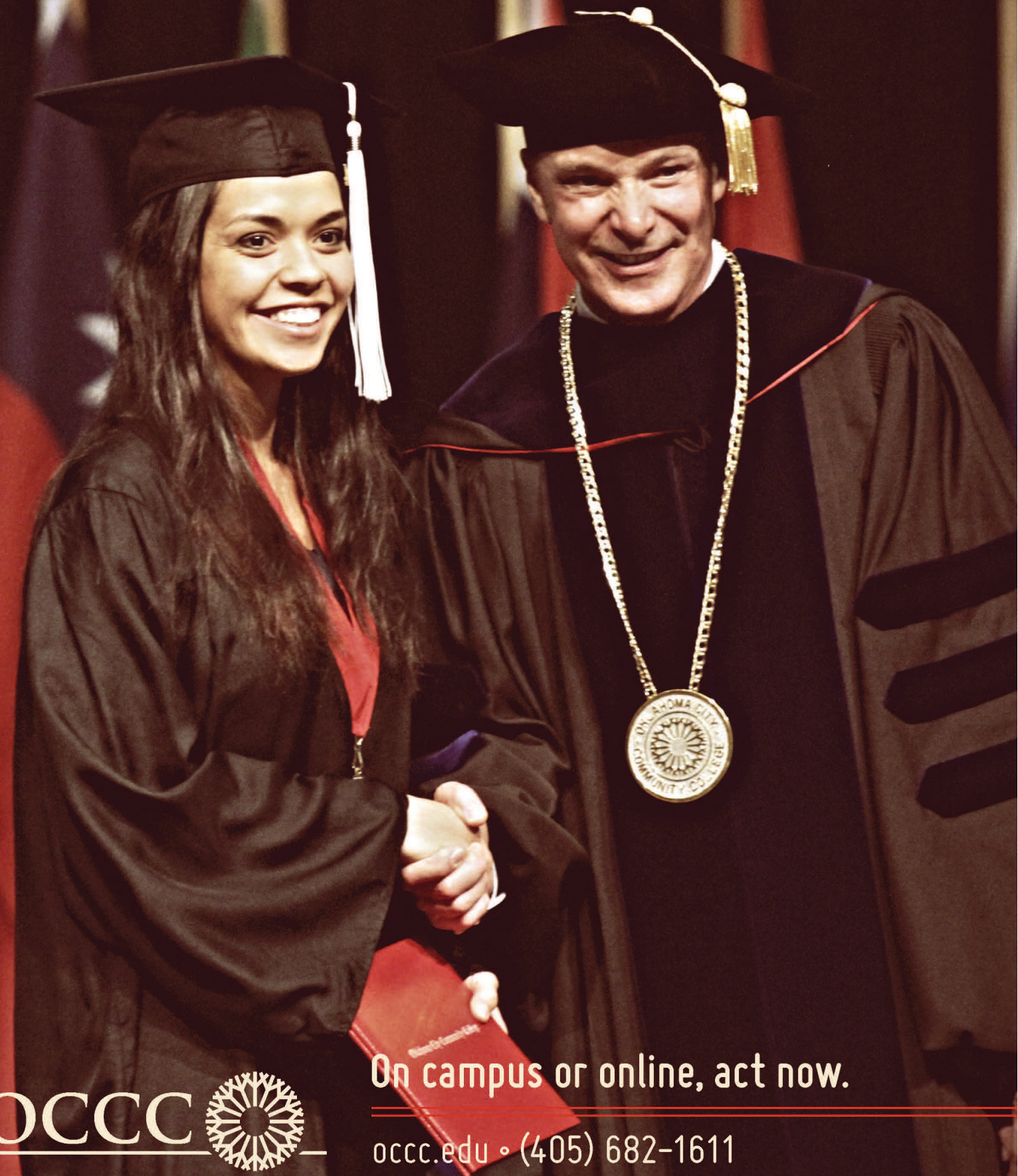


OKLAHOMA CITY COMMUNITY COLLEGE

2014—2015 CATALOG



On campus or online, act now.

OCCC



occc.edu • (405) 682-1611

Table of Contents

GENERAL INFORMATION		
History of the College.....	5	
Location and Facilities.....	5	
OCCC Compliance.....	6	
OCCC Compliance.....	8	
Right to Know--Disclosure of Information.....	8	
ADMISSIONS		
Academic Advising.....	10	
Academic Forgiveness AC.....	10	
Admission Text.....	10	
Educational Program Fees.....	10	
Enrollment.....	12	
Recruitment and Admissions.....	12	
Refunds for Credit Courses.....	15	
Testing and Assessment.....	16	
FINANCIAL AID AND VETERAN		
Basic Eligibility.....	16	
Federal Return of Funds Regulations.....	18	
Financial Assistance Programs.....	19	
How Financial Aid is Awarded.....	21	
How to Apply for Financial Assistance.....	21	
None.....	22	
OCCC Financial Aid Office Facts for Federal Title	22	
Satisfactory Academic Progress Standards.....	23	
Scholarships.....	24	
Study Abroad Programs.....	25	
SERVICES FOR STUDENTS		
Bookstore.....	25	
Career Transitions.....	25	
Child Development Center and Lab School.....	26	
College Union.....	26	
Community Outreach and Education.....	26	
Community Services.....	26	
Counseling.....	27	
Degree Check Audit.....	27	
Drug Education.....	28	
Early College Awareness.....	28	
Educational and Career Planning.....	28	
Health Services.....	28	
Keith Leftwich Memorial Library.....	28	
Learning Labs.....	28	
Program Major Selection.....	29	
Recreation and Fitness.....	29	
Services for Students with Disabilities.....	29	
Student Activities and Organizations.....	30	
Student Publications.....	30	
Student Success Seminars.....	30	
Success in College and Life Course.....	30	
TRIO Programs.....	30	
Transfer Information.....	31	
STUDENT INFORMATION		
Release of Academic Information.....	31	
Student Conduct.....	32	
Student Safety.....	32	
ACADEMIC INFORMATION		
Academic Standards.....	33	
Academic Workload.....	34	
Advanced Standing Credit.....	34	
Attendance and Responsibility for Learning.....	34	
Co-enrollments at Other Colleges.....	34	
Course Lengths.....	34	
Course Re-enrollment.....	35	
Educational Approach and Grading.....	35	
Educational Partnerships.....	36	
Honor Rolls.....	37	
Honors Program.....	37	
Online Courses.....	37	
Special Academic Programs.....	38	
Student Outcomes Assessment.....	38	
U.S. Military Concurrent Enrollment.....	38	
GRADUATION REQUIREMENTS		
Commencement.....	38	
Computer Proficiency Requirement.....	38	
Course Substitutions.....	40	
Delayed Degrees.....	40	
Disclosure of Graduation Rates.....	40	
Double Majors.....	40	
Graduation Application Procedure.....	40	
Graduation Requirements Text.....	40	
Options Within a Major.....	40	
Residency Requirements for a Degree or Certificate.....	41	
Second Associate Degree.....	41	
Selection of Catalog.....	41	
DEGREE AND CERTIFICATES		
Programs of Study.....	41	
GENERAL DEGREE REQUIREMENT		
Associate in Applied Science Degrees.....	43	
Associate in Arts and Associate in Science Degrees.....	43	
General Education Core.....	45	
Institutional Assessment of General Education Outc.....	45	
Life Skills Requirement.....	46	
None.....	46	
DIVISIONS		
Cooperative Alliance Programs.....	55	
Division of Arts.....	47	
Division of Business.....	48	
Division of Chemistry and Biological Sciences.....	49	
Division of Health Professions.....	50	
Division of Humanities and English.....	51	
Division of Information Technology.....	52	
Division of Mathematics, Engineering and Physical Science.....	53	
Division of Social Sciences.....	54	
DEGREES & PROGRAMS		
Allied Health - Science with Biology Concentration, Pre-Baccalaureate Allied Health Emphasis.....	56	
Art - Visual Arts.....	59	
Automotive Technology - Automotive Technology Internship Program #.....	62	
Automotive Technology - GM Automotive Service Educational Program.....	65	
Automotive Technology - Non-Structural Repair #.....	69	
Automotive Technology - Painting and Refinishing #.....	72	
Automotive Technology#.....	76	
Aviation Maintenance Technology #.....	78	
Aviation Maintenance Technology-Airframe and Powerplant Technician #.....	81	
Biology - Science with Biology Concentration.....	83	
Biotechnology.....	86	
Biotechnology (Certificate).....	89	
Broadcasting - Journalism and Broadcasting/Broadcasting Emphasis.....	91	
Business.....	95	
Business - Accounting Option.....	98	
Business - Administrative Office Technology - Administrative Office Specialist Option #.....	101	
Business - Administrative Office Technology - Legal Secretary Option#.....	104	
Business - Banking and Finance.....	107	
Business - Business Management Option.....	109	
Business - Finance/Banking Option.....	112	
Business - Finance/General Option.....	115	
Business - General Office Support#.....	118	
Business - Insurance.....	120	
Business - Legal Office Procedures#.....	122	
Business - Medical Office Administration #.....	124	
Chemistry - Science with Chemistry Concentration.....	126	
Child Development (AA).....	129	
Child Development (AAS).....	132	

Child Development (AAS) Administrator Option.....	135	Electronics# - Instrumentation and Control Emphasis.....	230	Pre-Education.....	345
Child Development (Certificate).....	138	Emergency Medical Sciences - Basic Emergency Medical Technology.....	233	Pre-Medicine - Science with Chemistry Concentration Program.....	349
Clinical Research Coordinator Program...	140	Emergency Medical Sciences - Paramedic Certification.....	235	Pre-Pharmacy - Science with Chemistry Concentration Program.....	352
Clinical Research Program.....	143	Emergency Medical Sciences++.....	239	Prosthetics Technician # ++.....	354
Computer Science - Computer Networking Support (Certificate).....	145	Engineering -- Pre-Engineering.....	244	Psychology.....	356
Computer Science - Computer Programming (AAS).....	147	Enterprise Communication Systems#.....	247	Public Relations - Journalism and Broadcasting/Public Relations Emphasis.....	358
Computer Science - Computer Science Option Transferring to OU and colleges with Similar Patterns (AS).....	151	Film and Video Production Technician (AA).....	249	Respiratory Care Therapist+++.....	361
Computer Science - Computer Science Option Transferring to UCO and colleges with Similar Patterns (AS).....	155	Film and Video Production Technician (AAS).....	252	Sociology (AA).....	366
Computer Science - Computer System Support (AAS).....	159	Film and Video Production Technician (Certificate).....	256	Spanish - Modern Languages: Spanish Emphasis (AA).....	368
Computer Science - Computer System Support (Certificate).....	163	French - Modern Languages.....	258	Spanish - Modern Languages: Spanish Emphasis (Certificate: Conversational).....	371
Computer Science - Cyber/Information Security (AAS).....	165	Graphic Communications - Multimedia Emphasis.....	261	Spanish - Modern Languages: Spanish Emphasis (Certificate: Traditional).....	373
Computer Science - Cyber/Information Security (Certificate).....	169	Graphic Communications - Print Media Emphasis#.....	264	Speech Language--Pathology Assistant Program ++.....	375
Computer Science - Cyber/Information Security Option Transferring to OSU-IT and Colleges With Similar Patterns (AS).....	172	History.....	267	Speech and Theatre Arts - Speech Option.....	379
Computer Science - Management Information Systems (AS).....	176	Humanities - General Humanities Emphasis.....	270	Speech and Theatre Arts - Theatre Option.....	382
Computer Science - Web Design (Certificate).....	180	Journalism - Journalism and Broadcasting/ Journalism Emphasis.....	273	Surgical Technology #++.....	385
Computer Science - Web Design and Development (AAS).....	182	Liberal Studies.....	277	Technology (AAS) #.....	388
Computer Science - Web Development (Certificate).....	186	Literature - Humanities/Literature Emphasis.....	279	Vehicle Service Management.....	390
Computer-Aided Technology - Computer Animation (AAS).....	188	Manufacturing Technology# - Advanced Manufacturing Emphasis.....	281	zz.....	393
Computer-Aided Technology - Computer Animation (Certificate).....	192	Manufacturing Technology# - Precision Machining Emphasis.....	284	COURSE DESCRIPTIONS	
Computer-Aided Technology - Computer-Aided Design # (AAS).....	194	Mathematics - General Emphasis.....	287	ACCOUNTING.....	395
Computer-Aided Technology - Computer-Aided Design # (Certificate).....	198	Medical Assistant #++.....	289	ADMINISTRATIVE OFFICE TECHNOLOGY.....	396
Computer-Aided Technology - Digital Media Design (AAS).....	200	Music.....	292	ALLIED HEALTH.....	397
Computer-Aided Technology - Digital Media Design (Certificate).....	203	Network Technology#.....	296	APPLIED MATHEMATICS.....	398
Computer-Aided Technology - Game Design (AAS).....	205	Nursing.....	298	ART.....	398
Computer-Aided Technology - Game Design (Certificate).....	209	Nursing Program - Baccalaureate to Associate Degree Nurse Accelerated Pathway.....	302	ASTRONOMY.....	401
Computer-Aided Technology - Geographic Information System (AAS).....	211	Nursing Program - Nursing Career Ladder Pathway.....	306	AUTOMOTIVE TECHNOLOGY.....	401
Computer-Aided Technology - Geographic Information System (Certificate).....	214	Occupational Therapy Assistant - FlexTrack.....	310	AVIATION MAINTENANCE.....	406
Database Management#.....	216	Occupational Therapy Assistant++.....	314	BANKING AND FINANCE.....	407
Diagnostic Medical Sonography #++.....	218	Orthotic and Prosthetic Technician#++.....	318	BIOINFORMATICS.....	408
Diesel Technology #.....	221	Orthotics Technician# ++.....	322	BIOLOGICAL SCIENCE.....	408
Diesel Technology-Diesel Technician#.....	224	Philosophy - Humanities/Philosophy Emphasis.....	324	BIOTECHNOLOGY.....	411
Diversified Studies.....	226	Photography - Graphic Communications/ Photography/Digital Imaging.....	326	BUSINESS.....	412
Electronics# - General Emphasis.....	228	Physical Therapist Assistant++.....	330	CHEMISTRY.....	413
		Physics - Science with Physics Concentration.....	335	CHILD DEVELOPMENT.....	414
		Political Science/Pre-Law.....	338	CLINICAL RESEARCH COORDINATOR.....	416
		Pre-Baccalaureate Nursing - Science with Biology Concentration Program.....	340	COMMUNICATIONS.....	416
		Pre-Dentistry - Science with Chemistry Concentration Program.....	343	COMPUTER SCIENCE.....	417
				COMPUTER-AIDED TECHNOLOGY.....	421
				DATABASE MANAGEMENT.....	424
				DIAGNOSTIC MEDICAL SONOGRAPHY.....	426
				DIESEL TECHNOLOGY.....	427
				ECONOMICS.....	428
				ELECTIVES.....	429
				ELECTRONICS.....	432

EMERGENCY MEDICAL SCIENCES.....	434	Academic Advising.....	493	Planning and Research.....	505
ENGINEERING.....	436	Academic Affairs.....	493	President's Office.....	505
ENGL.....	438	Benefits.....	493	Professional Development Institute.....	505
ENGLISH.....	438	Bookstore.....	493	Purchasing.....	505
ENGLISH AS A SECOND LANGUAGE.....	440	Budgeting and Fiscal Planning.....	494	Records and Graduation Services.....	506
ENTERPRISE COMMUNICATIONS		Bursar.....	494	Recreation and Fitness.....	506
SYSTEMS.....	441	Business and Finance.....	494	Recruitment and Admissions.....	506
FILM AND VIDEO PRODUCTION.....	443	Campus Police.....	494	Student Life.....	506
FINANCE.....	445	Capitol Hill Center.....	494	Student Support Services.....	506
FRENCH.....	446	Career Transitions.....	494	Testing and Assessment.....	507
GCOM.....	446	Center for Learning and Teaching.....	494		
GEOGRAPHY.....	446	Child Development Center and Lab			
GEOLOGY.....	447	School.....	495		
GERMAN.....	447	Community Development.....	495		
GRAPHIC COMMUNICATIONS.....	448	Community Outreach and Education.....	495		
HISTORY.....	450	Compensation and Human Resources			
HUMANITIES.....	452	Systems.....	496		
INSURANCE.....	454	Cooperative Alliances.....	496		
INTERNATIONAL BUSINESS.....	455	Cultural Programs.....	496		
INTERNATIONAL STUDIES.....	455	Desktop Support.....	496		
JOURNALISM AND BROADCASTING.....	455	Division of Arts.....	496		
LEISURE.....	456	Division of Business.....	497		
MANAGEMENT.....	457	Division of Chemistry and Biological			
MANUFACTURING TECHNOLOGY.....	458	Sciences.....	497		
MARKETING.....	464	Division of English and Humanities.....	498		
MATHEMATICS.....	464	Division of Health Professions.....	499		
MEDICAL ASSISTANT.....	466	Division of Information Technology.....	500		
MICRO-ELECTRO-MECHANICAL		Division of Mathematics, Engineering and			
SYSTEMS.....	467	Physical Science.....	500		
MU.....	467	Division of Social Science.....	501		
MUSIC.....	468	Emergency Planning and Risk			
NETWORK TECHNOLOGY.....	469	Management.....	502		
NURSING.....	471	Employment and Employee Relations.....	502		
OCCUPATIONAL THERAPY		Enrollment and Student Services.....	502		
ASSISTANT.....	473	Equal Opportunity.....	502		
ORTHOTIC/PROSTHETIC		Executive Vice President's Office.....	502		
TECHNICIAN.....	474	Facilities Management.....	502		
PHILOSOPHY.....	475	Financial Accounting.....	503		
PHYSICAL THERAPIST ASSISTANT.....	476	Financial Aid.....	503		
PHYSICS.....	478	General Counsel.....	503		
POLITICAL SCIENCE.....	480	Graduation, Employment, and Transfer			
POLSC.....	481	Services.....	503		
PRESIDENT'S LEADERSHIP CLASS.....	481	Grants and Contracts.....	504		
PSYCHOLOGY.....	481	Human Resources.....	504		
RESPIRATORY CARE THERAPIST.....	483	IITS Infrastructure Operations.....	504		
RUSSIAN.....	485	Information Systems and Services.....	504		
SOCIOLOGY.....	485	Information and Instructional Technology			
SPANISH.....	486	Services.....	504		
SPEECH-LANGUAGE PATHOLOGY		Institutional Advancement.....	504		
ASSISTANT.....	488	Institutional Effectiveness.....	504		
SUCCESS IN COLLEGE AND LIFE.....	490	Instructional Video Services.....	504		
SURGICAL TECHNOLOGY.....	490	Library.....	505		
TECHNOLOGY.....	491	Marketing and Public Relations.....	505		
THEATRE ARTS.....	491	Oklahoma Manufacturing Alliance.....	505		
WORLD LANGUAGES.....	492	Pathways Middle College - Santa Fe South			
		Schools.....	505		

FACULTY & STAFF

GENERAL INFORMATION

History of the College

Oklahoma City Community College: Built for Student Success

Oklahoma City Community College was built for student success.

More than 40 years ago, our founders had a dream to have thousands of students walk through our doors each year. Today, that dream has become reality, making OCCC the fourth largest higher education institution in Oklahoma.

Oklahoma City Community College: Student-Centered and Student-Driven

At Oklahoma City Community College, every day, in every department, our students come first. It's not just our vision; it's our mission.

OCCC Academic Advisors are available to aid in the application and admissions process as well as to lead students to enroll in the classes that will help them achieve their career goals. Likewise, the OCCC Financial Aid department walks students through the student loan, grant and scholarship opportunities that can ease the stress of paying for a college education.

We realize that our student body is made up of all ages, races and income levels. That diversity reflects our view that we are here to serve all students.

Some students come to pursue one of our associate degree programs that will prepare them to transfer and continue work toward their bachelor's degrees. As they approach graduation, OCCC routinely hosts representatives from Oklahoma's four-year colleges and universities to ease the transition process.

Other OCCC students share the simple hope of learning new skills to help them advance in their career fields. They can do this through our certificate of mastery programs – quick, turn-around programs that get them in the classroom and back to the workforce immediately.

We are proud of the OCCC student-faculty ratio of 29 to 1. That gives our faculty members the opportunity to show each student personal attention, leading to the very best academic outcomes. But it doesn't stop there.

Oklahoma City Community College faculty members also guide students in building professional networks in their career fields; this can only happen when professors maintain real-world experience in their subject matter and stay connected with businesses and industry in our community. We are proud to say that our professors work diligently to not only teach our students but to mentor them as well. In addition, OCCC offers a wide range of community and continuing education courses, workshops, conferences and seminars. We work hard to be a hub of knowledge for Oklahoma City and the surrounding areas.

Aspiration Statement

Oklahoma City Community College aspires, through bold and transformative action, to significantly raise the educational achievement of all our students and to be an indispensable pathway to a more prosperous and fulfilling future.

Our Big Goals

1. Increase the number of our students who complete a certificate or degree by 50%.
2. Close the academic achievement gaps that persist with our low-income, first-generation, and some racial and ethnic groups.
3. Double annual giving to support student scholarships, community events, and the endowment. What is a "Big Goal?" It's a goal that can't be achieved with the status quo. A "Big Goal" can only be accomplished by innovating, collaborating with groups within and outside the institution, stopping certain practices while beginning others, and a willingness to take risks.

More than 80% of our new students indicate their educational goal is to earn a degree at OCCC or another institution, yet less than 60% return to OCCC or another college after their first semester. And, for some groups, the percentages are even lower. It is imperative that this unrealized human capacity reach its full potential - the huge benefits to the individual and the community are undisputed, as are the long-term costs because of gaps in achievement.

Oklahoma City Community College Mission Statement

OCCC provides broad access to learning that empowers students to complete a certificate or degree and that enriches the lives of everyone in our community.

Our Mission Statement describes why we exist and what we do. Traditionally, community colleges have been about providing access. But it's not enough that students pass through our doors -- earning a certificate or degree is what changes lives.

The Oklahoma City Community College ENDS statements describe what success looks like if we were in an ideal world.

As such, they are central to our commitment to accountability. Measures that evaluate the College's progress in achieving our ENDS regularly reviewed by the faculty, staff and the Board of Regents. These core indicators are part of our annual plans and are reported at least once a year.

1. Access: Our community has broad and equitable access to both highly valued certificate and degree programs and non-credit educational opportunities and events.
2. College Readiness: Our students develop skills and knowledge required to succeed in college.
3. Student Success: Our students successfully complete their academic courses, persist in college, and earn certificates or degrees at OCCC or another institution.
4. Graduate Success: Our graduates go on to earn higher-level degrees or are successful in technical or professional careers.
5. Community Development: Our community's quality of life is enriched through our educational, artistic and recreational programs and events.

Oklahoma City Community College Values

- Students: Fundamental to all that we do
- Safety: Safe and secure environment for everyone
- Accountability: Use of evidence to measure performance and to make decisions
- Stewardship: Wise and efficient use of resources
- Integrity: Honest, ethical, and respectful to all
- Innovation: Creative and forward thinking
- Diversity: Embrace and appreciate the value of differences

Location and Facilities

Oklahoma City Community College: A Central Location and So Much More

Oklahoma City Community College sits on 143 acres just south of Interstate 240 at 7777 South May Avenue in southwest Oklahoma City, making student access to the campus easy from a number of traffic routes.

Since our humble beginnings in 1969, OCCC has expanded rapidly in order to serve a continuously growing student population.

Here's a quick look at what our facilities have to offer our students:

The most visible building on campus is the

Keith Leftwich Memorial Library

The library provides the newest digital and print resources for students, in addition to housing a new reflection and meditation room.

Main Building

is often the first students walk into and become familiar with. It has the Admissions, Financial Aid, and Academic Advisement departments and so much more. It also contains the College Union, where students can gather and study, and a multitude of classrooms on three floors.

Wellness Center

containing a gymnasium, cardiovascular center, weight room and aerobics rooms.

Aquatic Center

with the largest competition swimming pool and dive well in the state. In fact, this facility served as the venue for the 1989 U.S. Olympic Festival.

Arts and Humanities Center

is joined to the Main Building and contains a 300-seat theater as well as the office for the campus newspaper, The Pioneer. It also features three floors of classrooms primarily used for English, Speech, and other language courses.

John Massey Center

features OCCC's Finance and Human Resources departments. These departments are the heart of the college, hiring our faculty and staff and keeping us all on track with the funds entrusted to us through student tuition.

Robert P. Todd Science, Engineering and Math Center

connects to the Main Building and features state-of-the-art labs dedicated to providing our students hands-on experience. It also includes a world-class botany classroom and greenhouse for a one-of-a-kind biotechnology program, preparing skilled technicians for dynamic new career fields.

Health Professions Center

makes OCCC a leader in health technologies and pre-health professional programs. It features a simulated hospital area and one of only two Human Patient Simulators in the state of Oklahoma.

Transportation Technology Center

is home to our renowned automotive technology lab. OCCC has five automotive technology degree and certificate programs that certify our students in those programs to work in the best automotive facilities and dealerships in the nation.

Visual and Performing Arts Center

is to the west of the Arts and Humanities Center. It houses classrooms, labs and studios for art instruction, music, photography and visual arts in addition to a world-class Film and Video Production program.

Visual and Performing Arts Center Theater

is a cornerstone of the campus, and attracts renowned musicians and actors as well as encourages students to follow their artistic and creative dreams.

OCCC Compliance

Accreditation

Oklahoma City Community College is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools, which is located at 230 South La Salle Street, Suite 7-500, Chicago, Illinois 60604-1413, Telephone (800) 621-7440, <http://www.ncahlc.org>.

The College is a member of the American Association of Community Colleges and is also recognized by the federal government to offer education under the veterans and social security laws.

Oklahoma City Community College is authorized by the Oklahoma State Regents for Higher Education located at 655 Research Parkway, Suite 200, Oklahoma City, Oklahoma 73104-3603, Telephone (405) 225-9100, to offer certificate, associate in arts, associate in science, and associate in applied science programs.

Accreditation Chart

Department	Emphasis	Accreditation	Address		
	Phone	Website	Level	Start Date	Renewal
		National Association for the Education of Young Children (NAEYC)	Washington, DC		
	(202) 232-8777	WWW.NAEYC.ORG	National	2008	2015
		Association of Collegiate Business Schools and Programs (ACBSP)	St. Overland Park, KS		
	(913) 339-9356	WWW.ACBSP.ORG	National	July 2005	July 2015
		Association of Collegiate Business Schools and Programs (ACBSP)	St. Overland Park, KS		
	(913) 339-9356	WWW.ACBSP.ORG	National	July 2005	July 2015
		Association of Collegiate Business Schools and Programs (ACBSP)	St. Overland Park, KS		
	(913) 339-9356	WWW.ACBSP.ORG	National	July 2005	July 2015
		National Automotive Technicians Education Foundation (NATEF)	Leesburg, VA		

	(703) 669-6650	WWW.NATEF.ORG	National	July 2005	April 2018
		National Automotive Technicians Education Foundation (NATEF)	Leesburg, VA		
	(703) 669-6650	WWW.NATEF.ORG	National	July 2005	April 2018
		National Automotive Technicians Education Foundation (NATEF)	Leesburg, VA		
	(703) 669-6650	WWW.NATEF.ORG	National	July 2005	April 2018
		Oklahoma City Flight Standards District Office (FSDO) of the Federal	Oklahoma City, OK		
	(405) 951-4200	WWW.FAA.GOV	National	July 2005	July 2015
		Association of Collegiate Business Schools and Programs (ACBSP)	St. Overland Park, KS		
	(913) 339-9356	WWW.ACBSP.ORG	National	July 2005	July 2015
		Association of Collegiate Business Schools and Programs (ACBSP)	St. Overland Park, KS		
	(913) 339-9356	WWW.ACBSP.ORG	National	July 2005	July 2015
		Association of Collegiate Business Schools and Programs (ACBSP)	St. Overland Park, KS		
	(913) 339-9356	WWW.ACBSP.ORG	National	July 2005	July 2015
		American Association of Medical Assistants	Chicago, IL		
	(312) 899-1500	WWW.AAMA-NTL.ORG	National	1998	2014
		Council on Accreditation of Health Education Programs (CAAHEP)	Clearwater, FL		
	(727) 210-2354	WWW.CAAHEP.ORG	National	1998	2014
		Council on Accreditation of Health Education Programs (CAAHEP)	Clearwater, FL		
	(727) 210-2354	WWW.CAAHEP.ORG	National	2000	2014
		National Commission of Orthotics and Prosthetics Education	Alexandria, VA		
	(703) 836-7114	WWW.NCOPE.ORG	National	2000	2014

		Commission on Accreditation for Respiratory Care (COARC)	Bedford, TX		
	(817) 283-2835	WWW.COARC.COM	National	1982	2019
		Council on Accreditation of Health Education Programs (CAAHEP)	Clearwater, FL		
	(727) 210-2354	WWW.CAAHEP.ORG	National	2000	2021
		Committee on Accreditation of Educational Programs for the EMS Professions (COAEMSP) and CAAHEP	Bedford, TX		
	(817) 283-9403	WWW.COAEMSP.ORG	National	1995	2015
		Oklahoma Board of Nursing (OBN)	Oklahoma City, OK		
	(405) 962-1800	WWW.OK.GOV/NURSING	State	1973	2014
		Accreditation Commission for Education in Nursing, Inc.	Atlanta, GA		
	(404)975-5000	WWW.acenursing.org	National	1977	2014
		Oklahoma Board of Nursing (OBN)	Oklahoma City, OK		
	(405) 962-1800	WWW.OK.GOV/NURSING	State	2001	2014
		Accreditation Commission for Education in Nursing, Inc.	Atlanta, GA		
	(404)975-5000	WWW.acenursing.org	National	2001	2014
		Accreditation Commission for Education in Nursing, Inc.	Atlanta, GA		
	(404)975-5000	WWW.acenursing.org	National	2007	2014
		Oklahoma Board of Nursing (OBN)	Oklahoma City, OK		
	(405) 962-1800	WWW.OK.GOV/NURSING	State	2007	2014
		Accreditation Council for Occupational Therapy Education (ACOTE)	Bethesda, MD		
	(301) 652-2682			2012	2022
		Commission on Accreditation in Physical Therapy Education	Alexandria, VA		

(800) 999-2782	WWW.APTA.ORGNational	1984	2017
-------------------	----------------------	------	------

Annual Security Report

The Campus Security Act of 1990 and the Student Right-To-Know Act (PL 101-542) were signed into law by President Bush on November 8, 1990. This federal legislation requires colleges and universities to collect campus crime statistics on specific crimes occurring on college and university campuses. The due date of the first report was September 1, 1992, and a report on campus crime statistics is due each October 1st for reporting incidents occurring during the previous calendar year. This information is published and notifications are sent via email prior to October 1st each year. This email provides a web link for all current students and staff at Oklahoma City Community College to review the Annual Security Report in compliance with the 1990 Campus Security Act and the Student Right-To-Know Act (PL 101-542). Hard copies of the 2011 OCCC Annual Security Report are also available at the Campus Police Department (1K8) in the Main Building. You may access this report and associated campus security information and services at www.okcc.edu/police/index.html

College Graduation and Transfer-Out Rates

Oklahoma City Community College makes available to any enrolled or prospective student its completion or graduation rate and the transfer-out rate for first time, full-time, degree seeking students. This information is available upon request from the Office of the Dean of Admissions/Registrar, Main Building, first floor or call (405) 682-7584.

The graduation rate for Oklahoma City Community College is also available on the National Center for Educational Statistics website at nces.ed.gov/ipeds/cool

OCCC Compliance

Accreditation

Oklahoma City Community College is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools, which is located at 230 South La Salle Street, Suite 7-500, Chicago, Illinois 60604-1413, Telephone (800) 621-7440, <http://www.ncahlc.org>.

The College is a member of the American Association of Community Colleges and is also recognized by the federal government to offer education under the veterans and social security laws.

Oklahoma City Community College is authorized by the Oklahoma State Regents for Higher Education located at 655 Research Parkway, Suite 200, Oklahoma City, Oklahoma 73104-3603, Telephone (405) 225-9100, to offer certificate, associate in arts, associate in science, and associate in applied science programs.

Accreditation Chart

Annual Security Report

The Campus Security Act of 1990 and the Student Right-To-Know Act (PL 101-542) were signed into law by President Bush on November 8, 1990. This federal legislation requires colleges and universities to collect campus crime statistics on specific crimes occurring on college and university campuses. The due date of the first report was September 1, 1992, and a report on campus crime statistics is due each October 1st for reporting incidents occurring during the previous calendar year. This information is published and notifications are sent via email prior to October 1st each year. This email provides a web link for all current students and staff at Oklahoma City Community College to review the Annual Security Report in compliance with the 1990 Campus Security Act and the Student Right-To-Know Act (PL 101-542). Hard copies of the 2011 OCCC Annual Security Report are also available at the Campus Police Department (1K8) in the Main Building. You may access this report and associated campus security information and services at www.okcc.edu/police/index.html

College Graduation and Transfer-Out Rates

Oklahoma City Community College makes available to any enrolled or prospective student its completion or graduation rate and the transfer-out rate for first time, full-time, degree seeking students. This information is available upon request from the Office of the Dean of Admissions/Registrar, Main Building, first floor or call (405) 682-7584.

The graduation rate for Oklahoma City Community College is also available on the National Center for Educational Statistics website at nces.ed.gov/ipeds/cool

Disclosure of Information

Information about student financial assistance programs available at Oklahoma City Community College is available from the Financial Aid Office (405) 682-7525 and the Recruitment and Admissions Office (405) 682-6222. Both offices are located on the first floor of the Main Building. Information about student financial assistance programs is available in the College Catalog and College Student Handbook. The Financial Aid Office provides a variety of Fact Sheets available from Financial Aid which address specific topics to help you understand all financial aid application processes, costs of attendance, definitions, and student rights and responsibilities as a recipient of financial assistance. Veterans who are seeking to use their Veterans Educational Benefits should visit the Veterans Services Office co-located with the Financial Aid Office (405) 682-7694. You may visit the Financial Aid and Veterans Services offices online at www.okcc.edu/financialaid Visit the Financial Aid office to obtain a copy of Funding Your Education or view it online at www.studentaid.ed.gov. Visit or call the Financial Aid or Veterans Services Office to obtain paper copies of all relevant financial assistance information. All students are strongly encouraged to complete the Free Application for Federal Student Aid

on an annual basis to access educational assistance for which you may qualify.

Accreditation	Associations, Agencies, Governmental Bodies that Accredite, Approve, or License OCCC and its Programs	Office of Institutional Effectiveness405-682-7577
Retention Rate	Retention Rate of Degree-Seeking and Certificate Students	Office of Institutional Effectiveness405-682-7577
Graduation and Transfer-Out Rates	Graduation and Transfer-Out Rates for First-Time, Full-Time Students	Office of Institutional Effectiveness405-682-7577
Student Body Diversity	Information about the OCCC Student Body Including Gender and Racial/Ethnic Groups as a Percentage of Enrolled Full-Time Students, and those who Receive Pell Grants	Office of Institutional Effectiveness405-682-7577
Academic Program	Degree and Certificate programs, Instructional Facilities and Faculty	Vice President for Academic Affairs405-682-7546
Articulation Agreements	List of Colleges and Universities Having Signed Agreements with OCCC	Vice President for Academic Affairs405-682-7546
Transfer Credit Policies	Criteria the College Uses to Accept Transfer Credit Earned at Another College or University	Records and Graduation Services405-682-7889
Family Education Rights and Privacy Act (FERPA)	Information About Students Rights to Review Their Educational Records, Request Amendment of Their Records, to File Complaints with the U.S. Department of Education and Procedures to Carry Out these Actions. Explanation of Disclosure of Directory Information, Students Right to Refuse to Allow release of Directory Information	
Drug and Alcohol Abuse prevention Program	Information Pertaining to Standards of Conduct that prohibit the Unlawful Possession, Use of or Distribution of Illicit Drugs and Alcohol by Students and Employees. Legal Sanctions Under Local, State, and Federal Law. Description of Health Risk, and Available Services: Counseling, Treatment, and Rehabilitation	Employees/Prospective Employees: Human Resources405-682-7542 Students: Director of Student Relations 405-682-7595
Vaccination Policies	State and College Policies and Procedures regarding Vaccinations	Recruitment and Admissions405-682-7580
Facilities and Services for Students with Disabilities	Information About Available Facilities and Services for Students with Disabilities	Student Support Services405-682-7520
Federal Return of Title IV Program Funds	Federal Title IV Return of Funds Regulation for Students who Totally Withdraw from all Courses During a Semester, Never Begin Attendance in One or More Courses, or do not Successfully Complete any Courses During a Semester	
Availability of Student Financial Assistance and Access to Information About Programs	Information About Financial Assistance Programs Available to Students and Prospective Students and Information About Procedures to Access and Retain Eligibility for Assistance	Financial Aid Office405-682-7525
Cost-Of-Attendance	Information About Costs to Attend OCCC Including Direct Costs: Tuition, Fees, Books, and Supplies and Indirect Costs: Room and Board, Transportation, and Personal Expenses	Financial Aid Office405-682-7525
Net Price	Information About the Impact Financial Assistance in Reducing the Total price Incurred by a Student or family to Attend OCCC.	Financial Aid Office405-682-7525
Code of Conduct: Educational Loans	Code of Conduct Statement that Prohibits a Conflict of Interest of an Agent of the College with Respect to Private Education Loans	Financial Aid Office405-682-7525
Federal Student Financial Aid Penalties for Drug Law Violations and Way in Which Student can Regain Eligibility	Notice to Each Student that a Conviction for Possession or Sale of Illegal Drugs During a Period of Enrollement for which the Student Received Federal Title IV Programs Funds Results in Loss of Eligibility. Notice or Way to Regain Eligibility	Financial Aid Office405-682-7525
Gainful Employment Certificate Program Information	Information on Occupations, Program Costs, On-Time Completion Rates and Median Loan Debt for Certificate Programs.	Financial Aid Office405-682-7525
Voter Registration Form	Provide Voter registration Form Prior to Federal Elections and State Elections for Governor and Other State Chief Executives to Each Enrolled Students Physically in Attendance	Student Life405-682-7523
Refund Policy	College Refund Policy Based on Oklahoma State Regents for Higher Education (OSRHE)	Bursar Office405-682-7825
Textbook Information	Information to be Included on the College Internet Course Schedule used to Register for Courses. The Retail Price and Internationa Standard Book Number (ISBN) for Required and Recommended Textbooks and Supplemental Materials for each Course, if Available.	College Bookstore405-682-7510
Information for Crime Victims for Disciplinary Hearings	Written Request Requirements to Disclose Results of Disciplinary Proceedings to an Alleged Victim of a Crime of Violence, or Non-Forcible Sex Offense or to the Victims Family	Director of Student Relations405-682-7595
Copyright Infringement Policies and Sanctions File Sharing	Information Pertaining to Unauthorized Distribution of Copyrighted Material, Unauthorized Peer to Peer File Sharing that may Lead to Civil and Criminal Liabilities. College Policies with Respect to Unauthorized Peer to Peer File Sharing Summary of Federal Violation of Copyright Laws	College Policy No. 3058 Information Technology Resources Acceptable Use Policy College Policy No. 4042 Academic Freedom and Responsibilities Information and Instructional Technology Services (ITS)
Security Report	Annual Security Report and Emergency Resonse, Evaluation Procedures, Timely Warnings and Crime Log.	Campus Police department405-682-7872
Additional Information	For Additional Information about Oklahoma City Community College from the National Center for Educational Statistics.	National Center for Educational Statistics (NCES)
Military Memorandum of Understanding and Principles of Excellence	Information concerning college agreements with the Department of Defense and Veterans Administration	Financial Aid Office405-682-7525
Study Abroad Financial Aid Eligibility	Information on establishing eligibility for study abroad semester	Financial Aid Office405-682-7525

Misrepresentation	Information about certificate and degree programs, completion, career opportunities	Vice President for Academic Affairs 405-682-7546
Incentive Compensation	Statement confirming OCCC does not provide financial incentives to College Recruiters based on number of individuals recruited	Director of Recruitment and Admission 405-682-7580
Academic and Physical Facilities conducive to the learning environment	Description of classrooms, lab facilities, and technology	Vice President for Academic Affairs 405-682-7546
Student Loan Counseling	Borrowers of Direct Student loans must complete entrance counseling at studentloans.gov	Financial Aid Office 405-682-7525
Private Loan Information	Students are encouraged to file a FAFSA in order to access federal grants and loans prior to seeking private loans	Financial Aid Office 405-682-7525
Rights and Responsibilities of Students Seeking Federal Title IV and Military Education Benefits	Summary of Right-to Know- and students responsibilities on a fact sheet, in the catalog and website. Resolving disputes about your student loan.	Financial Aid Office 405-682-7525 Federal Student Aid (FSA) Student Loan Ombudsman
Veterans Services	Comprehensive information about services to veterans and service members	Veterans Services Office 405-682-7527
Filing Complaints	Specific complaints should be filed with the source of the complaint. (See college administrative procedure 5035 for directions)	To register a complaint against the college with the Oklahoma State Regents for Higher Education, go to

ADMISSIONS

Oklahoma City Community College provides educational opportunities for a diverse student population. To this end, the College has an open door admissions policy that makes its programs available to as many students as possible.

Academic Advising

Academic advisors are ready to assist degree- and certificate-seeking students in the Oklahoma City Community College Office of Academic Advising.

The student's previous educational training, experience, college entrance exams, and other relevant test results will be used to help in the placement and selection of courses. Entry-level abilities in reading, writing, and mathematics are required to enroll in credit courses.

Students who need additional help to meet required entry-level skills, certain course prerequisites, or high school curricular requirements will be recommended to enroll in courses to develop these skills before enrolling in higher-level courses.

It is important for you to meet with an academic advisor to establish a Student Academic Plan (SAP). Returning students who are familiar with their degree requirements and those not seeking a degree or certificate do not need to consult with an advisor. Students are responsible for following their selected degree program requirements.

Students are also encouraged to work with their faculty advisor in the academic discipline of their degree choice. A faculty advisor can help ensure that major specific educational objectives are met efficiently. If you have questions on course selection, entry-level skills required, or general academic information contact Office of Academic Advising at www.occc.edu/acs or call (405) 682-7535

Academic Forgiveness Appeals Committee

This committee reviews student petitions for the Reprieve and the Renewal options of Academic Forgiveness. Students may file appeals or petitions in the Office of Records and Graduation Services.

Admission

Oklahoma City Community College provides educational opportunities for a diverse student population. To this end, the College has an open

door admissions policy that makes its programs available to as many students as possible.

Educational Program Fees

Books and Supplies

Most courses have required books and supplies. As an estimate, budget \$150 per course for books and supplies.

Oklahoma Residents:

Resident Tuition ... \$82.55 per credit hour

This is the cost of tuition set forth by the Oklahoma State Regents for Higher Education.

Student Activity Fee ... \$7.15 per credit hour

This fee covers the costs associated with Commencement, diplomas, student I.D. cards, parking permits, parking lots, intramural sports, recreation equipment, and the student newspaper. In addition, various student activities are available through the Office of Student Life. The student activity fee funds these activities and all students are encouraged to participate. Activities include musical entertainment, a film series, family events and lecture series. Monthly activity calendars are available in the Office of Student Life, located in the Main Building.

Facility Use Fee ... \$10.30 per credit hour

The funds generated by this fee go toward paying the debt service on the Science, Engineering & Math Center, the Health Professions Center, the Visual & Performing Arts Center, and the Performing Arts Center. It also supports the maintenance and upkeep of the college facilities, grounds, and parking lots.

Student Technology Fee ... \$5.00 per credit hour

Maintenance and system upgrade of the College computers along with current software programs are provided with this fee. All of the various labs and classrooms are being equipped with the necessary technology to assist students in the learning process.

Assessment Fee ... \$1.00 per credit hour

The Oklahoma State Regents for Higher Education requires entry level, midlevel, satisfaction and outcomes assessments for students. In addition, this fee supports the cost of the placement tests for entering students.

Library Fee ... \$2.00 per credit hour

This fee covers the cost of maintaining current editions of needed books, along with an up-to-date video and audio section to assist students in their learning process.

Total ... \$108.00 per credit hour

Oklahoma Non-Residents:

- Resident Tuition ... \$82.55 per credit hour
- Non-Resident Tuition ... \$167.80 per credit hour
- Student Activity Fee ... \$7.15 per credit hour
- Facility Use Fee ... \$10.30 per credit hour
- Student Technology Fee ... \$5.00 per credit hour
- Assessment Fee ... \$1.00 per credit hour
- Library Fee ... \$2.00 per credit hour

Total ... \$275.80 per credit hour

Special Fees and Additional Fees

Many services are included in the enrollment fee, the student activity fee and the facility use fee. Exceptions are:

On-campus Exam/Advanced Standing Fee ... \$5.00 per credit hour

Applied Music Lessons Fee ... \$50.00 per credit hour

Private music lessons for credit are designed for degree-seeking students; these degree-seeking students must pay tuition, educational program fees, and this applied music lessons fee.

Non-Credit Music Lessons Fee ... \$180.00 per course

Non-credit private music lessons are designed for students who are seeking self enrichment.

American College Testing (Local/Residual) ... \$35.00

CLEP Examinations ... \$70.00

New Student Application/Records Processing Fee ... \$25.00

International Student Status Maintenance Fee

Fall/Spring ... \$15.00 per semester

Summer ... \$10.00 per semester

This fee will be charged to international students to cover costs of processing immigration documents and monitoring student enrollments in compliance with Citizenship and Immigration Services (CIS) regulations.

Electronic Media Fee ... \$12.00 per credit hour

This fee is charged to online, web-enhanced and telecourse students to offset the cost of offering this type of instruction.

Cooperative Alliance Administrative Fee ... \$8.00 per credit hour

This fee covers recording and transcription costs for Cooperative Alliance Credit. Students eligible to receive Cooperative Alliance Credit are those who are attending Francis Tuttle Technology Center, Moore Norman Technology Center, Mid-America Technology Center and Metro Technology Center in a Cooperative Alliance Program. Eligibility is determined by the Guidelines for Approval of Cooperative Agreements Vocational-Technical Schools and Colleges established by the Oklahoma State Regents for Higher Education.

Science Lab Fee ... \$15.00 per course

Child Development Lab Fee ... \$5.00 per credit hour

Supplemental Fees

Authorization has been given by the Oklahoma State Regents for Higher Education to charge supplemental fees in addition to the educational program fees for courses in two programs:

Remedial (Zero-Level) Courses ... \$13.00 per credit hour

The Oklahoma State Regents for Higher Education have endorsed an additional fee per credit hour for the developmental educational courses at all Oklahoma colleges and universities.

Fees Are Subject to Change

In the event that the Oklahoma State Regents For Higher Education authorize a fee change, students will be assessed accordingly.

Fees for Auditing a Course

Students taking credit courses for no grade will pay the same enrollment fees and tuition as regular credit students. Students age 65 and older who audit a course may request to have the enrollment fee waived.

Fee Payment

Students at Oklahoma City Community College will be charged tuition and fees for all classes in which they are enrolled as of the fee due date for the semester. Fee due dates are listed in the College Class Schedule and the College Catalog. Students who pay on their date of enrollment or by the fee due date for the semester will pay tuition and fees only. Students who choose to make monthly payments will be assessed a finance charge. Students enrolling after the initial due date must pay in full at the time of enrollment or go to the Bursar's Office to find out the minimum payment due.

STUDENTS WILL NOT BE CANCELLED FROM CURRENT CLASSES DUE TO NON-PAYMENT OF CURRENT TUITION AND FEES BY THE FEE DUE DATE.

Instead, students will be automatically billed on a monthly basis for all tuition and fees due (see below). Students should withdraw from any classes in which they do not wish to be enrolled prior to the due date (first day of term) in order to avoid finance charges. Students will receive a refund only for classes from which they withdraw prior to or during the official refund period. See the academic calendar for exact withdrawal dates.

In compliance with the College's fee payment policy, students WILL be canceled from any future enrollments if they have not paid in full by the final payment due date for the semester. A Bursar hold will be placed upon records and enrollment activity.

Oklahoma City Community College does use the services of a collection agency for all past due accounts that remain unpaid after the end of the semester. Oklahoma City Community College also participates in the State of Oklahoma's Warrant Intercept Program, authorized by House Bill No. 1314 of the State of Oklahoma in 1983. The Intercept System allows a state agency to take a debtor's tax refund and apply it to their indebtedness which may result in collection of debt many years in the future.

Fee Payment Options

Students may choose to pay their tuition and fees prior to the beginning of the semester or by making monthly payments.

OPTION 1: Pay Fees by Due Date

Students may pay their tuition and fees prior to the beginning of the semester (see published fee due date) by the published fee due date,

or on their date of enrollment, and incur no finance charges. Students enrolling after the beginning of the semester may pay their tuition and fees on their date of enrollment or go to the Bursar's Office to find out the minimum payment due.

OPTION 2: Make Monthly Payments*

Students may choose to pay their fees on a monthly basis. Monthly payments will include a 2% finance charge on the outstanding balance. A Late Payment Charge of \$20 will be applied to any payment not received by the 5th of each month. Payment in full will be required by the last monthly billing date for the semester.

In compliance with the College's fee payment policy, students WILL be canceled from any future enrollments if they have not paid in full by the final payment due date for the semester. A Bursar hold will be placed upon records and enrollment activity.

Oklahoma City Community College does use the services of a collection agency for all accounts that remain unpaid after the end of the semester. Oklahoma City Community College also participates in the State of Oklahoma's Warrant Intercept Program, authorized by House Bill No. 1314 of the State of Oklahoma in 1983. The Intercept Program allows a state agency to take a debtor's tax refund and apply it to their indebtedness which may result in collection of debt many years in the future.

*Students choosing to pay tuition and fees on a monthly basis are required to comply with the payment schedule in order to enroll, or remain enrolled, in any future semesters.

Enrollment

Students who have already been admitted to the College have two options for enrolling in courses:

- Enroll on campus
- Enroll using the OCCC web site at mineonline.occc.edu.

Auditing a Course

Auditing gives students the opportunity to participate in a course without concern for credits or grades. Students can also re-take a course in which they have already earned credit. To audit a course, a student must meet all eligibility requirements for admission to the institution. A student may audit only those courses in which they have met all prerequisites. Audit enrollment guidelines are as follows: A student must indicate during their initial enrollment that they intend to "audit" a course.

Standard credit hour fees will be assessed for audited courses. A grade of "AU" will be posted on the official college transcript for each course audited (see Grading System).

Course Withdrawal/Schedule Adjustment

Students adjusting their schedules or completely withdrawing from all classes during the first two weeks of a sixteen-week class or the first week of a four-, five-, six-, or eight-week class will be charged 100% fees for any classes added and will receive a 100% refund of tuition and fees for any dropped courses. Finance and late charges accrued will not be reduced. To withdraw from a class, a student must complete and submit an add/drop form in the Office of Records and Graduation Services or withdraw on the college web site at mineonline.occc.edu.

NO REFUNDS WILL BE MADE AFTER THIS PERIOD EXCEPT AS STIPULATED FOR ENROLLMENT OF TITLE IV RECIPIENTS.

See academic calendar for exact withdraw dates.

All refunds for credit students, including financial aid, will be processed in accordance with preferences selected using your OCCC

debit card at www.occcdebitcard.com. Payments made by credit card will be refunded to the credit card.

Students may still withdraw from classes after the add/drop period but will receive no refund and will be billed for any outstanding payment due. Students may withdraw without refund any time prior to the fourth quarter of a semester (through the twelfth week of a sixteen-week semester or the sixth week of an eight-week semester). Officially withdrawing from a course will not negatively affect academic standing with respect to the College's Academic Retention Policy. However, withdrawals processed after the add/drop period may adversely affect financial aid status.

NO REFUNDS WILL BE AWARDED FOR WITHDRAWALS AFTER THE ADD/DROP PERIOD.

Emergency Drop/Late Withdrawal

Students may petition to withdraw after the add/drop or withdrawal deadline if an emergency situation exists. An emergency is defined as an extraordinary and unforeseen event (such as an illness requiring hospitalization, work transfer to another state) that occurred after the add/drop or withdrawal deadline and/or prevented the student from withdrawing by the deadline. To be considered for an Emergency Drop/Late Withdrawal the student must submit a written appeal (forms available in the Office of Records and Graduation Services) along with support documentation to the Office of Records and Graduation Services. The appeal will be reviewed by a committee and the committee's decision will be final. The appeal must be filed within 90 days of the end of the semester in question.

Late Enrollment

At Oklahoma City Community College students may, under certain circumstances, enroll late in classes. Any enrollment, which occurs after the first class meeting of a semester is considered to be a late enrollment. Students who must enroll late may contact the Office of Academic Advising for late enrollment conditions, procedures, and timelines.

Enrollment prior to the beginning of classes is essential to afford the student the best chance of success. Students who enroll late are responsible for any coursework missed. It is critical that, prior to the next class meeting, the student contact the instructor to obtain information on the attendance policy and coursework missed.

In-State Tuition Requirements

An initial determination, based upon information provided on the student's application for admission, will be made as to whether a student qualifies for Oklahoma resident status. This determination will be based on the policies of the Oklahoma State Regents for Higher Education. Students who wish to petition for a change in their residence classification must submit a Petition for In-State Tuition Classification along with all appropriate support documentation to the Office of Recruitment and Admissions. For additional information regarding in-state/out-of-state tuition status and reclassification forms, contact the Office of Recruitment and Admissions.

Recruitment and Admissions

Future students can access information about the college and its programs through the Office of Recruitment and Admissions. Services provided by this office include campus tours, community and high school outreach, information sessions, international services, scholarship programs, and corporate recruiting. For more information, please visit our web site at www.occc.edu

. To receive more information by mail, or to arrange a campus tour, please call (405) 682-OCCC (6222) or e-mail

admissions@occc.edu

I. Recent High School Graduates or GED Recipients

Graduates from an Accredited School

Applicants who (a) are graduates of an accredited high school or have achieved a high school equivalency certificate based on the GED test (GED recipient's high school class must have graduated), (b) have participated in the American College Testing Program (ACT), the Scholastic Aptitude Testing Program (SAT) or a similar acceptable battery of tests, and (c) meet high school curricular requirements, are eligible for admission to Oklahoma City Community College.

High school curricular requirements:

4 units English (grammar, composition, literature)
 3 units Lab Science (from biology, chemistry or physics)
 3 units Mathematics (from algebra, geometry, trigonometry, math analysis, calculus, or advanced placement statistics)
 3 units History and Citizenship Skills (including one unit of American History and two additional from economics, geography, government or non-western culture)
 2 additional units from subjects previously listed or from computer science, foreign language, or any advanced placement course except applied courses in fine arts

15 Total Required Units

In addition to the above requirements, the following subjects are recommended for college preparation:

2 additional units: Fine Arts-music, art, drama; Speech
 1 additional unit: Lab Science (as described above)
 1 additional unit: Mathematics (as described above)

4 Total Recommended Units

Recent high school graduates (or GED recipients) who are admitted into an AA or AS degree program without having met high school curricular requirements must remediate any basic academic skill deficiencies within their first 24 credit hours of college level work. If deficiencies have not been remediated, by that time all subsequent enrollments will be restricted to deficiency removal courses until the deficiencies are met. ALL students must remove curricular deficiencies in a discipline area before taking college level work in that discipline. Students may remediate deficiencies through prescribed coursework or testing. Courses used to remediate a deficiency may not be used toward meeting degree requirements. Further information is available in the Office of Academic Advising.

Graduates from Home Study or Unaccredited High Schools

Applicants who are graduates of an unaccredited or home study high school program and who have participated in the ACT or the SAT are eligible for admission if their high school class has graduated. Students admitted under this category must meet high school curricular requirements as specified under the Regular Admission Policy.

II. Adult Students

Applicants who are 21 years of age or older or who are on active military duty may be admitted upon completion of academic skills assessment by the College (high school degree not required).

Applicants who are not yet 21, who did not graduate from high school (their high school class has already graduated), and who may or may not have participated in the ACT, the SAT or the College assessment test, are eligible for admission. Students admitted under this category

must meet high school curricular requirements as specified under the Regular Admission Policy.

III. Transfer Students

Students transferring from another accredited college who are in good standing and have met all curricular requirements are eligible for admission to Oklahoma City Community College. Transfer students who do not meet curricular requirements must make up deficiencies within their first 12 credit hours of college level work. Information on remediating deficiencies is available in the Office of Academic Advising.

Students who have been placed on academic probation or suspension by their previous college or who do not meet Oklahoma City Community College retention standards may be admitted on probation. Official transcripts from all colleges attended must be submitted prior to admission.

Students transferring from an unaccredited college may also be admitted. Such transfer credit will generally qualify the student to take Advanced Standing examinations in specific subject areas to validate their knowledge.

Evaluation of Transfer Credit Earned

All coursework previously completed at a regionally accredited institution of higher education will be accepted as transfer credit, although not all credit will necessarily apply toward program requirements. Courses with grades of "D" may not meet degree or course prerequisite requirements.

Credit for courses from institutions not using a traditional semester academic calendar will be converted to semester hour credits. Grade points earned at institutions using any method other than the traditional 4.0 system will be converted to the 4.0 system.

An analysis of transfer credit will be performed for students who are currently enrolled. Students must have official copies of transcripts from all colleges attended on file in the Office of Records and Graduation Services. Once these documents have been submitted, they become a permanent part of the student's record at Oklahoma City Community College. They will not be returned, reissued, or copied for distribution. Transcripts from other institutions, if needed, must be obtained directly from the institution where they were originally issued.

It is the student's responsibility to furnish additional information to the College, if needed, to evaluate transfer credit, i.e., course descriptions, catalogs or syllabi.

IV. International Students

Students who are citizens of countries other than the United States and who have completed their secondary education or its equivalent may be eligible for admission to the college. Certain educational, financial, and immigration documents are required, as well as proof of minimum proficiency in English. Students may apply for admission to the fall, spring, and summer semesters. For detailed eligibility and admission information, contact the Office of Recruitment and Admissions.

V. Students for Whom English is a Second Language

Students for whom English is a second language are required to present evidence of proficiency in English in one of the following ways prior to admission to credit classes. This requirement ensures that students have a reasonable chance to succeed based upon their ability to comprehend, read, and write the English language.

Standardized Testing

Proficiency in English may be determined by the student's score on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). A minimum score of 500 on the Institutional paperbased TOEFL (offered at Oklahoma City Community College), a minimum score of 173 on the international computer-based TOEFL or a minimum score of 61 on the TOEFL iBT is required for admission. A minimum score of 6.0 on the IELTS is required for admission.

Intensive English Program (IEP)

Students whose TOEFL scores are below the minimum required for admission but within a range of 460 to 499 on the Institutional TOEFL, 140 to 172 on the International TOEFL, 48 to 60 on the International TOEFL iBT or 5.0 to 5.9 on the IELTS may be eligible for provisional admission. The College offers the Academic Bridge Program for students in this category. The Academic Bridge Program is a full-time schedule of English as a Second Language (ESL) courses at the advanced level. The program is available in the fall and spring semesters. Students who successfully complete the Academic Bridge Program become eligible for full admission to the College without having to retake the TOEFL or IELTS. More information about English as a Second Language (ESL) at Oklahoma City Community College can be found under the "Special Academic Programs" section of this catalog.

High School Performance

Students who have successfully completed the high school core requirements or graduated from high school where English is the primary teaching language in a country where English is the primary language and demonstrates competency through the Remediation and Removal of High School Curricular Deficiencies Policy may be admitted.

Transfer Students

Students who are non-native speakers of English must meet the same standards as new students or have successfully completed a minimum of 24 college level semester hours at a college or university where English is the primary language and that is recognized by professional organizations in the U.S. involved in admissions and international education.

VI. Concurrently Enrolled High School Student

High school juniors and seniors meeting the requirements listed below may be admitted provisionally. Students must meet the required ACT test score in science, math or English to enroll in coursework in the corresponding college subject area. Students must meet the required ACT test score in reading to enroll in any other collegiate course. Please contact the Office of Recruitment and Admissions for the current, required ACT scores.

Graduating Seniors

Graduating seniors who are enrolled at an accredited high school and who have achieved a composite ACT score at or above the 42nd percentile using Oklahoma norms (19 or above) or an equivalent SAT score may be admitted provisionally. Students scoring below a 19 composite on the ACT may use a high school grade point average of 3.0 or above for admission purposes. In accordance with state policy, senior students will have their college tuition waived for up to 6 credit hours per semester of concurrent enrollment. (A student is considered to be a senior during the summer after their junior year.)

Juniors

Juniors who are enrolled at an accredited high school and who have achieved a composite ACT score at or above the 58th percentile using

Oklahoma norms (21 or above), or who have achieved a combined verbal and mathematical score on the SAT at or above the 58th percentile using national norms, may be admitted provisionally. Students scoring below a 21 composite on the ACT may use a high school grade point average of 3.5 or above for admissions purposes. (A student is considered to be a junior during the summer after their sophomore year.)

Home Study

Home study students or students from unaccredited high schools who are 17 years of age or older and who have achieved a composite ACT score at or above the 42nd percentile using Oklahoma norms (19 or above) or an equivalent SAT may be admitted provisionally.

Home study students or students from unaccredited high schools who are 16 years of age and who have achieved a composite ACT score at or above the 58th percentile using Oklahoma norms (21 or above), or who have achieved a combined verbal and mathematical score on the SAT at or above the 58th percentile using national norms, may be admitted provisionally.

A concurrently enrolled student may enroll in a combined number of high school and college hours not to exceed a full-time college workload of 19 semester credit-hours per semester. Students wishing to exceed this limit may petition to the Registrar.

VII. Non-Degree Seeking Students (9 Hour Maximum)

Students who wish to enroll in courses without intending to pursue a degree may be admitted provisionally, providing they are in good academic standing, and enroll in up to nine credit hours without submitting all official academic credentials at the time of admission. However, credentials and/or assessment testing may be required prior to actual enrollment in order to establish curricular proficiency or the presence of a course prerequisite. Upon completion of nine hours, the student will be required to submit official credentials and meet formal admission or transfer criteria prior to any further enrollment.

VIII. Opportunity Admission

Applicants who have not yet graduated from high school and whose ACT score is at the 99th percentile (Oklahoma norms) may be eligible for admission.

Submission of Academic Credentials

Recent high school graduates are required to submit official and complete high school transcripts and ACT or SAT scores (if either test has been completed). College transfer students are required to submit official and complete college transcripts and other available credentials during the admission process. Failure to list all previously attended colleges or the submission of false information is grounds for denial of admission or immediate suspension.

All credentials submitted become the property of Oklahoma City Community College and a part of the student's academic record. They will not be returned or released. Students wishing to obtain such documents must contact the original issuing institution.

Evaluation of Academic Preparation

All credentials submitted during the application process will be evaluated during the admission process. Students may be required to take a college assessment test to determine a proficiency level in English, reading, mathematics, and science. This test is not an admissions test but rather a placement instrument used to foster the academic success of students enrolling at Oklahoma City Community College.

Non-Credit Classes

Non-credit classes may be used to explore new fields of study, to increase proficiency in a particular profession or for personal enrichment. These courses are primarily designed to meet educational needs in the community which are not met by the formal degree and certificate programs. Non-credit classes do not apply toward an associate degree and certificate programs. Students enrolled exclusively in non-credit classes are not required to apply for regular admission to the college.

Special Admission Procedures: Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Speech-Language Pathology Assistant, Surgical Technology, Diagnostic Medical Sonography, and Respiratory Care Programs

Certain programs are restricted to a limited number of students and have a special admission and enrollment procedures. These programs currently include: Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Speech-Language Pathology Assistant, Surgical Technology, Diagnostic Medical Sonography, and Respiratory Care. Each program has a special application which lists program requirements, selection criteria, and specific application deadlines. Special applications are available for these programs and must be completed and submitted by the deadlines listed on the individual application form. Only completed applications will be accepted. Applications are accepted for fall and spring program entries into the Traditional Nursing Program, for Fall entry into the The Nursing Career Ladder Pathway (LPN to RN), and for Summer entry into the Baccalaureate to RN Program. Occupational Therapy Assistant, Physical Therapist Assistant, and Surgical Technology programs accept applications for the fall semester only. Diagnostic Medical Sonography is a 15 month program. New students are accepted into the program during the fall and the spring semesters. Respiratory Care applications for the full-time option are accepted for the fall, with applications for the part-time option accepted for fall, spring, and summer semesters.

Classes will be selected from eligible applicants and ranked according to program preference points and GPA according to program requirements. See specific applications for detailed information. Remaining applicants will be placed on an alternate list.

Special admission procedures exist regarding advanced placement, admission of licensed LPN applicants for the nursing program, transfer of credit from other schools and re-enrollment for students previously admitted into the program. Specific information regarding the procedures and eligibility for licensing can be found in the "Curriculum" section of this catalog. For application forms, contact the Office of Records and Graduation Services.

* An OSBI background investigation including sex offender information will be required of all students applying for special admission programs

Refunds for Credit Courses

Complete Withdrawal of Students Who Are Title IV Recipients

Recipients of Federal Title IV student financial assistance funds (Pell Grants, SEOG, Federal Direct Stafford and Plus Loans) who completely withdraw from the College during a semester may be required to repay a portion of the funds that are determined to be unearned. The calculation of earned vs. unearned funds is based directly on the portion of the semester the student attended before totally withdrawing. This calculation is not related to the College's

tuition refund policy. It is in addition to the College's Refund policy and is required by Federal Title IV regulations.

Financial Aid Applicants

Students who apply for Federal Student Aid, and are awarded by the published tuition/fee due date and who maintain financial aid eligibility will have their tuition deducted from their financial aid.

Students who are not awarded by the published fee due date and have not paid their tuition will automatically be billed on a monthly basis, and incur finance and late charges consistent with College policy. When federal aid is awarded and applied to their account, finance and late charges will be reduced as appropriate and any remaining balance due may be paid by assistance credited to the student's account. Credit balances will be processed in accordance with preferences selected using your OCCC debit card at www.occcdebitcard.com. Payments made by credit card will be refunded to the credit card. Balances due after financial assistance is applied are the responsibility of the student.

Students who are awarded state, College and/or federal aid insufficient to cover their charges in full are responsible for the remaining balance due after their award(s) are credited to their account. They will be billed monthly and incur appropriate finance and late charges calculated on the remaining balance. Students must withdraw from any classes in which they no longer wish to remain enrolled prior to the tuition/fees due date in order to avoid billing, finance charges, and the potential posting of failing grades.

STUDENTS WILL NOT BE DROPPED FROM CURRENT CLASSES FOR NON-PAYMENT OF CURRENT TUITION/ FEES.

Students who withdraw from classes during the official refund period will be refunded for tuition/fees they may have paid. All refunds for credit students, including financial aid, will be processed in accordance with preferences selected using your OCCC debit card at www.occcdebitcard.com. Payments made by credit card will be refunded to the credit card.

Non-Credit Professional Development Institute Classes

Participants enrolled in non-credit professional development institute classes, workshops, seminars or other activities offered by who officially withdraw before the scheduled starting time will receive a 100% refund. To officially withdraw, students must contact Professional Development Institute at (405) 682-7562. Participants who fail to officially withdraw will be billed.

Non-Credit Recreation and Fitness Classes

Full refunds will be granted to non-credit Recreation and Fitness students who officially withdraw prior to the first class meeting. No refunds will be provided once the class has begun, unless the class is canceled. To officially withdraw, a non-credit student must contact the Office of Recreation and Fitness at (405) 682-7860, or they will be billed for the class.

Refunds for Schedule Changes or Complete Withdrawals

If you choose to make changes to your schedule or completely withdraw from all your classes during the first two weeks of a 16-week class, OR the first week of a four, six or eight-week class, you will not be charged for your changes and will receive a refund of tuition/fees only. Finance and Late Charges accrued will not be reduced. See the academic calendar for exact withdrawal dates.

All refunds for credit students, including financial aid, will be processed in accordance with preferences selected using your OCCC

debit card at www.occcdebitcard.com. Payments made by credit card will be refunded to the credit card.

No refunds will be made after this period except as stipulated for first-time enrollment of Federal Title IV recipients. If you are receiving student financial assistance funds (Pell Grants, SEOG, Direct Stafford and Plus Loans) and completely withdraw from the College during a semester, you may be required to repay a portion of the funds that are determined to be “unearned.”

The calculation of earned vs. unearned funds is based directly on the portion of the semester you attended before totally withdrawing. This calculation is not related to the College’s tuition refund policy. It is in addition to the College’s Refund policy and is required by Federal Title IV regulations.

Schedule Changes / Withdrawals

Students adjusting their schedules or completely withdrawing from all classes during the first two weeks of a 16-week class or the first week of a four-, five-, six- or eight-week class will be charged 100% fees for any courses added and will receive a 100% refund of tuition and fees for any courses dropped. Finance and Late Charges accrued will not be reduced. See academic calendar for dates. No refunds will be made after this period except as stipulated for enrollment of Title IV recipients. See academic calendar for exact withdrawal dates.

Testing and Assessment

Test Center

The Test Center provides course-related, standardized and assessment testing in a secure and comfortable state of the art environment. The Test Center hours of operation offer students convenience and flexibility. For more information, contact Testing and Assessment Services at (405) 682-7531 or go to www.occc.edu/acs/TestingCenter.

ACT Testing

Oklahoma City Community College is an ACT Assessment Test Center and administers the test on a regularly scheduled basis with results available the same day. Residual testing is available to students planning to enroll at Oklahoma City Community College. Students considering other colleges must test on a national test date or residually at the school they plan to attend. Residual test scores cannot be transferred from one college to another. National testing information and information about residual test schedules are available in the Testing and Assessment Services office. For more information call Testing and Assessment Services (405) 682-7531 or go to www.occc.edu/acs/assessment.

GED Classes and Testing

Oklahoma City Community College offers Adult Basic Education (ABE)/General Educational Development (GED) classes and GED testing. Individuals interested in taking classes to prepare for the GED test should contact the Office of Community Outreach and Education 682-7873 for enrollment information. Assessment is required prior to enrollment in ABE and GED classes. Individuals who are ready to take the GED test may contact Testing and Assessment Services to complete registration and payment. Proper photo identification, proof of age and proof of residency are required to apply for testing. Registration and scheduling for the GED are completed in the Office of Testing and Assessment. For information on test dates, fees and test registration, contact Testing and Assessment Services at (405) 682-7531 or go to www.occc.edu/acs/assessment.

Test of English as a Foreign Language (TOEFL)

The Test of English as a Foreign Language (TOEFL) is an examination designed to assess how well students for whom English is a second language read, write, and understand English. This test may be used to determine admission status to a college. The TOEFL is available under two separate programs: the International Testing Program and the Institutional Testing Program. Oklahoma City Community College offers only the Institutional Test, which is designed for students seeking admission to this College. The scores cannot be transferred to another college. If students are unsure about their college plans or would like scores sent to another college, they should take the International Testing Program. Registration information for the International tests is available at <http://www.toefl.org>. For registration and fee information for the Institutional TOEFL and a list of current test dates, contact Testing and Assessment Services at (405) 682-7531 or go to www.occc.edu/acs/assessment.

FINANCIAL AID AND VETERAN

Oklahoma City Community College pledges to assist students and families who may need help in meeting the cost of attending college. Federal formulas for determining a family’s ability to finance college expenses are applied to a wide range of factors, focusing primarily on the income and assets of the student’s family, family size, and number of individuals attending college when a family files the Free Application for Federal Student Aid (FAFSA).

Mission

The mission of Student Financial Support Services (Financial Aid and Veterans Services) is to provide financial assistance for Oklahoma City Community College students enabling access to educational opportunity and in support of persistence toward successful completion of their educational goals. Financial aid information and advisement is provided to assist students in identifying resources to effectively meet college expenses. All Students should apply for financial assistance by filing the Free Application for Federal Student Aid (FAFSA) in order to access assistance they may be eligible for.

Financial assistance consists of grants, loans, tuition waivers, scholarships, and work. Assistance offers vary depending on the amount of financial need. In determining need, the College must first consider all financial support expected from the income, assets, and other resources of the student’s family.

Financial assistance is available to degree-seeking students and students seeking certain certificates of mastery from Oklahoma City Community College. Students auditing coursework, taking non-credit classes, enrolling in college classes while still in high school, or merely taking classes, but not pursuing a degree or certificate from OCCC are not eligible for Federal Title IV Student Financial Assistance Programs. Visit the Financial Aid Office web page at www.occc.edu/financialaid for complete information about financial aid.

Basic Eligibility

Eligibility for Federal Student Aid is determined by the household size, income, assets and other information reported in the Free Application for Federal Student Aid (FAFSA). The outcome of the FAFSA analysis

is the Expected Family Contribution (EFC), which is a measure of your family's ability to pay for college. Other eligibility criteria include being a U.S. citizen or eligible noncitizen, i.e., a permanent resident, completion of a high school diploma, or GED, admitted to the College to pursue an eligible program of study, enrollment status, and academic progress.

Eligible programs at Oklahoma City Community College include associate degrees and one-year certificate programs (30 credit hours). Certificate programs of at least 16 credit hours may also be eligible if all courses in the program apply to the same associate degree program at OCCC.

Students applying for and receiving financial aid must be making satisfactory academic progress based on federal regulations. Your academic history at Oklahoma City Community College and other post-secondary programs will be evaluated in determining satisfactory academic progress. You must submit requested academic transcripts from all schools attended to the College Records Office.

Students are expected to read and understand the basic rules that apply to the application and receipt of financial aid including, Verification of FAFSA data requirements, Satisfactory Academic Progress, Attendance, Return of Federal Student Aid Funds, payment procedures, and rights and responsibilities for students borrowing and repaying Federal Direct Loans.

Financial Aid Advisors are available to assist you with understanding your eligibility.

Cost of Attendance

Cost of attendance includes Direct Cost and Indirect Cost.

Direct Cost include Tuition and fees that are paid to the College. Books are also direct cost, but these cost can be reduced by bargain shopping or purchasing used books. Many OCCC students receive enough financial aid grant funds to cover their entire Direct Cost for tuition, fees and books.

Indirect Cost are **not** paid to the College and can be controlled with frugal spending and budgeting your living and transportation expenses.

Full Time Dependent Student	Amount
Tuition/Fees - Direct Cost	\$2,592
Books/Supplies - Direct Cost	\$1,600
Room/Board - Indirect Cost	\$2,714
Transportation - Indirect Cost	\$2,400
Personal/Miscellaneous - Indirect Cost	\$1,290
	\$10,596

Full Time Independent Student	Amount
Tuition/Fees - Direct Cost	\$2,592
Books/Supplies - Direct Cost	\$1,600
Room/Board - Indirect Cost	\$8,258
Transportation - Indirect Cost	\$2,400
Personal/Miscellaneous - Indirect Cost	\$1,290

Full Time Independent Student	Amount
	\$16,140

Part Time Dependent Student	Amount
Tuition/Fees - Direct Cost	\$1,296
Books/Supplies - Direct Cost	\$800
Room/Board - Indirect Cost	\$2,714
Transportation - Indirect Cost	\$2,400
Personal/Miscellaneous - Indirect Cost	\$1,290
	\$8,500

Part Time Independent Student	Amount
Tuition/Fees - Direct Cost	\$1,296
Books/Supplies - Direct Cost	\$800
Room/Board - Indirect Cost	\$8,258
Transportation - Indirect Cost	\$2,400
Personal/Miscellaneous - Indirect Cost	\$1,290
	\$14,044

Full Time Non Resident Dependent Student	Amount
Tuition/Fees - Direct Cost	\$6,619
Books/Supplies - Direct Cost	\$1,600
Room/Board - Indirect Cost	\$2,714
Transportation - Indirect Cost	\$2,400
Personal/Miscellaneous - Indirect Cost	\$1,290
	\$14,623

Full Time Non Resident Independent Student	Amount
Tuition/Fees - Direct Cost	\$6,619
Books/Supplies - Direct Cost	\$1,600
Room/Board - Indirect Cost	\$8,258
Transportation - Indirect Cost	\$2,400
Personal/Miscellaneous - Indirect Cost	\$1,290
	\$20,167

Part Time Non Resident Dependent Student	Amount
Tuition/Fees - Direct Cost	\$3,310
Books/Supplies - Direct Cost	\$800
Room/Board - Indirect Cost	\$2,714
Transportation - Indirect Cost	\$2,400
Personal/Miscellaneous - Indirect Cost	\$1,290
	\$10,514

Part Time Non Resident Independent Student	Amount
Tuition/Fees - Direct Cost	\$3,310
Books/Supplies - Direct Cost	\$800
Room/Board - Indirect Cost	\$8,258
Transportation - Indirect Cost	\$2,400
Personal/Miscellaneous - Indirect Cost	\$1,290
	\$16,058

FEDERAL RETURN OF FUNDS REGULATIONS

Students Who Withdraw from all Courses in a Semester

Federal regulations require the OCCC Financial Aid Office to perform a calculation to determine the dollar amount of earned and unearned Federal student Aid funds for students who officially or unofficially withdraw from a semester. Any unearned funds must be returned to the appropriate Federal Student Aid program within 45 days of the determination that the student withdrew.

How to Withdraw from a Course at OCCC

Students may officially drop most courses online at www.occc.edu or totally withdraw from OCCC in person at Registration Services in the Main Building-first floor. Students needing further assistance may call 682-7512.

Total Withdrawal Before Completing 60% of the semester

If a student completely withdraws from all courses before completing 60% of the semester, a calculation is performed. For a 16-week semester, 60% is approximately 10 weeks.

Calculation of earned funds is based on the number of calendar days the student attends, according to the official OCCC record, and the number of calendar days in the semester. The percentage of time in attendance determines the amount of earned. The remaining percentage is unearned.

If the calculation determines that OCCC must return Federal Student Aid funds for institutional charges, including, tuition, fees, and any books or supplies charges to Federal Student Aid, OCCC will invoice the student for the returned funds.

If the calculation determines that the student must also return Federal Student Aid funds, OCCC will return the unearned portion owed by the student, and will invoice the student for the returned funds.

The student will be notified through their college email of the amount returned and the Federal Student Aid program(s) to which the funds were returned.

Student should check with the Financial Aid Office for the exact date of the 60% point each semester.

Calculation Example

- Student withdraws on day 54 in a 113-day semester (Sundays and breaks are not included in the count)
- 54 days/113 days=47.8% earned and the remaining amount 52.2% is unearned
- Student tuition and fees for the semester totals \$547.00
- Federal funds disbursed to the student for the semester
 - Subsidized Direct Loan \$ 1,312.00 Pell Grant \$ 1,562.00
 - Total Disbursed \$ 2,874.00 x 47.8% = \$1,374 unearned funds
 - \$2,874.00 disbursed - \$1,374.00 earned = \$1500.00 unearned

- OCCC must return the unearned percentage of charges \$547.00 x 52.2% = \$286.00 to the Direct Loan program
- The student must repay the unearned loan funds \$1,312.00 - \$286.00 = \$1,026
- The remaining unearned portion \$1,214.00 - \$1,026 = \$188.00 is Pell funds which are considered protected by Federal Student Aid Pell Grant rules. Students are not required to return unearned Pell funds less than 50% of the Pell disbursement.

The school and the student are required to return any unearned funds in the following order:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Direct Plus Loan
4. Federal Pell Grant
5. Federal SEOG

Students taking 8-week or 5-week courses semester(modules)

Students who are only taking 8-week or 5-week or a combination of such courses including Intersessions are considered a withdrawal if they do not complete all days scheduled to complete within the semester. Calculations vary from students who are in module courses. Please consult the Fact Sheet: Calculating Return of Funds for Students in Module Courses.

Students who fail to earn a passing grade in any course for the semester

When a student earns all 'F' or 'U' grades in a semester, OCCC is required to perform a Return of Federal Student Aid calculation based on the official OCCC record date of attendance when the student has all 'F' or 'U' grades. Students receiving a combination of failing grades (F,W,U,I) the latest official OCCC record date will be used as the last date the student was enrolled for the semester and will be used in the calculation to determine the percentage of earned funds.

Students who Fail to Begin Attendance

If a student fails to begin attendance and the academic department does not have a record of beginning attendance, OCCC is required to complete a Return of Funds calculation.

Beginning attendance for on-campus is defined as attending the first day.

Beginning attendance for online courses is defined as participating in discussions, asking or answering a question from the professor or otherwise be involved in an academic activity. Logging into the class is not sufficient to determine attendance.

For students receiving Federal Direct Stafford Loan funds and never beginning attendance in any course, OCCC is required to return all loan funds credited to the student's account and any payment made by the student or on behalf of the student for the semester, not to exceed the amount of the loan.

If a student begins attendance in some courses, but not all, the OCCC Financial Aid Office may be required to return Pell and Federal Direct Stafford Loan funds depending on the student's enrollment level.

If the student falls below half-time enrollment status prior to the close of the add/drop period, all loan funds will be returned to the Direct Loan Program and the Pell Grant amount will be reduced a payment will be made based on the new enrollment status.

Post-Withdrawal Disbursement

If a student whom OCCC has determined is eligible to receive Federal Student Aid funds withdraws from OCC after beginning attendance, the Financial Aid Office must determine the amount of Federal Student Aid grant or loan assistance earned by the student.

If the amount disbursed to the student is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement.

OCCC Financial Aid Office may apply the post-withdrawal disbursement to a student's account to cover institutional charges and other charges for which the student has submitted appropriate authorization, not to exceed \$200 for prior any year charges.

The student will receive a written notification of the availability of the post-withdrawal funds. For Federal Direct Stafford Loans the student or the parent for PLUS loans must respond within 14 calendar days to accept the loan funds.

Financial Assistance Programs

Oklahoma City Community College participates in the following Student Financial Aid Programs:

Federal Pell Grant

The Federal Pell Grant eligibility is based on financial need. The amount a student can receive depends on the Cost of Attendance, the enrollment status of full-time, part-time or less than half-time, and the student's Expected Family Contribution (EFC). Final payment amount each semester is based on actual enrollment credit hours a student has at the close of the census date for the 16-week semester or at the time the College receives the Student Aid Report (SAR) after the semester is underway. Students are paid once each semester (fall and spring). Students who have available funds may also be eligible for summer Pell. Students who have earned a Bachelor's degree are not eligible for a Federal Pell Grant at Oklahoma City Community College. Students must be pursuing an eligible certificate or degree program, maintain satisfactory academic progress, not owe a federal grant repayment, or be in default on any student loan. All Pell Grant recipients are now limited to 12 full-time equivalent semesters of Pell Grant funds. Apply online at:

www.fafsa.gov

Federal Supplemental Educational Opportunity Grant (SEOG)

The Federal SEOG eligibility is limited to students who have exceptional financial need, and must be awarded to Federal Pell Grant recipients who have the lowest Expected Family Contribution (EFC). The amount a student can receive depends on the student's need, the availability of SEOG funds, and the amount of other assistance the student is receiving. The usual offer to Oklahoma City Community College students is \$300 for the academic year. Due to limited funding, not all students receive SEOG. Funds are awarded on a first come, first serve basis. This program is also limited to students who have not yet earned a Bachelor's degree. Students are paid once each semester (fall, spring, summer). Students must be pursuing a certificate or degree in an eligible program, maintain satisfactory academic progress, not owe a federal grant repayment, or be in default on any student loan.

Federal Work-Study (FWS) Employment

Federal Work-Study is funded by the federal government and provides jobs for students who are eligible for need-based financial assistance. The amount of the offer depends on the availability of FWS funds, the student's need and the amount of assistance the student receives from other programs. Students are paid bi-weekly, and may work 10-20 hours per week. If remaining need exists and funds are available, the amount may be increased to allow a student to continue a job. The College provides a limited number of opportunities for students to work in community service jobs including reading and math tutoring. Interested students should contact the Financial Aid Office. Students must be pursuing a certificate or degree in an eligible program, maintain satisfactory academic progress, not owe a federal grant repayment, or be in default on any student loan.

Oklahoma Higher Learning Access Program (OHLAP): Oklahoma's Promise

OHLAP is a tuition scholarship program offered by the State of Oklahoma that pays tuition costs for eligible students. Students may apply for this program in the eighth grade, but must do so by the start of the tenth grade. Participants must meet specific program criteria to maintain eligibility while in high school. When the eligible student begins attending college, scholarship funds will be paid directly to the College for each semester, based on the enrolled credit hours.

Students must maintain their eligibility by meeting Regent's grade point average requirements and Federal Student Aid academic progress standards. Students who have a 2.00 CGPA at 60 college credits earned must then maintain a 2.50 CGPA each semester thereafter that they receive OHLAP. Students who receive additional types of student financial aid for tuition can receive a cash disbursement once OHLAP funds are paid to the College. OHLAP funds from the state are usually disbursed to the student's account each semester. Any credit balance on the account after all charges are paid will be available to the student as a refund.

Oklahoma Tuition Aid Grant (OTAG) Program

OTAG is a need-based grant program for Oklahoma residents who attend eligible colleges, universities and career technology centers in Oklahoma. Awards are approved for full-time or part-time undergraduates. A student must be an Oklahoma resident, meet financial need criteria and be making financial aid satisfactory academic progress, not be in default or owe a grant repayment and pursuing an eligible program. Eligibility is determined by the OTAG program, based on the information reported in the Free Application for Federal Student Aid (FAFSA). The OTAG deadline is March 1st. The Financial Aid Office must review and verify all eligibility criteria before final awards are made. Students must be enrolled in a minimum of six credit hours each semester. Part-time (6-11 credit hours) awards are a maximum of \$444 per semester. Full-time (12 or more credit hours) awards are a maximum of \$500 a semester. Students are paid once a semester. Students who are not Oklahoma residents should check with their home state education agency to determine if they are eligible for a grant from their home state.

Federal Direct Stafford Student Loan -Subsidized

The Federal Direct Subsidized Stafford Student Loan is a low-interest, need-based loan made to the student and guaranteed by the U.S. Department of Education. The annual interest rate is determined by

Congress. The student-borrower must begin repayment within six months after leaving school or after falling below six credit hours of enrollment status. A minimum enrollment of and attendance in six credit hours throughout the loan period is required. All borrowers must complete entrance counseling. When a student leaves the College or falls below six credit hours of enrollment status, the student must complete exit counseling.

Federal Direct Stafford Student Loan - Unsubsidized

The Federal Unsubsidized Direct Stafford Student Loan is a low interest, non-need based loan and guaranteed by the U.S. Department of Education. The federal government does not pay the interest on the loan while the student is in school or during other deferment periods. The student must begin repayment of interest within 60 days of final disbursement of funds for the loan period unless the Direct Loan Program agrees to allow interest to accrue.

The student-borrower must begin repayment within six months after leaving school or after falling below six credit hours of enrollment status. A minimum enrollment of and attendance in six credit hours throughout the loan period is required. All borrowers must complete entrance counseling. When a student leaves the College or falls below six credit hours of enrollment status, the student must complete exit counseling.

Federal Direct Parent Loan for Undergraduate Students (PLUS)

Federal Direct PLUS are for parent borrowers of dependent students. The Loan provides additional funds for educational expenses like Direct Stafford Loans. The annual interest rate is determined by Congress. Repayment of Federal Direct PLUS begins 60 days after receiving the last disbursement of the loan period or as agreed upon by the borrower and Direct Loan Program. A minimum enrollment of six credit hours is required of the student throughout each loan period. Parent eligibility for a Direct PLUS is based on the student's eligibility for Federal Student Aid and the parent meeting eligibility criteria. Amounts are based on cost of attendance minus all other resources expected for the student. Parents must not be in default on student loans or owe a repayment to federal grant programs. The same rules for disbursement, release of funds, and cancellation which apply to Direct Stafford Loans apply to Direct PLUS.

All Federal Student Loan Programs

Eligible students must have been awarded and completed all required paperwork to have their loans processed. All loans are paid in at least two disbursements, with the second disbursement after the midpoint of the loan payment period. If the first disbursement occurs after the midpoint of the loan period, the total amount may be sent in one disbursement. Loan refunds are scheduled to begin the week before each term. Once a semester is underway, loan refunds are usually available to students within 3 days after the Direct Loan Program transfers the funds to the College. Students may cancel their loan with a written request at any time during the loan process, including up to 14 days after loan funds are applied to the student's account. Students are notified by email when loan funds are applied to their account or when a loan or a portion of a loan is returned to the lender. Students must be pursuing a certificate or degree in an eligible program and meet the same eligibility criteria required for all other Federal Student Aid.

Student Loan interest rates and other important information is available online at:

www.studentloans.gov

Bureau of Indian Affairs (BIA) Tribal Grants

BIA tribal grants are administered by the individual tribes and the amounts are determined by each tribe. In most cases, a student must complete the Free Application for Federal Student Aid (FAFSA) and the education application provided by their tribe. Students are responsible for contacting their tribal agency to determine eligibility requirements and deadlines. Students should file the FAFSA and contact their tribe as early as possible before a semester. Funds are sent to the College Bursar Office each semester and applied to the student's account. Any credit balance is available to the student as a refund.

National Guard Tuition Waiver Program

The Oklahoma National Guard Tuition Waiver Program authorizes the waiver of tuition charges up to 18 credit hours each semester for students who are members of an Oklahoma National Guard Unit. National Guard members must complete the tuition waiver application form available from their unit. The Oklahoma National Guard submits a roster of eligible students to OCCC. The National Guard member must be attending a state-supported college or university and have not yet earned a bBachelor's degree. Benefits continue for six years from the date of the first application for the tuition waiver. The student must maintain a 2.00 Cumulative GPA each semester.

Veterans Education Benefits

Veterans Education Benefits are funded by the U.S. Department of Veterans Affairs. Applications are available online at: www.gibill.va.gov

. Assistance in completing the application and enrollment certification is available in the Veterans Services Office, located in the main building.

Veterans may also be eligible for Federal and State grants, so be sure to complete a FAFSA at: www.fafsa.gov

If you served on Active Duty, you might be eligible for education benefits offered by The Department of Veterans Affairs. For example, the Post-9/11 GI Bill provides financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after Sep 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

Veterans Education Benefits are paid directly to the student on a monthly basis. Chapter 33 benefits of tuition and fees are paid directly to the College and applied to the student's account. Chapter 33 students may also receive a book voucher. Students must be actively pursuing an eligible degree or certificate program and begin attendance in the courses for each semester.

If you are the spouse or child of a service member, you may be eligible for transfer of the service member's Post-9/11 GI Bill Benefits to you.

The Iraq and Afghanistan Service Grant is available to students whose parents or guardian died as a result of military service in Iraq or Afghanistan after 9/11/2001. Students must be under the age of 24 years old or enrolled in college at the time of death of the parent or guardian's to be eligible. The award amount will be equal to the maximum Pell Grant for that academic year.

Service Members Tuition Assistance

If you are currently serving in the military, you may be eligible for funding offered through the Department of Defense Tuition Assistance program. Check your eligibility status and the amount for which you qualify with your Service installation education office before enrolling.

If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the paygrades of E1-E5, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career.

Tuition Assistance is paid directly to the College and applied to the student's account.

Oklahoma City Community College Veterans Services Office, located in the Main Building adjacent to the Financial Aid Office, is the primary point of contact to assist veterans and service members and their family members with enrollment certification and referral to other available services at the College.

How Financial Aid is Awarded

Financial Aid is awarded based on federal eligibility regulations, available awards, and the applicant pool.

OCCC offers several financial aid programs, including:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Oklahoma Tuition Aid Grant (OTAG)
- OCCC Tuition Waiver Programs
- Oklahoma's Promise Scholarship (OHLAP)
- National Guard Tuition Waivers
- Federal Work Study (FWS)
- Federal Direct Stafford Subsidized Student Loan
- Federal Direct Stafford Unsubsidized Student Loan
- Federal Direct PLUS (Parent Loan)
- Veterans Administration Educational Benefits

Academic and Administrative divisions of the College also award tuition waivers, based on financial need and/or talent.

Most award programs available through the Financial Aid Office require you to file the Free Application for Federal Student Aid (FAFSA) annually to establish your Expected Family Contribution (EFC).

Initial award packaging for student assistance is based on full-time enrollment costs and may be adjusted when final enrollment status is determined for each semester at the close of the add/drop period.

The type of student loan available is based on Cost of Attendance, EFC, other financial assistance available to the applicant, and the applicant's dependency status (dependent or independent).

The Financial Aid Office awards FSEOG and need-based tuition waivers to applicants who have the lowest EFC.

Federal Work Study funds are awarded to all applicants based on the concept that earning wages is beneficial to all students; providing an opportunity to learn work skills and to help avoid excess loan debt.

The Financial Aid Office initially packages subsidized loans up to the eligible annual and aggregate loan limits.

Any remaining unmet cost may be met through unsubsidized loans within the annual/aggregate limits.

Students may request a review of their award package.

Decisions are made on a case-by-case basis.

Applicants are encouraged to use their ability to pay (EFC) and student work before requesting student loans.

The Financial Aid Office monitors student-borrowers' cumulative debt. Excess debt for community college students may result in adjustments to your award offer. Our office may reduce or may not certify any loan.

Cumulative debt includes debt incurred at all schools attended.

Need based amounts borrowed can not exceed the cost of attendance, less any other estimated financial assistance you receive, less your family's contribution (EFC).

Students, who are not making Satisfactory Academic Progress (SAP) and are on an approved probation status or have an approved Financial Aid Success Plan (FASP), may have their awards, including loans, adjusted based on required conditions of the approved individual plans.

In no instance may the amount you borrow along with any other estimated or actual financial assistance exceed your Cost of Attendance.

Academic year awards are disbursed in two equal amounts: fall/spring.

Student borrowers who are in the first academic year of their degree program and who have never borrowed a Federal Student Loan are considered first-time borrowers and are subject to a 30-day delay of disbursement. The initial loan disbursement will be scheduled at least 30 days after the beginning of the loan period.

Students receiving a one semester loan (Fall, Spring or Summer only) will have their loan disbursed in two equal payments. The second disbursement may not be made until the student reaches the calendar midpoint in the loan period between the first and last scheduled days of class.

Award packages must be adjusted throughout the year to avoid over awards of federal funds.

Revised award notifications are emailed to students. Your awards can be reviewed on MineOnline.

