.....	1
COM 0101 Office Communications .....	2
_____ Basic Business Law and Ethics.....	1
<b>Total Core Credits Required .....</b>	<b>8</b>

#### TECHNICAL ELECTIVES

Select at least 12 credits from the following courses:

OTA 0119 Introduction to Word Processing.....	3
(OR: OTA 0103, OTA 0112 and OTA 0113)	

OTA 0420 Office Procedures and Records Maintenance....	3
(OR: OTA 0421 and OTA 0401)	
MTB 0102 Mathematics for Business.....	2
ACO 0511 Electronic Bookkeeping .....	2
CGS 0516 Using Windows Spreadsheets I.....	1
CGS 0823 Essentials of the Internet.....	1
CGS 0530 Database Essentials I.....	1
OTA 0940 Office Internship I.....	2-4
(can be completed two times for credit)	
OTA 0948 Office Internship II.....	2-4
(can be completed two times for credit)	
_____ Other Approved Elective(s).....	1-4

**Total Technical Elective Credits Required .....** 12

**Total Program Credits Required<sup>1</sup> .....** 20

## 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 Required .....** 12

#### 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 2430 Business Ethics .....	3
MNA 2100 Organizational Behavior.....	3
GEB 1940 Internship-Business .....	3-9
(can be completed three times for credit)	
SPC 1600 Speech.....	3
_____ Other Approved College Credits.....	_

**Total Technical Electives Credits Required.....** 6

**Total Program Credits Required.....** 18

## DENTAL ASSISTING

### Admission Program of Study Code 5000

#### Career and Technical or 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, as well as some course numbers and credits 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.....	2
DEA 0020L Pre Clinical Practice Lab .....	3
DEA 0130 Allied Dental Theory.....	1
DEA 0803L Clinical Practice I.....	3
DES 0830 Expanded Function Theory .....	1
DES 0830L Skills Seminar.....	2

DEA 0852L	Clinical Practice II.....	5
DEA 0851L	Clinical Practice III.....	6
DES 0100	Dental Materials Theory .....	1
DES 0100L	Dental Materials Lab.....	2
DES 0200	Dental Radiology Lecture.....	1
DES 0200L	Dental Radiology Lab.....	3
DES 0211L	Dental Radiology Lab II .....	3
DES 0320	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 AUTHORING

**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		
_____	Other Approved College Credits .....	_____

**Total Program Credits Required ..... 12**

## • 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		
_____	Other Approved College Credits .....	_____

**Total Program Credits Required ..... 17**

## • 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		
_____	Other Approved College Credits .....	_____

**Total Program Credits Required ..... 15**

## • 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 Required ..... 15**

### 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 Approved College Credits .....	3

**Total Technical Elective Credits Required ..... 9**

**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 Courses		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 Required** ..... 15

#### 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 2430	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 Approved College Credits.....	3

**Total Technical Elective Credits Required** ..... 6

**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 1660	Intro to Network Security.....	3

**Total Core Credits Required** ..... 12

#### TECHNICAL ELECTIVES

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

CDA 2500	Network Technology .....	3
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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
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 2430	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
_____	Other Approved College Credits.....	_____

**Total Technical Elective Credits Required** ..... 9

**Total Program Credits Required**.....21

## • EARLY CHILDHOOD EDUCATION

### Admission Program of Study Code 5020

#### Career and Technical or Vocational Credit Certificate\*

Core Courses		College 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.

## • EMERGENCY ADMINISTRATOR AND MANAGER

### Admission Program of Study Code 6093

#### College Credit Certificate

Students who successfully complete this certificate will have completed 24 credits applicable to the Emergency Administration and Management A.A.S. Degree Program.

Core Courses		College Credits
FFP 1881	Emergency Management Leadership.....	3
_____	Intro to State and County Government. ....	1
DSC 1552	Critical Infrastructure Protection .....	3
_____	Basic Search and Rescue .....	3
FFP 1833	Incident Management.....	2
FFP 1800	Disaster Education for Individuals and the Community.....	2
DSC 2214	Disaster Response Operation .....	3
FFP 1890	Emergency Management for the Tourism/Hospitality Industry.....	2
FFP 1880	Political and Policy Basis of Emergency Response.....	2
_____	College Credit Electives (Fire Science, Criminal Justice, Industrial Safety, Emergency Administration, or Homeland Security courses recommended).....	3

**Total Program Credits Required**.....24

## • EMERGENCY MEDICAL TECHNICIAN

Admission Program of Study Code 6096

### College Credit Certificate

Admission will be through a limited access application process. Graduates of this program will be eligible to apply for the examination to become a Florida certified Emergency Medical Technician and a National Registry Emergency Medical Technician - Basic. Students Interested In pursuing this program should contact the Emergency Medical Services office at (850) 729-4924.

Core Courses	College Credits
EMS 1119C Emergency Medical Technician.....	6
EMS 1335 Emergency Vehicle Operator.....	1
EMS 1401L EMT Lab .....	4

**Total Program Credits Required..... 11**

## • 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 2900 Independent Study - Graphic Art .....	1

**Total Program Credits Required..... 15**

## • HOMELAND SECURITY EMERGENCY MANAGER

Admission Program of Study Code 6094

### College Credit Certificate

Students who successfully complete this certificate will have completed 24 credits applicable to the Emergency Administration and Management A.A.S. Degree Program.