You must report all resources you receive to the Financial Aid Office as early as possible or you risk having to repay funds to a federal program. Additional resources may include but are not limited to: BIA Grants, Scholarships, Waivers, Vocational Rehabilitation and Work Force Investment Act funding.

You must make Satisfactory Academic Progress (SAP) according to federal guidelines to remain eligible. Our SAP policy can be reviewed on our website at www.occc.edu/financialaid/factsheets.html

Financial Aid Advisors are available to assist you with any questions that you may have regarding your financial aid.

How to Apply for Financial Assistance

Apply online at:

www.fafsa.gov

You will need your social security number or your alien registration number if you are not a U.S. citizen, federal income tax information, and any records of untaxed income.

If you are a dependent student, your parent(s) will need to provide this same information.

You should apply before March 1st. To be eligible for certain federal programs and state grants, it is important to apply early.

If possible, first file your Federal Income Tax Return and import your tax data directly into your FAFSA

After your FAFSA is processed you will be sent an email with information on how to view your Student Aid Report (SAR).

The Financial Aid Office at OCCC will also send you an email, so be sure to check you OCCC email regularly. Additional information or documentation may be requested to complete your file.

Verification

Applications are selected randomly by U.S. Department of Education based on edits built into the processing of the FAFSA you submit each year. If your application is selected for Verification, the Financial Aid Office will notify you by email requesting any missing documents. Be sure to submit your missing documents as soon as possible to avoid delays of processing your financial aid.

Documents that may be required:

- 2013 Federal Tax Return Transcript
- Non-Tax Filers: 2013 W-2 and/or 1099 forms
- Verification Worksheets (Dependent or Independent) for:
 - Household size and number in college
 - Food Stamps/SNAP benefits
 - Amount of child support paid during 2013
- Proof of High school completion or the equivalent
- Identity- You must appear in person and present a valid government issued photo ID, such as a driver license, state issued photo ID, military ID or passport, to a college authorized individual in the Financial Aid Office to verify your identity.
- signed statement certifying that the Federal Student Financial Aid received will only be used for educational purposes to pay the cost of attending the college for the 2014-2015 award year.
 - If you are unable to appear in person, you must provide a copy of a valid government issued ID, and a notarized statement of educational purpose signed by you.

What happens next?

You are not eligible to receive federal student financial aid until Verification is complete. The Financial Aid Office does not award or disburse Federal Student Aid or State Tuition Aid Grant (OTAG) funds until verification is complete. The Financial Aid Office does not make estimated awards or interim disbursements.

Tax Filing Extension:

If a student or parent(s) has been granted and documents a filing extension from the IRS, submit form 4868 or if you cannot yet obtain a tax transcript, contact the Financial Aid Office. The Financial Aid office will request documentation that will serve as alternate documents until the family files their taxes. You will be asked to provide W-2 and/or 1099 forms or a signed statement of AGI.

TIMELINES/DEADLINES

Students who may be eligible for a Federal Pell Grant must have a Free Application for Federal Student Aid (FAFSA) on file with the OCCC Financial Aid Office which indicates an Expected Family Contribution (EFC) by their last date of enrollment for the 2014-2015 academic year or June 30, 2014, whichever comes first.

If the application result (EFC) is on file by the last date of your enrollment, you must complete verification within 120 days of your last date of enrollment in order to receive payment for your attempted courses.

VERIFICATION EXCLUSIONS

Applicants for Federal Title IV Student Financial Assistance at OCCC who are selected for verification may be exempt from this requirement if certain documented circumstances exist, such as:

- Applicant Dies
- Applicant only eligible for Unsubsidized Assistance
- Parents unavailable or deceased
- Spouse unavailable or deceased
- Student selected for verification after all funds are disbursed and student is no longer enrolled
- Ineligible for assistance for reasons other than failure to complete verification: SAP, default, overpayment of federal funds.

If you believe you meet one of these criteria, consult with the Financial Aid Office and document your circumstance. Due to the availability and use of electronic processes the Financial Aid Office does not consider most cases of parent or spouse unavailability.

Introduction

Oklahoma City Community College pledges to assist students and families who may need help in meeting the cost of attending college. Federal formulas for determining a family's ability to finance college expenses are applied to a wide range of factors, focusing primarily on the income and assets of the student's family, family size, and number of individuals attending college when a family files the Free Application for Federal Student Aid (FAFSA).

Mission

The mission of Student Financial Support Services (Financial Aid and Veterans Services) is to provide financial assistance for Oklahoma City Community College students enabling access to educational opportunity and in support of persistence toward successful completion of their educational goals. Financial aid information and advisement is provided to assist students in identifying resources to effectively meet college expenses. All Students should apply for financial assistance by filing the Free Application for Federal Student Aid (FAFSA) in order to access assistance they may be eligible for.

Financial assistance consists of grants, loans, tuition waivers, scholarships, and work. Assistance offers vary depending on the amount of financial need. In determining need, the College must first consider all financial support expected from the income, assets, and other resources of the student's family.

Financial assistance is available to degree-seeking students and students seeking certain certificates of mastery from Oklahoma City Community College. Students auditing coursework, taking non-credit classes, enrolling in college classes while still in high school, or merely taking classes, but not pursuing a degree or certificate from OCCC are not eligible for Federal Title IV Student Financial Assistance Programs. Visit the Financial Aid Office web page at www.occc.edu/financialaid for complete information about financial aid.

OCCC Financial Aid Office Facts for Federal Title

Rights and Responsibilities

Students who are completing a Free Application for Federal Student Aid (FAFSA) to receive Federal Student Aid have certain responsibilities. If you meet responsibilities and receive Federal Student Aid, you also have certain rights. The following statements will clarify these various rights and responsibilities. Visit the Financial Aid webpage to review Information Sheets and Frequently Asked Questions which clarify many of the topics listed below, go to <http://www.okcc.edu/FinancialAid/>.

Your Responsibilities

- File an accurate FAFSA
- Comply with requests for documentation from the Financial Aid Office.
- Report additional financial resources you receive from sources other than the Financial Aid Office to help avoid over awards of federal funds.
- Begin attendance in all your courses you enroll for and for which you remain through the add/drop period for each entry to avoid being overpaid.
- Officially withdraw from courses rather than stop attending.
- Maintain Financial Aid Satisfactory Academic Progress in order to continue to receive Federal Student Aid assistance funds.
- Apply each year you plan to receive Federal Student Aid financial assistance.
- Repay federal funds you may have received in excess of your eligibility.
- Not go into default on a Federal Student loan.
- You must be seeking a degree or an eligible certificate program from OCCC in order to receive Federal Student Aid assistance.
- Abide by College policies regarding drug and alcohol use.
- Abide by College policies regarding unauthorized distribution of copyrighted material and peer-to-peer file sharing.
- Checking your college assigned email address to ensure you receive information relevant to many aspects of your college experience. The Financial Aid Office uses student email as the main source of communication.

Right to Know

- The requirements to complete the Verification process if your FAFSA data was selected for verification. See Information Sheet: Verification of FAFSA Data.
- Costs of Attending OCCC.
- About the awards you have been offered and how to access your award offer letter online.
- How the Financial Aid Office disburses funds by specific program requirements.
- The schedule of disbursement for major programs and when you may expect your funds disbursed. See Disbursement Schedule online and hard copy.
- About notifications when your student loan funds have been disbursed and steps you must take to cancel the disbursement and have your loan funds returned to the Direct Loan Program
- Information about eligibility for Federal Student Aid to participate in a Study Abroad Program. See Information Sheet: Study Abroad.
- The procedures to follow if you accept an offer of Work Study and are seeking a position on or off campus, how will you be paid, completing timesheets. See Information Sheet: Federal Work Study.
- Satisfactory Academic Progress criteria for recipients of Federal Student Aid are required to meet per Federal regulations and

your right to appeal for a review of your circumstances if you do not meet criteria. See Information Sheet: Satisfactory Academic Progress.

- Steps involved to withdraw from your courses and requirements of financial aid to calculate a return of Federal Student Aid funds if you fail to begin attendance in a course or courses, totally withdraw from all your courses, or failure to successfully complete your courses in a semester. See Information Sheet: Return of Title IV Funds.
- You may request the Financial Aid Office to review changes in your family circumstances impacting your ability to pay for college due to these special circumstances. See Information Sheet: Professional Judgement Appeal Form.
- You may request the Financial Aid Office review your circumstances to determine if you may be able to file as an independent student rather than a dependent student: See Information Sheet: Professional Judgement Appeal Form.
- General information about the College, academic programs, your privacy rights, graduation rates, and numerous other general consumer information topics. See Disclosure of Information link on the Financial Aid Webpage.
- The opportunity to take credit hours applicable to your Degree/Certificate under a Consortium Agreement at another school(s) and have those credits count toward your enrollment level at the home school where you are seeking the Degree/Certificate.

Satisfactory Academic Progress Standards

Each student receiving Federal Student Aid must maintain Satisfactory Academic Progress (SAP). Standards evaluated are qualitative (grades) and quantitative (PACE) and maximum hours attempted toward completing a degree or certificate. A SAP evaluation is completed for all applicants, even if they have never received Federal Student Aid before. SAP is evaluated at the close of each semester.

Students receiving Federal Student Aid must meet all SAP criteria to be making satisfactory progress. Students who fail to meet SAP are placed on Warning status for their next semester of enrollment. Students on Warning status are eligible to receive Federal Student Aid during their semester of Warning status.

After being placed on Warning status, Students who have not met the standards for successful PACE of 67% cumulative credit hours attempted or GPA will be placed on Suspension status. Students may appeal using the online Suspension Appeal Form.

Changes in SAP status and appeal decisions notifications are sent to students' College email.

PROBATION:

If a student's appeal is approved, the student is placed on Probation for the next semester of enrollment. Conditions of the Probation semester will be stated in the email notification to the student. At the close of the Probation semester if the student has not met the conditions, the student will lose financial aid eligibility

APPEALABLE CIRCUMSTANCES:

Circumstances that are unusual and clearly could impact a student's opportunity to meet SAP standards include, but are not limited to: Death of an immediate family member, student illness or an accident in which the student was involved and unable to attend classes, divorce, natural disaster directly impacting student, medical circumstances of an immediate family member requiring the student's care for an extended period. You may be required to provide supporting documentation.

FINANCIAL AID SUCCESS PLANS:

Individual Success Plans are designed to help move a student toward SAP in a specified time frame. This may include referral to support services, a reduced course load, scheduled counseling sessions, adjustments to financial assistance. Students who are on unsatisfactory status may be required to participate in Success Plan to maintain their eligibility for financial aid.

QUALITATIVE EVALUATION: GPA:

Qualitative Satisfactory Academic progress (SAP) is assessed by the Registrar's Office, based on criteria established by the Oklahoma State Regents for Higher Education (OSRHE). GPA requirements for SAP: 1-15 credit hours a cumulative GPA 1.5; 16-30 semester credit hours a cumulative GPA 1.7 and greater than 30 semester credit hours a 2.0 cumulative GPA.

QUANTITATIVE EVALUATION: PACE:

The cumulative minimum PACE rate is 67% and is measured by the credit hours successfully completed divided by the credit hours attempted. Transfer credit hours that apply to any degree or certificate at Oklahoma City Community College will be included in the evaluation of PACE. Grades that are counted for successful completion are; A,B,C,D,P,S and CIP. Unsuccessful grades of; F,AW,W,I,NP and U are included in the hours attempted. A grade of I, once changed due to course completion will then be considered in evaluation of progress.

QUANTITATIVE EVALUATION: MAXIMUM CREDIT HOURS:

The maximum number of credit hours allowable for a student receiving Federal Student Aid to complete a degree or certificate is 150 percent of the credit hours normally required to complete a degree or certificate program.

Remedial or developmental course credits are not counted toward the maximum credit hours attempted. However, transfer credits which will apply to any associate degree or certificate at OCCC are counted toward the maximum credit hours allowable.

REGAINING ELIGIBILITY:

Students placed on probation may regain eligibility by taking at least six (6) credit hours per semester without Federal Student Aid until they meet all SAP standards. They may then submit an online Suspension Appeal Form to the Financial Aid Office explaining they have now met all Financial Aid SAP standards.

A student on Probation based on a Continued Eligibility (CE) appeal must meet all SAP standards each semester to remain on schedule to complete their Financial Aid Success Plan. The Financial Aid Success Plan is void if the student does not meet SAP standards each semester (67% PACE and 2.0 GPA).

REPEATED CREDIT HOURS:

Students may repeat a course as needed to replace a failing grade if the course is needed to complete degree requirements at OCCC. A passed course may be repeated once and counted for enrollment if a higher grade is necessary to meet degree requirements at OCCC.

AUDITED COURSES:

Audited courses are not eligible for Federal Student Aid. If a course is changed to AUDIT, a student will have to repay Financial Aid funds if payment was based on credit hours for the course.

Students taking courses under a Consortium Agreement, with OCCC the Home School, must submit their grades at the end of each

semester for use in evaluating SAP. Failure to submit grades will lead to an Unsatisfactory Status and cancellation of financial aid awards.

TRANSFER STUDENTS:

Students who have attended other colleges and universities are required to submit academic transcripts to the OCCC Records Office. Financial Aid Office must consider all college level credit hours that apply to any degree or certificate program offered by OCCC when evaluating both PACE and Maximum Allowable Credit Hours. Transfer students to OCCC who have an earned associates, bachelors, masters and/or doctorate degree must complete an appeal form for Continued Eligibility to establish their academic plan and the credit hours required to complete the degree from OCCC prior to review of the appeal.

DEGREE COMPLETION:

A student who completes associate degree or certificate program requirements, or those who graduate with a certificate or associate degree, must submit a Continuing Eligibility (CE) appeal to establish their academic plan and credit hours needed to complete a second degree or certificate from OCCC.

DEVELOPMENTAL COURSEWORK:

Students may attempt up to 30 credit hours of developmental coursework and receive Federal Student Aid toward enrollment that is part of a Success Plan based on assessment testing and academic advisement. Students who are in an eligible degree program and taking exclusively developmental coursework must earn a passing grade in each course to be considered to have met qualitative SAP criteria. Students taking a combination of regular coursework and developmental must meet SAP CGPA requirements and earn passing grades in all developmental courses to meet qualitative criteria.

Students for whom English is a second language (ESL) are required to document proficiency in English prior to admission for credit classes. Students may demonstrate or document proficiency through: Standardized Testing; High School performance; or transfer students must have successfully completed 24 college level credit hours where English was the primary language.

ESL courses are not eligible for Federal Student Aid. Students who take IEP courses as a means to document proficiency in English enabling them to begin college level credit courses will not be eligible for Federal Student Aid and these courses will not be counted in SAP evaluation or toward the 30 credit hour limit on Developmental coursework

Scholarships

Oklahoma City Community College's Scholarship Program is funded through private donors, state agencies, endowments, foundations, etc. Students may qualify by demonstrating scholastic ability, leadership, academic promise and/or economic need. Some scholarships may have requirements as specified by the donor or fund source. For more information, visit our web site at www.occc.edu or contact the Office of Recruitment and Admissions at (405) 682-OCCC (6222).

High School Scholarships

The Regent's Scholars Program, a two-year scholarship (tuition and book allowance); the Presidential Scholarship Program, a two-year scholarship (tuition and book allowance); and the Freshman Scholarship, a one-year scholarship (tuition only) are available for recent high school graduates. Eligibility requirements may vary for these competitive scholarships. For more information and scholarship

application forms, contact the Office of Recruitment and Admissions at (405) 682-OCCC (6222), or visit our web site at www.occc.edu.

Tuition Waiver Scholarships

Tuition Waiver Scholarships are available to new, current, and concurrently enrolled students. Tuition Waivers are awarded based on financial need, academic achievement and talent. Interested students may contact Student Financial Aid for more information. Need-based waivers are generally awarded by Financial Aid while academic and talent waivers are awarded by the various academic departments of the College and by the College Administration. Applications are available at Financial Aid based on a deadline date for each semester published in the student newspaper. Students should watch for these notices. For more information, call (405) 682-7525. Prospective and current students must be Oklahoma Residents, be enrolled half time as defined by the College Registrar. Continuing students must maintain at least a 2.00 grade point average. Each academic department sets its own GPA requirements for merit and talent waivers. Awards are made semester by semester and applied to the student's Bursar account.

External Scholarships

The Office of Recruitment and Admissions assists students in searching for and applying for externally funded scholarships. Students may register with this office and will be notified as external or private scholarship funds come available. For more information, call the Office of Recruitment and Admissions at (405) 682-OCCC (6222), or visit our web site at www.occc.edu/admissions/fa.html.

Concurrent Enrollment Scholarships

High school seniors who meet institutional requirements for concurrent enrollment (see "Admissions") are eligible to enroll in up to 6 credit hours per semester without paying tuition. Tuition will be waived at the time of enrollment. For more information call the Office of Recruitment and Admissions, (405) 682-OCCC (6222).

Study Abroad Programs

Federal Student Aid is available for courses in an official College Study Abroad Program.

Students should contact the Financial Aid Office early if they are seeking financial aid for a Study Abroad semester. This will allow time to evaluate eligibility and to determine available funding. A Financial Aid Advisor can assist you with questions.

The courses in the Study Abroad Program must also be part of the OCCC certificate or degree plan for which the student is pursuing.

All academic transcripts from prior colleges and universities must be on file in the OCCC Records Office.

Students must be making Satisfactory Academic Progress for Federal Student Aid..

Students must have Financial Aid funds available for the semester of Study Abroad.

Students who have received their maximum grant or loan funds for the current academic year will not be eligible for summer funding.

To receive Federal Student Loan funds, a student must be enrolled in a minimum of six credit hours for the semester.

SERVICES FOR STUDENTS

Bookstore

The Bookstore makes available on campus and online the textbooks, lab materials, access codes and other items directly related to their courses. Along with a selection of new textbooks, the Bookstore also has eBooks, used books and rental books available in some of the titles. A broad selection of supplies, snacks and novelty items are also available.

A "Book Buy Back" period will be held the last week of classes for the fall and spring semesters and the last three days of the summer semester. During the remainder of the year, textbooks will be purchased daily for wholesale or as needed for the Bookstore. Typically, limited quantities of current edition textbooks to be used in the next major semesters will be bought, provided they are in clean condition and the Bookstore is not overstocked. The Bookstore does not buy old editions, books not selected for the next semester, books in poor condition, overstocked titles, and books with software licenses or online pass codes.

The Bookstore reserves the right to determine (1) the titles to be purchased, (2) the quantities to be purchased, and (3) the price to be offered.

Checks may be cashed in the Bookstore for \$20 with a current student I.D. card. Also, there is an ATM located outside the Bookstore.

Career Transitions

Career Transitions (CT), in cooperation with the Oklahoma State Regents for Higher Education (OSRHE), the Oklahoma Department of Human Services (OKDHS), Oklahoma City Community College and local businesses and industries, assist OKDHS referred participants in obtaining training toward college certificates, degrees and/or other certifications or credentials that lead to self-sustaining employment.

CT participants follow an Individualized Education and Employment Plan (IEEP) and attend 35 hours of skills development activity, educational training and/or work-related activities each week. All educational activities are related to participants career and employment goal. Core instruction areas include job readiness skills, computer literacy, personal management, personal finance and vocational training. The CT Multimedia Classroom, OCCC Learning Labs and CT Computer Lab provide individualized tutoring and assistance in exploring each student's career pathway, personal interests and training needs. Students can participate in short-term training programs such as Pharmacy Technician Certification or longer term certificates or degrees that lead to self-sustaining employment. Student training programs are developed to address the special needs of individual employers in the greater Oklahoma City area. Assistance is provided by Career Transitions staff and OCCC Career and Employment Services staff in identifying employment opportunities. After employment, participants are supported through follow-up support activities by CT staff and/or other community partners.

The Career Transitions office is located on the second floor of the Main Building in area 2P8 and 2R8 and can be contacted by

telephone at (405) 682-7844, fax (405) 682-7824, or on the web at www.occc.edu/career.

Child Development Center and Lab School

Student Scheduled Child Care for Students

As a part of the Oklahoma City Community College family, the Child Development Center and Lab School desires to assist students in reaching their highest academic potential. It is for this reason the Student Scheduled Child Care Program was established. The term Student Scheduled reflects the type of program offered by the Child Development Center and Lab School to meet the needs of students requiring child care while attending classes at Oklahoma City Community College. Much like enrolling in a college class, students make a semester-long reservation for each of their children. The reservation guarantees placement for the child while the student is attending class. A pre-enrollment process provides the Child Development Center and Lab School with all the necessary information required by state licensing and national accreditation systems when caring for young children.

Student Scheduled Child Care Cost Information

We accept children from six weeks of age to eight years old during session 4. There is no Student Scheduled Child Care on Friday for sessions 3 and 4.

Enrollment Fee:

\$15.00

Cost Per Session:

\$10.00

Meal Charge:

\$3.00

Student Scheduled Child Care Schedule

Session One:

7:30AM–10:30AM

Session Two:

10:30AM–1:30PM

Session Three:

1:30PM–4:30PM

Session Four:

4:30PM–8:30PM

Session Five:

7:30PM–Close

College Union

Students, community organizations, and business groups make use of the facilities and services available in the College Union. Meeting areas and conference rooms are available for large and small groups. The food service operation provides grill service and catering, as well as cafeteria dining. Students are encouraged to use College Union Rooms 4 and 6 for small study groups or informal gatherings.

Community Outreach and Education

Community Outreach and Education provides short-term, non-credit courses designed to improve basic skills for adults, senior citizens and children. COE is located at the Family and Community Education

Center, 6500 S. Land Avenue Oklahoma City, OK 73159. To enroll, call 686-6222 or visit www.occc.edu/coe.

Adult Basic Education/GED Prep/English as a Second Language

The Adult Learning Center provides free General Educational Development (GED) and English as a Second Language (ESL) classes to community members throughout the Oklahoma City Metro Area. Classes meet twice a week for six hours. Morning, afternoon and evening classes are available. Students must be at least 16 years old and attend a new student orientation prior to enrollment.

Adult Personal Enrichment

Some of our classes are designed to improve basic skills, while others are just for fun. No pressure and no exams. Our adult and senior citizen personal enrichment classes allow students to learn with other interested adults about dance, language, computers and music. These non-credit classes are offered free or at a low cost in various locations throughout the year. All adults are welcome ages 18 and up.

College for Kids/ACT® Prep

College for Kids is a summer early college awareness program for children in grades first through eighth. Subject groups include music, drama, science, math, language, arts and crafts, reading, and writing.

ACT® test preparation workshops review terminology, concepts and test-taking tips.

Oklahoma City Community College Capitol Hill Center

Oklahoma City Community College Capitol Hill Center is the one of the few bilingual community technology centers in the state of Oklahoma. It opened in the fall of 2000 with a mission to provide access to education through computers and technology for all individuals living within the Capitol Hill area. The Center provides internet access and computer training for community members of all ages. Classes are offered in basic and intermediate computer applications, English as a second language, Internet, PowerPoint, Office Skills, GED and job readiness. Instruction is offered in Spanish and English with some classes in Korean. The Center is located at 123 S.W. 25th, Ste. 100, Oklahoma City, Oklahoma 73109. Please call (405) 272-5140 for more information.

Community Services

Oklahoma City Community College Capitol Hill Center

Oklahoma City Community College Capitol Hill Center is the one of the few bilingual community technology centers in the state of Oklahoma. It opened in the fall of 2000 with a mission to provide access to education through computers and technology for all individuals living within the Capitol Hill area. The Center provides internet access and computer training for community members of all ages. Classes are offered in basic and intermediate computer applications, English as a second language, Internet, PowerPoint, Office Skills, GED and job readiness. Instruction is offered in Spanish and English with some classes in Korean. The Center is located at 123 S.W. 25th, Ste. 100, Oklahoma City, Oklahoma 73109. Please call (405) 272-5140 for more information.

Cultural Programs

OCCC's Office of Cultural Programs enriches the lives of students, staff, and the community by providing programming which sustains a thriving arts environment. Engagement in the performing and visual arts, community development, and arts education are key elements found at the core of its current programs. Visit <http://www.occc.edu/cp> for more information or call 405-682-7576.

Arts Festival Oklahoma

Arts Festival Oklahoma is a three-day arts festival held annually each Labor Day weekend on the campus of OCCC. It features the work of over 150 fine artists and crafters, an international food court, performances by community performing arts groups, and headline entertainment. Admission to the festival is free. Visit www.occc.edu/afo for more information.

CAS - For Young Audiences

The Cultural Arts Series (CAS) - For Young Audiences presents age-appropriate performing arts and educational productions to school aged children with limited access to the arts. Most performances take place in the Bruce Owen Theater. Visit www.occc.edu/cas for the schedule of events and to purchase tickets.

Cultural Arts Series

The Cultural Arts Series (CAS) at OCCC offers educational and entertaining concerts by professional touring performing artists each academic year (September - April). Tickets available for purchase are offered at a discount to OCCC Students, Faculty and Staff. Most performances take place in the Bruce Owen Theater. Visit www.occc.edu/cas for the schedule of events and to purchase tickets.

The Gallery at OCCC

The Gallery at OCCC features temporary exhibitions that change approximately seven times each year. Four of the seven shows feature the work of OCCC students and faculty members. The remaining exhibits are presented by the Office of Cultural Programs, and include shows produced by community arts organizations, shows featuring the work of local artists, and touring exhibits. Admission is free. The Gallery at OCCC is located inside the Visual and Performing Arts Center.

The Professional Development Institute at OCCC

The Professional Development Institute at Oklahoma City Community College recognizes the need for ongoing workforce development to help the business community contend with intense global competition, increasing job complexity and a changing world economy. We partner with employers to offer cost-effective, innovative learning options designed to strengthen organizational effectiveness, promote professional development, enhance technical competencies, improve individual performance, and increase productivity to maximize profitability.

Customized learning programs enable employees to earn college credits and complete associate degrees or certificate of mastery requirements while on the job.

Non-credit certifications include:

- AutoCAD
- Lean Six Sigma
- OSHA
- Paralegal
- Payroll Professional
- Petroleum Landmen
- Pharmacy Technician
- Project Management
- SafeLand USA

Customized staff development programs are available as open enrollment or contract. All classes are delivered in an accelerated and flexible format on campus, on site or online. Visit www.occc.edu/pdi/index.html for more information or call The Professional Development Institute at 405-682-7562.

Online Career Training Courses (Non-credit)

The Professional Development Institute offers online career training courses in partnership with Gatlin Education Services. Career-focused online courses are designed to give you the latest in learning, and to provide the skills necessary to acquire professional caliber positions in many in-demand occupations.

Choose from courses in Healthcare, Business/Legal, Internet/Computers/IT Certification (Microsoft Official Curriculum), Professional/Technical/Design, Construction and Video Gaming Design and Development.

For a complete listing of all titles, please visit our website at www.gatlineducation.com/occc. To register, please call 405-682-7562.

Online Courses (Non-credit)

Update your skills or discover a new talent at your own pace with our non-credit online courses offered in partnership with Ed2Go. Our catalog features classes in Information Technology, Business and Personal Enrichment and much more.

For a complete list of courses, please visit www.ed2go.com/okccc.

Getting started is as simple as having internet access, an email address and a web browser. Don't have a computer? No problem. Come to the OCCC Keith Leftwich Memorial Library and use one of the many computers available, free of charge.

Transitional Leadership Academy

The Transitional Leadership Academy will assist veterans currently enrolled in post-secondary education in the Oklahoma City Metro Service Area and those who have recently or are within six (6) months of separation with training and support in the following areas:

- Transitioning to the Civilian Workforce
- Leadership Development for the Civilian Workforce
- Professional Communication Strategies
- Personal Branding
- Job Searching for Success
- Writing Resumes and Cover Letters
- One-On-One Mentoring with Corporate Leaders
- Career exploration

For more information, contact Jackie Tucker, Director of the Transitional Leadership Academy, ext. 7896.

Counseling

Student Support Services houses licensed professional counselors to provide a confidential process to assist students in gaining a greater understanding of self and relationships in order to benefit from educational opportunities. Counselors will also provide referrals to appropriate community services as needed and provide individual and group opportunities to address a variety of issues that can interfere with student success.

For more information contact Student Support Services at (405) 682-7520 by visiting www.occc.edu/support.

Retention Alert

Students who are not attending class or who are experiencing poor academic scholarship may be contacted by Student Support Services for an intervention. An intervention may include connecting the student with tutoring services, academic success workshops, counseling services, addressing learning strategies, or other appropriate resources. Students are encouraged to participate in these special programs designed to promote academic success. For more information, contact Student Support Services at (405) 682-7520 or visiting www.occc.edu/support

Degree Check/Audit

Students may request a program evaluation, also called a degree audit, in the Office of Academic Advising. The degree audit allows the student and the academic advisor to work together to know what coursework remains to be completed to fulfill the requirements for a degree or certificate. A program evaluation is also available to students at mineonline.occc.edu.

Drug Education

Drug information and referral services are provided through Student Support Services. New and returning students may pick up a pamphlet containing the following information in Recruitment and Admissions or in Student Support Services. The information is also available online at www.occc.edu/support/LearningSupport.html.

- Standards of conduct that prohibit the unlawful possession, use, or distribution of drugs and alcohol on campus or at campus activities (provided in detail in the Student Handbook).
- Description of the applicable legal sanctions under local, state, and federal law for unlawful possession, use or distribution of illicit drugs and alcohol.
- Description of health risks associated with the use of illicit drugs and the abuse of alcohol.
- Description of drug and alcohol counseling, treatment, and rehabilitation programs available to students in the area.

Information, counseling and referrals to community programs and services are also available. For further information, contact Student Support Services at (405) 682-7520.

Early College Awareness

Concurrent Enrollment

High school students who wish to concurrently enroll can receive assistance with the paperwork and process through the Office of Recruitment and Admissions. On-site concurrent enrollment at the high schools is coordinated from the Office of Early College Awareness as well. For more information call (405) 682-7533.

Pathways Middle College

Pathways Middle College High School on the Oklahoma City Community College campus is an innovative alternative to traditional public schools and the result of a partnership between Oklahoma City Community College and Oklahoma City Public Schools. Students from Oklahoma City middle and high schools are referred by counselors or may seek entrance to the program on their own. This program, the only one of its kind in Oklahoma, is designed for students who have a strong desire to earn a high school diploma and a college degree. Opportunities are provided for students to participate in many College activities and programs. For more information, contact (405) 682-1611, extension 7840.

Educational and Career Planning

Individuals who need assistance selecting a college program/major or setting a career goal, can get help in Office of Academic Advising or in the Office of Student Employment and Career Services. Career assistance is available for students who are just beginning the college experience, as well as those who are experiencing uncertainty after selecting a program/major. For more information, contact the Office of Academic Advising at www.occc.edu/acs or call (405) 682-7535 or the Office of Student Employment and Career Services at www.occc.edu/es or call (405) 682-7519.

Student Employment and Career Services

To assist with the successful transition from the classroom to the workplace, Oklahoma City Community College provides resume and cover letter writing assistance, interview preparation, internships, and job seeking events and services for students and graduates.

Opportunities are available for on and off campus employment. Students and alumni may register on the campus job board at www.collegecentral.com/occc to view jobs and internships. Students register their Access ID as their 7-digit student ID number, and alumni register with the letters AL, then the last 5 digits of their social security number. Employment Services also presents fall and spring Job Fair and Health Job Fair events for current students, alumni and community members. Students seeking career guidance may also utilize the Kuder Journey online program or Self-Directed Search for assistance in choosing a college major. The Office of Student Employment and Career Services is located on the 1st floor of the main building, adjacent to Student Life. For more information about any of these services, call (405) 682-7519 or visit www.occc.edu/es.

Health Services

The college provides health information about health issues and access to health providers in the Student Support Services office. Resources include information about specific student health insurance companies. For more information, contact (405) 682-7520 or visit the website at www.occc.edu/support/health.html.

Keith Leftwich Memorial Library

Located just northeast of the Main Building, the Library is open nearly 90 hours a week for use by Oklahoma City Community College students, staff, faculty and members of the community. Students have direct access to library holdings of more than 150,000 items that include books, serials, DVDs, CDs, microfiche, maps, videos and online databases. The Library provides over 76 computers to access the web based online catalog and tens of thousands of online magazine and newspaper full text articles and citations. Login is required for computer use. Students must use their MineOnline/student email user name and password. Guests must show a valid state/federal photo ID at the Circulation Desk for a guest pass. The Library has small-group study rooms for groups of two or more.

To check out materials, students use their OCCC student ID cards. Non-students may apply for a courtesy card at the Library's Circulation Desk.

Students may "Ask a Librarian" questions through chat/text/phone or use the numerous online resources and video tutorials by visiting the Library online at www.occc.edu/library.

Learning Labs

Several learning labs are available for your use. You must present your current student I.D. card to use the labs. The following are a list of labs:

Accounting Lab - (405) 682-1611, ext. 7286

Available for students needing assistance in accounting. Accounting tutors, computer-aided instruction, computerized study guides and practice sheets, and homework solutions are available.

Biological Science Center - (405) 682-1611, ext. 7269

The Biological Science Center is an interdisciplinary area designed to accommodate the independent study needs of students in the

biological sciences. Free tutoring is available and appointments are required for lab exercises.

Center for Engineering and Advanced Technology Education (CEATE) - (405) 682-2305

Chemistry/Physics Science Center - (405) 682-1611, ext. 7771

The Physical Sciences Center is an interdisciplinary area designed to accommodate the independent study needs of students in the physical sciences including chemistry and physics.

Communications Lab - (405) 682-1611, ext. 7379

Available for students needing help with basic reading and writing skills and essay construction.

Math Lab - (405) 682-1611, ext. 7291

Available for students who need help with any math course or solving mathematical problems. Computerized tutorials are also available for your use.

Psychology Lab - (405) 682-7573

The psychology lab offers students assistance in preparation for evaluation of their knowledge of course competencies. The psychology lab is open on a schedule that varies by semester. It is staffed by faculty as they are available, and students tutors. Multiple computer stations with appropriate software packages are also available in the lab along with practice quizzes and tutoring. It is located in Room 1H6/1H6A of the Social Sciences Center.

Student Computer Center - (405) 682-1611, ext. 7397

Available for currently enrolled students who need help with any computer course or to receive computer support for other courses.

World Languages and Cultures Center - (405) 682-1611, ext. 7362

Available for students who need help with foreign languages, English as a Second Language, or other cultures.

Program/Major Selection

Students decide upon a program or major when they are first admitted to the college. After an initial meeting with an academic advisor to clarify their degree selection, the student can request to be assigned a faculty advisor. The faculty advisor will work in conjunction with the Office of Academic Advising to guide the student through program curriculum and toward degree completion. Students wishing to change their program/major should contact an advisor in Office of Academic Advising.

Certain programs have limited enrollment and a selective admissions process (e.g. Nursing.) Student must be admitted to such a program before being assigned a faculty advisor.

Recreation and Fitness

Recreation and Fitness is responsible for offering a large variety of non-credit classes, special events and activities on and off campus. The goal of Recreation and Fitness is to provide access to recreation, fitness, and aquatic facilities and programs and that will aid in the development of healthy lifestyles and foster a life-long devotion to fitness.

Recreation and Fitness also manages Oklahoma City Community College's world class Aquatic Center, which hosts a number of national, regional and state swimming and diving events, as well

as a variety of national and state aquatic conferences and training programs. The Aquatic Center is home to the Chesapeake Swim Club, and as many as eight local high school swimming and diving teams. The pool was built in 1989 as a host site for the U.S. Olympic Festival and since then has held some of the world's finest swimming and diving events.

For information concerning aquatic programs and events, please call the Recreation and Fitness Office at 682-7860.

Recreation

Non-credit recreational offerings include group fitness classes such as spinning, pilates, yoga, and land or water aerobics, swimming, diving, SCUBA and weight training. Oklahoma City Community College hosts a variety of water safety certification programs, and provides non-credit training in First Aid, CPR, blood borne pathogens and AED courses, many of which help to meet requirements for entrance into the EMT, Nursing, OT and PT curricula. Recreation and Fitness also offers hundreds of classes and camps for children each year and specializes in offering quality youth sports programs such as Basketball, Soccer and T-ball. Students with children should look to OCCC to meet all their children's activity and learning needs outside of school. Our adult basketball and volleyball leagues are open to the community.

Open recreational times are available for students with current I.D. at no additional charge for use of the pool, gymnasium and weight room. Community members including families of students may access facilities with the purchase of a day pass, punch card or membership. Each of our facilities is available for rent including poolside birthday parties or group parties. Contact the Recreation office at (405) 682-7860.

Intramurals

A comprehensive intramural sports program is also available to Oklahoma City Community College students. Team sports such as flag football, volleyball, softball, and basketball are offered. Our club soccer team, which plays numerous other state and private colleges, is always seeking new athletes. Call today at (405) 682-1611, extension 7786, to find out when you can play or stop by the Wellness Center to learn more about our intramural activities.

Services for Students with Disabilities

Students who have disabilities, including those with mobility limitations, speech, hearing or sight impairment, learning, or other disabilities covered by the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, may receive reasonable educational accommodations.

To request accommodations, students with disabilities must go directly to the Office of Student Support Services where all disabilities must be verified with supporting documentation.

Student responsibilities may include:

- a) obtaining psychological/educational testing,
- b) providing other verifying documents,
- c) private tutoring (the College does provide learning labs where tutoring is available to all students), and/or
- d) personal attendant services, i.e. wheelchair attendants.

Contact the Office of Student Support Services for information on documentation needs and services available. Students are advised to make their request well in advance of the beginning of classes (especially advisable if the accommodation requires a textbook in an alternative format. Inquiries about reasonable accommodations for persons with disabilities can be directed to Office of Student

Support Services at (405) 682-7520 or visiting www.occc.edu/support/disability. Students with disabilities wishing to appeal decisions regarding accommodations planned or provided may request an ADA grievance form from the office of the ADA coordinator. Call (405) 682-7850 to request the form or go to www.occc.edu/Support/pdf/GrievanceForm.pdf.

Student Activities and Organizations

Various services are available to students through the Office of Student Life. This office provides a variety of student activities, cultural events, leadership programs, service opportunities, and student organizations on campus.

Student Activity fees fund the campus events offered through the Office of Student Life, and all students are encouraged to participate. Annual events include Student Organization Fair, the Halloween Carnival and the Student Leadership Retreat, plus a lecture series and service learning opportunities.

An activities calendar, giving specific information about student activities and other campus events, is available in the Office of Student Life, sent to student email accounts monthly, or available on the Student Life homepage. A weekly Student Life events newsletter is also sent to student email accounts each week.

Student Handbooks are also available in various offices on campus including the Office of Student Life. All students are expected to be familiar with the information included in the Student Handbook. This important document outlines the full array of student services, facilities and activities available on campus. The Student Handbook describes the Financial Aid Satisfactory Academic Progress Policy, campus security information, parking procedures, the Student Conduct Code, and student grievance and appeals procedures.

Whether a student has an interest in a special area, seeks to develop leadership skills, enjoys meeting people, or just wants to have fun, student activities and organizations on campus help enrich the college experience. For additional information about any of the following clubs and organizations, please contact the Office of Student Life at (405) 682-7523.

Clubs and Organizations:

Advocates of Peace
 American Association of University Women (AAUW)
 Baptist Collegiate Ministries (BCM)
 Black Student Association (BSA)
 Catalyst Cinema Club (CCC)
 Christ Campus Fellowship (CCF)
 Christians on Campus
 College Democrats
 College Poets & Writers
 College Republicans
 Empowering Student Parent Network (ESPN)
 Enactus
 Engineering Club
 Future Alumni Network (FAN)
 Health Professions Club
 Hispanic Organization to Promote Education (HOPE)
 International Student Association (ISA)
 International Youth Fellowship
 Japanese Culture Club
 Kappa Beta Delta (KBD)
 Leading Individuals for Equality (LIFE)
 Military Student Association
 Muslim Student Association

Native American Student Association (NASA)
 Nursing Student Association (NSA)
 Oklahoma Biotechnology Association
 Phi Theta Kappa (PTK)
 Psi Beta
 Psychology Club
 Speech Language Pathology Assistant Organization (SLPA)
 Student Emergency Medical Services Association (SEMSA)
 Student Media Club
 Student Occupational Therapy Association (SOTA)
 Student Physical Therapy Assistant Organization (SPTAO)
 The Art Guild (TAG)
 The Gamer Guild

Student Publications

The College publishes several student publications. These include a college newspaper, *The Pioneer*, available weekly at various locations around campus; a literary magazine entitled *Absolute*, for sale at the Bookstore; the Activities Calendar, available from the Office of Student Life or via the Student Life homepage; and the Student Handbook, available in the Office of the Vice President for Enrollment and Student Services.

Student Success Seminars

Student success seminars provide students with information that will allow greater autonomy in their academic pursuits.

Student success seminars are periodically offered each semester. Topics dealing with domestic violence, handling stress, test-taking strategies, reducing anxiety, effective study strategies, time management, critical thinking, and so forth are presented on a rotating basis. For more information go to www.occc.edu/support or call (405) 682-7520.

Success in College and Life Course

Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major and Career Exploration, Setting Educational, Financial, and Personal Goals as well as other topics. It is a required course to be taken during the students first semester at OCCC.

TRIO Programs

OCCC administers two federally-funded programs designed to prepare students for college entrance and successful completion of a baccalaureate degree. All TRiO program services are provided at no cost to eligible students. Services are provided as part of a year-round program by application. Apply today at www.occc.edu/trio

- TRiO Student Support Services provides eligible OCCC students with academic and support services to ensure their successful transfer and/or completion of a baccalaureate degree. Services include peer tutoring, study skills training, time management skills, academic advisement, financial aid and scholarship assistance, and college transfer assistance. Additional services include peer mentoring, personal counseling, cultural awareness, and career exploration. More information: MB 1T7, 682-7865, www.occc.edu/sss.
- TRiO Upward Bound is a pre-college program designed to provide support for students grades 9 through 12 in their preparation for college entrance. Upward Bound currently serves students at the following high schools: Capitol Hill, U.S. Grant, Southeast, Westmoore, Southmoore, Moore and Pathways Middle College. Upward Bound provides students with academic and support services through personal, financial aid, and career

counseling and academic tutoring. Each summer Upward Bound students attend a six-week academy held at Oklahoma City Community College. More information: MB 1V7, 682-7865, www.occc.edu/upwardbound.

Transfer Information

Students who plan to transfer to another college or university after completing their degree at Oklahoma City Community College are encouraged to visit the OCCC Transfer Center, which is located within Office of Academic Advising. The Transfer Center sponsors campus visits to various universities to provide students the opportunity to obtain information, get connected, and receive a campus tour. The OCCC Transfer Center also offers a Transfer Guide, filled with helpful information, to aid students in the transfer process. For additional information, contact the OCCC Transfer Center at (405) 682-7567 or go to www.occc.edu/TransferCenter.

STUDENT INFORMATION

Release of Academic Information

Academic information for each student is on file in the Office of Records and Graduation Services. It will be released to third parties only upon the written request of the student or in compliance with the Family Educational Rights and Privacy Act.

Official transcripts may be obtained on request at no charge. Students may also request and receive letters of good standing, verification of enrollment and other academic documentation. For further information, contact the Office of Records and Graduation Services.

Change of Name, Address or Telephone Number

Students who wish to change the name, mailing address, or telephone number may do so by notifying the Office of Records and Graduation Services. Appropriate documentation will be required for any name change. Address changes may also be made on MineOnline, at mineonline.occc.edu. It is the student's responsibility to inform the College of any change of address. Communication from the College that is mailed to the name and address on record is considered to have been properly delivered.

Directory Information

At its discretion, Oklahoma City Community College may provide "directory information" in accordance with the provisions of the Family Education rights and Privacy Act of 1974 (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Oklahoma City Community College includes the following: student's name, address, electronic mail address, photograph, date and place of birth, major field of study and degree program, dates of attendance (defined as first and last date of term), grade level, enrollment status (full-time or part-time), participation in officially recognized activities or sports, height and weight of members of officially recognized athletic teams, degrees, honors and awards received, and the educational institution most recently attended before admission to OCCC. Students may block the public disclosure of directory information by notifying the Office of Records and Graduation Services in writing.

Please consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for Oklahoma City Community College not to release any or all of this "directory information;" thus, any future requests for such information from non-institutional persons or organizations will be refused. Oklahoma City Community College will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, Oklahoma City Community College assumes no liability as a result of honoring your instructions that such information be withheld.

Although the initial request may be filed at any time, requests for non-disclosure will be honored by the College until removed, in writing, by the student.

Notification of Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriated official, a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may ask the College to amend a record that they believe is inaccurate or misleading. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the college decides not to amend the record as requested, the College will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is the disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, information technology contractor, consultant, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College may also disclose education records without consent to officials of another school in which a student seek or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-5920

Student Consumer Information

Many students seek information about how successful other students have been in the academic program they are entering. Information such as the type of student who typically enrolls at our institution, the number who graduate, and the number who find employment in that field is available through the Office of Institutional Effectiveness online at www.occc.edu/IE/.

Student Conduct

Student Conduct and Discipline

The College is committed to providing an environment where people can study and learn. To maintain such an environment, procedures have been developed to protect the rights, health, and safety of students, staff and faculty. Information on the Student Conduct Code and the Student Disciplinary Procedures is available in the Student Handbook and through staff in the Office of the Vice President for Enrollment and Student Services.

Student Grievance Procedures

If a student believes that an action has been taken against him or her by a member of the College staff that misrepresents a College policy or a College procedure and/or violates the student's rights to education, the student can request that the action be reviewed through the Student Grievance Procedures.

Any student who has a complaint of this nature should consult the Student Handbook to obtain the procedures to follow for filing a grievance. The first step of the process involves speaking with the faculty or staff person involved in an attempt to directly resolve the situation. If the matter is not resolved at that level, the second step includes making an appointment to speak to the faculty or staff person's supervisor. If further assistance is needed, please make an appointment to speak to the Director of Student Life at (405) 682-7523. Efforts to resolve the concern should be done quickly because of deadlines specified in the procedure.

Students who have a concern regarding access to facilities, programs, and services at Oklahoma City Community College because of a disability may call (405) 682-7520 (V/TTY) or go to Student Support Services Office.

Student Safety

Bloodborne Pathogens

Certain college coursework may have the potential of exposing students, to some degree, to bloodborne pathogens. The particular college courses that may present the potential for exposure to bloodborne pathogens have been identified in the Course Descriptions area of the College Catalog. The following is some general information concerning bloodborne pathogens.

Bloodborne pathogens are viruses, bacteria, and other microorganisms that are "borne" (carried) in a person's bloodstream or body fluids and can cause disease.

If a person is exposed (comes in contact with) to blood or body fluids infected with a bloodborne pathogen, the person may become infected.

OCCC has implemented various means of decreasing the potential exposure to bloodborne pathogens. Some of the ways that potential exposure has been decreased are by engineering controls, safe laboratory work practices, and the required wearing of personal protective devices. Also, OCCC promotes and encourages the practice of "Universal Precautions," when applicable. Universal Precautions means treating everyone's blood and certain other body fluids as infectious at all times.

Those students who are enrolled in class coursework that may have a potential of being, to some degree, exposed to bloodborne pathogens may choose to consult their personal physician for advisement concerning the additional protection provided by taking the Hepatitis B Virus (HBV) vaccine. The HBV vaccine provides protection against the Bloodborne Pathogen - Hepatitis B virus.

The HBV vaccine is given in a series of shots (usually three over a six-month period of time). A person must take all three shots for the vaccine to be the most effective. Please note that if a student chooses to take the HBV vaccine series, the cost of the vaccine is the responsibility of the student.

Copies of OCCC's Bloodborne Pathogen Exposure Control Plan are available in the Office of Risk Management. The Exposure Control Plan provides detailed information on the prevention and control of exposure to bloodborne pathogens.

Campus Police Department

The Campus Police Department is located on the first floor of the Main Building, Room 1K8, and is staffed continuously during all building operating hours. The Campus Police Department has the responsibility to provide a college environment that is both safe and secure. The Campus Police Department is the immediate point of contact to report criminal behavior or for any other emergency on campus. The department officers are Basic Life Support qualified and manage the College's traffic and parking operations, which includes ensuring compliance with state laws and college rules for parking and traffic flow. Routine services provided by the Campus Police Department include motorist assistance and parking lot escorts when requested.

Emergencies on Campus

Any emergency should be handled by dialing College extension 7747 or by pressing the emergency button on any college phone, or using the emergency call boxes located at most building exits and in the parking lots for assistance. Dialing 911 connects callers with Oklahoma City Emergency Services. This may delay the arrival of assistance for several minutes as OCCC Campus Police Officers are unaware of your need for assistance.

Emergency Procedures for Persons with Disabilities

Persons in wheelchairs on the buildings' upper levels that have no direct exit other than stairs will evacuate to a stairwell marked "safer refuge". An emergency phone is at each location to contact Campus Police. Campus Police and/or Oklahoma City Fire personnel will provide safe departure from those locations.

Students with a visual impairment should be escorted to the exit or safe refuge. Students with a hearing loss respond to visual alerts and exit if no interpreter is present.

Health Emergencies

The College's Basic Life Support system is designed to provide immediate emergency medical care to persons on campus. Should a medical emergency arise, dial College extension 7747 or press the emergency button on any college phone, give the location of the emergency and, if possible, the nature of the emergency. The police dispatcher will then dispatch an officer and contact appropriate outside agencies for emergency medical assistance.

Fire

Emergency fire exits, manual fire alarm stations and fire extinguishers are provided throughout the campus. These fire safety devices are clearly marked and you should become familiar with their locations. Should a fire occur:

- Activate the manual alarm system. Manual alarm stations are at most exits.
- Dial College extension 7747 or by press the emergency button on any college phone and notify the police dispatcher of the location and severity of the fire.
- Evacuate the building.

ACADEMIC INFORMATION

Academic Standards

Oklahoma City Community College wants every student to achieve success. To help retain motivated students and identify those who may need additional assistance, the College has adopted academic standards based on criteria established by the Oklahoma State Regents for Higher Education.

Academic Notice

Students will be placed on academic notice if their cumulative grade point average (GPA) falls below a 2.0 while remaining above retention standards for academic probation or academic suspension.

Academic Probation

Students will be placed on academic probation if they fail to meet the following minimum requirements:

Credit Hours Attempted Cumulative GPA Requirement

Zero through 30 semester credit hours 1.7

Greater than 30 semester credit hours 2.0

Students not maintaining satisfactory progress toward objectives as indicated above will be placed on probation for at least one semester. At the end of that semester, the student must have achieved a semester GPA of 2.0 in regularly graded coursework, not to include activity or performance courses, or meet the minimum institutional retention standards in order to continue as a student.

Transfer Probation Students

Any student transferring to Oklahoma City Community College who is on academic probation or academic suspension at another state institution or who does not meet the Oklahoma City Community College retention standards, will be admitted on probation and will be expected to meet all probation requirements in order to continue as a student.

Academic Suspension

Students on academic probation, not meeting the requirements of that probation, will be suspended for the next regular (16-week) semester. After one semester of suspension, a student must be readmitted in the Office of Records and Graduation Services. If upon readmission, academic standards are once again not met, the student will not be allowed to continue until the retention GPA has been raised to institutional standards through coursework completed at another institution. Students wishing to appeal their suspension due to "extraordinary circumstances" should submit a written petition along with support documentation to the Registrar.

Academic Forgiveness

Oklahoma City Community College offers students an opportunity to recover from previous academic problems which have resulted in a poor academic record. The three provisions for academic forgiveness are: 1) repeated courses, *2) academic reprieve, and *3) academic renewal. Although these options may result in an improved retention and graduation grade point average (GPA), the cumulative GPA will continue to include all coursework attempted, including "forgiven" coursework. Additional information and petition forms are available in the Office of Records and Graduation Services.

*Committee Approval Required

Repeated Courses

Students have the option of repeating previously completed coursework within the following guidelines:

1. A student may repeat up to four (4) courses, totaling no more than 18 credit hours, in which grades of "D" or "F" were originally earned, and petition to have only the second grade used in the calculation of the retention/graduation grade point average.
2. Once a petition is submitted, the first four courses of repeated coursework will count in the sequence in which those courses were repeated.
3. In the event such a petition is presented for a course that is repeated more than once, all grades earned with the exception of the first will be used to calculate the retention/graduation grade point average.
4. Repeated grades that are forgiven will continue to appear on the official college transcript, but will be noted with an * as forgiven.
5. Although the repeat provision may be an option for coursework completed prior to the conferral of a degree, a pre-existing graduation GPA will not be adjusted.

Academic Renewal

Students who have had academic trouble in the past and who have been out of higher education for a number of years may recover without penalty and have a fresh start by requesting an academic renewal. Students may apply for a renewal within the following guidelines:

1. At least five years must have elapsed between the last semester being renewed and the time the renewal is being requested.
2. The semester(s) in question must be of an unsatisfactory nature.
3. Prior to requesting Academic Renewal, the student must have earned a minimum of twelve credit hours (excluding activity or performance courses) with a grade point average of 2.0 or higher. During this period, no grade lower than a "C" may have been earned in any regularly-graded course work.
4. The renewal will be for all courses completed before the date specified in any approved renewal. Students who are granted a

renewal will not receive credit for any courses passed or for any proficiencies earned during the renewed semesters.

5. A student may receive only one Academic Renewal or one Academic Reprieve during his/her academic career.
6. Semesters or terms reprieved will continue to appear on the official college transcript, but will be noted with an * as forgiven. The transcript legend will further note that reprieved coursework is not used in the calculation of the retention/graduation grade point average but is in the calculation of the cumulative grade point average.
7. Although the Academic Renewal provision may be an option for coursework completed prior to the conferral of a degree, a preexisting graduation GPA will not be adjusted.

Academic Reprieve

Students who can demonstrate extraordinary circumstances which contributed to or caused poor performance in a previously completed semester or term may request an academic reprieve through the Office of Records and Graduation Services within the following guidelines:

1. At least three years must have elapsed between the period of time in which the grades being reprieved were earned and the time the reprieve is being requested.
2. The semester in question must be an unsatisfactory semester with a grade point average of less than 2.0.
3. Prior to requesting the reprieve, the student must have earned a minimum of twelve credit hours (excluding activity or performance courses) with a grade point average of 2.0 or higher. During this period, no grade lower than a "C" may have been earned in any regularly-graded coursework.
4. The reprieve request may be either for one semester or term of enrollment or for two consecutive semesters or terms of enrollment. If the student's request is for two consecutive semesters, the College committee responsible for approval may choose to reprieve only one semester.
5. Any reprieve which is approved and awarded will be for all grades earned and hours attempted within the reprieved semester(s) or term(s). Students who are granted a reprieve will not receive credit for any courses passed during the reprieved semester or term. However, if a student has proven proficiency within a reprieved course as evidenced by a passing grade, the student will not be required to repeat the same course. An additional course must be used to replace the reprieved credit hours.
6. A student may receive only one academic reprieve or one academic renewal during his/her academic career.
7. Semesters or terms reprieved will continue to appear on the official college transcript, but will be noted with an * as forgiven. The transcript legend will further note that reprieved coursework is not used in the calculation of the retention/graduation grade point average but is used in the calculation of the cumulative grade point average.
8. Although the academic reprieve provision may be an option for coursework completed prior to the conferral of a degree, a preexisting graduation GPA will not be adjusted.

Academic Workload

At Oklahoma City Community College a normal academic load is 12 to 16 credit hours for a 16-week instructional session.

The following table should provide guidance in determining full time academic load and overload for instructional sessions of various length.

Chart

Approval for enrolling in an academic overload will be based on the student's ability to perform on an overload basis. Ability is shown through superior performance on a college aptitude test or superior academic achievement in high school or college.

Advanced Standing Credit

Prior Learning Assessment (PLA)

Oklahoma City Community College supports the concept of life long learning and knows that learning takes place in many environments and in many different ways. PLA is one method used to earn Advanced Standing Credit. It is a process that allows adults to identify and demonstrate relevant learning acquired through life and work experience, and to translate that learning into college credit. PLA provides for the identification and confirmation of past learning by systematically evaluating the learning against established academic standards for awarding college credit. Credit is only awarded for actual college level learning, not for experience. The learning must demonstrate a balance between theory and practical application. Faculty who are subject matter experts will evaluate competency.

OCCC has provided for some forms of PLA in the past such as course substitutions or evaluations, CLEP, on-campus testing/evaluation and portfolio development for credit. For more information on how to obtain PLA, contact the Office of Academic Advising at (405) 682-7535.

Attendance and Responsibility for Learning

All students receive assistance in identifying and achieving goals. The College's approach to education emphasizes that students accept responsibility for their learning. Therefore, students are expected to make maximum use of learning opportunities available to them.

Although student attendance is not the primary requisite for learning, academic success is closely related to classroom attendance. For this reason, students are encouraged to attend classes regularly. It is the student's responsibility to adhere to attendance requirements stated in the syllabus of each course.

Attendance Requirements

Oklahoma City Community College expects students to attend class on a regular and punctual basis. If a student is absent from class, regardless of the cause, it is the responsibility of the student to communicate with the instructor to discuss work missed. The instructor will determine whether or not the student will be permitted to make up work and will decide on the time and nature of the makeup. If a student does not appear at a pre-arranged time for make-up work, he/she forfeits the right to make up the work.

Faculty may institute a class attendance policy, provided the policy is approved by the dean and presented in writing with the course syllabus to the students at the start of the class.

Co-enrollments at Other Colleges

Students who choose to concurrently attend another college while enrolled at Oklahoma City Community College must use the total credit-hour enrollment at both institutions to computer their academic workload (see Academic Workload).

Course Lengths

Oklahoma City Community College offers courses of varying lengths. Most policies and procedures of the College relate to 16-week courses since that is the standard course length. Policies and

procedures will be prorated for courses of non-standard class lengths. Students should realize that, although the number of weeks a class meets can vary, all credit classes must meet a certain total number of hours to fulfill the requirements for their credit value. For example, a 16-week, three-credit course will meet three class-hours each week. A four-week, three-credit course will meet 12 class-hours each week.

This information should be taken into consideration when students are planning their academic workloads.

Course Re-enrollment

A student may need or want to re-enroll in a previously attempted, completed or audited course. There may be situations when re-enrollment will not be allowed, or will be allowed only after certain conditions are met. In all cases, approval from the Director of Academic Advising or their designee will be required before a student is allowed to enroll in the same course beyond the third time.

Students should realize that repeating a course may reduce or eliminate some types of financial aid or veterans benefits.

Educational Approach and Grading

Oklahoma City Community College subscribes to a competency-based instructional philosophy. The ultimate goal of the instructional program is to enable each student to attain his or her highest possible level of learning.

Competency-based instruction is characterized by predetermined competencies shared with students in the form of observable and measurable learning objectives for each course. Assessment occurs through test items matched to specific objectives in terms of content and level. Student evaluations are based upon a student's achievement of predetermined competency levels rather than on a comparison to other students' performance. Each student is presented a course syllabus containing learning objectives and the procedure for determining final grades in the course.

Appealing a Grade

It is the student's responsibility to review his/her academic transcript at the end of each semester to verify grades. An appeal of any final grade must be initiated within 90 days of the end of the semester. **APPEALS WILL NOT BE ACCEPTED AFTER THIS DEADLINE.**

A student choosing to appeal a final grade should first consult with the course instructor. If an agreed upon solution is not possible, the student may contact the division office for further procedures.

Definitions and Provisions

At the conclusion of a course, one of the following grades will be listed on the student's transcript along with the course title.

- A - (4.0 Grade Point) Excellent
- B - (3.0 Grade Point) Good
- C - (2.0 Grade Point) Average
- D - (1.0 Grade Point) Below Average
- F - (0.0 Grade Point) Failure

NOTE:

To satisfy degree requirements, students majoring in certain programs must earn a C or better or B or better in specified courses.

S-(Satisfactory)

In a limited number of courses, the grades S and U are used. An S is a neutral mark indicating minimal competencies have been met. An S is also used to indicate credit earned through advanced standing

examination. The grade of S is not used in computing grade point averages.

U-(Unsatisfactory)

The grade of U indicates that a student did not meet minimum requirements in a course designated for S/U grading. The grade of U is not used in computing grade point averages.

I-(Incomplete)

When, in the instructor's judgment, justifiable circumstances exist, the instructor may issue an I grade. The instructor prepares a contract specifying the work which must be completed, and the date by which it must be completed. The normal I contract period extends through the late registration period for the next major enrollment period, but may be as long as a period of one year. When the student completes the specified work, the instructor will replace the I grade with the appropriate grade: A, B, C, D, F, S, or U. If the instructor has not replaced the I grade within one year, the I grade will remain permanently on the student's transcript. The I grade is not used in computing grade point averages.

W-(Official Withdrawal)

The student has officially withdrawn from the course. The student may withdraw as late as the twelfth week of a sixteen-week semester (or 3/4 of the duration of a shorter course) and automatically receive the grade of W. The W grade is not used in computing grade point averages.

AW-(Administrative Withdrawal)

The student has been "involuntarily" withdrawn by the institution during the designated semester for disciplinary, financial, or other administrative reasons. An Administrative Withdrawal for disciplinary or financial reasons requires approval by the Vice President for Enrollment and Student Services. An AW grade is not used in computing grade point averages.

AU-(Audit)

The student audited the course. The student receives no credit for the course and the grade of AU is not used in computing grade point averages. Note: A student may request a change in enrollment status from audit to credit through the late enrollment period. A student may change enrollment status from credit to audit through the official withdrawal period.

Cumulative GPA

Includes all course work attempted with the exception of developmental (zero-level) coursework.

Graduation GPA

This GPA is the same as the retention GPA, but excludes physical education activity courses.

Retention GPA

Includes all course work attempted with the exception of developmental (zero-level) coursework and hours which have been forgiven through the Repeat, Reprieve, or Renewal provision. Neither activity nor performance courses can be used to raise a retention GPA during a semester in which a student is on probation.

Grade Reporting

Grades are posted to the official transcript within five working days of the last day of the semester or term of enrollment. They may be accessed through the College web site at mineonline.occc.edu.

On-campus PC's are available for accessing the web site. Students may also request and receive a transcript from the Office of Records and Graduation Services.

Grading Systems

Students at Oklahoma City Community College successfully complete courses when they demonstrate that they have accomplished objectives at the levels required for the courses. Student performance is measured against standards set by program faculty. The grades which the students earn reflect the quality of their performances when measured against these standards.

Oklahoma City Community College conforms to the definitions of grading terms and the academic forgiveness provisions set forth by the Oklahoma State Regents for Higher Education.

Entry-Level Assessment

The academic background and skill level of any student enrolling in credit courses at Oklahoma City Community College will be assessed, and the student's placement will be based on the results. Placement will be required in developmental course work (this course work does not apply to a degree program or GPA) where a need is indicated. Assessment will include an evaluation of entry-level basic skills and educational readiness as defined below.

Reading and Reasoning (R)*

The ability to read and comprehend at the college entry level and to understand and interpret information to solve problems.

Mathematics*

The ability to perform basic operations with real numbers and polynomials, graph in the Cartesian coordinate system, solve linear and quadratic equations, and model applications using linear and quadratic equations.

These are minimum entry-level skill requirements. If there is a higher level prerequisite skill or course, it would be used for placement. Guidelines and specific requirements are available through Office of Academic Advising.

Writing (W)*

The ability to write clear, cohesive paragraphs which conform to norms of standard American English in grammar, syntax and semantics. (Required in courses where entry-level writing skills are needed.)

*See course descriptions for Reading (R), Writing (W), and Math skills required to enroll. The developmental courses may be found under Learning Skills (LS) and Mathematics (MATH). Tutorial services are also available in the Communications Lab, Math Lab, Biological Sciences Center, Physical Science Center, Computer Science Lab, Accounting Tutorial Center, and on an individual basis.

Educational Partnerships

Cooperative Alliance Programs

*Aviation Maintenance Technology Business -Administrative Office Technology/Adm Office Specialist -Administrative Office Technology/Legal Secretary Automotive Technology -Automotive Technology Internship Program Emphasis * Non-Structural Repair Emphasis * Painting and Refinishing Emphasis Child Development Computer-Aided Technology -Computer-Aided Design Emphasis *Database Administration *Diagnostic Medical Sonography *Diesel Technology *Electronics -General -Instrumentation and Control *Enterprise Communication Systems Graphic Communications -Print Media *Manufacturing Technology -Precision Machining -Advanced Manufacturing *Medical Assistant *Network Technology *Orthotics/Prosthetics *Respiratory Care Therapist *Surgical Technology

Technology *Programs are only offered through the cooperative alliances.

OKC Downtown College

The OKC Downtown College is a consortium of five higher education institutions. Oklahoma City Community College, Oklahoma State University-Oklahoma City, Redlands Community College, Rose State College, and the University of Central Oklahoma. Its purpose is to deliver higher education services to the metropolitan area. Credit and non-credit classes are offered each semester, along with customized training for business and industry. Both daytime and evening classes are available. The OKC Downtown College is located in the Ronald J. Norick Library/Learning Center at 300 Park Avenue in the Downtown Oklahoma City Business District. It is open Monday through Friday. Call (405) 232-3382 for information or visit www.downtowncollege.com.

Redlands Community College Partnership

Oklahoma City Community College and Redlands Community College in El Reno cooperate to provide pre-agriculture students the opportunity to co-enroll at both institutions. Students can take general education and support classes at Oklahoma City Community College. All major courses are taken at Redlands Community College, which also provides advisement and confers the degree. For more information, call Redlands Community College at (405) 262-2552 or Oklahoma City Community College at (405) 682-7535.

Rose State College Partnership

Oklahoma City Community College and Rose State College cooperate to provide the broadest possible offering of modern language courses without unnecessary duplication. Course curricula and requirements are similar so that cooperative class sections may be made available to students. Oklahoma City Community College students may attend selected classes on the Rose State College campus with credit earned at Oklahoma City Community College. Contact the Division of Arts and Humanities at (405) 682-7558 for schedule information.

Southeastern Oklahoma State University Partnership

Oklahoma City Community College and Southeastern Oklahoma State University have entered into a partnership to offer an Associate in Science leading to the Bachelor of Science Degree in Aviation Management with options in Maintenance and Business and Master in Science Degree in Aerospace Administration on the Oklahoma City Community College campus. For additional information, contact Aviation Sciences Institute at Southeastern Oklahoma State University (800) 435-1327 ext. 3240, (580) 745-3240, or dconway@se.edu or the Division of Business at Oklahoma City Community College, (405) 682-7550 or jschwark@occc.edu.

University of Oklahoma Partnership

Oklahoma City Community College and the University of Oklahoma have forged a partnership to better serve the student whose educational goal is the baccalaureate degree. More and more students are choosing to start their college education by completing an associate degree before transferring to a university. The partnership between Oklahoma City Community College and the University of Oklahoma is designed to provide the transfer student an effective and efficient support system to ensure ease of transfer. The University of Oklahoma offers a number of courses on the Oklahoma City Community College campus. Staff from the University of Oklahoma are hosted by Office of Academic Advising on the Oklahoma City Community College campus where students can receive academic advisement as well as process information for admission to the University. Enrollments for courses offered by the University of Oklahoma on the Oklahoma City Community College

campus are also handled at this center. For more information, call Office of Academic Advising at (405) 682-7535.

University of Oklahoma (AFROTC) Partnership

Oklahoma City Community College students have a unique opportunity to join the Air Force Reserve Officer Training Corps (AFROTC) while attending Oklahoma City Community College. A cooperative agreement between Oklahoma City Community College and the University of Oklahoma (OU) exempts Oklahoma City Community College students from paying most fees and insurance at OU. Basically, the only cost to the student is for the AFROTC credit hour(s). AFROTC classes meet on the University of Oklahoma, Norman campus.

AFROTC offers a variety of scholarships in nursing, computer science, engineering and other majors that you could pursue at Oklahoma City Community College. After completing a degree and the AFROTC program, the student will be commissioned as an officer in the United States Air Force and also have a guaranteed job after graduation. In addition, tuition waivers are available to help cover the OU tuition. For more information, contact University of Oklahoma ROTC Det. 675 at (405) 325-3211 or <http://www.ou.edu/rotc/airforce>.

University of Central Oklahoma Partnership

Both institutions are committed to the partnership and the success of the student in pursuit of these degree programs. Both parties will work toward ensuring that the students have the opportunity to complete their degree programs effectively and efficiently.

Technology Center Partnerships

Cooperative Alliances with Oklahoma City Community College and four technology centers, Francis Tuttle, Metro Tech, Mid America, and Moore Norman, have opened new doors of opportunity for students. While completing coursework at Francis Tuttle, Metro Tech, Mid America, or Moore Norman Technology Centers students can earn college credit toward an associate degree or certificate of mastery awarded by Oklahoma City Community College. All college credit is awarded by Oklahoma City Community College.

For more information on the specific programs available through cooperative alliances, call the Francis Tuttle Career Services Center at (405) 717-4732, Moore Norman Technology Center at (405) 364-5763, Mid America Technology Center at (405) 527-1101, Metro Tech Technology Center at (405) 595-2411, or Oklahoma City Community College at (405) 682-7822.

Honor Rolls

Students qualify for the President's or the Vice President's Honor Roll each fall and spring semester by meeting the following criteria:

President's Honor Roll

Students are eligible to be placed on the President's Honor Roll in any fall or spring semester in which they have attained a semester grade point average of 4.0 while carrying 12 credit hours or more of college-level courses. Part-time students are also eligible for the President's Honor Roll if they have maintained a 4.0 GPA during two consecutive semesters while enrolled in six credit hours or more of college-level courses each semester.

Vice President's Honor Roll

Students are eligible to be placed on the Vice President's Honor Roll in any fall or spring semester in which they have attained a semester grade point average of at least 3.5 while carrying 12 credit hours or more of college-level courses. Part-time students are also eligible if they have maintained at least a 3.5 GPA during two consecutive

semesters while enrolled in six credit hours or more of college-level courses each semester.

Honors Program

The Honors Program at Oklahoma City Community College challenges and invites full-time and part-time students to develop a deeper understanding of academic material through individually designed Honors Contracts. Honors Contracts present students and instructors with a unique opportunity to create academically insightful projects or processes in potentially any class.

Application Process

The application process includes an Application Form, an essay, and a personal interview with the Coordinator of the Honors Program. Ideally, students should apply to the Honors Program before completing 30 credit hours.

Contact Information

For more information regarding the Oklahoma City Community College Honors Program or to make an appointment to discuss Honors Program opportunities, please contact Nina G. Smith, Professor of English and Honors Program Coordinator. Email: nsmith@occc.edu Telephone: 405.682.1611 ext. 7141

Information may also be acquired online by visiting the Honors Program web site at www.occc.edu/honors.

Eligibility

To be eligible for the Honors Program, entering freshmen and students with fewer than 12 college credit hours must have the following: a composite ACT score of at least 22 or a high school grade point average of at least 3.5.

Continuing Oklahoma City Community College students, including transfer students, must have the following: 12 or more completed credit hours and a cumulative college GPA of at least 3.5.

To Graduate With Honors, Students Must:

Complete a minimum of 15 credit hours earned in honors courses at Oklahoma City Community College earning an A or B⁺ in each course.

Have a minimum cumulative grade point average of

Complete at least 75% of all attempted class enrollments at Oklahoma City Community College.

Program Benefits for Students:

One-on-one academic interaction with instructors.

Recognized academic distinction.

Enhanced scholarship opportunities.

Honors stoles awarded to be worn at Commencement.

Earned "H's" are placed on student's transcript.

"With Honors" printed on student's transcript and diploma.

Tuition Waiver opportunities for qualified applicants

Online Courses

Oklahoma City Community College offers online courses (computer based/Internet) which allow students the freedom from attending regularly scheduled course meeting times while still earning college

credit. Online courses are similar to traditional, on campus courses in that they have a regular class schedule, assignment due dates, and the expectation of student interaction. Online courses differ from on campus courses in that the content is delivered to the student primarily in written form and most of the work is done via computer and the Internet. Students will receive course content through OCCC's Learning Management System (LMS) which can be accessed from the College's home page. Students will be able to access their course content 48 hours prior to the beginning of the class session. However, students will have access to a course to provide instruction on the computer system within 48 hours of enrollment. This orientation may be required by some instructors as well as an on-campus orientation with the instructor. Some instructors require on campus or proctored exams. Please check the course schedule for the section in which you are enrolling or contact the appropriate division office.

For further information, call the Center for Learning and Teaching at 405.682.7838.

Special Academic Programs

Oklahoma City Community College is a comprehensive educational institution.

The College offers an extensive variety of educational programs and services to meet diverse individual needs. As a result, wide-ranging educational opportunities are available for students interested in maximizing their chances for success in the job market, for students planning to transfer to a university or four-year college, or for students who want to resume studies which were previously interrupted. In addition, services are provided to help students succeed at the College. For example, specific courses and labs are available to help students improve learning skills in areas such as reading, writing, and math.

All educational programs and services are available in a variety of formats so students can choose complementary programs of study which fit their own, unique learning styles.

English as a Second Language

Oklahoma City Community College offers English as a Second Language (ESL) courses for students who seek to improve their English. The mission of the English as a Second Language Program is to provide students who are nonnative speakers of English with opportunities to acquire the English they need in order to achieve their educational, career, and personal goals. Courses are offered in grammar, listening, speaking, reading, writing, and TOEFL preparation. Non-credit enrollment is available for students who may not yet be eligible for credit enrollment.

Students whose English proficiency scores are within a range of 460 to 499 on the Institutional paper-based TOEFL, 140 to 172 computer-based TOEFL, 48 to 60* on the International TOEFL iBT, or 5.0 to 5.9 on the IELTS may be eligible to enroll in the Academic Bridge Program. The Academic Bridge Program is a full-time schedule of ESL courses at the advanced level. The courses are specifically designed to prepare students for study in an American college or university. The program is available in the fall and spring semesters.

For specific information about admission to the Academic Bridge Program, see the "Criteria for Admission" section of this catalog. For further information about the study of ESL at Oklahoma City Community College, please contact Abra Glenn-Allen Figueroa, ESL Coordinator, at (405) 682-1611, extension 7326, or the Division of Arts and Humanities at (405) 682-1611, extension 7558.

Student Outcomes Assessment

Oklahoma City Community College is committed to providing quality educational experiences to all students. Therefore, the College uses information from students, graduates, employers, and faculty to improve programs and services.

In addition, the Oklahoma State Regents for Higher Education view Outcomes Assessment as a vital component of the educational process and are leading Oklahoma's higher education institutions in joining other states which require the implementation of an outcomes assessment process.

To ensure that adequate information is available, students will be asked to participate in personal interviews, to take program and/or general education assessments, or to complete surveys. For additional information on Student Outcomes Assessment, contact the Office of Institutional Effectiveness.

U.S. Military Concurrent Enrollment

Programs (SOC, ConAP and SOCNV)

Oklahoma City Community College is a Service Members Opportunity College (SOC) and participates in both the U.S. Army's ConAP and the U.S. Navy's SOCNV programs. Enlisted U.S. military personnel who have selected Oklahoma City Community College may contact the Office of Recruitment and Admissions for advisement regarding enrollment.

GRADUATION REQUIREMENTS

Commencement

Each year there is a formal commencement exercise held in May. Graduates from the preceding summer and fall, along with spring candidates, are eligible to participate. Students who will complete degree requirements by the end of the following summer may also request to be allowed to participate. Participants are required to wear a cap and gown, which may be purchased through the bookstore.

Computer Proficiency Requirement

Oklahoma City Community College recognizes that many business, industrial, educational, and personal activities involve the use of computers. Therefore, all Oklahoma City Community College associate degree graduates will demonstrate competency in the use of a computer to perform one or more of the following functions:

- word processing
- spreadsheet use
- database management
- multimedia/graphic design
- programming

A student may satisfy the computer proficiency requirement by:

- a. completing the course "Introduction to Computers and Applications" or any other course which requires competency in one or more of the above functions (a list of applicable courses appears below);
- b. validation of computer-related academic or work experience; or
- c. successful completion of a computer proficiency assessment.

Courses which satisfy the computer proficiency requirement

Any online course or web enhanced course:

ACCT 2213 Computerized Accounting
 AOT 1113 Computer Keyboarding
 AOT 1713 Beginning Word Processing Applications
 AOT 2013 Legal Billing
 AOT 2313 Intermediate Word Processing and Applications
 AOT 2323 Legal Terminology and Machine Transcription
 AOT 2453 Office Information Processing
 AOT 2463 Applied Graphics with Desktop Publishing
 AOT 2473 Office/Accounting Spreadsheet Applications
 APPM 1313 Mathematics for Health Careers
 ART 1173 Computer Drawing
 ART 1363 Multimedia
 ART 2533 3D Rendering and Design Visualization
 ART 2573 Digital Painting
 ART 2633 3D Animation and Special Effects
 BUS 2033 Business Communications
 CAT 1214 Computer-Aided Design
 CAT 1223 Game Development and Design Concepts
 CAT 1253 CAD 3D Modeling
 CAT 1413 CAD Hardware and Software
 CAT 1513 Digital Imaging
 CAT 2113 CAD Management and Standards
 CAT 2163 CAD Programming and Automation
 CAT 2223 Game Level Design
 CAT 2533 3D Rendering and Design Visualization
 CAT 2540 Applications in CAD
 CAT 2633 3D Animation and Special Effects
 CAT 2924 Design Project
 CS 1103 Introduction to Computers and Applications
 CS 1143 Beginning Programming
 CS 1153 Introduction to Computing Technologies
 CS 1333 Database Management Applications
 CS 1343 Spreadsheet Application
 CS 1353 Introduction to Operating Systems and Hardware
 CS 1363 Digital Media Development
 CS 2113 Computer-Based Information Systems
 CS 2123 Assembly
 CS 2143 Digital Video Editing
 CS 2153 Supporting Operating Systems
 CS 2163 Java
 CS 2173 Oracle
 CS 2183 Linux
 CS 2193 Supporting Desktop Applications
 CS 2223 Systems Analysis and Design
 CS 2303 Networking Technologies
 CS 2363 C++
 CS 2403 Computer Support Services
 CS 2413 Web Site Development
 CS 2433 Digital Media Scripting
 CS 2443 SQL Server
 CS 2453 Visual Basic
 CS 2463 Advanced Java
 CS 2503 Network Administration
 CS 2513 Client-Side Programming
 CS 2553 Advanced Visual Basic
 CS 2563 C#
 CS 2573 Oracle Database Administration
 CS 2610 Internship
 CS 2623 Server-Side Programming
 CS 2703 Introduction to Cyber/Information Security
 CS 2713 Principles of Information Security
 CS 2723 Secure Electronic Commerce
 CS 2743 Enterprise Security Management
 CS 2753 Information System Assurance
 CS 2763 Network Security
 CS 2773 Secure System Administration and Certification
 CS 2783 Cyber Forensics
 DBM 1000 Special Topics 1-4 Credit Hours
 DBM 1103 Database Theory
 DBM 1313 Introduction to SQL
 DBM 1333 Database Administration
 DBM 2000 Special Topics 1-4 Credit Hours
 DBM 2313 Database Back Up and Recovery
 DBM 2322 Database Networking
 DBM 2334 Database Performance Tuning
 DBM 2353 Database Administration with SQL Server
 DBM 2363 Unix for Database Administrators
 DBM 2373 Database and Application Design Using CASE
 ECS 1000 Special Topics
 ECS 1022 Introduction to Enterprise Communications Systems
 ECS 1054 Basic Web Design Elements
 ECS 1214 PC Hardware and Software
 ECS 1233 Operating Systems
 ECS 1253 Beginning Solaris
 ECS 1273 Basic JAVA Elements
 ECS 1314 Networking Fundamentals
 ECS 1334 Routing Technologies
 ECS 2000 Special Topics
 ECS 2224 Network Operating Systems
 ECS 2272 Advanced JAVA Elements
 ECS 2334 Advanced Routing/Switching
 ECS 2354 Advanced Solaris
 ECS 2364 Advanced Network and Design Management
 ECS 2414 Building Scalable Networks
 ECS 2434 Building Remote Access Networking
 ECS 2454 Building Multi-Layer Switched Networks
 ECS 2474 Internetwork Troubleshooting
 ECS 2514 Fundamentals of Network Router Security
 ECS 2534 Fundamentals of Network Security for PIX FW
 ECS 2554 Fundamentals of Wireless LANs
 ET 1124 Digital Logic Fundamentals
 ENGR 1213 Engineering Graphics & Design
 ENGR 2103 Interactive Engineering Design Graphics
 ENGL 0106 College Preparation English I (when listed in the Class Schedule as a "Computer-Assisted Writing" offering)
 ENGL 0203 College Preparation English II (when listed in the Class Schedule as a "Computer-Assisted Writing" offering)
 ENGL 1113 English Composition I (when listed in the class schedule as a "Computer-Assisted Writing" offering)
 ENGL 1213 English Composition II (when listed in the class schedule as a "Computer-Assisted Writing" offering)
 ENGL 1233 Report Writing
 ENGL 2003 Creative Writing (when listed in the class schedule as a "Computer-Assisted Writing" offering)
 GCOM 1053 Electronic Publishing: InDesign I
 GCOM 1133 Introduction to Macintosh
 GCOM 1153 Digital Photography
 GCOM 1183 Computer Drawing: Illustrator
 GCOM 1223 Advertising Layout
 GCOM 2053 Electronic Publishing: InDesign II
 GCOM 2323 Publication Design
 GCOM 2353 Applied Graphic Art
 GCOM 2773 Image Editing: Photoshop I
 GCOM 2783 Image Editing: Photoshop II
 GCOM 2793 Web Page Design I
 HIST 2303 Historical Research, Methods, and Writing
 HIST 2353 World History: Latin America
 JB 1133 News Writing

MA 2234 Administrative Medical Office Procedures
 MET 1143 Computer Numerical Control Operation
 MET 1153 Computer Numerical Control Setup
 MET 2423 Computer Numerical Control Programming
 PRDT 1223 Introduction to Computer-Aided Manufacturing
 PRDT 1534 Programmable Controller Programming
 PRDT 2222 Statistical Process Control
 PRDT 2544 Computer Integrated Manufacturing
 PRDT 2553 Computer-Aided Machining
 MATH 1503 Contemporary Mathematics
 MATH 2104 Calculus and Analytic Geometry I
 MATH 2214 Calculus and Analytic Geometry II
 MATH 2314 Calculus and Analytic Geometry III
 NT 1000 Special Topics 1-4 Credit Hours
 NT 1114 Microcomputer Installation and Service
 NT 1124 Computer Network Connections: Copper
 NT 1134 Configuring and Troubleshooting Desktop Applications
 NT 1144 Introduction to Networking
 NT 1154 Internetwork Theory and Design
 NT 1164 MS Windows Professional Installation and Support
 NT 1184 Linux Installation and Administration
 NT 1194 Novell NetWare Installation and Administration
 NT 1224 MS Office Installation and Support
 NT 1233 Network Routing Systems
 NT 2000 Special Topics 1-4 Credit Hours
 NT 2114 MS Windows Server Installation and Support
 NT 2124 Network Switching Systems
 NT 2144 Network Services
 NT 2154 Directory Services
 NT 2164 WAN Systems and Design
 NT 2324 Network Planning and Design
 NT 2344 Proxy Server Installation and Administration
 NT 2374 Computer Network Connections: Fiber
 NT 2394 Network Administration
 NUR 1519 Nursing Process I
 NUR 1529 Nursing Process II
 NUR 2539 Nursing Process III
 NUR 2549 Nursing Process IV
 PTA 1213 Pain Management and Massage
 PTA 2113 PTA Systems/Problems

Course Substitutions

Degree-seeking students should follow the curriculum pattern for the major academic area they select as it is outlined in the catalog. In special cases, students may be permitted to modify their associate degree program by substituting a course of related subject matter for a required course. To initiate this procedure, students must first have the approval of their advisor. They may then complete a Degree Advisement Worksheet form available in the Office of Records and Graduation Services or in the Division Office. Substitution for any required course in a degree plan specified in the College Catalog requires approval by the dean of the division offering the degree, the Registrar.

Delayed Degrees

Grade changes and/or "I" grade completions must be submitted within two weeks of the end of the semester in which a student expects to graduate. Submission after that time will result in the delayed conferral of the degree. The degree will be officially conferred at the end of the next semester.

Disclosure of Graduation Rates

Oklahoma City Community College, in compliance with the Student Right-to-Know Act, makes available to any enrolled or prospective

student its completion or graduation rate. This information is available upon request in the Office of Institutional Effectiveness.

Double Majors

The College offers students the option of pursuing a double major: one degree with two majors, as long as the second major is within the same type of degree sought. Students pursuing an Associate in Arts Degree (A.A.) may elect a second major offered under A.A.; students pursuing an Associate in Science Degree (A.S.) may elect a second major offered under A.S.; students pursuing an Associate in Applied Science Degree (A.A.S.) may elect a second major offered under A.A.S. In addition to meeting the general requirements for the particular associate degree, the student must also meet the specific requirements for each major elected.

Graduation Application Procedure

Students should apply for graduation after they have accumulated a total of at least forty-five (45) semester hours, including transfer hours, toward their degree or by the end of the third week of their graduating semester.

Students are required to list all colleges and universities previously attended on the application for graduation. It is the student's responsibility to ensure that official transcripts from all institutions attended are submitted to the Office of Records and Graduation Services prior to the application deadline for the semester in which they plan to graduate (see the Academic Calendar). Failure on the student's part to submit official transfer transcripts by this date will prevent final graduation approval.

Additional information, such as course descriptions, catalogs or syllabi may also be required in order to evaluate or document transfer credit. These documents along with all requested course substitutions must also be submitted by the student prior to the graduation application deadline.

Students concurrently enrolled at another institution, in program required coursework, will be required to provide verification of enrollment and evidence of satisfactory progress before participation in commencement is approved. They must also provide an official copy of their transcript from that institution within four weeks after the last day of their graduating semester. Failure to do so may affect their graduation status.

Additional information regarding graduation procedures and application deadlines is available in the Office of Records and Graduation Services, and is published in the Student Handbook and the College newspaper.

Graduation Requirements

Students wishing to graduate must complete all degree requirements and apply for graduation by completing an application in the Office of Records and Graduation Services, or by filling out the application online at the Records and Graduation webpage. Application deadlines are published in the Academic Calendar. Graduation occurs at the end of the three major semesters: Fall, Spring, and Summer.

Options Within a Major

Students may complete one or more options within a major depending upon the selected program of study. An option is a special subgrouping of relevant courses within a major.

While it is possible to earn only one degree in a specific major, students may choose to complete several options within that one major. Diplomas and certificates will reflect the official degree only. Students can verify that they completed work within an option by

presenting their transcripts which will show the courses that were completed.

Additional verification of option completion may be obtained from the Office of Records and Graduation Services.

Residency Requirements for a Degree or Certificate

Certain residency hours are required for a student to earn a degree or certificate from Oklahoma City Community College. Students applying for an associate degree must earn a minimum of 15 credit hours, which are clearly applicable to the degree at this college. Students wishing to earn a certificate are required to earn at least 4 hours of a 15-hour (or less) program, 9 hours of a 16- to 36-hour program or 12 hours of a 37-to 49-hour program at Oklahoma City Community College.

Although credit hours earned as advanced standing are encouraged as a means for meeting degree requirements, they are excluded when calculating resident credit hours.

Second Associate Degree

A second associate degree may be awarded provided the following requirements are met: a) Completion of the general and specific requirements for both degrees. b) Selection of a major different from that studied for the first degree. c) Presentation of a minimum of 15 credits from Oklahoma City Community College in addition to those presented for the first degree and which are clearly applicable to the second degree sought.

Selection of Catalog

Students who have been actively pursuing their degree requirements may complete the requirements which were stated in the College Catalog at the time they declared a major and were accepted into a degree program or of any subsequent College Catalog. Students are considered to be actively pursuing their degree requirements when they have earned a minimum of six credit hours at Oklahoma City Community College during each 12-month period.

Students who have not been actively pursuing their degree must complete the requirements which are stated in the current College Catalog at the time they apply for graduation.

DEGREE AND CERTIFICATES

Programs of Study

Oklahoma City Community College offers two types of associate degree programs: transfer and technical/occupational. In addition, a number of certificates of mastery are offered in technical and occupational fields of study.

Associate in Applied Science Graduate Educational Guarantee

Technical Education Guarantee

If an Associate in Applied Science (A.A.S.) graduate is judged by the initial employer to be lacking in either academic or technical job skills

identified as exit competencies by Oklahoma City Community College for the specific degree program, the graduate will be provided up to nine credit hours of additional education at and by Oklahoma City Community College.

Special conditions that apply to the guarantee are as follows:

1. The graduate must have earned the A.A.S. degree from Oklahoma City Community College after Fall 1995 in a technical program identified in the current College catalog.
2. The graduate must have completed the A.A.S. degree from Oklahoma City Community College with a majority of the credits for the degree being earned at Oklahoma City Community College. The graduate must have completed the degree within a four-year time span from the date the first coursework applicable to the degree earned was completed through the date degree requirements were completed.
3. The graduate must be employed full-time in an area directly related to the program of concentration as certified by Oklahoma City Community College.
4. Employment must commence within twelve months of graduation.
5. The employer must identify deficiencies and certify in writing, within 90 days of the graduate's initial employment, that the employee is lacking specific entry-level skills guaranteed by Oklahoma City Community College as part of the degree program.
6. The employer, graduate, dean, and the appropriate faculty will develop a written educational development plan for the needed education.
7. Education provided will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the educational plan.
8. All education must be completed within three semesters from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, room and board, tools, and other course related expenses other than the enrollment fee.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. Oklahoma City Community College's sole responsibility for skill deficiencies shall be limited to nine credit hours of education under the conditions described above.
12. The guarantee process can be initiated by written notification from the employer to Oklahoma City Community College, Vice President for Academic Affairs, 7777 South May Avenue, Oklahoma City, OK 73159.

Certificates of Mastery

Frequently, students want to complete a specified curriculum pattern of fewer than 60 credit hours which will allow them to meet the certification requirements of various state agencies or other external certifying groups. As a result, certificate programs are offered in a number of career areas. To begin a certificate program, students should first contact Office of Academic Advising.

Certificate Curriculum Patterns:

Administrative Office Technology

-Legal Office Procedures

Airframe and Powerplant Technician#

Banking and Finance

International Business

Biotechnology Research Assistant

Child Development

Computer-Aided Technology

-Computer Animation

-Computer Aided Design

-Game Design

-Geographic Information System

- Digital Media Design
- Computer Science
- Computer Systems Support
- Computer Networking Support
- Cyber/Information Security
- Web Design
- Web Development
- Diesel Technician#
- Clinical Research Coordinator
- Emergency Medical Sciences
- Basic EMT
- Paramedic
- Film and Video Production Technician
- General Office Technology
- Insurance
- Legal Office Procedures
- Medical Office Administration
- Modern Languages
- Spanish Emphasis
- Orthotics Technician#
- Prosthetics Technician#
- Automotive Technology
- # Certificates exclusively offered at Technology Center
- Technical/Occupational Programs
- A technical/occupational program is designed to prepare a student to enter the world of work after successfully completing the curriculum. After fulfilling the degree requirements, the student is awarded an Associate in Applied Science.
- Technical/Occupational Curriculum Patterns
- Automotive Technology
- Automotive Technology Internship Program Emphasis
- ACDelco Technician Service Education Program (TSEP)
- GM Automotive Service Educational Program Emphasis*
- Non-Structural Repair Emphasis#
- Painting and Refinishing Emphasis#
- Aviation Maintenance Technology #
- Biotechnology Research Technician
- Business
- Accounting
- Administrative Office Technology/Administrative Office Specialist Emphasis
- Administrative Office Technology/Legal Secretary Emphasis
- Automotive Management Emphasis
- Finance/Banking
- Finance/General
- Vehicle Service Management
- Child Development
- Administrator Option
- Clinical Research Coordinator
- Computer-Aided Technology
- Computer Aided Design Emphasis
- Computer Animation
- Digital Media Design
- Geographic Information System
- Game Design
- Computer Science
- Computer Programming Emphasis
- Computer Systems Support Emphasis
- Cyber/Information Security Emphasis
- Web Design and Development Emphasis
- Database Management#
- Diagnostic Medical Sonography*#
- Diesel Technology#
- Electronics#
- General Emphasis
- Instrumentation and Control Emphasis

- Computer Integrated Manufacturing Technology
- Semiconductor Manufacturing Technology
- Emergency Medical Sciences
- Enterprise Communications Emphasis#
- Film and Video Production Technician
- Graphic Communications
- Print Media Emphasis
- Multimedia Emphasis
- Photography/Digital Imaging Emphasis
- Manufacturing Technology#
- Precision Machining Emphasis
- Advanced Manufacturing Technology Emphasis
- Semiconductor Manufacturing Technology Emphasis
- Medical Assistant*#
- Network Technology#
- Nursing*
- Occupational Therapy Assistant*
- Orthotic and Prosthetic Technician*#
- Physical Therapist Assistant*
- Respiratory Care Therapist*#
- Speech-Language Pathology Assistant*
- Surgical Technology*#
- Technology
- * Special Admissions Procedures Required.
- #Programs offered only through the cooperative alliances

University Parallel/Transfer Programs
 Oklahoma City Community College offers a broad range of transfer programs for students planning to continue on at a four-year college or university. Students may enroll in freshman and sophomore courses which lead to a baccalaureate degree in practically any field of study. Upon completion of specified degree requirements, the student is awarded an Associate in Arts or Associate in Science. These degrees require the completion of a minimum of 60 semester credit hours. Of the 60 semester credit hours, a minimum of 37 must satisfy the general education core requirements (see Degree Requirements). The remaining approved courses will be related to the student's major or courses which directly support that major. Policy Statement on Undergraduate Degree Requirements and Articulation
 In accordance with the Oklahoma State Regents for Higher Education Policy Statement on Undergraduate Degree Requirements and Articulation, a student who completes an Associate in Arts or an Associate in Science degree at Oklahoma City Community College "may transfer into a Bachelor of Arts or a Bachelor of Science degree program at any senior institution of the State System and be assured of completing his or her program in sequential fashion."

The Policy Statement on Undergraduate Degree Requirements and Articulation assures that the general education core (37 credit hours) of the Associate in Arts or Associate in Science degree at Oklahoma City Community College will apply directly toward the lower division general education requirements at any state university in Oklahoma. In addition, students are advised to secure the official catalog of the university to which they plan to transfer. Each university's official catalog provides pertinent information about admission policies and academic programs. That information is essential to the student's successful transfer to that university. Students should also consult a faculty advisor in their major at Oklahoma City Community College. With approval, the associate degree program may be modified to meet a student's needs depending on the intended transfer college or university. Students are encouraged to visit the "Transfer Center" on the Oklahoma State Regents for Higher Education web site at <http://www.okhighered.org/transfer-students/> This site will assist a student in determining which course or courses will transfer to another Oklahoma college or university.

Transfer guides showing course-by-course articulation between Oklahoma City Community College and a number of state universities are available in Office of Academic Advising. By using the appropriate transfer guide, the student can be assured that courses in the student's major will transfer directly toward the bachelor's degree.

Oklahoma City Community College has established specific curriculum patterns for transfer programs leading to the Associate in Arts (A.A.) or Associate in Science (A.S.) degrees. The curriculum patterns listed below are presented in the next section of the Catalog.

University Parallel/Transfer Curriculum Patterns

- Agriculture*
- Art, Visual Arts, (AA)
- Aviation Maintenance Technology, (A.S.)
- General Emphasis
- Business, (A.S.)
- General Emphasis
- Child Development, (A.A.)
- Computer Science, (A.S.)
- Management Information Systems Emphasis
- Computer Science Emphasis (OU)
- Computer Science Emphasis (UCO)
- Cyber/Information Security
- Diversified Studies, (A.A.) or (A.S.)
- Enterprise Development, (A.A.) or (A.S.)
- Film and Video Production, (A.A.)
- History, (A.A.)
- Humanities, (A.A.)
- Literature, (A.A.)
- Philosophy, (A.A.)
- General Emphasis, (A.A.)
- Journalism & Broadcasting, (A.A.)
- Broadcasting, (A.A.)
- Journalism, (A.A.)
- Public Relations, (A.A.)
- Leisure Services Management, (A.A.)
- Liberal Studies, (A.A.)
- Literature, (A.A.)
- Mathematics, (A.S.)
- General Emphasis, (A.S.)
- Modern Languages (A.A.)
- French Emphasis, (A.A.)
- Spanish Emphasis, (A.A.)
- Music, (A.A.)
- Pre-Education, (A.S.)
- Pre-Engineering, (A.S.)
- Political Science/Pre-Law, (A.A.)
- Psychology, (A.A.)
- Science
- Chemistry, (A.S.)
- Pre-Baccalaureate Nursing, (A.S.)
- Pre-Dentistry, (A.S.)
- Pre-Medicine, (A.S.)
- Pre-Pharmacy, (A.S.)
- Biology, (A.S.)
- Physic
- Pre-Allied Health, (A.S.)
- Sociology, (A.A.)
- Speech and Theatre, (A.A.)
- Speech option, (A.A.)
- Theatre option, (A.A.)

* Offered by cooperative agreement with Redlands Community College and conferred by Redlands Community College.

NOTE: Students interested in a field of study not listed may pursue an Associate in Arts or Associate in Science degree in Diversified Studies

which may be tailored to the student's desired field of study and to the university to which the student plans to transfer.

GENERAL DEGREE REQUIREMENT

The specific curriculum patterns for each associate degree and certificate program are listed in the next section of the college catalog. The following general degree requirements, however, apply to each degree. Some are required by state law. Others address the mission and goals of Oklahoma City Community College. All are necessary in order to graduate.

Associate in Applied Science Degrees

These programs comply with policies set by the Oklahoma State Regents for Higher Education who set standards of education for awarding the associate degree in technical and occupational programs, as well as those of OCCC.

General Requirements

The completion, as a portion of the overall 60 semester-credit hours, of a basic general education core of a minimum of 18 semester-credit-hours of transferable coursework instructed by general education faculty, and which shall include the following:

The number following the course designates which general education area is being achieved with that course.

a. Communications 6 hours II

This must include two courses from one or more of the following three areas: (1) a college-level communications course in general, applied technical writing or (2) a course in English grammar and composition or (3) a college-level oral communication course.

b. U.S. History and U.S. Government 6 hours I & III

c. General Education Electives 6 hours
Technical-Occupational Specialty 27 hours

Support and Related Courses 0-15 hours 1 (to total a minimum of 60 hours)

1 The credit-hour requirement will depend upon the course requirements in general education and the technical-occupational specialty to total a minimum of 60 hours.

Associate in Arts and Associate in Science Degrees

Associate in Arts and Associate in Science are university-parallel degrees designed to comply with the policy on articulation approved by the Oklahoma State Regents for Higher Education.

General Requirements

- The completion of a minimum of 60 semester credit hours, excluding physical education activity or courses, with a GPA of no less than 2.0 in all coursework attempted excluding any repeated or reprimed courses as detailed in the College's grading policy. Only courses numbered 1000 or above apply toward degree requirements. Courses identified by "C" (or "B") within a program curriculum pattern must be completed with a

grade of “C” or better (“B” or better) by students majoring in that program.

- The completion, as part of the overall 60 semester credit hours, of major and support courses listed by major in the Curriculum Patterns section of this catalog.
- The completion, as part of the overall 60 semester credit hours, of a basic general education core of a minimum of 37 semester credit hours which shall include the following.

General Education Requirements (for the AA and AS degrees)

The number following the course designates which general education area is being achieved with that course.

English Composition 6 hours

ENGL 1103 Multicultural English Composition I II
or ENGL 1113 English Composition I II
and ENGL 1203: Multicultural English Composition II I
or ENGL 1213 Composition II I

American History 3 hours

HIST 1483 US History to the Civil War or I
HIST 1493 US History since the Civil War I

US Government 3 hours

POLSC 1113 American Federal Government III

Science (One course must be a laboratory science) 7 hours

Biological 3-4 hours and Physical Science 3-4 hours

(Chosen from the following)

ASTR 1504 General Astronomy IV
ASTR 1514 General Astronomy w/Lab IV
BIO 1023 Introduction to Nutrition IV
BIO 1113 General Biology IV
BIO 1114 General Biology IV
BIO 1124 General Biology I (Majors) IV
BIO 1134 General Biology II (Majors) IV
BIO 1204 History of Life on Earth IV
BIO 2114 General Botany IV
BIO 2125 Microbiology IV
BIO 2215 General Zoology IV
BIO 2343 Genetics and Man IV
BIO 2403 Ecology and Environmental Issues IV
BIO 2404 Ecology and Environmental Issues IV
CHEM 1103 Chemistry Around Us IV
CHEM 1115 General Chemistry I IV
CHEM 1123 Survey of General, Organic, and Biochemistry IV
CHEM 1131 Laboratory for Survey of General, Organic, and Biochemistry IV
CHEM 1215 General Chemistry II IV
GEOL 1063 Earth Science IV
GEOL 1064 Earth Science IV
GEOL 1114 General Geology IV
PHYS 1013 Physical Science IV
PHYS 1014 Physical Science IV
PHYS 1034 General Geology IV
PHYS 1063 Earth Science IV
PHYS 1064 Earth Science IV
PHYS 1114 College Physics I IV
PHYS 1214 College Physics II IV
PHYS 1504 General Astronomy IV
PHYS 1514 General Astronomy w/Lab IV
PHYS 2014 Engineering Physics I IV
PHYS 2114 Engineering Physics II IV

Humanities 6 hours

(Chosen from the following)

ART 1013 Art History Survey I I
ART 1023 Art History Survey II I
ART 1053 Art Appreciation I
ENGL 2110 Readings II
ENGL 2123 Introduction to Literature II
ENGL 2133 Introduction to Poetry II
ENGL 2343 The Short Story II
ENGL 2353 Native American Literature II
ENGL 2363 African American Literature II
ENGL 2413 Women in Literature II
ENGL 2423 Survey of World Literature I II
ENGL 2433 Survey of World Literature II II
ENGL 2543 Survey of English Literature I II
ENGL 2653 Survey of English Literature II II
ENGL 2773 Survey of American Literature I II
ENGL 2883 Survey of American Literature II II
GEOG 2603 World Regional Geography I
HIST 1000 Special Topics in History I
HIST 1613 Early Western Civilization I
HIST 1623 Modern Western Civilization I
HIST 1713 Survey of World Civilizations to 1600 CE I
HIST 1723 Survey of World Civilizations Since 1600 CE I
HIST 2000 Special Topics in History I
HIST 2013 History of Russia I
HIST 2103 Oklahoma History I
HIST 2123 African-American History I
HIST 2203 The American Indian I
HIST 2213 Great American Biographies I
HUM 1113 Music Appreciation I
HUM 2000 Humanistic Studies I
HUM 2103 Music Masterpieces I
HUM 2120 Museum Studies I
HUM 2133 Comparative Religions I
HUM 2143 Mythology I
HUM 2153 Introduction to Eastern Thought I
HUM 2213 Humanities-Classical and Medieval I
HUM 2223 Humanities-Modern I
HUM 2243 Film Studies I
HUM 2253 Documentary Films I
HUM 2263 American Cinema I
HUM 2293 Folklore I
HUM 2353 History of Science I
HUM 2373 Introduction to World Music I
HUM 2423 Advocates of Peace I
MU 2123 Music Literature I I
MU 2223 Music Literature II I
PHIL 1013 Introduction to Philosophy I
PHIL 1213 Introduction to Ethics I
PHIL 1123 Critical Thinking I
PHIL 1603 Introduction to Logic II
PHIL 2133 Comparative Religions I
PHIL 2223 Philosophy of Religion I
TA 1103 Introduction to Theatre I

Mathematics 3 hours

MATH 1503 Contemporary Math II
MATH 1513 College Algebra II
MATH 1533 Pre-Calculus and Analytic Geometry II
MATH 2013 Introduction to Statistics II
PSY 2123 Behavioral Statistics II
or any course with a MATH prefix having MATH 1513 or MATH 1533 as a prerequisite

Additional Requirement 3 hours

Students will need at least one 3-hour course from the following disciplines: Psychology, Sociology, Political Science, Economics, Fine Arts (Art, Music, and Theatre), or Modern Languages

General Education Electives (to meet the minimum total of 37 hours)
Students will need additional general education electives to meet the minimum total of 37 hours.

Students need to be aware when choosing general education electives that certain degree programs require specific support courses .

The additional courses may be chosen from those listed in the History, Science,

Humanities, or Mathematics categories (above) or from the list below:

BUS 2023 Business Statistics II
 BUS 2033 Business Communication II
 BUS 2043 Business Ethics I
 CD 2113 Introduction to Child Development IV
 CD 2213 Child and Family in Society III
 COM 1103 Effective Reading II
 COM 1123 Interpersonal Communications II
 COM 2213 Intro to Public Speaking II
 CS 1103 Introduction to Computers and Applications II
 ECON 2123 Principles of Microeconomics III
 ECON 2143 Principles of Macroeconomics III
 ENGL 1233 Report Writing II
 ENGL 2000 Creative Writing II
 FIN 1013 Personal Finance II
 FREN 1115 Elementary French I II
 FREN 1225 Elementary French II II
 FREN 2113 Intermediate French I II
 FREN 2223 Intermediate French II II
 GRMN 1115 Elementary German I II
 GRMN 2113 Intermediate German I II
 GRMN 2223 Intermediate German II II
 JB 1013 Introduction to Mass Communication II
 POLSC 1000 Special Topics in Political Science III
 POLSC 2103 Introduction to Public Administration III
 POLSC 2113 Introduction to State and Local Government III
 POLSC 2223 Introduction to Law III
 POLSC 2303 Introduction to International Relations III
 POLSC 2603 Introduction to Comparative Politics III
 POLSC 2613 Scope and Methods of Political Science III
 PSY 1113 Introduction to Psychology I
 PSY 2113 Introduction to Child Development IV
 PSY 2123 Behavioral Statistics II
 PSY 2193 Personality Theories I
 PSY 2213 Child and Family in Society III
 PSY 2403 Developmental Psychology I
 PSY 2743 Social Psychology I
 SOC 1113 Introduction to Sociology III
 SOC 1203 Introduction to the Criminal Process III
 SOC 2013 Marriage and Family Relationships III
 SOC 2023 Social Problems III
 SOC 2063 Crime and Delinquency III
 SOC 2143 Minorities, Ethnicity and Cultural Diversity III
 SOC 2213 Cultural Anthropology III
 SPAN 1013 Conversational Spanish I II
 SPAN 1115 Elementary Spanish I II
 SPAN 1123 Conversational Spanish II II
 SPAN 1225 Elementary Spanish II II
 SPAN 2013 Conversational Spanish III II
 SPAN 2113 Intermediate Spanish I II

SPAN 2223 Intermediate Spanish II II

General Education Core

General education program competencies were approved by the College Executive Council in February 1993 and revised in April 2006.

General Education at Oklahoma City Community College is an integral component of each student's experience. Every student receiving an associate degree (AAS., AA. or AS.) must complete at least one course from each of the following areas; indicating a general understanding of that area.

I. Human Heritage, Culture, Values and Beliefs

Students will demonstrate an understanding of the ideas, values, and beliefs that have shaped global communities. Specifically, students should be able to demonstrate understanding of basic world geography; demonstrate familiarity with major cultural issues of selected global communities; demonstrate knowledge of significant historical events and figures of selected global communities; and demonstrate an understanding of ethical concerns of selected global communities.

II. Communication and Symbols

A. Students will demonstrate effective writing and public speaking skills.

For writing, students should be able to generate a clear, specific, and arguable thesis or dominant idea; formulate evidence and examples to support the topic idea; construct a logical pattern of paragraph development; and demonstrate consistent use of correct and appropriate spelling, grammar, and word choice.

For public speaking skills, students should be able to demonstrate the effective use of an introduction, body, and conclusion of a formal speech; demonstrate an audience-centered purpose that adapts to the audience, occasion, and time limit of the speech; deliver the speech with effective eye contact relative to the use of presentational aids (when applicable) and the audience; vary the tone of voice appropriate to the content of the speech and context of the audience; and demonstrate appropriate attire, gestures, good posture, and meaningful body movement.

B. Students will demonstrate analytical reasoning and logic skills by using mathematical methods and tools. Specifically, students should be able to identify mathematical properties that apply to a situation; apply those mathematical properties appropriately to the situation in order to reach a conclusion; and evaluate that conclusion for correctness and/or effectiveness and develop alternative solutions if needed.

III. Social, Political, and Economic Institutions

Students will demonstrate an understanding of the function of major social institutions. Specifically, students should be able to analyze how political systems impact society; analyze how economic systems impact society; analyze how religion serves to shape the norms of a society; analyze how education interacts with cultural values and norms; and analyze how shifts in social institutions impact the family.

IV. Relationships in Nature and Science

Students will demonstrate critical thinking by using scientific methodology. Specifically, students should be able to analyze a set of data or qualitative observations using previously learned tools; draw reasoned conclusions based on the results of the analysis; and support conclusions logically and communicate them effectively.

Institutional Assessment of General Education Outcomes

The four areas that constitute the General Education Core are assessed by dividing them into six measurable outcomes:

- Human Heritage, Culture, and Values (from Human Heritage, Culture, Values, and Beliefs)
- Writing (from Communication and Symbols)
- Public Speaking (from Communication and Symbols)
- Mathematical Methods (from Communication and Symbols)
- Social Institutions (from Social, Political, and Economic Institutions)
- Critical Thinking (from Relationships in Nature and Science, but is applicable to all four of the core areas)

The assessment is accomplished by collecting artifacts from existing course assignments/tests and evaluating them from the point of view of the particular General Education competency (as opposed to specific course content). The evaluation is performed by faculty-based committees and the process does not impinge on student grades or privacy. The results are reported to the Board of Regents each fall, as well as being posted on the college website.

Life Skills Requirement

Students must take a minimum of one credit of Life Skills as part of their degree programs. The primary course to fulfill this requirement is the one-credit Success in College and Life course: SCL-1001. Students may take SCL-1003, the three-hour Success in College and Life course, in place of SCL-1001. The three credit course will satisfy the Life Skills requirement in the same manner the one credit course does.

Students will be introduced to some of the best practices for success in college and life. General topics include Making Connections; Time Management; Major/Career Exploration; Setting Educational, Financial, and Personal Goals; Study Skills; Critical Thinking; Diversity and Global Awareness; College Ethics; Library Skills and Information Literacy; Using Technology Effectively; and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Students who transfer in nine hours or more of recent (within the past 2 years), successful (2.0 average) college credit, received post high school, must still fulfill the Life Skills requirement; however, they may elect to substitute one of the following courses to meet the Life Skills requirement:

- BIO 1023 Introductory Nutrition
- CD 1211 Parenting
- FIN 1013 Personal Finance
- LEIS 1602 Total Wellness
- PSY 1103 Human Relations
- PSY 1123 Stress Management

Any transfer course substitutions not listed above, but that may qualify as a life skills course, must be approved by Director of Academic Advising, the Coordinator of Student Learning, or their designee(s).

** Wellness Courses: Volleyball, Swim Techniques, Basketball, Weight Training, Care and Prevention of Athletic Injuries-These Wellness courses cannot be used for the first 60 credits of a student's degree requirements.

None

The specific curriculum patterns for each associate degree and certificate program are listed in the next section of the College

Catalog. The following general degree requirements, however, apply to each degree. Some are required by state law. Others address the mission and goals of Oklahoma City Community College. All are necessary in order to graduate.

Division of Arts

Ruth Charnay, Dean

Jessica DeArman, Division Secretary

M. Rochelle Mosby, Division Assistant

The growing recognition of the importance of quality of life issues in Oklahoma City's economic development has generated a greater appreciation for the importance of the arts and humanities. The creative aspect of higher education offered by the Division of Arts and Humanities advances the entire curriculum at OCCC. This division offers opportunities for participation in choirs, private music lessons, plays, art shows, writing contests, literary magazine publication, the College newspaper The Pioneer, film projects, as well as other special activities related to the courses and programs listed on this page and throughout the catalog.

Curriculum Programs

- Art - Visual Art (Associate in Arts)
- Broadcasting - Journalism and Broadcasting/Broadcasting Emphasis (Associate in Arts)
- Film and Video Production Technician (Associate in Arts, Associate in Applied Science, and Certificate of Mastery)
- French - Modern Languages (Associate in Arts)
- Graphic Communications - Multimedia Emphasis (Associate in Applied Science)
- Graphic Communications - Print Media Emphasis (Associate in Applied Science)
- Journalism - Journalism and Broadcasting/Journalism Emphasis (Associate in Arts)
- Music (Associate in Arts)
- Photography - Graphic Communications (Associate in Applied Science)
- Public Relations - Journalism and Broadcasting/Public Relations Emphasis (Associate in Arts)
- Spanish - Modern Languages (Associate in Arts, Certificate of Mastery)
- Speech - Speech and Theatre (Associate in Arts)
- Theatre - Speech and Theatre (Associate in Arts)

Cooperative Alliance agreements have been established with Francis Tuttle, Moore Norman and Metro Technology Centers.

Faculty and Lab Supervisors

- Randy Anderson, Professor of Graphic Communications
- Doug Blake, Professor of Visual Art
- Michael Boyle, Professor of Music
- Ruth Charnay, Dean of Division of Arts
- Julie Corff, Professor of Speech Communications
- Gwin C. Faulconer-Lippert, Professor of Mass Media Communications
- Abra Figueroa, Professor of Modern Languages
- Gray Frederickson, Artist-in-Residence/Studio Coordinator
- Sue Hinton, Professor of English and Journalism
- Darby Johnsen, Coordinator of Student Learning
- Greg Mellott, Professor of Film and Video Production
- Brent Noel, Professor of Theater
- Ginnett Rollins, Professor of Modern Languages
- Ron Staton, Professor of Music
- Chiaki Troutman, WLCC Lab Coordinator

Division of Business

Dr. Anne DeClouette, Dean
Kristi Fields, Division Assistant

Carolyn Wittenbach, Division Secretary

A variety of educational opportunities for an Associate in Science (A.S.) or an Associate in Applied Science (A.A.S.) degree are available for students interested in the business field. Students may study administrative office technology (general office, legal and medical), accounting, automotive management, aviation management, business, finance (banking and insurance) and management. These programs are accredited by the Association of Collegiate Business Schools and Programs (ACBSP). Educational opportunities for an Associate in Applied Science are also available in automotive technology and are accredited by the National Automotive Technicians Education Foundation (NATEF).

Curriculum Programs

- Automotive Technology - (ATIP) (Associate in Applied Science) #
- Automotive Technology (Certificate of Mastery) *#
- Automotive Technology - GM Automotive Service Education (ASEP) (Associate in Applied Science)
- Automotive Technology - Non-Structural Repair (Associate in Applied Science) #
- Automotive Technology - Painting and Refinishing (Associate in Applied Science) #
- Automotive Technology - Vehicle Service Management (Associate in Applied Science)
- Aviation Maintenance Technology (Associate in Applied Science) *#
- Aviation Maintenance Technology - General Emphasis (Associate in Science) *#
- Aviation Maintenance Technology - Airframe & Powerplant Technician (Certificate of Mastery) *#
- Business - Accounting Option (Associate in Applied Science)
- Business - Administrative Office Technology - Administrative Office Specialist Option (Associate in Applied Science) #
- Business - Administrative Office Technology - Legal Secretary Option (Associate in Applied Science) #
- Business (Associate in Science)
- Business - Banking and Finance (Certificate of Mastery)
- Business - Business Management Option (Associate in Applied Science)
- Business - Finance/Banking Option (Associate in Applied Science)
- Business - Finance/General Option (Associate in Applied Science)
- Business - General Office Support (Certificate of Mastery)#
- Business - Insurance (Certificate of Mastery)
- Business - Legal Office Procedures (Certificate of Mastery) #
- Business - Medical Office Administration (Certificate of Mastery) #
- Diesel Technology (Associate in Applied Science) *#
- Diesel Technology (Certificate of Mastery) *#
- Electronics - General Emphasis (Associate in Applied Science) *#
- Electronics - Instrumentation and Control Emphasis (Associate in Applied Science) *#
- Manufacturing Technology - Advanced Manufacturing (Associate in Applied Science) *#
- Manufacturing Technology ∅ Precision Machining (Associate in Applied Science) *#

- Myra Decker, Coordinator of Accounting Lab/Professor of Business/Accounting
- Kayla Fessler, Professor of Accounting
- Jenean Jones, Professor of Administrative Office Technology
- Michael Machiorlatti, Professor of Business/Economics
- Charles Wayne Myrick, Professor of Business/Economics
- Germain Pichop, Department Chair of Economics, Management and Marketing/Professor of Business and Economics
- Mathew Price, Professor of Business/Economics
- Vijayan Ramachandran, Professor of Business
- Richard Steere, Professor of Automotive Technology
- Brad Walker, Department Chair/Professor of Automotive Technology
- Anita Williams, Department Chair of Business & Finance/Professor of Business
- Julie Young, Accounting Lab Tutorial Assistant
- Tamala Zolicoffer, Coordinator/Professor of Accounting

Cooperative Alliance agreements have been established with Francis Tuttle, Moore Norman, Mid America and Metro Technology Centers.

Faculty and Lab Supervisors

- Lisa Adkins, Coordinator/Professor of Administrative Office Technology
- Gyanendra Baral, Professor of Business/Economics
- Toney Brackett, Professor of Automotive Technology

Division of Chemistry and Biological Sciences

The Chemistry and Biological Sciences Division seeks to encourage an attitude of discovery and critical analysis along with a genuine interest in the sciences. We strive to offer a wide variety of introductory and second-year college science courses that not only challenge students' traditional views of science, but build scientific skills that create a sound foundation which students will use when viewing the world around them. Our goal is to offer diversified science courses that are relevant and provide students the knowledge and experience to pursue further studies in the sciences or simply participate in a modern society dominated by science and technology. Our emphasis is on an understanding of modern scientific methodologies, including current methods of scientific experimentation, as well as up-to-date laboratory techniques and equipment.

Curriculum Programs

- Allied Health - Science with Biology Concentration, Pre-Baccalaureate Allied Health Emphasis (Associate in Science)
- Biology - Science with Biology Concentration (Associate in Science)
- Biotechnology (Associate in Applied Science, and Certificate of Mastery)
- Chemistry - Science with Chemistry Concentration (Associate in Science)
- Clinical Research Programs (Associate in Science, and Certificate of Mastery)
- Pre-Baccalaureate Nursing - Science with Biology Concentration Program (Associate in Science)
- Pre-Dentistry - Science with Chemistry Concentration Program (Associate in Science)
- Pre-Medicine - Science with Chemistry Concentration Program (Associate in Science)
- Pre-Pharmacy - Science with Chemistry Concentration Program (Associate in Science)

Faculty and Lab Supervisors

- Nathaniel Abraham, Professor of Biology
- Sherri Arthur, Professor of Biology
- Bruce Bailey, III, Professor of Chemistry
- Kristy Bailey, Professor of Chemistry
- Brenda Breeding, Professor of Biology
- Roger Choate, Professor of Biology
- Betty J. Higgins, Chemistry/Physical Science Lab Supervisor
- Julian Hilliard, Professor of Biology
- Virginia Hovda, Biology Lab Supervisor
- Fabiola Janiak-Spens, Professor of Biotechnology/ Chemistry
- Steve Kash, Professor of Biology
- Kimberly Kyker, Professor of Biology/Chemistry
- John McMurray, Professor of Biology
- Raul Ramirez, Professor of Biology
- George Risinger, Professor of Biology
- Robyn Senter, Professor of Biology
- Steven Shore, Professor of Chemistry
- Courtney Vahlberg, Professor of Chemistry
- Changjiang Zhu, Professor Chemistry

Division of Health Professions

Thomas Kraft, Dean of Health Professions
Debby Martinez, Division Assistant

Martie Collin, Division Program Support Assistant
Kristen McMurray, Division Secretary

The Division of Health Professions at OCCC provides students with a quality education for careers in Emergency Medical Sciences (EMT and Paramedic), Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, and Speech-Language Pathology Assistant. These programs have a unique focus on developing allied health professionals with solid entry-level skills. All programs are nationally accredited and pass rates on credentialing exams remain high. Maintaining cooperative relationships with hospitals and health care providers in the Oklahoma City metropolitan area ensures valuable clinical learning opportunities for students. The division continues to work to meet the needs of the community and the state for a skilled workforce in the health professions.

Curriculum Programs

- Diagnostic Medical Sonography (Associate in Applied Science) *
- Emergency Medical Sciences (Associate in Applied Science)
- Emergency Medical Sciences - Basic Emergency Medical Technician (Certificate of Mastery)
- Emergency Medical Sciences - Paramedic Certificate (Certificate of Mastery)
- Medical Assistant (Associate in Applied Science) *
- Nursing - Baccalaureate to Associate Degree Nurse Accelerated Pathway (Associate in Applied Science)
- Nursing - Career Ladder Pathway (Associate in Applied Science)
- Nursing - Traditional Pathway (Associate in Applied Science)
- Occupational Therapy Assistant (Associate in Applied Science)
- Orthotic and Prosthetic Technician (Associate in Applied Science) *
- Orthotic Technician (Certificate of Mastery) *#
- Physical Therapist Assistant (Associate in Applied Science)
- Prosthetic Technician (Certificate of Mastery) *#
- Respiratory Care Therapist (Associate in Applied Science) *
- Speech-Language Pathology Assistant (Associate in Applied Science)
- Surgical Technology (Associate in Applied Science)

* Major courses available only at Career Technology Centers.

Faculty and Lab Supervisors

- Jennifer M. Ball, Professor of Physical Therapist Assistant/ Program Director
- Traci Boren, Professor of Nursing
- Sarah Brown, Professor of Nursing
- Jennifer Brumley, Professor of Nursing
- Joyce Cole, Professor of Nursing
- Michaele Cole, Professor of Nursing
- Claire D. Echols, Academic Advising Coordinator for Health Professions
- Ron Feller, Program Director, Emergency Medical Sciences
- Jacqueline Frock, Professor of Nursing
- Jennifer Peters, Professor of Nursing
- Carol Heitkamper, Professor of Nursing
- Karen Jordan, Professor of Nursing
- Karen McCauley, Professor of Nursing
- Robin McMurry, Professor of Nursing
- Shelley Meyers, Professor of Nursing
- Katherine Milam, Nursing/Simulations Labs Coordinator
- Shelley Miller, Professor of Nursing
- Deborah Myers, Nursing Program Director
- Peggy Newman, Professor of Physical Therapist Assistant
- Randa Pospisil, Professor of Nursing
- Crystal Reynolds, Professor of Emergency Medical Sciences
- Beverly Schaeffer, Professor of Nursing
- Karla Schenk, Professor of Nursing
- Fonda Scott, Professor of Occupational Therapy Assistant

- Brent Stafford, Professor of Emergency Medical Sciences
- Shelly Troxel-Tevis, Clinical Affiliation Compliance Administrator
- Terri Walker, Nursing Program Associate Director
- Stephanie Wallace, Professor of Nursing
- Candace Webb, Professor of Nursing
- Kay Wetmore, Professor of Nursing
- Kathy J. Wheat, Professor of Speech-Language Pathology Assistant/Program Director
- Reeca Young, Professor of Occupational Therapy Assistant/ Program Director
- Background Checks:
- Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or hits on the designated areas of concern). The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require another complete Background Report.
- Drug Testing: Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Additional random drug tests may be performed as necessary. Any break in continuous enrollment will require an additional random test. AUAs and LPNs with a positive drug screen results must be reported to the Oklahoma Board of Nursing.

Division of Humanities and English

Kim Jameson, Dean

April Mitchell, Division Assistant

Lyndsie StremLOW, Division Secretary

Emily Carrig, Division Secretary

The growing recognition of the importance of quality of life issues and civic responsibilities toward our world's economic development has generated a greater appreciation for the importance of communication and the humanities. The Division of English & Humanities provides students the academic background needed to pursue their chosen degree plans and future goals. The programs and courses offer the opportunity to develop and strengthen effective communication skills, civic responsibility, writing, reading, and critical thinking skills. A broad foundation is provided to allow a student to explore a variety of interests in diverse academic disciplines and enhances the entire curriculum at OCCC.

Curriculum Programs

- Diversified Studies (Associate in Arts, Associate in Science)
- General Humanities-Humanities/General Humanities Emphasis (Associate of Arts)
- Liberal Studies (Associate in Arts)
- Literature - Humanities/Literature Emphasis (Associate in Arts)
- Philosophy-Humanities/Philosophy Emphasis (Associate in Arts)
- Pre-Education (Associate in Science)

Cooperative Alliance agreements have been established with Francis Tuttle, Moore Norman and Metro Technology Centers.

Faculty and Lab Supervisors

- Angela Cotner, Professor of English
- Lori Farr, Professor of English
- Michael Franco, Professor of English
- Carlotta Hill, Professor of English
- Jon Inglett, Professor of English, Online Composition Program Coordinator
- Brandon Isaak, Acting Communication Lab Supervisor
- Tonya Kymes, Professor of English, Composition Program Coordinator
- Marybeth McCauley, Professor of English, Absolute Advisor
- Stephen Morrow, Professor of English
- Rachel Olsen, Professor of English
- Mary C. Panches, Professor of English
- Michael Panches, Professor of English
- Dean Reusser, Professor of English
- Linda Robinett, Professor of English, College Preparation English/Developmental English Program Coordinator
- Nina G. Smith, Professor of English, Honors Program Coordinator
- Michael Snyder, Professor of English
- Pamela Stout, Professor of English
- Susan VanSchuyver, Professor of English
- Chris Verschage, Professor of English
- Bertha Wise, Professor of English
- Mark A. Zindelo, Professor of English, Multicultural Composition Program Coordinator

Division of Information Technology

Tom Ashby, Dean

Tsugi Coleman, Division Secretary

Heather Erwin, Division Assistant

The Division of Information Technology offers certifications and two-year degree programs based on real-world training and qualifications that top employers want to see when hiring. These degrees provide an education that will enable students to immediately enter the workforce or transfer to a four-year institution to continue their education. Oklahoma City Community College plays a leading role in maintaining a strong workforce for the rapidly growing IT industry.

Curriculum Programs

- Computer Science - Computer Networking Support (Certificate of Mastery)
- Computer Science - Computer Programming (Associate in Applied Science)
- Computer Science - Computer Science Option Transferring to OU and colleges with Similar Patterns (Associate in Science)
- Computer Science - Computer Science Option Transferring to UCO and colleges with Similar Patterns (Associate in Science)
- Computer Science - Computer Systems Support (Associate in Applied Science, Certificate of Mastery)
- Computer Science - Cyber/Information Security Option Transferring to OSU-IT and Colleges with Similar Patterns (Associate in Science)
- Computer Science - Cyber/Information Security (Associate in Applied Science)
- Computer Science - Cyber/Information Security (Certificate of Mastery)
- Computer Science - Management Information Systems (Associate in Science)
- Computer Science - Web Design and Development (Associate in Applied Science)
- Computer Science - Web Design (Certificate of Mastery)
- Computer Science - Web Development (Certificate of Mastery)
- Computer-Aided Technology - Computer-Aided Design (Associate in Applied Science, Certificate of Mastery)#
- Computer-Aided Technology - Computer Animation (Associate in Applied Science, Certificate of Mastery)
- Computer-Aided Technology - Game Design (Associate in Applied Science, Certificate of Mastery)
- Computer-Aided Technology - Geographic Information System (Associate in Applied Science, Certificate of Mastery)
- Computer-Aided Technology - Digital Media Design (Associate in Applied Science, Certificate of Mastery)
- Database Management (Associate in Applied Science) **
- Enterprise Communication Systems (Associate in Applied Science) **
- Network Technology (Associate in Applied Science) **

- Haifeng Ji, Professor of Computer Science
- Sara Mathew, Professor of Computer Science
- Anita Philipp, Professor of Computer Science
- Michael Reeves, Student Computer Center Evening/Weekend Supervisor
- Justin Shaw, Professor of Computer-Aided Technology
- Mary Williams, Professor of Computer Science

Cooperative Alliance agreements have been established with Francis Tuttle, Moore Norman, Metro Tech and Mid America Technology Centers.

Faculty and Lab Supervisors

- James Bothwell, Professor of Computer Science
- John Brumfield, Student Computer Center Lab Technician
- Haining Chen, Professor of Computer Science
- Gary Dominguez, Student Computer Center Supervisor
- Vicki Gibson, Department Chair, Professor of Computer Science
- John Goulden, Professor of Computer Science
- Douglas Gregory, Professor of Computer-Aided Technology
- Albert Heitkamper, Professor of Computer Science
- John Helton, Department Chair and Professor of Computer-Aided Technology

Division of Mathematics, Engineering and Physical Science

Max Simmons, Ph.D., Dean

Cheryl Wolfe, Division Assistant

Our society is growing ever more dependent on science, mathematics and engineering to solve its problems. Knowledge of mathematics, engineering and science is power to affect the future. The Division of Mathematics, Engineering and Physical Science offers high quality courses in mathematics, physical sciences and engineering. Our students are equipped to join the work force, or transfer to a university or a professional school. All AS degrees offered through the division provide a comprehensive general education background as well as excellent courses in the student's major field of study. The faculty and staff are dedicated to serving students and providing an atmosphere that assists them in reaching their goals.

Curriculum Programs

- Engineering - Pre-Engineering (Associate in Science)
- Mathematics - General Emphasis (Associate in Science)
- Physics - Science with Physics Concentration (Associate in Science)

Faculty and Lab Supervisors

- Randall Abrams, Developmental Mathematics Lab Instructor
- Yumiko Akiba, Developmental Mathematics Lab Instructor
- Marsha A. Austin, Professor of Mathematics
- Zach Austin, Developmental Mathematics Lab Instructor
- Daniel Bakewell, Professor Mathematics
- Daniel Benton, Professor of Mathematics
- Lisa Buckelew, Professor of Mathematics
- Paul Buckelew, Professor of Mathematics
- Betty Coleman, Professor of Mathematics
- Dale Duke, Professor of Mathematics
- Ernest Gobert, Professor of Mathematics
- Ken Harrelson, Professor of Mathematics
- Betty Jo Higgins, Physical Science Lab Supervisor
- Gregory Holland, Professor of Engineering
- Gary Houlette, Professor of Physical Science
- Linda Knox, Professor of Mathematics
- Michael Low, Professor of Physics
- Gail Malmstrom, Professor of Mathematics
- Jay A. Malmstrom, Professor of Mathematics
- Janet Mitchell, Professor Mathematics
- Charles Nunley, Professor of Mathematics
- Christopher Oehlein, Professor of Mathematics
- Lauren Palmer, Developmental Mathematics Lab Instructor
- Ivana Pavic, Professor of Physics
- Christine Peck, Mathematics Lab Supervisor
- Sherry Ray, Professor of Mathematics
- Tad Thurston, Professor of Physics

Division of Social Sciences

Susan Tabor, Dean

Mary Barr, Division Secretary

Jenny Gillen, Division Assistant

The Division of Social Sciences offers a variety of degree programs that prepare students to transfer to four-year institutions and universities as well as a wide array of general education courses that serve students in programs outside of the division. Listed below are all of the programs offered within this division. Child Development programs have been accredited by the National Association for the Education of Young Children (NAEYC). Please refer to the Course Descriptions and the Course Patterns for more detailed information about particular programs that you are interested in. In addition, please feel free to contact the division office or specific program faculty; we are here to serve you.

Curriculum Programs

- Child Development (Associate in Arts)
- Child Development (Associate in Applied Science)
- Child Development AAS Administrative Option (Associate in Applied Science)
- Child Development (Certificate of Mastery)History (Associate in Arts)
- Political Science/Pre-Law (Associate in Arts)
- Psychology (Associate in Arts)
- Sociology (Associate in Arts)

Child Development programs have been accredited by the National Association for the Education of Young Children (NAEYC).

Faculty and Lab Supervisors

- Jennifer Allen, Professor of Psychology
- Jeff Anderson, Professor of Psychology/Psychology Department Chair
- Melinda Barr, Professor of History
- Jeff Carlisle, Professor of History
- Bruce Cook, Professor of Psychology
- John Ehrhardt, Professor of History
- Dana Glencross, Professor of Political Science
- Stephanie Hayes, Professor of Psychology
- Randy Hopkins, Professor of Political Science
- Leslie Jones, Professor of History
- Peggy Jordan, Professor of Psychology
- Yuthika Kim, Professor of Psychology
- Dawn Ladiski, Professor of Child Development/Child Development Program Director
- Jerry W. Ludlow, Professor of Sociology
- Ray McCullar, Professor of History/History and Geography Department Chair
- Gregory Parks, Professor of Psychology
- Cecilia Pittman, Professor of Child Development
- LiErin Probasco, Professor of Sociology
- Julie Rice-Rollins, Professor of Geography
- Jennifer M'Lou Smith, Professor of Sociology
- Markus Smith, Professor of Political Science
- Nate Vanden Brook, Professor of Political Science/Political Science Department Chair
- Sharon Vaughan, Professor of Political Science

Cooperative Alliance Programs

Alexa Mashlan, Director

Sandy Wythe, Secretary

Melissa Dyer, Coordinator of Cooperative Alliance Programs

Oklahoma City Community College's Cooperative Alliance Programs can give students an edge when beginning a college career, completing an Associate of Applied Science degree, Certificate of Mastery as well as accumulating college credit for job enhancement purposes. OCCC and four area technology centers, Francis Tuttle, Metro Tech, Mid America and Moore Norman, have created partnerships to allow students, high school and adult, in cooperatively offered degree programs earn college credit towards an Associate of Applied Science degree while attending the Technology Center. This partnership offers students an opportunity to reduce the time it takes to complete a degree giving the student an educational advantage that employers are looking for in today's competitive world.

Curriculum Programs

- Administrative Office Technology
- Automotive
- Aviation Maintenance Technology
- Child Development
- Computer Aided Design
- Database Management
- Electronics
- Enterprise Communication System
- Graphic Communications
- Health Technology
- Internet Technologies
- Manufacturing Technology
- Networking Technology

Degrees & Programs

Allied Health - Science with Biology Concentration, Pre-Baccalaureate Allied Health Emphasis

Associate in Science

Minimum of 61-62 credit hours

Today, there are millions of workers employed as allied health professionals in the United States. And, the number of workers needed is only expected to rise, making this an excellent career field to enter. If you're interested in a career in sonography, radiography, radiation therapy, nuclear medicine, nutritional science, communication science, physical therapy or occupational therapy, consider enrolling in the associate in science degree program in allied health at Oklahoma City Community College.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
AHP 1013	MEDICAL TERMINOLOGY	3	Major
BIO 1124	GENERAL BIOLOGY I (Majors)	4	Gen Ed
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	or	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
CHEM 1115	GENERAL CHEMISTRY I	5	Major
Suggested Sophomore 1st Semester			
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
BIO 2234	HUMAN PHYSIOLOGY	4	Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
CHEM 1215	GENERAL CHEMISTRY II	5	Major
Suggested Sophomore 2nd Semester			
SOC 1113	INTRODUCTION TO SOCIOLOGY	or	Gen Ed
PSY 2403	DEVELOPMENTAL PSYCHOLOGY	3	Gen Ed
BIO 2125	MICROBIOLOGY	5	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
FA SUPPORT	*Faculty Approved Support Elective	4	Major

Course Grouping

Major Courses: (20 credit hours) Biology: BIO 1124; BIO 2234; 4 credit hours Biology*; 4 credits: BIO 1204, BIO 2000, BIO 2102, BIO 2114, BIO 2203, BIO 2215, BIO 2224, BIO 2255, BIO 2324, BIO 2343, BIO 2403 or BIO 2404; Chemistry: CHEM 1115; Allied Health: AHP 1013;

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Biology: BIO 2125; Chemistry: CHEM 1215; Humanities: Six credit hours*; Social Science: PSY 1113; SOC1113* or PSY2403*; Mathematics: MATH 1513

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (3 credit hours) Computer Science: CS 1103

* Course choice depends on the specific program for which the student is applying. See prerequisite course list of the receiving institution.

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs.

Degree Program Course Descriptions

AHP 1013 - MEDICAL TERMINOLOGY

Prerequisites:

3 CREDITS After studying the root words, prefixes, and suffixes from which medical terms evolve, the student will correctly spell medical terms, define terms commonly used in medical fields, and determine the meaning of unfamiliar medical terms.

BIO 1124 - GENERAL BIOLOGY I (Majors)

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0403 or adequate math placement test score.

4 CREDITS An introductory course required for all biological science majors and pre-health profession students. The fundamental principles of biology are described using a cellular approach. Students gain knowledge regarding the chemical basis of life, structural characteristics of cells to include a discussion of energetics, metabolism and genetics. Evolution and ecology are also discussed in order to provide an understanding of both the diversity of living organisms and the living world. Students recognize, discuss and correctly apply fundamental biological principles influencing their personal relationship with other life forms. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Laboratory work, an integral and required part of the course, will enhance the student's understanding of fundamental biological concepts as well as scientific procedures, laboratory technical skills, dissection and statistical analysis.

BIO 2125 - MICROBIOLOGY

Prerequisites: MATH 0203 or adequate math placement test score, Any four credit hour college-level biology course and a college-level chemistry course.

5 CREDITS Students are introduced to the biological requirements and activities of microorganisms which influence their roles as integral components of the ecosystem. Students demonstrate knowledge of basic principles of pathology, epidemiology and immunology in addition to performing basic laboratory techniques for isolating, characterizing and identifying common microorganisms.

BIO 2234 - HUMAN PHYSIOLOGY

Prerequisites: MATH 0403 or adequate math placement test score, BIO 1124 and one college-level chemistry course.

4 CREDITS Students discuss major systems of the human body, contrast functional and

regulatory activities of each and identify factors influencing homeostasis. Through the use of models, the student will recognize the relative influences and interrelationships between circulation, digestion, metabolism, respiration, kidney function, muscle action, endocrine and nervous control, and reproduction of other systems and the organism as a whole. Laboratory work which requires dissection is an integral and required part of the course.

CHEM 1115 - GENERAL CHEMISTRY I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1513 or MATH 1533, or both MATH 0403 and High School Chemistry or CHEM 1123. A grade of

5 CREDITS This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

CHEM 1215 - GENERAL CHEMISTRY II

Prerequisites: CHEM 1115 with a grade of "C" or better; MATH 1513 or MATH 1533 with a grade of "C" or better.

5 CREDITS This course is a continuation of CHEM 1115 with emphasis on thermochemistry, intermolecular forces, properties of solutions, acid/base properties, kinetics, equilibrium, thermodynamics, electrochemistry, and organic chemistry. Laboratory is an integral part of the course.

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate

library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and

determinants; and the ability to solve practical problems using algebra.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

PSY 2403 - DEVELOPMENTAL PSYCHOLOGY

Prerequisites: PSY 1113

3 CREDITS A theoretical and research-based course that covers social, emotional, physical and cognitive aspects of human development throughout the life-span.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC 1113 - INTRODUCTION TO SOCIOLOGY

Prerequisites:

3 CREDITS The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institution, social stratification and social change.

Art - Visual Arts

Associate in Arts

Minimum of 61 credit hours

The mission of the Visual Arts Program is to provide the fundamental knowledge essential to art majors planning careers in a wide range of visual art disciplines. The program has a large number of approved support electives, making it very diverse and flexible, and allowing students to design an art program that fits their personal educational goals. Students who earn an associate degree in Visual Arts are prepared to continue studying at a four-year institution. After graduating, they can become teachers, art critics, museum directors and curators, art gallery directors, painters, sculptors, ceramists, jewelers, art historians and photographers, or work in film/video, fashion design, interior design, animation, art therapy, illustration, print making and graphic/visual communications. Graphic Communications students who wish to transfer to a four-year institution should enroll in the Visual Arts program for an Associate in Arts degree.

Prerequisites

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

ART 1123

MATH 0403 or adequate math placement test score.

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

ART 1213

All required major courses, ART 1013, ART 1023

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ART 1013	ART HISTORY SURVEY I	3	Gen Ed
ART 1123	DRAWING I	3	Major
ART 1213	FOUNDATIONS I: DESIGN AND COLOR	3	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
PHYS SC	ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS	3	Gen Ed
Suggested Freshman 2nd Semester			
ART 1023	ART HISTORY SURVEY II	3	Gen Ed
ART 1233	DRAWING II	3	Major
MATH 1503	CONTEMPORARY MATHEMATICS	3	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Sophomore 1st Semester			
ART 1243	FOUNDATIONS II: 3D DESIGN	3	Major
ART 2013	PAINTING I	3	Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
SUPP	GUIDED SUPPORT ELECTIVE	3	Support
Suggested Sophomore 2nd Semester			
GEN ED	GEN ED ELECTIVE	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
BIO	BIOLOGICAL SCIENCE	3	Gen Ed
SUPP	GUIDED SUPPORT ELECTIVE	3	Support
ART 2821	PORTFOLIO DEVELOPMENT AND PRESENTATION	1	Major

Course Grouping

Major Courses: (16 Credit Hours) Visual Arts: ART 1123; ART 1213, ART 1233; ART 1243; ART 2013; ART 2821

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Sciences: *Three to four credit hours of general education Biological Science; three to four credit hours Physical Science; one of the science courses must include a lab component; Humanities: ART 1013, ART 1023 and 3 credit hours any HUM elective; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Six hours of Gen Ed Electives chosen from Psychology, Social Science or Foreign Language.

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (7 Credit Hours) Seven credit hours of Support Electives

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog.

Degree Program Course Descriptions

ART 1013 - ART HISTORY SURVEY I

Prerequisites:

3 CREDITS Art History Survey I is a study of the arts, artists and their cultures from Prehistoric through the Early Renaissance. The student will analyze the artistic styles and identify visually the style, its time, its characteristics and the artists important to that period. The student also will analyze the social and art issues which led to the development and evolution of art styles throughout history.

ART 1023 - ART HISTORY SURVEY II

Prerequisites:

3 CREDITS Art History Survey II is a study of the visual arts, artists and their cultures from the Early Renaissance to the present. The student will analyze artistic styles and identify visually the style, its time, its characteristics and the artists important to that period. The student also will analyze the social and art issues which led to the development and evolution of art styles throughout history.

ART 1123 - DRAWING I

Prerequisites:

3 CREDITS Drawing I will develop the students understanding of the basic concepts of drawing and their powers of observation. Students will work with various media utilizing a variety of sources and environments.

ART 1213 - FOUNDATIONS I: DESIGN AND COLOR

Prerequisites:

3 CREDITS The student will learn to recognize, analyze and apply the elements and principles of 2D design and color in the pictorial arts by studying design and color theory.

ART 1233 - DRAWING II

Prerequisites: ART 1123

3 CREDITS Drawing II will continue to develop the students' understanding of the concepts of drawing. Students will continue to develop their skills in media by using a variety of sources and environments. They will demonstrate the proper application of advanced linear perspective, the depiction of complicated shapes and figures as well as the ability to convey emotion.

ART 1243 - FOUNDATIONS II: 3D DESIGN

Prerequisites: ART 1213

3 CREDITS The student will compare, evaluate, and analyze three-dimensional visual art forms. By using a variety of materials and processes, the student will complete a series of studio assignments to demonstrate basic technical ability and an understanding and appreciation of the interaction of form in

space and ways to manipulate it. Readings, writings, and participation in a coursework exhibition are required.

ART 2013 - PAINTING I

Prerequisites:

3 CREDITS Painting I will develop skills in opaque painting, stressing form and content, visual appreciation and individual expression. After an introduction to the different methods of mixing and applying paint, the student will study various styles and techniques of painting.

ART 2821 - PORTFOLIO DEVELOPMENT AND PRESENTATION

Prerequisites: All required major courses, ART 1013, ART 1023

1 CREDIT The student and instructor will make a critical analysis of the student's work done over the duration of the program to identify any deficiencies. The student will address any deficiencies and develop a portfolio. The portfolio will present works of art in a professional format, either framed, matted, as slides, or in digital form, whichever is most appropriate to the student's area of concentration. The student will also write a well developed artist's statement.

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHYS SC - ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS

Prerequisites:

3 CREDITS Any Physical Science chosen from ASTR, PHYS, CHEM, or GEOL subject areas

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SUPP - GUIDED SUPPORT ELECTIVE

Prerequisites:

3 CREDITS Guided Support elective

Automotive Technology - Automotive Technology Internship Program

Associate in Applied Science

Minimum of 66 credit hours

In OCCC's Automotive Technology Degree Programs, you'll learn: •A.S.E. engine performance, engine repair, suspension and steering and brakes. •GM engine repair, electrical systems, engine performance, brakes and new products. •Body repair and refinishing techniques •The basics of collision repair •Electrical theory and automotive heat and air conditioning theory •Brake system repair and diagnosis, anti-lock brake system diagnosis, alignment procedures and theory and suspension diagnosis The automotive technology degree programs offer traditional classes as well as individual-paced (IP) courses to fit with your needs and lifestyle.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Entry Summer Semester			
AT 1013	AUTOMOTIVE STUDENT SUCCESS INITIATIVE	3	Life Skills
Suggested Freshman 1st Semester			
AT 1204	A.S.E. ENGINE PERFORMANCE	4	Major
AT 1214	A.S.E. ENGINE REPAIR	4	Major
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support
AT 2001	CAREER EXPERIENCE	1	Major
Suggested Freshman 2nd Semester			
AT 1224	A.S.E. SUSPENSION AND STEERING	4	Major
AT 1244	A.S.E. BRAKES	4	Major
AT 2001	CAREER EXPERIENCE	1	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
Suggested Freshman Summer Semester			
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
AT 2001	CAREER EXPERIENCE	1	Major
MATH 1503	CONTEMPORARY MATHEMATICS	3	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
Suggested Sophomore 1st Semester			
AT 2204	A.S.E. MANUAL DRIVE TRAINS	4	Major
AT 2214	A.S.E. AUTOMATIC TRANSMISSIONS/TRANSAXLES	4	Major
AT 2001	CAREER EXPERIENCE	1	Major
ENGL 1233	REPORT WRITING	3	Gen Ed
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
Suggested Sophomore 2nd Semester			
AT 2224	A.S.E. ELECTRICAL SYSTEMS	4	Major
AT 2234	A.S.E. HEATING AND AIR CONDITIONING SYSTEMS	4	Major
AT 2001	CAREER EXPERIENCE	1	Major
BUS 2033	BUSINESS COMMUNICATION	3	Gen Ed
Suggested Sophomore Summer Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
FA AT	FACULTY APPROVED AUTOMOTIVE ELECTIVE		Major
AT 2101	A.S.E. CERTIFICATION	1	Major

Course Grouping

Major Courses: (42 credit hours) AT 1204; AT 1214; AT 1224; AT 1244; AT 2204 AT 2214; AT 2224; AT 2234; AT 2101; Five hours of AT 2001; Four hours of faculty approved automotive elective.

General Education Courses: (18 credit hours) English: ENGL 1113; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Business Communication: BUS 2033; three hours of faculty approved general education english elective courses; and three hours of faculty approved math proficiency course.

Life Skills Courses: (3 credit hours) AT 1013

Support Courses: (3 credit hours) Principles of Management: MGMT 2053 or AT 1153

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

AT 1013 - AUTOMOTIVE STUDENT SUCCESS INITIATIVE

Prerequisites: None

3 CREDITS Students will participate in four disciplines designed to prepare students to be successful in automotive programs requiring internships. Students will be required to complete the Automotive Safety, Job Interview Skills, Mentoring, and Introduction to Electricity courses. The student must successfully complete the safety course consisting of specific automotive related safety issues as well as those specific to Oklahoma City Community College. The student will continue with a Job Interview Skills course consisting of writing a resume and how to conduct a successful interview, with a mock video taped interview being required. The student will also complete the Mentoring program with both student and sponsoring dealership personnel participating. The student will finally complete an Introduction to Electricity course to ensure basic concepts and abilities are present to ensure entry level skills are present when the student begins the Automotive Program. This course is a prerequisite for all automotive courses in programs requiring an internship.

AT 1204 - A.S.E. ENGINE PERFORMANCE

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

4 CREDITS The student will discuss and demonstrate general engine diagnostic procedures. Additionally, the student will demonstrate specific competencies in the diagnosis and repair of ignition systems, fuel, air induction systems, and exhaust systems, emission control systems, and engine electronic systems.

AT 1214 - A.S.E. ENGINE REPAIR

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

4 CREDITS The student will discuss and demonstrate competencies in general engine diagnosis and in cylinder head, valve train, engine block diagnosis and repair, as well as lubrication, cooling, fuel, exhaust, ignition, battery and starting system diagnostic and repair procedures.

AT 1224 - A.S.E. SUSPENSION AND STEERING

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate math placement test score, or by meeting determined placement measures.

4 CREDITS This course is an application of basic competencies in steering systems, suspension systems and wheel alignment diagnosis, adjustment and repair. The student will further discuss and demonstrate an understanding of wheel and tire diagnosis and repair.

AT 1244 - A.S.E. BRAKES

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

4 CREDITS This course is an application of specific competencies in hydraulic system, drum brake system, disc brake system diagnosis and repair procedures. Also, the student will discuss and demonstrate competencies in power assist unit diagnosis and repair as well as wheel bearing, parking brake circuit and associated electrical circuit diagnosis and repair, which includes ABS systems.

AT 2001 - CAREER EXPERIENCE

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

1 CREDIT The student will demonstrate the ability to work effectively as a full-time employee at a sponsoring dealership and will demonstrate specified competencies and develop service skills by working and performing service and repair operations in areas related to coursework completed the preceding term. Enrollment may be repeated with a change in work emphasis.

AT 2101 - A.S.E. CERTIFICATION

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.

1 CREDIT The student will demonstrate competencies in engine repair, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical systems, heating and air conditioning, and engine performance. This course is designed for individuals seeking A.S.E. certification which requires previous completion of related training.

AT 2204 - A.S.E. MANUAL DRIVE TRAINS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

4 CREDITS The student will apply specific competencies in general transmission and transaxle diagnosis. Additionally, the student will demonstrate competencies

in transmission/transaxle maintenance, adjustment and in and off vehicle repair.

AT 2214 - A.S.E. AUTOMATIC TRANSMISSIONS/TRANSAXLES

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

4 CREDITS The student will apply specific competencies in general transmission and transaxle diagnosis. Additionally, the student will demonstrate competencies in transmission/transaxle maintenance, adjustment and in and off vehicle repair.

AT 2224 - A.S.E. ELECTRICAL SYSTEMS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

4 CREDITS The student will apply competencies in battery, starting, charging, lighting, driver information, horn, wiper/washer, and accessory systems. Additionally, the student will demonstrate principles of electricity, magnetism, voltage and current regulation and basic circuitry as applied in automotive electrical systems to aid in general diagnosis of automotive electrical problems.

AT 2234 - A.S.E. HEATING AND AIR CONDITIONING SYSTEMS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

4 CREDITS The student will apply competencies in air conditioning system diagnosis and repair as well as diagnosis and repair of refrigeration system components, heating and engine cooling systems and control units.

BUS 2033 - BUSINESS COMMUNICATION

Prerequisites: ENGL 1113 or by evaluation. §

3 CREDITS Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:
3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1233 - REPORT WRITING

Prerequisites: ENGL 1113
3 CREDITS The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

FA AT - FACULTY APPROVED AUTOMOTIVE ELECTIVE

Prerequisites: None
CREDIT Faculty approved Automotive elective

FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES

Prerequisites:
3 CREDITS Faculty approved support electives

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government

precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.
3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.
3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.
3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

Automotive Technology - GM Automotive Service Educational Program

Associate in Applied Science

Minimum of 66 credit hours

If you're interested in automotive technology, you can choose the Automotive Service Educational Program (ASEP) emphasis. ASEP students are sponsored by a General Motors dealership. You will develop expertise in the latest technological advances in GM automotive engineering and service procedures and are guaranteed employment with your sponsor after graduating with your degree.

Prerequisites

MATH 01013 or adequate math placement test score. Special admission procedures required

MATH 0103 or adequate math placement test score. Special admission procedures required

MATH 0103 or adequate math placement test score.

MATH 0103 or adequate math placement test score. Special admission procedures required.

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

MATH 0403 or adequate math placement test score.

ENGL 1113 or by evaluation. §

ENGL 1113

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Entry Summer Semester			
AT 1013	AUTOMOTIVE STUDENT SUCCESS INITIATIVE	3	Support
Suggested Freshman 1st Semester			
AT 1314	GM ELECTRICAL SYSTEMS	4	Major
AT 1304	GM ENGINE REPAIR	4	Major
FG ELEC	FACULTY GUIDED ELECTIVE	3	Support
AT 2001	CAREER EXPERIENCE	1	Major
Suggested Freshman 2nd Semester			
AT 1334	GM BRAKES	4	Major
AT 1324	GM ENGINE PERFORMANCE	4	Major
AT 1422	GM NEW PRODUCTS I	2	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
AT 2001	CAREER EXPERIENCE	1	Major
Suggested Freshman Summer Semester			
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
Suggested Sophomore 1st Semester			
AT 2001	CAREER EXPERIENCE	1	Major
AT 2314	GM MANUAL DRIVE TRAINS	4	Major
AT 2304	GM SUSPENSION AND STEERING	4	Major
AT 2422	GM NEW PRODUCTS II	2	Major
MATH 1503	CONTEMPORARY MATHEMATICS	3	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
Suggested Sophomore 2nd Semester			
AT 2324	GM AUTOMATIC TRANSMISSIONS AND TRANSAXLES	4	Major
AT 2001	CAREER EXPERIENCE	1	Major
AT 2334	GM HEATING AND AIR CONDITIONING SYSTEMS	4	Major
BUS 2033	BUSINESS COMMUNICATION	3	Gen Ed
Suggested Sophomore Summer Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
AT 2101	A.S.E. CERTIFICATION	1	Major
ENGL 1233	REPORT WRITING	3	Gen Ed
AT 2001	CAREER EXPERIENCE	1	Major
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed

Course Grouping

Major Courses: (42 credit hours) Automotive Technology and GM Automotive Service Educational Program Emphasis: AT 1304; AT 1314; AT 1324; AT 1334; AT 1422; Five hours of AT 2001; AT 2101 AT 2304; AT 2314; AT 2324; AT 2334; AT 2422

General Education Courses: (18 credit hours) Math: MATH 1503, or MATH 1513, or MATH 2013; English: ENGL 1113; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; English/Communications Elective: ENGL 1233, or COM 1123, or COM 2213; Business Communication: BUS 2033

Life Skills Courses: (3 credit hours) AT 1013

Support Courses: (3 credit hours) Principles of Management: MGMT 2053 or AT 1153

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

AT 1013 - AUTOMOTIVE STUDENT SUCCESS INITIATIVE

Prerequisites: None

3 CREDITS Students will participate in four disciplines designed to prepare students to be successful in automotive programs requiring internships. Students will be required to complete the Automotive Safety, Job Interview Skills, Mentoring, and Introduction to Electricity courses. The student must successfully complete the safety course consisting of specific automotive related safety issues as well as those specific to Oklahoma City Community College. The student will continue with a Job Interview Skills course consisting of writing a resume and how to conduct a successful interview, with a mock video taped interview being required. The student will also complete the Mentoring program with both student and sponsoring dealership personnel participating. The student will finally complete an Introduction to Electricity course to ensure basic concepts and abilities are present to ensure entry level skills are present when the student begins the Automotive Program. This course is a prerequisite for all automotive courses in programs requiring an internship.

AT 1304 - GM ENGINE REPAIR

Prerequisites: MATH 0103 or adequate math placement test score, ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 CREDITS The student will discuss and demonstrate competencies in general engine diagnosis and in cylinder head, valve train, engine block diagnosis and repair, as well as lubrication, cooling, fuel, exhaust, ignition, battery and starting system diagnostic and repair procedures on current General Motors vehicles.

AT 1314 - GM ELECTRICAL SYSTEMS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 CREDITS The student will apply competencies in battery, starting, charging, lighting, driver information, horn, wiper/washer, and accessory systems. Additionally, the student will demonstrate principles of electricity, magnetism, voltage and current regulation and basic circuitry as applied in automotive electrical systems to aid in general diagnosis of automotive electrical problems on current General Motors vehicles.

AT 1324 - GM ENGINE PERFORMANCE

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 CREDITS The student will discuss and demonstrate general engine diagnostic procedures. Additionally, the student will demonstrate specific competencies in the diagnosis and repair of ignition systems, fuel, air induction systems, and exhaust systems, emission control systems, and engine electronic systems on current General Motors vehicles.

AT 1334 - GM BRAKES

Prerequisites: MATH 0103 or adequate math placement test score, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 CREDITS This course is an application of specific competencies in hydraulic system, drum brake system, disc brake system diagnosis and repair procedures. Also, the student will discuss and demonstrate competencies in power assist unit diagnosis and repair as well as wheel bearing, parking brake circuit and associated electrical circuit diagnosis and repair, which includes ABS systems on current General Motors vehicles.

AT 1422 - GM NEW PRODUCTS I

Prerequisites: MATH 0103 or adequate math placement test score, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

2 CREDITS The student will discuss and demonstrate specific competencies in subject not included in other ASEP automotive courses, which subjects will benefit students needing additional General Motors product service training in new technology and specialized areas. A specific topic is announced for each offering.

AT 2001 - CAREER EXPERIENCE

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

1 CREDIT The student will demonstrate the ability to work effectively as a full-time employee at a sponsoring dealership and will demonstrate specified competencies and develop service skills by working and performing service and repair operations in areas related to coursework completed the preceding term. Enrollment may be repeated with a change in work emphasis.

AT 2101 - A.S.E. CERTIFICATION

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.

1 CREDIT The student will demonstrate competencies in engine repair, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical systems, heating and air conditioning, and engine performance. This course is designed for individuals seeking A.S.E. certification which requires previous completion of related training.

AT 2304 - GM SUSPENSION AND STEERING

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 CREDITS This course is an application of basic competencies in steering systems, suspension systems and wheel alignment diagnosis, adjustment and repair. The student will further discuss and demonstrate an understanding of wheel and tire diagnosis and repair on current General Motors vehicles.

AT 2314 - GM MANUAL DRIVE TRAINS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 CREDITS This course is an application of specific competencies in clutch, standard transmission and transaxle, drive (half) shaft and universal joint, rear axle and four- and/or all-wheel drive component diagnosis and repair procedures on current General Motors vehicles.

AT 2324 - GM AUTOMATIC TRANSMISSIONS AND TRANSAXLES

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 CREDITS The student will apply specific competencies in general transmission and transaxle diagnosis. Additionally, the student will demonstrate competencies in transmission/transaxle maintenance, adjustment and in and off vehicle repair on current General Motors vehicles.

AT 2334 - GM HEATING AND AIR CONDITIONING SYSTEMS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting

determined placement measures. Special admission procedures required.

4 CREDITS The student will apply competencies in air conditioning system diagnosis and repair as well as diagnosis and repair of refrigeration system components, heating and engine cooling systems and control units on current General Motors vehicles.

AT 2422 - GM NEW PRODUCTS II

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

2 CREDITS The student will discuss and demonstrate specific competencies in subjects not included in other ASEP automotive courses, which subjects will benefit students needing additional General Motors product service training in new technology and specialized areas. A specific topic is announced for each offering.

BUS 2033 - BUSINESS COMMUNICATION

Prerequisites: ENGL 1113 or by evaluation. §

3 CREDITS Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery

through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1233 - REPORT WRITING

Prerequisites: ENGL 1113

3 CREDITS The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

FG ELEC - FACULTY GUIDED ELECTIVE

Prerequisites:

3 CREDITS Faculty guided elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use

of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

Automotive Technology - Non-Structural Repair

Associate in Applied Science

Minimum of 64 credit hours

This associate degree program is designed to provide students with the skills needed in the auto collision repair industry. Both basic and advanced techniques will be taught. At the conclusion of the degree program, the students will be eligible for careers in civil service or privately owned repair facilities. Students will also be eligible for careers in the insurance industry. This program is part of cooperative agreements with Francis Tuttle and Metro Tech Technology Centers. All major courses are taught at Francis Tuttle and Metro Tech Technology Centers.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed
AT 1553	AUTOMOTIVE/COLLISION PROGRAM BASICS	3	Major
AT 2001	CAREER EXPERIENCE	1	Major
AT 1513	INTRODUCTION TO BODY REPAIR AND REFINISHING	3	Major
AT 1224	A.S.E. SUSPENSION AND STEERING	4	Major
Suggested Freshman 2nd Semester			
AT 1523	AUTOMOTIVE REFINISHING SYSTEMS AND PREPARATION	3	Major
AT 1533	NON STRUCTURAL TRIM AND PANEL ALIGNMENT	3	Major
AT 2001	CAREER EXPERIENCE	1	Major
AT 1244	A.S.E. BRAKES	4	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
Suggested Freshman Summer Semester			
AT 2001	CAREER EXPERIENCE	1	Major
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
Suggested Sophomore 1st Semester			
AT 2563	MINOR BODY REPAIR	3	Major
AT 2573	DOOR AND QUARTER PANEL REPLACEMENT	3	Major
AT 2224	A.S.E. ELECTRICAL SYSTEMS	4	Major
AT 2001	CAREER EXPERIENCE	1	Major
OSRHE1	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE	3	Gen Ed
FA MATH1	FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS	3	Support
Suggested Sophomore 2nd Semester			
AT 2583	AUTOMOTIVE GLASS REPLACEMENT	3	Major
AT 2593	MIG WELDING AND CUTTING	3	Major
AT 2234	A.S.E. HEATING AND AIR CONDITIONING SYSTEMS	4	Major
AT 2001	CAREER EXPERIENCE	1	Major
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Sophomore Summer Semester			
AT 2101	A.S.E. CERTIFICATION	1	Major
AUTO FA	FACULTY APPROVED AUTOMOTIVE ELECTIVE(S)	4	Major

Course Grouping

Major Courses: (42 credit hours) AT 1224; AT 1244; AT 1513; AT 1523; AT 1533; AT 1553; AT 1632; AT 1642; Five hours of AT 2001; AT 2101; AT 2224; AT 2234; AT 2563; AT 2573; AT 2583; AT 2593; AT 2632; AT 2642; Major Course Electives: Four credit hours

General Education Courses: (18 credit hours) English: ENGL 1113; * Any Oklahoma State Regents for Higher Education approved general education three credit hour English or communications course; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Computer Science: CS 1103; General Education Electives: Three credit hours are to be chosen from ENGL 1213, ENGL 1233, COM 1123, or COM 2213. Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (3 credit hours) Mathematics: Three credit hours of faculty approved mathematics that meet OCCC's mathematics proficiency requirements.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

#Cooperative agreements have been established with Francis Tuttle and Metro Technology Centers. (Students must file all financial aid through the technology center while attending there).

*Criteria available in division office.

Degree Program Course Descriptions

AT 1224 - A.S.E. SUSPENSION AND STEERING

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate math placement test score, or by meeting determined placement measures.

4 CREDITS This course is an application of basic competencies in steering systems, suspension systems and wheel alignment diagnosis, adjustment and repair. The student will further discuss and demonstrate an understanding of wheel and tire diagnosis and repair.

AT 1244 - A.S.E. BRAKES

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

4 CREDITS This course is an application of specific competencies in hydraulic system, drum brake system, disc brake system diagnosis and repair procedures. Also, the student will discuss and demonstrate competencies in power assist unit diagnosis and repair as well as wheel bearing, parking brake circuit and associated electrical circuit diagnosis and repair, which includes ABS systems.

AT 1513 - INTRODUCTION TO BODY REPAIR AND REFINISHING

Prerequisites: None

3 CREDITS This course covers safety practices, personal protection, and equipment operation during collision repair. The course will also cover compliance with Environmental Protection Agency policies, state and local regulations, and the Right-to-Know Act.

AT 1523 - AUTOMOTIVE REFINISHING SYSTEMS AND PREPARATION

Prerequisites: AT 1513, Special admission procedures required.

3 CREDITS This course is designed to cover finish systems, both type and color. Students will identify refinishing systems and prepare surfaces for refinishing. Students will demonstrate knowledge and skill in applications of primer-surface, seam sealers, chip resistant coating, and maskings.

AT 1533 - NON STRUCTURAL TRIM AND PANEL ALIGNMENT

Prerequisites: AT 1513, Special admission procedures required.

3 CREDITS This course covers the basics of non-structural trim and body alignment. Students will demonstrate knowledge and skill in the use of panel alignment tools, fastener applications, panel alignment methods for bolt panels, and repair procedures.

AT 1553 - AUTOMOTIVE/COLLISION PROGRAM BASICS

Prerequisites: None

3 CREDITS This course covers the basic knowledge of collision repair. Students will receive an overview of the collision repair facility, basic safety aspects of the program, and student expectations for success in the collision repair program. Related topics will include general lab safety, tool usage, quality customer service and teamwork as they relate to the collision repair process. Applications of math skills such as standard and metric measuring, ratios, and proportions will also be taught. Students will also be required to participate in an industry work-site learning opportunity during the Automotive Collision Program Basics course.

AT 2001 - CAREER EXPERIENCE

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

1 CREDIT The student will demonstrate the ability to work effectively as a full-time employee at a sponsoring dealership and will demonstrate specified competencies and develop service skills by working and performing service and repair operations in areas related to coursework completed the preceding term. Enrollment may be repeated with a change in work emphasis.

AT 2101 - A.S.E. CERTIFICATION

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.

1 CREDIT The student will demonstrate competencies in engine repair, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical systems, heating and air conditioning, and engine performance. This course is designed for individuals seeking A.S.E. certification which requires previous completion of related training.

AT 2224 - A.S.E. ELECTRICAL SYSTEMS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

4 CREDITS The student will apply competencies in battery, starting, charging, lighting, driver information, horn, wiper/washer, and accessory systems. Additionally, the student will demonstrate principles of electricity, magnetism, voltage and current regulation and basic circuitry as applied in automotive electrical systems to aid in general diagnosis of automotive electrical problems.

AT 2234 - A.S.E. HEATING AND AIR CONDITIONING SYSTEMS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

4 CREDITS The student will apply competencies in air conditioning system diagnosis and repair as well as diagnosis and repair of refrigeration system components, heating and engine cooling systems and control units.

AT 2563 - MINOR BODY REPAIR

Prerequisites: AT 1553 or by evaluation. §

3 CREDITS This course covers metal-straightening processes and the selection and application of body surface and specialty fillers. Students will demonstrate knowledge and skill in the proper utilization of tools and equipment and applying the processes of straightening, body surfacing and the application of specialty fillers.

AT 2573 - DOOR AND QUARTER PANEL REPLACEMENT

Prerequisites: AT 1553 or by evaluation. §

3 CREDITS This course covers the removal and replacement of weld-on panels. Students will demonstrate knowledge and skill in the repair or replacement of weld-on panels.

AT 2583 - AUTOMOTIVE GLASS REPLACEMENT

Prerequisites: AT 1553 or by evaluation. §

3 CREDITS This course covers the removal and installation of moveable and fixed glass using the tools and processes necessary. Students will demonstrate knowledge and skill in the replacement of glass.

AT 2593 - MIG WELDING AND CUTTING

Prerequisites: AT 1553 or by evaluation. §

3 CREDITS This course covers safety practices and processes in different types of welds associated with automotive sheet metal welding. Students will demonstrate knowledge and skill in applying different types of welds.

AUTO FA - FACULTY APPROVED AUTOMOTIVE ELECTIVE(S)

Prerequisites: None

4 CREDITS Faculty approved Automotive elective

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this

course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
 3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

FA MATH1 - FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS

Prerequisites:
 3 CREDITS Faculty approved Mathematics that meets OCCC's Mathematics proficiency requirement

GEN ED - GEN ED ELECTIVE

Prerequisites:
 3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

OSRHE1 - OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE

Prerequisites:

3 CREDITS OSRHE approved General Education Communications or English course

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
 3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores
 1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/ Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Automotive Technology - Painting and Refinishing

Associate in Applied Science

Minimum of 64 credit hours

This associate degree program will give you the skills you need to be successful in the auto collision repair industry. You'll learn not only basic but also advanced techniques. When you graduate with your degree, you will be prepared to work in civil service or privately owned repair facilities. You could also have a career in the insurance industry. This program is part of cooperative agreements with Francis Tuttle and Metro Tech Technology Centers. All major courses are taught at Francis Tuttle and Metro Tech Technology Center.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites. Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites. - See more at: <http://www.omniupdate.com/servlet/OX/preview?site=Catalog&path=%2Fcurrent%2Fdegree-programs%2Fcoop%2Fautomotive-technology-non-structural-repair-.pcf&local=false#sthash.ATyZA2mr.dpuf>

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
AT 1513	INTRODUCTION TO BODY REPAIR AND REFINISHING	3	Major
AT 1553	AUTOMOTIVE/COLLISION PROGRAM BASICS	3	Major
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed
AT 2001	CAREER EXPERIENCE	1	Major
AT 1632	A.S.E. SUSPENSION AND STEERING	2	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
Suggested Freshman 2nd Semester			
AT 1523	AUTOMOTIVE REFINISHING SYSTEMS AND PREPARATION	3	Major
AT 1533	NON STRUCTURAL TRIM AND PANEL ALIGNMENT	3	Major
AT 2001	CAREER EXPERIENCE	1	Major
AT 1642	A.S.E. BRAKES	2	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
Suggested Freshman Summer Semester			
AT 2001	CAREER EXPERIENCE	1	Major
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
Suggested Sophomore 1st Semester			
AT 1543	SURFACE PREPARATION	3	Major
AT 2513	EQUIPMENT AND APPLICATION	3	Major
AT 2001	CAREER EXPERIENCE	1	Major
AT 2632	A.S.E. ELECTRICAL SYSTEMS	2	Major
OSRHE1	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE	3	Gen Ed
FA MATH1	FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS	3	Support
Suggested Sophomore 2nd Semester			
AT 2523	TINTING AND BLENDING	3	Major
AT 2533	TROUBLESHOOTING AND DETAILING	3	Major
AT 2001	CAREER EXPERIENCE	1	Major
AT 2642	A.S.E. HEATING AND AIR CONDITIONING SYSTEMS	2	Major
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Sophomore Summer Semester			
AT 2101	A.S.E. CERTIFICATION	1	Major
FA AT	FACULTY APPROVED AUTOMOTIVE ELECTIVE		Major

Course Grouping

Major Courses: (42 credit hours) AT 1513; AT 1523; AT 1533; AT 1543; AT 1553; AT 1632; AT 1642; Five hours of AT 2001; AT 2101; AT 2513; AT 2523; AT 2533; AT 2632; AT 2642 Major Course Electives: Four credit hours

General Education Courses: (18 credit hours) English: ENGL 1113; * Any Oklahoma State Regents for Higher Education approved general education three credit hour English or communications course; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Computer Science: CS 1103; General Education Electives: Three credit hours are to be chosen from ENGL 1213, ENGL 1233, COM 1123, or COM 2213.

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (3 credit hours) Mathematics: Three credit hours of faculty approved mathematics that meet OCCC's mathematics proficiency requirements.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

#Cooperative agreements have been established with Francis Tuttle and Metro Technology Centers. (Students must file all financial aid through the technology center while attending there).

*Criteria available in division office.

Degree Program Course Descriptions

AT 1513 - INTRODUCTION TO BODY REPAIR AND REFINISHING

Prerequisites: None

3 CREDITS This course covers safety practices, personal protection, and equipment operation during collision repair. The course will also cover compliance with Environmental Protection Agency policies, state and local regulations, and the Right-to-Know Act.

AT 1523 - AUTOMOTIVE REFINISHING SYSTEMS AND PREPARATION

Prerequisites: AT 1513, Special admission procedures required.

3 CREDITS This course is designed to cover finish systems, both type and color. Students will identify refinishing systems and prepare surfaces for refinishing. Students will demonstrate knowledge and skill in applications of primer-surface, seam sealers, chip resistant coating, and maskings.

AT 1533 - NON STRUCTURAL TRIM AND PANEL ALIGNMENT

Prerequisites: AT 1513, Special admission procedures required.

3 CREDITS This course covers the basics of non-structural trim and body alignment. Students will demonstrate knowledge and skill in the use of panel alignment tools, fastener applications, panel alignment methods for bolt panels, and repair procedures.

AT 1543 - SURFACE PREPARATION

Prerequisites: AT 1513, Special admission procedures required.

3 CREDITS This course covers the development of a refinishing process plan and the implementation of this plan. Students will demonstrate knowledge and skill in the removal of paint finish, cleaning surfaces, applying metal treatment, applying primer, block sanding, primer surfacing, and preparing adjacent panels for blend.

AT 1553 - AUTOMOTIVE/COLLISION PROGRAM BASICS

Prerequisites: None

3 CREDITS This course covers the basic knowledge of collision repair. Students will receive an overview of the collision repair facility, basic safety aspects of the program, and student expectations for success in the collision repair program. Related topics will include general lab safety, tool usage, quality customer service and teamwork as they relate to the collision repair process. Applications of math skills such as standard and metric measuring, ratios, and proportions will also be taught. Students will also be required to participate in an industry work-site learning opportunity during the Automotive Collision Program Basics course.

AT 1632 - A.S.E. SUSPENSION AND STEERING

Prerequisites: MATH 0103 or adequate math placement test score, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. §

2 CREDITS This is an individual-paced (IP) course. This course is an application of basic competencies in steering systems, suspension systems and wheel alignment diagnosis, adjustment and repair. The student will further discuss and demonstrate an understanding of wheel and tire diagnosis and repair.

AT 1642 - A.S.E. BRAKES

Prerequisites: MATH 0103 or adequate math placement test score, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. §

2 CREDITS This is an individual-paced (IP) course. This course is an application of specific competencies in hydraulic system, drum brake system, disc brake system diagnosis and repair procedures. Also, the student will discuss and demonstrate competencies in power assist unit diagnosis and repair as well as wheel bearing, parking brake circuit and associated electrical circuit diagnosis and repair, which includes ABS systems.

AT 2001 - CAREER EXPERIENCE

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

1 CREDIT The student will demonstrate the ability to work effectively as a full-time employee at a sponsoring dealership and will demonstrate specified competencies and develop service skills by working and performing service and repair operations in areas related to coursework completed the preceding term. Enrollment may be repeated with a change in work emphasis.

AT 2101 - A.S.E. CERTIFICATION

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.

1 CREDIT The student will demonstrate competencies in engine repair, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical systems, heating and air conditioning, and engine performance. This course is designed for individuals seeking A.S.E. certification which requires previous completion of related training.

AT 2513 - EQUIPMENT AND APPLICATION

Prerequisites: AT 1553 or by evaluation. §

3 CREDITS This course covers the preparation for refinishing and topcoat. Students will demonstrate knowledge and skill in body refinishing, preparing and mixing topcoats, using air supply equipment, using spray guns, and applying various types of topcoats.

AT 2523 - TINTING AND BLENDING

Prerequisites: AT 1553 or by evaluation. §

3 CREDITS This course covers the basics and characteristics of color. The students will demonstrate knowledge and skill in the plotting of solid, pearl, and metallic color, and color matching. Students will demonstrate knowledge and skill in blending processes for single state, base coat/clear coat, and tri-coat finishes.

AT 2533 - TROUBLESHOOTING AND DETAILING

Prerequisites: AT 1553 or by evaluation. §

3 CREDITS This course covers the identification of paint film defects and their causes and cures. Also covered are finish detailing as it relates to refinishing, decals and strip taping. Students will demonstrate knowledge and skill in these areas.

AT 2632 - A.S.E. ELECTRICAL SYSTEMS

Prerequisites: MATH 0103 or adequate math placement test score, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. §

2 CREDITS This is an individual-paced (IP) course. The student will apply competencies in battery, starting, charging, lighting, drive information, horn, wiper washer, and accessory systems. Additionally, the student will demonstrate principles of electricity, magnetism, voltage and current regulation and basic circuitry as applied in automotive electrical systems to aid in general diagnosis of automotive electrical problems.

AT 2642 - A.S.E. HEATING AND AIR CONDITIONING SYSTEMS

Prerequisites: MATH 0103 or adequate math placement test score, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. §

2 CREDITS This is an individual-paced (IP) course. The student will apply competencies in air conditioning system diagnosis and repair as well as diagnosis and repair of refrigeration system components, heating and engine cooling systems and control units.

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

FA AT - FACULTY APPROVED AUTOMOTIVE ELECTIVE

Prerequisites: None

CREDIT Faculty approved Automotive elective

FA MATH1 - FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS

Prerequisites:

3 CREDITS Faculty approved Mathematics that meets OCCC's Mathematics proficiency requirement

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search

for change, equal rights and conflicts in the American past.

OSRHE1 - OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE

Prerequisites:

3 CREDITS OSRHE approved General Education Communications or English course

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/ Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Automotive Technology#

Certificate of Mastery

Minimum of 21 credit hours

This certificate will give you the skills you need to become an entry-level technician. You will take courses in brakes, steering and suspension, electrical electronics and engine performance. You will learn to diagnose and complete brake service and perform vehicle steering and suspension alignment. You will also take classes in electrical theory and electrical/electronic diagnostics and learn engine performance diagnostics and techniques for repair using a variety of diagnostic equipment. This career major includes course work on how to evacuate and recharge air-conditioning systems and basic diagnostics of the heat and A/C system. The classes you take in this major meet ASE/NATEF standards.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
AT 1224	A.S.E. SUSPENSION AND STEERING	4	Major
AT 1244	A.S.E. BRAKES	4	Major
AT 2001	CAREER EXPERIENCE	1	Support
AT 1153	Basic Automotive Fundamentals		Major
Suggested Freshman 2nd Semester			
AT 2001	CAREER EXPERIENCE	1	Support
AT 2224	A.S.E. ELECTRICAL SYSTEMS	4	Major
AT 2234	A.S.E. HEATING AND AIR CONDITIONING SYSTEMS	4	Major

Course Grouping

Major Courses: (19 credit hours) AT 1224; AT 1244; AT 2001 (2 credit hours); AT 2224; AT 2234; AT 1153

General Education Courses: NONE

Life Skills Courses: NONE

Support Courses: (2 credit hours) Automotive Technology: AT 2001

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Degree Program Course Descriptions

AT 1153 - Basic Automotive Fundamentals

Prerequisites:

CREDIT3 This course is an application of specific competencies in the operation and service repair of vehicles in the areas of: maintenance and minor vehicle service. Usage of service manuals, manufacturers procedures, tools, and safety are stressed. The student will discuss nomenclature and operating principles of basic automotive fundamentals. Also, the student will discuss and perform diagnostic and service procedures used to maintain these specific systems. The student will show competency in the areas of changing fluids, flush equipment, tire repair, tire balance, vehicle vibration diagnosis, and scan tool usage.

AT 1224 - A.S.E. SUSPENSION AND STEERING

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate math placement test score, or by meeting determined placement measures.

4 CREDITS This course is an application of basic competencies in steering systems, suspension systems and wheel alignment diagnosis, adjustment and repair. The student will further discuss and demonstrate an understanding of wheel and tire diagnosis and repair.

AT 1244 - A.S.E. BRAKES

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

4 CREDITS This course is an application of specific competencies in hydraulic system, drum brake system, disc brake system diagnosis and repair procedures. Also, the student will discuss and demonstrate competencies in power assist unit diagnosis and repair as well as wheel bearing, parking brake circuit and associated electrical circuit diagnosis and repair, which includes ABS systems.

AT 2001 - CAREER EXPERIENCE

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

1 CREDIT The student will demonstrate the ability to work effectively as a full-time employee at a sponsoring dealership and will demonstrate specified competencies and develop service skills by working and performing service and repair operations in areas related to coursework completed the preceding term. Enrollment may be repeated with a change in work emphasis.

AT 2224 - A.S.E. ELECTRICAL SYSTEMS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

4 CREDITS The student will apply competencies in battery, starting, charging, lighting, driver information, horn, wiper/washer, and accessory systems. Additionally, the student will demonstrate principles of electricity, magnetism, voltage and current regulation and basic circuitry as applied in automotive electrical systems to aid in general diagnosis of automotive electrical problems.

AT 2234 - A.S.E. HEATING AND AIR CONDITIONING SYSTEMS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

4 CREDITS The student will apply competencies in air conditioning system diagnosis and repair as well as diagnosis and repair of refrigeration system components, heating and engine cooling systems and control units.

Aviation Maintenance Technology

Associate in Applied Science

Minimum of 61 credit hours

The Aviation Maintenance Technology program is a cooperative alliance program conducted jointly by Oklahoma City Community College and Metro Tech Technology Center. Federal Aviation Administration certified airframe and powerplant technical occupational courses are offered exclusively at the Metro Tech Aviation Career Center campus. Required general education and support courses are offered at the Oklahoma City Community College campus. Aviation maintenance technicians service, repair and overhaul various aircraft components and systems including electrical and hydraulic systems, airframes, engines and propellers on commercial and private aircraft.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
AMT 1113	FUNDAMENTALS OF AVIATION MAINTENANCE	3	Major
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed
AMT 1312	AIRCRAFT STRUCTURES I	2	Major
Suggested Freshman 2nd Semester			
OSRHE1	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE	3	Gen Ed
AMT 1123	TECHNICAL MECHANICS AND REGULATIONS	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
AMT 1323	AIRCRAFT STRUCTURES II	3	Major
AMT 1212	BASIC AIRCRAFT ELECTRONICS	2	Major
Suggested Sophomore 1st Semester			
AMT 2112	AIRFRAME SYSTEMS I	2	Major
AMT 2213	RECIPROCATING ENGINES I	3	Major
AMT 2312	JET TURBINE POWERPLANT I	2	Major
FA MATH1	FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS	3	Support
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support
Suggested Sophomore 2nd Semester			
AMT 2122	AIRFRAME SYSTEMS II	2	Major
AMT 2222	RECIPROCATING ENGINES II	2	Major
AMT 2323	JET TURBINE POWERPLANT II	3	Major
GEN ED	GEN ED ELECTIVE	3	Gen Ed
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support

Course Grouping

Major Courses: (27 credit hours) AMT 1113; AMT 1123; AMT 1212; AMT 1312; AMT 1323; AMT 2112; AMT 2122; AMT 2213; AMT 2222; AMT 2312; AMT 2323

General Education Courses: (18 credit hours) English: ENGL 1113; *Any Oklahoma State Regents for Higher Education approved general education three credit hours English or communications course; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Computer Science: CS 1103; General Education Electives: Three credit hours to be chosen from ENGL 1213, ENGL 1233, COM 1123, or COM 2213.

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (15 credit hours) Mathematics: Three credit hour of faculty approved mathematics that meet OCCC's mathematics proficiency requirements.; Support Electives: Twelve credit hours of faculty approved support electives

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Major Courses are available only at Metro Technology Aviation Career Center.

#This program is offered through a cooperative alliance established with Metro Technology Aviation Career Center. (Students must file all financial aid through the technology center while attending there).

Degree Program Course Descriptions

AMT 1113 - FUNDAMENTALS OF AVIATION MAINTENANCE

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will identify shop and hangar safety hazards and methods of preventing human injury and equipment damage. The student will identify basic aircraft parts, controls, and instruments; will extract information from blueprints, schematics and charts; and will describe modern aircraft structural materials, materials processing and testing.

AMT 1123 - TECHNICAL MECHANICS AND REGULATIONS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will relate Federal Aviation Regulations to the construction and maintenance practices of modern aircraft, interpret and follow maintenance publications and demonstrate proper record keeping practices for aircraft maintenance. The student will also demonstrate proper group handling operations; weighing, weight and balance and loading procedures; and the proper selection, use and care of mechanics hand and power tools and measurement devices while performing maintenance operations.

AMT 1212 - BASIC AIRCRAFT ELECTRONICS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

2 CREDITS The student will use basic electricity laws and formulas to calculate and measure voltage, current, power and resistance in AC and DC electrical systems. The student will compute and observe the effects of inductance, capacitance and impedance in AC systems; construct basic electrical circuits and perform circuit analysis using electrical diagrams and measuring instruments; and will perform basic troubleshooting and aircraft battery service operations.

AMT 1312 - AIRCRAFT STRUCTURES I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

2 CREDITS The student will apply knowledge of types of aircraft structure which produce lifting forces and provide powerplant support including truss and stressed skin wing construction in solving flight problems. The student will demonstrate the proper inspection, materials selection, repair and testing of wood and laminated non-metallic structures, sheet

metal structures and fabric and fiberglass aircraft coverings in accordance with FAA standards.

AMT 1323 - AIRCRAFT STRUCTURES II

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will assemble, adjust and inspect rigging and verify control response for fixed wing and rotary wing flight control systems; inspect and determine the conditions of the airframe, its systems and components; and demonstrate proper soldering, welding and metal joining procedures to make structural repairs according to FAA specifications. In addition, the student will inspect, and correct deficiencies in meeting requirements for registration makings, proportions, use of color and ornamentation.

AMT 2112 - AIRFRAME SYSTEMS I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

2 CREDITS The student will apply principles of operation of aircraft hydraulic and pneumatic systems in properly inspecting, servicing, and repairing landing gear and aircraft brake systems. In addition, the student will demonstrate proper inspection, service trouble-shooting and repair operations on cabin atmosphere control and instrument systems.

AMT 2122 - AIRFRAME SYSTEMS II

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

2 CREDITS The student will apply principles of operation and limitations associated with communication and navigation systems, position and warning systems, fuel systems, ice control and rain systems, and fire protection systems to properly inspect, service, troubleshoot and repair the systems in accordance with manufacturer's specifications and FAA regulations.

AMT 2213 - RECIPROCATING ENGINES I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will relate the historical development of the reciprocating engine to the theory and operations of modern radial and horizontally opposed aircraft engines. The student will clean, disassemble, inspect, repair, reassemble and test aircraft reciprocating engines and associated induction, cooling, exhaust and lubricating

systems in accordance with manufacturer's maintenance manuals, Federal Aviation Regulations (FARs) and advisory circulars.

AMT 2222 - RECIPROCATING ENGINES II

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

2 CREDITS The student will demonstrate proper procedures for power plant inspection, troubleshooting and maintenance including engine removal, installation, rigging and the performance of 100-hour inspections. In addition, the student will demonstrate proper procedures for the inspection, servicing and repair of fuel metering and ignition systems and will inspect, balance and maintain fixed and variable pitch propellers in accordance with FAA and manufacturer's standards.

AMT 2312 - JET TURBINE POWERPLANT I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

2 CREDITS The student will relate the theory and operation of the turbine engines to the design, construction and maintenance of modern gas turbine engines including turbo jet, turbo fan, turbo prop and turbo shaft engines. The student will perform proper cleaning, disassembly, inspection, repair and reassembly procedures on gas turbine engines and associated inlet, stator vane, bleed air, anti-ice, cooling, exhaust and lubricating systems in accordance with manufacturer's manuals and Federal Aviation Regulations (FARs) and advisory circulars.

AMT 2323 - JET TURBINE POWERPLANT II

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate proper procedures for determining turbine engine conformity and performing air-worthiness inspections, troubleshooting, maintenance and repair operations including removal, installations, rigging and 100-hour inspections. The student will also use instruments and other methods to inspect, troubleshoot service and repair turbine powerplant related systems such as fuel and metering, ignition, instrument, fire protection and turbine propeller systems in accordance with FAA and manufacturer's standards.

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

FA MATH1 - FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS

Prerequisites:

3 CREDITS Faculty approved Mathematics that meets OCCC's Mathematics proficiency requirement

FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES

Prerequisites:

3 CREDITS Faculty approved support electives

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search

for change, equal rights and conflicts in the American past.

OSRHE1 - OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE

Prerequisites:

3 CREDITS OSRHE approved General Education Communications or English course

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/ Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Aviation Maintenance Technology-Airframe and Powerplant Technician

Certificate of Mastery

Minimum of 27 credit hours

The Aviation Maintenance Technology, Airframe and Powerplant Technician program is a cooperative alliance program between OCCC and Metro Tech Technology Center. The program is accredited through the established guidelines of the Federal Aviation Administration. The program is designed to provide students completing the program with knowledge and skills necessary to obtain the FAA Airframe and Powerplant license. The Certificate of Mastery is designed for immediate employment with the option to complete the Associate in Applied Science. Aviation maintenance technicians service, repair and overhaul various aircraft components and systems including electrical and hydraulic systems, airframes, engines and propellers on commercial and private aircraft.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
AMT 1113	FUNDAMENTALS OF AVIATION MAINTENANCE	3	Major
AMT 1212	BASIC AIRCRAFT ELECTRONICS	2	Major
AMT 1312	AIRCRAFT STRUCTURES I	2	Major
AMT 2112	AIRFRAME SYSTEMS I	2	Major
AMT 2213	RECIPROCATING ENGINES I	3	Major
AMT 2312	JET TURBINE POWERPLANT I	2	Major
Suggested Freshman 2nd Semester			
AMT 1123	TECHNICAL MECHANICS AND REGULATIONS	3	Major
AMT 1323	AIRCRAFT STRUCTURES II	3	Major
AMT 2122	AIRFRAME SYSTEMS II	2	Major
AMT 2222	RECIPROCATING ENGINES II	2	Major
AMT 2323	JET TURBINE POWERPLANT II	3	Major

Course Grouping

Major Courses: AMT 1113, AMT 1123, AMT 1312, AMT 1323, AMT 1212, AMT 2112, AMT 2213, AMT 2312, AMT 2122, AMT 2222, AMT 2323

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Major courses are available only at Metro Technology Aviation Career Center.