Core Courses	College Credits
DSC 1004 Introduction to the NRP and NIMS.....	3
DSC 1013 Domestic and International Terrorism.....	3
DSC 1552 Critical Infrastructure Protection .....	3
DSC 1751 Homeland Security Policy and Law .....	3
DSC 1222 Psychological Management of Disaster/Terror Victims.....	3
DSC 1631 Planning Considerations for Terror Prevention ...	3
DSC 1562 Homeland Security Threat Strategy .....	3
_____ College Credit Electives (Fire Science, Criminal Justice, Industrial Safety, Emergency Administration, or Homeland Security courses recommended) .....	3

**Total Program Credits Required..... 24**

## • 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 Credits
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
CET 1660 Intro to Network Security.....	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 and 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
CDA 2523 Windows Client Operating System .....	3
CDA 2525 Windows Server Environment .....	3
CTS 1171 Desktop Support .....	3
_____ Other Approved College Credits.....	_

**Total Technical Electives Required..... 15**

**Total Program Credits Required..... 30**

## • 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 Credits
CGS 1550	Introduction to the World Wide Web ..... 3
CDA 2500	Network Technology ..... 3
CDA 2523	Windows Client Operating System ..... 3
CET 1660	Introduction to Network Security..... 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 and 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
CDA 2525	Windows Server Environment..... 3
CTS 1171	Desktop Support ..... 3
— — —	Other Approved College Credits ..... —

**Total Technical Electives Required..... 9**

**Total Program Credits Required.....21**

## • LAW ENFORCEMENT BASIC

### Admission Program of Study Code 5092

#### Career and Technical or Vocational Credit Certificate

Core Courses	Vocational Credits
CJK 0006	Law Enforcement CMS Introduction and the Law ..... 2.3
CJK 0010	Law Enforcement CMS Human Issues..... 1.8
CJK 0015	Law Enforcement CMS Communications ..... 2.7
CJK 0020	Law Enforcement CMS Vehicle Operations... 1.6
CJK 0031	CMS First Aid for Criminal Justice Officers.... 1.6
CJK 0040	CMS Firearms..... 2.7
CJK 0050	CMS Defensive Tactics..... 2.7
CJK 0060	Law Enforcement CMS Patrol Operations ..... 2
CJK 0070	Law Enforcement CMS Investigations..... 1.9
CJK 0075	Law Enforce. CMS Investigating Offenses ..... 1.4
CJK 0080	Law Enforcement CMS Traffic Stops ..... 2.2
CJK 0085	Law Enforcement Traffic Crash Investigations.. 1.1
CJK 0090	Law Enforcement CMS Tactical Applications ..... 2
CJK 0421	Dart-Firing Stun Gun..... 2

**Total Program Credits Required..... 26.2**

**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.

## • 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 Required ..... 18**

#### TECHNICAL ELECTIVES

With the approval of an advisor, select 6 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
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 2432	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 Required ..... 21**

### TECHNICAL ELECTIVES

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

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 2430 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 .....	5
HIM 2432 Pathophysiology .....	4
HSA 1101 Introduction to Health Care.....	3
_____ Other Approved College Credits .....	3

**Total Technical Elective Credits Required ..... 13**

**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
CTS 1171 Desktop Support .....	3
CET 2905 Independent Study.....	1
CET 2905A 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 Required ..... 15**

### 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
ACG 2001 Accounting I .....	3
OST 1355 Records Management .....	3
BUL 2241 Business Law I.....	3
GEB 1011 Introduction to Business .....	3
CGS 1570 Microcomputers for Business.....	3
_____ Other Approved College Credits .....	3-9

**Total Technical Elective Credits Required..... 12**

**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 Required ..... 12**

### TECHNICAL ELECTIVES

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

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

(Continued on next page)

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 2430	Business Ethics	3
— — —	Other Approved College Credits	—

**Total Technical Elective Credits Required** ..... 6

**Total Program Credits Required**..... 18

## • | PARAMEDIC

**Admission Program Objective Code 6095**

### College Credit Certificate

Admission will be through a limited access application process. Graduates will be eligible to sit for the Paramedic certification exam. The curriculum forms the core of the Emergency Medical Services A.S. degree; students may “add on” general education credits and some college credit electives to the Paramedic certificate and earn the A.S. degree. Students interested in pursuing this program should contact the Emergency Medical Services office at (850) 729-4924.

Core Courses	College Credits	
EMS 1337	Defensive Tactics	1
BSC 2020C	Human Structure and Function	4
EMS 2231C	Paramedic Processes I	5
EMS 2232C	Paramedic Processes II	5
EMS 2233	Paramedic Processes III	2
EMS 2342	Advanced Extrication	1
EMS 2425	Paramedic Externship	4
EMS 2435L	Paramedic Lab I	5
EMS 2436L	Paramedic Lab II	5
EMS 2438C	Advanced Clinical Internship	2
EMS 2526	Twelve-Lead Electrocardiogram (EKG) Interpretation	1
EMS 2553	Pediatric Advanced Life Support	1
EMS 2555	Basic Trauma Life Support	1
EMS 2552	Adv Cardiac Life Support	1
DSC 2055	Issues In Disaster Response	1
HSC 1531	Medical Terminology	3

**Total Program Credits Required**..... 42

## • | 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 Required**..... 12

## • | 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 Required**..... 17

\* 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**

### Career and Technical or 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 0804C	Surgical Microbiology	2
HSC 0001	*Orientation to Health Care	1
STS 0003	Introduction to Surgical Technology	2
STS 0807	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 0810A	Surgical Procedures I	5
STS 0255L	Surgical Technology I Clinical Practice	8
STS 0936	Seminar in Surgical Technology	2
STS 0820	Surgical Procedures II	3
STS 0256L	Surgical Technology II Clinical Practice	8

**Total Program Credits Required** ..... 44

\* 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.

\*\*\* BSC 2020C may be substituted for STS 0805 and STS 0806.