#This program is offered through a cooperative alliance established with Metro Technology Center. (Students must file all financial aid through the technology center while attending there).

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at <http://www.occc.edu/certificates/>.

Degree Program Course Descriptions

AMT 1113 - FUNDAMENTALS OF AVIATION MAINTENANCE

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will identify shop and hangar safety hazards and methods of preventing human injury and equipment damage. The student will identify basic aircraft parts, controls, and instruments; will extract information from blueprints, schematics and charts; and will describe modern aircraft structural materials, materials processing and testing.

AMT 1123 - TECHNICAL MECHANICS AND REGULATIONS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will relate Federal Aviation Regulations to the construction and maintenance practices of modern aircraft, interpret and follow maintenance publications and demonstrate proper record keeping practices for aircraft maintenance. The student will also demonstrate proper group handling operations; weighing, weight and balance and loading procedures; and the proper selection, use and care of mechanics hand and power tools and measurement devices while performing maintenance operations.

AMT 1212 - BASIC AIRCRAFT ELECTRONICS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

2 CREDITS The student will use basic electricity laws and formulas to calculate and measure voltage, current, power and resistance in AC and DC electrical systems. The student will compute and observe the effects of inductance, capacitance and impedance in AC systems; construct basic electrical circuits and perform circuit analysis using electrical diagrams and measuring instruments; and will perform basic troubleshooting and aircraft battery service operations.

AMT 1312 - AIRCRAFT STRUCTURES I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

2 CREDITS The student will apply knowledge of types of aircraft structure which produce lifting forces and provide powerplant support including truss and stressed skin wing construction in solving flight problems. The student will demonstrate the proper inspection, materials selection, repair and testing of wood and laminated non-metallic structures, sheet

metal structures and fabric and fiberglass aircraft coverings in accordance with FAA standards.

AMT 1323 - AIRCRAFT STRUCTURES II

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will assemble, adjust and inspect rigging and verify control response for fixed wing and rotary wing flight control systems; inspect and determine the conditions of the airframe, its systems and components; and demonstrate proper soldering, welding and metal joining procedures to make structural repairs according to FAA specifications. In addition, the student will inspect, and correct deficiencies in meeting requirements for registration makings, proportions, use of color and ornamentation.

AMT 2112 - AIRFRAME SYSTEMS I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

2 CREDITS The student will apply principles of operation of aircraft hydraulic and pneumatic systems in properly inspecting, servicing, and repairing landing gear and aircraft brake systems. In addition, the student will demonstrate proper inspection, service trouble-shooting and repair operations on cabin atmosphere control and instrument systems.

AMT 2122 - AIRFRAME SYSTEMS II

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

2 CREDITS The student will apply principles of operation and limitations associated with communication and navigation systems, position and warning systems, fuel systems, ice control and rain systems, and fire protection systems to properly inspect, service, troubleshoot and repair the systems in accordance with manufacturer's specifications and FAA regulations.

AMT 2213 - RECIPROCATING ENGINES I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will relate the historical development of the reciprocating engine to the theory and operations of modern radial and horizontally opposed aircraft engines. The student will clean, disassemble, inspect, repair, reassemble and test aircraft reciprocating engines and associated induction, cooling, exhaust and lubricating

systems in accordance with manufacturer's maintenance manuals, Federal Aviation Regulations (FARs) and advisory circulars.

AMT 2222 - RECIPROCATING ENGINES II

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

2 CREDITS The student will demonstrate proper procedures for power plant inspection, troubleshooting and maintenance including engine removal, installation, rigging and the performance of 100-hour inspections. In addition, the student will demonstrate proper procedures for the inspection, servicing and repair of fuel metering and ignition systems and will inspect, balance and maintain fixed and variable pitch propellers in accordance with FAA and manufacturer's standards.

AMT 2312 - JET TURBINE POWERPLANT I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

2 CREDITS The student will relate the theory and operation of the turbine engines to the design, construction and maintenance of modern gas turbine engines including turbo jet, turbo fan, turbo prop and turbo shaft engines. The student will perform proper cleaning, disassembly, inspection, repair and reassembly procedures on gas turbine engines and associated inlet, stator vane, bleed air, anti-ice, cooling, exhaust and lubricating systems in accordance with manufacturer's manuals and Federal Aviation Regulations (FARs) and advisory circulars.

AMT 2323 - JET TURBINE POWERPLANT II

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate proper procedures for determining turbine engine conformity and performing air-worthiness inspections, troubleshooting, maintenance and repair operations including removal, installations, rigging and 100-hour inspections. The student will also use instruments and other methods to inspect, troubleshoot service and repair turbine powerplant related systems such as fuel and metering, ignition, instrument, fire protection and turbine propeller systems in accordance with FAA and manufacturer's standards.

Biology - Science with Biology Concentration

Associate in Science

Minimum of 61-68 credit hours

Biology students strive to understand the fundamental processes of life. Their studies cover everything from plants and animals to fungi and bacteria. Courses cover a wide variety of subjects including microbiology, botany, ecological systems, comparative vertebrate anatomy, zoology, genetics and physiology. Within the biology concentration, students can focus on specialized areas such as environmental science, botany and zoology. A science degree with a concentration in biology gives a student the thorough academic background needed to pursue additional education at a four-year college or university. Once the student graduates with a bachelors degree, career opportunities become available in areas such as ecology, education, pollution control, medical technology, medicine, research, forestry, wildlife management, dentistry and pharmacology.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
BIO 1124	GENERAL BIOLOGY I (Majors)	4	Major
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Major
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
BIO 1134	GENERAL BIOLOGY II (Majors)	4	Gen Ed
CHEM 1115	GENERAL CHEMISTRY I	5	Major
Suggested Sophomore 1st Semester			
PHYS 1114	COLLEGE PHYSICS I	4	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
FA BIO	FACULTY APPROVED BIOLOGICAL SCIENCE ELECTIVE	3	Major
CHEM 1215	GENERAL CHEMISTRY II	5	Gen Ed
Suggested Sophomore 2nd Semester			
FA BIO	FACULTY APPROVED BIOLOGICAL SCIENCE ELECTIVE	3	Major
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Support
SUPP	GUIDED SUPPORT ELECTIVE	3	Support
HUM	HUMANITIES ELECTIVE	3	Gen Ed
SOC SC	SOCIAL SCIENCE ELECTIVE	3	Gen Ed

Course Grouping

Major Courses: (16 credit hours); Biological Science: *7 to 14 credit hours Biology; Biology: BIO 1124; CHEM 1115; 7 credits: BIO1203; BIO2000; BIO2114, BIO2203, BIO2125, BIO2224, BIO2234, BIO2404, BIO2324, BIO2255

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Biology: BIO 1134; Chemistry: CHEM 1215; Physics: PHYS 1114, Humanities: Six credit hours; Social Science: Three credit hours; Mathematics: MATH 1513

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (7 credit hours) Computer Science: CS 1103; **Electives: Four credit hours

* Course choice depends on the specific program for which the student is applying. See prerequisite course list of the receiving institution.

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirement about University Parallel/Transfer Programs.

This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog. - See more at: <http://wwwdev.okcc.edu/catalog/current/degree-programs/arts/art-visual-arts.html#sthash.VrjNWRhS.dpuf> This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog. - See more at: <http://wwwdev.okcc.edu/catalog/current/degree-programs/arts/art-visual-arts.html#sthash.VrjNWRhS.dpuf>

Degree Program Course Descriptions

BIO 1124 - GENERAL BIOLOGY I (Majors)

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0403 or adequate math placement test score.

4 CREDITS An introductory course required for all biological science majors and pre-health profession students. The fundamental principles of biology are described using a cellular approach. Students gain knowledge regarding the chemical basis of life, structural characteristics of cells to include a discussion of energetics, metabolism and genetics. Evolution and ecology are also discussed in order to provide an understanding of both the diversity of living organisms and the living world. Students recognize, discuss and correctly apply fundamental biological principles influencing their personal relationship with other life forms. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Laboratory work, an integral and required part of the course, will enhance the student's understanding of fundamental biological concepts as well as scientific procedures, laboratory technical skills, dissection and statistical analysis.

BIO 1134 - GENERAL BIOLOGY II (Majors)

Prerequisites: MATH 0403 or adequate math placement test score.

4 CREDITS This second course in the General Biology series for majors in the biological sciences and related fields, takes organismal approach to studying bacterial, plant and animal diversity, and relates how various morphological features function. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Students discuss Darwinian natural selection as a mechanism for evolutionary change with emphasis on systematics in order to understand evolutionary relationships between the major classes of plants and animals. Laboratory work, an integral and required part of the course, includes a variety of dissections and hypothesis testing exercises.

CHEM 1115 - GENERAL CHEMISTRY I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1513 or MATH 1533, or both MATH 0403 and High School Chemistry or CHEM 1123. A grade of

5 CREDITS This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

CHEM 1215 - GENERAL CHEMISTRY II

Prerequisites: CHEM 1115 with a grade of "C" or better; MATH 1513 or MATH 1533 with a grade of "C" or better.

5 CREDITS This course is a continuation of CHEM 1115 with emphasis on thermochemistry, intermolecular forces, properties of solutions, acid/base properties, kinetics, equilibrium, thermodynamics, electrochemistry, and organic chemistry. Laboratory is an integral part of the course.

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FA BIO - FACULTY APPROVED BIOLOGICAL SCIENCE ELECTIVE

Prerequisites:

3 CREDITS Faculty approved Biological Science elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

PHYS 1114 - COLLEGE PHYSICS I

Prerequisites: MATH 1513 or higher or APPM 1223, within the last two years or by evaluation. §

4 CREDITS Students will demonstrate their understanding of useful concepts of kinematics and dynamics, energy and momentum, waves and sound, fluids and thermodynamics by (1) developing numerical and graphical descriptions of physical phenomena, (2) numerically predicting the

results of physical occurrences, and (3) applying laboratory skills to analyze real situations. Numerical computations will utilize algebra and basic trigonometry where appropriate.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC SC - SOCIAL SCIENCE ELECTIVE

Prerequisites:

3 CREDIT Social Science elective

SUPP - GUIDED SUPPORT ELECTIVE

Prerequisites:

3 CREDIT Guided Support elective

Biotechnology

Associate in Applied Science

Minimum of 67-69 credit hours

This program is designed to train students to be skilled biotechnology technicians. Students will be educated in the fundamentals of biology and chemistry with special emphasis on molecular biology and its utilization in separation techniques, gene splicing, recombinant DNA, fermentation and cell development and production processes used in many areas of human health, plant and animal agriculture, pharmaceuticals, food processing, cosmetic and household products, environmental technology, and bioremediation.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
CHEM 1115	GENERAL CHEMISTRY I	5	Gen Ed
BIO 1124	GENERAL BIOLOGY I (Majors)	4	Major
BIOT 1011	SURVEY OF BIOTECHNOLOGY	1	Major
Suggested Freshman 2nd Semester			
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
ENGL 1213	ENGLISH COMPOSITION II	or	Gen Ed
COM 1123	INTERPERSONAL COMMUNICATIONS	or	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
CHEM 1215	GENERAL CHEMISTRY II	5	Support
BIO 2125	MICROBIOLOGY	5	Major
BIOT 1022	MEDIA AND SOLUTION PREPARATION	2	Major
Suggested Sophomore 1st Semester			
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
CHEM 2114	ORGANIC CHEMISTRY I	4	Gen Ed
BIOT 2843	ADVANCED NUCLEIC ACID LABORATORY	3	Major
BINFO 1011	INTRODUCTION TO BIOINFORMATICS	1	Major
BIOT 2823	BIOTECHNOLOGY LABORATORY I	3	Major
BIO 2203	CELL BIOLOGY	3	Major
Suggested Sophomore 2nd Semester			
BIO 2234	HUMAN PHYSIOLOGY	4	Major
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	or	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
BIOT 2352	IMMUNOLOGY	2	Major
BIOT 2933	BIOTECHNOLOGY LABORATORY II	3	Major
BIOT 2921	CELL CULTURE METHODS	1	Major
BIOT 2942	BIOMANUFACTURING	2	Major
Suggested Sophomore Summer Semester			
BIOT 2993	BIOTECHNOLOGY INTERNSHIP	3	Major

Course Grouping

Major Courses: (34-35 credit hours) Biology: BIO 1124; BIO 2125; BIO 2234; BINFO 1011; Biotechnology: BIOT 1011; BIOT 1022; BIOT 2352; BIOT 2823; BIOT 2933; BIOT 2921; BIOT 2993; * Pick 2 of the following 3: BIO 2203, BIOT 2843, BIOT 2942

General Education Courses: (20 credit hours) Chemistry: CHEM 1115; Communications: ENGL 1113 and one of the following: ENGL 1213; COM 1123; COM 2213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 2013

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (12 credit hours) Chemistry: CHEM 1215; CHEM 2114; MATH 1513

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

BINFO 1011 - INTRODUCTION TO BIOINFORMATICS

Prerequisites: Math 0103 or adequate math placement test score.

1 CREDIT Students are introduced to the field of bioinformatics. They will explore the field of bioinformatics in a comprehensive overview, which includes ethics, as well as current trends in bioinformatics careers and applications.

BIO 1124 - GENERAL BIOLOGY I (Majors)

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0403 or adequate math placement test score.

4 CREDITS An introductory course required for all biological science majors and pre-health profession students. The fundamental principles of biology are described using a cellular approach. Students gain knowledge regarding the chemical basis of life, structural characteristics of cells to include a discussion of energetics, metabolism and genetics. Evolution and ecology are also discussed in order to provide an understanding of both the diversity of living organisms and the living world. Students recognize, discuss and correctly apply fundamental biological principles influencing their personal relationship with other life forms. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Laboratory work, an integral and required part of the course, will enhance the student's understanding of fundamental biological concepts as well as scientific procedures, laboratory technical skills, dissection and statistical analysis.

BIO 2125 - MICROBIOLOGY

Prerequisites: MATH 0203 or adequate math placement test score, Any four credit hour college-level biology course and a college-level chemistry course.

5 CREDITS Students are introduced to the biological requirements and activities of microorganisms which influence their roles as integral components of the ecosystem. Students demonstrate knowledge of basic principles of pathology, epidemiology and immunology in addition to performing basic laboratory techniques for isolating, characterizing and identifying common microorganisms.

BIO 2203 - CELL BIOLOGY

Prerequisites: MATH 0403 or adequate math placement test score, BIO 1124

3 CREDITS Students are introduced to the basic features of cells and methods of studying them. Emphases are on cellular chemistry, structure, functions of organelles and processes. Students will demonstrate knowledge of the mechanisms of cellular processes, energetics, reproduction and differentiation.

BIO 2234 - HUMAN PHYSIOLOGY

Prerequisites: MATH 0403 or adequate math placement test score, BIO 1124 and one college-level chemistry course.

4 CREDITS Students discuss major systems of the human body, contrast functional and regulatory activities of each and identify factors influencing homeostasis. Through the use of models, the student will recognize the relative influences and interrelationships between circulation, digestion, metabolism, respiration, kidney function, muscle action, endocrine and nervous control, and reproduction of other systems and the organism as a whole. Laboratory work which requires dissection is an integral and required part of the course.

BIOT 1011 - SURVEY OF BIOTECHNOLOGY

Prerequisites: Math 0203 or adequate math placement test score.

1 CREDIT The student will explore the field of biotechnology in a comprehensive overview. Course topics will include ethics, current trends in biotechnology careers and research through demonstrations, seminars, and field-trips.

BIOT 1022 - MEDIA AND SOLUTION PREPARATION

Prerequisites: College biology, CHEM 1115; Corequisite: BIO 2125

2 CREDITS The student will prepare media and solutions, use calculations required for solution preparation, and use equipment for solution preparation such as the analytical balance, pH meter, and autoclave.

BIOT 2352 - IMMUNOLOGY

Prerequisites: BIO 2125

2 CREDITS The student will discuss the nonspecific and specific immune systems of the human organism. Course topics will include antigen-antibody interaction, cell-mediated immunity, interferon, natural killer cells, and complement.

BIOT 2823 - BIOTECHNOLOGY LABORATORY I

Prerequisites: MATH 2013 or MATH 1513, BIOT 1022; Corequisite: BIO 2343, CHEM 1215

3 CREDITS Students become familiar with recombinant DNA techniques and gene expression. Students work with genomic and plasmid DNA, transfer, select for, identify, characterize, quantify, amplify, and purify DNA. Experience with electrophoresis, polymerase chain reaction, plasmid preps, and bioinformatics will be included.

BIOT 2843 - ADVANCED NUCLEIC ACID LABORATORY

Prerequisites: BIOT 2823

3 CREDITS Students build on the skills learned in Biotechnology Laboratory I to explore more advanced DNA and RNA techniques.

BIOT 2921 - CELL CULTURE METHODS

Prerequisites: BIO 2125; BIOT 1022

1 CREDIT The student will learn to successfully maintain mammalian culture cells in a healthy uncontaminated state for an extended period of time. The course will include making cell culture media, monitoring cell growth, freezing cells, and bringing up frozen cells.

BIOT 2933 - BIOTECHNOLOGY LABORATORY II

Prerequisites: BIOT 2823

3 CREDITS The student will characterize, quantify and partially purify proteins with a variety of methods. Immunochemistry will be examined including ELISA and Western Blot.

BIOT 2942 - BIOMANUFACTURING

Prerequisites: BIOT 2823 and BIOT 2933

2 CREDITS The student will use a biofermenter to grow and monitor cells on a laboratory scale that simulates the large-scale production used in industry. Students will clean, sterilize, inoculate, operate and monitor the fermenter and then recover and purify protein products. Principles of upstream and downstream processing in the manufacture of a protein product using current Good Manufacturing Practices (cGMPs) and following Standard Operating Procedures (SOPs) will be emphasized.

BIOT 2993 - BIOTECHNOLOGY INTERNSHIP

Prerequisites: BIOT 2933, BIOT 2921

3 CREDITS Students receive 320 hours of practical experience at one of the affiliated corporations or a university research facility. The techniques learned in BIOT 2823, BIOT 2933 and BIOT 2921 will be applied in an actual research setting to give the student more experience while learning practical applications for laboratory procedures.

CHEM 1115 - GENERAL CHEMISTRY I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1513 or MATH 1533, or both MATH 0403 and High School Chemistry or CHEM 1123. A grade of 5 CREDITS This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

CHEM 1215 - GENERAL CHEMISTRY II

Prerequisites: CHEM 1115 with a grade of "C" or better; MATH 1513 or MATH 1533 with a grade of "C" or better. 5 CREDITS This course is a continuation of CHEM 1115 with emphasis on thermochemistry, intermolecular forces, properties of solutions, acid/base properties, kinetics, equilibrium, thermodynamics, electrochemistry, and organic chemistry. Laboratory is an integral part of the course.

CHEM 2114 - ORGANIC CHEMISTRY I

Prerequisites: CHEM 1215 with a grade of "C" or better. 4 CREDITS This course is the first of a two-semester sequence of organic chemistry for science and chemical engineering majors as well as students seeking to enter the fields of medicine, dentistry, pharmacy, and veterinary medicine. Students will master the fundamental concepts of structure, functional groups, and reactions of aliphatic compounds along with selected reaction mechanisms.

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites: 3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites: 3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of

invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation. 3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation. 3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites: 3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites: 3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score. 3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score. 3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites: 3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores 1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Biotechnology (Certificate)

Certificate of Mastery

Minimum of 20-21 credit hours

If you want to quickly learn the biotechnology skills you need to quickly enter the job market as a technician, a Certificate of Mastery program in biotechnology could be the right path for you. In this program, you'll learn the fundamentals of biology and chemistry as well as molecular biology and its use in separation techniques, gene splicing, recombinant DNA, fermentation and cell development and production processes. These are all used in many areas of human health, plant and animal agriculture, pharmaceuticals, food processing, cosmetic and household products, environmental technology, and bioremediation. There are some prerequisites for this program, including: BIO 2125, CHEM 1115 and 1215, College Biology, MATH 1513 or MATH 2013 and BIO 2243 or the equivalent. Just check with your advisor to see if you have met these requirements.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
BIOT 1022	MEDIA AND SOLUTION PREPARATION	2	Major
BIOT 2823	BIOTECHNOLOGY LABORATORY I	3	Major
BIOT 2843	ADVANCED NUCLEIC ACID LABORATORY	3	Major
BIOT 1011	SURVEY OF BIOTECHNOLOGY	1	Major
BINFO 1011	INTRODUCTION TO BIOINFORMATICS	1	Major
BIO 2203	CELL BIOLOGY	3	Major
Suggested Freshman 2nd Semester			
BIOT 2933	BIOTECHNOLOGY LABORATORY II	3	Major
BIOT 2921	CELL CULTURE METHODS	1	Major
BIOT 2352	IMMUNOLOGY	2	Major
BIOT 2942	BIOMANUFACTURING	2	Major
Suggested Freshman Summer Semester			
BIOT 2993	BIOTECHNOLOGY INTERNSHIP	3	Major

Course Grouping

Major Courses: (20-21 credit hours) Biotechnology: BIOT 1011; BIOT 1022; BIOT 2352; BIOT 2823; BIOT 2933; BIOT 2921; BIOT 2993; * Students pick 2 of the following 3: BIO 2203, BIOT 2843, BIOT 2942

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Degree Program Course Descriptions

BINFO 1011 - INTRODUCTION TO BIOINFORMATICS

Prerequisites: Math 0103 or adequate math placement test score.

1 CREDIT Students are introduced to the field of bioinformatics. They will explore the field of bioinformatics in a comprehensive overview, which includes ethics, as well as current trends in bioinformatics careers and applications.

BIO 2203 - CELL BIOLOGY

Prerequisites: MATH 0403 or adequate math placement test score, BIO 1124

3 CREDITS Students are introduced to the basic features of cells and methods of studying them. Emphases are on cellular chemistry, structure, functions of organelles and processes. Students will demonstrate knowledge of the mechanisms of cellular processes, energetics, reproduction and differentiation.

BIOT 1011 - SURVEY OF BIOTECHNOLOGY

Prerequisites: Math 0203 or adequate math placement test score.

1 CREDIT The student will explore the field of biotechnology in a comprehensive overview. Course topics will include ethics, current trends in biotechnology careers and research through demonstrations, seminars, and field-trips.

BIOT 1022 - MEDIA AND SOLUTION PREPARATION

Prerequisites: College biology, CHEM 1115; Corequisite: BIO 2125

2 CREDITS The student will prepare media and solutions, use calculations required for solution preparation, and use equipment for solution preparation such as the analytical balance, pH meter, and autoclave.

BIOT 2352 - IMMUNOLOGY

Prerequisites: BIO 2125

2 CREDITS The student will discuss the nonspecific and specific immune systems of the human organism. Course topics will include antigen-antibody interaction, cell-mediated immunity, interferon, natural killer cells, and complement.

BIOT 2823 - BIOTECHNOLOGY LABORATORY I

Prerequisites: MATH 2013 or MATH 1513, BIOT 1022; Corequisite: BIO 2343, CHEM 1215

3 CREDITS Students become familiar with recombinant DNA techniques and gene expression. Students work with genomic and plasmid DNA, transfer, select for, identify, characterize, quantify, amplify, and purify

DNA. Experience with electrophoresis, polymerase chain reaction, plasmid preps, and bioinformatics will be included.

BIOT 2843 - ADVANCED NUCLEIC ACID LABORATORY

Prerequisites: BIOT 2823

3 CREDITS Students build on the skills learned in Biotechnology Laboratory I to explore more advanced DNA and RNA techniques.

BIOT 2921 - CELL CULTURE METHODS

Prerequisites: BIO 2125; BIOT 1022

1 CREDIT The student will learn to successfully maintain mammalian culture cells in a healthy uncontaminated state for an extended period of time. The course will include making cell culture media, monitoring cell growth, freezing cells, and bringing up frozen cells.

BIOT 2933 - BIOTECHNOLOGY LABORATORY II

Prerequisites: BIOT 2823

3 CREDITS The student will characterize, quantify and partially purify proteins with a variety of methods. Immunochemistry will be examined including ELISA and Western Blot.

BIOT 2942 - BIOMANUFACTURING

Prerequisites: BIOT 2823 and BIOT 2933

2 CREDITS The student will use a biofermenter to grow and monitor cells on a laboratory scale that simulates the large-scale production used in industry. Students will clean, sterilize, inoculate, operate and monitor the fermenter and then recover and purify protein products. Principles of upstream and downstream processing in the manufacture of a protein product using current Good Manufacturing Practices (cGMPs) and following Standard Operating Procedures (SOPs) will be emphasized.

BIOT 2993 - BIOTECHNOLOGY INTERNSHIP

Prerequisites: BIOT 2933, BIOT 2921

3 CREDITS Students receive 320 hours of practical experience at one of the affiliated corporations or a university research facility. The techniques learned in BIOT 2823, BIOT 2933 and BIOT 2921 will be applied in an actual research setting to give the student more experience while learning practical applications for laboratory procedures.

Broadcasting - Journalism and Broadcasting/Broadcasting Emphasis

Associate in Arts

Minimum of 61 credit hours

If you're self-confident, assertive, creative, enthusiastic and inquisitive – this is the career for you. At Oklahoma City Community College, you can get practical experience in the behind-the-scenes operations of America's electronic media – essential to gaining employment since broadcasters don't traditionally want to train new workers. You want to be ready to jump in from day one. In our broadcasting program, you'll learn the rigorous ins and outs of the news business, invaluable communication skills, and all the current trends especially in web communications. With this knowledge, you're sure to edge out the competition with an associate degree in broadcasting designed for you.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

MATH 0403 or adequate math placement test score.

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

MATH 0303 or adequate math placement test score.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
SOC 1113	INTRODUCTION TO SOCIOLOGY	OR	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	3	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	OR	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	OR	Gen Ed
JB 1103	AUDIO PRODUCTION	3	Major
ELEC	ELECTIVE	3	Support
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
JB 1133	NEWS WRITING	3	Major
BIO	BIOLOGICAL SCIENCE	3	Gen Ed
Suggested Sophomore 1st Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
ART 2643	VIDEO PRODUCTION	3	Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
TA 1133	VOICE AND SPEECH IMPROVEMENT	3	Support
TA 2233	ACTING FOR THE CAMERA	OR	Support
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	OR	Gen Ed
Suggested Sophomore 2nd Semester			
GCOM	ANY GCOM COURSE	3	Support
PHYS SC	ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
MAJOR	MAJOR ELECTIVE	3	Support
ELEC	ELECTIVE	3	Support

Course Grouping

Major Courses: (12 Credit Hours) Journalism and Broadcasting: JB 1103; JB 1133; JB 2643; *** Choose 1 major elective: JB 1013, JB 2113, JB 2303, JB 2413.

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; Communications: COM 1123 or COM 2213; Economics: ECON 2123; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113; Humanities: Six credit hours Humanities Electives; ** Science: 3-4 credit hours of general education Biological Science; 3-4 credit hours Physical Science-one of the science courses must include a lab component.

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (12 Credit Hours) Any GCOM course; TA 1133 or TA 2233; Electives: 5 credit hours of any course or courses of the student's choosing - a modern language is recommended.

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog.

Degree Program Course Descriptions

ART 2643 - VIDEO PRODUCTION

Prerequisites:

3 CREDITS The student will use video production techniques to produce, edit and direct program materials of broadcast quality. Extensive laboratory work is required.

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ECON 2123 - PRINCIPLES OF MICROECONOMICS

Prerequisites: MATH 0303 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will apply microeconomic theories in analyzing concepts by which business maximizes profit, consumers maximize satisfaction, government allocates goods and services, and international trade affects the domestic economy.

ELEC - ELECTIVE

Prerequisites:

3 CREDITSElective

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

GCOM - ANY GCOM COURSE

Prerequisites:

3 CREDITSAny GCOM course

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITSHumanities elective

JB 1103 - AUDIO PRODUCTION

Prerequisites:

3 CREDITS The student will use audio production techniques and equipment to produce program material of professional quality. Extensive laboratory work is required.

JB 1133 - NEWS WRITING

Prerequisites:

3 CREDITS The student will become familiar with and proficient in the use of various news gathering and news writing techniques common to both the print media and the broadcast media. The student will demonstrate mastery by writing acceptable news stories, features, human interest stories and interpretive reports. Typing skills are required.

MAJOR - MAJOR ELECTIVE

Prerequisites:

3 CREDITSMajor elective

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHYS SC - ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS

Prerequisites:

3 CREDITS Any Physical Science chosen from ASTR, PHYS, CHEM, or GEOL subject areas

and methodology of acting in the media of film and video.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC 1113 - INTRODUCTION TO SOCIOLOGY

Prerequisites:

3 CREDITS The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institution, social stratification and social change.

TA 1133 - VOICE AND SPEECH IMPROVEMENT

Prerequisites:

3 CREDITS The student will state in writing and/or orally his or her understanding of the physiological elements of the voice. The student will use the International Phonetic Alphabet by transcribing the oral word phonetically. After participating in exercises to improve vocal control, the student will demonstrate improved enunciation and pronunciation.

TA 2233 - ACTING FOR THE CAMERA

Prerequisites:

3 CREDITS The student will develop and demonstrate, through listening, interpretation, and response exercises, a personal technique

Business

Associate in Science

Minimum of 62 credit hours

Choosing to become a member of the business community means learning a variety of skills. If you decide to pursue this career option, you'll study courses like economics, accounting, statistics and computer science in addition to general education classes. You can pick from many associate degrees in business from Oklahoma City Community College as well as several business certificate programs. Your educational options include this two-year general business program that transfers easily to the college or university of your choice.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
BIO	BIOLOGICAL SCIENCE	3-4	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
Suggested Freshman 2nd Semester			
MATH 1743	CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL SCIENCES	3	Gen Ed
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Major
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
Suggested Sophomore 1st Semester			
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support
BUS 2033	BUSINESS COMMUNICATION	3	Major
ACCT 2123	ACCOUNTING II/MANAGERIAL	3	Major
ECON 2023	STATISTICS FOR BUSINESS AND ECONOMICS	3	Major
ECON 2143	PRINCIPLES OF MACROECONOMICS	3	Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
Suggested Sophomore 2nd Semester			
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
PHYS	ANY PHYSICAL SCIENCE	3-4	Gen Ed

Course Grouping

Major Courses: (18 credit hours) Business: BUS 2033; Accounting: ACCT 2113; ACCT 2123; Economics: ECON 2023; ECON 2123; ECON 2143
 General Education Courses: (37-38 credit hours) English: ENGL 1113; ENGL 1213; Communications: COM 2213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; ** Science: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science - one of the science courses must include a lab component.; Humanities: Six credit hours of Humanities; Mathematics: MATH 1513; MATH 1743; Approved General Education Elective: Three credit hours.
 Life Skills Courses: (1 credit hour) Life Skills: SCL 1001
 Support Courses: (6 credit hours) Approved Support Elective: Six credit hours

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. Completion of ACCT 2113 with a grade of "C" or better.

OU Price College of Business transfers: One of the science courses must include a lab component. OU classifies humanities courses as artistic forms, western culture, or non-western culture. Only one course from each classification is allowed. Support courses are CS 2113 and PSY 1113 or SOC 1113. Must complete ACCT 2113, ECON 2023, ECON 2123, ECON 2143 and CS 2113 prior to the final semester, with 2.75 GPA for these five courses.

UCO transfers: One of the science courses must include a lab component.

OCU transfers: One of the science courses must include a lab component.

Degree Program Course Descriptions

ACCT 2113 - ACCOUNTING I/ FINANCIAL

Prerequisites: MATH 0403 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures

3 CREDITS Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

ACCT 2123 - ACCOUNTING II/ MANAGERIAL

Prerequisites: Completion of ACCT 2113 with a grade of "C" or better

3 CREDITS A continuation of ACCT 2113. Students will demonstrate an understanding of managerial accounting concepts by properly classifying basic cost elements, allocating these costs to the manufacturing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

BUS 2033 - BUSINESS COMMUNICATION

Prerequisites: ENGL 1113 or by evaluation. §

3 CREDITS Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ECON 2023 - STATISTICS FOR BUSINESS AND ECONOMICS

Prerequisites: MATH 1743 and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS Basic statistics course for undergraduate business majors. Introductory statistical methods are presented employing statistical computer software and applications to typical business and economic problems. Topics include descriptive statistics, probability concepts, probability distribution, estimation, hypothesis testing, and introduction to econometric/regression analysis, and correlation.

ECON 2123 - PRINCIPLES OF MICROECONOMICS

Prerequisites: MATH 0303 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will apply microeconomic theories in analyzing concepts by which business maximizes profit, consumers maximize satisfaction, government allocates goods and services, and international trade affects the domestic economy.

ECON 2143 - PRINCIPLES OF MACROECONOMICS

Prerequisites: MATH 0303 or adequate math placement test score, ECON 2123 or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. §

3 CREDITS This course is a continuation of the Principles of Economics involving the production, consumption and distribution of wealth in a market economy, with major emphasis macroeconomics theory, particularly the general price level, output and income, and interrelations among sectors of the economy, determinants of aggregate demand and aggregate supply, as well as monetary and fiscal policy tools that can be used to achieve particular policy objectives. The basics of international finance will be reviewed.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FA GEN - FACULTY APPROVED GENERAL EDUCATION ELECTIVE

Prerequisites:

3 CREDITS Faculty approved General Education elective

FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES

Prerequisites:

3 CREDITS Faculty approved support electives

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 1743 - CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL SCIENCES

Prerequisites: MATH 1513 or adequate math placement test score.

3 CREDITS This is the first of a two-semester sequence in elementary calculus in which students use the concepts of differential and integral calculus to solve theoretical and applied problems in business, life sciences, and social sciences.

PHYS - ANY PHYSICAL SCIENCE

Prerequisites:

3 CREDITS Any Physical Science

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Business - Accounting Option

Associate in Applied Science

Minimum of 61 credit hours

If you enjoy working with numbers and solving financial problems, consider a career in accounting. The two-year associate degree program in accounting at Oklahoma City Community College is designed specifically for someone looking to enter the job market immediately after graduation. If you are planning to transfer and complete a bachelor's degree in accounting, you should consider an associate degree in business instead. All of our community college business programs are approved by the Accreditation Council for Business Schools and Programs.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Support
BUS 1013	INTRODUCTION TO BUSINESS	3	Major
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
Suggested Freshman 2nd Semester			
ACCT 2123	ACCOUNTING II/MANAGERIAL	3	Major
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
ENGL 1233	REPORT WRITING	3	Gen Ed
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
FIN 2023	INTRODUCTION TO BUSINESS FINANCE	3	Major
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
AOT 2473	OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS	3	Major
Suggested Sophomore 1st Semester			
ACCT 2213	COMPUTERIZED ACCOUNTING	3	Major
ACCT 2403	INCOME TAX ACCOUNTING	3	Major
ACCT 2603	INTERMEDIATE ACCOUNTING I	3	Major
BUS 2043	BUSINESS ETHICS	3	Major
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Gen Ed
Suggested Sophomore 2nd Semester			
ACCT 2303	COST ACCOUNTING	3	Major
ACCT 2703	INTERMEDIATE ACCOUNTING II	3	Major
BUS 2033	BUSINESS COMMUNICATION	3	Support
BUS 2073	LEGAL ENVIRONMENT OF THE WORKPLACE	3	Support
ECON 2143	PRINCIPLES OF MACROECONOMICS	3	Gen Ed

Course Grouping

Major Courses: (30 credit hours) (C)ACCT 2123; (C)ACCT 2213; (C)ACCT 2303; (C)ACCT 2403; (C)ACCT 2603; (C)ACCT 2703; (C)FIN 2023; (C)BUS 2043; (C)AOT 2473; (C) BUS 1013 or (C)CS 1103

General Education Courses: (18 credit hours) English: ENGL 1113 and ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Economics: ECON 2123; ECON 2143

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (12 credit hours) Accounting: ACCT 2113; Business: BUS 1323; BUS 2033; BUS 2073

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

ACCT 2113 - ACCOUNTING I/ FINANCIAL

Prerequisites: MATH 0403 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures

3 CREDITS Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

ACCT 2123 - ACCOUNTING II/ MANAGERIAL

Prerequisites: Completion of ACCT 2113 with a grade of "C" or better

3 CREDITS A continuation of ACCT 2113. Students will demonstrate an understanding of managerial accounting concepts by properly classifying basic cost elements, allocating these costs to the manufacturing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

ACCT 2213 - COMPUTERIZED ACCOUNTING

Prerequisites: ACCT 2113

3 CREDITS This course is designed for students who are seeking an Associate in Applied Science in Business-Accounting Option. It is also a required or elective course in some technical programs at Oklahoma City Community College. It generally will not transfer to four-year public colleges or universities. Students will demonstrate the use of the computer to complete accounting problems relating to general ledger entries, voucher systems, fixed assets, payroll, partnerships and corporations, financial statement analysis, and departmentalized accounting.

ACCT 2303 - COST ACCOUNTING

Prerequisites: ACCT 2123

3 CREDITS This course is designed for students who are seeking an Associate in Applied Science in Business-Accounting Option. It generally will not transfer to four-year public colleges or universities. Students will demonstrate their understanding of concepts of cost accounting by (1) properly classifying basic cost elements, (2) applying the cost principles and procedures involved in job order and process costing, (3) demonstrating the use of a standard cost system to include the computation of variances, and (4) using cost analysis in management decision making.

ACCT 2403 - INCOME TAX ACCOUNTING

Prerequisites: ACCT 2113

3 CREDITS This course is designed for students seeking an Associate in Applied Science in Business-Accounting Option. It generally will not transfer to four-year public colleges or universities. Students will demonstrate their understanding of concepts of federal income taxation of individuals by (1) determining gross income, (2) identifying and computing allowable deductions for and from adjusted gross income, and (3) computing the tax liability.

ACCT 2603 - INTERMEDIATE ACCOUNTING I

Prerequisites: ACCT 2123

3 CREDITS This course is designed for students who are seeking an Associate in Applied Science in Business-Accounting Option. It generally will not transfer to four-year public colleges or universities. Students will demonstrate their understanding of concepts of advanced principles of accounting relating to the accounting process, assets, and the time value of money.

ACCT 2703 - INTERMEDIATE ACCOUNTING II

Prerequisites: ACCT 2603

3 CREDITS This course is designed for students who are seeking an Associate in Applied Science in Business-Accounting Option. It generally will not transfer to four-year public colleges or universities. Students will demonstrate their understanding of generally accepted accounting principles related to liabilities, stockholders' equity, correction of errors, cash flow reporting and financial statement analysis.

AOT 2473 - OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS

Prerequisites:

3 CREDITS This course is designed for Administrative Office Technology and Accounting majors. The student will develop ten-key by touch skills. Students will format spreadsheets using effective design principles, enter common spreadsheet formulas and functions, sort data, and use graphic/chart features to solve business problems. Appropriate industry standard spreadsheet software programs will be used.

BUS 1013 - INTRODUCTION TO BUSINESS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will become familiar with the economic and social setting of business in the world and the structure of

business and management of human and fiscal resources. The student will be able to demonstrate an understanding of these concepts as they are related to American business operations and public policy.

BUS 1323 - MATHEMATICS FOR BUSINESS CAREERS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate the ability to use basic mathematical processes, and use mathematical concepts in solving everyday business problems in operations, trade, taxation, accounting and finance.

BUS 2033 - BUSINESS COMMUNICATION

Prerequisites: ENGL 1113 or by evaluation. §

3 CREDITS Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

BUS 2043 - BUSINESS ETHICS

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS Student will explore standards of honesty and honorable human conduct in the world of business, focusing on how people's plans and intentions affect others.

BUS 2073 - LEGAL ENVIRONMENT OF THE WORKPLACE

Prerequisites: ENGL 1113 and POLSC 1113

3 CREDITS Students will study the American Legal System and how it applies to the workplace. Students will demonstrate knowledge in court systems, legal reasoning, law and ethics, civil procedure, agency, torts, negligence, labor law, and employment discrimination.

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication

models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

ECON 2123 - PRINCIPLES OF MICROECONOMICS

Prerequisites: MATH 0303 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will apply microeconomic theories in analyzing concepts by which business maximizes profit, consumers maximize satisfaction, government allocates goods and services, and international trade affects the domestic economy.

ECON 2143 - PRINCIPLES OF MACROECONOMICS

Prerequisites: MATH 0303 or adequate math placement test score, ECON 2123 or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS This course is a continuation of the Principles of Economics involving the production, consumption and distribution of wealth in a market economy, with major emphasis macroeconomics theory, particularly the general price level, output and income, and interrelations among sectors of the economy, determinants of aggregate demand and aggregate supply, as well as monetary and fiscal policy tools that can be used to achieve particular policy objectives.

The basics of international finance will be reviewed.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - REPORT WRITING

Prerequisites: ENGL 1113

3 CREDITS The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

FIN 2023 - INTRODUCTION TO BUSINESS FINANCE

Prerequisites: MATH 0303 or adequate math placement test score, ACCT 2113

3 CREDITS The student will study the basic concepts essential to the management of business finances and apply these concepts to problems involving financial planning, capital investments, budgeting, time value of money and financial decision making.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Business - Administrative Office Technology - Administrative Office Specialist Option

Associate in Applied Science

Minimum of 61 credit hours

In today's business world, administrative assistants play an even greater role than in years past. If you're good at multi-tasking, working with and for others and essentially managing an office, this associate degree program might be what you're looking for. Your first step will be to contact and work with a faculty advisor to become enrolled in the associate in applied science degree in administrative office technology – administrative office specialist option or legal secretary option at Oklahoma City Community College. Through the program, you'll learn modern office operations as well as the traits that will make you invaluable to any business office team.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support
AOT 1713	BEGINNING WORD PROCESSING APPLICATIONS	3	Major
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major
Suggested Freshman 2nd Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
AOT 2313	INTERMEDIATE WORD PROCESSING APPLICATIONS	3	Major
AOT 2473	OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS	3	Major
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
ENGL 1233	REPORT WRITING	3	Gen Ed
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed
Suggested Sophomore 1st Semester			
AOT 2553	AUTOMATED RECORDS MANAGEMENT	3	Major
AOT 2443	ADMINISTRATIVE OFFICE PROCEDURES	3	Major
AOT 2453	OFFICE INFORMATION PROCESSING	3	Major
BUS 2033	BUSINESS COMMUNICATION	3	Support
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Support
Suggested Sophomore 2nd Semester			
AOT 2143	ADMINISTRATIVE OFFICE SYSTEMS	3	Major
AOT 2663	CAREER EDUCATION/INTERNSHIP	3	Major
AOT 2463	APPLIED GRAPHICS WITH DESKTOP PUBLISHING	3	Major
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Gen Ed
BUS 2073	LEGAL ENVIRONMENT OF THE WORKPLACE	3	Support

Course Grouping

Major Courses: (30 credit hours) (C)AOT 1713; (C)AOT 2143; (C)AOT 2313; (C)AOT 2443; (C)AOT 2453; (C)AOT 2463; (C)AOT 2473; (C)AOT 2553; (C)AOT 2660. (C)Three credit hours of Administrative Office Technology electives.

General Education Courses: (18 credit hours) English: ENGL 1113 and one of the following: COM 1123; COM 2213; ENGL 1213; ENGL 1233; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; Economics: ECON 2123; General Education Electives: Three credit hours of Faculty Approved Electives

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (12 Credit Hours) Accounting: ACCT 2113; Business: BUS 1323; BUS 2033; BUS 2073

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

ACCT 2113 - ACCOUNTING I / FINANCIAL

Prerequisites: MATH 0403 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures

3 CREDITS Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

AOT 1713 - BEGINNING WORD PROCESSING APPLICATIONS

Prerequisites: ENGL 0106 or adequate placement score

3 CREDITS Students will use microcomputer word processing software to create, modify, store, retrieve, and print documents. Word processing features include create, edit, print, format, spell-check, thesaurus, file management, find/replace and tables. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software.

AOT 2143 - ADMINISTRATIVE OFFICE SYSTEMS

Prerequisites: ENGL 0203 or adequate placement score

3 CREDITS This course is designed to emphasize the management procedures of various office environments. Topics include ethics, employer-employee relations, layout and space design, work simplification, cost control, human relations, office personnel policies and business information systems.

AOT 2313 - INTERMEDIATE WORD PROCESSING APPLICATIONS

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures and AOT 1713 or by evaluation. §

3 CREDITS Students will extend basic word processing knowledge and skill to include proficiency in producing office correspondence. Emphasis will be on formatting, proofreading, using advanced features of word processing software, and increasing production speed.

AOT 2443 - ADMINISTRATIVE OFFICE PROCEDURES

Prerequisites: Corequisite: AOT 2313, AOT 2553 or by evaluation. §

3 CREDITS The student will study ethics, traits, duties, attitudes and responsibilities of a professional secretary. Students will use the microcomputer to produce mailable documents, travel itineraries, minutes of meetings, and various other office documents with emphasis on vocabulary, proofreading,

editing, and decision making skills. Lecture/Lab.

AOT 2453 - OFFICE INFORMATION PROCESSING

Prerequisites: Corequisite: AOT 2313 or by evaluation. §

3 CREDITS Students will use the microcomputer to produce mailable documents with emphasis on business vocabulary, proofreading, editing, transcription, and decision making skills. Managerial dictation techniques will be introduced. Lecture/Lab.

AOT 2463 - APPLIED GRAPHICS WITH DESKTOP PUBLISHING

Prerequisites: AOT 2313 or by evaluation. §

3 CREDITS This course is an introduction to the use of computer-generated pictures, charts, and graphs. Students will complete a variety of documents such as flyers, brochures, newsletters, and business cards using industry standard desktop publishing software, graphics, and effective design conventions. This course will assist students in producing documents that communicate effectively through good design and application of basic concepts of desktop publishing.

AOT 2473 - OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS

Prerequisites:

3 CREDITS This course is designed for Administrative Office Technology and Accounting majors. The student will develop ten-key by touch skills. Students will format spreadsheets using effective design principles, enter common spreadsheet formulas and functions, sort data, and use graphic/chart features to solve business problems. Appropriate industry standard spreadsheet software programs will be used.

AOT 2553 - AUTOMATED RECORDS MANAGEMENT

Prerequisites: AOT 1713, AOT 2473

3 CREDITS Utilizing simulated office records, the student will use correct records-management techniques in the creation, storage and disposition of materials in a variety of business situations. The course will involve the study and practice of various filing methods integrating the use of the computer to control and manage a file system.

AOT 2663 - CAREER EDUCATION/ INTERNSHIP

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures and 9 credits of AOT

course work with a "C" or better and by evaluation

CREDIT3 This course will assist students in earning academic credit in a planned process that integrates academic preparation with supervised work experience. Students will work in an approved office environment with cooperating employers for a specified period of time and will attend arranged lectures relating to a variety of business-related topics. The course may be repeated to a maximum of 6 credit hours with the consent of the instructor.

BUS 1323 - MATHEMATICS FOR BUSINESS CAREERS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate the ability to use basic mathematical processes, and use mathematical concepts in solving everyday business problems in operations, trade, taxation, accounting and finance.

BUS 2033 - BUSINESS COMMUNICATION

Prerequisites: ENGL 1113 or by evaluation. §

3 CREDITS Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

BUS 2073 - LEGAL ENVIRONMENT OF THE WORKPLACE

Prerequisites: ENGL 1113 and POLSC 1113

3 CREDITS Students will study the American Legal System and how it applies to the workplace. Students will demonstrate knowledge in court systems, legal reasoning, law and ethics, civil procedure, agency, torts, negligence, labor law, and employment discrimination.

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication,

applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ECON 2123 - PRINCIPLES OF MICROECONOMICS

Prerequisites: MATH 0303 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will apply microeconomic theories in analyzing concepts by which business maximizes profit, consumers maximize satisfaction, government allocates goods and services, and international trade affects the domestic economy.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - REPORT WRITING

Prerequisites: ENGL 1113

3 CREDITS The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

FA GEN - FACULTY APPROVED GENERAL EDUCATION ELECTIVE

Prerequisites:

3 CREDITS Faculty approved General Education elective

FA MAJOR - FACULTY APPROVED MAJOR ELECTIVE

Prerequisites:

3 CREDITS Faculty approved major elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during

a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Business - Administrative Office Technology - Legal Secretary Option#

Associate in Applied Science

Minimum of 61 credit hours

Across the country, law practices are in constant need of qualified legal secretaries who are not only technically skilled but also educated in legal terminology. If you have an interest in the legal process and in office operations, consider the certificate of mastery in legal office procedures at Oklahoma City Community College. Your first step will be to contact and work with a faculty advisor to become enrolled in this certificate program. All of our community college business programs are approved by the Accreditation Council for Business Schools and Programs.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support
AOT 1713	BEGINNING WORD PROCESSING APPLICATIONS	3	Major
AOT 1813	LEGAL OFFICE PROCEDURES	3	Major
Suggested Freshman 2nd Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
AOT 2313	INTERMEDIATE WORD PROCESSING APPLICATIONS	3	Major
AOT 2323	LEGAL TERMINOLOGY AND MACHINE TRANSCRIPTION	3	Major
AOT 2473	OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS	3	Major
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
ENGL 1233	REPORT WRITING	3	Gen Ed
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
Suggested Sophomore 1st Semester			
BUS 2033	BUSINESS COMMUNICATION	3	Support
AOT 2553	AUTOMATED RECORDS MANAGEMENT	3	Major
AOT 2443	ADMINISTRATIVE OFFICE PROCEDURES	3	Major
AOT 2453	OFFICE INFORMATION PROCESSING	3	Major
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Support
Suggested Sophomore 2nd Semester			
BUS 2073	LEGAL ENVIRONMENT OF THE WORKPLACE	3	Support
AOT 2013	LEGAL BILLING	3	Major
AOT 2663	CAREER EDUCATION/INTERNSHIP	3	Major
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Gen Ed
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed

Course Grouping

Major Courses: (30 credit hours) Administrative Office Technology/Legal Secretary Option: (C)AOT 1713; (C)AOT 1813; (C)AOT 2013; (C)AOT 2313; (C)AOT 2323; (C)AOT 2443; (C)AOT 2453; (C)AOT 2473; (C)AOT 2553; (C)AOT 2663

General Education Courses: (18 credit hours) English: ENGL 1113 and one of the following: COM 1123; COM 2213; ENGL 1213; ENGL 1233; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; Economics: ECON 2123; General Education Electives: Three credit hours of Faculty Approved General Education Elective

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (12 credit hours) Accounting: ACCT 2113; Business: BUS 1323; BUS 2033; BUS 2073

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

ACCT 2113 - ACCOUNTING I/ FINANCIAL

Prerequisites: MATH 0403 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures

3 CREDITS Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

AOT 1713 - BEGINNING WORD PROCESSING APPLICATIONS

Prerequisites: ENGL 0106 or adequate placement score

3 CREDITS Students will use microcomputer word processing software to create, modify, store, retrieve, and print documents. Word processing features include create, edit, print, format, spell-check, thesaurus, file management, find/replace and tables. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software.

AOT 1813 - LEGAL OFFICE PROCEDURES

Prerequisites: None

3 CREDITS This is an introductory course which provides the student with an overview of the legal secretarial profession and the various aspects of the law office. Emphasis is placed on developing the skills and aptitudes for a professional legal secretary, court structure, ethics, writing and research.

AOT 2013 - LEGAL BILLING

Prerequisites: ENGL 0203 or adequate placement score

3 CREDITS Students will use the microcomputer to produce billing documents with emphasis on legal vocabulary, proofreading, editing, transcription, and decision making skills. Appropriate industry standard software programs will be used. Lecture/Lab.

AOT 2313 - INTERMEDIATE WORD PROCESSING APPLICATIONS

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures and AOT 1713 or by evaluation. §

3 CREDITS Students will extend basic word processing knowledge and skill to include proficiency in producing office correspondence. Emphasis will be on formatting, proofreading, using advanced features of word processing software, and increasing production speed.

AOT 2323 - LEGAL TERMINOLOGY AND MACHINE TRANSCRIPTION

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures, AOT 1113, and AOT 1713 or by evaluation. §

3 CREDITS The student will correctly spell, transcribe, and define terms commonly used in the legal field.

AOT 2443 - ADMINISTRATIVE OFFICE PROCEDURES

Prerequisites: Corequisite: AOT 2313, AOT 2553 or by evaluation. §

3 CREDITS The student will study ethics, traits, duties, attitudes and responsibilities of a professional secretary. Students will use the microcomputer to produce mailable documents, travel itineraries, minutes of meetings, and various other office documents with emphasis on vocabulary, proofreading, editing, and decision making skills. Lecture/Lab.

AOT 2453 - OFFICE INFORMATION PROCESSING

Prerequisites: Corequisite: AOT 2313 or by evaluation. §

3 CREDITS Students will use the microcomputer to produce mailable documents with emphasis on business vocabulary, proofreading, editing, transcription, and decision making skills. Managerial dictation techniques will be introduced. Lecture/Lab.

AOT 2473 - OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS

Prerequisites:

3 CREDITS This course is designed for Administrative Office Technology and Accounting majors. The student will develop ten-key by touch skills. Students will format spreadsheets using effective design principles, enter common spreadsheet formulas and functions, sort data, and use graphic/chart features to solve business problems. Appropriate industry standard spreadsheet software programs will be used.

AOT 2553 - AUTOMATED RECORDS MANAGEMENT

Prerequisites: AOT 1713, AOT 2473

3 CREDITS Utilizing simulated office records, the student will use correct records-management techniques in the creation, storage and disposition of materials in a variety of business situations. The course will involve the study and practice of various filing methods integrating the use of the computer to control and manage a file system.

AOT 2663 - CAREER EDUCATION/ INTERNSHIP

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures and 9 credits of AOT course work with a "C" or better and by evaluation

CREDIT3 This course will assist students in earning academic credit in a planned process that integrates academic preparation with supervised work experience. Students will work in an approved office environment with cooperating employers for a specified period of time and will attend arranged lectures relating to a variety of business-related topics. The course may be repeated to a maximum of 6 credit hours with the consent of the instructor.

BUS 1323 - MATHEMATICS FOR BUSINESS CAREERS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate the ability to use basic mathematical processes, and use mathematical concepts in solving everyday business problems in operations, trade, taxation, accounting and finance.

BUS 2033 - BUSINESS COMMUNICATION

Prerequisites: ENGL 1113 or by evaluation. §

3 CREDITS Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

BUS 2073 - LEGAL ENVIRONMENT OF THE WORKPLACE

Prerequisites: ENGL 1113 and POLSC 1113

3 CREDITS Students will study the American Legal System and how it applies to the workplace. Students will demonstrate knowledge in court systems, legal reasoning, law and ethics, civil procedure, agency, torts, negligence, labor law, and employment discrimination.

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The

student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ECON 2123 - PRINCIPLES OF MICROECONOMICS

Prerequisites: MATH 0303 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will apply microeconomic theories in analyzing concepts by which business maximizes profit, consumers maximize satisfaction, government allocates goods and services, and international trade affects the domestic economy.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured

arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - REPORT WRITING

Prerequisites: ENGL 1113

3 CREDITS The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

FA GEN - FACULTY APPROVED GENERAL EDUCATION ELECTIVE

Prerequisites:

3 CREDITS Faculty approved General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during

a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Business - Banking and Finance

Certificate of Mastery

Minimum of 33 credit hours

If you're organized, analytical, responsible and decisive, a career in banking and finance is right for you. In the world of banking and finance, competition for jobs can be fierce. But those who earn the coveted positions have boundless opportunities for career and salary advancement. A certificate of mastery in banking and finance from Oklahoma City Community College will be sure to give you the edge and help you stand out from the crowd.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	OR	Major
FG ELEC	FACULTY GUIDED ELECTIVE	3	Major
BF 1303	INTRODUCTION TO FINANCIAL INSTITUTIONS	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
FIN 1013	PERSONAL FINANCE	3	Major
Suggested Freshman Intersession			
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Gen Ed
Suggested Freshman 2nd Semester			
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Support
BUS 2073	LEGAL ENVIRONMENT OF THE WORKPLACE	3	Support
BUS 2033	BUSINESS COMMUNICATION	3	Support
ECON 2303	MONEY AND BANKING	3	Major
FG ELEC	FACULTY GUIDED ELECTIVE	3	Major

Course Grouping

Major Courses: (15 credit hours) Banking and Finance: BF 1303; Finance: FIN 1013; Economics: ECON 2303 Computer Science: CS 1103. *Three credit hours of major electives.

General Education Courses: (9 credit hours) English: ENGL 1113; Economics: ECON 2123; Political Science: POLSC 1113

Life Skills Courses: NONE

Support Courses: (9 credit hours) Accounting: ACCT 2113; Business: BUS 2033 and BUS 2073

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Degree Program Course Descriptions

ACCT 2113 - ACCOUNTING I/ FINANCIAL

Prerequisites: MATH 0403 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures

3 CREDITS Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

BF 1303 - INTRODUCTION TO FINANCIAL INSTITUTIONS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will trace the history, the organization and the operations of the commercial financial industry and explain the impact of these fundamental financial concepts on today's economy. (This course is generally offered in the fall semester only.)

BUS 2033 - BUSINESS COMMUNICATION

Prerequisites: ENGL 1113 or by evaluation. §

3 CREDITS Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

BUS 2073 - LEGAL ENVIRONMENT OF THE WORKPLACE

Prerequisites: ENGL 1113 and POLSC 1113

3 CREDITS Students will study the American Legal System and how it applies to the workplace. Students will demonstrate knowledge in court systems, legal reasoning, law and ethics, civil procedure, agency, torts, negligence, labor law, and employment discrimination.

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

ECON 2123 - PRINCIPLES OF MICROECONOMICS

Prerequisites: MATH 0303 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will apply microeconomic theories in analyzing concepts by which business maximizes profit, consumers maximize satisfaction, government allocates goods and services, and international trade affects the domestic economy.

ECON 2303 - MONEY AND BANKING

Prerequisites: MATH 0303 or adequate math placement test score, ECON 2123 or by evaluation, and ENGL 0203 or adequate placement score, or by meeting determined placement measures. §

3 CREDITS The student will discuss problems of economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. (This course is generally offered in the spring semester only.)

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

FG ELEC - FACULTY GUIDED ELECTIVE

Prerequisites:

3 CREDITS Faculty guided elective

FIN 1013 - PERSONAL FINANCE

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined measures.

3 CREDITS The student will solve problems involved in personal finance, including budgeting, borrowing, charge accounts, installment buying, insurance, savings, social security, home ownership, banking services, taxes, wills and estates. He or she will demonstrate mastery of these problems by applying the techniques involved to simulated personal finance problems.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

Business - Business Management Option

Associate in Applied Science

Minimum of 61 credit hours

With the business world changing more and more every day, new practices and standards are being created around the globe. If you have a desire to contribute to this creative environment, have new ideas to share and live for responsibility and the ability to make critical decisions, consider a career in business management. Oklahoma City Community College offers an associate degree in applied science in business management. This program will give you the knowledge you need to become a business manager in virtually any industry. You'll get a well-rounded education by taking courses in business communication, accounting, marketing, law and finance in addition to your basic core classes.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Gen Ed
MGMT 2053	PRINCIPLES OF MANAGEMENT	3	Major
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major
Suggested Freshman 2nd Semester			
BUS 2033	BUSINESS COMMUNICATION	3	Support
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Support
MGMT 2013	SMALL BUSINESS MANAGEMENT	3	Major
MKT 2043	PRINCIPLES OF MARKETING	3	Major
Suggested Sophomore 1st Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
Suggested Freshman 2nd Semester			
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed
Suggested Sophomore 1st Semester			
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
ACCT 2123	ACCOUNTING II/MANAGERIAL	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
FIN 2023	INTRODUCTION TO BUSINESS FINANCE	3	Major
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major
Suggested Sophomore 2nd Semester			
BUS 2073	LEGAL ENVIRONMENT OF THE WORKPLACE	3	Support
MGMT 2453	MID MANAGEMENT SEMINAR	3	Major
MGMT 2953	SUPERVISORY TRAINING	3	Major
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
ENGL 1233	REPORT WRITING	3	Gen Ed
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major

Course Grouping

Major Courses: (30 credit hours) (C)ACCT 2123; (C)FIN 2023; (C)MGMT 2013; (C)MGMT 2053; (C)MGMT 2453; (C)MGMT 2953; (C)MKT 2043.

(C)Nine credit hours of approved major electives

General Education Courses: (18 credit hours) English: ENGL 1113 and one of the following: COM 1123; COM 2213; ENGL 1213; ENGL 1233;

History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Economics: ECON 2123; Electives: 3 credit hours Faculty Approved General Education Electives

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (12 credit hours) Accounting: ACCT 2113; Business: BUS 1323; BUS 2033; BUS 2073

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

ACCT 2113 - ACCOUNTING I/ FINANCIAL

Prerequisites: MATH 0403 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures

3 CREDITS Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

ACCT 2123 - ACCOUNTING II/ MANAGERIAL

Prerequisites: Completion of ACCT 2113 with a grade of "C" or better

3 CREDITS A continuation of ACCT 2113. Students will demonstrate an understanding of managerial accounting concepts by properly classifying basic cost elements, allocating these costs to the manufacturing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

BUS 1323 - MATHEMATICS FOR BUSINESS CAREERS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate the ability to use basic mathematical processes, and use mathematical concepts in solving everyday business problems in operations, trade, taxation, accounting and finance.

BUS 2033 - BUSINESS COMMUNICATION

Prerequisites: ENGL 1113 or by evaluation. § 3 CREDITS Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

BUS 2073 - LEGAL ENVIRONMENT OF THE WORKPLACE

Prerequisites: ENGL 1113 and POLSC 1113 3 CREDITS Students will study the American Legal System and how it applies to the workplace. Students will demonstrate knowledge in court systems, legal reasoning, law and ethics, civil procedure, agency, torts, negligence, labor law, and employment discrimination.

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ECON 2123 - PRINCIPLES OF MICROECONOMICS

Prerequisites: MATH 0303 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will apply microeconomic theories in analyzing concepts by which business maximizes profit, consumers maximize satisfaction, government allocates goods and services, and international trade affects the domestic economy.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113

taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - REPORT WRITING

Prerequisites: ENGL 1113

3 CREDITS The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

FA GEN - FACULTY APPROVED GENERAL EDUCATION ELECTIVE

Prerequisites:

3 CREDITS Faculty approved General Education elective

FA MAJOR - FACULTY APPROVED MAJOR ELECTIVE

Prerequisites:

3 CREDITS Faculty approved major elective

FIN 2023 - INTRODUCTION TO BUSINESS FINANCE

Prerequisites: MATH 0303 or adequate math placement test score, ACCT 2113

3 CREDITS The student will study the basic concepts essential to the management of business finances and apply these concepts to problems involving financial planning, capital investments, budgeting, time value of money and financial decision making.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization,

urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MGMT 2013 - SMALL BUSINESS MANAGEMENT

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will study general concepts relating to small business ownership, financing, organization, and management. After exploring these concepts, the student will develop a detailed plan for establishing and operating a small business.

MGMT 2053 - PRINCIPLES OF MANAGEMENT

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS Having developed an understanding of the evolution of management, the role of the manager in business and the development of sound management systems, the student will outline and graphically illustrate some of the major management theories and their development. The student will also outline and explain the results of designated research in management.

MGMT 2453 - MID MANAGEMENT SEMINAR

Prerequisites: ENGL 0203, adequate placement score, by meeting determined placement measures, or by evaluation. §

3 CREDITS Projects and discussion are designed to correlate classroom training and work experience.

MGMT 2953 - SUPERVISORY TRAINING

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will use role playing and videotaping exercises to demonstrate the ability to deal effectively with simulated situations in communication, listening, behavior analysis, human sensitivity and group behavior as they are encountered in the supervisory position.

MKT 2043 - PRINCIPLES OF MARKETING

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203, adequate placement score, or by meeting determined measures.

3 CREDITS The student will discuss the major aspects of each of the portions of the

marketing mix (product, price, promotion and distribution), how they function, their interrelationships and the management of each. The student will use accepted techniques and tools in analyzing, evaluating and making decisions in marketing-related cases.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/ Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Business - Finance/Banking Option

Associate in Applied Science

Minimum of 61 credit hours

If you choose to pursue an associate degree in Business with a Banking or General Finance emphasis, you'll learn the basics and more from qualified industry professionals. Just think, you can begin to build a network of professional relationships in your career field before ever leaving the classroom. When you do graduate, you will have the skills to step right into the job market as a management trainee or in a customer service or credit department -- and those are only a few of the options that will be open to you.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
FIN 1013	PERSONAL FINANCE	3	Major
BF 1303	INTRODUCTION TO FINANCIAL INSTITUTIONS	3	Major
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support
Suggested Freshman 2nd Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
ENGL 1213	ENGLISH COMPOSITION II	OR	Gen Ed
ENGL 1233	REPORT WRITING	OR	Gen Ed
COM 1123	INTERPERSONAL COMMUNICATIONS	OR	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Support
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Gen Ed
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major
Suggested Sophomore 1st Semester			
ACCT 2123	ACCOUNTING II/MANAGERIAL	3	Support
FIN 2023	INTRODUCTION TO BUSINESS FINANCE	3	Major
BUS 2033	BUSINESS COMMUNICATION	3	Support
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major
ECON 2143	PRINCIPLES OF MACROECONOMICS	3	Support
Suggested Sophomore 2nd Semester			
FIN 2033	FUNDAMENTALS OF INVESTMENTS	3	Major
ECON 2303	MONEY AND BANKING	3	Major
BUS 2073	LEGAL ENVIRONMENT OF THE WORKPLACE	3	Support
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major
MKT 2043	PRINCIPLES OF MARKETING	3	Major

Course Grouping

Major Courses: (30 credit hours) Finance/Banking Emphasis: Finance: (C) FIN 1013 (C)FIN 2023; (C) FIN 2033; Banking/Finance: (C)BF 1303 ; Economics: (C)ECON 2303; Marketing: (C)MKT 2043; Accounting: (C) ACCT 2123; Faculty Approved Major Electives: (C)*9 credit hours of major electives

General Education Courses: (18 credit hours) English: ENGL 1113 and one of the following: COM 1123; COM 2213; ENGL 1213; ENGL 1233;

History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Economics: ECON 2123; ECON 2143

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (12 credit hours) Accounting: ACCT 2113; Business: BUS 1323, BUS 2033 and BUS 2073

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

ACCT 2113 - ACCOUNTING I / FINANCIAL

Prerequisites: MATH 0403 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures

3 CREDITS Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

ACCT 2123 - ACCOUNTING II / MANAGERIAL

Prerequisites: Completion of ACCT 2113 with a grade of "C" or better

3 CREDITS A continuation of ACCT 2113. Students will demonstrate an understanding of managerial accounting concepts by properly classifying basic cost elements, allocating these costs to the manufacturing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

BF 1303 - INTRODUCTION TO FINANCIAL INSTITUTIONS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will trace the history, the organization and the operations of the commercial financial industry and explain the impact of these fundamental financial concepts on today's economy. (This course is generally offered in the fall semester only.)

BUS 1323 - MATHEMATICS FOR BUSINESS CAREERS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate the ability to use basic mathematical processes, and use mathematical concepts in solving everyday business problems in operations, trade, taxation, accounting and finance.

BUS 2033 - BUSINESS COMMUNICATION

Prerequisites: ENGL 1113 or by evaluation. §

3 CREDITS Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized.

Development of these skills is integrated with the use of technology.

BUS 2073 - LEGAL ENVIRONMENT OF THE WORKPLACE

Prerequisites: ENGL 1113 and POLSC 1113

3 CREDITS Students will study the American Legal System and how it applies to the workplace. Students will demonstrate knowledge in court systems, legal reasoning, law and ethics, civil procedure, agency, torts, negligence, labor law, and employment discrimination.

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ECON 2123 - PRINCIPLES OF MICROECONOMICS

Prerequisites: MATH 0303 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will apply microeconomic theories in analyzing concepts by which business maximizes profit, consumers maximize satisfaction, government allocates goods and services, and international trade affects the domestic economy.

ECON 2143 - PRINCIPLES OF MACROECONOMICS

Prerequisites: MATH 0303 or adequate math placement test score, ECON 2123 or

by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. §

3 CREDITS This course is a continuation of the Principles of Economics involving the production, consumption and distribution of wealth in a market economy, with major emphasis macroeconomics theory, particularly the general price level, output and income, and interrelations among sectors of the economy, determinants of aggregate demand and aggregate supply, as well as monetary and fiscal policy tools that can be used to achieve particular policy objectives. The basics of international finance will be reviewed.

ECON 2303 - MONEY AND BANKING

Prerequisites: MATH 0303 or adequate math placement test score, ECON 2123 or by evaluation, and ENGL 0203 or adequate placement score, or by meeting determined placement measures. §

3 CREDITS The student will discuss problems of economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. (This course is generally offered in the spring semester only.)

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - REPORT WRITING

Prerequisites: ENGL 1113

3 CREDITS The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

FA MAJOR - FACULTY APPROVED MAJOR ELECTIVE

Prerequisites:

3 CREDITS Faculty approved major elective

FIN 1013 - PERSONAL FINANCE

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined measures.

3 CREDITS The student will solve problems involved in personal finance, including budgeting, borrowing, charge accounts, installment buying, insurance, savings, social security, home ownership, banking services, taxes, wills and estates. He or she will demonstrate mastery of these problems by applying the techniques involved to simulated personal finance problems.

FIN 2023 - INTRODUCTION TO BUSINESS FINANCE

Prerequisites: MATH 0303 or adequate math placement test score, ACCT 2113

3 CREDITS The student will study the basic concepts essential to the management of business finances and apply these concepts to problems involving financial planning, capital investments, budgeting, time value of money and financial decision making.

FIN 2033 - FUNDAMENTALS OF INVESTMENTS

Prerequisites: MATH 0303 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will examine the basic concepts of investing, methods for evaluating risk, and types of investments. The fundamental concepts will be applied to establishment of investment goals, portfolio creation and management, and determining the effects of government regulation. (This course is generally offered in the spring semester only.)

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society

based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MKT 2043 - PRINCIPLES OF MARKETING

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203, adequate placement score, or by meeting determined measures.

3 CREDITS The student will discuss the major aspects of each of the portions of the marketing mix (product, price, promotion and distribution), how they function, their interrelationships and the management of each. The student will use accepted techniques and tools in analyzing, evaluating and making decisions in marketing-related cases.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/ Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Business - Finance/General Option

Associate in Applied Science

Minimum of 61 credit hours

In the exciting and challenging career field of Finance, you can choose to enter one of two major areas in our associate degree program: the Banking emphasis or General emphasis. The banking emphasis will prepare you to become a management trainee or work in a customer service or credit department. If you choose the general emphasis, you can select a specific course of study such as insurance or financial services for your major electives. Then, you'll be ready to hit the job market with the necessary skills to become a sales representative, adjuster, manager or financial advisor.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	OR	Major
FG ELEC	FACULTY GUIDED ELECTIVE	3	Major
FIN 1013	PERSONAL FINANCE	3	Major
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support
Suggested Freshman 2nd Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
ENGL 1213	ENGLISH COMPOSITION II	OR	Gen Ed
ENGL 1233	REPORT WRITING	OR	Gen Ed
COM 1123	INTERPERSONAL COMMUNICATIONS	OR	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Support
BUS 2043	BUSINESS ETHICS	3	Major
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major
Suggested Sophomore 1st Semester			
FIN 2023	INTRODUCTION TO BUSINESS FINANCE	3	Major
BUS 2033	BUSINESS COMMUNICATION	3	Support
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Gen Ed
ACCT 2123	ACCOUNTING II/MANAGERIAL	3	Major
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major
Suggested Sophomore 2nd Semester			
BUS 2073	LEGAL ENVIRONMENT OF THE WORKPLACE	3	Support
FIN 2033	FUNDAMENTALS OF INVESTMENTS	3	Major
MGMT 2053	PRINCIPLES OF MANAGEMENT	3	Major
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major
ECON 2143	PRINCIPLES OF MACROECONOMICS	3	Gen Ed

Course Grouping

Major Courses: (30 credit hours) (C)Accounting: ACCT 2123; Business: (C)BUS 2043; Finance: (C)FIN 1013; (C)FIN 2023; (C)FIN 2033; Computer Science: (C)CS 1103 or Faculty Guided Elective; Management: (C)MGMT 2053; (C)9 credit hours of major electives.

General Education Courses: (18 credit hours) English: ENGL 1113 and one of the following: COM 1123; COM 2213; ENGL 1213; ENGL 1233 ;

History: HIST 1483 or HIST 1493; Economics: ECON 2123 and ECON 2143; Political Science: POLSC 1113

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (12 credit hours) Accounting: ACCT 2113; Business: BUS 1323, BUS 2033 and BUS 2073

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

ACCT 2113 - ACCOUNTING I/ FINANCIAL

Prerequisites: MATH 0403 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures

3 CREDITS Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

ACCT 2123 - ACCOUNTING II/ MANAGERIAL

Prerequisites: Completion of ACCT 2113 with a grade of "C" or better

3 CREDITS A continuation of ACCT 2113. Students will demonstrate an understanding of managerial accounting concepts by properly classifying basic cost elements, allocating these costs to the manufacturing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

BUS 1323 - MATHEMATICS FOR BUSINESS CAREERS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate the ability to use basic mathematical processes, and use mathematical concepts in solving everyday business problems in operations, trade, taxation, accounting and finance.

BUS 2033 - BUSINESS COMMUNICATION

Prerequisites: ENGL 1113 or by evaluation. §

3 CREDITS Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

BUS 2043 - BUSINESS ETHICS

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS Student will explore standards of honesty and honorable human conduct in the world of business, focusing on how people's plans and intentions affect others.

BUS 2073 - LEGAL ENVIRONMENT OF THE WORKPLACE

Prerequisites: ENGL 1113 and POLSC 1113

3 CREDITS Students will study the American Legal System and how it applies to the workplace. Students will demonstrate knowledge in court systems, legal reasoning, law and ethics, civil procedure, agency, torts, negligence, labor law, and employment discrimination.

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

ECON 2123 - PRINCIPLES OF MICROECONOMICS

Prerequisites: MATH 0303 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will apply microeconomic theories in analyzing concepts by which business maximizes profit, consumers maximize satisfaction,

government allocates goods and services, and international trade affects the domestic economy.

ECON 2143 - PRINCIPLES OF MACROECONOMICS

Prerequisites: MATH 0303 or adequate math placement test score, ECON 2123 or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. §

3 CREDITS This course is a continuation of the Principles of Economics involving the production, consumption and distribution of wealth in a market economy, with major emphasis macroeconomics theory, particularly the general price level, output and income, and interrelations among sectors of the economy, determinants of aggregate demand and aggregate supply, as well as monetary and fiscal policy tools that can be used to achieve particular policy objectives. The basics of international finance will be reviewed.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - REPORT WRITING

Prerequisites: ENGL 1113

3 CREDITS The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

FA MAJOR - FACULTY APPROVED MAJOR ELECTIVE

Prerequisites:
3 CREDITS Faculty approved major elective

FG ELEC - FACULTY GUIDED ELECTIVE

Prerequisites:
3 CREDITS Faculty guided elective

FIN 1013 - PERSONAL FINANCE

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined measures.

3 CREDITS The student will solve problems involved in personal finance, including budgeting, borrowing, charge accounts, installment buying, insurance, savings, social security, home ownership, banking services, taxes, wills and estates. He or she will demonstrate mastery of these problems by applying the techniques involved to simulated personal finance problems.

FIN 2023 - INTRODUCTION TO BUSINESS FINANCE

Prerequisites: MATH 0303 or adequate math placement test score, ACCT 2113

3 CREDITS The student will study the basic concepts essential to the management of business finances and apply these concepts to problems involving financial planning, capital investments, budgeting, time value of money and financial decision making.

FIN 2033 - FUNDAMENTALS OF INVESTMENTS

Prerequisites: MATH 0303 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will examine the basic concepts of investing, methods for evaluating risk, and types of investments. The fundamental concepts will be applied to establishment of investment goals, portfolio creation and management, and determining the effects of government regulation. (This course is generally offered in the spring semester only.)

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MGMT 2053 - PRINCIPLES OF MANAGEMENT

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS Having developed an understanding of the evolution of management, the role of the manager in business and the development of sound management systems, the student will outline and graphically illustrate some of the major management theories and their development. The student will also outline and explain the results of designated research in management.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores
1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/ Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Business - General Office Support#

Certificate of Mastery

Minimum of 18 credit hours

If you enjoy working in office environments, consider a certificate of mastery in general office support at Oklahoma City Community College. This program will train you to become an efficient member of any office staff – an invaluable resource to any company. Your first step will be to contact and work with a faculty advisor to enroll in the program. Through the program, you'll learn modern office operations as well as the traits that will make you invaluable to any business office team.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
AOT 1113	COMPUTER KEYBOARDING	3	Major
AOT 1713	BEGINNING WORD PROCESSING APPLICATIONS	3	Major
AOT 2473	OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS	3	Major
Suggested Freshman 2nd Semester			
AOT 2313	INTERMEDIATE WORD PROCESSING APPLICATIONS	3	Major
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed
AOT 2663	CAREER EDUCATION/INTERNSHIP		Major

Course Grouping

Major Courses: (15 credit hours) General Office Support: (C)AOT 1113; (C)AOT 1713; (C)AOT 2313; (C)AOT 2473; (C)AOT 2663

General Education Courses: (3 credit hours) Electives: 3 credit hours of faculty guided elective

Life Skills Courses: None

Support Courses: None

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Degree Program Course Descriptions

AOT 1113 - COMPUTER KEYBOARDING

Prerequisites: ENGL 0106 or adequate placement score

3 CREDITS The student will master the keyboard by touch and begin development of acceptable speed and accuracy levels on the alphabetic and alphanumeric keyboard and the ten-key number pad. Formatting of basic documents is also included.

AOT 1713 - BEGINNING WORD PROCESSING APPLICATIONS

Prerequisites: ENGL 0106 or adequate placement score

3 CREDITS Students will use microcomputer word processing software to create, modify, store, retrieve, and print documents. Word processing features include create, edit, print, format, spell-check, thesaurus, file management, find/replace and tables. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software.

AOT 2313 - INTERMEDIATE WORD PROCESSING APPLICATIONS

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures and AOT 1713 or by evaluation. §

3 CREDITS Students will extend basic word processing knowledge and skill to include proficiency in producing office correspondence. Emphasis will be on formatting, proofreading, using advanced features of word processing software, and increasing production speed.

AOT 2473 - OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS

Prerequisites:

3 CREDITS This course is designed for Administrative Office Technology and Accounting majors. The student will develop ten-key by touch skills. Students will format spreadsheets using effective design principles, enter common spreadsheet formulas and functions, sort data, and use graphic/chart features to solve business problems. Appropriate industry standard spreadsheet software programs will be used.

AOT 2663 - CAREER EDUCATION/ INTERNSHIP

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures and 9 credits of AOT course work with a "C" or better and by evaluation

CREDIT3 This course will assist students in earning academic credit in a planned process that integrates academic preparation with

supervised work experience. Students will work in an approved office environment with cooperating employers for a specified period of time and will attend arranged lectures relating to a variety of business-related topics. The course may be repeated to a maximum of 6 credit hours with the consent of the instructor.

FA GEN - FACULTY APPROVED GENERAL EDUCATION ELECTIVE

Prerequisites:

3 CREDITS Faculty approved General Education elective

Business - Insurance

Certificate of Mastery

Minimum of 27 credit hours

Today, the insurance business is a trillion-dollar industry that employs millions of people in the United States. As Americans continue to age and wealth continues to grow, the demand for insurance professionals will increase as well. If you have an interest in this ever-growing career field, consider the certificate of mastery in insurance at Oklahoma City Community College.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support
INS 1103	PRINCIPLES OF INSURANCE	3	Major
FIN 1013	PERSONAL FINANCE	3	Major
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	OR	Support
FG ELEC	FACULTY GUIDED ELECTIVE	3	Support
Suggested Freshman 2nd Semester			
INS 1113	PRINCIPLES OF PERSONAL INSURANCE	3	Major
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Gen Ed
BUS 2033	BUSINESS COMMUNICATION	3	Support
INS 1203	PRINCIPLES OF COMMERCIAL INSURANCE	3	Major

Course Grouping

Major Courses: (12 credit hours); Insurance: INS 1103; INS 1113; INS 1203; Finance: FIN 1013

General Education Courses: (6 credit hours) English: ENGL 1113; Communication: COM 1123

Life Skills Courses: None

Support Courses: (9 credit hours) Business: BUS 2033; BUS 1323; Computer Science: CS 1103 or Faculty Guided Elective

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Degree Program Course Descriptions

BUS 1323 - MATHEMATICS FOR BUSINESS CAREERS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate the ability to use basic mathematical processes, and use mathematical concepts in solving everyday business problems in operations, trade, taxation, accounting and finance.

BUS 2033 - BUSINESS COMMUNICATION

Prerequisites: ENGL 1113 or by evaluation. §
3 CREDITS Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:
3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

FG ELEC - FACULTY GUIDED ELECTIVE

Prerequisites:

3 CREDITS Faculty guided elective

FIN 1013 - PERSONAL FINANCE

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined measures.

3 CREDITS The student will solve problems involved in personal finance, including budgeting, borrowing, charge accounts, installment buying, insurance, savings, social security, home ownership, banking services, taxes, wills and estates. He or she will demonstrate mastery of these problems by applying the techniques involved to simulated personal finance problems.

INS 1103 - PRINCIPLES OF INSURANCE

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined measures.

3 CREDITS The student will demonstrate understanding of the principles of property and liability insurance to include insurance basics, marketing, underwriting, claims adjusting, insurance company performance, risk management, property exposures, liability exposures, and insurance policy contracts and provisions. The student will apply basic insurance principles using the case study method.

INS 1113 - PRINCIPLES OF PERSONAL INSURANCE

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined measures.

3 CREDITS The student will analyze situations and determine the appropriate coverage for homeowners, dwelling and contents, personal liability, inland marine and other personal insurance policies.

INS 1203 - PRINCIPLES OF COMMERCIAL INSURANCE

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined measures.

3 CREDITS The student will determine the appropriate insurance coverage for property, loss of business income, inland and ocean marine, crime, general liability, workers compensation and other commercial insurance policies.

Business - Legal Office Procedures#

Certificate of Mastery

Minimum of Minimum of 30 Credits credit hours

Across the country, law practices are in constant need of qualified legal secretaries who are not only technically skilled but also educated in legal terminology. If you have an interest in the legal process and in office operations, consider the certificate of mastery in legal office procedures at Oklahoma City Community College. Your first step will be to contact and work with a faculty advisor to become enrolled in this certificate program. All of our community college business programs are approved by the Accreditation Council for Business Schools and Programs.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
FA ENGL	FACULTY APPROVED ELECTIVE FROM ENGL OR COM	3	Gen Ed
AOT 1713	BEGINNING WORD PROCESSING APPLICATIONS	3	Major
AOT 1813	LEGAL OFFICE PROCEDURES	3	Major
AOT 2443	ADMINISTRATIVE OFFICE PROCEDURES	3	Major
Suggested Freshman 2nd Semester			
BUS 2033	BUSINESS COMMUNICATION	3	Support
AOT 2313	INTERMEDIATE WORD PROCESSING APPLICATIONS	3	Major
AOT 2323	LEGAL TERMINOLOGY AND MACHINE TRANSCRIPTION	3	Major
AOT 2013	LEGAL BILLING	3	Major
AOT 2663	CAREER EDUCATION/INTERNSHIP		Major

Course Grouping

Major Courses: (21 credit hours) Legal Office Procedures: (C)AOT 1713; (C)AOT 1813; (C)AOT 2013; (C)AOT 2313; (C)AOT 2323; (C)AOT 2443; (C)AOT 2660

General Education Courses: (6 credit hours) English: ENGL 1113; ENGL or COM Faculty Approved Elective

Life Skills Courses: None

Support Courses: (3 credit hours) Business: BUS 2033

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Degree Program Course Descriptions

AOT 1713 - BEGINNING WORD PROCESSING APPLICATIONS

Prerequisites: ENGL 0106 or adequate placement score

3 CREDITS Students will use microcomputer word processing software to create, modify, store, retrieve, and print documents. Word processing features include create, edit, print, format, spell-check, thesaurus, file management, find/replace and tables. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software.

AOT 1813 - LEGAL OFFICE PROCEDURES

Prerequisites: None

3 CREDITS This is an introductory course which provides the student with an overview of the legal secretarial profession and the various aspects of the law office. Emphasis is placed on developing the skills and aptitudes for a professional legal secretary, court structure, ethics, writing and research.

AOT 2013 - LEGAL BILLING

Prerequisites: ENGL 0203 or adequate placement score

3 CREDITS Students will use the microcomputer to produce billing documents with emphasis on legal vocabulary, proofreading, editing, transcription, and decision making skills. Appropriate industry standard software programs will be used. Lecture/Lab.

AOT 2313 - INTERMEDIATE WORD PROCESSING APPLICATIONS

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures and AOT 1713 or by evaluation. §

3 CREDITS Students will extend basic word processing knowledge and skill to include proficiency in producing office correspondence. Emphasis will be on formatting, proofreading, using advanced features of word processing software, and increasing production speed.

AOT 2323 - LEGAL TERMINOLOGY AND MACHINE TRANSCRIPTION

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures, AOT 1113, and AOT 1713 or by evaluation. §

3 CREDITS The student will correctly spell, transcribe, and define terms commonly used in the legal field.

AOT 2443 - ADMINISTRATIVE OFFICE PROCEDURES

Prerequisites: Corequisite: AOT 2313, AOT 2553 or by evaluation. §

3 CREDITS The student will study ethics, traits, duties, attitudes and responsibilities of a professional secretary. Students will use the microcomputer to produce mailable documents, travel itineraries, minutes of meetings, and various other office documents with emphasis on vocabulary, proofreading, editing, and decision making skills. Lecture/Lab.

AOT 2663 - CAREER EDUCATION/ INTERNSHIP

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures and 9 credits of AOT course work with a "C" or better and by evaluation

CREDIT3 This course will assist students in earning academic credit in a planned process that integrates academic preparation with supervised work experience. Students will work in an approved office environment with cooperating employers for a specified period of time and will attend arranged lectures relating to a variety of business-related topics. The course may be repeated to a maximum of 6 credit hours with the consent of the instructor.

BUS 2033 - BUSINESS COMMUNICATION

Prerequisites: ENGL 1113 or by evaluation. §

3 CREDITS Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

FA ENGL - FACULTY APPROVED ELECTIVE FROM ENGL OR COM

Prerequisites:

3 CREDITS Faculty approved elective from ENGL or COM

Business - Medical Office Administration

Certificate of Mastery

Minimum of 43 credit hours

If you're eager to begin a career in a health profession, but you don't have the time or the money to go to medical school, working in a medical office could be a good prescription for you. Medical office personnel work in a variety of health care settings across the nation, including clinics, hospitals and physicians' offices. In these setting, you may be asked to maintain medical records, write correspondence, process insurance forms and oversee billing matters. You will also have face-to-face contact with patients while scheduling appointments, receiving them in the office and accepting payments, so being a people-person is a good trait to have. If you choose to work in this career field, you must understand terms associated with medicine, procedures used to diagnose conditions, comprehend assessments of treatments and have knowledge in physiology, anatomy and pharmacology. At Oklahoma City Community College, you will work with a faculty advisor to enroll in the certificate of mastery program for medical office administration.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
AOT 1113	COMPUTER KEYBOARDING	3	Major
AOT 1713	BEGINNING WORD PROCESSING APPLICATIONS	3	Major
BIO	BIOLOGICAL SCIENCE	3	Support
AHP 1013	MEDICAL TERMINOLOGY	3	Support
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
Suggested Freshman 2nd Semester			
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support
AOT 2253	MEDICAL OFFICE PROCEDURES	3	Major
AOT 2473	OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS	3	Major
BUS 2033	BUSINESS COMMUNICATION	3	Support
Suggested Sophomore 1st Semester			
AOT 2039	MEDICAL CODING	9	Major
AOT 2453	OFFICE INFORMATION PROCESSING	3	Major
AOT 2663	CAREER EDUCATION/INTERNSHIP		Major

Course Grouping

Major Courses: (27 credit hours) Medical Office Administration: (C)AOT 1113; (C)AOT 1713; (C)AOT 2253; (C)AOT 2039; (C)AOT 2453; (C)AOT 2473; (C)AOT 2663

General Education Courses: (3 credit hours) English: (C)ENGL 1113

Life Skills Courses: None

Support Courses: (13 credit hours) (C)AHP 1013; (C)BIO College-Level Biological Science Elective; (C)BIO 1314; (C)BUS 2033

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Degree Program Course Descriptions

AHP 1013 - MEDICAL TERMINOLOGY

Prerequisites:

3 CREDITS After studying the root words, prefixes, and suffixes from which medical terms evolve, the student will correctly spell medical terms, define terms commonly used in medical fields, and determine the meaning of unfamiliar medical terms.

AOT 1113 - COMPUTER KEYBOARDING

Prerequisites: ENGL 0106 or adequate placement score

3 CREDITS The student will master the keyboard by touch and begin development of acceptable speed and accuracy levels on the alphabetic and alphanumeric keyboard and the ten-key number pad. Formatting of basic documents is also included.

AOT 1713 - BEGINNING WORD PROCESSING APPLICATIONS

Prerequisites: ENGL 0106 or adequate placement score

3 CREDITS Students will use microcomputer word processing software to create, modify, store, retrieve, and print documents. Word processing features include create, edit, print, format, spell-check, thesaurus, file management, find/replace and tables. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software.

AOT 2039 - MEDICAL CODING

Prerequisites: BIO 1314, Minimum "C" grade in course.

9 CREDITS The student will be able to correctly enter international classification of diseases (ICD) codes on a claim form, identify current procedural terminology (CPT), and explain their application to a medical office. The student will also identify various insurance plans, learn the rules and regulations of Medicare filing, translate written documentation into a numerical language, and describe legal issues concerning medical records.

AOT 2253 - MEDICAL OFFICE PROCEDURES

Prerequisites: AHP 1013, AOT 1713 with a minimum grade of "C" or better

3 CREDITS This course provides a realistic approach for students to learn the skills required in a medical office including communications, records management, telecommunications, billing, scheduling, and terminology.

AOT 2453 - OFFICE INFORMATION PROCESSING

Prerequisites: Corequisite: AOT 2313 or by evaluation. §

3 CREDITS Students will use the microcomputer to produce mailable documents with emphasis on business vocabulary, proofreading, editing, transcription, and decision making skills. Managerial dictation techniques will be introduced. Lecture/Lab.

AOT 2473 - OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS

Prerequisites:

3 CREDITS This course is designed for Administrative Office Technology and Accounting majors. The student will develop ten-key by touch skills. Students will format spreadsheets using effective design principles, enter common spreadsheet formulas and functions, sort data, and use graphic/chart features to solve business problems. Appropriate industry standard spreadsheet software programs will be used.

AOT 2663 - CAREER EDUCATION/ INTERNSHIP

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures and 9 credits of AOT course work with a "C" or better and by evaluation

CREDIT3 This course will assist students in earning academic credit in a planned process that integrates academic preparation with supervised work experience. Students will work in an approved office environment with cooperating employers for a specified period of time and will attend arranged lectures relating to a variety of business-related topics. The course may be repeated to a maximum of 6 credit hours with the consent of the instructor.

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

BIO 1314 - HUMAN ANATOMY AND PHYSIOLOGY I

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.

4 CREDITS Through a systematic study of the structure and function of the human body, its cells, tissues, organs and systems, the student will identify and describe basic anatomical structures and fundamental physiological processes that occur in health and disease for the major body systems. Laboratory work

which requires dissection is an integral and required part of the course.

BUS 2033 - BUSINESS COMMUNICATION

Prerequisites: ENGL 1113 or by evaluation. §

3 CREDITS Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

Chemistry - Science with Chemistry Concentration

Associate in Science

Minimum of 61-66 credit hours

Do you want to research cures for cancer? Find alternative fuel and energy sources? Transform everyday materials into useful, unique products? Careers in chemistry can offer you worlds of discovery every day. At Oklahoma City Community College, you can earn an associate degree in chemistry. In this program, you'll learn how to identify substances and how to alter their structures through chemical changes. Course topics include atomic structure, structure and bonding, electrochemistry, thermodynamics, radioactivity and synthesis. With this solid foundation, you can continue studying at a four-year college or university and then pursue opportunities in education, pharmacology, petroleum analysis, research, patent development, substance analysis, geology, medicine, nutrition and more.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
CHEM 1115 (C)			Gen Ed
MATH 1513 (C)		or	Gen Ed
MATH 1533 (C)		or	Gen Ed
MATH 1613	TRIGONOMETRY	or	Gen Ed
MATH 1743 *		or	Gen Ed
MATH 2104	CALCULUS AND ANALYTIC GEOMETRY I	3-4	Gen Ed
BIO 1124	GENERAL BIOLOGY I (Majors)	4	Gen Ed
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
MATH 1613	TRIGONOMETRY	or	Gen Ed
MATH 1743 *		or	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	or	Gen Ed
MATH 2104	CALCULUS AND ANALYTIC GEOMETRY I	or	Gen Ed
MATH 2214	CALCULUS AND ANALYTIC GEOMETRY II	3-4	Gen Ed
CHEM 1215 (C)			Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
Suggested Sophomore 1st Semester			
CHEM 2114 (C)		4	Major
PHYS 1114	COLLEGE PHYSICS I	0r	Gen Ed
PHYS 2014	ENGINEERING PHYSICS I	4	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
SOC SC	SOCIAL SCIENCE ELECTIVE	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
Suggested Sophomore 2nd Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	or	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
CHEM 2122 (C)		2	Major
CHEM 2124 (C)			Major
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	5-8	Support

Course Grouping

Major Courses: (15 credit hours) CHEM 1215 (C); CHEM 2114 (C); CHEM 2122 (C); CHEM 2124 (C)

General Education Courses: (40-42 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Chemistry: CHEM 1115; Physics: PHYS 1114 or PHYS 2014; Biological Science: BIO 1124; Humanities: Six credit hours; Social Sciences: Three credit hours; Mathematics: Six to eight credit hours chosen from MATH 1513; MATH 1533; MATH 1613; MATH 1743*; MATH 2013; MATH 2104 or MATH 2214

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (5-8 credit hours) One or two Faculty Approved Support Electives chosen from CHEM 2990; BIO; ECON; MATH or PHYS**

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs.

(C) Indicates a grade of "C" or higher must be achieved.

* Math 1743 is appropriate for pre-dentistry, pre-medicine, and pre-pharmacy students only.

** Either PHYS 1214 or PHYS 2114 is strongly recommended for students pursuing careers in chemistry, medicine, dentistry, or forensic science.

Degree Program Course Descriptions

BIO 1124 - GENERAL BIOLOGY I (Majors)

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0403 or adequate math placement test score.

4 CREDITS An introductory course required for all biological science majors and pre-health profession students. The fundamental principles of biology are described using a cellular approach. Students gain knowledge regarding the chemical basis of life, structural characteristics of cells to include a discussion of energetics, metabolism and genetics. Evolution and ecology are also discussed in order to provide an understanding of both the diversity of living organisms and the living world. Students recognize, discuss and correctly apply fundamental biological principles influencing their personal relationship with other life forms. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Laboratory work, an integral and required part of the course, will enhance the student's understanding of fundamental biological concepts as well as scientific procedures, laboratory technical skills, dissection and statistical analysis.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES

Prerequisites:
3 CREDITS Faculty approved support electives

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:
3 CREDITS Humanities elective

MATH 1613 - TRIGONOMETRY

Prerequisites: Pre or Corequisite: MATH 1513 or MATH 1533 or adequate math placement test score.

3 CREDITS The student will evaluate trigonometric functions and their inverses, graph trigonometric functions, prove trigonometric identities, solve trigonometric equations, solve problems involving triangles and indirect measurement, use trigonometric forms of complex numbers, and identify and graph polar curves.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

MATH 2104 - CALCULUS AND ANALYTIC GEOMETRY I

Prerequisites: MATH 1533 and MATH 1613 or adequate math placement test score.

4 CREDITS The student will compute, interpret and apply the basic concepts of limits, differentiation and integration to algebraic and transcendental functions and will solve applied problems that include rates of change, optimization, area and total change in a function.

MATH 2214 - CALCULUS AND ANALYTIC GEOMETRY II

Prerequisites: MATH 2104 within the last year.

4 CREDITS The student will use integration techniques to find antiderivatives, compute definite integrals, and solve application problems that include volume, work and pressure; investigate the convergence of improper integrals and infinite series; use Taylor polynomials and Taylor Series to estimate, represent, and analyze functions; perform basic operations on vectors and analyze functions of three variables and their contour plots.

PHYS 1114 - COLLEGE PHYSICS I

Prerequisites: MATH 1513 or higher or APPM 1223, within the last two years or by evaluation. §

4 CREDITS Students will demonstrate their understanding of useful concepts of kinematics and dynamics, energy and momentum, waves and sound, fluids and thermodynamics by (1) developing numerical and graphical descriptions of physical phenomena, (2) numerically predicting the results of physical occurrences, and (3) applying laboratory skills to analyze real situations. Numerical computations will utilize algebra and basic trigonometry where appropriate.

PHYS 2014 - ENGINEERING PHYSICS I

Prerequisites:
4 CREDITS This is a physics course designed primarily for pre-engineering, chemistry and physics majors. Students will demonstrate their understanding of concepts in mechanics, heat and sound by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

**SCL 1001 - SUCCESS IN COLLEGE
AND LIFE**

*Prerequisites: LS 0023, LS 0203, or adequate
reading/writing assessment scores*

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC SC - SOCIAL SCIENCE ELECTIVE

Prerequisites:

3 CREDIT Social Science elective

Child Development (AA)

Associate in Arts

Minimum of 62-63 credit hours

Knowing you play a role in supporting children and their families is priceless. That's why Oklahoma City Community College offers four programs for students who are interested in pursuing careers in child development. You can earn an associate degree in arts in child development, an associate degree in applied science in child development, a certificate of mastery in child development, or a child development associate (CDA). Consult a faculty advisor to find out which program is best for you. The associate degree in arts in child development will specifically prepare you to transfer to a four-year college or university to continue your learning in early childhood education, family relations and human environmental sciences.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
CD 1121	THE CHILD DEVELOPMENT PROFESSIONAL	1	Major
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
CD 2113	INTRODUCTION TO CHILD DEVELOPMENT	3	Major
CD 2153	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
Suggested Freshman 2nd Semester			
CD 2333	INTEGRATED CURRICULUM DEVELOPMENT I	3	Major
CD 2353	CHILD HEALTH, SAFETY AND NUTRITION	3	Major
CD 2213	CHILD AND FAMILY IN SOCIETY	3	Major
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
BIO	BIOLOGICAL SCIENCE	3-4	Gen Ed
Suggested Sophomore 1st Semester			
CD 2363	BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN	3	Major
CD 2533	INTEGRATED CURRICULUM DEVELOPMENT II	3	Major
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	OR	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	OR	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
Suggested Sophomore 2nd Semester			
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	6	Gen Ed
CD 2632	CHILD DEVELOPMENT FIELDWORK	2	Major
PHYS	ANY PHYSICAL SCIENCE	3-4	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed

Course Grouping

Major Courses: (24 credit hours) Child Development: CD 1121, CD 2113, 2153, 2213, 2333, 2353, 2363, 2533, 2632

General Education Courses: (37-38 credit hours) English: ENGL 1113, ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Natural Sciences**: three or four credit hours of general education biological sciences; three or four credit hours of physical science. One of the science courses must include a laboratory component; Humanities: Six credit hours; Mathematics: MATH 1513 or MATH 1503 or MATH 2013; Communications: COM 2213; General Education Electives: Six credit hours

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses:

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog.

CD 2153, CD 2333, CD 2353, CD 2363 and CD 2632 have a clinical component that requires purchase of liability insurance, a student nametag, tuberculosis testing and an OSBI background investigation.

If CD 2153 is completed online, the student is required to be on campus for on-campus tour and observations at the CDCLS.

A grade of "C" or higher must be achieved for CD 2113, CD 2153, CD 2333, CD 2353, CD 2363 and CD 2533 before admittance into subsequent courses.

At least one science course must contain a laboratory component.

Degree Program Course Descriptions

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

CD 1121 - THE CHILD DEVELOPMENT PROFESSIONAL

Prerequisites:

1 CREDIT This course will introduce students to the Child Development profession and program as well as the fields of child development and early childhood education.

CD 2113 - INTRODUCTION TO CHILD DEVELOPMENT

Prerequisites:

3 CREDITS This course will identify patterns of the physical, intellectual and emotional/ psycho-social development of children. The course will recognize the major theories of human development as they apply to children.

CD 2153 - INTRODUCTION TO EARLY CHILDHOOD EDUCATION

Prerequisites:

3 CREDITS This course explores the early childhood profession and its multiple historical, philosophical, and social foundations, including how these foundations influence current thought and practice.

CD 2213 - CHILD AND FAMILY IN SOCIETY

Prerequisites:

3 CREDITS This course emphasizes promoting optimum development and support of families and children within various settings and the larger community.

CD 2333 - INTEGRATED CURRICULUM DEVELOPMENT I

Prerequisites: Earned at least a "C" in CD 2113, CD 2153

3 CREDITS This course discusses how to create, evaluate, and select developmentally appropriate materials, equipment, and environments that support children's early learning. It provides the opportunity to plan, implement, and evaluate an integrated curriculum that focuses on children's needs and interests and takes into account culturally valued content and children's home experiences. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements. In this course Preschool and Infant Toddler Early Learning Guidelines will be included.

CD 2353 - CHILD HEALTH, SAFETY AND NUTRITION

Prerequisites: Earned at least a "C" in CD 2113, CD 2153

3 CREDITS This course explores the identification and implementation of best practices for health, safety, and nutrition of young children in a variety of early childhood settings. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements. In this course Preschool and Infant Toddler Early Learning Guidelines will be included.

CD 2363 - BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN

Prerequisites: Earned at least a "C" in CD 2153 & CD 2113 for Child Development majors or by evaluation. §

3 CREDITS This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving children. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements. In this course Preschool and Infant Toddler Early Learning Guidelines will be included.

CD 2533 - INTEGRATED CURRICULUM DEVELOPMENT II

Prerequisites: ENGL 1113 Earned at least a "C" CD 2113, CD 2153, CD 2333, and CD 2353

3 CREDITS This course is designed for students preparing to teach children fewer than six years of age. Students will demonstrate the ability to use assessment effectively and plan curriculum on both a day-to-day and long-term basis for infants, toddlers and preschool age children of all abilities in group early care and education settings. Students will demonstrate knowledge of the teacher's relationship and ethical responsibility to children's families.

CD 2632 - CHILD DEVELOPMENT FIELDWORK

Prerequisites: ENGL 1113 Earned at least a 'C' in CD 2533

2 CREDITS This course is designed for students who plan to teach children under the age of six years. Students will demonstrate skill in guiding young children and providing for their health and safety in a group setting. Students will also demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. A minimum of eighty contact hours is required, which

must be completed in instructor approved on- and off-campus early care and education facilities. Students must meet pre-laboratory requirements. Students must meet pre-fieldwork requirements documenting a minimum of 220 observation and contact hours with children in a variety of settings, including the workplace.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FA GEN - FACULTY APPROVED GENERAL EDUCATION ELECTIVE

Prerequisites:

3 CREDITS Faculty approved General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:
3 CREDITS Humanities elective

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.
3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.
3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.
3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHYS - ANY PHYSICAL SCIENCE

Prerequisites:

3 CREDITS Any Physical Science

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores
1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Child Development (AAS)

Associate in Applied Science

Minimum of 61 credit hours

Knowing you play a role in shaping a child's imagination and education is priceless. That's why Oklahoma City Community College offers four programs for students who are interested in pursuing careers in child development. You can earn an associate degree in arts in child development, an associate degree in applied science in child development, a certificate of mastery in child development, or a child development associate (CDA). Consult a faculty advisor to find out which program is best for you. This degree option is best if you're looking to quickly enter the job market upon graduation.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
CD 1121	THE CHILD DEVELOPMENT PROFESSIONAL	1	Major
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
CD 2113	INTRODUCTION TO CHILD DEVELOPMENT	3	Major
CD 2153	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
Suggested Freshman 2nd Semester			
CD 2333	INTEGRATED CURRICULUM DEVELOPMENT I	3	Major
CD 2353	CHILD HEALTH, SAFETY AND NUTRITION	3	Major
CD 2213	CHILD AND FAMILY IN SOCIETY	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
Suggested Sophomore 1st Semester			
CD 2363	BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN	3	Major
CD 2533	INTEGRATED CURRICULUM DEVELOPMENT II	3	Major
CD 2443	LANGUAGE & LITERACY FOR YOUNG CHILDREN	3	Major
PSY 1113	INTRODUCTION TO PSYCHOLOGY	OR	Gen Ed
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
CD 2623	SUPERVISED LABORATORY	3	Support
Suggested Sophomore 2nd Semester			
CD 2632	CHILD DEVELOPMENT FIELDWORK	2	Major
CD 2713	INFANT/TODDLER DEVELOPMENT AND EDUCATIONAL PROGRAM	3	Major
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed
ART 1213	FOUNDATIONS I: DESIGN AND COLOR	3	Support

Course Grouping

Major Courses: (30 credit hours) Child Development: CD 1121, 2113, 2153, 2333, 2353, 2213, 2363, 2443, 2533, 2632, 2713.

General Education Courses: (21 credit hours) English: ENGL 1113, ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113;

Humanities: Three credit hours Psychology or Sociology: PSY 1113 or SOC 1113; Computer Skills: CS 1103.

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (9 credit hours) Business: BUS 1323; 3 hours Faculty Approved Support Elective OR, upon Advisor evaluation, CD 2623

Supervised Laboratory; Art: ART 1213.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

CD 2153, CD 2333, CD 2353, CD 2363, CD 2623 and CD 2632 have a clinical component that requires purchase of liability insurance, a student nametag, tuberculosis testing and an OSBI background investigation.

If CD 2153 is completed online, the student is required to be on campus for on-campus tour and observations at the CDCLS.

A grade of "C" or better is required in CD 2113, CD 2153, CD 2333, CD 2353, CD 2363, and CD 2533 before admittance to subsequent courses. Cooperative agreements have been established with Francis Tuttle Technology Center. (Students must file all financial aid through the technology center while attending there).

Degree Program Course Descriptions

ART 1213 - FOUNDATIONS I: DESIGN AND COLOR

Prerequisites:

3 CREDITS The student will learn to recognize, analyze and apply the elements and principles of 2D design and color in the pictorial arts by studying design and color theory.

BUS 1323 - MATHEMATICS FOR BUSINESS CAREERS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate the ability to use basic mathematical processes, and use mathematical concepts in solving everyday business problems in operations, trade, taxation, accounting and finance.

CD 1121 - THE CHILD DEVELOPMENT PROFESSIONAL

Prerequisites:

1 CREDIT This course will introduce students to the Child Development profession and program as well as the fields of child development and early childhood education.

CD 2113 - INTRODUCTION TO CHILD DEVELOPMENT

Prerequisites:

3 CREDITS This course will identify patterns of the physical, intellectual and emotional/ psycho-social development of children. The course will recognize the major theories of human development as they apply to children.

CD 2153 - INTRODUCTION TO EARLY CHILDHOOD EDUCATION

Prerequisites:

3 CREDITS This course explores the early childhood profession and its multiple historical, philosophical, and social foundations, including how these foundations influence current thought and practice.

CD 2213 - CHILD AND FAMILY IN SOCIETY

Prerequisites:

3 CREDITS This course emphasizes promoting optimum development and support of families and children within various settings and the larger community.

CD 2333 - INTEGRATED CURRICULUM DEVELOPMENT I

Prerequisites: Earned at least a "C" in CD 2113, CD 2153

3 CREDITS This course discusses how to create, evaluate, and select developmentally appropriate materials, equipment, and environments that support children's early

learning. It provides the opportunity to plan, implement, and evaluate an integrated curriculum that focuses on children's needs and interests and takes into account culturally valued content and children's home experiences. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements. In this course Preschool and Infant Toddler Early Learning Guidelines will be included.

CD 2353 - CHILD HEALTH, SAFETY AND NUTRITION

Prerequisites: Earned at least a "C" in CD 2113, CD 2153

3 CREDITS This course explores the identification and implementation of best practices for health, safety, and nutrition of young children in a variety of early childhood settings. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements. In this course Preschool and Infant Toddler Early Learning Guidelines will be included.

CD 2363 - BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN

Prerequisites: Earned at least a "C" in CD 2153 & CD 2113 for Child Development majors or by evaluation. §

3 CREDITS This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving children. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements. In this course Preschool and Infant Toddler Early Learning Guidelines will be included.

CD 2443 - LANGUAGE & LITERACY FOR YOUNG CHILDREN

Prerequisites: CD 2113 and CD 2153

3 CREDITS This course is designed for students preparing to teach children fewer than six years of age. The student will demonstrate knowledge of the language and literacy development and learning needs of young children. The student will demonstrate skills in planning and presenting activities for children in the areas of language and literacy.

CD 2533 - INTEGRATED CURRICULUM DEVELOPMENT II

Prerequisites: ENGL 1113 Earned at least a "C" CD 2113, CD 2153, CD 2333, and CD 2353

3 CREDITS This course is designed for students preparing to teach children fewer than six years of age. Students will demonstrate the ability to use assessment effectively and plan curriculum on both a day-to-day and long-term basis for infants, toddlers and preschool age children of all abilities in group early care and education settings. Students will demonstrate knowledge of the teacher's relationship and ethical responsibility to children's families.

CD 2623 - SUPERVISED LABORATORY

Prerequisites: ENGL 1113 Earned at least a 'C' in CD 2333, CD 2353

3 CREDITS This course is designed for students planning to teach children under the age of six years. Students will work a minimum of 96 clock hours at the Oklahoma City Community College Child Development Center and Laboratory School. Students will provide for children's health and safety, guide their behavior, plan and executes activities in all curriculum areas, communicate with children's families, and interact with staff on a professional level. Students must meet pre-laboratory requirements.

CD 2632 - CHILD DEVELOPMENT FIELDWORK

Prerequisites: ENGL 1113 Earned at least a 'C' in CD 2533

2 CREDITS This course is designed for students who plan to teach children under the age of six years. Students will demonstrate skill in guiding young children and providing for their health and safety in a group setting. Students will also demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. A minimum of eighty contact hours is required, which must be completed in instructor approved on- and off-campus early care and education facilities. Students must meet pre-laboratory requirements. Students must meet pre-fieldwork requirements documenting a minimum of 220 observation and contact hours with children in a variety of settings, including the workplace.

CD 2713 - INFANT/TODDLER DEVELOPMENT AND EDUCATIONAL PROGRAM

Prerequisites: ENGL 1113 Earned at least a 'C' in CD 2113, CD 2153, CD 2333, CD 2353, CD 2363

3 CREDITS This course will focus specifically on the cognitive, psychosocial, and physical development of the child from conception

up to age 3. Attention will focus on the consequential care required for infants/toddlers in early care and education settings. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements. Other field study is expected as well.

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society

based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC 1113 - INTRODUCTION TO SOCIOLOGY

Prerequisites:

3 CREDITS The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institution, social stratification and social change.

Child Development (AAS) Administrator Option

Associate in Applied Science

Minimum of 61 credit hours

Knowing you play a role in shaping a child's imagination and education is priceless. That's why Oklahoma City Community College offers four programs for students who are interested in pursuing careers in child development. You can earn an associate degree in arts in child development, an associate degree in applied science in child development, a certificate of mastery in child development, or a child development associate (CDA). Consult a faculty advisor to find out which program is best for you. The Child Development Administrator option is best for you if you are interested in becoming a program director or administrator. If you're already working in this career field, this degree program will provide you with an opportunity to maintain, upgrade and hone your education and training.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
CD 1121	THE CHILD DEVELOPMENT PROFESSIONAL	1	Major
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
CD 2113	INTRODUCTION TO CHILD DEVELOPMENT	3	Major
CD 2153	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
Suggested Freshman 2nd Semester			
CD 2333	INTEGRATED CURRICULUM DEVELOPMENT I	3	Major
CD 2353	CHILD HEALTH, SAFETY AND NUTRITION	3	Major
CD 2363	BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
Suggested Sophomore 1st Semester			
CD 2813	EARLY CHILDHOOD CENTER PERSONNEL DEVELOPMENT & MANAGEMENT	3	Major
CD 2443	LANGUAGE & LITERACY FOR YOUNG CHILDREN	3	Major
CD 2533	INTEGRATED CURRICULUM DEVELOPMENT II	3	Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
CD 2623	SUPERVISED LABORATORY	OR	Support
CD 2213	CHILD AND FAMILY IN SOCIETY	3	Support
Suggested Sophomore 2nd Semester			
CD 2632	CHILD DEVELOPMENT FIELDWORK	2	Major
CD 2713	INFANT/TODDLER DEVELOPMENT AND EDUCATIONAL PROGRAM	3	Major
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed
PSY 1113	INTRODUCTION TO PSYCHOLOGY	OR	Gen Ed
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed
CD 2833	EARLY CHILDHOOD CENTER FINANCIAL PLANNING AND MANAGEMENT	3	Major

Course Grouping

Major Courses: (33 credit hours) Child Development: CD 1121, 2113, 2153, 2333, 2353, 2363, 2443, 2533, 2632, 2713, 2813, 2833.

General Education Courses: (21 credit hours) English: ENGL 1113, ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Humanities: Three credit hours; Psychology or Sociology: PSY 1113 or SOC 1113; Computer Skills: CS 1103.

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (6 credit hours) Business: BUS 1323; CD 2623 or CD 2213.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

CD 2153, CD 2333, CD 2353, CD 2363, CD 2623 and CD 2632 have a clinical component that requires purchase of liability insurance, a student nametag, tuberculosis testing and an OSBI background investigation.

If CD 2153 is completed online, the student is required to be on campus for on-campus tour and observations at the CDCLS.

A grade of "C" or better is required in CD 2113, CD 2153, CD 2333, CD 2353, CD 2363, CD 2813, CD 2533 and CD 2833 before admittance to subsequent courses.

Cooperative agreements have been established with Francis Tuttle Technology Center. (Students must file all financial aid through the technology center while attending there).

Degree Program Course Descriptions

BUS 1323 - MATHEMATICS FOR BUSINESS CAREERS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate the ability to use basic mathematical processes, and use mathematical concepts in solving everyday business problems in operations, trade, taxation, accounting and finance.

CD 1121 - THE CHILD DEVELOPMENT PROFESSIONAL

Prerequisites:

1 CREDIT This course will introduce students to the Child Development profession and program as well as the fields of child development and early childhood education.

CD 2113 - INTRODUCTION TO CHILD DEVELOPMENT

Prerequisites:

3 CREDITS This course will identify patterns of the physical, intellectual and emotional/psycho-social development of children. The course will recognize the major theories of human development as they apply to children.

CD 2153 - INTRODUCTION TO EARLY CHILDHOOD EDUCATION

Prerequisites:

3 CREDITS This course explores the early childhood profession and its multiple historical, philosophical, and social foundations, including how these foundations influence current thought and practice.

CD 2213 - CHILD AND FAMILY IN SOCIETY

Prerequisites:

3 CREDITS This course emphasizes promoting optimum development and support of families and children within various settings and the larger community.

CD 2333 - INTEGRATED CURRICULUM DEVELOPMENT I

Prerequisites: Earned at least a "C" in CD 2113, CD 2153

3 CREDITS This course discusses how to create, evaluate, and select developmentally appropriate materials, equipment, and environments that support children's early learning. It provides the opportunity to plan, implement, and evaluate an integrated curriculum that focuses on children's needs and interests and takes into account culturally valued content and children's home experiences. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center

and Laboratory School. Students must meet pre-laboratory requirements. In this course Preschool and Infant Toddler Early Learning Guidelines will be included.

CD 2353 - CHILD HEALTH, SAFETY AND NUTRITION

Prerequisites: Earned at least a "C" in CD 2113, CD 2153

3 CREDITS This course explores the identification and implementation of best practices for health, safety, and nutrition of young children in a variety of early childhood settings. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements. In this course Preschool and Infant Toddler Early Learning Guidelines will be included.

CD 2363 - BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN

Prerequisites: Earned at least a "C" in CD 2153 & CD 2113 for Child Development majors or by evaluation. §

3 CREDITS This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving children. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements. In this course Preschool and Infant Toddler Early Learning Guidelines will be included.

CD 2443 - LANGUAGE & LITERACY FOR YOUNG CHILDREN

Prerequisites: CD 2113 and CD 2153

3 CREDITS This course is designed for students preparing to teach children fewer than six years of age. The student will demonstrate knowledge of the language and literacy development and learning needs of young children. The student will demonstrate skills in planning and presenting activities for children in the areas of language and literacy.

CD 2533 - INTEGRATED CURRICULUM DEVELOPMENT II

Prerequisites: ENGL 1113 Earned at least a "C" CD 2113, CD 2153, CD 2333, and CD 2353

3 CREDITS This course is designed for students preparing to teach children fewer than six years of age. Students will demonstrate the ability to use assessment effectively and plan curriculum on both a day-to-day and long-term basis for infants, toddlers

and preschool age children of all abilities in group early care and education settings. Students will demonstrate knowledge of the teacher's relationship and ethical responsibility to children's families.

CD 2623 - SUPERVISED LABORATORY

Prerequisites: ENGL 1113 Earned at least a 'C' in CD 2333, CD 2353

3 CREDITS This course is designed for students planning to teach children under the age of six years. Students will work a minimum of 96 clock hours at the Oklahoma City Community College Child Development Center and Laboratory School. Students will provide for children's health and safety, guide their behavior, plan and executes activities in all curriculum areas, communicate with children's families, and interact with staff on a professional level. Students must meet pre-laboratory requirements.

CD 2632 - CHILD DEVELOPMENT FIELDWORK

Prerequisites: ENGL 1113 Earned at least a 'C' in CD 2533

2 CREDITS This course is designed for students who plan to teach children under the age of six years. Students will demonstrate skill in guiding young children and providing for their health and safety in a group setting. Students will also demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. A minimum of eighty contact hours is required, which must be completed in instructor approved on- and off-campus early care and education facilities. Students must meet pre-laboratory requirements. Students must meet pre-fieldwork requirements documenting a minimum of 220 observation and contact hours with children in a variety of settings, including the workplace.

CD 2713 - INFANT/TODDLER DEVELOPMENT AND EDUCATIONAL PROGRAM

Prerequisites: ENGL 1113 Earned at least a 'C' in CD 2113, CD 2153, CD 2333, CD 2353, CD 2363

3 CREDITS This course will focus specifically on the cognitive, psychosocial, and physical development of the child from conception up to age 3. Attention will focus on the consequential care required for infants/toddlers in early care and education settings. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory

requirements. Other field study is expected as well.

CD 2813 - EARLY CHILDHOOD CENTER PERSONNEL DEVELOPMENT & MANAGEMENT

Prerequisites: Earned at least a "C" in CD 2113, CD 2153, CD 2333, CD 2353, CD 2363, ENGL 1113.

3 CREDITS This course is for individuals wishing to improve their management skills with personnel working in early care and education programs. Students will examine the principles, procedures and organizational techniques used in the development and management of personnel including employment practices, employee assessment and evaluation, orientation, training, related federal and state legislation and regulations, diversity, employee/employer relations, compensation, advocacy, ethics, and leadership.

CD 2833 - EARLY CHILDHOOD CENTER FINANCIAL PLANNING AND MANAGEMENT

Prerequisites: Math 0103 or adequate math placement test score, Earned at least a "C" in CD 2113, CD 2153, CD 2333, CD 2353, CD 2363, ENGL 1113.

3 CREDITS This course is for individuals wishing to improve their skills in designing and managing budgets and financial plans for early care and education programs. Students will have practical experience utilizing guidelines and tools for creating budgets as well as other financial issues pertinent to the field. Other content will include governmental regulations as they pertain to budgets, insurance, customer service, collection issues, financial policies and procedures, fund raising, and government programs and their relationships to financial management of early care and education programs.

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate

the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:
3 CREDITS Humanities elective

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:
3 CREDITS A survey of the major areas of study in psychology such as motivation,

learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC 1113 - INTRODUCTION TO SOCIOLOGY

Prerequisites:
3 CREDITS The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institution, social stratification and social change.

Child Development (Certificate)

Certificate of Mastery

Minimum of 18 credit hours

Knowing you play a role in shaping a child's imagination and education is priceless. That's why Oklahoma City Community College offers four programs for students who are interested in pursuing careers in child development. You can earn an associate degree in arts in child development, an associate degree in applied science in child development, a certificate of mastery in child development, or a child development associate (CDA). Consult a faculty advisor to find out which program is best for you. The certificate program allows you to study courses in the field of child development without taking the general education classes that are required for an associate degree. In this program, you can learn the skills you need quickly so you can enter the job market. Another good thing about this option is that the college credits you earn will apply toward the associate in applied science or associate in arts degrees, so you can always come back to OCCC and further your education.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
CD 2113	INTRODUCTION TO CHILD DEVELOPMENT	3	Major
CD 2153	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
Suggested Freshman 2nd Semester			
CD 2333	INTEGRATED CURRICULUM DEVELOPMENT I	3	Major
CD 2353	CHILD HEALTH, SAFETY AND NUTRITION	3	Major
CD 2363	BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN	3	Major

Course Grouping

Major Courses: (15 credit hours) Child Development: CD 2113, 2153, 2333, 2353, 2363

General Education Courses: (3 credit hours) English: ENGL 1113

Life Skills Courses: None

Support Courses: None

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

CD 2153, CD 2333, CD 2353, CD 2363 and CD 2623 have a clinical component that requires purchase of liability insurance, a student nametag, tuberculosis testing and an OSBI background investigation.

If CD 2153 is completed online, the student is required to be on campus for on-campus tour and observations at the CDCLS.

A grade of "C" or better is required in CD 2113, CD 2153, CD 2333, CD 2353 and CD 2363 before admittance to subsequent courses.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our website at

<http://www.occc.edu/certificates/>

Degree Program Course Descriptions

CD 2113 - INTRODUCTION TO CHILD DEVELOPMENT

Prerequisites:

3 CREDITS This course will identify patterns of the physical, intellectual and emotional/ psycho-social development of children. The course will recognize the major theories of human development as they apply to children.

CD 2153 - INTRODUCTION TO EARLY CHILDHOOD EDUCATION

Prerequisites:

3 CREDITS This course explores the early childhood profession and its multiple historical, philosophical, and social foundations, including how these foundations influence current thought and practice.

CD 2333 - INTEGRATED CURRICULUM DEVELOPMENT I

Prerequisites: Earned at least a "C" in CD 2113, CD 2153

3 CREDITS This course discusses how to create, evaluate, and select developmentally appropriate materials, equipment, and environments that support children's early learning. It provides the opportunity to plan, implement, and evaluate an integrated curriculum that focuses on children's needs and interests and takes into account culturally valued content and children's home experiences. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements. In this course Preschool and Infant Toddler Early Learning Guidelines will be included.

CD 2353 - CHILD HEALTH, SAFETY AND NUTRITION

Prerequisites: Earned at least a "C" in CD 2113, CD 2153

3 CREDITS This course explores the identification and implementation of best practices for health, safety, and nutrition of young children in a variety of early childhood settings. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements. In this course Preschool and Infant Toddler Early Learning Guidelines will be included.

CD 2363 - BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN

Prerequisites: Earned at least a "C" in CD 2153 & CD 2113 for Child Development majors or by evaluation. §

3 CREDITS This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving children. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements. In this course Preschool and Infant Toddler Early Learning Guidelines will be included.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

Clinical Research Coordinator Program

Associate in Applied Science

Minimum of 65 credit hours

If you're interested in working with doctors, research nurses and clinical research coordinators to perform studies involving research participants, then the clinical research program at Oklahoma City Community College is for you. At OCCC, you can earn an associate degree in applied science or a certificate of mastery in clinical research. The work you do in clinical research varies from employer to employer but will likely include tasks such as recruiting participants, obtaining informed consent, collecting participant data, entering that data and managing clinical research projects. The clinical research projects themselves are also varied and can range from clinical trials for new chemotherapy drugs, lupus medications, rheumatoid arthritis treatments and diabetes treatments to testing medical devices such as ventricular heart valves and new materials for wound healing. You must apply for admission to the clinical research program after being accepted for admission to OCCC. All program applications are reviewed by a selection committee.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
AHP 1013	MEDICAL TERMINOLOGY	3	Support
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support
CRC 1103	INTRODUCTION TO CLINICAL RESEARCH	3	Major
Suggested Freshman 2nd Semester			
ENGL 1233	REPORT WRITING	3	Gen Ed
BIO 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support
CRC 1203			Major
CRC 1303			Major
CHEM 1123	SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY	3	Support
Suggested Freshman Summer Semester			
CRC 1503			Major
CRC 1112			Major
Suggested Sophomore 1st Semester			
CRC 2103			Major
CRC 2003	CLINICAL DATABASE APPLICATIONS	3	Major
CRC 2203			Major
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	or	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
Suggested Sophomore 2nd Semester			
CRC 2113	CLINICAL RESEARCH SITE MANAGEMENT		Major
CRC 2313	CLINICAL PROTOCOL DESIGN	3	Major
CRC 2213			Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Gen Ed

Course Grouping

Major Courses: (32 credits hours) Clinical Research Coordinator: CRC 1103, CRC 1112, CRC 1203, CRC 1303, CRC 1503, CRC 2003, CRC 2103, CRC 2113, CRC 2203, CRC 2213, CRC 2313

General Education Courses: (18 credit hours) English: ENGL 1113, ENGL 1233; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Communications: COM 1123; Mathematics: MATH 2013

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (14 credit hours) Allied Health: AHP 1013; Biological Sciences: BIO 1314 and BIO 1414; Chemistry: CHEM 1123

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

AHP 1013 - MEDICAL TERMINOLOGY

Prerequisites:

3 CREDITS After studying the root words, prefixes, and suffixes from which medical terms evolve, the student will correctly spell medical terms, define terms commonly used in medical fields, and determine the meaning of unfamiliar medical terms.

BIO 1314 - HUMAN ANATOMY AND PHYSIOLOGY I

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.

4 CREDITS Through a systematic study of the structure and function of the human body, its cells, tissues, organs and systems, the student will identify and describe basic anatomical structures and fundamental physiological processes that occur in health and disease for the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

BIO 1414 - HUMAN ANATOMY AND PHYSIOLOGY II

Prerequisites: Math 0103 or adequate math placement test score, BIO 1314

4 CREDITS With Human Anatomy & Physiology I as a foundation, the student will advance his or her study of the structure and function of the human body and will identify and describe more detailed anatomical structures and more comprehensive physiological processes that occur in health through a systematic survey of the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

CHEM 1123 - SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0403 or adequate math placement test score.

3 CREDITS This course is designed for nursing and allied health programs which do not require General Chemistry I for science majors. This course is also appropriate for individuals interested in a general overview of chemistry. The course covers selected topics in general chemistry including unit conversions, atomic structure, chemical bonding, acids, bases, pH, chemical equilibrium, electrolytes, and properties of solutions. The course also introduces topics from organic and biochemistry. The relationship between chemical principles and

human health is emphasized throughout the course.

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

CRC 1103 - INTRODUCTION TO CLINICAL RESEARCH

Prerequisites:

3 CREDITS The student will demonstrate knowledge of the history of human subject research, evolution of rules protecting human subjects, roles of the clinical research teams, clinical trial phases, and responsibilities of clinical research organizations.

CRC 2003 - CLINICAL DATABASE APPLICATIONS

Prerequisites: CRC 1103

3 CREDITS The student will demonstrate mastery of the concepts of clinical research data management systems, quality assurance, data confidentiality and security, accurate preparation of case reports.

CRC 2113 - CLINICAL RESEARCH SITE MANAGEMENT

Prerequisites: CRC 2103
CREDIT

CRC 2313 - CLINICAL PROTOCOL DESIGN

Prerequisites: CRC 2103; CRC 2113

3 CREDITS Through study, discussion, and classroom activities the student will identify different research designs, master the rules for writing protocols, understand ethical issues involved in research protocol design, and develop the skills to design data collection forms.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS The student will write well-developed compositions which demonstrate

the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1233 - REPORT WRITING

Prerequisites: ENGL 1113

3 CREDITS The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Clinical Research Program

Certificate of Mastery

Minimum of 21 credit hours

If you're interested in working with doctors, research nurses and clinical research coordinators to perform studies involving research participants, then the clinical research program at Oklahoma City Community College is for you. At OCCC, you can earn an associate degree in applied science or a certificate of mastery in clinical research; the certificate of mastery is a quick turn-around program that gets you trained, out-the-door and into the job market. The work you do in clinical research varies from employer to employer but will likely include tasks such as recruiting participants, obtaining informed consent, collecting participant data, entering that data and managing clinical research projects. The clinical research projects themselves are also varied and can range from clinical trials for new chemotherapy drugs, lupus medications, rheumatoid arthritis treatments and diabetes treatments to testing medical devices such as ventricular heart valves and new materials for wound healing. You must apply for admission to the clinical research program after being accepted for admission to OCCC. All program applications are reviewed by a selection committee.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
CRC 1103	INTRODUCTION TO CLINICAL RESEARCH	3	Major
Suggested Freshman 2nd Semester			
CRC 1203			Major
CRC 1303			Major
Suggested Sophomore 1st Semester			
CRC 2003	CLINICAL DATABASE APPLICATIONS	3	Major
CRC 2103			Major
Suggested Sophomore 2nd Semester			
CRC 2113	CLINICAL RESEARCH SITE MANAGEMENT		Major
CRC 2313	CLINICAL PROTOCOL DESIGN	3	Major

Course Grouping

Major Courses: (21 credit hours) Clinical Research Coordinator: CRC 1103, CRC 1203, CRC 1303, CRC 2103, CRC 2003, CRC 2113, CRC 2313;

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Degree Program Course Descriptions

CRC 1103 - INTRODUCTION TO CLINICAL RESEARCH

Prerequisites:

3 CREDITS The student will demonstrate knowledge of the history of human subject research, evolution of rules protecting human subjects, roles of the clinical research teams, clinical trial phases, and responsibilities of clinical research organizations.

CRC 2003 - CLINICAL DATABASE APPLICATIONS

Prerequisites: CRC 1103

3 CREDITS The student will demonstrate mastery of the concepts of clinical research data management systems, quality assurance, data confidentiality and security, accurate preparation of case reports.

CRC 2113 - CLINICAL RESEARCH SITE MANAGEMENT

Prerequisites: CRC 2103

CREDIT

CRC 2313 - CLINICAL PROTOCOL DESIGN

Prerequisites: CRC 2103; CRC 2113

3 CREDITS Through study, discussion, and classroom activities the student will identify different research designs, master the rules for writing protocols, understand ethical issues involved in research protocol design, and develop the skills to design data collection forms.

Computer Science - Computer Networking Support (Certificate)

Certificate of Mastery

Minimum of 27 credit hours

Network technicians are in high demand – and you could be, too, with a certificate of mastery in computer networking support from Oklahoma City Community College. From Los Angeles to New York to Tokyo, businesses continually update their computer network systems, and they're in need of highly trained technicians who can install and maintain these computer network systems every day. Today, there's a critical shortage of employees in computer networking support. If you think this field might be right for you, now is the perfect time to try it out. OCCC provides a strong foundation in computer science and is a National Center of Academic Excellence in Information Assurance.

Prerequisites

- Math 0103 or adequate math placement test score.
- Math 0203 or adequate math placement test score.
- Math 0203 or adequate math placement test score, CS 1103.
- Math 0203 or adequate math placement test score, CS 1103
- Math 0203 or adequate math placement test score, CS 1353 or by evaluation. §
- Math 0203 or adequate math placement test score, CS 1353.
- Math 0203 or adequate math placement test score, CS 2713 and (CS 2303 or CS 2503).

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major
CS 1153	INTRODUCTION TO COMPUTING TECHNOLOGIES	3	Major
CS 1353	COMPUTER OPERATING SYSTEMS	3	Major
Suggested Freshman 2nd Semester			
CS 1413	COMPUTER HARDWARE	3	Major
CS 2153	SUPPORTING WINDOWS OPERATING SYSTEMS	3	Major
CS 2713	PRINCIPLES OF INFORMATION SECURITY	3	Major
Suggested Sophomore 1st Semester			
CS 2303	NETWORKING TECHNOLOGIES	3	Major
CS 2503	NETWORK ADMINISTRATION	3	Major
CS 2763	NETWORK SECURITY	3	Major

Course Grouping

Major Courses: (27 credit hours) Computer Science: CS 1103, CS 1153, CS 1353, CS 1413, CS 2153, CS 2303, CS 2503, CS 2713, CS 2763
 General Education Courses: None
 Life Skills Courses: None
 Support Courses: None

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Must be earned a grade of "C" or higher in all Computer Science courses.

Degree Program Course Descriptions

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

CS 1153 - INTRODUCTION TO COMPUTING TECHNOLOGIES

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS Students will learn fundamental concepts of hardware and software prior to learning tools of support technicians. Topics will include the computer architecture, the instruction execution cycle, I/O and storage. In addition, students will learn basics of digital electronics, how to perform mathematical operations and conversions on multiple numbering systems, develop fundamental problem-solving skills for troubleshooting, and investigate career opportunities within the information technology industry.

CS 1353 - COMPUTER OPERATING SYSTEMS

Prerequisites: Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103

3 CREDITS Students will learn to install, configure and troubleshoot several versions of the Windows operating system and the hardware these operating systems run on. A foundational knowledge in the following important areas will be developed using a combination of lectures and interactive activities: identifying Windows desktop components; identifying hardware components; procedures for installing software and hardware; networking capabilities of the Windows operating system and steps to connect to a network; basic Internet protocols and terminologies and the procedures for establishing an Internet connection; and recognizing common problems and the procedures to resolve them. A+ Certification Preparation Course.

CS 1413 - COMPUTER HARDWARE

Prerequisites: Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103

3 CREDITS Students will learn to perform the following tasks through class lectures and hands-on projects: Hardware and Operating Systems installation, configuration, diagnosing, preventive maintenance and

basic networking. This course will also cover IT areas in: security, safety and environmental issues, and communication and professionalism. A+ Certification Preparation Course.

CS 2153 - SUPPORTING WINDOWS OPERATING SYSTEMS

Prerequisites: Math 0203 or adequate math placement test score, CS 1353 or by evaluation. §

3 CREDITS Students will learn the procedures for installing, configuring and maintaining a Windows Operating System in a business environment. Real-world examples and interactive activities are used to reinforce key concepts such as: Managing files and folders, printers, storage devices and display devices; desktop user environments; user profiles and networking. Preparatory course for certification through Microsoft.

CS 2303 - NETWORKING TECHNOLOGIES

Prerequisites: Math 0203 or adequate math placement test score, CS 1353.

3 CREDITS Students will learn how to install, configure, and troubleshoot basic networking hardware, protocols, and services and to describe the features and functions of networking components. A foundational knowledge in the important areas of media and topologies, protocols and standards, network implementation, and network support will be developed using a combination of lectures and interactive assignments. Network + Certification Preparation Course.

CS 2503 - NETWORK ADMINISTRATION

Prerequisites: Math 0203 or adequate math placement test score, CS 1353.

3 CREDITS The students will use a network operating system to create and manage a local area network. The topics to be covered include creating and administering user and group accounts, managing network resources and administering permissions for files and folders, setting up and administering the printing environment, using the auditing functions, backing up and restoring files and folders. Preparatory course for certification through Microsoft.

CS 2713 - PRINCIPLES OF INFORMATION SECURITY

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will complete a comprehensive overview of network security, with an introduction to a variety of security problems faced by the computing industry. This course is mapped to the CompTIA

Security+ Certification Exam. The course covers topics in general security concepts, communication security, infrastructure security, cryptography basics, and operational/organizational security.

CS 2763 - NETWORK SECURITY

Prerequisites: Math 0203 or adequate math placement test score, CS 2713 and (CS 2303 or CS 2503).

3 CREDITS Students will participate in a comprehensive study of current and developing communications systems and networks. These include host-based and network-based intrusion detection, anomaly and misuse detection, and network security appliances including firewalls and access control devices. Topics are covered with all networks in mind, including the Internet, PSTN, ATM, Frame Relay Networks, etc.

Computer Science - Computer Programming (AAS)

Associate in Applied Science

Minimum of 61 credit hours

Computers, today, literally run the world. Or, at least their programmers do. If you're interested in computer science and the behind-the-scenes roles of programmers, you can work toward an associate degree in applied science with a computer programming option at Oklahoma City Community College. OCCC provides a strong foundation in computer science and is a National Center of Academic Excellence in Information Assurance.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Math 0103 or adequate math placement test score.

Math 0303 or adequate math placement test score or by evaluation. §

Math 0103 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

MATH 0403 or adequate math placement test score.

Math 0303 or adequate math placement test score, CS 1143.

Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

Math 0303 or adequate math placement test score, CS 1143 and CS 2413.

Math 0203 or adequate math placement test score.

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

ENGL 1113

Math 0303 or adequate math placement test score, CS 2163.

Math 0303 or adequate math placement test score, CS 2413 and CS 1143. §

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed
CS 1143	BEGINNING PROGRAMMING	3	Major
CS 2413	WEB SITE DEVELOPMENT	3	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
Suggested Freshman 2nd Semester			
CS 2173	ORACLE	OR	Major
CS 2443	SQL SERVER	3	Major
CS 2163	JAVA	3	Major
CS 2623	SERVER-SIDE PROGRAMMING	3	Major
CS 2713	PRINCIPLES OF INFORMATION SECURITY	3	Major
COM 2213	INTRO TO PUBLIC SPEAKING	OR	Gen Ed
ENGL 1213	ENGLISH COMPOSITION II	OR	Gen Ed
ENGL 1233	REPORT WRITING	OR	Gen Ed
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Gen Ed
Suggested Sophomore 1st Semester			
CS 2113	COMPUTER BASED INFORMATION SYSTEMS	3	Major
CS 2453	VISUAL BASIC	3	Major
CS 2463	ADVANCED JAVA	3	Major
CS 2513	CLIENT-SIDE PROGRAMMING	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
Suggested Sophomore 2nd Semester			
CS 2363	C++	3	Major
CS 2563	C#	3	Major
CS	COMPUTER SCIENCE ELECTIVE	6	Support
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed

Course Grouping

Major Courses: (36 credit hours) Computer Science: CS 1143, CS 2113, CS 2163, CS 2173 or CS 2443, CS 2363, CS 2413, CS 2453, CS 2463, CS 2513, CS 2563, CS 2623, CS 2713

General Education Courses: (18 credit hours) Communications: COM 2213 or ENGL 1213 or ENGL 1233 or COM 1123; Computer Science: CS 1103; English: ENGL 1113; History: HIST 1483 or HIST 1493; Mathematics: MATH 1513; Political Science: POLSC 1113

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (6 credit hours) Computer Science electives

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.
Must be earned a grade of "C" or higher in all Computer Science courses.

Degree Program Course Descriptions

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

CS - COMPUTER SCIENCE ELECTIVE

Prerequisites:

3 CREDITS Computer Science elective

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

CS 1143 - BEGINNING PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score or by evaluation. §

3 CREDITS Designed for Computer Science majors, this course affords students a basic understanding of computer programming. Students will utilize accepted programming concepts and perform number system conversions and arithmetic. In addition, they will design and code structured modular programs using design tools such as hierarchy charts, flowcharts, and pseudocode.

CS 2113 - COMPUTER BASED INFORMATION SYSTEMS

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Covers theory and practice for the design and use of computer-based information systems in organizations, with a focus on the relational database. Student projects will include designing and implementing relational database applications and designing a web page.

CS 2163 - JAVA

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS Student will develop object-oriented Java applications and applets, which demonstrate comprehension of fundamental programming structures, object-oriented programming, graphics, event handling, interface components, programming for the Internet, data structures, and exception handling.

CS 2173 - ORACLE

Prerequisites: Math 0303 or adequate math placement test score, CS 1143.

3 CREDITS Using Oracle as a platform, students will learn relational database concepts, sound database design and development techniques, and SQL commands. Topics include how to create and modify database tables; retrieve data from database tables; use subqueries to retrieve data; use table constraints, sequences, indexes, synonyms, views and functions; create users and assign privileges to users; create printable reports through SQL*Plus commands; practice SQL statement tuning.

CS 2363 - C++

Prerequisites: Math 0303 or adequate math placement test score, CS 2163.

3 CREDITS This course is a continuation of the study of object-oriented programming covered in CS 2163 Java. Students will use C++ to write programs that demonstrate comprehension of the advanced object-oriented features of the C++ language and of common data structures. Topics include pointer manipulation, overloaded operators, friends, exception handling, templates, linked lists, stacks, queues, trees, and time complexity associated with sorts and searches.

CS 2413 - WEB SITE DEVELOPMENT

Prerequisites: Math 0103 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

3 CREDITS Students will develop the skills needed to create a Web site for personal or

professional use. Design considerations will include accessibility standards, navigation techniques, audience needs, browser/platform concerns, and connection speeds. A combination of current technologies and Web page authoring software will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a Web site; manipulating graphics; and incorporating additional items such as, CSS and JavaScript.

CS 2443 - SQL SERVER

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS Students will learn terms, concepts and features needed to work with most relational databases. Using SQL Server databases and tools, they will learn concepts on how to design a database, retrieve data from and manipulate data in a database. They will also learn SQL programming and will be able to work with database features that will include views, stored procedures, functions, triggers and others.

CS 2453 - VISUAL BASIC

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS The students will use Visual Basic to create object-oriented, event-driven programs. This course teaches the students to handle the visual interface and also learn programming concepts that include objects, decisions, loops, dialog boxes, arrays, menus, subs, functions, files, simple data access and various other programming topics as they apply to Visual Basic.

CS 2463 - ADVANCED JAVA

Prerequisites: Math 0303 or adequate math placement test score, CS 2163.

3 CREDITS Student will develop Java applications and applets, which demonstrate comprehension of advanced programming structures and practices, object-oriented programming, fundamental data structures (arrays, linked lists, stacks and queues), SWING, Java Beans, database programming (JDBC), and distributed computing (Sockets/RMI).

CS 2513 - CLIENT-SIDE PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score, CS 2413 and CS 1143 or by evaluation. §

3 CREDITS Students will create dynamic web applications using client-side programming. A combination of current scripting/programming languages and web page authoring software

will be utilized for topics such as: using the Document Object Model, coding event handlers, validating user input, manipulating graphics, and creating interactive web pages.

CS 2563 - C#

Prerequisites: Math 0303 or adequate math placement test score, CS 2163.

3 CREDITS Students will develop C# programs using the .NET framework that demonstrate comprehension of language syntax, fundamental program structures, object-oriented programming, windows applications, web applications, and database applications. Students will use ADO.NET, XML, ASP.NET, SOAP, and REST to create their applications.

CS 2623 - SERVER-SIDE PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 and CS 2413 or by evaluation. §

3 CREDITS Students will create interactive and dynamic web applications using server-side programming. A combination of current scripting/programming languages and web page authoring software will be used for topics such as maintaining state, processing data from the user, creating cookies, and interacting with databases

CS 2713 - PRINCIPLES OF INFORMATION SECURITY

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will complete a comprehensive overview of network security, with an introduction to a variety of security problems faced by the computing industry. This course is mapped to the CompTIA Security+ Certification Exam. The course covers topics in general security concepts, communication security, infrastructure security, cryptography basics, and operational/organizational security.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - REPORT WRITING

Prerequisites: ENGL 1113

3 CREDITS The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Computer Science - Computer Science Option Transferring to OU and colleges with Similar Patterns (AS)

Associate in Science

Minimum of 62 credit hours

If you want to learn the fundamentals of computer science, Oklahoma City Community College offers an associate degree in science in computer science. You can select a program which will easily transfer to the University of Oklahoma, the University of Central Oklahoma or a number of other schools with similar patterns to continue your educational path toward a bachelor's degree in computer science. In this degree program, you'll take classes in software engineering including application development, web development, game development, robotics, data communications, computer security, telecommunications, computer networks and database management. OCCC provides a strong foundation in computer science and is a National Center of Academic Excellence in Information Assurance.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Math 0303 or adequate math placement test score or by evaluation. §

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

MATH 1533 and MATH 1613 or adequate math placement test score.

Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

MATH 2104 within the last year.

MATH 1513 or MATH 1533, or both MATH 0403 and High School Chemistry or CHEM 1123. A grade of "C" or better is required in all prerequisite courses.

Math 0303 or adequate math placement test score, CS 2163.

MATH 2214 within the last year.

MATH 2104 (or at least 4 hours of calculus) within the last year or by evaluation. § Prerequisite or Corequisite: MATH 2214.

ENGL 1113 or by evaluation. §

PHYS 2014 and MATH 2214 (or at least 8 hours of calculus) within the last year or by evaluation. § Prerequisite or Corequisite: MATH 2314.

§ Criteria available in division office.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
CS 1143	BEGINNING PROGRAMMING	3	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
MATH 2104	CALCULUS AND ANALYTIC GEOMETRY I	4	Gen Ed
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
Suggested Freshman 2nd Semester			
CS 2163	JAVA	3	Major
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
MATH 2214	CALCULUS AND ANALYTIC GEOMETRY II	4	Gen Ed
CHEM 1115	GENERAL CHEMISTRY I	5	Gen Ed
Suggested Sophomore 1st Semester			
CS 2463	ADVANCED JAVA	3	Major
MATH 2314	CALCULUS AND ANALYTIC GEOMETRY III	4	Gen Ed
PHYS 2014	ENGINEERING PHYSICS I	4	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
Suggested Sophomore 2nd Semester			
CS 2363	C++	3	Major
BUS 2033	BUSINESS COMMUNICATION	OR	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
PHYS 2114	ENGINEERING PHYSICS II	4	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed

Course Grouping

Major Courses: (12 credit hours) Computer Science: CS 1143; CS 2163; CS 2363; CS 2463

General Education Courses: (49 credit hours) Chemistry: CHEM 1115; Communications: BUS 2033 or COM 2213; English: ENGL 1113, ENGL 1213; History: HIST 1483 or HIST 1493; Mathematics: MATH 2104, MATH 2214, MATH 2314; Physics: PHYS 2014, PHYS 2114; Political Science: POLSC 1113; Social Sciences: PSY 1113; (H)Humanities: Six credit hours of advisor approved electives from artistic forms and non-western civilization

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: None

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs.

Must be earned a grade of "C" or higher in all Computer Science courses.

Degree Program Course Descriptions

BUS 2033 - BUSINESS COMMUNICATION

Prerequisites: ENGL 1113 or by evaluation. §
3 CREDITS Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

CHEM 1115 - GENERAL CHEMISTRY I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1513 or MATH 1533, or both MATH 0403 and High School Chemistry or CHEM 1123. A grade of 5 CREDITS This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:
3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

CS 1143 - BEGINNING PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score or by evaluation. §
3 CREDITS Designed for Computer Science majors, this course affords students a basic understanding of computer programming. Students will utilize accepted programming concepts and perform number system conversions and arithmetic. In addition, they will design and code structured modular programs using design tools such as hierarchy charts, flowcharts, and pseudocode.

CS 2163 - JAVA

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §
3 CREDITS Student will develop object-oriented Java applications and applets, which

demonstrate comprehension of fundamental programming structures, object-oriented programming, graphics, event handling, interface components, programming for the Internet, data structures, and exception handling.

CS 2363 - C++

Prerequisites: Math 0303 or adequate math placement test score, CS 2163.
3 CREDITS This course is a continuation of the study of object-oriented programming covered in CS 2163 Java. Students will use C++ to write programs that demonstrate comprehension of the advanced object-oriented features of the C++ language and of common data structures. Topics include pointer manipulation, overloaded operators, friends, exception handling, templates, linked lists, stacks, queues, trees, and time complexity associated with sorts and searches.

CS 2463 - ADVANCED JAVA

Prerequisites: Math 0303 or adequate math placement test score, CS 2163.
3 CREDITS Student will develop Java applications and applets, which demonstrate comprehension of advanced programming structures and practices, object-oriented programming, fundamental data structures (arrays, linked lists, stacks and queues), SWING, Java Beans, database programming (JDBC), and distributed computing (Sockets/RMI).

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured

arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:
3 CREDITS Humanities elective

MATH 2104 - CALCULUS AND ANALYTIC GEOMETRY I

Prerequisites: MATH 1533 and MATH 1613 or adequate math placement test score.
4 CREDITS The student will compute, interpret and apply the basic concepts of limits, differentiation and integration to algebraic and transcendental functions and will solve applied problems that include rates of change, optimization, area and total change in a function.

MATH 2214 - CALCULUS AND ANALYTIC GEOMETRY II

Prerequisites: MATH 2104 within the last year.
4 CREDITS The student will use integration techniques to find antiderivatives, compute definite integrals, and solve application problems that include volume, work and pressure; investigate the convergence of improper integrals and infinite series; use Taylor polynomials and Taylor Series to estimate, represent, and analyze functions; perform basic operations on vectors and analyze functions of three variables and their contour plots.

MATH 2314 - CALCULUS AND ANALYTIC GEOMETRY III

Prerequisites: MATH 2214 within the last year.

4 CREDITS The student will compute partial derivatives, gradients, differentials, double and triple integrals in rectangular, cylindrical and spherical coordinate systems, curl and divergence of a vector field, and path and surface integrals of vector fields directly and by applying Green's Theorem, Stokes' Theorem and the Divergence Theorem; write parameterizations for lines, curves and surfaces; and solve application problems that include optimization, work and flows of vector fields.

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

PHYS 2014 - ENGINEERING PHYSICS I

Prerequisites:

4 CREDITS This is a physics course designed primarily for pre-engineering, chemistry and physics majors. Students will demonstrate their understanding of concepts in mechanics, heat and sound by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate.

PHYS 2114 - ENGINEERING PHYSICS II

Prerequisites:

4 CREDITS This course is a continuation of Engineering Physics I. Students will demonstrate their understanding of concepts in electricity, magnetism, and light by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

Computer Science - Computer Science Option Transferring to UCO and colleges with Similar Patterns (AS)

Associate in Science

Minimum of 62 credit hours

If you want to learn the fundamentals of computer science, Oklahoma City Community College offers an associate degree in science in computer science. You can select a program which will easily transfer to the University of Oklahoma, the University of Central Oklahoma or a number of other schools with similar patterns to continue your educational path toward a bachelor's degree in computer science. In this degree program, you'll take classes in software engineering including application development, web development, game development, robotics, data communications, computer security, telecommunications, computer networks and database management. OCCC provides a strong foundation in computer science and is a National Center of Academic Excellence in Information Assurance.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Math 0303 or adequate math placement test score or by evaluation. §

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

MATH 0403 or adequate math placement test score.

Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

Pre or Corequisite: MATH 1513 or MATH 1533 or adequate math placement test score.

Math 0303 or adequate math placement test score, CS 2163.

MATH 1533 and MATH 1613 or adequate math placement test score.

Math 0303 or adequate math placement test score, CS 2453.

MATH 2104 within the last year.

§ Criteria available in division office.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
CS 1143	BEGINNING PROGRAMMING	3	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
MATH 1533	PRE CALCULUS AND ANALYTIC GEOMETRY	3	Gen Ed
PHYS SC	ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS	3-4	Gen Ed
Suggested Freshman 2nd Semester			
CS 2163	JAVA	3	Major
CS 2453	VISUAL BASIC	3	Major
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
MATH 1613	TRIGONOMETRY	3	Gen Ed
Suggested Sophomore 1st Semester			
CS 2363	C++	3	Major
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
MATH 2104	CALCULUS AND ANALYTIC GEOMETRY I	4	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
Suggested Sophomore 2nd Semester			
CS 2463	ADVANCED JAVA	OR	Major
CS 2553	ADVANCED VISUAL BASIC	OR	Major
CS 2563	C#	3	Major
MATH 2214	CALCULUS AND ANALYTIC GEOMETRY II	4	Gen Ed
BIO	BIOLOGICAL SCIENCE	3-4	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
ELEC	ELECTIVE	1	Support

Course Grouping

Major Courses: (15 credit hours) Computer Science: CS 1143, CS 2163, CS 2363, CS 2453, CS 2463 or CS 2553 or CS 2563

General Education Courses: (45 credit hours) Communications: COM 2213; English: ENGL 1113, ENGL 1213; History: HIST 1483 or HIST 1493;

Humanities: *Six credit hours of Humanities electives - advisor approval required: Mathematics: MATH 1533, MATH 1613, MATH 2104, MATH 2214;

Political Science: POLSC 1113; Social Sciences: PSY 1113; Biological Science: ***Any BIO except BIO 1013; Any Physical Science course chosen from ASTR, PHYS, CHEM, or GEOL prefixes **at least one science course must include a laboratory component

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (1 credit hour) Elective

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs.

Must be earned a grade of "C" or higher in all Computer Science courses.

Degree Program Course Descriptions

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

CS 1143 - BEGINNING PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score or by evaluation. §

3 CREDITS Designed for Computer Science majors, this course affords students a basic understanding of computer programming. Students will utilize accepted programming concepts and perform number system conversions and arithmetic. In addition, they will design and code structured modular programs using design tools such as hierarchy charts, flowcharts, and pseudocode.

CS 2163 - JAVA

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS Student will develop object-oriented Java applications and applets, which demonstrate comprehension of fundamental programming structures, object-oriented programming, graphics, event handling, interface components, programming for the Internet, data structures, and exception handling.

CS 2363 - C++

Prerequisites: Math 0303 or adequate math placement test score, CS 2163.

3 CREDITS This course is a continuation of the study of object-oriented programming covered in CS 2163 Java. Students will use C++ to write programs that demonstrate comprehension of the advanced object-oriented features of the C++ language and of common data structures. Topics include pointer manipulation, overloaded operators, friends, exception handling, templates, linked lists, stacks, queues, trees, and time complexity associated with sorts and searches.

CS 2453 - VISUAL BASIC

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS The students will use Visual Basic to create object-oriented, event-driven programs. This course teaches the students to handle the visual interface and also learn programming concepts that include objects, decisions, loops, dialog boxes, arrays, menus, subs, functions, files, simple data access and various other programming topics as they apply to Visual Basic.

CS 2463 - ADVANCED JAVA

Prerequisites: Math 0303 or adequate math placement test score, CS 2163.

3 CREDITS Student will develop Java applications and applets, which demonstrate comprehension of advanced programming structures and practices, object-oriented programming, fundamental data structures (arrays, linked lists, stacks and queues), SWING, Java Beans, database programming (JDBC), and distributed computing (Sockets/RMI).

CS 2553 - ADVANCED VISUAL BASIC

Prerequisites: Math 0303 or adequate math placement test score, CS 2453.

3 CREDITS Students will expand their knowledge of Visual Basic as used in business applications both for Windows and for the Web. Included will be topics such as advanced controls, MDI programming, collections, object-oriented programming, multi-tier applications, data access, ADO.Net, ASP.Net, and report writing.

CS 2563 - C#

Prerequisites: Math 0303 or adequate math placement test score, CS 2163.

3 CREDITS Students will develop C# programs using the .NET framework that demonstrate comprehension of language syntax, fundamental program structures, object-oriented programming, windows applications, web applications, and database applications. Students will use ADO.NET, XML, ASP.NET, SOAP, and REST to create their applications.

ELEC - ELECTIVE

Prerequisites:

3 CREDITSElective

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate

the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITSHumanities elective

MATH 1533 - PRE CALCULUS AND ANALYTIC GEOMETRY

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS This course is intended to serve students for whom Calculus and Analytic Geometry I is a requirement. Topics will include conic sections, systems of equations (both linear and nonlinear), and a general

discussion of functions with emphasis on polynomial, rational, exponential, and logarithmic functions.

MATH 1613 - TRIGONOMETRY

Prerequisites: Pre or Corequisite: MATH 1513 or MATH 1533 or adequate math placement test score.

3 CREDITS The student will evaluate trigonometric functions and their inverses, graph trigonometric functions, prove trigonometric identities, solve trigonometric equations, solve problems involving triangles and indirect measurement, use trigonometric forms of complex numbers, and identify and graph polar curves.

MATH 2104 - CALCULUS AND ANALYTIC GEOMETRY I

Prerequisites: MATH 1533 and MATH 1613 or adequate math placement test score.

4 CREDITS The student will compute, interpret and apply the basic concepts of limits, differentiation and integration to algebraic and transcendental functions and will solve applied problems that include rates of change, optimization, area and total change in a function.

MATH 2214 - CALCULUS AND ANALYTIC GEOMETRY II

Prerequisites: MATH 2104 within the last year.

4 CREDITS The student will use integration techniques to find antiderivatives, compute definite integrals, and solve application problems that include volume, work and pressure; investigate the convergence of improper integrals and infinite series; use Taylor polynomials and Taylor Series to estimate, represent, and analyze functions; perform basic operations on vectors and analyze functions of three variables and their contour plots.

PHYS SC - ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS

Prerequisites:

3 CREDITS Any Physical Science chosen from ASTR, PHYS, CHEM, or GEOL subject areas

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/ Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Computer Science - Computer System Support (AAS)

Associate in Applied Science

Minimum of 61 credit hours

Do you have a natural curiosity about how computers and their programs work? Do you like to put your knowledge to good use helping others? Are you a good communicator, or would you like to become one? Then, a career as a computer systems support specialist would be a good choice for you! At Oklahoma City Community College, you can earn an associate degree in applied science or a certificate of mastery in computer science with a computer systems support option. Either program option will get you out of school quickly and into the job market. Just talk with a faculty advisor about which would be the best choice for your lifestyle and career goals. OCCC provides a strong foundation in computer science and is a National Center of Academic Excellence in Information Assurance.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Math 0103 or adequate math placement test score.

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

MATH 0403 or adequate math placement test score.

Math 0203 or adequate math placement test score.

Math 0203 or adequate math placement test score, CS 1103.

Math 0203 or adequate math placement test score, CS 1353 or CS 1153 or by evaluation. §

Math 0303 or adequate math placement test score, CS 1143.

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

ENGL 1113

Math 0203 or adequate math placement test score, CS 1103

Math 0203 or adequate math placement test score, CS 1353.

Math 0203 or adequate math placement test score, CS 1353 or by evaluation. §

ENGL 1113 Math 0203 or adequate math placement test score and 9 credit hours of Computer Science courses.

Math 0203 or adequate math placement test score, CS 2713 and (CS 2303 or CS 2503).

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed
CS 1153	INTRODUCTION TO COMPUTING TECHNOLOGIES	3	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	3	Gen Ed
Suggested Freshman 2nd Semester			
CS 1333	DATABASE MANAGEMENT APPLICATIONS	3	Major
CS 1353	COMPUTER OPERATING SYSTEMS	3	Major
CS 2183	LINUX	3	Major
CS 2173	ORACLE	3	Major
ENGL 1213	ENGLISH COMPOSITION II	OR	Gen Ed
ENGL 1233	REPORT WRITING	OR	Gen Ed
COM 1123	INTERPERSONAL COMMUNICATIONS	OR	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
Suggested Sophomore 1st Semester			
CS 1413	COMPUTER HARDWARE	3	Major
CS 2283	INTRODUCTION TO VIRTUALIZATION	3	Major
CS 2303	NETWORKING TECHNOLOGIES	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
CS	COMPUTER SCIENCE ELECTIVE	6	Support
Suggested Sophomore 2nd Semester			
CS 2153	SUPPORTING WINDOWS OPERATING SYSTEMS	3	Major
CS 2403	COMPUTER SUPPORT SERVICES	3	Major
CS 2503	NETWORK ADMINISTRATION	3	Major
CS 2763	NETWORK SECURITY	3	Major
CS	COMPUTER SCIENCE ELECTIVE	3	Support

Course Grouping

Major Courses: (33 credit hours) Computer Science: CS 1153, CS 1333, CS 1353, CS 1413, CS 2153, CS 2183, CS 2283, CS 2303, CS 2403, CS 2503, CS 2713, CS 2763

General Education Courses: (18 credit hours) Communications: ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213; Computer Science: CS 1103; English: ENGL 1113; Mathematics: MATH 1503; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (9 credit hours) Computer Science electives

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Must be earned a grade of "C" or higher in all Computer Science courses.

Degree Program Course Descriptions

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

CS - COMPUTER SCIENCE ELECTIVE

Prerequisites:

3 CREDITS Computer Science elective

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

CS 1153 - INTRODUCTION TO COMPUTING TECHNOLOGIES

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS Students will learn fundamental concepts of hardware and software prior to learning tools of support technicians. Topics will include the computer architecture, the instruction execution cycle, I/O and storage. In addition, students will learn basics of digital electronics, how to perform mathematical operations and conversions on multiple numbering systems, develop fundamental problem-solving skills for troubleshooting, and

investigate career opportunities within the information technology industry.

CS 1333 - DATABASE MANAGEMENT APPLICATIONS

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS The student will use a selected database management program to create and edit database files. The student will also search, organize, and build reports, forms, and templates with the database files.

CS 1353 - COMPUTER OPERATING SYSTEMS

Prerequisites: Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103

3 CREDITS Students will learn to install, configure and troubleshoot several versions of the Windows operating system and the hardware these operating systems run on. A foundational knowledge in the following important areas will be developed using a combination of lectures and interactive activities: identifying Windows desktop components; identifying hardware components; procedures for installing software and hardware; networking capabilities of the Windows operating system and steps to connect to a network; basic Internet protocols and terminologies and the procedures for establishing an Internet connection; and recognizing common problems and the procedures to resolve them. A+ Certification Preparation Course.

CS 1413 - COMPUTER HARDWARE

Prerequisites: Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103

3 CREDITS Students will learn to perform the following tasks through class lectures and hands-on projects: Hardware and Operating Systems installation, configuration, diagnosing, preventive maintenance and basic networking. This course will also cover IT areas in: security, safety and environmental issues, and communication and professionalism. A+ Certification Preparation Course.

CS 2153 - SUPPORTING WINDOWS OPERATING SYSTEMS

Prerequisites: Math 0203 or adequate math placement test score, CS 1353 or by evaluation. §

3 CREDITS Students will learn the procedures for installing, configuring and maintaining a Windows Operating System in a business environment. Real-world examples and interactive activities are used to reinforce key concepts such as: Managing files and folders,

printers, storage devices and display devices; desktop user environments; user profiles and networking. Preparatory course for certification through Microsoft.

CS 2173 - ORACLE

Prerequisites: Math 0303 or adequate math placement test score, CS 1143.

3 CREDITS Using Oracle as a platform, students will learn relational database concepts, sound database design and development techniques, and SQL commands. Topics include how to create and modify database tables; retrieve data from database tables; use subqueries to retrieve data; use table constraints, sequences, indexes, synonyms, views and functions; create users and assign privileges to users; create printable reports through SQL*Plus commands; practice SQL statement tuning.

CS 2183 - LINUX

Prerequisites: Math 0203 or adequate math placement test score, CS 1353 or CS 1153 or by evaluation. §

3 CREDITS This course is an introduction to the Linux operating system for users. It is designed for those with a DOS/Windows operating system background with little or no knowledge of Linux. Topics include the development of Linux; basic Linux operating system concepts; a comparison of Linux to MS Windows; frequently used Linux programs and utilities, shells, editors, and tools; X window GUI and applications; Linux and the internet; setting up Apache web server software; basic HTML and CGI programming for Linux; use of virtual machine software to create virtual machines of guest operating system on top of host operating system.

CS 2283 - INTRODUCTION TO VIRTUALIZATION

Prerequisites: CS 1353 or by evaluation §

3 CREDITSThis course covers fundamental concepts and practical knowledge of virtualization technology. Students will learn to install and configure virtualization software, manage virtual networking and storage, deploy, manage, and migrate virtual machines, manage user access to the virtual machine infrastructure, monitor resource usage, increase scalability, apply patches, and manage higher availability and data protection. Students will gain hands-on experience through using virtualization software platforms.

CS 2303 - NETWORKING TECHNOLOGIES

Prerequisites: Math 0203 or adequate math placement test score, CS 1353.

3 CREDITS Students will learn how to install, configure, and troubleshoot basic

networking hardware, protocols, and services and to describe the features and functions of networking components. A foundational knowledge in the important areas of media and topologies, protocols and standards, network implementation, and network support will be developed using a combination of lectures and interactive assignments. Network + Certification Preparation Course.

CS 2403 - COMPUTER SUPPORT SERVICES

Prerequisites: ENGL 1113 Math 0203 or adequate math placement test score and 9 credit hours of Computer Science courses.
 3 CREDITS Students will demonstrate their understanding of planning, implementing, and maintaining a support center for both internal and external users of computer hardware and software. The main topics will include: the Help Desk, design of hardware and software specifications, performing a needs assessment, design of evaluation instruments, creation of both technical and non-technical documentation, working with customers in a support role, and ethical standards for the computing professional.

CS 2503 - NETWORK ADMINISTRATION

Prerequisites: Math 0203 or adequate math placement test score, CS 1353.
 3 CREDITS The students will use a network operating system to create and manage a local area network. The topics to be covered include creating and administering user and group accounts, managing network resources and administering permissions for files and folders, setting up and administering the printing environment, using the auditing functions, backing up and restoring files and folders. Preparatory course for certification through Microsoft.

CS 2763 - NETWORK SECURITY

Prerequisites: Math 0203 or adequate math placement test score, CS 2713 and (CS 2303 or CS 2503).
 3 CREDITS Students will participate in a comprehensive study of current and developing communications systems and networks. These include host-based and network-based intrusion detection, anomaly and misuse detection, and network security appliances including firewalls and access control devices. Topics are covered with all networks in mind, including the Internet, PSTN, ATM, Frame Relay Networks, etc.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
 3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - REPORT WRITING

Prerequisites: ENGL 1113
 3 CREDITS The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.
 3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic,

critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
 3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores
 1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Computer Science - Computer System Support (Certificate)

Certificate of Mastery

Minimum of 18 credit hours

Do you have a natural curiosity about how computers and their programs work? Do you like to put your knowledge to good use helping others? Are you a good communicator, or would you like to become one? Then, a career as a computer systems support specialist would be a good choice for you! At Oklahoma City Community College, you can earn an associate degree in applied science or a certificate of mastery in computer science with a computer systems support option. Either program option will get you out of school quickly and into the job market. Just talk with a faculty advisor about which would be the best choice for your lifestyle and career goals. OCCC provides a strong foundation in computer science and is a National Center of Academic Excellence in Information Assurance.

Prerequisites

- Math 0103 or adequate math placement test score.
- Math 0203 or adequate math placement test score, CS 1103
- Math 0203 or adequate math placement test score.
- Math 0203 or adequate math placement test score, CS 1103.
- Math 0203 or adequate math placement test score, CS 1353 or by evaluation. §

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major
CS 1153	INTRODUCTION TO COMPUTING TECHNOLOGIES	3	Major
CS 1353	COMPUTER OPERATING SYSTEMS	3	Major
Suggested Freshman 2nd Semester			
CS 1413	COMPUTER HARDWARE	3	Major
CS 2153	SUPPORTING WINDOWS OPERATING SYSTEMS	3	Major
CS 2713	PRINCIPLES OF INFORMATION SECURITY	3	Major

Course Grouping

- Major Courses: (18 credit hours) Computer Science: CS 1103; CS 1153; CS 1353; CS 1413; CS 2153; CS 2713
- General Education Courses: None
- Life Skills Courses: None
- Support Courses: None

Program Notes

- Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.
- Must be earned a grade of "C" or higher in all Computer Science courses.

Degree Program Course Descriptions

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

CS 1153 - INTRODUCTION TO COMPUTING TECHNOLOGIES

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS Students will learn fundamental concepts of hardware and software prior to learning tools of support technicians. Topics will include the computer architecture, the instruction execution cycle, I/O and storage. In addition, students will learn basics of digital electronics, how to perform mathematical operations and conversions on multiple numbering systems, develop fundamental problem-solving skills for troubleshooting, and investigate career opportunities within the information technology industry.

CS 1353 - COMPUTER OPERATING SYSTEMS

Prerequisites: Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103

3 CREDITS Students will learn to install, configure and troubleshoot several versions of the Windows operating system and the hardware these operating systems run on. A foundational knowledge in the following important areas will be developed using a combination of lectures and interactive activities: identifying Windows desktop components; identifying hardware components; procedures for installing software and hardware; networking capabilities of the Windows operating system and steps to connect to a network; basic Internet protocols and terminologies and the procedures for establishing an Internet connection; and recognizing common problems and the procedures to resolve them. A+ Certification Preparation Course.

CS 1413 - COMPUTER HARDWARE

Prerequisites: Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103

3 CREDITS Students will learn to perform the following tasks through class lectures and hands-on projects: Hardware and Operating Systems installation, configuration, diagnosing, preventive maintenance and

basic networking. This course will also cover IT areas in: security, safety and environmental issues, and communication and professionalism. A+ Certification Preparation Course.

CS 2153 - SUPPORTING WINDOWS OPERATING SYSTEMS

Prerequisites: Math 0203 or adequate math placement test score, CS 1353 or by evaluation. §

3 CREDITS Students will learn the procedures for installing, configuring and maintaining a Windows Operating System in a business environment. Real-world examples and interactive activities are used to reinforce key concepts such as: Managing files and folders, printers, storage devices and display devices; desktop user environments; user profiles and networking. Preparatory course for certification through Microsoft.

CS 2713 - PRINCIPLES OF INFORMATION SECURITY

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will complete a comprehensive overview of network security, with an introduction to a variety of security problems faced by the computing industry. This course is mapped to the CompTIA Security+ Certification Exam. The course covers topics in general security concepts, communication security, infrastructure security, cryptography basics, and operational/organizational security.

Computer Science - Cyber/Information Security (AAS)

Associate in Applied Science

Minimum of 61 credit hours

Keeping national secrets safe as well as protecting individuals and companies from criminals who seek to steal identities and destroy documents is becoming more important every day. You could enter the in-demand profession of cyber security specialist with an associate degree in Cyber Information Security from Oklahoma City Community College. This program requires that you complete CompTIA A+ certification preparation training. Because of the increasing threats to computerized data and information, the need for cyber information security specialists is at an all-time high. These cyber information security specialists protect computer users from hackers and electronic fraud, viruses and worms and more. Oklahoma City Community College has been recognized as a National Center of Academic Excellence in Information Assurance (CAE2Y) by the Department of Homeland Security and the National Security Agency.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Math 0103 or adequate math placement test score.

Math 0303 or adequate math placement test score or by evaluation. §

Math 0203 or adequate math placement test score.

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

Math 0203 or adequate math placement test score, CS 1103.

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

MATH 0403 or adequate math placement test score.

Math 0303 or adequate math placement test score, CS 1143.

Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

Math 0203 or adequate math placement test score, CS 1353 or CS 1153 or by evaluation. §

Math 0203 or adequate math placement test score, CS 1353.

Math 0203 or adequate math placement test score, CS 2713 and (CS 2303 or CS 2503).

Math 0203 or adequate math placement test score, CS 2713 and (CS 2723 or CS 2743 or CS 2763)

§ Criteria available in division office.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed
CS 1143	BEGINNING PROGRAMMING	3	Major
CS 1153	INTRODUCTION TO COMPUTING TECHNOLOGIES	3	Major
CS 2713	PRINCIPLES OF INFORMATION SECURITY	3	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
Suggested Freshman 2nd Semester			
CS 1353	COMPUTER OPERATING SYSTEMS	3	Major
CS 2723	SECURE ELECTRONIC COMMERCE	3	Major
ENGL 1213	ENGLISH COMPOSITION II	OR	Gen Ed
COM 1123	INTERPERSONAL COMMUNICATIONS	OR	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	OR	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
CS	COMPUTER SCIENCE ELECTIVE	3	Major
Suggested Sophomore 1st Semester			
CS 1333	DATABASE MANAGEMENT APPLICATIONS	OR	Major
CS 2173	ORACLE	OR	Major
CS 2443	SQL SERVER	3	Major
CS 2183	LINUX	3	Major
CS 2303	NETWORKING TECHNOLOGIES	OR	Major
CS 2503	NETWORK ADMINISTRATION	3	Major
CS 2743	ENTERPRISE SECURITY MANAGEMENT	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
Suggested Sophomore 2nd Semester			
CS 2763	NETWORK SECURITY	3	Major
CS 2783	CYBER FORENSICS	3	Major
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
CS	COMPUTER SCIENCE ELECTIVE	6	Major

Course Grouping

Major Courses: (42 credit hours) Computer Science: CS 1143, CS 1153, CS 1333 or CS 2173 or CS 2443, CS 1353, CS 2183, CS 2303 or CS 2503, CS 2713, CS 2723, CS 2743, CS 2763, CS 2783, Nine hours of Computer Science Electives

General Education Courses: (18 credit hours) Communications: ENGL 1213 or COM 1123 or COM 2213; Computer Science: CS 1103; English: ENGL 1113; Mathematics: MATH 1503 or MATH 1513; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: None

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Must be earned a grade of "C" or higher in all Computer Science courses.

Degree Program Course Descriptions

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

CS - COMPUTER SCIENCE ELECTIVE

Prerequisites:

3 CREDITS Computer Science elective

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

CS 1143 - BEGINNING PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score or by evaluation. §

3 CREDITS Designed for Computer Science majors, this course affords students a basic understanding of computer programming. Students will utilize accepted programming concepts and perform number system conversions and arithmetic. In addition, they will design and code structured modular programs using design tools such as hierarchy charts, flowcharts, and pseudocode.

CS 1153 - INTRODUCTION TO COMPUTING TECHNOLOGIES

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS Students will learn fundamental concepts of hardware and software prior to learning tools of support technicians. Topics will include the computer architecture, the instruction execution cycle, I/O and storage. In addition, students will learn basics of digital electronics, how to perform mathematical operations and conversions on multiple numbering systems, develop fundamental problem-solving skills for troubleshooting, and investigate career opportunities within the information technology industry.

CS 1333 - DATABASE MANAGEMENT APPLICATIONS

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS The student will use a selected database management program to create and edit database files. The student will also search, organize, and build reports, forms, and templates with the database files.

CS 1353 - COMPUTER OPERATING SYSTEMS

Prerequisites: Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103

3 CREDITS Students will learn to install, configure and troubleshoot several versions of the Windows operating system and the hardware these operating systems run on. A foundational knowledge in the following important areas will be developed using a combination of lectures and interactive activities: identifying Windows desktop components; identifying hardware components; procedures for installing software and hardware; networking capabilities of the Windows operating system and steps to connect to a network; basic Internet protocols and terminologies and the procedures for establishing an Internet connection; and recognizing common problems and the procedures to resolve them. A+ Certification Preparation Course.

CS 2173 - ORACLE

Prerequisites: Math 0303 or adequate math placement test score, CS 1143.

3 CREDITS Using Oracle as a platform, students will learn relational database concepts, sound database design and development techniques, and SQL commands. Topics include how to create and modify database tables; retrieve data from database tables; use subqueries to retrieve data; use table constraints, sequences, indexes, synonyms, views and functions;

create users and assign privileges to users; create printable reports through SQL*Plus commands; practice SQL statement tuning.

CS 2183 - LINUX

Prerequisites: Math 0203 or adequate math placement test score, CS 1353 or CS 1153 or by evaluation. §

3 CREDITS This course is an introduction to the Linux operating system for users. It is designed for those with a DOS/Windows operating system background with little or no knowledge of Linux. Topics include the development of Linux; basic Linux operating system concepts; a comparison of Linux to MS Windows; frequently used Linux programs and utilities, shells, editors, and tools; X window GUI and applications; Linux and the internet; setting up Apache web server software; basic HTML and CGI programming for Linux; use of virtual machine software to create virtual machines of guest operating system on top of host operating system.

CS 2303 - NETWORKING TECHNOLOGIES

Prerequisites: Math 0203 or adequate math placement test score, CS 1353.

3 CREDITS Students will learn how to install, configure, and troubleshoot basic networking hardware, protocols, and services and to describe the features and functions of networking components. A foundational knowledge in the important areas of media and topologies, protocols and standards, network implementation, and network support will be developed using a combination of lectures and interactive assignments. Network + Certification Preparation Course.

CS 2443 - SQL SERVER

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS Students will learn terms, concepts and features needed to work with most relational databases. Using SQL Server databases and tools, they will learn concepts on how to design a database, retrieve data from and manipulate data in a database. They will also learn SQL programming and will be able to work with database features that will include views, stored procedures, functions, triggers and others.

CS 2503 - NETWORK ADMINISTRATION

Prerequisites: Math 0203 or adequate math placement test score, CS 1353.

3 CREDITS The students will use a network operating system to create and manage a local area network. The topics to be covered include creating and administering user and

group accounts, managing network resources and administering permissions for files and folders, setting up and administering the printing environment, using the auditing functions, backing up and restoring files and folders. Preparatory course for certification through Microsoft.

CS 2713 - PRINCIPLES OF INFORMATION SECURITY

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will complete a comprehensive overview of network security, with an introduction to a variety of security problems faced by the computing industry. This course is mapped to the CompTIA Security+ Certification Exam. The course covers topics in general security concepts, communication security, infrastructure security, cryptography basics, and operational/organizational security.

CS 2723 - SECURE ELECTRONIC COMMERCE

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and case studies of secure electronic commerce as well as an introduction to security architectures for secure electronic commerce. These include digital signatures, certificates, and public key infrastructure (PKI). Legal and national policy secure electronic commerce issues are included.

CS 2743 - ENTERPRISE SECURITY MANAGEMENT

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will learn the managerial aspects of computer security and risk management for enterprises. Topics include accreditation, procurement, extension and operation principles for secure enterprise information systems. Additional topics are security policy and plan development, contingency, continuity and disaster recovery planning, and incident handling and response.

CS 2763 - NETWORK SECURITY

Prerequisites: Math 0203 or adequate math placement test score, CS 2713 and (CS 2303 or CS 2503).

3 CREDITS Students will participate in a comprehensive study of current and developing communications systems and networks. These include host-based and network-based intrusion detection, anomaly and misuse detection, and network security appliances including firewalls and access control devices. Topics are covered with all networks in mind, including the Internet, PSTN, ATM, Frame Relay Networks, etc.

CS 2783 - CYBER FORENSICS

Prerequisites: Math 0203 or adequate math placement test score, CS 2713 and (CS 2723 or CS 2743 or CS 2763)

3 CREDITS Student will learn the procedures for the identification, preservation and extraction of electronic evidence. Topics include auditing and investigation of network and host intrusions, and forensic tools and resources for systems administrators and information system security officers.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in

this society based on the students search for change, equal rights and conflicts in the American past.

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Computer Science - Cyber/Information Security (Certificate)

Certificate of Mastery

Minimum of 36 credit hours

Keeping national secrets safe as well as protecting individuals and companies from criminals who seek to steal identities and destroy documents is becoming more important every day. You could enter the in-demand profession of cyber security specialist with a certificate of mastery in Cyber Information Security from Oklahoma City Community College. This certificate program is designed to provide you with training in general security concepts, communications security, infrastructure security, cryptography and operational and organizational security. Because of the increasing threats to computerized data and information, the need for cyber information security specialists is at an all-time high. These cyber information security specialists protect computer users from hackers and electronic fraud, viruses and worms and more. Oklahoma City Community College has been recognized as a National Center of Academic Excellence in Information Assurance (CAE2Y) by the Department of Homeland Security and the National Security Agency.

Prerequisites

- Math 0103 or adequate math placement test score.
 - Math 0303 or adequate math placement test score or by evaluation. §
 - Math 0203 or adequate math placement test score.
 - Math 0303 or adequate math placement test score, CS 1143.
 - Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §
 - Math 0203 or adequate math placement test score, CS 1103.
 - Math 0203 or adequate math placement test score, CS 1353 or CS 1153 or by evaluation. §
 - Math 0203 or adequate math placement test score, CS 1353.
 - Math 0203 or adequate math placement test score, CS 2713 and (CS 2303 or CS 2503).
 - Math 0203 or adequate math placement test score, CS 2713 and (CS 2723 or CS 2743 or CS 2763)
- § Criteria available in division office.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major
CS 1143	BEGINNING PROGRAMMING	3	Major
CS 1153	INTRODUCTION TO COMPUTING TECHNOLOGIES	3	Major
CS 2713	PRINCIPLES OF INFORMATION SECURITY	3	Major
CS 2723	SECURE ELECTRONIC COMMERCE	3	Major
Suggested Freshman 2nd Semester			
CS 1333	DATABASE MANAGEMENT APPLICATIONS	OR	Major
CS 2173	ORACLE	OR	Major
CS 2443	SQL SERVER	3	Major
CS 1353	COMPUTER OPERATING SYSTEMS	3	Major
CS 2183	LINUX	3	Major
CS 2303	NETWORKING TECHNOLOGIES	OR	Major
CS 2503	NETWORK ADMINISTRATION	3	Major
CS 2743	ENTERPRISE SECURITY MANAGEMENT	3	Major
Suggested Sophomore 1st Semester			
CS 2763	NETWORK SECURITY	3	Major
CS 2783	CYBER FORENSICS	3	Major

Course Grouping

Major Courses: (36 credit hours) Computer Science: CS1103, CS 1143, CS 1153, CS 1333 or CS 2173 or CS 2443, CS 1353, CS 2183, CS 2303 or CS 2503, CS 2713, CS 2723, CS 2743, CS 2763, CS 2783

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Must be earned a grade of "C" or higher in all Computer Science courses.

Degree Program Course Descriptions

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

CS 1143 - BEGINNING PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score or by evaluation. §

3 CREDITS Designed for Computer Science majors, this course affords students a basic understanding of computer programming. Students will utilize accepted programming concepts and perform number system conversions and arithmetic. In addition, they will design and code structured modular programs using design tools such as hierarchy charts, flowcharts, and pseudocode.

CS 1153 - INTRODUCTION TO COMPUTING TECHNOLOGIES

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS Students will learn fundamental concepts of hardware and software prior to learning tools of support technicians. Topics will include the computer architecture, the instruction execution cycle, I/O and storage. In addition, students will learn basics of digital electronics, how to perform mathematical operations and conversions on multiple numbering systems, develop fundamental problem-solving skills for troubleshooting, and investigate career opportunities within the information technology industry.

CS 1333 - DATABASE MANAGEMENT APPLICATIONS

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS The student will use a selected database management program to create and edit database files. The student will also search, organize, and build reports, forms, and templates with the database files.

CS 1353 - COMPUTER OPERATING SYSTEMS

Prerequisites: Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103

3 CREDITS Students will learn to install, configure and troubleshoot several versions of the Windows operating system and the hardware these operating systems

run on. A foundational knowledge in the following important areas will be developed using a combination of lectures and interactive activities: identifying Windows desktop components; identifying hardware components; procedures for installing software and hardware; networking capabilities of the Windows operating system and steps to connect to a network; basic Internet protocols and terminologies and the procedures for establishing an Internet connection; and recognizing common problems and the procedures to resolve them. A+ Certification Preparation Course.

CS 2173 - ORACLE

Prerequisites: Math 0303 or adequate math placement test score, CS 1143.

3 CREDITS Using Oracle as a platform, students will learn relational database concepts, sound database design and development techniques, and SQL commands. Topics include how to create and modify database tables; retrieve data from database tables; use subqueries to retrieve data; use table constraints, sequences, indexes, synonyms, views and functions; create users and assign privileges to users; create printable reports through SQL*Plus commands; practice SQL statement tuning.

CS 2183 - LINUX

Prerequisites: Math 0203 or adequate math placement test score, CS 1353 or CS 1153 or by evaluation. §

3 CREDITS This course is an introduction to the Linux operating system for users. It is designed for those with a DOS/Windows operating system background with little or no knowledge of Linux. Topics include the development of Linux; basic Linux operating system concepts; a comparison of Linux to MS Windows; frequently used Linux programs and utilities, shells, editors, and tools; X window GUI and applications; Linux and the internet; setting up Apache web server software; basic HTML and CGI programming for Linux; use of virtual machine software to create virtual machines of guest operating system on top of host operating system.

CS 2303 - NETWORKING TECHNOLOGIES

Prerequisites: Math 0203 or adequate math placement test score, CS 1353.

3 CREDITS Students will learn how to install, configure, and troubleshoot basic networking hardware, protocols, and services and to describe the features and functions of networking components. A foundational knowledge in the important areas of media and topologies, protocols and standards, network implementation, and network support

will be developed using a combination of lectures and interactive assignments. Network + Certification Preparation Course.

CS 2443 - SQL SERVER

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS Students will learn terms, concepts and features needed to work with most relational databases. Using SQL Server databases and tools, they will learn concepts on how to design a database, retrieve data from and manipulate data in a database. They will also learn SQL programming and will be able to work with database features that will include views, stored procedures, functions, triggers and others.

CS 2503 - NETWORK ADMINISTRATION

Prerequisites: Math 0203 or adequate math placement test score, CS 1353.

3 CREDITS The students will use a network operating system to create and manage a local area network. The topics to be covered include creating and administering user and group accounts, managing network resources and administering permissions for files and folders, setting up and administering the printing environment, using the auditing functions, backing up and restoring files and folders. Preparatory course for certification through Microsoft.

CS 2713 - PRINCIPLES OF INFORMATION SECURITY

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will complete a comprehensive overview of network security, with an introduction to a variety of security problems faced by the computing industry. This course is mapped to the CompTIA Security+ Certification Exam. The course covers topics in general security concepts, communication security, infrastructure security, cryptography basics, and operational/organizational security.

CS 2723 - SECURE ELECTRONIC COMMERCE

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and case studies of secure electronic commerce as well as an introduction to security architectures for secure electronic commerce. These include digital signatures, certificates, and public key infrastructure (PKI).

Legal and national policy secure electronic commerce issues are included.

CS 2743 - ENTERPRISE SECURITY MANAGEMENT

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will learn the managerial aspects of computer security and risk management for enterprises. Topics include accreditation, procurement, extension and operation principles for secure enterprise information systems. Additional topics are security policy and plan development, contingency, continuity and disaster recovery planning, and incident handling and response.

CS 2763 - NETWORK SECURITY

Prerequisites: Math 0203 or adequate math placement test score, CS 2713 and (CS 2303 or CS 2503).

3 CREDITS Students will participate in a comprehensive study of current and developing communications systems and networks. These include host-based and network-based intrusion detection, anomaly and misuse detection, and network security appliances including firewalls and access control devices. Topics are covered with all networks in mind, including the Internet, PSTN, ATM, Frame Relay Networks, etc.

CS 2783 - CYBER FORENSICS

Prerequisites: Math 0203 or adequate math placement test score, CS 2713 and (CS 2723 or CS 2743 or CS 2763)

3 CREDITS Student will learn the procedures for the identification, preservation and extraction of electronic evidence. Topics include auditing and investigation of network and host intrusions, and forensic tools and resources for systems administrators and information system security officers.

Computer Science - Cyber/Information Security Option Transferring to OSU-IT and Colleges With Similar Patterns (AS)

Associate in Science

Minimum of 62 credit hours

Keeping national secrets safe as well as protecting individuals and companies from criminals who seek to steal identities and destroy documents is becoming more important every day. You could enter the in-demand profession of cyber security specialist with an associate degree in Cyber Information Security from Oklahoma City Community College. The curriculum in this program is specifically designed to give you an introduction to the cyber/information security area and provide the foundational skills you need to transfer to a four-year college or university. Because of the increasing threats to computerized data and information, the need for cyber information security specialists is at an all-time high. These cyber information security specialists protect computer users from hackers and electronic fraud, viruses and worms and more. Oklahoma City Community College has been recognized as a National Center of Academic Excellence in Information Assurance (CAE2Y) by the Department of Homeland Security and the National Security Agency.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Math 0103 or adequate math placement test score.

Math 0303 or adequate math placement test score or by evaluation. §

Math 0203 or adequate math placement test score.

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

MATH 0403 or adequate math placement test score.

Math 0203 or adequate math placement test score, CS 1103.

Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

ENGL 1113

Math 0303 or adequate math placement test score, CS 1143.

§ Criteria available in division office.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed
CS 1143	BEGINNING PROGRAMMING	3	Major
CS 2713	PRINCIPLES OF INFORMATION SECURITY	3	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
Suggested Freshman 2nd Semester			
CS 1353	COMPUTER OPERATING SYSTEMS	3	Major
CS 2163	JAVA	3	Major
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
PHYS SC	ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS	4	Gen Ed
Suggested Sophomore 1st Semester			
CS 2743	ENTERPRISE SECURITY MANAGEMENT	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
PHIL 1213	INTRODUCTION TO ETHICS	3	Gen Ed
PSY 1113	INTRODUCTION TO PSYCHOLOGY	OR	Gen Ed
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed
CS	COMPUTER SCIENCE ELECTIVE	3	Major
Suggested Sophomore 2nd Semester			
CS 2173	ORACLE	OR	Major
CS 2443	SQL SERVER	3	Major
COM 1123	INTERPERSONAL COMMUNICATIONS	OR	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
PHIL 1603	INTRODUCTION TO LOGIC	3	Gen Ed
BIO 1114	GENERAL BIOLOGY (Non Majors)	4	Gen Ed
CS	COMPUTER SCIENCE ELECTIVE	2	Major

Course Grouping

Major Courses: (23 credit hours) Computer Science: CS 1143, CS 1353, CS 2163, CS 2173 or CS 2443. CS 2713, CS 2743, Five credit hours of electives chosen from the following courses: CS 2303, CS 2413, CS 2503, CS 2513, CS 2623

General Education Courses: (38 credit hours) Biological Science: BIO 1114; Communications: COM 1123 or COM 2213; Computer Science: CS 1103; English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Mathematics: MATH 1513; Philosophy: PHIL 1213, PHIL 1603; Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113; **Any Physical Science chosen from ASTR; PHYS; CHEM; or GEOL prefixes that is at least 4 credit hours.

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: None

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs.

Must be earned a grade of "C" or higher in all Computer Science courses.

Degree Program Course Descriptions

BIO 1114 - GENERAL BIOLOGY (Non Majors)

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score.

4 CREDITS An introductory lab-based course that is designed to provide non-biological science major with the necessary background needed to effectively understand scientific information. Students investigate the properties of life to include: organization, energy use, evolution, maintenance of homeostasis, reproduction, growth, and development. Ecological concepts are discussed which enables students to have a better understanding regarding the impact that humans have on the natural world. Laboratory work is an integral and required part of this course.

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

CS - COMPUTER SCIENCE ELECTIVE

Prerequisites:

3 CREDITS Computer Science elective

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this

course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

CS 1143 - BEGINNING PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score or by evaluation. §

3 CREDITS Designed for Computer Science majors, this course affords students a basic understanding of computer programming. Students will utilize accepted programming concepts and perform number system conversions and arithmetic. In addition, they will design and code structured modular programs using design tools such as hierarchy charts, flowcharts, and pseudocode.

CS 1353 - COMPUTER OPERATING SYSTEMS

Prerequisites: Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103

3 CREDITS Students will learn to install, configure and troubleshoot several versions of the Windows operating system and the hardware these operating systems run on. A foundational knowledge in the following important areas will be developed using a combination of lectures and interactive activities: identifying Windows desktop components; identifying hardware components; procedures for installing software and hardware; networking capabilities of the Windows operating system and steps to connect to a network; basic Internet protocols and terminologies and the procedures for establishing an Internet connection; and recognizing common problems and the procedures to resolve them. A+ Certification Preparation Course.

CS 2163 - JAVA

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS Student will develop object-oriented Java applications and applets, which demonstrate comprehension of fundamental programming structures, object-oriented programming, graphics, event handling, interface components, programming for the Internet, data structures, and exception handling.

CS 2173 - ORACLE

Prerequisites: Math 0303 or adequate math placement test score, CS 1143.

3 CREDITS Using Oracle as a platform, students will learn relational database concepts, sound database design and

development techniques, and SQL commands. Topics include how to create and modify database tables; retrieve data from database tables; use subqueries to retrieve data; use table constraints, sequences, indexes, synonyms, views and functions; create users and assign privileges to users; create printable reports through SQL*Plus commands; practice SQL statement tuning.

CS 2443 - SQL SERVER

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS Students will learn terms, concepts and features needed to work with most relational databases. Using SQL Server databases and tools, they will learn concepts on how to design a database, retrieve data from and manipulate data in a database. They will also learn SQL programming and will be able to work with database features that will include views, stored procedures, functions, triggers and others.

CS 2713 - PRINCIPLES OF INFORMATION SECURITY

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will complete a comprehensive overview of network security, with an introduction to a variety of security problems faced by the computing industry. This course is mapped to the CompTIA Security+ Certification Exam. The course covers topics in general security concepts, communication security, infrastructure security, cryptography basics, and operational/organizational security.

CS 2743 - ENTERPRISE SECURITY MANAGEMENT

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will learn the managerial aspects of computer security and risk management for enterprises. Topics include accreditation, procurement, extension and operation principles for secure enterprise information systems. Additional topics are security policy and plan development, contingency, continuity and disaster recovery planning, and incident handling and response.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and

organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

PHIL 1213 - INTRODUCTION TO ETHICS

Prerequisites: ENGL 1113

3 CREDITS Students will demonstrate their understanding of the relationship between philosophy and ethics; the language, concepts and traditions of ethics; and selected theories of ethics. The students will then use descriptive, normative and metathetical approaches to analyze selected contemporary ethical issues.

PHIL 1603 - INTRODUCTION TO LOGIC

Prerequisites: ENGL 1113

3 CREDITS Students will recognize genuine arguments in natural language, translate them into appropriate form for logical analysis, and use traditional and modern methods to determine their validity. Students also will recognize and refute various informal fallacies.

PHYS SC - ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS

Prerequisites:

3 CREDITS Any Physical Science chosen from ASTR, PHYS, CHEM, or GEOL subject areas

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC 1113 - INTRODUCTION TO SOCIOLOGY

Prerequisites:

3 CREDITS The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture,

socialization, institution, social stratification and social change.

Computer Science - Management Information Systems (AS)

Associate in Science

Minimum of 62 credit hours

If you are organized and analytical and interested in playing a role in company management, a career in Management Information Systems (MIS) could be right for you. MIS is a planned system of collecting, processing, storing and giving out data in the form of information needed to carry out the functions of a company's management team. It involves analyzing computer-stored data relating to employees, business documents, technologies and procedures and using that data to aid in business decision-making processes. This career field is made up of a unique blend of computer system and business knowledge. According to the U.S. Department of Labor, employment of computer and information systems managers is expected to grow faster than average through the year 2016. OCCC provides a strong foundation in management information systems with excellent transfer to the University of Oklahoma and other four-year colleges and universities.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

MATH 0103 or adequate math placement test score.

MATH 0203 or adequate math placement test score.

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

MATH 0403 or adequate math placement test score.

MATH 0303 or adequate math placement test score or by evaluation. §

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

MATH 1513 or adequate math placement test score.

MATH 0303 or adequate math placement test score, CS 1143 or by evaluation. §

MATH 0203 or adequate math placement test score.

MATH 1743

MATH 0303 or adequate math placement test score.

ACCT 2113

MATH 0303 or adequate math placement test score, ECON 2123 or by evaluation. §

§ Criteria available in division office.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed
CS 2113	COMPUTER BASED INFORMATION SYSTEMS	3	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
Suggested Freshman 2nd Semester			
CS 1143	BEGINNING PROGRAMMING	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
MATH 1743	CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL SCIENCES	3	Gen Ed
BIO	BIOLOGICAL SCIENCE	3-4	Gen Ed
Suggested Sophomore 1st Semester			
CS 2163	JAVA	OR	Major
CS 2453	VISUAL BASIC	3	Major
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Support
MATH 2123	CALCULUS II FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	OR	Support
ECON 2023	STATISTICS FOR BUSINESS AND ECONOMICS	3	Support
PSY 1113	INTRODUCTION TO PSYCHOLOGY	OR	Gen Ed
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Support
Suggested Sophomore 2nd Semester			
ACCT 2123	ACCOUNTING II/MANAGERIAL	3	Support
ECON 2143	PRINCIPLES OF MACROECONOMICS	3	Support
HUM	HUMANITIES ELECTIVE	6	Gen Ed
PHYS SC	ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS	3-4	Gen Ed

Course Grouping

Major Courses: (9 credit hours) Computer Science: CS 2113, CS 1143, *CS 2163 or *CS 2453 (*Transfer to University of Oklahoma, take either CS 2163 or CS 2453, Transfer to Oklahoma State University, take CS 2163, and Transfer to University of Central Oklahoma, need to take CS 2453) Must be earned a grade of "C" or higher in all Computer Science courses.

General Education Courses: (37 credit hours) Biological Science: **Any biological science except BIO 1013, (**The University of Central Oklahoma requires a 4 credit hour Biological Science with a lab); Computer Science: CS 1103; English: ENGL 1113, ENGL 1213; History: HIST 1483 or HIST 1493; Humanities: 6 credit hours Advisor approved Humanities electives; Mathematics: ***MATH 1513, MATH 1743 (**The University of Oklahoma requires MATH 1513); Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113; Any Physical Science chosen from ASTR; PHYS; CHEM; or GEOL prefixes, one of the science courses must include a lab component.

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (15 credit hours) Accounting: ACCT 2113; ACCT 2123; Economics: ECON 2123; ECON 2143; Mathematics: ****MATH 2123 or BUS 2023 (**** The University of Oklahoma requires MATH 2123)

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs.

Must be earned a grade of "C" or higher in all Computer Science courses.

Degree Program Course Descriptions

ACCT 2113 - ACCOUNTING I/ FINANCIAL

Prerequisites: MATH 0403 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures

3 CREDITS Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

ACCT 2123 - ACCOUNTING II/ MANAGERIAL

Prerequisites: Completion of ACCT 2113 with a grade of "C" or better

3 CREDITS A continuation of ACCT 2113. Students will demonstrate an understanding of managerial accounting concepts by properly classifying basic cost elements, allocating these costs to the manufacturing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

CS 1143 - BEGINNING PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score or by evaluation. §

3 CREDITS Designed for Computer Science majors, this course affords students a basic understanding of computer programming. Students will utilize accepted programming concepts and perform number system conversions and arithmetic. In addition, they will design and code structured modular programs using design tools such as hierarchy charts, flowcharts, and pseudocode.

CS 2113 - COMPUTER BASED INFORMATION SYSTEMS

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Covers theory and practice for the design and use of computer-based information

systems in organizations, with a focus on the relational database. Student projects will include designing and implementing relational database applications and designing a web page.

CS 2163 - JAVA

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS Student will develop object-oriented Java applications and applets, which demonstrate comprehension of fundamental programming structures, object-oriented programming, graphics, event handling, interface components, programming for the Internet, data structures, and exception handling.

CS 2453 - VISUAL BASIC

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS The students will use Visual Basic to create object-oriented, event-driven programs. This course teaches the students to handle the visual interface and also learn programming concepts that include objects, decisions, loops, dialog boxes, arrays, menus, subs, functions, files, simple data access and various other programming topics as they apply to Visual Basic.

ECON 2023 - STATISTICS FOR BUSINESS AND ECONOMICS

Prerequisites: MATH 1743 and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS Basic statistics course for undergraduate business majors. Introductory statistical methods are presented employing statistical computer software and applications to typical business and economic problems. Topics include descriptive statistics, probability concepts, probability distribution, estimation, hypothesis testing, and introduction to econometric/regression analysis, and correlation.

ECON 2123 - PRINCIPLES OF MICROECONOMICS

Prerequisites: MATH 0303 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will apply microeconomic theories in analyzing concepts by which business maximizes profit, consumers maximize satisfaction, government allocates goods and services, and international trade affects the domestic economy.

ECON 2143 - PRINCIPLES OF MACROECONOMICS

Prerequisites: MATH 0303 or adequate math placement test score, ECON 2123 or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. §

3 CREDITS This course is a continuation of the Principles of Economics involving the production, consumption and distribution of wealth in a market economy, with major emphasis macroeconomics theory, particularly the general price level, output and income, and interrelations among sectors of the economy, determinants of aggregate demand and aggregate supply, as well as monetary and fiscal policy tools that can be used to achieve particular policy objectives. The basics of international finance will be reviewed.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society

based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:
3 CREDITS Humanities elective

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.
3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 1743 - CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL SCIENCES

Prerequisites: MATH 1513 or adequate math placement test score.
3 CREDITS This is the first of a two-semester sequence in elementary calculus in which students use the concepts of differential and integral calculus to solve theoretical and applied problems in business, life sciences, and social sciences.

MATH 2123 - CALCULUS II FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 1743
3 CREDITS MATH 2123 is the second of a two-semester sequence in elementary calculus in which students use the concepts of differential and integral calculus to solve theoretical and applied problems in business, life sciences, and social sciences.

PHYS SC - ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS

Prerequisites:
3 CREDITS Any Physical Science chosen from ASTR, PHYS, CHEM, or GEOL subject areas

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:
3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores
1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/ Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC 1113 - INTRODUCTION TO SOCIOLOGY

Prerequisites:
3 CREDITS The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institution, social stratification and social change.

Computer Science - Web Design (Certificate)

Certificate of Mastery

Minimum of 24 credit hours

Creating and maintaining websites has become big business – which means big opportunity for you in this growing career field. A web presence is used by businesses to get their message across to prospective clients and customers, to reach the largest audience, to advertise products and services, to provide support and to network socially. Most companies and organizations now have a presence on the World Wide Web and are in need of highly skilled, trained web designers and developers who can continually keep the content and design of those sites fresh, interesting and accessible. OCCC provides a strong foundation in computer science and web-related topics that are essential to those pursuing a career in this area. The Certificate of Mastery in Web Design is a course of study designed to teach you the artistic elements of web site creation. The program focuses on topics such as multimedia, digital imaging, animation, formatting, and user interfaces. It can be a stepping stone if you're interested in later pursuing a Web Development Certificate or an associate in applied science degree in Web Design and Development.

Prerequisites

Math 0203 or adequate math placement test score.

Math 0303 or adequate math placement test score, CS 2413 and CS 1143. §

Math 0303 or adequate math placement test score or by evaluation. §

Math 0203 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

Math 0103 or adequate math placement test score, CS 1103 or CAT 1413 or by evaluation. §

Math 0103 or adequate math placement test score.

Math 0103 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

§ Criteria available in division office.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major
CS 2413	WEB SITE DEVELOPMENT	3	Major
CS 2723	SECURE ELECTRONIC COMMERCE	3	Major
Suggested Freshman 2nd Semester			
CS 1143	BEGINNING PROGRAMMING	3	Major
CS 1363	DIGITAL MEDIA DEVELOPMENT	3	Major
CAT 1513	DIGITAL IMAGING	3	Major
Suggested Sophomore 1st Semester			
CS 2433	DIGITAL MEDIA SCRIPTING	3	Major
CS 2513	CLIENT-SIDE PROGRAMMING	3	Major

Course Grouping

Major Courses: (24 credit hours) Computer Science: CS 1103, CS 1143, CS 1363, CS 2413, CS 2433, CS 2513, CS 2723; Computer-Aided Technology: CAT 1513

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Must be earned a grade of "C" or higher in all Computer Science courses.

Degree Program Course Descriptions

CAT 1513 - DIGITAL IMAGING

Prerequisites: Math 0103 or adequate math placement test score, CS 1103 or CAT 1413 or by evaluation. §

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. Many aspects of digital imaging will be applied including digital cameras and scanners, image retouching and manipulation, selection, layering, color correction, channels, paths, and filters.

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

CS 1143 - BEGINNING PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score or by evaluation. §

3 CREDITS Designed for Computer Science majors, this course affords students a basic understanding of computer programming. Students will utilize accepted programming concepts and perform number system conversions and arithmetic. In addition, they will design and code structured modular programs using design tools such as hierarchy charts, flowcharts, and pseudocode.

CS 1363 - DIGITAL MEDIA DEVELOPMENT

Prerequisites: Math 0203 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

3 CREDITS This hands-on course affords students a basic understanding of industry standard design applications. Upon completion of this course, the student will be able to demonstrate the ability to create computer illustrations, graphics, page layouts, animations, video and audio, at an introductory level.

CS 2413 - WEB SITE DEVELOPMENT

Prerequisites: Math 0103 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

3 CREDITS Students will develop the skills needed to create a Web site for personal or professional use. Design considerations will include accessibility standards, navigation techniques, audience needs, browser/

platform concerns, and connection speeds.

A combination of current technologies and Web page authoring software will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a Web site; manipulating graphics; and incorporating additional items such as, CSS and JavaScript.

CS 2433 - DIGITAL MEDIA SCRIPTING

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. The student will learn to script in icon-based and command-based authoring languages to create interactive digital media and online applications.

CS 2513 - CLIENT-SIDE PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score, CS 2413 and CS 1143 or by evaluation. §

3 CREDITS Students will create dynamic web applications using client-side programming. A combination of current scripting/programming languages and web page authoring software will be utilized for topics such as: using the Document Object Model, coding event handlers, validating user input, manipulating graphics, and creating interactive web pages.

CS 2723 - SECURE ELECTRONIC COMMERCE

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and case studies of secure electronic commerce as well as an introduction to security architectures for secure electronic commerce. These include digital signatures, certificates, and public key infrastructure (PKI). Legal and national policy secure electronic commerce issues are included.

Computer Science - Web Design and Development (AAS)

Associate in Applied Science

Minimum of 61 credit hours

Creating and maintaining websites has become big business – which means big opportunity for you in this growing career field. A web presence is used by businesses to get their message across to prospective clients and customers, to reach the largest audience, to advertise products and services, to provide support and to network socially. Most companies and organizations now have a presence on the World Wide Web and are in need of highly skilled, trained web designers and developers who can continually keep the content and design of those sites fresh, interesting and accessible. OCCC provides a strong foundation in computer science and web-related topics that are essential to those pursuing a career in this area. This specific degree program is a good fit for you if you consider yourself to be organized, logical, creative and a good problem-solver and communicator.

Prerequisites

Math 0203 or adequate math placement test score.

Math 0303 or adequate math placement test score, CS 1143.

Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

Math 0203 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

Math 0103 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

ENGL 1113

Math 0303 or adequate math placement test score, CS 2413 and CS 1143. §

Math 0203 or adequate math placement test score, CS 1353 or CS 1153 or by evaluation. §

Math 0303 or adequate math placement test score, CS 1143 and CS 2413.

Math 0103 or adequate math placement test score, CS 1103 or CAT 1413 or by evaluation. §

§ Criteria available in division office.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed
CS 1143	BEGINNING PROGRAMMING	3	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
Suggested Freshman 2nd Semester			
CS 1333	DATABASE MANAGEMENT APPLICATIONS	OR	Major
CS 2173	ORACLE	OR	Major
CS 2443	SQL SERVER	3	Major
CS 1363	DIGITAL MEDIA DEVELOPMENT	3	Major
CS 2413	WEB SITE DEVELOPMENT	3	Major
CS 2453	VISUAL BASIC	3	Major
ENGL 1213	ENGLISH COMPOSITION II	OR	Gen Ed
ENGL 1233	REPORT WRITING	OR	Gen Ed
COM 1123	INTERPERSONAL COMMUNICATIONS	OR	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
Suggested Sophomore 1st Semester			
CS 2163	JAVA	3	Major
CS 2433	DIGITAL MEDIA SCRIPTING	3	Major
CS 2513	CLIENT-SIDE PROGRAMMING	3	Major
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
CS	COMPUTER SCIENCE ELECTIVE	3	Major
Suggested Sophomore 2nd Semester			
CS 2183	LINUX	3	Major
CS 2623	SERVER-SIDE PROGRAMMING	3	Major
CS 2723	SECURE ELECTRONIC COMMERCE	3	Major
CAT 1513	DIGITAL IMAGING	3	Major
CS	COMPUTER SCIENCE ELECTIVE	3	Major

Course Grouping

Major Courses: (42 Credit Hours) Computer Science: CS 1143, CS 1333 or CS 2173 or CS 2443, CS 1363; CS 2163, CS 2183, CS 2413, CS 2433, CS 2453, CS 2513, CS 2623, CS 2723. Six credit hours of Computer Science electives from CS 1333, CS 1353, CS 2143, CS 2173, CS 2223, CS 2443, CS 2463, CS 2503, CS 2553, CS 2563, CS 2573. CS 2763. Computer-Aided Technology: CAT 1513

General Education Courses: (18 Credit Hours) Computer Science: CS 1103; Communications: ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213; English: ENGL 1113; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503; Political Science: POLSC 1113

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: None

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Must be earned a grade of "C" or higher in all Computer Science courses.

Degree Program Course Descriptions

CAT 1513 - DIGITAL IMAGING

Prerequisites: Math 0103 or adequate math placement test score, CS 1103 or CAT 1413 or by evaluation. §

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. Many aspects of digital imaging will be applied including digital cameras and scanners, image retouching and manipulation, selection, layering, color correction, channels, paths, and filters.

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

CS - COMPUTER SCIENCE ELECTIVE

Prerequisites:

3 CREDITS Computer Science elective

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

CS 1143 - BEGINNING PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score or by evaluation. §

3 CREDITS Designed for Computer Science majors, this course affords students a basic understanding of computer programming. Students will utilize accepted programming concepts and perform number system conversions and arithmetic. In addition, they will design and code structured modular programs using design tools such as hierarchy charts, flowcharts, and pseudocode.

CS 1333 - DATABASE MANAGEMENT APPLICATIONS

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS The student will use a selected database management program to create and edit database files. The student will also search, organize, and build reports, forms, and templates with the database files.

CS 1363 - DIGITAL MEDIA DEVELOPMENT

Prerequisites: Math 0203 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

3 CREDITS This hands-on course affords students a basic understanding of industry standard design applications. Upon completion of this course, the student will be able to demonstrate the ability to create computer illustrations, graphics, page layouts, animations, video and audio, at an introductory level.

CS 2163 - JAVA

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS Student will develop object-oriented Java applications and applets, which demonstrate comprehension of fundamental programming structures, object-oriented programming, graphics, event handling, interface components, programming for the Internet, data structures, and exception handling.

CS 2173 - ORACLE

Prerequisites: Math 0303 or adequate math placement test score, CS 1143.

3 CREDITS Using Oracle as a platform, students will learn relational database concepts, sound database design and development techniques, and SQL commands. Topics include how to create and modify database tables; retrieve data from database tables; use subqueries to retrieve data; use table constraints, sequences, indexes, synonyms, views and functions; create users and assign privileges to users;

create printable reports through SQL*Plus commands; practice SQL statement tuning.

CS 2183 - LINUX

Prerequisites: Math 0203 or adequate math placement test score, CS 1353 or CS 1153 or by evaluation. §

3 CREDITS This course is an introduction to the Linux operating system for users. It is designed for those with a DOS/Windows operating system background with little or no knowledge of Linux. Topics include the development of Linux; basic Linux operating system concepts; a comparison of Linux to MS Windows; frequently used Linux programs and utilities, shells, editors, and tools; X window GUI and applications; Linux and the internet; setting up Apache web server software; basic HTML and CGI programming for Linux; use of virtual machine software to create virtual machines of guest operating system on top of host operating system.

CS 2413 - WEB SITE DEVELOPMENT

Prerequisites: Math 0103 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

3 CREDITS Students will develop the skills needed to create a Web site for personal or professional use. Design considerations will include accessibility standards, navigation techniques, audience needs, browser/platform concerns, and connection speeds. A combination of current technologies and Web page authoring software will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a Web site; manipulating graphics; and incorporating additional items such as, CSS and JavaScript.

CS 2433 - DIGITAL MEDIA SCRIPTING

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. The student will learn to script in icon-based and command-based authoring languages to create interactive digital media and online applications.

CS 2443 - SQL SERVER

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS Students will learn terms, concepts and features needed to work with most relational databases. Using SQL Server databases and tools, they will learn concepts on how to design a database, retrieve data from and manipulate data in a database. They will also learn SQL programming and will be

able to work with database features that will include views, stored procedures, functions, triggers and others.

CS 2453 - VISUAL BASIC

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS The students will use Visual Basic to create object-oriented, event-driven programs. This course teaches the students to handle the visual interface and also learn programming concepts that include objects, decisions, loops, dialog boxes, arrays, menus, subs, functions, files, simple data access and various other programming topics as they apply to Visual Basic.

CS 2513 - CLIENT-SIDE PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score, CS 2413 and CS 1143 or by evaluation. §

3 CREDITS Students will create dynamic web applications using client-side programming. A combination of current scripting/programming languages and web page authoring software will be utilized for topics such as: using the Document Object Model, coding event handlers, validating user input, manipulating graphics, and creating interactive web pages.

CS 2623 - SERVER-SIDE PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 and CS 2413 or by evaluation. §

3 CREDITS Students will create interactive and dynamic web applications using server-side programming. A combination of current scripting/programming languages and web page authoring software will be used for topics such as maintaining state, processing data from the user, creating cookies, and interacting with databases

CS 2723 - SECURE ELECTRONIC COMMERCE

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and case studies of secure electronic commerce as well as an introduction to security architectures for secure electronic commerce. These include digital signatures, certificates, and public key infrastructure (PKI). Legal and national policy secure electronic commerce issues are included.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033,

either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113

taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - REPORT WRITING

Prerequisites: ENGL 1113

3 CREDITS The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Computer Science - Web Development (Certificate)

Certificate of Mastery

Minimum of 27 credit hours

Creating and maintaining websites has become big business – which means big opportunity for you in this growing career field. A web presence is used by businesses to get their message across to prospective clients and customers, to reach the largest audience, to advertise products and services, to provide support and to network socially. Most companies and organizations now have a presence on the World Wide Web and are in need of highly skilled, trained web designers and developers who can continually keep the content and design of those sites fresh, interesting and accessible. OCCC provides a strong foundation in computer science and web-related topics that are essential to those pursuing a career in this area. The Certificate of Mastery in Web Development is a course of study designed to teach you the technical elements of web site creation including database, security, programming, client-side scripting, and server-side scripting. It's a quick turn-around program that can get you out-the-door and into the job market, or you can return to college and build on what you've learned by applying your credits to an associate degree or additional certificate program.

Prerequisites

Math 0103 or adequate math placement test score.

Math 0303 or adequate math placement test score or by evaluation. §

Math 0103 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

Math 0203 or adequate math placement test score.

Math 0303 or adequate math placement test score, CS 1143.

Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

Math 0303 or adequate math placement test score, CS 1143 and CS 2413.

Math 0203 or adequate math placement test score, CS 1353 or CS 1153 or by evaluation. §

Math 0303 or adequate math placement test score, CS 2413 and CS 1143. §

§ Criteria available in division office.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major
CS 1143	BEGINNING PROGRAMMING	3	Major
CS 2413	WEB SITE DEVELOPMENT	3	Major
Suggested Freshman 2nd Semester			
CS 1333	DATABASE MANAGEMENT APPLICATIONS	OR	Major
CS 2173	ORACLE	OR	Major
CS 2443	SQL SERVER	3	Major
CS 2163	JAVA	OR	Major
CS 2453	VISUAL BASIC	3	Major
CS 2623	SERVER-SIDE PROGRAMMING	3	Major
Suggested Sophomore 1st Semester			
CS 2183	LINUX	3	Major
CS 2513	CLIENT-SIDE PROGRAMMING	3	Major
CS 2723	SECURE ELECTRONIC COMMERCE	3	Major

Course Grouping

Major Courses: (27 Credit Hours) Computer Science: CS 1103, CS 1143, CS 1333 or CS 2173 or CS 2443, CS 2163 or CS 2453, CS 2183, CS 2413, CS 2513, CS 2623, CS 2723

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Must be earned a grade of "C" or higher in all Computer Science courses.

Degree Program Course Descriptions

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

CS 1143 - BEGINNING PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score or by evaluation. §

3 CREDITS Designed for Computer Science majors, this course affords students a basic understanding of computer programming. Students will utilize accepted programming concepts and perform number system conversions and arithmetic. In addition, they will design and code structured modular programs using design tools such as hierarchy charts, flowcharts, and pseudocode.

CS 1333 - DATABASE MANAGEMENT APPLICATIONS

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS The student will use a selected database management program to create and edit database files. The student will also search, organize, and build reports, forms, and templates with the database files.

CS 2163 - JAVA

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS Student will develop object-oriented Java applications and applets, which demonstrate comprehension of fundamental programming structures, object-oriented programming, graphics, event handling, interface components, programming for the Internet, data structures, and exception handling.

CS 2173 - ORACLE

Prerequisites: Math 0303 or adequate math placement test score, CS 1143.

3 CREDITS Using Oracle as a platform, students will learn relational database concepts, sound database design and development techniques, and SQL commands. Topics include how to create and modify database tables; retrieve data from database tables; use subqueries to retrieve data; use table constraints, sequences, indexes, synonyms, views and functions; create users and assign privileges to users;

create printable reports through SQL*Plus commands; practice SQL statement tuning.

CS 2183 - LINUX

Prerequisites: Math 0203 or adequate math placement test score, CS 1353 or CS 1153 or by evaluation. §

3 CREDITS This course is an introduction to the Linux operating system for users. It is designed for those with a DOS/Windows operating system background with little or no knowledge of Linux. Topics include the development of Linux; basic Linux operating system concepts; a comparison of Linux to MS Windows; frequently used Linux programs and utilities, shells, editors, and tools; X window GUI and applications; Linux and the internet; setting up Apache web server software; basic HTML and CGI programming for Linux; use of virtual machine software to create virtual machines of guest operating system on top of host operating system.

CS 2413 - WEB SITE DEVELOPMENT

Prerequisites: Math 0103 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

3 CREDITS Students will develop the skills needed to create a Web site for personal or professional use. Design considerations will include accessibility standards, navigation techniques, audience needs, browser/platform concerns, and connection speeds. A combination of current technologies and Web page authoring software will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a Web site; manipulating graphics; and incorporating additional items such as, CSS and JavaScript.

CS 2443 - SQL SERVER

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS Students will learn terms, concepts and features needed to work with most relational databases. Using SQL Server databases and tools, they will learn concepts on how to design a database, retrieve data from and manipulate data in a database. They will also learn SQL programming and will be able to work with database features that will include views, stored procedures, functions, triggers and others.

CS 2453 - VISUAL BASIC

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS The students will use Visual Basic to create object-oriented, event-driven programs. This course teaches the students

to handle the visual interface and also learn programming concepts that include objects, decisions, loops, dialog boxes, arrays, menus, subs, functions, files, simple data access and various other programming topics as they apply to Visual Basic.

CS 2513 - CLIENT-SIDE PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score, CS 2413 and CS 1143 or by evaluation. §

3 CREDITS Students will create dynamic web applications using client-side programming. A combination of current scripting/programming languages and web page authoring software will be utilized for topics such as: using the Document Object Model, coding event handlers, validating user input, manipulating graphics, and creating interactive web pages.

CS 2623 - SERVER-SIDE PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 and CS 2413 or by evaluation. §

3 CREDITS Students will create interactive and dynamic web applications using server-side programming. A combination of current scripting/programming languages and web page authoring software will be used for topics such as maintaining state, processing data from the user, creating cookies, and interacting with databases

CS 2723 - SECURE ELECTRONIC COMMERCE

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and case studies of secure electronic commerce as well as an introduction to security architectures for secure electronic commerce. These include digital signatures, certificates, and public key infrastructure (PKI). Legal and national policy secure electronic commerce issues are included.

Computer-Aided Technology - Computer Animation (AAS)

Associate in Applied Science

Minimum of 64 credit hours

As a computer animator, you can create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials. Think Pixar! And more! Today, there's a need for computer animators in the film and video industry but also in advertising, public relations, broadcast media and software publishing. It's an exciting, lucrative career field to enter. And we've got the tools you need to succeed. This degree program will allow you to take on an entry-level position in this career field upon graduation.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

Math 0103 or adequate math placement test score.

Math 0203 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

MATH 0103 or adequate math placement test score.

Math 0103 or adequate math placement test score, CAT 1033 or by evaluation. §

Math 0103 or adequate math placement test score, CS 1103 or CAT 1413 or by evaluation. §

or by evaluation. §

Math 0103 or adequate math placement test score, CAT 2533 or by evaluation. §

Math 0203 or adequate math placement test score.

MATH 0403 or adequate math placement test score.

MATH 0103 or adequate math placement test score, CS 1103 or by evaluation. §

Math 0103 or adequate math placement test score, 15 hours of CAT

§ - Criteria available in division office.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed
CS 1363	DIGITAL MEDIA DEVELOPMENT	3	Major
CAT 1013	CREATIVITY AND DESIGN	3	Major
CAT 1033	PRINCIPLES OF ANIMATION	3	Major
Suggested Freshman 2nd Semester			
ENGL 2000	CREATIVE WRITING	3	Gen Ed
CAT 1233	2D COMPUTER ANIMATION	3	Major
ART 1123	DRAWING I	3	Support
CAT 2533	3D RENDERING AND DESIGN VISUALIZATION	3	Major
CAT 1513	DIGITAL IMAGING	3	Major
Suggested Sophomore 1st Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
FVP 1713	SCREENWRITING	3	Support
CAT 2733	3D CHARACTER DESIGN AND ANIMATION	3	Major
CS 2433	DIGITAL MEDIA SCRIPTING	3	Major
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
Suggested Sophomore 2nd Semester			
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
CAT 2143	DIGITAL VIDEO EDITING	3	Major
CAT 2633	3D ANIMATION AND SPECIAL EFFECTS	3	Major
CAT 2924	DESIGN PROJECT	4	Major
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	5	Support

Course Grouping

Major Courses: (34 credit hours) Computer Aided Technology: CAT 1013, CAT 1033, CAT 1233, CAT 1513, CAT 2143, CAT 2533, CAT 2633, CAT 2733, CAT 2924; Computer Science: CS 1363, CS 2433

General Education Courses: (18 credit hours) English: ENGL 1113; Computer Science: CS 1103(1); English: ENGL 2000, History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Math: MATH 1513

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (11 credit hours) Film and Video Production: FVP 1713, Art: ART 1123, *Electives: Faculty Approved Support Electives - 5 credit hours

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

ART 1123 - DRAWING I

Prerequisites:

3 CREDITS Drawing I will develop the students understanding of the basic concepts of drawing and their powers of observation. Students will work with various media utilizing a variety of sources and environments.

CAT 1013 - CREATIVITY AND DESIGN

Prerequisites: MATH 0103 or adequate math placement test score.

3 CREDITS This course combines theory and problem-solving assignments to introduce students to the main concepts of creativity and design. Throughout this course students will exam the principles of design and critical thinking skills that lead to creative solutions. Within this collaborative learning environment students will complete hands on activities that stimulate innovation and promote life long learning.

CAT 1033 - PRINCIPLES OF ANIMATION

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This course provides a historical and critical approach to animation from early black-and-white cartoons to modern 2D and 3D productions. It includes aesthetic theory and critical analysis of processes and techniques involved in the construction of traditional and computer based animation sequences.

CAT 1233 - 2D COMPUTER ANIMATION

Prerequisites: Math 0103 or adequate math placement test score, CAT 1033 or by evaluation. §

3 CREDITS In this class students will apply basic animation principles to produce a sequence using industry leading 2D animation computer software. Emphasis will be placed on timing, performance and creativity.

CAT 1513 - DIGITAL IMAGING

Prerequisites: Math 0103 or adequate math placement test score, CS 1103 or CAT 1413 or by evaluation. §

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. Many aspects of digital imaging will be applied including digital cameras and scanners, image retouching and manipulation, selection, layering, color correction, channels, paths, and filters.

CAT 2143 - DIGITAL VIDEO EDITING

Prerequisites: MATH 0103 or adequate math placement test score, CS 1103 or by evaluation. §

3 CREDITSHOURS This course will focus on advanced projects in video editing and motion graphics. Students will develop both technical and creative skills in non-linear editing, compositing, special effects, camera movements and cinematic points of view, and titling and motion graphics.

CAT 2533 - 3D RENDERING AND DESIGN VISUALIZATION

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS The student aspiring to become an artist, designer or other professional using 3D computer graphics will be able to create, generate or integrate 3D computer graphics. The student will demonstrate a fundamental understanding of how the computer can be used to create 3D computer renderings. These renderings could be related to either technical design, fine art or applied art. Emphasis will be on using application software (primarily 3D modeling and rendering programs) in the development of modeling logos, 3D scenes, textures, lighting, atmosphere effects, and basic animation.

CAT 2633 - 3D ANIMATION AND SPECIAL EFFECTS

Prerequisites: Math 0103 or adequate math placement test score, CAT 2533 or by evaluation. §

3 CREDITS The student will use professional techniques to create photo-realistic renderings, advanced physical-based and character animations, interactive media and Web development, 3D gaming and 3D virtual environments. This course will enhance the abilities of artists, designers and other professionals using 3D computer-created, generated, or integrated graphics. Emphasis will be on the development of professional techniques in the area of 3D computer graphics.

CAT 2733 - 3D CHARACTER DESIGN AND ANIMATION

Prerequisites: Math 0103 or adequate math placement test score, CAT 2533 or by evaluation. §

3 CREDITS This is a support-oriented course in which the student will learn and use skills specific to creating 3D character models and character animation in the fields of television, movies, advertising, multimedia, and gaming. Emphasis of the course will be on advanced modeling techniques in the creation of a seamless 3D character design of head, body, clothing, animation concepts in facial expression, internal skeleton control, morphing, dialogue and lip sync, character posing, and locomotion. Discussion topics will include traditional animation techniques, body

language, vocabulary, and character physics. This course will enhance the abilities of artists, designers, and other professionals using 3D computer created, generated, or integrated graphics.

CAT 2924 - DESIGN PROJECT

Prerequisites: Math 0103 or adequate math placement test score, 15 hours of CAT

4 CREDITS In this capstone course of the Computer-Aided Technology Program the student will demonstrate the collected knowledge, skills and techniques acquired in the program courses by creating and presenting a representative project to a panel of students, instructors and representatives from industry. The project must be an original design of the student. The project must reflect the standards relative to the project's nature and the program emphasis. The student must assemble and create components, choose the proper presentation medium, and present the project in a professional manner.

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

CS 1363 - DIGITAL MEDIA DEVELOPMENT

Prerequisites: Math 0203 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

3 CREDITS This hands-on course affords students a basic understanding of industry standard design applications. Upon completion of this course, the student will be able to demonstrate the ability to create computer illustrations, graphics, page layouts, animations, video and audio, at an introductory level.

CS 2433 - DIGITAL MEDIA SCRIPTING

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. The student will learn to script in icon-based and command-based authoring languages to create interactive digital media and online applications.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
 3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 2000 - CREATIVE WRITING

Prerequisites:
 VARIABLE 1-4 CREDITS Given basic instruction in skills associated with writing poetry, fiction, drama and non-fiction, the student will produce examples of the type of writing on which the instruction is focused. Credit is variable; with different content it may be repeated.

FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES

Prerequisites:
 3 CREDITS Faculty approved support electives

FVP 1713 - SCREENWRITING

Prerequisites: or by evaluation. §
 3 CREDITS Students will be given basic instruction in the skills of writing and analyzing screenplays. Students will produce examples of the type of writing on which the instruction is focused. This course will include the analytical breakdown of screenplay elements through script analysis of feature-length screenplays and short-form screenplays. Students will synthesize their knowledge and skills learned in class, and problem-solve by writing "coverage" of student class projects-- and by writing multiple short-form screenplays, culminating in a screenplay for a Capstone Project. They will also create a step-outline for a feature-length motion picture.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1870 to the present in

such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.
 3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
 3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores
 1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/ Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Computer-Aided Technology - Computer Animation (Certificate)

Certificate of Mastery

Minimum of 36 credit hours

As a computer animator, you can create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials. Think Pixar! And more! Today, there's a need for computer animators in the film and video industry but also in advertising, public relations, broadcast media and software publishing. It's an exciting, lucrative career field to enter. And we've got the tools you need to succeed. The certificate of mastery program is the fast-track program if you want to take just the core courses in computer animation or if you're already a professional in the field and you would like to enhance your skills.

Prerequisites

MATH 0103 or adequate math placement test score.

Math 0103 or adequate math placement test score.

Math 0203 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

Math 0103 or adequate math placement test score, CAT 1033 or by evaluation. §

ART 1123

Math 0103 or adequate math placement test score, CS 1103 or CAT 1413 or by evaluation. §

MATH 0103 or adequate math placement test score, CS 1103 or by evaluation. §

Math 0203 or adequate math placement test score.

Math 0103 or adequate math placement test score, CAT 2533 or by evaluation. §

§ - Criteria available in division office.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
CAT 1013	CREATIVITY AND DESIGN	3	Major
CAT 1033	PRINCIPLES OF ANIMATION	3	Major
CS 1363	DIGITAL MEDIA DEVELOPMENT	3	Major
ART 1123	DRAWING I	3	Support
Suggested Freshman 2nd Semester			
CAT 1233	2D COMPUTER ANIMATION	3	Major
CAT 2533	3D RENDERING AND DESIGN VISUALIZATION	3	Major
ART 1233	DRAWING II	3	Support
CAT 1513	DIGITAL IMAGING	3	Major
Suggested Sophomore 1st Semester			
CAT 2143	DIGITAL VIDEO EDITING	3	Major
CS 2433	DIGITAL MEDIA SCRIPTING	3	Major
CAT 2633	3D ANIMATION AND SPECIAL EFFECTS	3	Major
CAT 2733	3D CHARACTER DESIGN AND ANIMATION	3	Major

Course Grouping

Major Courses: (30 credit hours) Computer-Aided Technology: CAT 1013, CAT 1033, CAT 1233, CAT 1513, CAT 2143, CAT 2533, CAT 2633, CAT 2733; Computer Science: CS 1363, CS 2433

General Education Courses: None

Life Skills Courses: None

Support Courses: (6 credit hours) Art: ART 1123, ART 1213

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Degree Program Course Descriptions

ART 1123 - DRAWING I

Prerequisites:

3 CREDITS Drawing I will develop the students understanding of the basic concepts of drawing and their powers of observation. Students will work with various media utilizing a variety of sources and environments.

ART 1233 - DRAWING II

Prerequisites: ART 1123

3 CREDITS Drawing II will continue to develop the students' understanding of the concepts of drawing. Students will continue to develop their skills in media by using a variety of sources and environments. They will demonstrate the proper application of advanced linear perspective, the depiction of complicated shapes and figures as well as the ability to convey emotion.

CAT 1013 - CREATIVITY AND DESIGN

Prerequisites: MATH 0103 or adequate math placement test score.

3 CREDITS This course combines theory and problem-solving assignments to introduce students to the main concepts of creativity and design. Throughout this course students will exam the principles of design and critical thinking skills that lead to creative solutions. Within this collaborative learning environment students will complete hands on activities that stimulate innovation and promote life long learning.

CAT 1033 - PRINCIPLES OF ANIMATION

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This course provides a historical and critical approach to animation from early black-and-white cartoons to modern 2D and 3D productions. It includes aesthetic theory and critical analysis of processes and techniques involved in the construction of traditional and computer based animation sequences.

CAT 1233 - 2D COMPUTER ANIMATION

Prerequisites: Math 0103 or adequate math placement test score, CAT 1033 or by evaluation. §

3 CREDITS In this class students will apply basic animation principles to produce a sequence using industry leading 2D animation computer software. Emphasis will be placed on timing, performance and creativity.

CAT 1513 - DIGITAL IMAGING

Prerequisites: Math 0103 or adequate math placement test score, CS 1103 or CAT 1413 or by evaluation. §

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. Many aspects of digital imaging will be applied including digital cameras and scanners, image retouching and manipulation, selection, layering, color correction, channels, paths, and filters.

CAT 2143 - DIGITAL VIDEO EDITING

Prerequisites: MATH 0103 or adequate math placement test score, CS 1103 or by evaluation. §

3 CREDITSHOURS This course will focus on advanced projects in video editing and motion graphics. Students will develop both technical and creative skills in non-linear editing, compositing, special effects, camera movements and cinematic points of view, and titling and motion graphics.

CAT 2533 - 3D RENDERING AND DESIGN VISUALIZATION

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS The student aspiring to become an artist, designer or other professional using 3D computer graphics will be able to create, generate or integrate 3D computer graphics. The student will demonstrate a fundamental understanding of how the computer can be used to create 3D computer renderings. These renderings could be related to either technical design, fine art or applied art. Emphasis will be on using application software (primarily 3D modeling and rendering programs) in the development of modeling logos, 3D scenes, textures, lighting, atmosphere effects, and basic animation.

CAT 2633 - 3D ANIMATION AND SPECIAL EFFECTS

Prerequisites: Math 0103 or adequate math placement test score, CAT 2533 or by evaluation. §

3 CREDITS The student will use professional techniques to create photo-realistic renderings, advanced physical-based and character animations, interactive media and Web development, 3D gaming and 3D virtual environments. This course will enhance the abilities of artists, designers and other professionals using 3D computer-created, generated, or integrated graphics. Emphasis will be on the development of professional techniques in the area of 3D computer graphics.

CAT 2733 - 3D CHARACTER DESIGN AND ANIMATION

Prerequisites: Math 0103 or adequate math placement test score, CAT 2533 or by evaluation. §

3 CREDITS This is a support-oriented course in which the student will learn and use skills specific to creating 3D character models and character animation in the fields of television, movies, advertising, multimedia, and gaming. Emphasis of the course will be on advanced modeling techniques in the creation of a seamless 3D character design of head, body, clothing, animation concepts in facial expression, internal skeleton control, morphing, dialogue and lip sync, character posing, and locomotion. Discussion topics will include traditional animation techniques, body language, vocabulary, and character physics. This course will enhance the abilities of artists, designers, and other professionals using 3D computer created, generated, or integrated graphics.

CS 1363 - DIGITAL MEDIA DEVELOPMENT

Prerequisites: Math 0203 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

3 CREDITS This hands-on course affords students a basic understanding of industry standard design applications. Upon completion of this course, the student will be able to demonstrate the ability to create computer illustrations, graphics, page layouts, animations, video and audio, at an introductory level.

CS 2433 - DIGITAL MEDIA SCRIPTING

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. The student will learn to script in icon-based and command-based authoring languages to create interactive digital media and online applications.

Computer-Aided Technology - Computer-Aided Design # (AAS)

Associate in Applied Science

Minimum of 64 credit hours

Computer-aided design (CAD) is the tool designers, engineers, architects and other skilled workers use to create 3D models and 2D construction and manufacturing drawings. CAD technicians are in high demand in a number of different industries. And, you could be, too, with an associate degree in computer-aided design from Oklahoma City Community College. Architectural firms, engineering firms, manufacturers, construction companies, municipalities and government agencies are all relying on skilled CAD technicians to keep up with the constant changes in technology. You could design planes, automobiles or buildings with a computer-aided design degree from OCCC.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Math 0103 or adequate math placement test score.

MATH 0403 or adequate math placement test score.

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

Math 0103 or adequate math placement test score, CAT 1043 or by evaluation. §

Math 0103 or adequate math placement test score, CAT 1043 and CAT 1214 or by evaluation. §

Pre or Corequisite: MATH 1513 or MATH 1533 or adequate math placement test score.

Math 0103 or adequate math placement test score, CAT 1253 or by evaluation. §

Math 0103 or adequate math placement test score, 12 hours of CAT or by evaluation. §

MATH 1513 or higher or APPM 1223, within the last two years or by evaluation. §

Math 1613, 15 credit hours of CAT, PHYS 1114 or PHYS 1314

Math 0103 or adequate math placement test score, 15 hours of CAT

Math 0203 or adequate math placement test score, CAT 1253 or by evaluation. §

§ - Criteria available in division office.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
CAT 1043	ENGINEERING PRINCIPLES	3	Major
CAT 1214	COMPUTER AIDED DESIGN (CAD)	4	Major
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
FA ELEC	FACULTY APPROVED ELECTIVE	3	Support
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
Suggested Freshman 2nd Semester			
CAT 1053	MANUFACTURING MATERIALS AND PROCESSES	3	Major
CAT 1253	CAD 3D MODELING	3	Major
CAT 2540	APPLICATIONS IN CAD	3	Major
OSRHE	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE	3	Gen Ed
MATH 1613	TRIGONOMETRY	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
Suggested Sophomore 1st Semester			
CAT 2113	CAD MANAGEMENT AND STANDARDS	3	Major
CAT 2540	APPLICATIONS IN CAD	OR	
CAT 2703	PRACTICUM	3	Major
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
PHYS 1114	COLLEGE PHYSICS I	4	Gen Ed
MATH 2023	FOUNDATIONS OF GEOMETRY AND MEASUREMENTS	3	Gen Ed
Suggested Sophomore 2nd Semester			
CAT 2023	DESIGN MECHANICS	3	Major
CAT 2924	DESIGN PROJECT	4	Major
CAT 2163	CAD PROGRAMMING AND AUTOMATION	3	Major
FA ELEC	FACULTY APPROVED ELECTIVE	3	Support

Course Grouping

Major Courses: (32 credit hours) Computer-Aided Technology: CAT 1043, CAT 1053, CAT 1214, CAT 1253, CAT 2023, CAT 2113, CAT 2163, CAT 2540 (6 hrs: Take twice with different project emphasis) or CAT 2540 (3 hrs) & CAT 2703, CAT 2924

General Education Courses: (25 credit hours) English: ENGL 1113, **Any course that meets Oklahoma State Regents for Higher Education requirements for a general education Communications; (ENGL 1213, ENGL 1233, COM 1123, COM 2213); History: HIST 1483 or HIST 1493; Mathematics: MATH 1513, MATH 1613; MATH 2023; Political Science: POLSC 1113; Physics: PHYS 1114

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (6 credit hours) Electives: must have an ART, CAT, CS, ENGR, JB, FVP or GCOM prefix and must be approved by Program Faculty advisor
OSRHE - Three hours selected from ENGL 1213, ENGL 1233, COM 1123 or COM 2213

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

CAT 1043 - ENGINEERING PRINCIPLES

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS The student will use computational techniques and computer-aided drawing to create, analyze and graphically represent solutions to architectural and engineering problems, reflecting national, international and professional norms and standards. The student will be able to describe and demonstrate familiarity with the functions and responsibilities of research, manufacturing, construction and quality assurance involved in the solutions of a variety of engineering and architectural problems.

CAT 1053 - MANUFACTURING MATERIALS AND PROCESSES

Prerequisites: Math 0103 or adequate math placement test score, CAT 1043 or by evaluation. §

3 CREDITS Students will learn basic concepts of the properties, behaviors and proper application of materials used in manufacturing and construction. The Student will discuss and demonstrate various manufacturing, fabrication, assembly, handling and finishing processes.

CAT 1214 - COMPUTER AIDED DESIGN (CAD)

Prerequisites: Math 0103 or adequate math placement test score.

4 CREDITS The student will learn and demonstrate the proper use of computer-aided design software as a design tool in fields such as Engineering, Architectural and Multimedia. Emphasis will be on computer-aided design fundamentals such as creating, editing and printing of 2D computer-aided design documents. The student will demonstrate his or her understanding of the structure, use and development of computer-aided design documents by correctly creating, using and storing computer-aided design documents.

CAT 1253 - CAD 3D MODELING

Prerequisites: Math 0103 or adequate math placement test score, CAT 1043 and CAT 1214 or by evaluation. §

3 CREDITS The student will use Computer-Aided Design software to create 3-dimensional graphics. The student will demonstrate the ability to define 3D workspaces and viewing positions. The student will use various 3D drawing tools to create 3D objects as surfaced and solid models. The student will also develop rendered bitmap images and use them in professional drawings. Emphasis will be placed on the creation of 3D models from 2D data and 2D detail drawings from 3D data.

CAT 2023 - DESIGN MECHANICS

Prerequisites: Math 1613, 15 credit hours of CAT, PHYS 1114 or PHYS 1314

3 CREDITS The student will analyze coplanar force systems and calculate moments of inertia, centroids, tensile stresses. The student will demonstrate an understanding of the relationship between stress and strain, basic properties of materials and shear, bending and moment diagrams. This course is designed as an applied static's and strength of materials course for technicians utilizing algebra, trigonometry and analytic geometry.

CAT 2113 - CAD MANAGEMENT AND STANDARDS

Prerequisites: Math 0103 or adequate math placement test score, CAT 1253 or by evaluation. §

3 CREDITS The student will demonstrate the ability to manage and maintain a Computer-Aided Design System. The student will demonstrate his or her ability to handle problems in the Computer-Aided Design office related to organization, finances, communication, hardware, software, training and limited resources by providing written, structured solutions to Computer-Aided Design office problems. The student will be able to develop, apply and maintain a Computer-Aided Design standards manual defining the operational parameters necessary for a profitable and efficient Computer-Aided Design operation. Emphasis will be on organizing data input, drawing output, data exchange and networking.

CAT 2163 - CAD PROGRAMMING AND AUTOMATION

Prerequisites: Math 0203 or adequate math placement test score, CAT 1253 or by evaluation. §

3 CREDITS The student will use embedded programming languages such as AutoLISP and Visual Basic to automate the drafting and design process. Emphasis will be placed on the development of parametric drawing programs. The student will demonstrate his or her ability to understand Computer-Aided Design automation by writing computer programs that can be used in the Computer-Aided Design industry.

CAT 2540 - APPLICATIONS IN CAD

Prerequisites: Math 0103 or adequate math placement test score, CAT 1043 and CAT 1214 or by evaluation. §

CREDITVARIABLE 1 The student will use a Computer-Aided Design System to produce solutions to typical problems encountered in industry. The student will demonstrate his or her ability to understand the principles of design, visualization, projection, analysis and

product quality by producing a set of working drawings and presenting their work to a group of their peers. This course may be repeated with a different content.

CAT 2703 - PRACTICUM

Prerequisites: Math 0103 or adequate math placement test score, 12 hours of CAT or by evaluation. §

3 CREDITS The Practicum is a course designed to monitor students in an on-site job location. The student will report to and receive supervision by the employer during the course of the semester. The student will demonstrate the ability to work effectively in a commercial setting, toward satisfying objectives prescribed by the instructor and the participating employer. Work objectives will be consistent with meaningful career learning experiences.

CAT 2924 - DESIGN PROJECT

Prerequisites: Math 0103 or adequate math placement test score, 15 hours of CAT

4 CREDITS In this capstone course of the Computer-Aided Technology Program the student will demonstrate the collected knowledge, skills and techniques acquired in the program courses by creating and presenting a representative project to a panel of students, instructors and representatives from industry. The project must be an original design of the student. The project must reflect the standards relative to the project's nature and the program emphasis. The student must assemble and create components, choose the proper presentation medium, and present the project in a professional manner.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

FA ELEC - FACULTY APPROVED ELECTIVE

Prerequisites:

3 CREDITS Faculty approved elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in

such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.
3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 1613 - TRIGONOMETRY

Prerequisites: Pre or Corequisite: MATH 1513 or MATH 1533 or adequate math placement test score.
3 CREDITS The student will evaluate trigonometric functions and their inverses, graph trigonometric functions, prove trigonometric identities, solve trigonometric equations, solve problems involving triangles and indirect measurement, use trigonometric forms of complex numbers, and identify and graph polar curves.

MATH 2023 - FOUNDATIONS OF GEOMETRY AND MEASUREMENTS

Prerequisites: MATH 0403 or adequate math placement test score.
3 CREDITS The student will demonstrate an understanding of the basic concepts of geometric shapes, measurement, triangle congruence and similarity, coordinates, and transformations; the ability to think conceptually of mathematics and to apply the concepts learned in real life problem solving situations.

OSRHE - OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE

Prerequisites:
3 CREDITS OSRHE approved General Education Communications course

PHYS 1114 - COLLEGE PHYSICS I

Prerequisites: MATH 1513 or higher or APPM 1223, within the last two years or by evaluation. §
4 CREDITS Students will demonstrate their understanding of useful concepts of kinematics and dynamics, energy and momentum, waves and sound, fluids and thermodynamics by (1) developing numerical and graphical descriptions of physical phenomena, (2) numerically predicting the results of physical occurrences, and (3) applying laboratory skills to analyze real situations. Numerical computations will utilize algebra and basic trigonometry where appropriate.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores
1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/ Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Computer-Aided Technology - Computer-Aided Design # (Certificate)

Certificate of Mastery

Minimum of 19 credit hours

Computer-aided design (CAD) is the tool designers, engineers, architects and other skilled workers use to create 3D models and 2D construction and manufacturing drawings. CAD technicians are in high demand in a number of different industries. And, you could be, too, with a certificate of mastery in computer-aided design from Oklahoma City Community College. Architectural firms, engineering firms, manufacturers, construction companies, municipalities and government agencies are all relying on skilled CAD technicians to keep up with the constant changes in technology. You could design planes, automobiles or buildings with a computer-aided design certificate from OCCC. This is a fast-track program if you're looking to take just the core courses in computer-aided design of if you're a professional who would like to enhance your skills.

Prerequisites

Math 0103 or adequate math placement test score.

Math 0103 or adequate math placement test score, CAT 1043 and CAT 1214 or by evaluation. §

Math 0103 or adequate math placement test score, 12 hours of CAT or by evaluation. §

§ - Criteria available in division office.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
CAT 1043	ENGINEERING PRINCIPLES	3	Major
CAT 1214	COMPUTER AIDED DESIGN (CAD)	4	Major
Suggested Freshman 2nd Semester			
CAT 1253	CAD 3D MODELING	3	Major
FA ELEC	FACULTY APPROVED ELECTIVE	3	Major
Suggested Sophomore 1st Semester			
CAT 2540	APPLICATIONS IN CAD	3	Major
CAT 2540	APPLICATIONS IN CAD	OR	Major
CAT 2703	PRACTICUM	3	Major

Course Grouping

Major Courses: (19 credit hours) Computer-Aided Technology: CAT 1043, CAT 1214, CAT 1253, CAT 2540 (6 hrs: Take twice with different project emphasis) or CAT 2540 (3 hrs) & CAT 2703; Electives: Faculty Approved Electives (3 hrs) must have an ART, CAT, CS, ENGR, JB, FVP or GCOM prefix

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Degree Program Course Descriptions

CAT 1043 - ENGINEERING PRINCIPLES

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS The student will use computational techniques and computer-aided drawing to create, analyze and graphically represent solutions to architectural and engineering problems, reflecting national, international and professional norms and standards. The student will be able to describe and demonstrate familiarity with the functions and responsibilities of research, manufacturing, construction and quality assurance involved in the solutions of a variety of engineering and architectural problems.

CAT 1214 - COMPUTER AIDED DESIGN (CAD)

Prerequisites: Math 0103 or adequate math placement test score.

4 CREDITS The student will learn and demonstrate the proper use of computer-aided design software as a design tool in fields such as Engineering, Architectural and Multimedia. Emphasis will be on computer-aided design fundamentals such as creating, editing and printing of 2D computer-aided design documents. The student will demonstrate his or her understanding of the structure, use and development of computer-aided design documents by correctly creating, using and storing computer-aided design documents.

CAT 1253 - CAD 3D MODELING

Prerequisites: Math 0103 or adequate math placement test score, CAT 1043 and CAT 1214 or by evaluation. §

3 CREDITS The student will use Computer-Aided Design software to create 3-dimensional graphics. The student will demonstrate the ability to define 3D workspaces and viewing positions. The student will use various 3D drawing tools to create 3D objects as surfaced and solid models. The student will also develop rendered bitmap images and use them in professional drawings. Emphasis will be placed on the creation of 3D models from 2D data and 2D detail drawings from 3D data.

CAT 2540 - APPLICATIONS IN CAD

Prerequisites: Math 0103 or adequate math placement test score, CAT 1043 and CAT 1214 or by evaluation. §

CREDITVARIABLE 1 The student will use a Computer-Aided Design System to produce solutions to typical problems encountered in industry. The student will demonstrate his or her ability to understand the principles of design, visualization, projection, analysis and product quality by producing a set of working drawings and presenting their work to a group

of their peers. This course may be repeated with a different content.

CAT 2703 - PRACTICUM

Prerequisites: Math 0103 or adequate math placement test score, 12 hours of CAT or by evaluation. §

3 CREDITS The Practicum is a course designed to monitor students in an on-site job location. The student will report to and receive supervision by the employer during the course of the semester. The student will demonstrate the ability to work effectively in a commercial setting, toward satisfying objectives prescribed by the instructor and the participating employer. Work objectives will be consistent with meaningful career learning experiences.

FA ELEC - FACULTY APPROVED ELECTIVE

Prerequisites:

3 CREDITS Faculty approved elective

Computer-Aided Technology - Digital Media Design (AAS)

Associate in Applied Science

Minimum of 64 credit hours

Digital media designers use text, sound, graphics, animation and video to inform and entertain audiences. It's a career that's a mix of traditional graphic design, interactive and web design, motion design and video production. As a professional designer, you'll be trained to work in graphic arts, digital media, interactive media, web design, photo editing, 3D modeling, animation, video editing and special effects. Oklahoma City Community College is ready for you with an associate in applied science degree in digital media design. You'll work with the most advanced digital media design software and programs available, as well as the most knowledgeable computer-aided technology instructors and professors, making you a sought-after candidate for the top jobs in the field.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Math 0103 or adequate math placement test score.

Math 0203 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

MATH 0103 or adequate math placement test score.

Math 0103 or adequate math placement test score, CS 1103 or CAT 1413 or by evaluation. §

Math 0103 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

Math 0103 or adequate math placement test score, CAT 2533 or by evaluation. §

Math 0203 or adequate math placement test score.

MATH 0403 or adequate math placement test score.

Math 0103 or adequate math placement test score, 15 hours of CAT

§ - Criteria available in division office.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed
CS 1363	DIGITAL MEDIA DEVELOPMENT	3	Major
CAT 1013	CREATIVITY AND DESIGN	3	Major
GCOM 1053	ELECTRONIC PUBLISHING: INDESIGN I	3	Major
Suggested Freshman 2nd Semester			
ENGL 2000	CREATIVE WRITING	3	Gen Ed
CAT 1513	DIGITAL IMAGING	3	Major
CS 2413	WEB SITE DEVELOPMENT	3	Major
CAT 2533	3D RENDERING AND DESIGN VISUALIZATION	3	Major
CAT 1214	COMPUTER AIDED DESIGN (CAD)	OR	Major
GCOM 1183	COMPUTER DRAWING: ILLUSTRATOR	3-4	Major
Suggested Sophomore 1st Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
CAT 2633	3D ANIMATION AND SPECIAL EFFECTS	3	Major
CS 2433	DIGITAL MEDIA SCRIPTING	3	Major
JB 2113	ADVERTISING	3	Support
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
Suggested Sophomore 2nd Semester			
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
CAT 2143	DIGITAL VIDEO EDITING	3	Major
CAT 2924	DESIGN PROJECT	4	Major
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	7-8	Support

Course Grouping

Major Courses: (34-35 credit hours) Computer-Aided Technology: CAT 1013, CAT 1214 or GCOM 1183, CAT 1513, CAT 2143, CAT 2533, CAT 2633, CAT 2924; Computer Science: CS 1363, CS 2413, CS 2433; Graphic Communications: GCOM 1053, GCOM 1183

General Education Courses: (18 credit hours) English: ENGL 1113, ENGL 2000 ; Computer Science: CS 1103(1); History: HIST 1483 or HIST 1493;

Mathematics: MATH 1513; Political Science: POLSC 1113

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (10-11 credit hours) Journalism and Broadcasting: JB 2113; Electives: Faculty Approved Support Electives 7-8 credit hours

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

CAT 1013 - CREATIVITY AND DESIGN

Prerequisites: MATH 0103 or adequate math placement test score.

3 CREDITS This course combines theory and problem-solving assignments to introduce students to the main concepts of creativity and design. Throughout this course students will exam the principles of design and critical thinking skills that lead to creative solutions. Within this collaborative learning environment students will complete hands on activities that stimulate innovation and promote life long learning.

CAT 1214 - COMPUTER AIDED DESIGN (CAD)

Prerequisites: Math 0103 or adequate math placement test score.

4 CREDITS The student will learn and demonstrate the proper use of computer-aided design software as a design tool in fields such as Engineering, Architectural and Multimedia. Emphasis will be on computer-aided design fundamentals such as creating, editing and printing of 2D computer-aided design documents. The student will demonstrate his or her understanding of the structure, use and development of computer-aided design documents by correctly creating, using and storing computer-aided design documents.

CAT 1513 - DIGITAL IMAGING

Prerequisites: Math 0103 or adequate math placement test score, CS 1103 or CAT 1413 or by evaluation. §

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. Many aspects of digital imaging will be applied including digital cameras and scanners, image retouching and manipulation, selection, layering, color correction, channels, paths, and filters.

CAT 2143 - DIGITAL VIDEO EDITING

Prerequisites: MATH 0103 or adequate math placement test score, CS 1103 or by evaluation. §

3 CREDITSHOURS This course will focus on advanced projects in video editing and motion graphics. Students will develop both technical and creative skills in non-linear editing, compositing, special effects, camera movements and cinematic points of view, and titling and motion graphics.

CAT 2533 - 3D RENDERING AND DESIGN VISUALIZATION

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS The student aspiring to become an artist, designer or other professional using 3D computer graphics will be able to create,

generate or integrate 3D computer graphics.

The student will demonstrate a fundamental understanding of how the computer can be used to create 3D computer renderings. These renderings could be related to either technical design, fine art or applied art. Emphasis will be on using application software (primarily 3D modeling and rendering programs) in the development of modeling logos, 3D scenes, textures, lighting, atmosphere effects, and basic animation.

CAT 2633 - 3D ANIMATION AND SPECIAL EFFECTS

Prerequisites: Math 0103 or adequate math placement test score, CAT 2533 or by evaluation. §

3 CREDITS The student will use professional techniques to create photo-realistic renderings, advanced physical-based and character animations, interactive media and Web development, 3D gaming and 3D virtual environments. This course will enhance the abilities of artists, designers and other professionals using 3D computer-created, generated, or integrated graphics. Emphasis will be on the development of professional techniques in the area of 3D computer graphics.

CAT 2924 - DESIGN PROJECT

Prerequisites: Math 0103 or adequate math placement test score, 15 hours of CAT

4 CREDITS In this capstone course of the Computer-Aided Technology Program the student will demonstrate the collected knowledge, skills and techniques acquired in the program courses by creating and presenting a representative project to a panel of students, instructors and representatives from industry. The project must be an original design of the student. The project must reflect the standards relative to the project's nature and the program emphasis. The student must assemble and create components, choose the proper presentation medium, and present the project in a professional manner.

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

CS 1363 - DIGITAL MEDIA DEVELOPMENT

Prerequisites: Math 0203 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

3 CREDITS This hands-on course affords students a basic understanding of industry standard design applications. Upon completion of this course, the student will be able to demonstrate the ability to create computer illustrations, graphics, page layouts, animations, video and audio, at an introductory level.

CS 2413 - WEB SITE DEVELOPMENT

Prerequisites: Math 0103 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

3 CREDITS Students will develop the skills needed to create a Web site for personal or professional use. Design considerations will include accessibility standards, navigation techniques, audience needs, browser/platform concerns, and connection speeds. A combination of current technologies and Web page authoring software will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a Web site; manipulating graphics; and incorporating additional items such as, CSS and JavaScript.

CS 2433 - DIGITAL MEDIA SCRIPTING

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. The student will learn to script in icon-based and command-based authoring languages to create interactive digital media and online applications.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 2000 - CREATIVE WRITING

Prerequisites:

VARIABLE 1-4 CREDITS Given basic instruction in skills associated with writing poetry, fiction, drama and non-fiction, the student will produce examples of the type of writing on which the instruction is focused.

Credit is variable; with different content it may be repeated.

FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES

Prerequisites:
3 CREDITS Faculty approved support electives

GCOM 1053 - ELECTRONIC PUBLISHING: INDESIGN I

Prerequisites:
3 CREDITS Students will demonstrate proficiency in using the Macintosh computer in the production of various types of printed material. In addition, they will demonstrate skills in specifying typography, importing photos and artwork into documents, the application of design principles, and preparing documents for the commercial printing process.

GCOM 1183 - COMPUTER DRAWING: ILLUSTRATOR

Prerequisites:
3 CREDITS The student will demonstrate knowledge of vector illustration techniques using Adobe Illustrator software. The student will also create and edit graphic objects and type, select various menu commands, and use keyboard shortcuts.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

JB 2113 - ADVERTISING

Prerequisites:
3 CREDITS The student will describe various aspects of the preparation of advertising through both the print and electronic media. He or she will effectively use typography, graphics, photography, layout, music,

and sound effects in the preparation of an advertising campaign that uses both print and electronic media.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.
3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores
1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/ Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Computer-Aided Technology - Digital Media Design (Certificate)

Certificate of Mastery

Minimum of 37 credit hours

Digital media designers use text, sound, graphics, animation and video to inform and entertain audiences. It's a career that's a mix of traditional graphic design, interactive and web design, motion design and video production. As a professional designer, you'll be trained to work in graphic arts, digital media, interactive media, web design, photo editing, 3D modeling, animation, video editing and special effects. Oklahoma City Community College is ready for you with a certificate of mastery in digital media design. You'll work with the most advanced digital media design software and programs available, as well as the most knowledgeable computer-aided technology instructors and professors, making you a sought-after candidate for the top jobs in the field.

Prerequisites

MATH 0103 or adequate math placement test score.

Math 0103 or adequate math placement test score.

Math 0203 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

Math 0103 or adequate math placement test score, CAT 1043 and CAT 1214 or by evaluation. §

Math 0103 or adequate math placement test score, CAT 2533 or by evaluation. §

Math 0203 or adequate math placement test score.

MATH 0103 or adequate math placement test score, CS 1103 or by evaluation. §

Math 0103 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
CAT 1013	CREATIVITY AND DESIGN	3	Major
CAT 2533	3D RENDERING AND DESIGN VISUALIZATION	3	Major
CS 1363	DIGITAL MEDIA DEVELOPMENT	3	Major
GCOM 1183	COMPUTER DRAWING: ILLUSTRATOR	3	Major
Suggested Freshman 2nd Semester			
CAT 1253	CAD 3D MODELING	3	Major
CAT 2633	3D ANIMATION AND SPECIAL EFFECTS	3	Major
CS 2433	DIGITAL MEDIA SCRIPTING	3	Major
GCOM 1053	ELECTRONIC PUBLISHING: INDESIGN I	3	Major
Suggested Sophomore 1st Semester			
CAT 1214	COMPUTER AIDED DESIGN (CAD)	4	Major
CAT 2143	DIGITAL VIDEO EDITING	3	Major
CS 2413	WEB SITE DEVELOPMENT	3	Major
JB 2113	ADVERTISING	3	Major
CAT 1214	COMPUTER AIDED DESIGN (CAD)	4	Major

Course Grouping

Major Courses: (37 credit hours) Computer-Aided Technology: CAT 1013, CAT 1214, CAT 1513, CAT 2143, CAT 2533, CAT 2633; Computer Science: CS 1363, CS 2413, CS 2433; Graphic Communications: GCOM 1053, GCOM 1183; Journalism and Broadcasting: JB 2113

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Degree Program Course Descriptions

CAT 1013 - CREATIVITY AND DESIGN

Prerequisites: MATH 0103 or adequate math placement test score.

3 CREDITS This course combines theory and problem-solving assignments to introduce students to the main concepts of creativity and design. Throughout this course students will exam the principles of design and critical thinking skills that lead to creative solutions. Within this collaborative learning environment students will complete hands on activities that stimulate innovation and promote life long learning.

CAT 1214 - COMPUTER AIDED DESIGN (CAD)

Prerequisites: Math 0103 or adequate math placement test score.

4 CREDITS The student will learn and demonstrate the proper use of computer-aided design software as a design tool in fields such as Engineering, Architectural and Multimedia. Emphasis will be on computer-aided design fundamentals such as creating, editing and printing of 2D computer-aided design documents. The student will demonstrate his or her understanding of the structure, use and development of computer-aided design documents by correctly creating, using and storing computer-aided design documents.

CAT 1253 - CAD 3D MODELING

Prerequisites: Math 0103 or adequate math placement test score, CAT 1043 and CAT 1214 or by evaluation. §

3 CREDITS The student will use Computer-Aided Design software to create 3-dimensional graphics. The student will demonstrate the ability to define 3D workspaces and viewing positions. The student will use various 3D drawing tools to create 3D objects as surfaced and solid models. The student will also develop rendered bitmap images and use them in professional drawings. Emphasis will be placed on the creation of 3D models from 2D data and 2D detail drawings from 3D data.

CAT 2143 - DIGITAL VIDEO EDITING

Prerequisites: MATH 0103 or adequate math placement test score, CS 1103 or by evaluation. §

3 CREDITSHOURS This course will focus on advanced projects in video editing and motion graphics. Students will develop both technical and creative skills in non-linear editing, compositing, special effects, camera movements and cinematic points of view, and titling and motion graphics.

CAT 2533 - 3D RENDERING AND DESIGN VISUALIZATION

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS The student aspiring to become an artist, designer or other professional using 3D computer graphics will be able to create, generate or integrate 3D computer graphics. The student will demonstrate a fundamental understanding of how the computer can be used to create 3D computer renderings. These renderings could be related to either technical design, fine art or applied art. Emphasis will be on using application software (primarily 3D modeling and rendering programs) in the development of modeling logos, 3D scenes, textures, lighting, atmosphere effects, and basic animation.

CAT 2633 - 3D ANIMATION AND SPECIAL EFFECTS

Prerequisites: Math 0103 or adequate math placement test score, CAT 2533 or by evaluation. §

3 CREDITS The student will use professional techniques to create photo-realistic renderings, advanced physical-based and character animations, interactive media and Web development, 3D gaming and 3D virtual environments. This course will enhance the abilities of artists, designers and other professionals using 3D computer-created, generated, or integrated graphics. Emphasis will be on the development of professional techniques in the area of 3D computer graphics.

CS 1363 - DIGITAL MEDIA DEVELOPMENT

Prerequisites: Math 0203 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

3 CREDITS This hands-on course affords students a basic understanding of industry standard design applications. Upon completion of this course, the student will be able to demonstrate the ability to create computer illustrations, graphics, page layouts, animations, video and audio, at an introductory level.

CS 2413 - WEB SITE DEVELOPMENT

Prerequisites: Math 0103 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

3 CREDITS Students will develop the skills needed to create a Web site for personal or professional use. Design considerations will include accessibility standards, navigation techniques, audience needs, browser/platform concerns, and connection speeds. A combination of current technologies and Web page authoring software will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a Web site; manipulating graphics; and

incorporating additional items such as, CSS and JavaScript.

CS 2433 - DIGITAL MEDIA SCRIPTING

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. The student will learn to script in icon-based and command-based authoring languages to create interactive digital media and online applications.

GCOM 1053 - ELECTRONIC PUBLISHING: INDESIGN I

Prerequisites:

3 CREDITS Students will demonstrate proficiency in using the Macintosh computer in the production of various types of printed material. In addition, they will demonstrate skills in specifying typography, importing photos and artwork into documents, the application of design principles, and preparing documents for the commercial printing process.

GCOM 1183 - COMPUTER DRAWING: ILLUSTRATOR

Prerequisites:

3 CREDITS The student will demonstrate knowledge of vector illustration techniques using Adobe Illustrator software. The student will also create and edit graphic objects and type, select various menu commands, and use keyboard shortcuts.

JB 2113 - ADVERTISING

Prerequisites:

3 CREDITS The student will describe various aspects of the preparation of advertising through both the print and electronic media. He or she will effectively use typography, graphics, photography, layout, music, and sound effects in the preparation of an advertising campaign that uses both print and electronic media.

Computer-Aided Technology - Game Design (AAS)

Associate in Applied Science

Minimum of 64 credit hours

Nintendo, Wii, Playstation, Kinect – the list of top-selling video game systems just keeps growing as does the demand for new games. Americans are looking toward video games not just for entertainment but also for fitness, instruction and information. With an associate degree from Oklahoma City Community College, you'll be trained to work as a modeler, animation artist, 3D illustrator, digital artist, FX artist, video post-production artist and game designer. It's a top career field mixing artistic creativity with storytelling and high-tech graphics. Oklahoma City Community College is ready for you with an associate in applied science degree in game design. You'll work with the most advanced digital media design software and programs available, as well as the most knowledgeable computer-aided technology instructors and professors, making you a sought-after candidate for the top jobs in the field.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

MATH 0103 or adequate math placement test score.

Math 0103 or adequate math placement test score.

Math 0203 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

Math 0203 or adequate math placement test score.

Math 0303 or adequate math placement test score or by evaluation. §

Math 0103 or adequate math placement test score, CS 1103 or CAT 1413 or by evaluation. §

Math 0203 or adequate math placement test score, CAT 1223

Math 0103 or adequate math placement test score, CAT 2533 or by evaluation. §

Math 0103 or adequate math placement test score, 15 hours of CAT

MATH 0403 or adequate math placement test score.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
CAT 1013	CREATIVITY AND DESIGN	3	Major
CAT 1023	EVOLUTION OF GAME TECHNOLOGY	3	Major
CS 1363	DIGITAL MEDIA DEVELOPMENT	3	Major
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
Suggested Freshman 2nd Semester			
CAT 1214	COMPUTER AIDED DESIGN (CAD)	4	Major
CAT 1223	GAME DEVELOPMENT AND DESIGN CONCEPTS	3	Major
CAT 2533	3D RENDERING AND DESIGN VISUALIZATION	3	Major
CS 1143	BEGINNING PROGRAMMING	3	Support
ENGL 2000	CREATIVE WRITING	VARIABLE 1-4	Gen Ed
Suggested Sophomore 1st Semester			
CAT 1513	DIGITAL IMAGING	3	Major
CAT 2223	GAME LEVEL DESIGN	3	Major
CAT 2733	3D CHARACTER DESIGN AND ANIMATION	3	Major
CS 2433	DIGITAL MEDIA SCRIPTING	3	Major
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
Suggested Sophomore 2nd Semester			
CAT 2924	DESIGN PROJECT	4	Major
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support

Course Grouping

Major Courses: (35 credit hours) Computer-Aided Technology: CAT 1013, CAT1023, CAT 1214, CAT 1223, CAT 1513, CAT 2223, CAT 2533, CAT 2733, CAT 2924; Computer Science: CS 1363, CS 2433

General Education Courses: (18 credit hours) Computer Science: CS 1103(1); English: ENGL 1113, ENGL 2000; History: HIST 1483 or HIST 1493;

Mathematics: MATH 1513; Political Science: POLSC 1113

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (10 credit hours) Computer Science; CS 1143; *Electives: Faculty Approved Support Electives.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

CAT 1013 - CREATIVITY AND DESIGN

Prerequisites: MATH 0103 or adequate math placement test score.

3 CREDITS This course combines theory and problem-solving assignments to introduce students to the main concepts of creativity and design. Throughout this course students will exam the principles of design and critical thinking skills that lead to creative solutions. Within this collaborative learning environment students will complete hands on activities that stimulate innovation and promote life long learning.

CAT 1023 - EVOLUTION OF GAME TECHNOLOGY

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This course provides a historical and critical approach to the evolution of computer and video game design from its beginnings to the present. The student will learn the history of the industry and its continuing trends. Through analysis and example the student will learn why people play games, the game interface, design cycles, game genres, game-related technology and the possible futures of the industry.

CAT 1214 - COMPUTER AIDED DESIGN (CAD)

Prerequisites: Math 0103 or adequate math placement test score.

4 CREDITS The student will learn and demonstrate the proper use of computer-aided design software as a design tool in fields such as Engineering, Architectural and Multimedia. Emphasis will be on computer-aided design fundamentals such as creating, editing and printing of 2D computer-aided design documents. The student will demonstrate his or her understanding of the structure, use and development of computer-aided design documents by correctly creating, using and storing computer-aided design documents.

CAT 1223 - GAME DEVELOPMENT AND DESIGN CONCEPTS

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS This course will introduce students to the concepts and tools used to create 2D games. Using a drag and drop system, students will build and test their interactive games that reflect the design mechanics of historical games.

CAT 1513 - DIGITAL IMAGING

Prerequisites: Math 0103 or adequate math placement test score, CS 1103 or CAT 1413 or by evaluation. §

3 CREDITS Students will develop both technical skills and creative techniques in a

project-based learning environment. Many aspects of digital imaging will be applied including digital cameras and scanners, image retouching and manipulation, selection, layering, color correction, channels, paths, and filters.

CAT 2223 - GAME LEVEL DESIGN

Prerequisites: Math 0203 or adequate math placement test score, CAT 1223

3 CREDITS This course will introduce students to the concepts and tools used to create levels for games. The course will incorporate level design, environment theory, concepts of linear and non-linear game balance, low and high polygon modeling, play testing and storytelling. Using user-friendly toolsets based on current industry title game engines, students will build and test "modification" (MOD) levels that reflect design concepts.

CAT 2533 - 3D RENDERING AND DESIGN VISUALIZATION

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS The student aspiring to become an artist, designer or other professional using 3D computer graphics will be able to create, generate or integrate 3D computer graphics. The student will demonstrate a fundamental understanding of how the computer can be used to create 3D computer renderings. These renderings could be related to either technical design, fine art or applied art. Emphasis will be on using application software (primarily 3D modeling and rendering programs) in the development of modeling logos, 3D scenes, textures, lighting, atmosphere effects, and basic animation.

CAT 2733 - 3D CHARACTER DESIGN AND ANIMATION

Prerequisites: Math 0103 or adequate math placement test score, CAT 2533 or by evaluation. §

3 CREDITS This is a support-oriented course in which the student will learn and use skills specific to creating 3D character models and character animation in the fields of television, movies, advertising, multimedia, and gaming. Emphasis of the course will be on advanced modeling techniques in the creation of a seamless 3D character design of head, body, clothing, animation concepts in facial expression, internal skeleton control, morphing, dialogue and lip sync, character posing, and locomotion. Discussion topics will include traditional animation techniques, body language, vocabulary, and character physics. This course will enhance the abilities of artists, designers, and other professionals using 3D

computer created, generated, or integrated graphics.

CAT 2924 - DESIGN PROJECT

Prerequisites: Math 0103 or adequate math placement test score, 15 hours of CAT

4 CREDITS In this capstone course of the Computer-Aided Technology Program the student will demonstrate the collected knowledge, skills and techniques acquired in the program courses by creating and presenting a representative project to a panel of students, instructors and representatives from industry. The project must be an original design of the student. The project must reflect the standards relative to the project's nature and the program emphasis. The student must assemble and create components, choose the proper presentation medium, and present the project in a professional manner.

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

CS 1143 - BEGINNING PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score or by evaluation. §

3 CREDITS Designed for Computer Science majors, this course affords students a basic understanding of computer programming. Students will utilize accepted programming concepts and perform number system conversions and arithmetic. In addition, they will design and code structured modular programs using design tools such as hierarchy charts, flowcharts, and pseudocode.

CS 1363 - DIGITAL MEDIA DEVELOPMENT

Prerequisites: Math 0203 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

3 CREDITS This hands-on course affords students a basic understanding of industry standard design applications. Upon completion of this course, the student will be able to demonstrate the ability to create computer illustrations, graphics, page layouts, animations, video and audio, at an introductory level.

CS 2433 - DIGITAL MEDIA SCRIPTING

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. The student will learn to script in icon-based and command-based authoring languages to create interactive digital media and online applications.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 2000 - CREATIVE WRITING

Prerequisites:

VARIABLE 1-4 CREDITS Given basic instruction in skills associated with writing poetry, fiction, drama and non-fiction, the student will produce examples of the type of writing on which the instruction is focused. Credit is variable; with different content it may be repeated.

FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES

Prerequisites:

3 CREDITS Faculty approved support electives

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/ Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Computer-Aided Technology - Game Design (Certificate)

Certificate of Mastery

Minimum of 34 credit hours

Nintendo, Wii, Playstation, Kinect – the list of top-selling video game systems just keeps growing as does the demand for new games. Americans are looking toward video games not just for entertainment but also for fitness, instruction and information. With a certificate of mastery in game design from Oklahoma City Community College, you'll be trained to work as a modeler, animation artist, 3D illustrator, digital artist, FX artist, video post-production artist and game designer. It's a top career field mixing artistic creativity with storytelling and high-tech graphics. Oklahoma City Community College is ready for you with a certificate of mastery in game design. You'll work with the most advanced digital media design software and programs available, as well as the most knowledgeable computer-aided technology instructors and professors, making you a sought-after candidate for the top jobs in the field.

Prerequisites

MATH 0103 or adequate math placement test score.

Math 0103 or adequate math placement test score.

Math 0203 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

Math 0203 or adequate math placement test score.

Math 0103 or adequate math placement test score, CS 1103 or CAT 1413 or by evaluation. §

Math 0303 or adequate math placement test score or by evaluation. §

Math 0203 or adequate math placement test score, CAT 1223

Math 0103 or adequate math placement test score, CAT 2533 or by evaluation. §

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
CAT 1013	CREATIVITY AND DESIGN	3	Major
CAT 1023	EVOLUTION OF GAME TECHNOLOGY	3	Major
CAT 2533	3D RENDERING AND DESIGN VISUALIZATION	3	Major
Suggested Freshman 2nd Semester			
CAT 1214	COMPUTER AIDED DESIGN (CAD)	4	Major
Suggested Freshman 1st Semester			
CS 1363	DIGITAL MEDIA DEVELOPMENT	3	Major
Suggested Freshman 2nd Semester			
CAT 1223	GAME DEVELOPMENT AND DESIGN CONCEPTS	3	Major
CAT 1513	DIGITAL IMAGING	3	Major
CS 1143	BEGINNING PROGRAMMING	3	Major
Suggested Sophomore 1st Semester			
CAT 2223	GAME LEVEL DESIGN	3	Major
CAT 2733	3D CHARACTER DESIGN AND ANIMATION	3	Major
CS 2433	DIGITAL MEDIA SCRIPTING	3	Major

Course Grouping

Major Courses: (34 credit hours) Computer-Aided Technology: CAT 1013, CAT 1023, CAT 1214, CAT 1223, CAT 1513, CAT 2223, CAT 2533, CAT 2733; Computer Science: CS 1143, CS 1363, CS 2433

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Degree Program Course Descriptions

CAT 1013 - CREATIVITY AND DESIGN

Prerequisites: MATH 0103 or adequate math placement test score.

3 CREDITS This course combines theory and problem-solving assignments to introduce students to the main concepts of creativity and design. Throughout this course students will exam the principles of design and critical thinking skills that lead to creative solutions. Within this collaborative learning environment students will complete hands on activities that stimulate innovation and promote life long learning.

CAT 1023 - EVOLUTION OF GAME TECHNOLOGY

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This course provides a historical and critical approach to the evolution of computer and video game design from its beginnings to the present. The student will learn the history of the industry and its continuing trends. Through analysis and example the student will learn why people play games, the game interface, design cycles, game genres, game-related technology and the possible futures of the industry.

CAT 1214 - COMPUTER AIDED DESIGN (CAD)

Prerequisites: Math 0103 or adequate math placement test score.

4 CREDITS The student will learn and demonstrate the proper use of computer-aided design software as a design tool in fields such as Engineering, Architectural and Multimedia. Emphasis will be on computer-aided design fundamentals such as creating, editing and printing of 2D computer-aided design documents. The student will demonstrate his or her understanding of the structure, use and development of computer-aided design documents by correctly creating, using and storing computer-aided design documents.

CAT 1223 - GAME DEVELOPMENT AND DESIGN CONCEPTS

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS This course will introduce students to the concepts and tools used to create 2D games. Using a drag and drop system, students will build and test their interactive games that reflect the design mechanics of historical games.

CAT 1513 - DIGITAL IMAGING

Prerequisites: Math 0103 or adequate math placement test score, CS 1103 or CAT 1413 or by evaluation. §

3 CREDITS Students will develop both technical skills and creative techniques in a

project-based learning environment. Many aspects of digital imaging will be applied including digital cameras and scanners, image retouching and manipulation, selection, layering, color correction, channels, paths, and filters.

CAT 2223 - GAME LEVEL DESIGN

Prerequisites: Math 0203 or adequate math placement test score, CAT 1223

3 CREDITS This course will introduce students to the concepts and tools used to create levels for games. The course will incorporate level design, environment theory, concepts of linear and non-linear game balance, low and high polygon modeling, play testing and storytelling. Using user-friendly toolsets based on current industry title game engines, students will build and test "modification" (MOD) levels that reflect design concepts.

CAT 2533 - 3D RENDERING AND DESIGN VISUALIZATION

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS The student aspiring to become an artist, designer or other professional using 3D computer graphics will be able to create, generate or integrate 3D computer graphics. The student will demonstrate a fundamental understanding of how the computer can be used to create 3D computer renderings. These renderings could be related to either technical design, fine art or applied art. Emphasis will be on using application software (primarily 3D modeling and rendering programs) in the development of modeling logos, 3D scenes, textures, lighting, atmosphere effects, and basic animation.

CAT 2733 - 3D CHARACTER DESIGN AND ANIMATION

Prerequisites: Math 0103 or adequate math placement test score, CAT 2533 or by evaluation. §

3 CREDITS This is a support-oriented course in which the student will learn and use skills specific to creating 3D character models and character animation in the fields of television, movies, advertising, multimedia, and gaming. Emphasis of the course will be on advanced modeling techniques in the creation of a seamless 3D character design of head, body, clothing, animation concepts in facial expression, internal skeleton control, morphing, dialogue and lip sync, character posing, and locomotion. Discussion topics will include traditional animation techniques, body language, vocabulary, and character physics. This course will enhance the abilities of artists, designers, and other professionals using 3D

computer created, generated, or integrated graphics.

CS 1143 - BEGINNING PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score or by evaluation. §

3 CREDITS Designed for Computer Science majors, this course affords students a basic understanding of computer programming. Students will utilize accepted programming concepts and perform number system conversions and arithmetic. In addition, they will design and code structured modular programs using design tools such as hierarchy charts, flowcharts, and pseudocode.

CS 1363 - DIGITAL MEDIA DEVELOPMENT

Prerequisites: Math 0203 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

3 CREDITS This hands-on course affords students a basic understanding of industry standard design applications. Upon completion of this course, the student will be able to demonstrate the ability to create computer illustrations, graphics, page layouts, animations, video and audio, at an introductory level.

CS 2433 - DIGITAL MEDIA SCRIPTING

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. The student will learn to script in icon-based and command-based authoring languages to create interactive digital media and online applications.

Computer-Aided Technology - Geographic Information System (AAS)

Associate in Applied Science

Minimum of 64 credit hours

Geographic information system (GIS) technicians are in high demand. And, you could be, too, with an associate degree from Oklahoma City Community College. Essentially, GIS is a computer system designed to capture, store and manipulate geographically referenced information. It allows us to view, understand, question, interpret, and visualize data in many ways that reveal relationships, patterns and trends in the form of maps, reports, and charts. Banks, media outlets, municipalities, government agencies, oil and gas companies, scientist, researchers and engineering firms use GIS. And, these entities all rely on skilled technicians to keep up with the constant changes in technology. You could be mapping the world, with an associate degree in applied science in geographic information systems from OCCC.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Math 0103 or adequate math placement test score.

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

MATH 0403 or adequate math placement test score.

Math 0203 or adequate math placement test score.

Pre or Corequisite: MATH 1513 or MATH 1533 or adequate math placement test score.

Math 0203 or adequate math placement test score, CAT 1313 or by evaluation. §

Math 0103 or adequate math placement test score, 15 hours of CAT

MATH 1613 or by evaluation. §

Math 0303 or adequate math placement test score or by evaluation. §

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
CAT 1313	INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEM (GIS)	3	Major
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support
Suggested Freshman 2nd Semester			
CAT 1323	INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (GPS)	3	Major
CS 1333	DATABASE MANAGEMENT APPLICATIONS	3	Major
MATH 1613	TRIGONOMETRY	3	Support
GEOG 2603	WORLD REGIONAL GEOGRAPHY	3	Gen Ed
OSRHE	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE	3	Gen Ed
Suggested Sophomore 1st Semester			
CAT 1214	COMPUTER AIDED DESIGN (CAD)	4	Major
CAT 2313	INTRODUCTION TO SPATIAL ANALYSIS	3	Major
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support
Suggested Sophomore 2nd Semester			
CAT 2924	DESIGN PROJECT	4	Major
CAT 2334	PLANE SURVEYING	4	Major
CS 1143	BEGINNING PROGRAMMING	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support

Course Grouping

Major Courses: (30 credit hours) Computer-Aided Technology: CAT 1214, CAT 1313, CAT 1323, CAT 2313, CAT 2334, CAT 2924; Computer Science: CS 1103, CS 1143, CS 1333

General Education Courses: (18 credit hours) English: ENGL 1113, **Any course that meets Oklahoma State Regents for Higher Education requirements for a general education communications course (ENGL 1213; ENGL 1233; COM 1123; COM 2213); Geography: GEOG 2603; History: HIST 1483 or HIST 1493; Mathematics: MATH 1513; Political Science: POLSC 1113

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (15 credit hours) Mathematics: MATH 1613; *Electives: Faculty Approved Support Electives - 12 credit hours

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

CAT 1214 - COMPUTER AIDED DESIGN (CAD)

Prerequisites: Math 0103 or adequate math placement test score.

4 CREDITS The student will learn and demonstrate the proper use of computer-aided design software as a design tool in fields such as Engineering, Architectural and Multimedia. Emphasis will be on computer-aided design fundamentals such as creating, editing and printing of 2D computer-aided design documents. The student will demonstrate his or her understanding of the structure, use and development of computer-aided design documents by correctly creating, using and storing computer-aided design documents.

CAT 1313 - INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEM (GIS)

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS Students will learn fundamental concepts in Geographic Information System (GIS). The student will be introduced to introductory content on typical business and technical applications, data, software, and techniques used to accomplish GIS projects. Students receive hands-on experience with global positioning system (GPS) hardware and ArcGIS software.

CAT 1323 - INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (GPS)

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS The student will demonstrate the ability to use GPS technology for collecting, processing, and analyzing spatial and non-spatial data. The student will learn and apply GPS theory and techniques through computer laboratory assignments, and field survey experiences.

CAT 2313 - INTRODUCTION TO SPATIAL ANALYSIS

Prerequisites: Math 0203 or adequate math placement test score, CAT 1313 or by evaluation. §

3 CREDITS This course is designed to expose students to various components of spatial analysis. Emphasis is placed on modeling and decision making with the use of spatial data. Upon completion, students will be able to utilize common GIS techniques to solve complex spatial problems.

CAT 2334 - PLANE SURVEYING

Prerequisites: MATH 1613 or by evaluation. §
4 CREDITS The student will be introduced to maps, survey measurement techniques and computations related to distances, elevations

and traverse surveys. The student will study topics related to topographical, construction and boundary surveying. Field laboratory work is required.

CAT 2924 - DESIGN PROJECT

Prerequisites: Math 0103 or adequate math placement test score, 15 hours of CAT

4 CREDITS In this capstone course of the Computer-Aided Technology Program the student will demonstrate the collected knowledge, skills and techniques acquired in the program courses by creating and presenting a representative project to a panel of students, instructors and representatives from industry. The project must be an original design of the student. The project must reflect the standards relative to the project's nature and the program emphasis. The student must assemble and create components, choose the proper presentation medium, and present the project in a professional manner.

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

CS 1143 - BEGINNING PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score or by evaluation. §

3 CREDITS Designed for Computer Science majors, this course affords students a basic understanding of computer programming. Students will utilize accepted programming concepts and perform number system conversions and arithmetic. In addition, they will design and code structured modular programs using design tools such as hierarchy charts, flowcharts, and pseudocode.

CS 1333 - DATABASE MANAGEMENT APPLICATIONS

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS The student will use a selected database management program to create and edit database files. The student will also search, organize, and build reports, forms, and templates with the database files.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES

Prerequisites:

3 CREDITS Faculty approved support electives

GEOG 2603 - WORLD REGIONAL GEOGRAPHY

Prerequisites:

3 CREDITS The student will examine the world's major cultural regions and determine the relationship between the physical environment and economic, social and political conditions.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic

functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 1613 - TRIGONOMETRY

Prerequisites: Pre or Corequisite: MATH 1513 or MATH 1533 or adequate math placement test score.

3 CREDITS The student will evaluate trigonometric functions and their inverses, graph trigonometric functions, prove trigonometric identities, solve trigonometric equations, solve problems involving triangles and indirect measurement, use trigonometric forms of complex numbers, and identify and graph polar curves.

**OSRHE - OSRHE APPROVED
GENERAL EDUCATION
COMMUNICATIONS COURSE**

Prerequisites:

3 CREDITS OSRHE approved General Education Communications course

**POLSC 1113 - AMERICAN FEDERAL
GOVERNMENT**

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

**SCL 1001 - SUCCESS IN COLLEGE
AND LIFE**

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Computer-Aided Technology - Geographic Information System (Certificate)

Certificate of Mastery

Minimum of Minimum of 21 Credits credit hours

Geographic information system (GIS) technicians are in high demand. And, you could be, too, with a certificate of mastery from Oklahoma City Community College. Essentially, GIS is a computer system designed to capture, store and manipulate geographically referenced information. It allows us to view, understand, question, interpret, and visualize data in many ways that reveal relationships, patterns and trends in the form of maps, reports, and charts. Banks, media outlets, municipalities, government agencies, oil and gas companies, scientist, researchers and engineering firms use GIS. And, these entities all rely on skilled technicians to keep up with the constant changes in technology. You could be mapping the world with a certificate of mastery in GIS from OCCC.

Prerequisites

Math 0103 or adequate math placement test score.

Math 0203 or adequate math placement test score.

Math 0203 or adequate math placement test score, CAT 1313 or by evaluation. §

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
CAT 1313	INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEM (GIS)	3	Major
CAT 1323	INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (GPS)	3	Major
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support
Suggested Freshman 2nd Semester			
CS 1333	DATABASE MANAGEMENT APPLICATIONS	3	Major
CAT 2313	INTRODUCTION TO SPATIAL ANALYSIS	3	Major
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support

Course Grouping

Major Courses: (15 credit hours) Computer-Aided Technology: CAT 1313, CAT 1323, CAT 2313; Computer Science: CS 1103, CS 1333

General Education Courses: None

Life Skills Courses: None

Support Courses: (6 credit hours) *Electives: Faculty Approved Support Electives

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Degree Program Course Descriptions

CAT 1313 - INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEM (GIS)

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS Students will learn fundamental concepts in Geographic Information System (GIS). The student will be introduced to introductory content on typical business and technical applications, data, software, and techniques used to accomplish GIS projects. Students receive hands-on experience with global positioning system (GPS) hardware and ArcGIS software.

CAT 1323 - INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (GPS)

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS The student will demonstrate the ability to use GPS technology for collecting, processing, and analyzing spatial and non-spatial data. The student will learn and apply GPS theory and techniques through computer laboratory assignments, and field survey experiences.

CAT 2313 - INTRODUCTION TO SPATIAL ANALYSIS

Prerequisites: Math 0203 or adequate math placement test score, CAT 1313 or by evaluation. §

3 CREDITS This course is designed to expose students to various components of spatial analysis. Emphasis is placed on modeling and decision making with the use of spatial data. Upon completion, students will be able to utilize common GIS techniques to solve complex spatial problems.

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

CS 1333 - DATABASE MANAGEMENT APPLICATIONS

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS The student will use a selected database management program to create and edit database files. The student will also search, organize, and build reports, forms, and templates with the database files.

FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES

Prerequisites:

3 CREDITS Faculty approved support electives

Database Management#

Associate in Applied Science

Minimum of 64 credit hours

This plan of study is part of a cooperative alliance with Francis Tuttle and Moore Norman Technology Centers***. Major courses in the degree plan are not available on the main campus of Oklahoma City Community College. Database Administrators are responsible for the accuracy, security and accessibility of data. This degree includes courses in database design, database administration, performance tuning, database networking and backup/recovery using relational database products. Students are prepared for industry certification exams from Oracle. Other topics of study include UNIX for database administrators.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
DBM 1103	DATABASE THEORY	3	Major
DBM 1313	INTRODUCTION TO SQL	3	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
FA MATH1	FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS	3	Support
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support
Suggested Freshman 2nd Semester			
DBM 1333	DATABASE ADMINISTRATION	3	Major
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
OSRHE1	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE	3	Gen Ed
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support
Suggested Sophomore 1st Semester			
DBM 2213	PL/SQL PROGRAMMING	3	Major
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Sophomore 2nd Semester			
DBM 2313	DATABASE BACK UP AND RECOVERY	3	Major
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major
GEN ED	GEN ED ELECTIVE	3	Gen Ed
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support

Course Grouping

Major Courses: (30 credit hours) DBM 1103; DBM 1313; DBM 1333; DBM 2213; DBM 2313; 15 credit hours of faculty approved major electives.

General Education Courses: (18 credit hours) English: ENGL 1113; Communications/English: * Any Oklahoma State Regents for Higher Education approved general education communications or English course; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives: Six credit hours.

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (15 credit hours) Mathematics: Three credit hours of faculty approved mathematics that meet OCCC is mathematics proficiency requirements.**; 12 hours support electives.

**Can be chosen from APPM 1223, APPM 1233, MATH 1503, MATH 1513 or Advisor approved Mathematics course.

*To be chosen from ENGL 1213, ENGL 1233, COM 1123 or COM 2213.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Major courses are available only at Francis Tuttle and Moore Norman Technology Centers.

#This program is offered through a cooperative alliance established with Francis Tuttle and Moore Norman Technology Centers. (Students must file all financial aid through the technology center while attending there).

Degree Program Course Descriptions

DBM 1103 - DATABASE THEORY

Prerequisites: , Students must have a third party certification in one of the following: CompTIA's A+, CompTIA's NET+, CompTIA's iNET+, Microsoft MCP, Oracle OCP or have completed 18 credit hours of faculty approved computer science course work before beginning the Database Management program of study.

3 CREDITS The student will develop an understanding of the concepts of the relational database model. In addition, the student will gain knowledge of database management systems through an introduction to Query-by-Example, Structured Query Language (SQL), database design, services of database management systems, and database administration tasks.

DBM 1313 - INTRODUCTION TO SQL

Prerequisites: DBM 1103

3 CREDITS The student will demonstrate specific competencies in creating database structures and storing, retrieving, and manipulating data in a relational database using SQL. The student will create blocks of SQL application code. The student will demonstrate through hands-on activities an understanding of the SQL composite and scalar data types and error processing.

DBM 1333 - DATABASE ADMINISTRATION

Prerequisites: DBM 1313

3 CREDITS The student will demonstrate specific competencies in managing an instance, creating a database, managing database objects, managing users, controlling access privileges, exporting/importing data, and auditing database activities. The student will demonstrate an understanding of instance architecture, database structure, and multinational language support.

DBM 2213 - PL/SQL PROGRAMMING

Prerequisites: DBM 1103 and DBM 1313

3 CREDITS The student will learn Procedural Language/Structured Query Language (PL/SQL). This is Oracle Corporation's procedural extension to SQL, the standard data access language for relational databases. PL/SQL offers modern software engineering features such as data encapsulation, exception handling, information hiding, object orientation. It allows the data manipulation and query statements of SQL to be included in block-structured and procedural units of code, making PL/SQL a powerful transaction processing language. The students will learn about PL/SQL basics such as PL/SQL language structure, flow of execution and interface with SQL.

DBM 2313 - DATABASE BACK UP AND RECOVERY

Prerequisites: DBM 1333

3 CREDITS The student will demonstrate specific competencies in performing backup and recovery operations as well as exporting and importing data. The student will demonstrate an understanding of backup and recovery considerations, database structures, and backup/recovery processes.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

FA MAJOR - FACULTY APPROVED MAJOR ELECTIVE

Prerequisites:

3 CREDITS Faculty approved major elective

FA MATH1 - FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS

Prerequisites:

3 CREDITS Faculty approved Mathematics that meets OCCC's Mathematics proficiency requirement

FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES

Prerequisites:

3 CREDITS Faculty approved support electives

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

OSRHE1 - OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE

Prerequisites:

3 CREDITS OSRHE approved General Education Communications or English course

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Diagnostic Medical Sonography #++

Associate in Applied Science

Minimum of 66 credit hours

The Associates in Applied Science-Diagnostic Medical Sonography program is offered through a cooperative alliance established between Oklahoma City Community College and Moore Norman Technology Center. ***Major courses and clinical experience is only offered at Moore Norman Technology Center. Students completing the Diagnostic Medical Sonography plan of study they will be equipped with skills and knowledge to perform in today's high demand health care industry as Sonographers. The Diagnostic Medical Sonography program is designed to provide students with in depth experience in real situations involving performing and providing evaluation of sonography procedures. Students have the opportunity to train on the latest systems and industry specific equipment. Graduates will be prepared to work in the areas of but not limited to hospitals, medical and diagnostic laboratories and diagnostic imaging centers. In addition, graduates will be prepared for the American Registry Diagnostic Medical Sonography certification.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
DMS 1213	INTRODUCTION TO ULTRASOUND	3	Major
DMS 1233	ULTRASOUND PHYSICS AND INSTRUMENTATION I	3	Major
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
DMS 1112	PATIENT CARE	2	Major
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support
Suggested Freshman 2nd Semester			
DMS 1254	ABDOMINAL ULTRASOUND	4	Major
DMS 1122	MEDICAL ETHICS	2	Major
DMS 1356	CLINICAL ULTRASOUND I	6	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
DMS 1292	ULTRASOUND PHYSICS AND INSTRUMENTATION II	2	Major
Suggested Sophomore 1st Semester			
DMS 1274	OB/GYN ULTRASOUND	4	Major
DMS 2216	CLINICAL ULTRASOUND II	6	Major
OSRHE1	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE	3	Gen Ed
DMS 2221	SMALL PARTS SONOGRAPHY	1	Major
DMS 2321	BIOEFFECTS	1	Major
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Sophomore 2nd Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
DMS 2316	CLINICAL ULTRASOUND III	6	Major
DMS 2371	ADVANCED SONOGRAPHY	1	Major
DMS 2332	VASCULAR SONOGRAPHY	2	Major

Course Grouping

Major Courses: (43 credit hours) DMS 1213; DMS 1233; DMS 1254; DMS 1112; DMS 1122; DMS 1274; DMS 1292; DMS 1356; DMS 2216; DMS 2221; DMS 2321; DMS 2316; DMS 2371; DMS 2332.

General Education Courses: (18 credit hours) English: ENGL 1113, any OSRHE approved general education English or communications course; * History: HIST 1483 OR HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1513; Three hours General Education Electives.

**Can be chosen from APPM 1223, APPM 1233, MATH 1503, MATH 1513 or Advisor approved Mathematics course.

*To be chosen from ENGL 1213, ENGL 1233, COM 1123 or COM 2213.

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (4 credit hours): Science: BIO 1314

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Major courses are available only at Moore Norman Technology Center.

++Special admission procedures required.

#Students must file all financial aid through the technology center while attending there.

Degree Program Course Descriptions

BIO 1314 - HUMAN ANATOMY AND PHYSIOLOGY I

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.

4 CREDITS Through a systematic study of the structure and function of the human body, its cells, tissues, organs and systems, the student will identify and describe basic anatomical structures and fundamental physiological processes that occur in health and disease for the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

DMS 1112 - PATIENT CARE

Prerequisites:

2 CREDITS The student will learn the physical and psychological concepts of patient care. The student will demonstrate routine patient care procedures, professional scopes of practice, and record keeping paperwork pertinent to the clinical setting. The student will develop proper patient care skills and an understanding of the fundamental elements of how an ultrasound department functions. The student will also acquire basic Spanish healthcare phrases.

DMS 1122 - MEDICAL ETHICS

Prerequisites:

2 CREDITS The student will learn the standard ethical theories and apply them to various issues that arise in the health care context, such as euthanasia, abortion, informed consent, confidentiality, genetic testing and intervention, AIDS, distributive justice, and professional gatekeeping. Emphasis will be made on understanding the relationship of current ethical standards in health care delivery.

DMS 1213 - INTRODUCTION TO ULTRASOUND

Prerequisites: AHP 1013 and BIO 1314

3 CREDITS Students will be introduced to the field of sonography, including the history of medical ultrasound, professional and occupational development, and the current uses of ultrasound. Students will identify normal sonographic anatomy in cross section views of the human body, as well as develop an understanding for mechanics, scanning techniques, and protocols.

DMS 1233 - ULTRASOUND PHYSICS AND INSTRUMENTATION I

Prerequisites: MATH 1513

3 CREDITS Students will be familiar with the theoretical aspects of ultrasonic physics and instrumentation and demonstrate the practical application of these principles. Students will focus on the characteristics and properties of ultrasound energy, generation, transmission, and reception as related to ultrasound imaging. Students will investigate physical principles and will be able to understand the production of quality ultrasound images and apply this information to real-time scanning.

DMS 1254 - ABDOMINAL ULTRASOUND

Prerequisites: BIO 1314

4 CREDITS The student will demonstrate an understanding of transabdominal ultrasounds of the abdomen, and will identify the characteristics of normal anatomy, pathology, and exam protocols, related lab values, and imaging processes. The student will identify major organ systems and will recognize the membranes associated with the thoracic and abdominopelvic cavities, as well as explain pathophysiology associated with the abdomen and describe normal and abnormal vascular Doppler patterns of the vascular structures.

DMS 1274 - OB/GYN ULTRASOUND

Prerequisites: BIO 1314

4 CREDITS The student will demonstrate an understanding of transabdominal and transvaginal ultrasounds of the pregnant and non-pregnant female pelvis. Students will identify the appearance and characteristics of normal gynecological anatomy, pathology, pathophysiology, exam protocols, related lab values, and imaging processes. The student will describe the structure of the uterus and identify the normal measurements of the uterus, ovaries, cervix, and endometrium.

DMS 1292 - ULTRASOUND PHYSICS AND INSTRUMENTATION II

Prerequisites: DMS 1233

2 CREDITS Students will identify the areas of ultrasound propagation principles, transducer parameters, interactive properties of ultrasound with human tissue, possible biological effects, types of equipment, and quality control.

DMS 1356 - CLINICAL ULTRASOUND I

Prerequisites: Prerequisite: DMS 1213,

Corequisite: DMS 1254

6 CREDITS The student will perform basic scanning techniques in abdominal sonography. This course is a practical application in a clinical setting and the student will be observed in all clinical duties performed in the Ultrasound department. Twenty-four (24) hours a week in an ultrasound department is required.

DMS 2216 - CLINICAL ULTRASOUND II

Prerequisites: DMS 1356

6 CREDITS The student will observe and perform scans in the following specialty areas: abdomen, small parts, and OB/GYN. This course is a continuation of clinical application and the student will spend on average, twenty-four (24) hours per week in an ultrasound department observing and scanning.

DMS 2221 - SMALL PARTS SONOGRAPHY

Prerequisites: BIO 1314

1 CREDIT The student will identify normal anatomy of small parts such as the thyroid, parathyroid, breast, prostate, and scrotum. The student will describe the function and physiology of the small parts, examine pathology, pathophysiology, and recognize tests and values associated with abnormalities and pathologies of these organs. Students will demonstrate a thyroid exam in a laboratory and perform Doppler during thyroid, parathyroid, breast, prostate, and scrotum ultrasound exams.

DMS 2316 - CLINICAL ULTRASOUND III

Prerequisites: DMS 2216

6 CREDITS The student will demonstrate competency in the practical clinical application of ultrasound techniques in abdominal, OB/GYN, small parts, and a special emphasis will be placed in general vascular Sonography. Twenty-four hours per week in a hospital ultrasound department is required.

DMS 2321 - BIOEFFECTS

Prerequisites: DMS 1292

1 CREDIT The student will demonstrate an understanding of the biological effect processes, related to thermal, mechanical, and cavitation bioeffect principles, as well as identify regulations, recommendations, and safety guidelines. The student will be familiar with the methods to reduce patients' risk for bioeffects, using the various techniques of measuring bioeffects.

DMS 2332 - VASCULAR SONOGRAPHY

Prerequisites: BIO 1314

2 CREDITS The student will develop an understanding of non-invasive vascular ultrasound. The student will develop basic skills and knowledge in the following areas: image orientation, patient set up, and sonographic performance of vascular exams. Special emphasis will be placed on carotid exams, as well as venous and arterial exams of the extremities. Normal and disease processes of the vascular system will be discussed.

DMS 2371 - ADVANCED SONOGRAPHY

Prerequisites: DMS 1254, DMS 1274

1 CREDIT The student will identify normal and pathologic states of pediatric and vascular anatomy during ultrasonic examination.

The student will identify and describe the normal/abnormal sonographic appearance of neonatal brains, neonatal surgical conditions and transcranial Doppler, as well as assess pertinent information from patients' histories and evaluate patients' pathologies.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts

of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

OSRHE1 - OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE

Prerequisites:

3 CREDITS OSRHE approved General Education Communications or English course

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Diesel Technology

Associate in Applied Science

Minimum of 63 credit hours

Studying Diesel Technology through Oklahoma City Community College's Cooperative Alliance with Francis Tuttle Technology Center gives you the opportunity to immediately enter the workforce as a diesel service technician and mechanic. Diesel service technicians and mechanics repair and maintain diesel engines that include trucks, locomotives, buses, personal passenger vehicles and construction equipment. If you've got an interest in heavy machinery and how it works, then this is the career for you. It's all about using a variety of high-powered tools and intricate computer systems to maintain, diagnose and repair these engines and equipment. This degree will prepare you for immediate entry into the workforce as a diesel service technician and mechanic. You will also be prepared to take the certification through the National Institute for Automotive Service Excellence (ASE) Diesel Technology with a specific concentration in Medium/Heavy Truck Technician.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
DT 1103		3	Major
DT 1114	DIESEL ENGINES I	4	Major
DT 1101	INTRODUCTION TO DIESEL TECHNOLOGY	1	Major
DT 1144	DIESEL ELECTRICAL/ELECTRONICS I	4	Major
Suggested Freshman 2nd Semester			
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
DT 1124	DIESEL ENGINES II	4	Major
DT 1214	DIESEL ELECTRICAL/ELECTRONICS II	4	Major
DT 1234	MEDIUM/HEAVY EQUIPMENT AND TRUCK BRAKES	4	Major
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed
Suggested Sophomore 1st Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
DT 2104	HEATING, VENTILATION AND AIR CONDITIONING	4	Major
DT 2114	MEDIUM/HEAVY TRUCK AND EQUIPMENT SUSPENSION AND STEERING	4	Major
GEN ED	GEN ED ELECTIVE	3	Gen Ed
OSRHE	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE	3	Gen Ed
Suggested Sophomore 2nd Semester			
GEN ED	GEN ED ELECTIVE	3	Gen Ed
MATH	ANY 1000 LEVEL MATH COURSE	3	Gen Ed
DT 2124	MEDIUM/HEAVY EQUIPMENT AND TRUCK DRIVE TRAINS	4	Major
DT 2002	DIESEL INTERNSHIP AND PROFESSIONAL DEVELOPMENT	2	Support

Course Grouping

Major Courses: DT 1101, DT 1103, DT 1114, DT 1124, DT 1144, DT 1214, DT 1234, DT 2104, DT 2114, DT 2124

General Education Courses: ENGL 1113, HIST 1483 OR HIST 1493, POLSC 1113, CS 1103, OSRHE approved general education communications or English course*, six (6) hours of general education electives

Life Skills Courses: SCL 1001 Success in College and Life

Support Courses: 1000 level mathematics that meet OCCC's mathematics proficiency requirements, DT 2002

*To be chosen from ENGL 1213, ENGL 1233, COM 1123 or COM 2213.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

#This program is offered through a cooperative alliance established with Francis Tuttle Technology Center. (Students must file all financial aid through the technology center while attending there).

Degree Program Course Descriptions

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

DT 1101 - INTRODUCTION TO DIESEL TECHNOLOGY

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

1 CREDIT Students will learn about the basic personal and shop safety protocol used in the diesel repair industry that includes hazardous material handling and storage. Students will identify, use and care for hand and power tools commonly found in the diesel repair industry. Students will learn about the history of the diesel industry and explore opportunities for careers and employment in the various areas of the diesel industry

DT 1103 -

Prerequisites:

3 CREDIT Students will demonstrate an understanding of the importance of a good preventive maintenance program, the various inspection procedures, federal regulations, and the necessity of keeping correct documentation. Students will perform preventative maintenance services on the various medium/heavy vehicles relating to the electrical/electronic systems, brakes, drive trains, suspension and steering systems, and the tires and wheels.

DT 1114 - DIESEL ENGINES I

Prerequisites: DT 1103

4 CREDIT Students will be able to identify the various elements associated with diesel engines and equipment such as lubricants, oil and filter replacement, identify and inspect components of the cooling systems and possible causes of engine overheating. In addition, students will demonstrate the procedures for inspecting, diagnosing and repairing problems with the air flow system and fuel system.

DT 1124 - DIESEL ENGINES II

Prerequisites: DT 1114

4 CREDIT Students will learn about the construction of diesel engines and related components. Students will service and repair diesel engines, diagnose causes of engine fuel, oil, coolant, air leaks,

engine noises vibrations, and determine appropriate solutions and repairs. Students will disassemble, repair and reassemble a diesel engine.

DT 1144 - DIESEL ELECTRICAL/ELECTRONICS I

Prerequisites: DT 1101

4 CREDIT Students will learn about magnetism, basic electrical circuits and schematics associated with the operation of diesel engines. Students will solve problems, test, and replace defective fuses, fusible links, circuit breakers, relays and solenoids. Students will perform tasks on the battery system, starter system, charging system, and ignition system.

DT 1214 - DIESEL ELECTRICAL/ELECTRONICS II

Prerequisites: DT 1144

4 CREDIT Students will learn about the evolution of electronics as it pertains to the diesel industry. Students will learn the advantage of integrated circuits over transistorized circuits, and use appropriate test equipment to check continuity in electric circuits. Students will test and retest warning devices, diagnose intermittent, high, low and no gauge readings. Students will also interface with vehicle on-board computers and perform diagnostic procedures to determine needed repairs.

DT 1234 - MEDIUM/HEAVY EQUIPMENT AND TRUCK BRAKES

Prerequisites: DT 1103

4 CREDIT Students will demonstrate an understanding of the operation of air brake systems and hydraulic brake systems. Students will use problem solving techniques to identify and recommend appropriate options for repair procedures for these systems and related components.

DT 2002 - DIESEL INTERNSHIP AND PROFESSIONAL DEVELOPMENT

Prerequisites: DT 1103

2 CREDIT Students will be provided with training in leadership and personal development in order to successfully obtain employment. This course is designed to be delivered as an integrated component within the courses taken by the individual students. Students will spend time in the classroom developing soft skills, while also completing internships within the Diesel industry to gain valuable training and experience.

DT 2104 - HEATING, VENTILATION AND AIR CONDITIONING

Prerequisites: DT 1103

4 CREDIT Students will demonstrate an understanding of the general A/C systems; compressor and clutch, evaporator, condenser and related components. The student will troubleshoot electrical, vacuum and mechanical system failures related to the heating, ventilation and air conditioning systems. Students will inspect, test, diagnose and service engine cooling system components.

DT 2114 - MEDIUM/HEAVY TRUCK AND EQUIPMENT SUSPENSION AND STEERING

Prerequisites: DT 1103

4 CREDIT Students will identify and describe various steering systems used on medium/heavy equipment and trucks and inspect, diagnose, and repair steering problems. Students will perform repairs on suspension systems and perform wheel alignment in accordance with industry procedures.

DT 2124 - MEDIUM/HEAVY EQUIPMENT AND TRUCK DRIVE TRAINS

Prerequisites: DT 1103

4 CREDIT Students will identify the different drive train configurations found in industry. Students will demonstrate an understanding of the different transmission configurations found in industry and identify the components, identify problems, and make necessary repair action plans. Students will identify and repair drive shafts, universal joints, drive axles, and final drive differentials.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDIT The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDIT General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDIT After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able

to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MATH - ANY 1000 LEVEL MATH COURSE

Prerequisites: With appropriate prerequisite.

3 CREDITS Any 1000 level Mathematics course

OSRHE - OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE

Prerequisites:

3 CREDITS OSRHE approved General Education Communications course

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/ Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Diesel Technology-Diesel Technician#

Certificate of Mastery

Minimum of 24 credit hours

Studying Diesel Technology through Oklahoma City Community College's Cooperative Alliance with Francis Tuttle Technology Center gives you the opportunity to immediately enter the workforce as a diesel service technician and mechanic. Diesel service technicians and mechanics repair and maintain diesel engines that include trucks, locomotives, buses, personal passenger vehicles and construction equipment. If you've got an interest in heavy machinery and how it works, then this is the career for you. It's all about using a variety of high-powered tools and intricate computer systems to maintain, diagnose and repair these engines and equipment. This one-year program prepares you for immediate entry into the diesel technology industry. It can also leave the option open for you to complete the associate degree at a later time.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
DT 1101	INTRODUCTION TO DIESEL TECHNOLOGY	1	Major
DT 1114	DIESEL ENGINES I	4	Major
DT 1144	DIESEL ELECTRICAL/ELECTRONICS I	4	Major
DT 1103		3	Major
Suggested Freshman 2nd Semester			
DT 1124	DIESEL ENGINES II	4	Major
DT 1214	DIESEL ELECTRICAL/ELECTRONICS II	4	Major
DT 1234	MEDIUM/HEAVY EQUIPMENT AND TRUCK BRAKES	4	Major

Course Grouping

Major Courses: DT 1101, DT 1103, DT 1114, DT 1144, DT 1124, DT 1214, DT 1234

General Education Courses:

Life Skills Courses:

Support Courses:

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

#This program is offered through a cooperative alliance established with Francis Tuttle Technology Center. (Students must file all financial aid through the technology center while attending there).

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at <http://www.okcc.edu/certificates/>.

Degree Program Course Descriptions

DT 1101 - INTRODUCTION TO DIESEL TECHNOLOGY

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

1 CREDIT Students will learn about the basic personal and shop safety protocol used in the diesel repair industry that includes hazardous material handling and storage. Students will identify, use and care for hand and power tools commonly found in the diesel repair industry. Students will learn about the history of the diesel industry and explore opportunities for careers and employment in the various areas of the diesel industry

DT 1103 -

Prerequisites:

3 CREDIT Students will demonstrate an understanding of the importance of a good preventive maintenance program, the various inspection procedures, federal regulations, and the necessity of keeping correct documentation. Students will perform preventative maintenance services on the various medium/heavy vehicles relating to the electrical/electronic systems, brakes, drive trains, suspension and steering systems, and the tires and wheels.

DT 1114 - DIESEL ENGINES I

Prerequisites: DT 1103

4 CREDIT Students will be able to identify the various elements associated with diesel engines and equipment such as lubricants, oil and filter replacement, identify and inspect components of the cooling systems and possible causes of engine overheating. In addition, students will demonstrate the procedures for inspecting, diagnosing and repairing problems with the air flow system and fuel system.

DT 1124 - DIESEL ENGINES II

Prerequisites: DT 1114

4 CREDIT Students will learn about the construction of diesel engines and related components. Students will service and repair diesel engines, diagnose causes of engine fuel, oil, coolant, air leaks, engine noises vibrations, and determine appropriate solutions and repairs. Students will disassemble, repair and reassemble a diesel engine.

DT 1144 - DIESEL ELECTRICAL/ELECTRONICS I

Prerequisites: D1101

4 CREDIT Students will learn about magnetism, basic electrical circuits and schematics associated with the operation of diesel engines. Students will solve problems, test, and replace defective fuses, fusible

links, circuit breakers, relays and solenoids. Students will perform tasks on the battery system, starter system, charging system, and ignition system.

DT 1214 - DIESEL ELECTRICAL/ELECTRONICS II

Prerequisites: DT 1144

4 CREDIT Students will learn about the evolution of electronics as it pertains to the diesel industry. Students will learn the advantage of integrated circuits over transistorized circuits, and use appropriate test equipment to check continuity in electric circuits. Students will test and retest warning devices, diagnose intermittent, high, low and no gauge readings. Students will also interface with vehicle on-board computers and perform diagnostic procedures to determine needed repairs.

DT 1234 - MEDIUM/HEAVY EQUIPMENT AND TRUCK BRAKES

Prerequisites: DT 1103

4 CREDIT Students will demonstrate an understanding of the operation of air brake systems and hydraulic brake systems. Students will use problem solving techniques to identify and recommend appropriate options for repair procedures for these systems and related components.

Diversified Studies

Associate in Arts or Associate in Science

Minimum of 61 credit hours

Often used to meet specific academic needs, especially for adult college students or returning college students, diversified studies at Oklahoma City Community College gives you the chance to create your own major. So whether you need a degree program that targets a specific job promotion or you want to blend your areas of interest and talent into an associate degree just for you, diversified studies is your best community college degree option. The diversified studies program, in fact, graduates the most college students each year from OCCC. The key is to create a plan, follow that plan and persist. In fact, since this degree program is customized, it requires that a degree plan is written, approved and on file in the OCCC Records and Graduation Office. An academic advisor can help you complete the appropriate forms.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Gen Ed
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
BIO	BIOLOGICAL SCIENCE	3-4	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	OR	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	OR	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
PHYS	ANY PHYSICAL SCIENCE	3-4	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
Suggested Sophomore 1st Semester			
HUM	HUMANITIES ELECTIVE	3	Gen Ed
FA ELEC	FACULTY APPROVED ELECTIVE	12	Support
Suggested Sophomore 2nd Semester			
GEN ED	GEN ED ELECTIVE	3	Gen Ed
FA ELEC	FACULTY APPROVED ELECTIVE	11	Support

Course Grouping

Major Courses: None

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; *Natural Sciences: Three to four credit hours of general education Biological Science; Three to four credit hours Physical Science--one of the science courses must include a lab component; Humanities: Six credit hours.; Electives: Nine credit hours General Education Electives with at least one three hour course from the following disciplines: Psychology, Sociology, Political Science, Economics, Fine Arts (Art, Music, and Theatre) or Modern Languages.

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (23 credit hours) Approved electives: 23 credit hours; must be approved by faculty advisor.

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog.

Degree Program Course Descriptions

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FA ELEC - FACULTY APPROVED ELECTIVE

Prerequisites:

3 CREDITS Faculty approved elective

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization,

urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHYS - ANY PHYSICAL SCIENCE

Prerequisites:

3 CREDITS Any Physical Science

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Electronics# - General Emphasis

Associate in Applied Science

Minimum of 61 credit hours

Studying electronics through Oklahoma City Community College's Cooperative Alliance with Metro Tech, Moore Norman and Francis Tuttle technology centers gives you the opportunity to immediately enter the workforce as an electronics technician. In this job, you will be involved in building and testing prototype equipment, installation, maintenance, calibration, operation, technical writing and sales. This degree program features a general electronics curriculum that will prepare you for a wide range of careers. Classes are offered at OCCC, Metro Tech and Moore Norman technology centers.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
ET 1014	D.C. / A.C. FUNDAMENTALS	4	Major
ET 1544	ELECTRONICS SHOP PRACTICES	4	Major
FA MATH	FACULTY APPROVED MATHEMATICS ELECTIVE	3	Support
Suggested Freshman 2nd Semester			
ET 1114	SOLID STATE CIRCUITS	4	Major
ET 1124	DIGITAL LOGIC FUNDAMENTALS	4	Major
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
OSRHE1	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Sophomore 1st Semester			
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major
ET 2334	DIGITAL LOGIC SYSTEMS	4	Major
GEN ED	GEN ED ELECTIVE	3	Gen Ed
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
Suggested Sophomore 2nd Semester			
ET 2384	OPERATIONAL AMPLIFIERS	4	Major
ET 2024	COMMUNICATIONS SYSTEMS	4	Major
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support

Course Grouping

Major Courses: (32 credit hours) Electronics: ET 1014; ET 1114; ET 1124; ET 1544; ET 2024; ET 2334; ET 2384; Four hours of faculty approved major electives.

General Education Courses: (18 credit hours) English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education English or communications course*:3 credit hours; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; General Education Electives: Six credit hours.

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (10 credit hours) Three credit hours of faculty approved mathematics that meet OCCC's mathematics proficiency requirements:

Support Electives: Seven credit hours of faculty approved support electives.

*To be chosen from ENGL 1213, ENGL 1233, COM 1123 or COM 2213.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

#This program is offered through a cooperative alliance with Moore Norman and Metro Technology Centers. (Students must file all financial aid through the technology center while attending there).

#Major courses are available only at Moore Norman and Metro Technology Centers.

Degree Program Course Descriptions

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
 3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ET 1014 - D.C. / A.C. FUNDAMENTALS

Prerequisites:
 4 CREDITS The student will demonstrate a knowledge of principles by solving problems relating to both DC and AC in subjects such as resistive circuits, reactance, impedance, AC circuits and resonance. Laboratory applications are an integral part of this course.

ET 1114 - SOLID STATE CIRCUITS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and ET 1014
 4 CREDITS The student will discuss, demonstrate and solve problems relating to various solid state devices and associated circuits such as diodes, transistors, F.E.T.s, power supplies, filters, regulators, and amplifiers. Laboratory applications are an integral part of this course.

ET 1124 - DIGITAL LOGIC FUNDAMENTALS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and ET 1014
 4 CREDITS The student will demonstrate digital logic fundamentals by applying digital devices in a laboratory setting and by solving problems related to circuit theory, number systems, and Boolean algebra. Specific devices included are basic gates, combination logic, flip-flops and MSI devices.

ET 1544 - ELECTRONICS SHOP PRACTICES

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and ET 1014
 4 CREDITS The student will use hand tools to construct, solder and desolder electrical circuitry. In addition, the student will use electronic measuring instruments such as oscilloscopes, multimeters, and function generators to measure and record voltages, currents, frequencies, resistances and other circuit values.

ET 2024 - COMMUNICATIONS SYSTEMS

Prerequisites: ET 1144
 4 CREDITS The student will analyze electronic circuits associated with amplitude modulation, frequency modulation, transmission lines, antennas and fiber optics. Practical exercises will be performed in the electronics laboratory.

ET 2334 - DIGITAL LOGIC SYSTEMS

Prerequisites: ET 1124
 4 CREDITS The student will apply digital fundamentals to the design of logic systems such as counters, arithmetic circuits, memory circuits, analog/digital converters, digital/analog converters, and microprocessors. The student will construct and verify proper operation of actual logic circuits.

ET 2384 - OPERATIONAL AMPLIFIERS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
 4 CREDITS The student will apply basic electronic principles to solve problems concerning operational amplifier specifications and applications in inverting and non-inverting amplifiers, summing circuits, differential amplifiers, integrators, differentiators, and other waveshaping circuits. This course also covers various types of power supply regulators and active filters. The student will construct and test circuits in the lab to meet specified operational parameters.

FA MAJOR - FACULTY APPROVED MAJOR ELECTIVE

Prerequisites:
 3 CREDITS Faculty approved major elective

FA MATH - FACULTY APPROVED MATHEMATICS ELECTIVE

Prerequisites:
 3 CREDITS Faculty approved Mathematics elective

FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES

Prerequisites:
 3 CREDITS Faculty approved support electives

GEN ED - GEN ED ELECTIVE

Prerequisites:
 3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able

to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

OSRHE1 - OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE

Prerequisites:
 3 CREDITS OSRHE approved General Education Communications or English course

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
 3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores
 1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Electronics# - Instrumentation and Control Emphasis

Associate in Applied Science

Minimum of 61 credit hours

Studying electronics through Oklahoma City Community College's Cooperative Alliance with Metro Tech, Moore Norman and Francis Tuttle technology centers gives you the opportunity to immediately enter the workforce as an electronics technician. In this job, you will be involved in building and testing prototype equipment, installation, maintenance, calibration, operation, technical writing and sales. Major courses in this program are offered through Francis Tuttle Technology Center. With this specialty in instrumentation and control, technicians generally work in manufacturing and other industrial activities.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
ET 2353	INSTRUMENTATION AND CONTROL I	3	Major
ET 1144	INDUSTRIAL ELECTRONICS	4	Major
ET 1223	DIGITAL ELECTRONICS	3	Major
Suggested Freshman 2nd Semester			
ET 2014	CONTROL DEVICES	4	Major
ET 2044	ELECTROMECHANICAL DEVICES	4	Major
ET 2363	INSTRUMENTATION AND CONTROL II	3	Major
OSRHE1	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE	3	Gen Ed
MATH1	MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY	3	Support
Suggested Sophomore 1st Semester			
ET 2124	CONTROL SYSTEMS	4	Major
PRDT 1534	PROGRAMMABLE CONTROLLER PROGRAMMING	4	Major
PRDT 1413	FLUID POWER	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
SUPP	GUIDED SUPPORT ELECTIVE	3	Support
Suggested Sophomore 2nd Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
SUPP	GUIDED SUPPORT ELECTIVE	3	Support

Course Grouping

Major Courses: (32 credit hours) Electronics: ET 1144; ET 1223; ET 2014; ET 2044; ET 2124; ET 2353; ET 2363; Manufacturing Technology: PRDT 1413; PRDT 1534

General Education Courses: (18 credit hours) English: ENGL 1113; * Any Oklahoma State Regents for Higher Education approved general education English or communications course; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; General Education Electives: Six credit hours

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (10 credit hours) Three credit hours of faculty approved mathematics that meets OCCC's mathematics proficiency requirements; Seven credit hours of approved support electives.

*To be chosen from ENGL 1213, ENGL 1233, COM 1123 or COM 2213.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Major courses are available only at Francis Tuttle Technology Center.

#Students must file all financial aid through the technology center while attending there.

Degree Program Course Descriptions

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
 3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ET 1144 - INDUSTRIAL ELECTRONICS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
 4 CREDITS The student will demonstrate knowledge of basic industrial electronic principles and devices by solving problems and constructing lab experiments in subjects such as resistive circuits, Ohms law and power, series and parallel circuits, DC and AC circuits, solid state circuits and devices, and operational amplifiers. Common electronics test equipment will be used in the laboratory experiments to explore different electronic circuits and devices.

ET 1223 - DIGITAL ELECTRONICS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
 3 CREDITS This course is an introductory digital electronics course. The student will analyze, construct, test and interface fundamental digital circuits including logic gates, combinational logic circuits, Flip-flops, counters, encoders and decoders, shift registers arithmetic circuits, digital to analog conversions, and analog to digital conversions. The student will also demonstrate a knowledge of numbering systems and integrated circuit specifications.

ET 2014 - CONTROL DEVICES

Prerequisites: ET 1144
 4 CREDITS The student will discuss and demonstrate the characteristics of industrial control devices in the classroom and laboratory. Discussion will include the theory and operation of silicon controlled rectifiers, unijunction transistors, thyristors, operational amplifiers, thermocouples, servomechanisms, and photoelectric devices.

ET 2044 - ELECTROMECHANICAL DEVICES

Prerequisites: ET 1144
 4 CREDITS The student will demonstrate problem maintenance and troubleshooting

procedures on various types of electrical motors and electromechanical systems.

ET 2124 - CONTROL SYSTEMS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
 4 CREDITS The student will discuss and demonstrate the characteristics of an industrial control system consisting of transmitters, controllers, control valves, and transducers. Pneumatics and electronics components are emphasized in this course.

ET 2353 - INSTRUMENTATION AND CONTROL I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
 3 CREDITS The student will discuss terminology and demonstrate system operations by proper measurement and control techniques of flow, pressure, temperature and level control within the system.

ET 2363 - INSTRUMENTATION AND CONTROL II

Prerequisites: ET 2353
 3 CREDITS The student will discuss and demonstrate pneumatic logic components within a pneumatic system and integrate each component into a control loop.

GEN ED - GEN ED ELECTIVE

Prerequisites:
 3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search

for change, equal rights and conflicts in the American past.

MATH1 - MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY

Prerequisites:
 3 CREDITS Mathematics that meet OCCC's Mathematics proficiency requirement

OSRHE1 - OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE

Prerequisites:
 3 CREDITS OSRHE approved General Education Communications or English course

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
 3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PRDT 1413 - FLUID POWER

Prerequisites:
 3 CREDITS This course is an introduction to using pressurized hydraulic components in power delivery and positioning systems. Students will use hydraulic pumps and motors and make hydraulic connections, measurements, and calculations.

PRDT 1534 - PROGRAMMABLE CONTROLLER PROGRAMMING

Prerequisites:
 4 CREDITS Following a study of the theory and operational characteristics of programmable control systems used in industry, the student will demonstrate the operation of a programmable controller by writing a program to control on-delay and off-delay timers, test the program for correct operation and apply troubleshooting techniques as necessary. Laboratory experience with equipment similar to that used in industry is an integral part of the course.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores
 1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness

Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SUPP - GUIDED SUPPORT ELECTIVE

Prerequisites:

3 CREDITSGuided Support elective

Emergency Medical Sciences - Basic Emergency Medical Technology

Certificate of Mastery

Minimum of 11 credit hours

Making fast, life-saving decisions is probably the most important thing an emergency medical technician (EMT) can do. If you want to help those who are hurt or in need, have an interest in the health care industry and are a quick, critical thinker, you might consider a career in the emergency medical sciences. Oklahoma City Community College offers a certificate of mastery program in basic emergency medical technology. This will give you the same training you need to enter the health care world without taking the general education requirements needed for a degree.

Prerequisites

Corequisite - EMS 1018 Basic Emergency Medical Technology

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
EMS 1018	BASIC EMERGENCY MEDICAL TECHNOLOGY	8	Major
EMS 2013	EMS OPERATIONS	3	Major

Course Grouping

Major Courses: (11 credit hours): Emergency Medical Sciences/Basic Emergency Medical Technology: D(C)EMS 1018; (C)EMS 2013

General Education Courses: None

Life Skills Courses: None

Support Courses: None

These courses requires a minimum of a "C" grade to qualify as a course prerequisite and to qualify the student for licensure.

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Drug Testing: Drug testings is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at <http://www.occc.edu/certificates/>.

This course has a clinical component that requires purchase of medical liability insurance, a physical, a clinical uniform, and an OSBI background investigation including a sex offender search.

Credentialing: The ability to sit for the licensure exam, to meet the eligibility requirements to practice as a Paramedic will be approved or denied by the National Registry of EMT's based on criminal history. It is the responsibility of the student to contact the National Registry of EMT's and determine eligibility. It is strongly recommended that this be done prior to enrollment in the program.

Special Admissions Procedures:

Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern"). The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require another complete Background Report.

Degree Program Course Descriptions

EMS 1018 - BASIC EMERGENCY MEDICAL TECHNOLOGY

Prerequisites:

8 CREDITS The student will be able to do the following by describing the role of the Emergency Medical Technician in an emergency medical services system, perform patient assessment on patients with traumatic injuries and patients with medical emergencies, manage a multi-casualty incident including triage, correctly manage traumatic injuries to the body and its systems, as well as medical emergencies of varying types and causes, perform lifting and moving techniques and light extrication. Additionally, the student will describe current EMS law as it applies to the EMT. A field and hospital practicum are an integral part of the course, for which liability insurance, a student uniform, and a physical, including certain immunizations, are required.

EMS 2013 - EMS OPERATIONS

Prerequisites: Corequisite - EMS 1018 Basic Emergency Medical Technology

3 CREDITS The student will summarize and interpret legal responsibilities of safe ambulance operations in Oklahoma; evaluate psychological and physical factors affecting safe emergency vehicle operations. The student will discuss medical incident command, hazardous materials incidents, crime scene awareness, rescue awareness, & operations, and ground crew training. The student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, and preparation for transport and recognize situations posing threats to patients, EMT's or bystanders and describe correct management of these situations. This course includes crew resource management principles, principles of safely operating a ground ambulance, and current required NIMS and HAZWOPER training.

Emergency Medical Sciences - Paramedic Certification

Certificate of Mastery

Minimum of 53 credit hours

Making fast, life-saving decisions is probably the most important thing a paramedic can do. If you want to help those who are hurt or in need, have an interest in the health care industry and are a quick, critical thinker, you might consider a career in the emergency medical sciences. Oklahoma City Community College offers a certificate of mastery in paramedic certification. This will give you the same training you need to enter the health care world without taking the general education requirements needed for a degree.

Prerequisites

Math 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.

Corequisite - EMS 1018 Basic Emergency Medical Technology

Math 0103 or adequate math placement test score, BIO 1314

Prerequisite: BIO 1314 Human Anatomy and Physiology I; Pre or corequisite: BIO 1414 Human Anatomy and Physiology II Corequisite: EMS 1041 EMS Fieldwork I

Corequisite: EMS 1035 Paramedic Care I

Prerequisite: EMS 1035 Paramedic Care I; Corequisite: EMS 1134 Paramedic Care IIB; EMS 1124 Pharmacology; EMS 1051 EMS Fieldwork II

Prerequisite: EMS 1035 Paramedic Care I Corequisite: EMS 1115 Paramedic Care IIA; EMS 1124 Pharmacology; EMS 1051 EMS Fieldwork II

Prerequisite: EMS 1035 Paramedic Care I Introduction and Patient Assessment

Corequisite: EMS 1115 Paramedic Care IIA & EMS 1134 Paramedic Care IIB

Prerequisite: EMS 1115 Paramedic Care IIA & EMS 1134 Paramedic Care IIB; EMS 1124 Pharmacology Corequisite: EMS 2154 Paramedic Care IIB; EMS 2161 EMS Fieldwork III

Prerequisite: EMS 1115 PC IIA & EMS 1134 PC IIB; EMS 1124 Pharmacology Corequisite: EMS 2161 EMS Fieldwork III

Corequisite: EMS 2145 Paramedic Care IIIA & EMS 2154 EMS Paramedic Care IIIB

Prerequisite: EMS 2145 Paramedic Care IIIA & EMS 2154 Paramedic Care IIIB Corequisite: EMS 2174 Paramedic Care IVA; EMS 2182 Leadership; EMS 2171 EMS Fieldwork IV

Prerequisite: EMS 2145 Paramedic Care IIIA Corequisite: EMS 2174 Paramedic Care IVA; EMS 2182 EMS Leadership; EMS 2171 EMS Fieldwork IV

Corequisites: EMS 2174 Paramedic Care IVA & EMS 2192 Paramedic Care IVB

Corequisite: EMS 2174 Paramedic Care IVA, EMS 2192 Paramedic Care IVB, EMS 2182 EMS Leadership

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Entry Summer Semester			
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support
EMS 2013	EMS OPERATIONS	3	Major
Suggested Freshman 1st Semester			
BIO 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support
EMS 1035	PARAMEDIC CARE I Introduction and Patient Assessment	5	Major
EMS 1041	EMS Fieldwork I	1	Major
Suggested Freshman 2nd Semester			
EMS 1115	Paramedic Care IIA Trauma Emergencies	5	Major
EMS 1134	Paramedic Care IIB Advanced EMS Skills	4	Major
EMS 1113	ECG INTERPRETATION AND PROCEDURES	3	Major
EMS 1124	Pharmacology	4	Major
EMS 1051	EMS Fieldwork II	1	Major
Suggested Sophomore 1st Semester			
EMS 2145	Paramedic Care IIIA Respiratory and Cardiovascular Emergencies	5	Major
EMS 2154	Paramedic Care IIIB Medical Emergencies	4	Major
EMS 2161	EMS Fieldwork III	1	Major
Suggested Sophomore 2nd Semester			
EMS 2174	Paramedic Care IVA Neonatal & Pediatric Emergencies	4	Major
EMS 2192	Paramedic Care IVB Emergencies in Special Populations	2	Major
EMS 2182	EMS Leadership	2	Major
EMS 2171	EMS Fieldwork IV	1	Major

Course Grouping

Major Courses: (45 credit hours) Emergency Medical Sciences/Paramedic Certificate: D(C)EMS 1035; (C)EMS 1113; (C)EMS 2013; (C)EMS1041; (C)EMS 1051; D(C)EMS 1115; (C)EMS 1124; D(C) EMS 1134; D(C)EMS 2145; D(C)EMS 2154; (C)EMS 2161; (C)EMS 2171; D(C) EMS 2174; (C)EMS 2182; D(C)EMS 2192

General Education Courses: None

Life Skills Courses: None

Support Courses: (8 credit hours) Biological Science: (C)BIO 1314; (C)BIO 1414

All courses require a minimum of a "C" grade to qualify as a course prerequisite and to qualify the student for licensure.

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Criteria available in division office.

Drug Testing: Drug testings is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin.

Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test.

Special Admissions Procedures:

Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern"). The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require another complete Background Report.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at <http://www.occc.edu/certificates/>.

This course has a clinical component that requires purchase of medical liability insurance, a physical, a clinical uniform, and an OSBI background investigation including a sex offender search.

Credentialing: The ability to sit for the licensure exam, to meet the eligibility requirements to practice as a Paramedic will be approved or denied by the National Registry of EMT's based on criminal history. It is the responsibility of the student to contact the National Registry of EMT's and determine eligibility. It is strongly recommended that this be done prior to enrollment in the program.

Accredited by: CAAHEP, Commission on Accreditation of Allied Health Education Programs. CoAEMSP, Committee on accreditation of Educational Programs for Emergency Medical Services Profession.

Degree Program Course Descriptions

BIO 1314 - HUMAN ANATOMY AND PHYSIOLOGY I

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.

4 CREDITS Through a systematic study of the structure and function of the human body, its cells, tissues, organs and systems, the student will identify and describe basic anatomical structures and fundamental physiological processes that occur in health and disease for the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

BIO 1414 - HUMAN ANATOMY AND PHYSIOLOGY II

Prerequisites: Math 0103 or adequate math placement test score, BIO 1314

4 CREDITS With Human Anatomy & Physiology I as a foundation, the student will advance his or her study of the structure and function of the human body and will identify and describe more detailed anatomical structures and more comprehensive physiological processes that occur in health through a systematic survey of the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

EMS 1035 - PARAMEDIC CARE I Introduction and Patient Assessment

Prerequisites: Prerequisite: BIO 1314 Human Anatomy and Physiology I; Pre or corequisite: BIO 1414 Human Anatomy and Physiology II
Corequisite: EMS 1041 EMS Fieldwork I
5 CREDITS Paramedic Care I introduces the student to basic EMS knowledge, life span development, an advanced level patient assessment, clinical reasoning, and the components of safe quality care. The student will be expected to accept accountability for personal learning and performance which reflects a fundamental understanding of EMS history and a complex understanding of EMS systems, roles, responsibilities, professionalism of EMS personnel, of quality improvement, patient, public and workforce safety, workforce wellness, documentation, communication, patient assessment, and research principles including ethics, legalities, and standards of paramedic practice. Includes Laboratory.

EMS 1041 - EMS Fieldwork I

Prerequisites: Corequisite: EMS 1035 Paramedic Care I

CREDIT1 The student will successfully complete required supervised hours and competencies in approved clinical and prehospital sites as determined by the OSDH, CAAHEP/CoAEMSP, and the program. The purpose of fieldwork is to allow the application of learned principles in the delivery of patient care.

EMS 1051 - EMS Fieldwork II

Prerequisites: Corequisite: EMS 1115 Paramedic Care IIA & EMS 1134 Paramedic Care IIB

CREDIT1 The student will successfully complete required supervised hours and competencies in approved clinical and prehospital sites as determined by the OSDH, CAAHEP/CoAEMSP, and the program. The purpose of fieldwork is to allow the application of learned principles in the delivery of patient care.

EMS 1113 - ECG INTERPRETATION AND PROCEDURES

Prerequisites:

3 CREDITS ECG Interpretation introduces the student to the electrical conduction system of the heart and basic ECG interpretation of cardiac rhythms and dysrhythmias and procedures related to the management of these dysrhythmias. The student will be expected to accept accountability for personal learning and performance which reflects a fundamental understanding of basic ECG interpretation, 12 lead interpretation including identification of acute myocardial infarction, application and acquisition of 12 lead ECG, defibrillation, cardioversion and transcutaneous pacing. This course is designed for paramedic students, nursing students, graduate nurses, CCU monitor technicians and other healthcare providers who require ECG interpretation skills.

EMS 1115 - Paramedic Care IIA Trauma Emergencies

Prerequisites: Prerequisite: EMS 1035 Paramedic Care I; Corequisite: EMS 1134 Paramedic Care IIB; EMS 1124 Pharmacology; EMS 1051 EMS Fieldwork II
CREDIT5 Paramedic Care IIA is a study of all age groups of advanced assessment, pathophysiology, and management of trauma emergencies to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding of airway management, respiration and artificial ventilation, circulatory support, hemorrhage, all etiologies of shock, and resuscitation, and chest, abdominal, genitourinary, orthopedic, soft tissue, head,

neck, face, nervous system, environmental and multi system trauma and to apply standards of paramedic practice.

EMS 1124 - Pharmacology

Prerequisites: Prerequisite: EMS 1035 Paramedic Care I Introduction and Patient Assessment

CREDIT4 Pharmacology introduces the student to the principles of pharmacology, medication administration, major medication classes, and emergency medications. The student will be expected to accept accountability for personal learning and performance which reflects a comprehensive understanding of pharmacokinetics, pharmacodynamics, routes of administration, names, indications, contraindications, complications, mechanism of actions, side effects, interactions, dosages, and ability to apply knowledge and skills to determine appropriate pharmacological management within the paramedic scope of practice. Drug dosage calculations will be an integral part of this course.

EMS 1134 - Paramedic Care IIB Advanced EMS Skills

Prerequisites:

CREDIT4 Paramedic Care IIB is the practical application of pediatric, adult and geriatric advanced assessment, pathophysiology, and management of trauma emergencies to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in scenario based education of advanced airway management, respiration and artificial ventilation, circulatory access and support, hemorrhage control, and advanced skills related to all etiologies of shock and resuscitation, and demonstrate standards of paramedic practice. Includes Laboratory.

EMS 2013 - EMS OPERATIONS

Prerequisites: Corequisite - EMS 1018 Basic Emergency Medical Technology

3 CREDITS The student will summarize and interpret legal responsibilities of safe ambulance operations in Oklahoma; evaluate psychological and physical factors affecting safe emergency vehicle operations. The student will discuss medical incident command, hazardous materials incidents, crime scene awareness, rescue awareness, & operations, and ground crew training. The student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, and preparation for transport and recognize

situations posing threats to patients, EMT's or bystanders and describe correct management of these situations. This course includes crew resource management principles, principles of safely operating a ground ambulance, and current required NIMS and HAZWOPER training.

EMS 2145 - Paramedic Care IIIA Respiratory and Cardiovascular Emergencies

*Prerequisites: EMS 1115
Paramedic Care IIA & EMS 1134 Paramedic
Care IIB; EMS 1124 Pharmacology
Corequisite: EMS 2154 Paramedic Care IIIB;
EMS 2161 EMS Fieldwork III*

CREDIT5 Paramedic Care IIIA is a study and practical application of adult epidemiology, psychosocial impact, pathophysiology, and management of respiratory and cardiovascular emergencies to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in scenario based education to respiratory and cardiovascular emergencies and apply standards of paramedic practice. Advanced Cardiac Life Support certification and laboratory included.

EMS 2154 - Paramedic Care IIIB Medical Emergencies

Prerequisites:
CREDIT4 Paramedic Care IIIB is a study of adult epidemiology, psychosocial impact, pathophysiology, presentation, prognosis and management of medical emergencies to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills to neurological emergencies, allergies and anaphylaxis, abdominal and gastrointestinal disorders, immunological, endocrinological, toxicological, hematological, genitourinological and renal, non-traumatic musculoskeletal, behavioral and psychiatric disorders, and infectious diseases and the application of standards of paramedic practice. Includes laboratory.

EMS 2161 - EMS Fieldwork III

*Prerequisites: Corequisite: EMS 2145
Paramedic Care IIIA & EMS 2154 EMS
Paramedic Care IIIB*
CREDIT1 The student will successfully complete required supervised hours and competencies in approved clinical and prehospital sites as determined by the OSDH, CAAHEP/CoAEMSP, and the program. The purpose of fieldwork is to allow the application of learned principles in the delivery of patient care.

EMS 2171 - EMS Fieldwork IV

*Prerequisites: Corequisite: EMS 2174
Paramedic Care IVA, EMS 2192 Paramedic
Care IVB, EMS 2182 EMS Leadership*
CREDIT1 The student will successfully complete required supervised hours and competencies in approved clinical and prehospital sites as determined by the OSDH, CAAHEP/CoAEMSP, and the program. The purpose of fieldwork IV is to allow the application of learned principles in the delivery of patient care and gain a basic understanding of supervisory roles in EMS. An internship and Medical Director evaluation are an integral part of this fieldwork.

EMS 2174 - Paramedic Care IVA Neonatal & Pediatric Emergencies

Prerequisites:
CREDIT4 Paramedic Care IVA is a study of neonatal and pediatric conditions and emergencies including epidemiology, psychosocial impact, anatomy, physiology, pathophysiology, presentation, prognosis and management to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in common neonatal and pediatric disorders and emergencies including respiratory, cardiovascular, shock and resuscitation, technology dependent, and chronic illness emergencies, abuse, neglect, and poverty using the application of standards of paramedic practice. Includes Pediatric Advanced Life Support certification and laboratory.

EMS 2182 - EMS Leadership

*Prerequisites: Corequisites: EMS 2174
Paramedic Care IVA & EMS 2192 Paramedic
Care IVB*
CREDIT2 EMS Leadership is the capstone course integrating all didactic knowledge, psychomotor skills, affective behavior and clinical instruction throughout the program to demonstrate entry level paramedic competency and apply clinical decision making. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and the ability to apply knowledge and skills in clinical decision making. The course includes the paramedic clinical internship, includes a leadership experience and emphasizes decision making.

EMS 2192 - Paramedic Care IVB Emergencies in Special Populations

*Prerequisites: Prerequisite: EMS 2145
Paramedic Care IIIA Corequisite: EMS
2174 Paramedic Care IVA; EMS 2182 EMS
Leadership; EMS 2171 EMS Fieldwork IV*

CREDIT2 Paramedic Care IVB is a study of common disorders and emergencies in the geriatric, bariatric, and patients with special challenges including epidemiology, psychosocial impact, anatomy, physiology, pathophysiology, presentation, prognosis and management to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in emergencies affecting special populations including polypharmacological impacts, chronic illness, abuse, neglect, poverty and the terminally ill using the application of standards of paramedic practice. Includes laboratory.

Emergency Medical Sciences++

Associate in Applied Science

Minimum of 72 credit hours

Making fast, life-saving decisions is probably the most important thing an emergency medical technician (EMT) paramedic can do. If you want to help those who are hurt or in need, have an interest in the health care industry and are a quick, critical thinker, you might consider a career in the emergency medical sciences. Oklahoma City Community College offers an associate degree in applied science in emergency medical sciences, which leads graduates immediately into the job market and prepares them for the National Registry paramedic exam. This degree is offered both traditionally and in an online hybrid format for those who live far from campus or who have work and family obligations.

Prerequisites

Math 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.

Corequisite - EMS 1018 Basic Emergency Medical Technology

LS 0023, LS 0203, or adequate reading/writing assessment scores

Math 0103 or adequate math placement test score, BIO 1314

Prerequisite: BIO 1314 Human Anatomy and Physiology I; Pre or corequisite: BIO 1414 Human Anatomy and Physiology II Corequisite: EMS 1041 EMS Fieldwork I

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

Corequisite: EMS 1035 Paramedic Care I

Prerequisite: EMS 1035 Paramedic Care I; Corequisite: EMS 1134 Paramedic Care IIB; EMS 1124 Pharmacology; EMS 1051 EMS Fieldwork II

Prerequisite: EMS 1035 Paramedic Care I Corequisite: EMS 1115 Paramedic Care IIA; EMS 1124 Pharmacology; EMS 1051 EMS Fieldwork II

Prerequisite: EMS 1035 Paramedic Care I Introduction and Patient Assessment

Corequisite: EMS 1115 Paramedic Care IIA & EMS 1134 Paramedic Care IIB

Prerequisite: EMS 1115 Paramedic Care IIA & EMS 1134 Paramedic Care IIB; EMS 1124 Pharmacology Corequisite: EMS 2154 Paramedic Care IIB; EMS 2161 EMS Fieldwork III

Prerequisite: EMS 1115 PC IIA & EMS 1134 PC IIB; EMS 1124 Pharmacology Corequisite: EMS 2161 EMS Fieldwork III

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

Corequisite: EMS 2145 Paramedic Care IIIA & EMS 2154 Paramedic Care IIIB

Prerequisite: EMS 2145 Paramedic Care IIIA & EMS 2154 Paramedic Care IIIB Corequisite: EMS 2174 Paramedic Care IVA; EMS 2182 Leadership; EMS 2171 EMS Fieldwork IV

Prerequisite: EMS 2145 Paramedic Care IIIA Corequisite: EMS 2174 Paramedic Care IVA; EMS 2182 EMS Leadership; EMS 2171 EMS Fieldwork IV

Corequisites: EMS 2174 Paramedic Care IVA & EMS 2192 Paramedic Care IVB

Corequisite: EMS 2174 Paramedic Care IVA, EMS 2192 Paramedic Care IVB, EMS 2182 EMS Leadership

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Entry Summer Semester			
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support
EMS 2013	EMS OPERATIONS	3	Major
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
BIO 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed
EMS 1035	PARAMEDIC CARE I Introduction and Patient Assessment	5	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
EMS 1041	EMS Fieldwork I	1	Major
Suggested Freshman 2nd Semester			
EMS 1115	Paramedic Care IIA Trauma Emergencies	5	Major
EMS 1134	Paramedic Care IIB Advanced EMS Skills	4	Major
EMS 1113	ECG INTERPRETATION AND PROCEDURES	3	Major
EMS 1124	Pharmacology	4	Major
EMS 1051	EMS Fieldwork II	1	Major
Suggested Sophomore 1st Semester			
EMS 2145	Paramedic Care IIIA Respiratory and Cardiovascular Emergencies	5	Major
EMS 2154	Paramedic Care IIIB Medical Emergencies	4	Major
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
EMS 2161	EMS Fieldwork III	1	Major
Suggested Sophomore 2nd Semester			
EMS 2174	Paramedic Care IVA Neonatal & Pediatric Emergencies	4	Major
EMS 2192	Paramedic Care IVB Emergencies in Special Populations	2	Major
EMS 2182	EMS Leadership	2	Major
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	- OR -	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed

Course ID	Course Name	Credits	Type
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
EMS 2171	EMS Fieldwork IV	1	Major

Course Grouping

Major Courses: (45 credit hours) Emergency Medical Sciences: D(C)EMS 1035; (C)EMS 1113; (C)EMS 2013; (C)EMS 1041; (C)EMS 1051; (C)EMS 1115; (C)EMS 1124; (C)EMS 1134; (C)EMS 2145; (C)EMS 2154; (C)EMS 2161; (C)EMS 2171; (C)EMS 2174; (C)EMS 2182; (C)EMS 2192
 General Education Courses: (18 credit hours); Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; Psychology: PSY 1113; English: ENGL 1113; ENGL 1213; Any approved OCCC general education math, biology, chemistry, or foreign language course; or COM 1123 Interpersonal Communications; Com 2213 Intro to Public Speaking, CS 1103 Introduction to Computers and Applications, PSY 2403 Developmental Psychology, POLSC 2113 Introduction to State and Local Government, SOC 1113 Introduction to Child Development, SOC 2023 Social Problems, or SOC 2213 Minorities, Ethnicity and Cultural Diversity
 Life Skills Courses: (1 credit hour) Life Skills: SCL 1001
 Support Courses: (8 credit hours) (C)BIO 1314; (C) BIO 1414
 All major courses as well as BIO 1314 and BIO 1414 requires a minimum of a "C" grade to qualify as a course prerequisite and to qualify the student for licensure.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.
 Criteria available in division office.
 Drug Testing: Drug testings is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test.
 Special Admissions Procedures:
 Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern"). The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require another complete Background Report.
 This course has a clinical component that requires purchase of medical liability insurance, a physical, a clinical uniform, and an OSBI background investigation including a sex offender search.
 Credentialing: The ability to sit for the licensure exam, to meet the eligibility requirements to practice as a Paramedic will be approved or denied by the National Registry of EMT's based on criminal history. It is the responsibility of the student to contact the National Registry of EMT's and determine eligibility. It is strongly recommended that this be done prior to enrollment in the program.
 Accredited by: CAAHEP, Commission on Accreditation of Allied Health Education Programs. CoAEMSP, Committee on accreditation of Educational Programs for Emergency Medical Services Profession.

Degree Program Course Descriptions

BIO 1314 - HUMAN ANATOMY AND PHYSIOLOGY I

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.

4 CREDITS Through a systematic study of the structure and function of the human body, its cells, tissues, organs and systems, the student will identify and describe basic anatomical structures and fundamental physiological processes that occur in health and disease for the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

BIO 1414 - HUMAN ANATOMY AND PHYSIOLOGY II

Prerequisites: Math 0103 or adequate math placement test score, BIO 1314

4 CREDITS With Human Anatomy & Physiology I as a foundation, the student will advance his or her study of the structure and function of the human body and will identify and describe more detailed anatomical structures and more comprehensive physiological processes that occur in health through a systematic survey of the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

EMS 1035 - PARAMEDIC CARE I Introduction and Patient Assessment

Prerequisites: Prerequisite: BIO 1314 Human Anatomy and Physiology I; Pre or corequisite: BIO 1414 Human Anatomy and Physiology II
Corequisite: EMS 1041 EMS Fieldwork I
5 CREDITS Paramedic Care I introduces the student to basic EMS knowledge, life span development, an advanced level patient assessment, clinical reasoning, and the components of safe quality care. The student will be expected to accept accountability for personal learning and performance which reflects a fundamental understanding of EMS history and a complex understanding of EMS systems, roles, responsibilities, professionalism of EMS personnel, of quality improvement, patient, public and workforce safety, workforce wellness, documentation, communication, patient assessment, and research principles including ethics, legalities, and standards of paramedic practice. Includes Laboratory.

EMS 1041 - EMS Fieldwork I

Prerequisites: Corequisite: EMS 1035 Paramedic Care I

CREDIT1 The student will successfully complete required supervised hours and competencies in approved clinical and prehospital sites as determined by the OSDH, CAAHEP/CoAEMSP, and the program. The purpose of fieldwork is to allow the application of learned principles in the delivery of patient care.

EMS 1051 - EMS Fieldwork II

Prerequisites: Corequisite: EMS 1115 Paramedic Care IIA & EMS 1134 Paramedic Care IIB

CREDIT1 The student will successfully complete required supervised hours and competencies in approved clinical and prehospital sites as determined by the OSDH, CAAHEP/CoAEMSP, and the program. The purpose of fieldwork is to allow the application of learned principles in the delivery of patient care.

EMS 1113 - ECG INTERPRETATION AND PROCEDURES

Prerequisites:

3 CREDITS ECG Interpretation introduces the student to the electrical conduction system of the heart and basic ECG interpretation of cardiac rhythms and dysrhythmias and procedures related to the management of these dysrhythmias. The student will be expected to accept accountability for personal learning and performance which reflects a fundamental understanding of basic ECG interpretation, 12 lead interpretation including identification of acute myocardial infarction, application and acquisition of 12 lead ECG, defibrillation, cardioversion and transcutaneous pacing. This course is designed for paramedic students, nursing students, graduate nurses, CCU monitor technicians and other healthcare providers who require ECG interpretation skills.

EMS 1115 - Paramedic Care IIA Trauma Emergencies

Prerequisites: Prerequisite: EMS 1035 Paramedic Care I; Corequisite: EMS 1134 Paramedic Care IIB; EMS 1124 Pharmacology; EMS 1051 EMS Fieldwork II
CREDIT5 Paramedic Care IIA is a study of all age groups of advanced assessment, pathophysiology, and management of trauma emergencies to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding of airway management, respiration and artificial ventilation, circulatory support, hemorrhage, all etiologies of shock, and resuscitation, and chest, abdominal, genitourinary, orthopedic, soft tissue, head,

neck, face, nervous system, environmental and multi system trauma and to apply standards of paramedic practice.

EMS 1124 - Pharmacology

Prerequisites: Prerequisite: EMS 1035 Paramedic Care I Introduction and Patient Assessment

CREDIT4 Pharmacology introduces the student to the the principles of pharmacology, medication administration, major medication classes, and emergency medications. The student will be expected to accept accountability for personal learning and performance which reflects a comprehensive understanding of pharmacokinetics, pharmacodynamics, routes of administration, names, indications, contraindications, complications, mechanism of actions, side effects, interactions, dosages, and ability to apply knowledge and skills to determine appropriate pharmacological management within the paramedic scope of practice. Drug dosage calculations will be an integral part of this course.

EMS 1134 - Paramedic Care IIB Advanced EMS Skills

Prerequisites:

CREDIT4 Paramedic Care IIB is the practical application of pediatric, adult and geriatric advanced assessment, pathophysiology, and management of trauma emergencies to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in scenario based education of advanced airway management, respiration and artificial ventilation, circulatory access and support, hemorrhage control, and advanced skills related to all etiologies of shock and resuscitation, and demonstrate standards of paramedic practice. Includes Laboratory.

EMS 2013 - EMS OPERATIONS

Prerequisites: Corequisite - EMS 1018 Basic Emergency Medical Technology

3 CREDITS The student will summarize and interpret legal responsibilities of safe ambulance operations in Oklahoma; evaluate psychological and physical factors affecting safe emergency vehicle operations. The student will discuss medical incident command, hazardous materials incidents, crime scene awareness, rescue awareness, & operations, and ground crew training. The student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, and preparation for transport and recognize

situations posing threats to patients, EMT's or bystanders and describe correct management of these situations. This course includes crew resource management principles, principles of safely operating a ground ambulance, and current required NIMS and HAZWOPER training.

EMS 2145 - Paramedic Care IIIA Respiratory and Cardiovascular Emergencies

Prerequisites: EMS 1115 Paramedic Care IIA & EMS 1134 Paramedic Care IIB; EMS 1124 Pharmacology
Corequisite: EMS 2154 Paramedic Care IIIB; EMS 2161 EMS Fieldwork III

CREDIT5 Paramedic Care IIIA is a study and practical application of adult epidemiology, psychosocial impact, pathophysiology, and management of respiratory and cardiovascular emergencies to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in scenario based education to respiratory and cardiovascular emergencies and apply standards of paramedic practice. Advanced Cardiac Life Support certification and laboratory included.

EMS 2154 - Paramedic Care IIIB Medical Emergencies

Prerequisites:
CREDIT4 Paramedic Care IIIB is a study of adult epidemiology, psychosocial impact, pathophysiology, presentation, prognosis and management of medical emergencies to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills to neurological emergencies, allergies and anaphylaxis, abdominal and gastrointestinal disorders, immunological, endocrinological, toxicological, hematological, genitourinological and renal, non-traumatic musculoskeletal, behavioral and psychiatric disorders, and infectious diseases and the application of standards of paramedic practice. Includes laboratory.

EMS 2161 - EMS Fieldwork III

Prerequisites: Corequisite: EMS 2145 Paramedic Care IIIA & EMS 2154 EMS Paramedic Care IIIB
CREDIT1 The student will successfully complete required supervised hours and competencies in approved clinical and prehospital sites as determined by the OSDH, CAAHEP/CoAEMSP, and the program. The purpose of fieldwork is to allow the application of learned principles in the delivery of patient care.

EMS 2171 - EMS Fieldwork IV

Prerequisites: Corequisite: EMS 2174 Paramedic Care IVA, EMS 2192 Paramedic Care IVB, EMS 2182 EMS Leadership
CREDIT1 The student will successfully complete required supervised hours and competencies in approved clinical and prehospital sites as determined by the OSDH, CAAHEP/CoAEMSP, and the program. The purpose of fieldwork IV is to allow the application of learned principles in the delivery of patient care and gain a basic understanding of supervisory roles in EMS. An internship and Medical Director evaluation are an integral part of this fieldwork.

EMS 2174 - Paramedic Care IVA Neonatal & Pediatric Emergencies

Prerequisites:
CREDIT4 Paramedic Care IVA is a study of neonatal and pediatric conditions and emergencies including epidemiology, psychosocial impact, anatomy, physiology, pathophysiology, presentation, prognosis and management to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in common neonatal and pediatric disorders and emergencies including respiratory, cardiovascular, shock and resuscitation, technology dependent, and chronic illness emergencies, abuse, neglect, and poverty using the application of standards of paramedic practice. Includes Pediatric Advanced Life Support certification and laboratory.

EMS 2182 - EMS Leadership

Prerequisites: Corequisites: EMS 2174 Paramedic Care IVA & EMS 2192 Paramedic Care IVB
CREDIT2 EMS Leadership is the capstone course integrating all didactic knowledge, psychomotor skills, affective behavior and clinical instruction throughout the program to demonstrate entry level paramedic competency and apply clinical decision making. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and the ability to apply knowledge and skills in clinical decision making. The course includes the paramedic clinical internship, includes a leadership experience and emphasizes decision making.

EMS 2192 - Paramedic Care IVB Emergencies in Special Populations

Prerequisite: Prerequisite: EMS 2145 Paramedic Care IIIA Corequisite: EMS 2174 Paramedic Care IVA; EMS 2182 EMS Leadership; EMS 2171 EMS Fieldwork IV

CREDIT2 Paramedic Care IVB is a study of common disorders and emergencies in the geriatric, bariatric, and patients with special challenges including epidemiology, psychosocial impact, anatomy, physiology, pathophysiology, presentation, prognosis and management to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in emergencies affecting special populations including polypharmacological impacts, chronic illness, abuse, neglect, poverty and the terminally ill using the application of standards of paramedic practice. Includes laboratory.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FA GEN - FACULTY APPROVED GENERAL EDUCATION ELECTIVE

Prerequisites:
3 CREDITS Faculty approved General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society

based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/ Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Engineering -- Pre-Engineering

Associate in Science

Minimum of 62-64 credit hours

Pre-engineering students learn about fundamental engineering principles and how they are applied to real life problems. At Oklahoma City Community College, the Pre-Engineering Program is designed especially for students who want to complete a bachelor's or advanced degree in any of the various branches of engineering. Courses cover subjects such as Engineering Graphics and Design, Statics, Dynamics, Strength of Materials, Thermodynamics, Electrical Science, Fluid Mechanics and Programming. Students in pre-engineering are often interested in chemistry, physics, mathematics, technology, computers and electronics. Degrees in pre-engineering prepare students to continue studies at a four-year college or university. Once students graduate, they find career opportunities with industry or government in any of more than 30 branches of engineering.

Prerequisites

Individual courses may require additional prerequisites.

Please refer to the prerequisites listed for each individual course under the "Course Descriptions" Tab.

ENGL 0203 or adequate reading/writing assessment scores.

MATH 1533 and MATH 1613 or adequate math placement test score.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
MATH 2104	CALCULUS AND ANALYTIC GEOMETRY I	4	Gen Ed
CHEM 1115	GENERAL CHEMISTRY I	5	Gen Ed
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
Suggested Freshman 2nd Semester			
MATH 2214	CALCULUS AND ANALYTIC GEOMETRY II	4	Gen Ed
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
PHYS 2014	ENGINEERING PHYSICS I	4	Gen Ed
Suggested Sophomore 1st Semester			
MATH 2314	CALCULUS AND ANALYTIC GEOMETRY III	4	Support
ENGR 2002	PROFESSIONAL DEVELOPMENT	2	Major
PHYS 2114	ENGINEERING PHYSICS II	4	Gen Ed
ENGR 2133	RIGID BODY MECHANICS	OR	Major
ENGR 2243	STATICS	3	Major
SOC	SOCIOLOGY ELECTIVE	3	Gen Ed
Suggested Sophomore 2nd Semester			
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
FA ENGR	FACULTY APPROVED ENGINEERING ELECTIVE	3	Major
FA ENGR	FACULTY APPROVED ENGINEERING ELECTIVE	3	Major
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support
HUM	HUMANITIES ELECTIVE	3	Gen Ed

Course Grouping

Major Courses: (12-credit hours) Engineering: (C)ENGR 2003; (C)ENGR 2133 or (C)ENGR 2243; and two more Faculty Advisor approved courses selected from (C)ENGR 1213; (C)ENGR 2103; (C)ENGR 2143; (C)ENGR 2313; (C)ENGR 2333; (C)ENGR 2343; (C)ENGR 2523; (C)ENGR 2613
 General Education Courses: (42 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Chemistry: CHEM 1115; Physics: PHYS 2014; PHYS 2114; Mathematics: MATH 2104, MATH 2214; Humanities: Six credit hours; Social Sciences: Three credit hours

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (7-9 credit hours) Mathematics: MATH 2314; 3-5 credit hours of Faculty Advisor approved Support Electives selected from (C)ENGR 1213; (C)ENGR 2103; (C)ENGR 2143; (C)ENGR 2243; (C)ENGR 2313; (C)ENGR 2333; (C)ENGR 2343; (C)ENGR 2523; (C)ENGR 2613; CHEM 1215; CHEM 2115; CHEM 2125; CS 2163; CS 2363; MATH 2013; MATH 2413; PHYS 2223.

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs.

Degree Program Course Descriptions

CHEM 1115 - GENERAL CHEMISTRY I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1513 or MATH 1533, or both MATH 0403 and High School Chemistry or CHEM 1123. A grade of 5 CREDITS This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation. 3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation. 3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGR 2002 - PROFESSIONAL DEVELOPMENT

Prerequisites: English 1213 2 CREDITS Students demonstrate knowledge of basic principles of a successful engineering enterprise: written and oral communications, planning, design, production, risk management and evaluation. Students utilize business and project management principles to complete multi-disciplinary design experiences.

ENGR 2133 - RIGID BODY MECHANICS

Prerequisites: PHYS 2014 3 CREDITS The student will solve problems related to static equilibrium of rigid and deformable bodies and the motion of particles and rigid bodies. Kinetics and kinematics will

be studied with the application of algebra, trigonometry, scalar and vector calculus.

ENGR 2243 - STATICS

Prerequisites: PHYS 2014 3 CREDITS Students solve problems related to static equilibrium of particles and rigid bodies under the action of forces. Physical concepts of equilibrium and engineering applications are integrated with mathematical subjects of vector calculus, vector algebra and simultaneous algebraic equations.

FA ENGR - FACULTY APPROVED ENGINEERING ELECTIVE

Prerequisites: 3 CREDITS Faculty approved Engineering elective

FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES

Prerequisites: 3 CREDITS Faculty approved support electives

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites: 3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites: 3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites: 3 CREDITS Humanities elective

MATH 2104 - CALCULUS AND ANALYTIC GEOMETRY I

Prerequisites: MATH 1533 and MATH 1613 or adequate math placement test score. 4 CREDITS The student will compute, interpret and apply the basic concepts of limits, differentiation and integration to

algebraic and transcendental functions and will solve applied problems that include rates of change, optimization, area and total change in a function.

MATH 2214 - CALCULUS AND ANALYTIC GEOMETRY II

Prerequisites: MATH 2104 within the last year. 4 CREDITS The student will use integration techniques to find antiderivatives, compute definite integrals, and solve application problems that include volume, work and pressure; investigate the convergence of improper integrals and infinite series; use Taylor polynomials and Taylor Series to estimate, represent, and analyze functions; perform basic operations on vectors and analyze functions of three variables and their contour plots.

MATH 2314 - CALCULUS AND ANALYTIC GEOMETRY III

Prerequisites: MATH 2214 within the last year. 4 CREDITS The student will compute partial derivatives, gradients, differentials, double and triple integrals in rectangular, cylindrical and spherical coordinate systems, curl and divergence of a vector field, and path and surface integrals of vector fields directly and by applying Green's Theorem, Stokes' Theorem and the Divergence Theorem; write parameterizations for lines, curves and surfaces; and solve application problems that include optimization, work and flows of vector fields.

PHYS 2014 - ENGINEERING PHYSICS I

Prerequisites: 4 CREDITS This is a physics course designed primarily for pre-engineering, chemistry and physics majors. Students will demonstrate their understanding of concepts in mechanics, heat and sound by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate.

PHYS 2114 - ENGINEERING PHYSICS II

Prerequisites: 4 CREDITS This course is a continuation of Engineering Physics I. Students will demonstrate their understanding of concepts in electricity, magnetism, and light by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and

predictions will incorporate methods of calculus where appropriate.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC - SOCIOLOGY ELECTIVE

Prerequisites:

3 CREDIT Sociology elective

Enterprise Communication Systems#

Associate in Applied Science

Minimum of 61 credit hours

This plan of study is part of a cooperative alliances with Francis Tuttle Technology Center. ***Major courses in this degree plan are offered at Francis Tuttle. This plan of study was developed through a collaborative effort among Cisco, Cox Communications, Southwestern Bell, and WorldCom Enterprise communication systems are one of the fastest growing fields in the United States. Advances in technology and applications come every day with innovations in fiber optics, satellite and microwave communications; long-distance link ups of computers, and even the household telephone. This plan of study will give the student the opportunity to train on the latest systems and test equipment. The program will cover the latest trends in communications equipment and techniques. In conjunction with Networks, PC Hardware Servers, Routers, ISDN, Frame Relay, Solaris, Linux, Windows 2000 and Ethernet Switches, a student may train on microwave equipment. The graduate will be prepared to work in the areas of installation, design of WAN systems maintenance, and the repair of various components of telecommunications systems. Also, the student will design an Enterprise Communications system. Upon completion of this plan of study, students may be prepared to take some of the following certification examinations: Network +, Cisco Certified Network Associate (CCNA) Server+, BICSI, I-Net+, Solaris Administrator, A+, Cisco Certified Network Professional (CCNP), Cisco Certified Design Administrator (CCDA), JAVA 2 Programmer, WOW Certified Web Designer Apprentice (CWDSA), Windows 2000 MCP, and LINUX+.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ECS 1214	PC HARDWARE AND SOFTWARE	4	Major
ECS 1314	NETWORKING FUNDAMENTALS	4	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
FA MATH	FACULTY APPROVED MATHEMATICS ELECTIVE	3	Support
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Freshman 2nd Semester			
ECS 1334	ROUTING TECHNOLOGIES	4	Major
ECS 2224	NETWORK OPERATING SYSTEMS	4	Major
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major
Suggested Sophomore 1st Semester			
ECS 2334	ADVANCED ROUTING AND SWITCHING	4	Major
OSRHE1	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major
Suggested Sophomore 2nd Semester			
ECS 2364	ADVANCED NETWORK & DESIGN MANAGERMENTS	4	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major

Course Grouping

Major Courses: (39 credit hours) ECS 1214; ECS 1314; ECS 1334; ECS 2224; ECS 2334; ECS 2364; Major electives (15 credit hours) Fifteen credit hours of faculty approved electives

General Education Courses: (18 credit hours) English: ENGL 1113; Communications/English: To be chosen from COM 1123, COM 1323, COM 2213, or Advisor approved COM elective or ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Approved General Education Electives: Six credit hours

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (3 credit hours) Mathematics: Three credit hours of faculty-approved mathematics that meet OCCC's mathematics proficiency requirements.

*To be chosen from ENGL 1213, ENGL 1233, COM 1123 or COM 2213.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Major courses are available only at Francis Tuttle Technology Center.

#Students must file all financial aid through the technology center while attending there.

Degree Program Course Descriptions

ECS 1214 - PC HARDWARE AND SOFTWARE

Prerequisites:

4 CREDITS Students develop an understanding of emerging information technology and data communications. Students demonstrate, in a laboratory setting, knowledge of the necessary skills of building a computer, installing the operating systems, adding peripherals, and connecting the computer to a local-area network as well as the Internet.

ECS 1314 - NETWORKING FUNDAMENTALS

Prerequisites:

4 CREDITS Students demonstrate specified competencies in various routers, switches, cable analyzers, smart remotes, and cable meters. Students demonstrate knowledge of the OSI reference model, the basics of network layout and function, and the elements of TCP/IP. Students will also set up and configure a local area network.

ECS 1334 - ROUTING TECHNOLOGIES

Prerequisites: ECS 1314

4 CREDITS Students demonstrate specified competencies with router switching technologies, beginning router and switching configurations and network management. Basic router configurations will be emphasized using the routing information protocol. Students configure addresses, host names, telnet procedures, IP routes, Ethernet MAC addresses, serial port addresses, router commands, router troubleshooting, password recovery, and make physical connections at various ports.

ECS 2224 - NETWORK OPERATING SYSTEMS

Prerequisites: ECS 1214

4 CREDITS Students identify multi-user, multi-tasking network operating systems. LINUX, Windows 2000, NT, and XP networking operating systems will be covered. Students explore a variety of topics including installation procedures, security issues, back-up procedures, remote access and administration of Microsoft and Unix-based network operating systems.

ECS 2334 - ADVANCED ROUTING AND SWITCHING

Prerequisites: ECS 1334

4 CREDITS Students demonstrate specified competencies in advanced routing and switching technologies and network management. Students demonstrate an understanding of virtual LANS, data-link layer network addressing, simple network management protocols, interior gateway

routing protocol, enhanced interior gateway protocol, classless IP and wide area networking.

ECS 2364 - ADVANCED NETWORK & DESIGN MANAGERMENTS

Prerequisites: ECS 2334

4 CREDITS Students demonstrate specified competencies in project-based experimental activity and network design. Students demonstrate knowledge in trends and developments in the field of networking. The student will work with a Professional Network/WAN design tool to complete a 12,000 Ethernet host design project.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

FA MAJOR - FACULTY APPROVED MAJOR ELECTIVE

Prerequisites:

3 CREDITS Faculty approved major elective

FA MATH - FACULTY APPROVED MATHEMATICS ELECTIVE

Prerequisites:

3 CREDITS Faculty approved Mathematics elective

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

OSRHE1 - OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE

Prerequisites:

3 CREDITS OSRHE approved General Education Communications or English course

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Film and Video Production Technician (AA)

Associate in Arts

Minimum of 64 credit hours

This degree provides students the opportunity to become trained in the technical aspects of film and video production providing the community with a trained workforce of technicians. This strong technical foundation is appropriate for students wishing a career in acting, directing, screenplay writing, or other film and video areas. This program prepares students to transfer to a four-year institution.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

MATH 0403 or adequate math placement test score.

or by evaluation. §

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

FVP 1214 and FVP 2323 or by evaluation. §

FVP 1214

Math 0103 or adequate math placement test score.

Math 0203 or adequate math placement test score.

FVP 1214 and FVP 2323 or by evaluation. §

All required Major FVP courses, computer proficiency or by evaluation. §

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	3	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
FVP 1214	CINEMATOGRAPHY I	4	Major
FVP 2323	FILM EDITING AND DIGITAL EFFECTS I	3	Major
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
FVP 2214	CINEMATOGRAPHY II	4	Major
GEN ED	GEN ED ELECTIVE	3	Gen Ed
FVP 2253	FILM SOUND	3	Major
Suggested Sophomore 1st Semester			
BIO 1113	GENERAL BIOLOGY (Non Majors)	3	Gen Ed
PHYS 1014	PHYSICAL SCIENCE	4	Gen Ed
FVP 1133	PRODUCTION DESIGN	3	Major
FVP 2273	DOCUMENTARY FILMMAKING	3	Major
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Sophomore 2nd Semester			
FVP 2123	FILM PRODUCTION AND BUSINESS	3	Major
FVP 2713	CAPSTONE PROJECT	3	Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed

Course Grouping

Major Courses: (26 credit hours) (C) Film and Video Production: FVP 1133; FVP 1214; FVP 2123; FVP 2214; FVP 2253; FVP 2273; FVP 2323; FVP 2713

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; Political Science: POLSC 1113; Physical Science: PHYS 1014 (with lab); Biological Science: BIO 1113; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; *Humanities: 6 credit hours chosen from the following courses: HUM 1113; HUM 2233; HUM 2243; HUM 2253; HUM 2263; HUM 2273; ART 1013; ART 1023; ART 1053; TA 1103; **General Education Electives: 9 credit hours chosen from the following courses: PSY 1113; SOC 1113; SOC 2213; ECON 2113 or ECON 2123; any General Education Foreign Language course

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: None

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog.

Degree Program Course Descriptions

BIO 1113 - GENERAL BIOLOGY (Non Majors)

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score.
 3 CREDITS An introductory non-lab course that is designed to provide non-biological science major with the necessary background needed to effectively understand scientific information. Students investigate the properties of life to include: organization, energy use, evolution, maintenance of homeostasis, reproduction, growth, and development. Ecological concepts are discussed which enables students to have a better understanding regarding the impact that humans have on the natural world.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
 3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
 3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well- reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FVP 1133 - PRODUCTION DESIGN

Prerequisites:
 3 CREDITS The student will demonstrate an understanding of location design, exterior and interior art direction and construction, stage sets, props, signage, costume and set decoration, makeup, and hair dressing.

FVP 1214 - CINEMATOGRAPHY I

Prerequisites:
 4 CREDITS Students will be introduced to the equipment and technical aspects used for films and television. They will demonstrate an understanding of terms and procedures in

selecting equipment for specific scenes. They will demonstrate a basic understanding of how to use lights, sound and camera devices. They will demonstrate a technical understanding of the workflow utilized in preproduction, production and post production process of motion pictures. Laboratory experience is a required component of this course.

FVP 2123 - FILM PRODUCTION AND BUSINESS

Prerequisites:
 3 CREDITS Students will study the film-making process from concept to completion with special emphasis on the relationship between key staff members such as the producers, editors, directors, and cinematographers. They will demonstrate a basic understanding of film production technology and terminology. They will also analyze publicity, marketing techniques and materials, distribution plans, contracts, labor relations, business plans, copyright, chain of title, and negotiating with management and representation. As part of this course students will develop an entire plan for the production of a film which may become their Capstone project. The plan will include the selection of a script, a detailed schedule, budget, and possible contracts for staff and talent.

FVP 2214 - CINEMATOGRAPHY II

Prerequisites: FVP 1214 and FVP 2323 or by evaluation. §
 4 CREDITS Students will be introduced to the composition of film and television. They will demonstrate an understanding of picture and sound techniques to produce a meaningful and cohesive visual and aural story. They will demonstrate a basic understanding of utilizing lights, sound and camera locations and movements relative to the visual and aural story. Laboratory experience is a required component of this course.

FVP 2253 - FILM SOUND

Prerequisites: FVP 1214
 3 CREDITS Students will demonstrate the use of microphones, microphone placement, sound enhancements, volume, and the recording techniques used on location and in a studio. They will produce a full sound mix, including dialogue, score, source music, sound effects, and a variety of digital technologies.

FVP 2273 - DOCUMENTARY FILMMAKING

Prerequisites: FVP 1214 and FVP 2323 or by evaluation. §
 3 CREDITS Students will analyze the techniques and resources for the successful development and completion of filmed documentary productions. They will examine

the duties of the documentary filmmaker from the perspective of the various craft categories. Students will synthesize their knowledge and skills learned in class, and problem-solve by producing examples of the type of filmmaking on which the instruction is focused.

FVP 2323 - FILM EDITING AND DIGITAL EFFECTS I

Prerequisites: or by evaluation. §
 3 CREDITS Students will learn the digital environment of the non-linear AVID editing system, mastering the basics of multiple video and audio tracks, scenes assembly, time line structure and maintenance. Basic transitions such as dissolves, fades, wipes, and others will be introduced. Students will learn the process of commercial digital film editing and become familiar with story line and plot development through basic post-production techniques of picture and sound juxtaposition. Students will also be introduced to the mechanics and methods of digital effects. They will demonstrate a proficiency in the manipulation of single images, resulting in digitally enhanced composite shots and scenes.

FVP 2713 - CAPSTONE PROJECT

Prerequisites: All required Major FVP courses, computer proficiency or by evaluation. §
 3 CREDITS In groups, students will produce a short 10 to 20 minute, completely edited, finished film, demonstrating their mastery of the various film craft categories and the entire film making process.

GEN ED - GEN ED ELECTIVE

Prerequisites:
 3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful

changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITSHumanities elective

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHYS 1014 - PHYSICAL SCIENCE

Prerequisites: Math 0203 or adequate math placement test score.

4 CREDITS Students will develop an appreciation for concepts, methods, and applications of the natural sciences in their everyday lives. Students will be able to demonstrate their familiarity with some of the basic principles of chemistry, physics, geology, astronomy, and other physical sciences by (1) indicating how disciplines can work together in the solution of common problems (2) utilizing physical science methods in their daily lives, describing physical phenomena and predicting the results of common occurrences, and (3) demonstrating the ability to utilize scientific methodologies in a laboratory setting.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDITStudents will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Film and Video Production Technician (AAS)

Associate in Applied Science

Minimum of 63-65 credit hours

This degree provides students the opportunity to become trained in the technical aspects of film and video production providing the community with a trained workforce of technicians able to handle lights, cameras, props, sound, and set design for film and video projects.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

or by evaluation. §

ENGL 1113 or by evaluation. §

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

ENGL 1113

FVP 1214

FVP 1214 and FVP 2323 or by evaluation. §

FVP 1214, FVP 2323 or by evaluation. §

MATH 0103 or adequate math placement test score.

FVP 1214 and FVP 2323 or by evaluation. §

Math 0203 or adequate math placement test score.

FVP 2253

All required Major FVP courses, computer proficiency or by evaluation. §

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
FVP 1214	CINEMATOGRAPHY I	4	Major
FVP 1713	SCREENWRITING	3	Major
FVP 2323	FILM EDITING AND DIGITAL EFFECTS I	3	Major
Suggested Freshman 2nd Semester			
BUS 2033	BUSINESS COMMUNICATION	3	Gen Ed
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
ENGL 1233	REPORT WRITING	3	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
FVP 2253	FILM SOUND	3	Major
FVP 2214	CINEMATOGRAPHY II	4	Major
FVP 2153	SCREENPLAY INTERPRETATION	3	Major
Suggested Sophomore 1st Semester			
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support
FVP 1133	PRODUCTION DESIGN	3	Major
FVP 2123	FILM PRODUCTION AND BUSINESS	3	Major
FVP 2273	DOCUMENTARY FILMMAKING	3	Major
PHYS 1013	PHYSICAL SCIENCE	3	Gen Ed
PHYS 1014	PHYSICAL SCIENCE	4	Gen Ed
Suggested Sophomore 2nd Semester			
FVP 2453	FILM SOUND EDITING	3	Major
FVP 2713	CAPSTONE PROJECT	3	Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support

Course Grouping

Major Courses: (35 credit hours) (C) Film and Video Production: FVP 1133; FVP 1214; FVP 1713; FVP 2114; FVP 2123; FVP 2153; FVP 2253; FVP 2273; FVP 2323; FVP 2453; FVP 2713

General Education Courses: (18-19 credit hours) English: ENGL 1113; ENGL 1213 or ENGL 1233 or BUS 2033 or COM 2213; Political Science:

POLSC 1113; Physical Science: PHYS 1013 or PHYS 1014; History: HIST 1483 or HIST 1493; *Humanities: Three credit hours of approved

Humanities elective: HUM 1113; HUM 2233; HUM 2243; HUM 2253; HUM 2263; HUM 2273; ART 1013; ART 1023; ART 1053; TA 1103

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (9-10 credit hours) BUS 1323; 6-7 hours chosen with Advisor Approval from the following courses: FVP 2214; FVP 2413; FVP 2613; FVP 2623

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

BUS 1323 - MATHEMATICS FOR BUSINESS CAREERS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate the ability to use basic mathematical processes, and use mathematical concepts in solving everyday business problems in operations, trade, taxation, accounting and finance.

BUS 2033 - BUSINESS COMMUNICATION

Prerequisites: ENGL 1113 or by evaluation. §

3 CREDITS Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays,

and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well- reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - REPORT WRITING

Prerequisites: ENGL 1113

3 CREDITS The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES

Prerequisites:

3 CREDITS Faculty approved support electives

FVP 1133 - PRODUCTION DESIGN

Prerequisites:

3 CREDITS The student will demonstrate an understanding of location design, exterior and interior art direction and construction, stage sets, props, signage, costume and set decoration, makeup, and hair dressing.

FVP 1214 - CINEMATOGRAPHY I

Prerequisites:

4 CREDITS Students will be introduced to the equipment and technical aspects used for films and television. They will demonstrate an understanding of terms and procedures in selecting equipment for specific scenes. They will demonstrate a basic understanding of how to use lights, sound and camera devices. They will demonstrate a technical understanding of the workflow utilized in preproduction, production and post production process of motion pictures. Laboratory experience is a required component of this course.

FVP 1713 - SCREENWRITING

Prerequisites: or by evaluation. §

3 CREDITS Students will be given basic instruction in the skills of writing and analyzing screenplays. Students will produce examples of the type of writing on which the instruction is focused. This course will include the analytical breakdown of screenplay elements through script analysis of feature-length screenplays and short-form screenplays. Students will synthesize their knowledge and skills learned in class, and problem-solve by writing "coverage" of student class projects-- and by writing multiple short-form screenplays, culminating in a screenplay for a Capstone Project. They will also create a step-outline for a feature-length motion picture.

FVP 2123 - FILM PRODUCTION AND BUSINESS

Prerequisites:

3 CREDITS Students will study the film-making process from concept to completion with special emphasis on the relationship between key staff members such as the producers, editors, directors, and cinematographers. They will demonstrate a basic understanding of film production technology and terminology. They will also analyze publicity, marketing techniques and materials, distribution plans, contracts, labor relations, business plans, copyright, chain of title, and negotiating with management and representation. As part of this course students will develop an entire plan for the production of a film which may become their Capstone project. The plan will include the selection of a script, a detailed schedule, budget, and possible contracts for staff and talent.

FVP 2153 - SCREENPLAY INTERPRETATION

Prerequisites: FVP 1214, FVP 2323 or by evaluation. §

3 CREDITS Students will learn the form and function of the basic motion picture screenplay through the analytical breakdown of film elements from the perspective of selected labor craft categories. Students will demonstrate their ability to apply learned craft skills to interpret the suggested imagery of the screenwriter by applying useful, creative and technical contributions in the production of screenplay into filmmaking projects.

FVP 2214 - CINEMATOGRAPHY II

Prerequisites: FVP 1214 and FVP 2323 or by evaluation. §

4 CREDITS Students will be introduced to the composition of film and television. They will demonstrate an understanding of picture and sound techniques to produce a meaningful and cohesive visual and aural story. They will demonstrate a basic understanding of utilizing lights, sound and camera locations and movements relative to the visual and aural story. Laboratory experience is a required component of this course.

FVP 2253 - FILM SOUND

Prerequisites: FVP 1214

3 CREDITS Students will demonstrate the use of microphones, microphone placement, sound enhancements, volume, and the recording techniques used on location and in a studio. They will produce a full sound mix, including dialogue, score, source music, sound effects, and a variety of digital technologies.

FVP 2273 - DOCUMENTARY FILMMAKING

Prerequisites: FVP 1214 and FVP 2323 or by evaluation. §

3 CREDITS Students will analyze the techniques and resources for the successful development and completion of filmed documentary productions. They will examine the duties of the documentary filmmaker from the perspective of the various craft categories. Students will synthesize their knowledge and skills learned in class, and problem-solve by producing examples of the type of filmmaking on which the instruction is focused.

FVP 2323 - FILM EDITING AND DIGITAL EFFECTS I

Prerequisites: or by evaluation. §

3 CREDITS Students will learn the digital environment of the non-linear AVID editing system, mastering the basics of multiple video and audio tracks, scenes assembly, time line structure and maintenance. Basic transitions such as dissolves, fades, wipes, and others will be introduced. Students will learn the process of commercial digital film editing and become familiar with story line and plot development through basic post-production techniques of picture and sound juxtaposition. Students will also be introduced to the mechanics and methods of digital effects. They will demonstrate a proficiency in the manipulation of single images, resulting in digitally enhanced composite shots and scenes.

FVP 2453 - FILM SOUND EDITING

Prerequisites: FVP 2253

3 CREDITS Students will master the aural forces that make film an expressive means of communication utilizing the digital medium of the intermediate ProTools non-linear sound editing system. Students will demonstrate proficiency in construction of sound sequences, interrelationships of the various sound track elements, sound design, foley and editorial theory that affect the overall aural aesthetics of recorded music and effects in film storytelling.

FVP 2713 - CAPSTONE PROJECT

Prerequisites: All required Major FVP courses, computer proficiency or by evaluation. §

3 CREDITS In groups, students will produce a short 10 to 20 minute, completely edited, finished film, demonstrating their mastery of the various film craft categories and the entire film making process.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society

based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

PHYS 1013 - PHYSICAL SCIENCE

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will develop an appreciation for concepts, methods, and applications of the natural sciences in their everyday lives. Students will be able to demonstrate their familiarity with some of the basic principles of chemistry, physics, geology, astronomy, and other physical sciences by (1) indicating how disciplines can work together in the solution of common problems and (2) utilizing physical science methods in their daily lives, describing physical phenomena and predicting the results of common occurrences.

PHYS 1014 - PHYSICAL SCIENCE

Prerequisites: Math 0203 or adequate math placement test score.

4 CREDITS Students will develop an appreciation for concepts, methods, and applications of the natural sciences in their everyday lives. Students will be able to demonstrate their familiarity with some of the basic principles of chemistry, physics, geology, astronomy, and other physical sciences by (1) indicating how disciplines can work together in the solution of common problems (2) utilizing physical science methods in their daily lives, describing physical phenomena and predicting the results of common occurrences, and (3) demonstrating the ability to utilize scientific methodologies in a laboratory setting.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Film and Video Production Technician (Certificate)

Certificate of Mastery

Minimum of 32 credit hours

This certificate program allows an individual to work toward an attainable goal without taking the general education courses required for an associate degree. College Credits earned may apply toward an Associate in Applied Science degree or Associate of Arts degree in Film and Video Production. This certificate provides students the opportunity to become trained in the technical aspects of film and video production providing the community with a trained workforce of technicians able to handle lights, cameras, props, sound, and set design for film and video projects.

Prerequisites

FVP 1214

or by evaluation. §

FVP 1214 and FVP 2323 or by evaluation. §

FVP 1214, FVP 2323 or by evaluation. §

FVP 1214 and FVP 2323 or by evaluation. §

6 hours of Film and Video Production courses or by evaluation. §

All required Major FVP courses, computer proficiency or by evaluation. §

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
FVP 1214	CINEMATOGRAPHY I	4	Major
FVP 1133	PRODUCTION DESIGN	3	Major
FVP 2253	FILM SOUND	3	Major
FVP 2323	FILM EDITING AND DIGITAL EFFECTS I	3	Major
Suggested Freshman 2nd Semester			
FVP 2123	FILM PRODUCTION AND BUSINESS	3	Major
FVP 2214	CINEMATOGRAPHY II	4	Major
FVP 2153	SCREENPLAY INTERPRETATION	3	Major
FVP 2273	DOCUMENTARY FILMMAKING	3	Major
FVP 2613	FILM OR VIDEO INTERNSHIP		Major
Suggested Sophomore 1st Semester			
FVP 2713	CAPSTONE PROJECT	3	Major

Course Grouping

Major Courses: (32 credit hours) (C) Film and Video Production: FVP 1133; FVP 1214; FVP 2123; FVP 2153; FVP 2214; FVP 2253; FVP 2273; FVP 2323; FVP 2613; FVP 2713

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Degree Program Course Descriptions

FVP 1133 - PRODUCTION DESIGN

Prerequisites:

3 CREDITS The student will demonstrate an understanding of location design, exterior and interior art direction and construction, stage sets, props, signage, costume and set decoration, makeup, and hair dressing.

FVP 1214 - CINEMATOGRAPHY I

Prerequisites:

4 CREDITS Students will be introduced to the equipment and technical aspects used for films and television. They will demonstrate an understanding of terms and procedures in selecting equipment for specific scenes. They will demonstrate a basic understanding of how to use lights, sound and camera devices. They will demonstrate a technical understanding of the workflow utilized in preproduction, production and post production process of motion pictures. Laboratory experience is a required component of this course.

FVP 2123 - FILM PRODUCTION AND BUSINESS

Prerequisites:

3 CREDITS Students will study the film-making process from concept to completion with special emphasis on the relationship between key staff members such as the producers, editors, directors, and cinematographers. They will demonstrate a basic understanding of film production technology and terminology. They will also analyze publicity, marketing techniques and materials, distribution plans, contracts, labor relations, business plans, copyright, chain of title, and negotiating with management and representation. As part of this course students will develop an entire plan for the production of a film which may become their Capstone project. The plan will include the selection of a script, a detailed schedule, budget, and possible contracts for staff and talent.

FVP 2153 - SCREENPLAY INTERPRETATION

Prerequisites: FVP 1214, FVP 2323 or by evaluation. §

3 CREDITS Students will learn the form and function of the basic motion picture screenplay through the analytical breakdown of film elements from the perspective of selected labor craft categories. Students will demonstrate their ability to apply learned craft skills to interpret the suggested imagery of the screenwriter by applying useful, creative and technical contributions in the production of screenplay into filmmaking projects.

FVP 2214 - CINEMATOGRAPHY II

Prerequisites: FVP 1214 and FVP 2323 or by evaluation. §

4 CREDITS Students will be introduced to the composition of film and television. They will demonstrate an understanding of picture and sound techniques to produce a meaningful and cohesive visual and aural story. They will demonstrate a basic understanding of utilizing lights, sound and camera locations and movements relative to the visual and aural story. Laboratory experience is a required component of this course.

FVP 2253 - FILM SOUND

Prerequisites: FVP 1214

3 CREDITS Students will demonstrate the use of microphones, microphone placement, sound enhancements, volume, and the recording techniques used on location and in a studio. They will produce a full sound mix, including dialogue, score, source music, sound effects, and a variety of digital technologies.

FVP 2273 - DOCUMENTARY FILMMAKING

Prerequisites: FVP 1214 and FVP 2323 or by evaluation. §

3 CREDITS Students will analyze the techniques and resources for the successful development and completion of filmed documentary productions. They will examine the duties of the documentary filmmaker from the perspective of the various craft categories. Students will synthesize their knowledge and skills learned in class, and problem-solve by producing examples of the type of filmmaking on which the instruction is focused.

FVP 2323 - FILM EDITING AND DIGITAL EFFECTS I

Prerequisites: or by evaluation. §

3 CREDITS Students will learn the digital environment of the non-linear AVID editing system, mastering the basics of multiple video and audio tracks, scenes assembly, time line structure and maintenance. Basic transitions such as dissolves, fades, wipes, and others will be introduced. Students will learn the process of commercial digital film editing and become familiar with story line and plot development through basic post-production techniques of picture and sound juxtaposition. Students will also be introduced to the mechanics and methods of digital effects. They will demonstrate a proficiency in the manipulation of single images, resulting in digitally enhanced composite shots and scenes.

FVP 2613 - FILM OR VIDEO INTERNSHIP

Prerequisites: 6 hours of Film and Video

Production courses or by evaluation. §

3 CREDIT Students will work on the production of student films, or they will be placed in a

professional setting that will require them to use their workplace skills through a supervised practical experience in support of film or video projects. The course may be repeated to a maximum of 6 credit hours with the consent of the instructor.

FVP 2713 - CAPSTONE PROJECT

Prerequisites: All required Major FVP courses, computer proficiency or by evaluation. §

3 CREDITS In groups, students will produce a short 10 to 20 minute, completely edited, finished film, demonstrating their mastery of the various film craft categories and the entire film making process.

French - Modern Languages

Associate in Arts

Minimum of 61 credit hours

Students who study French will learn a widely spoken language that has a long history as a language of culture and diplomacy. In addition to learning to understand, speak, read, and write French, students will acquire understanding of the cultures of the Francophone world as well as greater awareness of their own language and culture. An associate degree in Modern Languages gives students the background needed to transfer to a four-year college or university. After graduating, language students may find career opportunities in teaching, travel, broadcasting, translating, law enforcement, international business or social service. Another area of emphasis available is Spanish.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

FREN 1115 or by evaluation. §

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

MATH 0403 or adequate math placement test score.

FREN 1225 or by evaluation. §

ENGL 1213

FREN 2113 or by evaluation. §

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
FREN 1115	ELEMENTARY FRENCH I	5	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
BIO	BIOLOGICAL SCIENCE	3	Gen Ed
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support
Suggested Freshman 2nd Semester			
FREN 1225	ELEMENTARY FRENCH II	5	Major
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	3	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Sophomore 1st Semester			
FREN 2113	INTERMEDIATE FRENCH I	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
ENGL 2123	INTRODUCTION TO LITERATURE	3	Gen Ed
Suggested Sophomore 2nd Semester			
FREN 2223	INTERMEDIATE FRENCH II	3	Major
PHYS SC	ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support

Course Grouping

Major Courses: (16 credit hours) French: FREN 1115; FREN 1225; FRFEN 2113; FREN 2223

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Humanities: Six credit hours of Humanities electives; **Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science -- one of the science courses must include a lab component; Literature: Any ENGL course 2123 or higher; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Electives: Six credit hours General Education Electives

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (7 credit hours) Electives: Choose seven credit hours of electives from FREN, GRMN, SPAN, COM, ENGL, HUM, WL categories.

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog.

Degree Program Course Descriptions

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 2123 - INTRODUCTION TO LITERATURE

Prerequisites: ENGL 1213

3 CREDITS This course is a study of literary forms and genres, including short story, poetry, drama, and novels. Students will be introduced to literary terminology, critical theories, and a diversity of authors and literary styles. Through various assignments, written and/or oral, students will demonstrate their ability to analyze, evaluate and interpret literary forms.

FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES

Prerequisites:

3 CREDITS Faculty approved support electives

FREN 1115 - ELEMENTARY FRENCH I

Prerequisites:

5 CREDITS The beginning student will acquire fundamental proficiency in understanding, speaking, reading, and writing French. The student will also explore important aspects of French and Francophone culture.

FREN 1225 - ELEMENTARY FRENCH II

Prerequisites: FREN 1115 or by evaluation. §

5 CREDITS A continuation of FREN 1115.

The student will demonstrate increased proficiency in understanding, speaking, reading, and writing French. The student will continue to explore significant aspects of French and Francophone culture. Satisfactory completion of this course confirms that a student has demonstrated competency in a foreign language at the novice-high level on the ACTFL scale.

FREN 2113 - INTERMEDIATE FRENCH I

Prerequisites: FREN 1225 or by evaluation. §

3 CREDITS The student will demonstrate proficiency in understanding, speaking, reading, and writing French at the intermediate level. The student will read a variety of French texts, using them as a basis for conversation and composition in French and will begin a systematic review of French grammar. The class is taught in French.

FREN 2223 - INTERMEDIATE FRENCH II

Prerequisites: FREN 2113 or by evaluation. §

3 CREDITS A continuation of FREN 2113. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing French at the intermediate level. The student will read short literary texts and use them as a basis for discussions and compositions in French and will complete a systematic review of French grammar. The class is taught in French.

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights

in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHYS SC - ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS

Prerequisites:

3 CREDITS Any Physical Science chosen from ASTR, PHYS, CHEM, or GEOL subject areas

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Graphic Communications - Multimedia Emphasis

Associate in Applied Science

Minimum of 61 credit hours

Graphic Communications: Multimedia Emphasis students receive hands-on training in design theory and state-of-the-art production methods in web page design and production, web page animation, computer drawing, digital imaging, electronic publishing and video editing. This associate degree prepares graduates to work as web page creators. Graduates work for multimedia agencies, advertising agencies, individual companies, television stations, graphic design businesses, or as independent graphic artists. Graphic Communications students who wish to transfer to a four-year institution should enroll in the Visual Arts program for an Associate in Arts degree. Transfer students should contact your faculty advisor for more information.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

MATH 0103 or adequate math placement test score.

With appropriate prerequisite.

GCOM 2773 or by evaluation. §

GCOM 2793 or by evaluation. §

GCOM 2813 or by evaluation. §

GCOM 2813 and GCOM 2583 or by evaluation. §

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
GCOM 1053	ELECTRONIC PUBLISHING: INDESIGN I	3	Major
ART 1183	COMPUTER DRAWING: ILLUSTRATOR	3	Major
GCOM 2773	IMAGE EDITING: PHOTOSHOP I	3	Major
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
APPM 1223	MATHEMATICS FOR TECHNICAL CAREERS I	3	Support
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support
MATH	ANY 1000 LEVEL MATH COURSE	3	Support
GCOM 1023	INTRODUCTION TO GRAPHIC DESIGN	3	Major
GCOM 2783	IMAGE EDITING: PHOTOSHOP II	3	Major
GCOM 2793	WEB PAGE DESIGN I	3	Major
Suggested Sophomore 1st Semester			
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
ART 2643	VIDEO PRODUCTION	3	Major
GCOM 2813	WEB PAGE ANIMATION: Flash I	3	Major
GCOM 2833	WEB PAGE DESIGN II	3	Major
JB 1103	AUDIO PRODUCTION	3	Major
Suggested Sophomore 2nd Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
GCOM 2843	WEB PAGE ANIMATION: FLASH II	3	Major
GCOM 2853	MULTIMEDIA PORTFOLIO PRODUCTION	3	Major
SUPP ELEC	SUPPORT ELECTIVE	3	Support

Course Grouping

Major Courses: (36 Credit Hours) GCOM 1023; GCOM 1053; GCOM 1183; GCOM 2853; GCOM 2773; GCOM 2783; GCOM 2793; GCOM 2813; GCOM 2833; GCOM 2843; JB 1103; JB 2643

General Education Courses: (18 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives (3 credit hours); Humanities: Any humanities course (3 credit hours)

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (6 credit hours) APPM 1223, BUS 1323, or Any 1000 level Mathematics Course; *3 credit hours faculty approved elective courses selected from any GCOM, CAT, ART, FVP, JB or MU prefix.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

APPM 1223 - MATHEMATICS FOR TECHNICAL CAREERS I

Prerequisites: MATH 0103 or adequate math placement test score.

3 CREDITS The student will apply principles of basic algebra, equations, functions and graphs, factoring, and fractions in the solutions of technical problems.

ART 1183 - COMPUTER DRAWING: ILLUSTRATOR

Prerequisites:

3 CREDITS Students will demonstrate knowledge of vector illustration techniques using Adobe Illustrator software. Students will also create and edit graphic objects and type, select various menu commands, and use keyboard shortcuts.

ART 2643 - VIDEO PRODUCTION

Prerequisites:

3 CREDITS The student will use video production techniques to produce, edit and direct program materials of broadcast quality. Extensive laboratory work is required.

BUS 1323 - MATHEMATICS FOR BUSINESS CAREERS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate the ability to use basic mathematical processes, and use mathematical concepts in solving everyday business problems in operations, trade, taxation, accounting and finance.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques

they learned in ENGL 1113 or ENGL 1103 to develop well- reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

GCOM 1023 - INTRODUCTION TO GRAPHIC DESIGN

Prerequisites:

3 CREDITSThis course is an introduction to the principles of design, terminology, typography, and the design process. Students will indicate an understanding of the design and print process, the use of emphasis, contrast, balance, alignment, repetition, flow, color and typography through the successful completion of assigned projects.

GCOM 1053 - ELECTRONIC PUBLISHING: INDESIGN I

Prerequisites:

3 CREDITS Students will demonstrate proficiency in using the Macintosh computer in the production of various types of printed material. In addition, they will demonstrate skills in specifying typography, importing photos and artwork into documents, the application of design principles, and preparing documents for the commercial printing process.

GCOM 2773 - IMAGE EDITING: PHOTOSHOP I

Prerequisites:

3 CREDITS The student will demonstrate knowledge of the tools and functions of Photoshop software program. The student will complete projects which indicate an understanding of image retouching and manipulation, color correction, image sharpening, RGB color, CYMK color, separations, channels, paths, and filters.

GCOM 2783 - IMAGE EDITING: PHOTOSHOP II

Prerequisites: GCOM 2773 or by evaluation. §

3 CREDITS The student will demonstrate knowledge of more advanced functions of the Photoshop software program. Student proficiency will be demonstrated by successfully completing projects which require skills in advanced techniques in selection, layering, color correction, and image manipulation.

GCOM 2793 - WEB PAGE DESIGN I

Prerequisites:

3 CREDITS The student will learn the skills required to create Web pages and maintain websites. These skills include using Adobe Dreamweaver software, HTML and CSS languages, producing graphics, and applying design principles for effective Web layouts.

Proficiency will be demonstrated by successful completion of projects.

GCOM 2813 - WEB PAGE ANIMATION: FLASH I

Prerequisites:

3 CREDITS The student will be able to produce vector-based animated and interactive Web sites with frames and keyframes, layers, scenes, morphing, animations that follow a path, animations within a mask, static and animated buttons, sound for buttons and movies, and be able to publish work for web delivery on an HTML page.

GCOM 2833 - WEB PAGE DESIGN II

Prerequisites: GCOM 2793 or by evaluation. §

3 CREDITS Students will use advanced HTML, CSS, and Javascript to create highly interactive Web content. They will also use PHP and MySQL to generate dynamic websites from a database, to process form input, and to incorporate Flash and other multimedia elements into websites. Student proficiency will be demonstrated by successful completion of projects.

GCOM 2843 - WEB PAGE ANIMATION: FLASH II

Prerequisites: GCOM 2813 or by evaluation. §

3 CREDITS The student will demonstrate the ability to create interactive multimedia and web projects using the Flash software authoring environment. He/She will also demonstrate knowledge of ActionScript, the Flash programming language, and use it to create and enhance online (web sites) and offline (CD-ROM) projects. In addition, the student will demonstrate a working knowledge of variables, scripted motion, text fields, advanced movie clip options, arrays, and functions.

GCOM 2853 - MULTIMEDIA PORTFOLIO PRODUCTION

Prerequisites: GCOM 2813 and GCOM 2583 or by evaluation. §

3 CREDITS The student will demonstrate the ability to design and produce an interactive QuickTime movie presentation using an authoring software. The production will include animation, graphics, text, digital photography, sound and video. The project will become part of the student's portfolio.

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITSGeneral Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

JB 1103 - AUDIO PRODUCTION

Prerequisites:

3 CREDITS The student will use audio production techniques and equipment to produce program material of professional quality. Extensive laboratory work is required.

MATH - ANY 1000 LEVEL MATH COURSE

Prerequisites: With appropriate prerequisite.

3 CREDITS Any 1000 level Mathematics course

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/ Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at

Oklahoma City Community College and is a required course in degree plans.

SUPP ELEC - SUPPORT ELECTIVE

Prerequisites:

3 CREDIT Support elective

Graphic Communications - Print Media Emphasis#

Associate in Applied Science

Minimum of 61 credit hours

Graphic Communications: Print Media Emphasis students receive hands-on training in design theory, illustration, and state-of-the-art production methods in electronic publishing, computer drawing and digital imaging. Primary focus is on the print media. This associate degree prepares graduates to work as designers, print media production artists, Web page creators, multimedia presentation producers, illustrators, or digital photography manipulators. Graduates work for advertising agencies, individual companies, printing companies, service bureaus, multimedia agencies, newspapers, magazines, television stations, screen printers, graphic design businesses, photo labs, or as independent graphic artists. Graphic Communications students who wish to transfer to a four-year institution should enroll in the Visual Arts program for an Associate in Arts degree. Transfer students should contact your faculty advisor for more information.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

GCOM 1053 or by evaluation. §

GCOM 1053

MATH 0103 or adequate math placement test score.

With appropriate prerequisite.

GCOM 2773 or by evaluation. §

GCOM 1053 and GCOM 1223

GCOM 1223, GCOM 1053 and GCOM 2323 or by evaluation. §

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
GCOM 1053	ELECTRONIC PUBLISHING: INDESIGN I	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
GCOM 1023	INTRODUCTION TO GRAPHIC DESIGN	3	Major
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
ART 1183	COMPUTER DRAWING: ILLUSTRATOR	3	Major
GCOM 2773	IMAGE EDITING: PHOTOSHOP I	3	Major
GCOM 2053	ELECTRONIC PUBLISHING: INDESIGN II	3	Major
GCOM 1223	ADVERTISING LAYOUT	3	Major
Suggested Sophomore 1st Semester			
APPM 1223	MATHEMATICS FOR TECHNICAL CAREERS I	3	Support
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support
MATH	ANY 1000 LEVEL MATH COURSE	3	Support
GCOM 2323	PUBLICATION DESIGN	3	Major
GCOM 2783	IMAGE EDITING: PHOTOSHOP II	3	Major
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Sophomore 2nd Semester			
GCOM 2353	APPLIED GRAPHIC ART	3	Major
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
GCOM 2803	PORTFOLIO PREPARATION AND PRESENTATION	3	Major
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support

Course Grouping

Major Courses: (30 Credit Hours) GCOM 1023; GCOM 1053; GCOM 1183; GCOM 1223; GCOM 2053; GCOM 2323; GCOM 2353; GCOM 2773; GCOM 2783; GCOM 2803

General Education Courses: (18 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Humanities: Any humanities course (3 credit hours); * Elective: General Education elective (3 credit hours)

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (12 Credit Hours) APPM 1223, BUS 1323, or any 1000 level Math course; ** 9 credit hours Faculty Advisor approved elective courses selected from any GCOM, ART, CAD, JB, FVP, or MU prefix.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

APPM 1223 - MATHEMATICS FOR TECHNICAL CAREERS I

Prerequisites: MATH 0103 or adequate math placement test score.

3 CREDITS The student will apply principles of basic algebra, equations, functions and graphs, factoring, and fractions in the solutions of technical problems.

ART 1183 - COMPUTER DRAWING: ILLUSTRATOR

Prerequisites:

3 CREDITS Students will demonstrate knowledge of vector illustration techniques using Adobe Illustrator software. Students will also create and edit graphic objects and type, select various menu commands, and use keyboard shortcuts.

BUS 1323 - MATHEMATICS FOR BUSINESS CAREERS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate the ability to use basic mathematical processes, and use mathematical concepts in solving everyday business problems in operations, trade, taxation, accounting and finance.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES

Prerequisites:

3 CREDITS Faculty approved support electives

GCOM 1023 - INTRODUCTION TO GRAPHIC DESIGN

Prerequisites:

3 CREDIT This course is an introduction to the principles of design, terminology, typography, and the design process. Students will indicate an understanding of the design and print process, the use of emphasis, contrast, balance, alignment, repetition, flow, color and typography through the successful completion of assigned projects.

GCOM 1053 - ELECTRONIC PUBLISHING: INDESIGN I

Prerequisites:

3 CREDITS Students will demonstrate proficiency in using the Macintosh computer in the production of various types of printed material. In addition, they will demonstrate skills in specifying typography, importing photos and artwork into documents, the application of design principles, and preparing documents for the commercial printing process.

GCOM 1223 - ADVERTISING LAYOUT

Prerequisites: GCOM 1053

3 CREDITS Students will demonstrate, by tests and performance, the ability to make effective advertising layouts which meet industry standards. Students will demonstrate effective use of color, dominant and subordinate elements, typography, and production skills in their designs.

GCOM 2053 - ELECTRONIC PUBLISHING: INDESIGN II

Prerequisites: GCOM 1053 or by evaluation. §

3 CREDITS The student will demonstrate proficiency using advanced functions and commands of electronic desktop publishing. This will include libraries, master pages, color separation, prepress document preparation, working with graphic files, and templates.

GCOM 2323 - PUBLICATION DESIGN

Prerequisites: GCOM 1053 or by evaluation. §

3 CREDITS Upon completion of the course the student will demonstrate knowledge of the elements of newsletter and magazine design. The student will produce a four-page newsletter. The student will also produce a magazine cover, table of contents page(s), masthead, and departmental page designs. The work will be performed on a Macintosh computer using a desktop publishing program.

GCOM 2353 - APPLIED GRAPHIC ART

Prerequisites: GCOM 1053 and GCOM 1223

3 CREDITS The student will apply skills learned in previous classes to produce real projects for the College or community. Students will design and produce a variety of production pieces.

GCOM 2773 - IMAGE EDITING: PHOTOSHOP I

Prerequisites:

3 CREDITS The student will demonstrate knowledge of the tools and functions of Photoshop software program. The student will complete projects which indicate an understanding of image retouching and manipulation, color correction, image sharpening, RGB color, CYMK color, separations, channels, paths, and filters.

GCOM 2783 - IMAGE EDITING: PHOTOSHOP II

Prerequisites: GCOM 2773 or by evaluation. §

3 CREDITS The student will demonstrate knowledge of more advanced functions of the Photoshop software program. Student proficiency will be demonstrated by successfully completing projects which require skills in advanced techniques in selection, layering, color correction, and image manipulation.

GCOM 2803 - PORTFOLIO PREPARATION AND PRESENTATION

Prerequisites: GCOM 1223, GCOM 1053 and GCOM 2323 or by evaluation. §

3 CREDITS The student will prepare a portfolio for professional presentation and evaluation. The portfolio will consist of matted pieces, resume, and notebook which contains samples of projects representing skills using various graphic arts software programs.

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITSHumanities elective

MATH - ANY 1000 LEVEL MATH COURSE

Prerequisites: With appropriate prerequisite.

3 CREDITSAny 1000 level Mathematics course

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDITStudents will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/ Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

History

Associate in Arts

Minimum of 64 credit hours

You've probably heard it said, "We must remember, so we will never forget." That's what the study of history is all about. For generations, people around the world have preserved the history of their families, tribes, towns, villages, countries and significant events through the preservation of records, documents, artifacts and images. At Oklahoma City Community College, you can gain insight into how these civilizations and cultures evolved and how they affect our own traditions today. The OCCC associate degree in arts in history is a good option if you are well-organized and analytical and have an interest in sociology and political science. This program will prepare you to transfer to a four-year college or university.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
HIST 1613	EARLY WESTERN CIVILIZATION	3	Major
MATH 1503	CONTEMPORARY MATHEMATICS	OR	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	OR	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
BIO	BIOLOGICAL SCIENCE	3-4	Gen Ed
Suggested Freshman 2nd Semester			
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
HIST 1623	MODERN WESTERN CIVILIZATION	3	Major
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
PHYS	ANY PHYSICAL SCIENCE	3-4	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
Suggested Sophomore 1st Semester			
HIST	HISTORY ELECTIVE	3	Major
HIST 1713	SURVEY OF WORLD CIVILIZATIONS TO 1600 C.E.	OR	Major
HIST 1723	SURVEY OF WORLD CIVILIZATIONS SINCE 1600 C.E.	3	Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
GEOG 2603	WORLD REGIONAL GEOGRAPHY	3	Gen Ed
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support
Suggested Sophomore 2nd Semester			
HIST	HISTORY ELECTIVE	3	Major
SOC SC	SOCIAL SCIENCE ELECTIVE	6	Gen Ed
HIST 2303	HISTORICAL RESEARCH, METHODS, AND WRITING	3	Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed

Course Grouping

Major Courses: (18 Credit Hours): HIST 1613; HIST 1623; HIST 1713 OR HIST 1723; HIST 2303; History electives (6 credit hours).

General Education Courses: (40 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483; HIST 1493; GEOG 2603; Humanities Electives (6 credit hours) ; MATH 1503 or MATH 1513 or MATH 2013; POLSC 1113; *Sciences: (Three to four credit hours of general education Biological Science, three to four credit hours Physical Science) Social Science Electives (6 credit hours)

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (5 Credit Hours) Approved Electives chosen from ECON 1013; SOC 1113; SOC 2143; SOC 2213; POLSC 2303; POLSC 2603; CS 1103; ART 1013; ART 1023, any history prefix and any foreign language course.

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog.

At least one science course must include a laboratory component.

Degree Program Course Descriptions

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES

Prerequisites:

3 CREDITS Faculty approved support electives

GEOG 2603 - WORLD REGIONAL GEOGRAPHY

Prerequisites:

3 CREDITS The student will examine the world's major cultural regions and determine the relationship between the physical environment and economic, social and political conditions.

HIST - HISTORY ELECTIVE

Prerequisites:

3 CREDITS History elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society

based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HIST 1613 - EARLY WESTERN CIVILIZATION

Prerequisites:

3 CREDITS After surveying the roots of civilization, students will study the origins of Western Civilization in the Greco-Roman world, medieval Europe, the European Renaissance, the Reformation, and the Age of Discovery. Students will be able to identify contributions of early Western Civilization to the emergence of the modern West, including modern Europe and the United States.

HIST 1623 - MODERN WESTERN CIVILIZATION

Prerequisites:

3 CREDITS After surveying the history of Western man since 1500, the student will be able to identify main themes in the development of Western civilization and describe their effects on the civilization of modern Western man.

HIST 1713 - SURVEY OF WORLD CIVILIZATIONS TO 1600 C.E.

Prerequisites:

3 CREDITS After a general introduction to the roots of human civilization, students will survey the development of the major civilizations of Mesoamerica, Africa, Asia, and Europe to 1600 C.E. After studying these major civilizations in a comparative framework, students will be able to identify and explain both common aspects of human development and dissimilarities among the particular civilizations of the pre-modern world.

HIST 1723 - SURVEY OF WORLD CIVILIZATIONS SINCE 1600 C.E.

Prerequisites:

3 CREDITS Students will survey the history of the major civilizations of Mesoamerica, Africa, Asia, and Europe from 1600 C.E. to the present. After studying these civilizations in a comparative framework, students will be able to identify major patterns of political,

economic, social, and cultural change and conflict over a period in which contact between civilizations became more frequent and sustained and the West rose to world prominence.

HIST 2303 - HISTORICAL RESEARCH, METHODS, AND WRITING

Prerequisites: ENGL 1113

3 CREDITS The course is designed for History majors. It will prepare students to research and write research papers. Papers will present results of investigations on historical topics. Students will learn how to use library as a research tool for primary and secondary sources. The course will emphasize the importance of gathering, interpreting, and documenting evidence, organizing ideas and drawing conclusions.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHYS - ANY PHYSICAL SCIENCE

Prerequisites:

3 CREDITS Any Physical Science

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC SC - SOCIAL SCIENCE ELECTIVE

Prerequisites:

3 CREDIT Social Science elective

Humanities - General Humanities Emphasis

Associate in Arts

Minimum of 61 credit hours

Did you know that, worldwide, more associate degrees are earned in the humanities than in any other area? That's because of the diversity and flexibility of this course of study. At Oklahoma City Community College, you can work toward an associate degree in arts in humanities by taking a combination of courses in art, drama, languages, literature, music and the philosophy of various cultures through the ages. This degree will prepare you to transfer to a four-year college or university. You'll learn the cultural history of Western civilization and talk about significant developments from Classical, Medieval and Modern times.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
HUM 1113	MUSIC APPRECIATION	3	Major
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	OR	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	OR	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
HUM 2213	HUMANITIES CLASSICAL AND MEDIEVAL	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
PSY 1113	INTRODUCTION TO PSYCHOLOGY	OR	Gen Ed
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed
Suggested Sophomore 1st Semester			
HUM 2223	HUMANITIES MODERN	3	Gen Ed
PHIL 1013	INTRODUCTION TO PHILOSOPHY	3	Gen Ed
ENGL	APPROVED LITERATURE ELECTIVE	3	Major
PHYS	ANY PHYSICAL SCIENCE	3-4	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Sophomore 2nd Semester			
ART 1013	ART HISTORY SURVEY I	OR	Major
ART 1023	ART HISTORY SURVEY II	3	Major
ENGL	APPROVED LITERATURE ELECTIVE	3	Major
PRE SUPPORT		6	Support
BIO	BIOLOGICAL SCIENCE	3-4	Gen Ed

Course Grouping

Major Courses: (15 Credit Hours) General Humanities Emphasis: PHIL 1013; HUM 1113; ART 1013 or ART 1023; One of the following six credit hour sequences: ENGL 2773 and ENGL 2883; or ENGL 2543 and ENGL 2653; or ENGL 2423 and ENGL 2433

General Education Courses: (39 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1503 (recommended) or MATH 1513 or MATH 2013; * Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science-one of the science courses must include a lab component; Social Sciences: PSY 1113 or SOC 1113; Humanities: HUM 2213; HUM 2223 Electives: Any 8 credit hours of faculty advisor approved General Education Electives

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (6 Credit Hours) Electives: Six credit hours support electives chosen from HUM, ENGL (2123 or above), or PHIL prefixes.

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog.

Degree Program Course Descriptions

ART 1013 - ART HISTORY SURVEY I

Prerequisites:

3 CREDITS Art History Survey I is a study of the arts, artists and their cultures from Prehistoric through the Early Renaissance. The student will analyze the artistic styles and identify visually the style, its time, its characteristics and the artists important to that period. The student also will analyze the social and art issues which led to the development and evolution of art styles throughout history.

ART 1023 - ART HISTORY SURVEY II

Prerequisites:

3 CREDITS Art History Survey II is a study of the visual arts, artists and their cultures from the Early Renaissance to the present. The student will analyze artistic styles and identify visually the style, its time, its characteristics and the artists important to that period. The student also will analyze the social and art issues which led to the development and evolution of art styles throughout history.

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

ENGL - APPROVED LITERATURE ELECTIVE

Prerequisites:

3 CREDITS Approved Literature elective

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FA GEN - FACULTY APPROVED GENERAL EDUCATION ELECTIVE

Prerequisites:

3 CREDITS Faculty approved General Education elective

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM 1113 - MUSIC APPRECIATION

Prerequisites:

3 CREDITS After listening to and studying a variety of pieces representative of traditional forms of music, the student will identify and describe each of these forms. Emphasis will be on listening and the development of informed, critical listening habits. Attendance at musical concerts is required. This course is designed for non-music majors.

HUM 2213 - HUMANITIES CLASSICAL AND MEDIEVAL

Prerequisites: ENGL 1113

3 CREDITS This course is a study of the humanities from pre-history through the early Renaissance. The student will recognize, interpret, and evaluate the interrelationship of art, architecture, literature, philosophy, and music and their legacies and impact on contemporary culture.

HUM 2223 - HUMANITIES MODERN

Prerequisites: ENGL 1113

3 CREDITS This course is a study of the humanities from the early Renaissance to the present. The student will recognize, interpret, and evaluate the interrelationship of art, architecture, literature, philosophy, and music and their legacies and impact on contemporary culture.

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHIL 1013 - INTRODUCTION TO PHILOSOPHY

Prerequisites: ENGL 1113

3 CREDITS After a review of the methods and sub-fields of philosophy, students will describe the positions selected philosophers have taken on several basic problems. Students will also describe and defend their own perspectives on these problems.

PHYS - ANY PHYSICAL SCIENCE

Prerequisites:

3 CREDITS Any Physical Science

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

**PSY 1113 - INTRODUCTION TO
PSYCHOLOGY**

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

**SCL 1001 - SUCCESS IN COLLEGE
AND LIFE**

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

**SOC 1113 - INTRODUCTION TO
SOCIOLOGY**

Prerequisites:

3 CREDITS The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institution, social stratification and social change.

Journalism - Journalism and Broadcasting/Journalism Emphasis

Associate in Arts

Minimum of 61 credit hours

Journalism students focus on the study of writing news for the print media. Students learn how to interview insightfully, write accurately and edit for clarity. Courses cover topics such as photography, journalism, broadcasting and advertising. Associate degrees in Journalism and Broadcasting prepare students to transfer to a four-year college or university. After graduating, career opportunities may be found as a reporter, photographer, author, teacher, news commentator, advertising executive or public relations practitioner. Areas of emphasis are also available in broadcasting, speech and public relations.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

MATH 0403 or adequate math placement test score.

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

MATH 0303 or adequate math placement test score.

RC 1223, RC 2124, RC 2213

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	3	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
PHYS SC	ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS	3	Gen Ed
ELEC	ELECTIVE	3	Support
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
JB 1133	NEWS WRITING	3	Major
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Gen Ed
BIO	BIOLOGICAL SCIENCE	3	Gen Ed
Suggested Sophomore 1st Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
ELEC	ELECTIVE	3	Support
JB 2303	MAGAZINE FEATURE WRITING	3	Major
Suggested Sophomore 2nd Semester			
RC 2613	ADVANCED RESPIRATORY CARE/PATIENT MANAGEMENT	3	Major
JB 2643	VIDEO PRODUCTION	3	Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major
Suggested Sophomore Summer Semester			
AT 2101	A.S.E. CERTIFICATION	1	Major

Course Grouping

Major Courses: (12 Credit Hours) Journalism and Broadcasting: JB 1133; JB 2303; JB 2643 Electives: One courses chosen from the following list: JB 1013; JB 1103; JB 2113; JB 2303; JB 2413;

General Education Courses: (37-38 Credit Hours) English: ENGL 1113; ENGL 1213; Communications: COM 1123 or COM 2213; Economics: ECON 2123; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113; Humanities: Six credit hours Humanities Electives; *Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science-one of the science courses must include a lab component.

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (10-11 Credit Hours) Any GCOM course; ELECTIVES (8 Credit Hours) Electives of the student's choosing; a second language is recommended.

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog.

Degree Program Course Descriptions

AT 2101 - A.S.E. CERTIFICATION

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.

1 CREDIT The student will demonstrate competencies in engine repair, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical systems, heating and air conditioning, and engine performance. This course is designed for individuals seeking A.S.E. certification which requires previous completion of related training.

BIO - BIOLOGICAL SCIENCE

Prerequisites:
3 CREDITS Biological Science

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:
3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:
3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ECON 2123 - PRINCIPLES OF MICROECONOMICS

Prerequisites: MATH 0303 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
3 CREDITS The student will apply microeconomic theories in analyzing concepts by which business maximizes profit, consumers maximize satisfaction, government allocates goods and services, and international trade affects the domestic economy.

ELEC - ELECTIVE

Prerequisites:
3 CREDITSElective

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FA MAJOR - FACULTY APPROVED MAJOR ELECTIVE

Prerequisites:
3 CREDITS Faculty approved major elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in

this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:
3 CREDITS Humanities elective

JB 1133 - NEWS WRITING

Prerequisites:
3 CREDITS The student will become familiar with and proficient in the use of various news gathering and news writing techniques common to both the print media and the broadcast media. The student will demonstrate mastery by writing acceptable news stories, features, human interest stories and interpretive reports. Typing skills are required.

JB 2303 - MAGAZINE FEATURE WRITING

Prerequisites:
3 CREDITS This course is designed for the writer who is beginning to write short to medium-length non-fiction articles. Students will review the markets, develop ideas, study interview techniques, and develop writing style by writing feature articles.

JB 2643 - VIDEO PRODUCTION

Prerequisites:
3 CREDITS The student will use video production techniques to produce, edit and direct program materials of broadcast quality. Extensive laboratory work is required.

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.
3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.
3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHYS SC - ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS

Prerequisites:

3 CREDITS Any Physical Science chosen from ASTR, PHYS, CHEM, or GEOL subject areas

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

RC 2613 - ADVANCED RESPIRATORY CARE/PATIENT MANAGEMENT

Prerequisites: RC 1223, RC 2124, RC 2213

3 CREDITS This didactic course is designed to advance and refine assessment and critical thinking skills as related to respiratory patient care management. Students will focus on concepts related to total patient management related to specific disease processes. The skills of data collection, evaluation and assessment and clinical interventions will be stressed to emphasize functioning at an analysis cognitive level. Activities will be development of advanced patient care plans and respiratory care procedural protocols, participation in simulated case studies and laboratory simulations. Students will also participate in computer and paper-pencil simulations of the current credentialing examinations.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/ Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills

and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC 1113 - INTRODUCTION TO SOCIOLOGY

Prerequisites:

3 CREDITS The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institution, social stratification and social change.

Liberal Studies

Associate in Arts

Minimum of 62 credit hours

Are you just not sure what to major in? You're not alone.

Did you know that most students who start college aren't sure what they want to do with their lives? Their careers? To ease the pressure of making that decision or feeling like you might make the wrong one, Oklahoma City Community College offers an associate degree in arts in liberal studies. This plan of study will give you a broad foundation in a variety of interests and help you develop effective communication, writing and problem-solving skills in addition to a sense of civic responsibility and critical thinking.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Gen Ed
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	OR	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	OR	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
PHYS SC	ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS	3-4	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Sophomore 1st Semester			
HUM	HUMANITIES ELECTIVE	3	Gen Ed
SOC	SOCIOLOGY ELECTIVE	3	Support
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	9	Major
Suggested Sophomore 2nd Semester			
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	15	Major

Course Grouping

Major Courses

: (24 credit hours) 24 credit hours from courses in the following programs: Art, Communications, English courses 2123 and higher, Modern Languages, Sociology, Psychology, Humanities, Philosophy, Geography, History, Political Science, Economics, Biological Sciences, Physical Sciences, and Mathematics

General Education Courses

: (37 credit hours) English: ENGL 1113; ENGL 1213; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; *Sciences: Three to four credit hours of general education Biological Science; Three to four credit hours of general education Biological Science chosen with Advisor approval; three to four credit hours Physical Science chosen from ASTR, CHEM, GEOL, or PHYS

Life Skills Courses

: (1 credit hour) Life Skills: SCL 1001

Support Courses

: None

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog.

Degree Program Course Descriptions

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FA MAJOR - FACULTY APPROVED MAJOR ELECTIVE

Prerequisites:
3 CREDITS Faculty approved major elective

GEN ED - GEN ED ELECTIVE

Prerequisites:
3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in

this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:
3 CREDITS Humanities elective

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.
3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.
3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.
3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHYS SC - ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS

Prerequisites:
3 CREDITS Any Physical Science chosen from ASTR, PHYS, CHEM, or GEOL subject areas

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores
1 CREDIT Students will be introduced to some of the best practices for success in college

and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC - SOCIOLOGY ELECTIVE

Prerequisites:
3 CREDITS Sociology elective

Literature - Humanities/Literature Emphasis

Associate in Arts

Minimum of 61 credit hours

Are you wild about Oscar Wilde? Have a penchant for Dorothy Parker's prose? Love the ancient struggle of Agamemnon and Achilles in The Iliad? If you want to learn more about English, American and World Literature, an associate degree in arts in humanities with an emphasis in literature would be a perfect plan of study for you. At Oklahoma City Community College, these courses bring you valuable insight into cultural values and significant experiences that have shaped and continue to shape our world. Additionally, they will give you a solid academic background in liberal arts and allow for an easy transition to a four-year college or university. After graduation, you could look into career opportunities in teaching, writing, visual arts, law, theater, film or the ministry.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
PSY 1113	INTRODUCTION TO PSYCHOLOGY	OR	Gen Ed
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	OR	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	OR	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
HUM 2213	HUMANITIES CLASSICAL AND MEDIEVAL	3	Gen Ed
ENGL	APPROVED LITERATURE ELECTIVE	3	Major
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	2	Gen Ed
Suggested Sophomore 1st Semester			
ENGL	APPROVED LITERATURE ELECTIVE	3	Major
HUM 2223	HUMANITIES MODERN	3	Support
ENGL	APPROVED LITERATURE ELECTIVE	3	Major
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed
PHYS	ANY PHYSICAL SCIENCE	3-4	Gen Ed
Suggested Sophomore 2nd Semester			
ENGL	APPROVED LITERATURE ELECTIVE	3	Major
ENGL	APPROVED LITERATURE ELECTIVE	3	Major
PRE SUPPORT		6	Support
BIO	BIOLOGICAL SCIENCE	3-4	Gen Ed

Course Grouping

Major Courses: (15 Credit Hours) One of the following six-credit-hour sequences: ENGL 2773 and ENGL 2883; or ENGL 2543 and ENGL 2653; or ENGL 2423 and ENGL 2433; 9 credit hours Literature electives

General Education Courses: (39 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1503 (recommended) or MATH 1513 or MATH 2013; **Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science - one of the science courses must have a lab component; Social Sciences: PSY 1113 or SOC 1113; Humanities: HUM 2213; HUM 2223; Electives: Any 8 credit hours faculty advisor approved General Education Electives

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (6 Credit Hours) Electives: 6 credit hours of electives from HUM, ENGL (2123 or above), or PHIL

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog.

Degree Program Course Descriptions

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

ENGL - APPROVED LITERATURE ELECTIVE

Prerequisites:

3 CREDITS Approved Literature elective

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FA GEN - FACULTY APPROVED GENERAL EDUCATION ELECTIVE

Prerequisites:

3 CREDITS Faculty approved General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM 2213 - HUMANITIES CLASSICAL AND MEDIEVAL

Prerequisites: ENGL 1113

3 CREDITS This course is a study of the humanities from pre-history through the early Renaissance. The student will recognize, interpret, and evaluate the interrelationship of art, architecture, literature, philosophy, and music and their legacies and impact on contemporary culture.

HUM 2223 - HUMANITIES MODERN

Prerequisites: ENGL 1113

3 CREDITS This course is a study of the humanities from the early Renaissance to the present. The student will recognize, interpret, and evaluate the interrelationship of art, architecture, literature, philosophy, and music and their legacies and impact on contemporary culture.

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling,

elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHYS - ANY PHYSICAL SCIENCE

Prerequisites:

3 CREDITS Any Physical Science

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC 1113 - INTRODUCTION TO SOCIOLOGY

Prerequisites:

3 CREDITS The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institution, social stratification and social change.

Manufacturing Technology# - Advanced Manufacturing Emphasis

Associate in Applied Science

Minimum of Minimum of 63 Credits credit hours

This program is designed to provide students with the skills, training and education necessary to enter into the workforce upon completion of the program. The program is offered through cooperative alliances with Francis Tuttle and Moore Norman Technology Centers.*** Major courses in this degree are not available on the main campus of Oklahoma City Community College. All major courses are taught at Francis Tuttle or Moore Norman Technology Center. The Manufacturing Technology Program is designed to allow students to develop the skills and abilities needed to work at the technician level in any manufacturing operation nationwide. In addition to hands-on experiences, the student will gain a general knowledge of manufacturing in areas such as job analysis, standard procedures, quality control, and high technology. In the Advanced Manufacturing emphasis, students will become skilled in electronics, installing, servicing, troubleshooting and maintaining advanced manufacturing cells.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
MATH1	MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY	3	Support
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
ET 1144	INDUSTRIAL ELECTRONICS	4	Major
ET 2032	INDUSTRIAL ELECTRICITY	2	Major
PRDT 1223	INTRODUCTION TO COMPUTER INTEGRATED MANUFACTURING	3	Major
Suggested Freshman 2nd Semester			
GEN ED	GEN ED ELECTIVE	3	Gen Ed
PRDT 1233	MECHANICAL SYSTEMS	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
ET 2044	ELECTROMECHANICAL DEVICES	4	Major
PRDT 1534	PROGRAMMABLE CONTROLLER PROGRAMMING	4	Major
Suggested Sophomore 1st Semester			
SUPP	GUIDED SUPPORT ELECTIVE	3	Support
GEN ED	GEN ED ELECTIVE	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
PRDT 1413	FLUID POWER	3	Major
PRDT 1542	PROGRAMMABLE CONTROLLER INTERFACING	2	Major
Suggested Sophomore 2nd Semester			
SUPP	GUIDED SUPPORT ELECTIVE	3	Support
OSRHE1	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE	3	Gen Ed
PRDT 2544	COMPUTER INTEGRATED MANUFACTURING	4	Major

Course Grouping

Major Courses: (29 credit hours) Electronics: ET 1144; ET 2032; ET 2044; Manufacturing Technology: PRDT 1223; PRDT 1233; PRDT 1413; PRDT 1534; PRDT 1542; PRDT 2544

General Education Courses: (18 credit hours) English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education English or communications course.*; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives: Six credit hours of general education electives

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (15 credit hours) Three credit hours of mathematics that meets OCCC's mathematics proficiency requirements: **Support Electives: Twelve credit hours of support electives.

*To be chosen from ENGL 1213, ENGL 1233, COM 1123 or COM 2213.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

#This program is offered through a cooperative alliance established with Francis Tuttle and Moore Norman Technology Centers. (Students must file all financial aid through the technology center while attending there).

Degree Program Course Descriptions

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
 3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ET 1144 - INDUSTRIAL ELECTRONICS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
 4 CREDITS The student will demonstrate knowledge of basic industrial electronic principles and devices by solving problems and constructing lab experiments in subjects such as resistive circuits, Ohms law and power, series and parallel circuits, DC and AC circuits, solid state circuits and devices, and operational amplifiers. Common electronics test equipment will be used in the laboratory experiments to explore different electronic circuits and devices.

ET 2032 - INDUSTRIAL ELECTRICITY

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
 2 CREDITS The student will learn and apply the fundamentals of industrial electricity such as motor phasing, conductor sizing, three-phase power, conduit bending, and the use of ladder diagrams and test equipment to meet acceptable codes and standards.

ET 2044 - ELECTROMECHANICAL DEVICES

Prerequisites: ET 1144
 4 CREDITS The student will demonstrate problem maintenance and troubleshooting procedures on various types of electrical motors and electromechanical systems.

GEN ED - GEN ED ELECTIVE

Prerequisites:
 3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his

society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MATH1 - MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY

Prerequisites:
 3 CREDITS Mathematics that meet OCCC's Mathematics proficiency requirement

OSRHE1 - OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE

Prerequisites:
 3 CREDITS OSRHE approved General Education Communications or English course

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
 3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PRDT 1223 - INTRODUCTION TO COMPUTER INTEGRATED MANUFACTURING

Prerequisites:
 3 CREDITS The student will discuss the systems, sub-systems and the computer integration of systems in modern manufacturing. Topics include production control systems, artificial intelligence applications, robotics, applications, computer-aided engineering, and manufacturing systems. The student will relate these systems to current events in modern manufacturing enterprises and describe their impact on management method and profit.

PRDT 1233 - MECHANICAL SYSTEMS

Prerequisites:
 3 CREDITS The student will demonstrate competencies by installing, adjusting, aligning, and troubleshooting mechanical systems that include bearings, belt drives, roller chain drives, gear drives, couplings, clutches and

brakes, and conveyors. Laboratory experience with equipment similar to that used in industry is an integral part of this course.

PRDT 1413 - FLUID POWER

Prerequisites:
 3 CREDITS This course is an introduction to using pressurized hydraulic components in power delivery and positioning systems. Students will use hydraulic pumps and motors and make hydraulic connections, measurements, and calculations.

PRDT 1534 - PROGRAMMABLE CONTROLLER PROGRAMMING

Prerequisites:
 4 CREDITS Following a study of the theory and operational characteristics of programmable control systems used in industry, the student will demonstrate the operation of a programmable controller by writing a program to control on-delay and off-delay timers, test the program for correct operation and apply troubleshooting techniques as necessary. Laboratory experience with equipment similar to that used in industry is an integral part of the course.

PRDT 1542 - PROGRAMMABLE CONTROLLER INTERFACING

Prerequisites: PRDT 1534
 2 CREDITS The student will write a program for a programmable controller, implementing a multiple input/output system to control the operation of an external electromechanical device. The student will interface photosensitive devices as detectors in the system and will run the program to verify proper operation.

PRDT 2544 - COMPUTER INTEGRATED MANUFACTURING

Prerequisites: PRDT 1223
 4 CREDITS This is the concluding course in the Computer Integrated Manufacturing option. The student will set up a batch processing line which converts raw material into a finished product, utilizing the concepts learned in earlier courses and provide programming, interfacing and troubleshooting of an automated system.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores
 1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global

Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SUPP - GUIDED SUPPORT ELECTIVE

Prerequisites:

3 CREDITSGuided Support elective

Manufacturing Technology# - Precision Machining Emphasis

Associate in Applied Science

Minimum of 63 credit hours

This program is designed to provide the student with the necessary skills, training and education to enter the workforce upon completion of the program. The program is offered through cooperative alliances with Francis Tuttle, Moore Norman, and Mid America Technology Centers. ** Major courses in this degree are not available on the main campus of Oklahoma City Community College. All major technical Precision Machining courses are taught at the partnership locations listed. The Manufacturing Technology Program is designed to allow students to develop the skills and abilities needed to work at the technician level in any manufacturing operation nationwide. In addition to hands-on experiences, the student will gain a general knowledge of manufacturing in areas such as job analysis, standard procedures, quality control, and high technology. The Precision Machining emphasis prepares students for careers in machine operations such as milling, precision grinding, setup and programming, production operations, milling, routing, tool making and job planning.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
MET 1021	ORIENTATION TO MACHINING	1	Support
MET 1013	MACHINE TOOL THEORY	3	Major
MET 1112	PRECISION MEASUREMENT	2	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
MET 1232	PRINT READING	2	Major
SUPP	GUIDED SUPPORT ELECTIVE	3	Support
Suggested Freshman 2nd Semester			
MET 1423	INTRODUCTION TO MILLING OPERATIONS	3	Major
GEN ED	GEN ED ELECTIVE	3	Gen Ed
MET 1424	MILLING OPERATIONS	4	Major
MATH1	MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY	3	Support
SUPP	GUIDED SUPPORT ELECTIVE	3	Support
Suggested Sophomore 1st Semester			
MET 1433	INTRODUCTION TO ENGINE LATHE OPERATIONS	3	Major
MET 1434	ENGINE LATHE OPERATIONS	4	Major
MAJOR	MAJOR ELECTIVE	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Sophomore 2nd Semester			
MAJOR	MAJOR ELECTIVE	3	Major
MAJOR	MAJOR ELECTIVE	3	Major
OSRHE1	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE	3	Gen Ed
SUPP	GUIDED SUPPORT ELECTIVE	3	Support

Course Grouping

Major Courses: (32 credit hours) MET 1021; MET 1013; MET 1112; MET 1232; MET 1423; MET 1424; MET 1433; MET 1434; ten (10) credit hours of major electives

General Education Courses: (18 credit hours) English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education three credit hour English or communications course; * History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education

Electives: Six credit hours

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Major electives should be chosen from the following prefixes: ET; CS; MET; PRDT; PHYS; CAT or MATH.

Support Courses: (12 credit hours) Three credit hours of mathematics that meets OCCC's mathematics proficiency requirements: Support Electives: Nine credit hours of support electives.

*To be chosen from ENGL 1213, ENGL 1233, COM 1123 or COM 2213.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Major courses beginning with MET are available only at Francis Tuttle, Moore Norman, and Mid America Technology Centers. Admission to both the technology center and OCCC must be met in order to be eligible for the credit through OCCC.

#Students must file all financial aid through the technology center while attending there.

Degree Program Course Descriptions

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MAJOR - MAJOR ELECTIVE

Prerequisites:

3 CREDITS Major elective

MATH1 - MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY

Prerequisites:

3 CREDITS Mathematics that meet OCCC's Mathematics proficiency requirement

MET 1013 - MACHINE TOOL THEORY

Prerequisites: None

3 CREDITS Students will systematically study, recognize and discuss machine tool structures and capabilities, safety systems, metal cutting theory, shop calculations, tool geometry,

cutting tool materials and standards, cutting fluids and non-traditional processes, and relate the application of these principles to machine shop operations.

MET 1021 - ORIENTATION TO MACHINING

Prerequisites: None

1 CREDIT The student will be provided with and utilize proper safety procedures in labs, the classroom and the workplace. The student will learn and demonstrate machine safety in the areas of hand tools, saws, presses, lathes, grinders and milling. The student will also be provided basic knowledge in mathematics for shop practice implementation. This knowledge will be directly applied to simulated business and industry projects.

MET 1112 - PRECISION MEASUREMENT

Prerequisites: None

2 CREDITS Through the systematic study of precision measuring tools, such as vernier-calipers, micrometers, dial indicators, optical comparators, electronic and air gauges, the student will recognize, discuss and apply the principles of precision measurement. Laboratory work is an integral part of this course.

MET 1232 - PRINT READING

Prerequisites: MET 1021

2 CREDITS The student will develop and demonstrate the skills required for visualizing and interpreting industrial prints. The student will apply these skills to machine shop operation. The student will demonstrate knowledge of drawings and prints, visualizing shapes, line usage, title blocks, working drawings contours, sectional views, geometric dimensioning and tolerancing and other appropriate concepts that are required by business and industry.

MET 1423 - INTRODUCTION TO MILLING OPERATIONS

Prerequisites: and MET 1013

3 CREDITS Students will become familiar with tools and techniques of milling machine operations as well as the theory of milling operations in the manufacturing process. Students will learn and understand industry specific safety standards and guidelines of milling operations in a manufacturing process, tool and shop safety, and print reading specific to milling operations. In applied laboratory assignments, students will demonstrate an understanding of print reading, mathematic calculations relating to setting up a milling operation, milling operations in a manufacturing process,

and industry specific safety standards and guidelines.

MET 1424 - MILLING OPERATIONS

Prerequisites: and MET 1013

4 CREDITS Through the investigation of the theories, tools and techniques involved with milling machine operations, the student will recognize, discuss and apply the principles of precision milling machine work. Laboratory work is an integral part of the course. Topics covered are setup, squaring, boring, drilling, dividing head and rotary table work.

MET 1433 - INTRODUCTION TO ENGINE LATHE OPERATIONS

Prerequisites: and MET 1013

3 CREDITS Students will become familiar with the theory and operations of engine lathes. Students will learn and understand industry specific safety standards and guidelines associated with the operation of engine lathes in the manufacturing process, equipment and shop safety, and print reading specific to engine lathe operations. Laboratory assignments are an integral component of this course.

MET 1434 - ENGINE LATHE OPERATIONS

Prerequisites: and MET 1013

4 CREDITS While analyzing the theory and operation of the engine lathe, the student will describe and apply the principles of turning, as well as the tools and equipment involved. Laboratory activity is an integral part of this course. Topics covered will include setup, nomenclature, turning, facing, boring, screwthreads, tapers, and tool geometry.

OSRHE1 - OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE

Prerequisites:

3 CREDITS OSRHE approved General Education Communications or English course

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/

Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SUPP - GUIDED SUPPORT ELECTIVE

Prerequisites:

3 CREDITSGuided Support elective

Mathematics - General Emphasis

Associate in Science

Minimum of 61 credit hours

Students who study mathematics have opportunities in many career fields. This is because mathematics plays such a central role in areas such as the physical and social sciences, engineering, computer science and business. At Oklahoma City Community College, mathematics students concentrate on the calculus sequence and appropriate science courses, but have the option to take foundational mathematics classes such as Pre-Calculus and Trigonometry and/or to extend the mathematics classes with options that support their degree and career plans. Mathematicians should have a high degree of reasoning ability and logic and be able to present facts and ideas clearly. When completing the Mathematics Program, students earn associate degrees and become prepared to continue their education at a four-year college or university. Career opportunities may be found in science, education, engineering, research, finance, economics, computers, government and construction.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
MATH 2104	CALCULUS AND ANALYTIC GEOMETRY I	4	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
BIO 1114	GENERAL BIOLOGY (Non Majors)	OR	Gen Ed
BIO	BIOLOGICAL SCIENCE	3	Gen Ed
Suggested Freshman 2nd Semester			
MATH 2214	CALCULUS AND ANALYTIC GEOMETRY II	4	Major
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
PHYS 2014	ENGINEERING PHYSICS I	4	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Sophomore 1st Semester			
MATH 2314	CALCULUS AND ANALYTIC GEOMETRY III	4	Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
SUPP	GUIDED SUPPORT ELECTIVE	3	Support
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Sophomore 2nd Semester			
SUPP ELEC	SUPPORT ELECTIVE	3	Support
GEN ED	GEN ED ELECTIVE	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed

Course Grouping

Major Courses: (8 credit hours) Mathematics: (C) MATH 2214; (C) MATH 2314

General Education Courses: (41 credit hours) Mathematics: (C) MATH 2104; English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Sciences: PHYS 2014, and BIO 1114 or any 2000 level general education BIO course; Humanities: Six credit hours (PHIL 1603 recommended); Electives: General Education Electives 12 credit hours.

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (11 credit hours) Selected from the following approved support courses with at least one course at the 2000 level: MATH 1503; MATH 1533; MATH 1613; MATH 2000; MATH 2013; MATH 2023; MATH 2213; MATH 2413; CS 1143; CS 2123; CS 2163; CS 2363; any 2000 level BIO; CHEM 1115; CHEM 1215; any 2000 level CHEM; ECON 2113; ECON 2123; any ENGR; GEOL 1114; PHYS 1504 or PHYS 1514 (but not both); any 2000 level PHYS.

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs.

Degree Program Course Descriptions

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

BIO 1114 - GENERAL BIOLOGY (Non Majors)

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score.

4 CREDITS An introductory lab-based course that is designed to provide non-biological science major with the necessary background needed to effectively understand scientific information. Students investigate the properties of life to include: organization, energy use, evolution, maintenance of homeostasis, reproduction, growth, and development. Ecological concepts are discussed which enables students to have a better understanding regarding the impact that humans have on the natural world. Laboratory work is an integral and required part of this course.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

MATH 2104 - CALCULUS AND ANALYTIC GEOMETRY I

Prerequisites: MATH 1533 and MATH 1613 or adequate math placement test score.

4 CREDITS The student will compute, interpret and apply the basic concepts of limits, differentiation and integration to algebraic and transcendental functions and will solve applied problems that include rates of change, optimization, area and total change in a function.

MATH 2214 - CALCULUS AND ANALYTIC GEOMETRY II

Prerequisites: MATH 2104 within the last year.

4 CREDITS The student will use integration techniques to find antiderivatives, compute definite integrals, and solve application problems that include volume, work and pressure; investigate the convergence of improper integrals and infinite series; use Taylor polynomials and Taylor Series to estimate, represent, and analyze functions; perform basic operations on vectors and analyze functions of three variables and their contour plots.

MATH 2314 - CALCULUS AND ANALYTIC GEOMETRY III

Prerequisites: MATH 2214 within the last year.

4 CREDITS The student will compute partial derivatives, gradients, differentials, double and triple integrals in rectangular, cylindrical and spherical coordinate systems, curl and

divergence of a vector field, and path and surface integrals of vector fields directly and by applying Green's Theorem, Stokes' Theorem and the Divergence Theorem; write parameterizations for lines, curves and surfaces; and solve application problems that include optimization, work and flows of vector fields.

PHYS 2014 - ENGINEERING PHYSICS I

Prerequisites:

4 CREDITS This is a physics course designed primarily for pre-engineering, chemistry and physics majors. Students will demonstrate their understanding of concepts in mechanics, heat and sound by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SUPP - GUIDED SUPPORT ELECTIVE

Prerequisites:

3 CREDITS Guided Support elective

SUPP ELEC - SUPPORT ELECTIVE

Prerequisites:

3 CREDITS Support elective

Medical Assistant #++

Associate in Applied Science

Minimum of 65 Credits credit hours

Medical Assistants perform highly technical administrative and clinical tasks to promote efficient operations of the medical office and other health care settings. They may work in the following environments: Physician's Offices, Medical Offices, Hospitals, Insurance Companies, Billing Companies, Medical Receptionists, and Medical Records. In addition to admission to the College, admission to the Medical Assistant Program is required. *The application process for the program must be completed at Francis Tuttle, Metro Tech or Moore Norman Technology Centers. * Students must be admitted to the Medical Assistant Program before enrollment in major courses. Special procedures also exist in the Medical Assistant program regarding transfer of credit from other schools and readmission of students previously in the program. The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP is located at 1361 Park Street, Clearwater, FL 33756 727/210-2350.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
AHP 1013	MEDICAL TERMINOLOGY	3	Support
GEN ED	GEN ED ELECTIVE	3	Gen Ed
MA 1133	CLINICAL PROCEDURES I	3	Major
BIO 1224	TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY	4	Support
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
Suggested Freshman 2nd Semester			
MA 1143	MEDICAL ASSISTANT APPLICATIONS	3	Major
MA 1022	MEDICAL LAW AND ETHICS	2	Major
MA 1033	MEDICAL INSURANCE AND CODING	3	Major
MA 1233	CLINICAL PROCEDURES II	3	Major
OSRHE	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE	3	Gen Ed
FA MATH1	FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS	3	Support
Suggested Sophomore 1st Semester			
MA 2213	PHARMACOLOGY FOR MEDICAL ASSISTANTS	3	Major
MA 2243	MEDICAL INFORMATICS	3	Major
MA 2234	ADMINISTRATION AND MEDICAL OFFICE PROCEDURES	3	Major
MA 2252	MEDICAL ASSISTANT SIMULATION	2	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
Suggested Sophomore 2nd Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
MA 2516	MEDICAL ASSISTANT EXTERNSHIP	6	Major
MA 2413	MEDICAL OFFICE LABORATORY PROCEDURES	3	Major

Course Grouping

Major Courses: (36 credit hours) MA 1022; MA 1033; MA 1133; MA 1233; MA 2213; MA 2234; MA 2243; MA 2252; MA 2413; MA 2516

General Education Courses: (18 credit hours) Political Science: POLSC 1113; English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education three credit hour English or communications course; * History: HIST 1483 or HIST 1493; Psychology: PSY 1113; General Education Electives: Three credit hours.

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (10 credit hours) BIO 1224; AHP 1013; Mathematics: Three credit hours of faculty approved mathematics that meet OCCC's mathematics proficiency requirements.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

++Special admission procedures required.

#This program is offered through a cooperative alliance established with Francis Tuttle, Moore Norman and Metro Technology Centers. (Students must file all financial aid through the technology center while attending there).

Degree Program Course Descriptions

AHP 1013 - MEDICAL TERMINOLOGY

Prerequisites:

3 CREDITS After studying the root words, prefixes, and suffixes from which medical terms evolve, the student will correctly spell medical terms, define terms commonly used in medical fields, and determine the meaning of unfamiliar medical terms.

BIO 1224 - TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures

4 CREDITS Using a variety of instructional methodologies such lecture, laboratory, and multimedia, the student will conduct a systematic study of the structure and function of the cells, tissues and organ-systems identifying the basic anatomical structures and physiological processes that occur in the human body. This course is not equivalent to BIO 1314-Human Anatomy and Physiology I, and it is not transferrable to other institutions.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

FA MATH1 - FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS

Prerequisites:

3 CREDITS Faculty approved Mathematics that meets OCCC's Mathematics proficiency requirement

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society

based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MA 1022 - MEDICAL LAW AND ETHICS

Prerequisites:

2 CREDITS Students demonstrate a knowledge of ethical issues, contracts, health care worker liability, medical litigation, drug regulations, discrimination issues, OSHA rules, bioethical issues, medical records, acceptable fees, and laws that may affect the health care professional. Emphasis is placed upon the settings that employ medical assistants. This course covers information necessary to understand the legal and ethical standards of the medical assistant practice.

MA 1033 - MEDICAL INSURANCE AND CODING

Prerequisites:

3 CREDITS This course covers information necessary to understand medical insurance form preparation as it is used in a medical clinical office. Students will demonstrate an understanding of the legal issues of insurance claims, procedural & diagnostic coding, delinquent claims, problem solving, managed care systems, proper form preparation and several major types of medical forms.

MA 1133 - CLINICAL PROCEDURES I

Prerequisites: ; Corequisite: AHP 1013 and BIO 1224

3 CREDITS The student will receive an overview of the medical assistant career. An emphasis will be placed on professionalism, history of the profession, human relations, OSHA guidelines, medical asepsis, vital signs, emergency procedures, law, ethics, communications and documentation.

MA 1143 - MEDICAL ASSISTANT APPLICATIONS

Prerequisites:

3 CREDITS Students demonstrate proficiency in microcomputer word processing software applied to the medical office to create, modify, store, retrieve, and print documents. This course is an introduction and overview with

an emphasis on learning and applying the mechanics of common software for medical office correspondence.

MA 1233 - CLINICAL PROCEDURES II

Prerequisites: ; Corequisite: MA 1133

3 CREDITS The student will demonstrate an understanding of such skills as maintaining the examination area, performing clinical lab tests, venipuncture, microhematocrit, twelve lead electrocardiograph (ECG), drug calculation and medication administration. An emphasis is placed on the patient's physical examination and treatment procedures that are performed in a medical office setting.

MA 2213 - PHARMACOLOGY FOR MEDICAL ASSISTANTS

Prerequisites:

3 CREDITS Students identify sources, schedules and classes of drugs. Students identify and interpret actions of drugs commonly used in a physician's office, accurately calculate drug dosages, and identify appropriate administration routes. Students learn to follow the written, verbal or standing physician's orders and properly prepare and administer medications using aseptic techniques as required.

MA 2234 - ADMINISTRATION AND MEDICAL OFFICE PROCEDURES

Prerequisites:

3 CREDITS This course is designed to study the ethics, attitudes and responsibilities for the administrative tasks that occur in a medical office setting. Emphasis is placed on developing the skills and aptitudes for a professional medical assistant career in the administrative area.

MA 2243 - MEDICAL INFORMATICS

Prerequisites:

3 CREDITS The student will gain an understanding of the automated medical office by using a computerized medical office package. Included in this software package is billing, charge slips, scheduling, insurance form preparation and patient data storage. The student will demonstrate familiarity with methods and techniques used in literary research for medical professionals. The student will further be exposed to the basic concepts of e-mail, search engines, web page creation and internet research.

MA 2252 - MEDICAL ASSISTANT SIMULATION

Prerequisites: ; Prerequisite: MA 1133; MA 1233

2 CREDITS This course builds upon previous knowledge from medical assistant courses. Students apply critical thinking skills to

include the processes of planning, managing and delivering care to patients. Students schedule, prepare and assist in the care of a group of virtual patients' health care needs. Emphasis placed on communication skills in relation to patients and their families. Further, students manage a simulated clinic including patient charts, inventories, billing, scheduling, insurance form preparation, coding, and other administrative and clinical duties. A variety of teaching methods, learning activities, computer research, and practical simulations are utilized.

MA 2413 - MEDICAL OFFICE LABORATORY PROCEDURES

Prerequisites:
3 CREDITS Students receive an overview of patient preparation, collection, handling, quality control and transporting of specimens for the most common CLIA (Clinical Laboratory Improvement Amendments) waived laboratory tests performed in a doctor's office. Furthermore, students demonstrate how to complete medical laboratory request forms and laboratory/pathology reports.

MA 2516 - MEDICAL ASSISTANT EXTERNSHIP

Prerequisites: ; Prerequisite: Completion of 26 credit hours in the major.
6 CREDITS This course is designed to apply the knowledge and skills acquired in previous medical assistant courses to the clinical site. Externship assignments are scheduled to provide students with adjunct faculty and supervised experience in performing the skills and competencies of a medical assistant in a physician's office. Students accept accountability and responsibility for their own behavior while in the learning environment, and practice within the ethical and legal framework of the profession of a medical assistant.

OSRHE - OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE

Prerequisites:
3 CREDITS OSRHE approved General Education Communications course

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:
3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social

psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores
1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Music

Associate in Arts

Minimum of 62 credit hours

This comprehensive two-year program prepares the student for transfer to a Baccalaureate degree-granting institution. The music program offers a broad range of courses and activities for students interested in developing skills in music theory and performance. Vocal, keyboard, or instrumental skills may be emphasized. In courses such as music theory, applied music and music literature, students study performance techniques, harmony and analysis, and the evolution of musical history and form. Music students should be creative, self-confident, and have a strong interest in the performing arts. An associate degree in Music provides the student with the background necessary for transfer to a four-year college or university and completion of a baccalaureate degree. Upon completion of their education, students may find career opportunities in such areas as performing, composing, arranging, teaching, music ministry, or music therapy.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

Math 0103 or adequate math placement test score.

MATH 0403 or adequate math placement test score.

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

MU 1124

MU 1224

MU 2314

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
MU 1124	MUSIC THEORY I	4	Major
MU 1131	CONCERT CHOIR	1	Major
MU 2141	INDIVIDUAL INSTRUCTION	1	Major
MU 1151	GROUP INSTRUCTION	1	Major
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	3	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
MU 1224	MUSIC THEORY II	4	Major
MU 1131	CONCERT CHOIR	1	Major
MU 2141	INDIVIDUAL INSTRUCTION	1	Major
MU 1151	GROUP INSTRUCTION	1	Major
HUM 1113	MUSIC APPRECIATION	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
Suggested Sophomore 1st Semester			
MU 2314	MUSIC THEORY III	4	Major
MU 1131	CONCERT CHOIR	1	Major
MU 2141	INDIVIDUAL INSTRUCTION	1	Major
MU 2123	MUSIC LITERATURE I	3	Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
BIO	BIOLOGICAL SCIENCE	3	Gen Ed
Suggested Sophomore 2nd Semester			
MU 2414	MUSIC THEORY IV	4	Major
MU 2223	MUSIC LITERATURE II	3	Major
MU 1131	CONCERT CHOIR	1	Major
MU 2141	INDIVIDUAL INSTRUCTION	1	Major
PHYS SC	ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed

Course Grouping

Major Courses: (24 Credit Hours) Music: MU 1124; MU 1141 or MU 1151; MU 1131 (Minimum four credit hours); MU 1224; MU 1241 or MU 1251; MU 2141; MU 2314; MU 2414

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; *Sciences: Three to four credit hours Physical Science; three to four credit hours of general education; Biological Science: one of the science

courses must include a lab component.; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Humanities: HUM 1113; three credit hours Humanities Gen Ed Electives; Music: MU 2123; MU 2223; Electives: Three credit hours General Education Electives
Life Skills Courses: (1 credit hour) Life Skills: SCL 1001
Support Courses: None

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog.

Degree Program Course Descriptions

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search

for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

HUM 1113 - MUSIC APPRECIATION

Prerequisites:

3 CREDITS After listening to and studying a variety of pieces representative of traditional forms of music, the student will identify and describe each of these forms. Emphasis will be on listening and the development of informed, critical listening habits. Attendance at musical concerts is required. This course is designed for non-music majors.

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

MU 1124 - MUSIC THEORY I

Prerequisites: Math 0103 or adequate math placement test score.

4 CREDITS This course will develop notational skills in music theory through the study of triad function, beginning harmonic analysis, basic principles of voice leading, connection of SATB triads in root position and inversion, phrase structure, and cadences. The foregoing skills will be demonstrated through the

partwriting of bass lines and reinforced through correlated aural and keyboard application exercises.

MU 1131 - CONCERT CHOIR

Prerequisites: None

1 CREDIT The student will participate in vocal rehearsals and performances for the college choir. A wide variety of choral literature will be studied and performed including works for a cappella chorus. No audition is required. The course may be repeated.

MU 1151 - GROUP INSTRUCTION

Prerequisites:

1 CREDIT The student will receive group instruction in beginning techniques for a musical instrument. The course may be repeated until the student's skills are proficient enough to enter MU 1241. Maximum credit at this level toward the associate degree for a Music major is two credit hours.

MU 1224 - MUSIC THEORY II

Prerequisites: MU 1124

4 CREDITS This course is a continuation of MU 1124 Music Theory I. The student will develop additional skills in music theory through the study of the principles of harmonic progression, harmonization of bass and soprano lines, and the use of non-harmonic tones. Compositional analysis and original composition also will be emphasized. Correlated aural and keyboard application exercises will be an integral part of the course.

MU 2123 - MUSIC LITERATURE I

Prerequisites:

3 CREDITS This course explores selected musical works representative of the monophonic through the Baroque eras. The primary focus will be the identification and analysis of stylistic features within a historical perspective. Music listening will be a substantial component of the course.

MU 2141 - INDIVIDUAL INSTRUCTION

Prerequisites:

1 CREDIT This course is a continuation of MU 1241. Objectives will be geared toward the study of challenging repertoire which demonstrates the skills and techniques studied. Performance in at least one studio recital will be expected. This course may be repeated. Maximum credit at this level toward the associate degree for a Music major is two credit hours.

MU 2223 - MUSIC LITERATURE II

Prerequisites:

3 CREDITS The student will explore selected musical works representative of the Classic through the contemporary eras. The primary

focus will be the identification and analysis of stylistic features within a historical perspective. Music listening will be a substantial component of the course.

MU 2314 - MUSIC THEORY III

Prerequisites: MU 1224

4 CREDITS This course is a continuation of MU 1224 Music Theory II. The student will study the usage of dominant and non-dominant seventh chords, secondary dominant chords, borrowed chords, and modulation. Harmonization of bass and soprano lines, compositional analysis, and original composition will be emphasized. Correlated aural and keyboard application exercises will be an integral part of the course.

MU 2414 - MUSIC THEORY IV

Prerequisites: MU 2314

4 CREDITS This course is a continuation of MU 2314 Music Theory III. The student will study augmented sixth chords, Neopolitan and altered dominant chords, and modulation with the diminished seventh and major-minor seventh chords. Harmonization of bass and soprano lines, compositional analysis, and original composition will be emphasized. Correlated aural and keyboard application exercises will be an integral part of the course.

PHYS SC - ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS

Prerequisites:

3 CREDITS Any Physical Science chosen from ASTR, PHYS, CHEM, or GEOL subject areas

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Network Technology#

Associate in Applied Science

Minimum of Minimum of 61 Credits credit hours

This plan of study is offered through cooperative alliances with Francis Tuttle and Moore Norman Technology Centers**. Major courses in this degree plan are offered at Francis Tuttle and Moore Norman Technology Centers. The plan of study will give the student the opportunity to learn an array of equipment, systems, hardware and software. The courses of study will provide knowledge of the latest technical networking trends in the commercial and business market place. Upon completion of this plan of study students may be prepared, depending on individual choices to take many of the following certification examinations: C-Tech Network Cabling Specialist, CompTIA Linux+, CompTIA A+, Network +, Novell NetWare, CNA, Microsoft MCP, MCSA, MCSE, BICSI's Level I and Level II Installers and Cisco Systems CCNA.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
NT 1114	MICROCOMPUTER INSTALLATION AND SERVICE	4	Major
NT 1113	OPERATING SYSTEMS	3	Major
MATH1	MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY	3	Support
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
SUPP ELEC	SUPPORT ELECTIVE	3	Support
Suggested Freshman 2nd Semester			
NT 1144	INTRODUCTION TO NETWORKING	4	Major
NT 1164	MS WINDOWS PROFESSIONAL INSTALLATION AND SUPPORT	4	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
OSRHE1	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE	3	Gen Ed
Suggested Sophomore 1st Semester			
NT 2114	MS WINDOWS SERVER INSTALLATION AND SUPPORT	4	Major
NT 2154	DIRECTORY SERVICES	4	Major
GEN ED	GEN ED ELECTIVE	3	Gen Ed
MAJOR	MAJOR ELECTIVE	3	Major
Suggested Sophomore 2nd Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
SUPP ELEC	SUPPORT ELECTIVE	3	Support

Course Grouping

Major Courses: (27 credit hours) NT 1113; NT 1114; NT 1144; NT 1164; NT 2114 OR NT 2154; 8 credit hours of faculty approved major electives.

General Education Courses: (18 credit hours) English: ENGL 1113; Communications/English: *Any Oklahoma State Regents for Higher Education approved general education communications or English course.; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives: Six credit hours.

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001.

**Major electives to be chosen from APPM; CS; DBM; ECS; ISEC; NT; MATH, and TECH.

Support Courses: (15 credit hours) Mathematics can be chosen from: APPM 1223; APPM 1233, MATH 1503, MATH 1513 or Advisor approved Mathematics course.

Support Electives: 12 credit hours of electives.

*To be chosen from ENGL 1213, ENGL 1233, COM 1123 or COM 2213.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

#This program is offered through a cooperative alliance established with Francis Tuttle and Moore Norman Technology Centers. (Students must file all financial aid through the technology center while attending there).

Major courses are available only at Francis Tuttle and Moore Norman Technology Centers.

Degree Program Course Descriptions

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
 3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

GEN ED - GEN ED ELECTIVE

Prerequisites:
 3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MAJOR - MAJOR ELECTIVE

Prerequisites:
 3 CREDITS Major elective

MATH1 - MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY

Prerequisites:
 3 CREDITS Mathematics that meet OCCC's Mathematics proficiency requirement

NT 1113 - OPERATING SYSTEMS

Prerequisites:
 3 CREDITS Students will learn basic computer concepts and terms associated with a variety of computer operating systems, and progresses into the Microsoft Windows 9X

and Windows 2000 Professional graphical operating systems. Through hands-on application the student will install, configure and troubleshoot common network operating systems. At completion of the course the student will be prepared to take the CompTIA A+ certification exam.

NT 1114 - MICROCOMPUTER INSTALLATION AND SERVICE

Prerequisites: NT 1113
 4 CREDITS The student will use effective diagnostic, analytical and mechanical skills to demonstrate installation and service of microcomputer systems troubleshooting; system diagnostics; advanced peripheral installation and testing; software installation; and survey of state-of-the art processors and operating systems.

NT 1144 - INTRODUCTION TO NETWORKING

Prerequisites: NT 1114
 4 CREDITS Students will gain an understanding of networking technology for local area networks (LAN's) and the characteristics of networking practices. The students will also learn a wide range of networking technologies including the knowledge needed to configure and install various clients, such as Microsoft, Novell and Unix/Linux.

NT 1164 - MS WINDOWS PROFESSIONAL INSTALLATION AND SUPPORT

Prerequisites: NT 1144
 4 CREDITS Students will install and configure a Windows operating system, create and manage users and groups; configure file systems and security; configure local network printing; share resources with other network users; troubleshoot and tune their Windows workstation's performance.

NT 2114 - MS WINDOWS SERVER INSTALLATION AND SUPPORT

Prerequisites: NT 1164
 4 CREDITS Students will install and configure the operating system, create and manage users and groups, configure file systems and security, manage access to files and folders, administer the distributed file system, configure local and network printing, administer terminal services, manage web services and network connections, and troubleshoot and tune their server's performance.

NT 2154 - DIRECTORY SERVICES

Prerequisites: NT 2114
 4 CREDITS The student will demonstrate competencies through "hands-on" activities

that provide a foundation to windows based active directory services available in a windows network environment. Each student will install, configure and troubleshoot active directory components, DNS for active directory, active directory security solutions and group policy.

OSRHE1 - OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE

Prerequisites:
 3 CREDITS OSRHE approved General Education Communications or English course

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
 3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores
 1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SUPP ELEC - SUPPORT ELECTIVE

Prerequisites:
 3 CREDIT Support elective

Nursing

Associate in Applied Science

Minimum of 74-75 credit hours

This nursing degree program provides the educational background you need for entry into nursing practice as a Registered Nurse. Credits earned in this program may apply toward a bachelor's degree at a four-year college or university. Program graduates are eligible to apply for the National Council Licensure Examination for Registered Nurses. The Program is approved by the Oklahoma Board of Nursing and is accredited by the National Accreditation Commission for Education, 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, 404-975-5000, www.acenursing.org.

Prerequisites

Prerequisites for the Traditional Pathway: Admission to the Nursing Program; CHEM 1123 AND CHEM 1131 OR CHEM 1115, BIO 1023, BIO 1314, PSY 1113, ENGL 1113.

Co-requisites BIO 1414, ENGL 1213.

A grade of "C" must be achieved in all courses required for this degree with the exception of POLSC 1113 and HIST 1483 or 1493 (a grade of "D" is minimum for these courses).

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Entry Semester			
CHEM 1115	GENERAL CHEMISTRY I	AND	Support
CHEM 1123	SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY	OR	Support
CHEM 1131	LABORATORY FOR SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY	1	Support
BIO 1023	INTRODUCTORY NUTRITION	3	Support
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support
Suggested 1st Semester			
NUR 1519	NURSING PROCESS I	9	Major
BIO 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
Suggested 2nd Semester			
NUR 1529	NURSING PROCESS II	9	Major
PSY 2403	DEVELOPMENTAL PSYCHOLOGY	3	Gen Ed
BIO 2125	MICROBIOLOGY	5	Support
Suggested 3rd Semester			
NUR 2539	NURSING PROCESS III	9	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Major
Suggested 4th Semester			
NUR 2549	NURSING PROCESS IV	9	Major
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed

Course Grouping

Major Courses: (36 credit hours) Nursing: NUR 1519; NUR 1529; NUR 2539; NUR 2549 (All Nursing major courses have pre and co-requisite courses which are listed with the course descriptions in this catalog. These courses also have clinical components that require purchase of liability insurance, immunizations and health records, registration and payment for the Clinical Hub, a clinical uniform, extensive background checks and transportation to clinical sites.)

General Education Courses: (18 credit hours) Psychology: PSY 1113, English: ENGL 1113; ENGL 1213; History: HIST 1483 or 1493; Political Science: POLSC 1113; PSY 2403

Life Skills Courses: (3 credit hour) Biology: BIO 1023

Support Courses: (17 or 18 credit hours) Chemistry: CHEM 1123 and CHEM 1131 or CHEM 1115, Biological Science: BIO 1314; BIO 1414; BIO 2125,

A grade of "C" must be achieved in all courses required for this degree with the exception of POLSC 1113 and HIST 1483 or 1493 (a grade of "D" is minimum for these courses.)

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Special Admissions Procedures:

Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern"). The facility alone can

accept or deny clinical access to a student. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require another complete Background Report.

Drug Testing:

Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test. AUAs and LPNs with positive drug screen results must be reported to the Oklahoma Board of Nursing.

Graduates of the nursing program must also meet the requirements of the Oklahoma Board of Nursing for licensure, which include but are not limited to criminal history search and passing the licensure exam.

Degree Program Course Descriptions

BIO 1023 - INTRODUCTORY NUTRITION

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score.
 3 CREDITS Upon completion of this course, the student will be able to discuss the composition of nutrients and accessory factors required for human nutrition, relate their roles in human health and disease, and describe the application of basic nutritional principles to the planning of normal and special dietary regimens.

BIO 1314 - HUMAN ANATOMY AND PHYSIOLOGY I

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.
 4 CREDITS Through a systematic study of the structure and function of the human body, its cells, tissues, organs and systems, the student will identify and describe basic anatomical structures and fundamental physiological processes that occur in health and disease for the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

BIO 1414 - HUMAN ANATOMY AND PHYSIOLOGY II

Prerequisites: Math 0103 or adequate math placement test score, BIO 1314
 4 CREDITS With Human Anatomy & Physiology I as a foundation, the student will advance his or her study of the structure and function of the human body and will identify and describe more detailed anatomical structures and more comprehensive physiological processes that occur in health through a systematic survey of the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

BIO 2125 - MICROBIOLOGY

Prerequisites: MATH 0203 or adequate math placement test score, Any four credit hour college-level biology course and a college-level chemistry course.
 5 CREDITS Students are introduced to the biological requirements and activities of microorganisms which influence their roles as integral components of the ecosystem. Students demonstrate knowledge of basic principles of pathology, epidemiology and immunology in addition to performing basic laboratory techniques for isolating,

characterizing and identifying common microorganisms.

CHEM 1115 - GENERAL CHEMISTRY I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1513 or MATH 1533, or both MATH 0403 and High School Chemistry or CHEM 1123. A grade of 5 CREDITS This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

CHEM 1123 - SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0403 or adequate math placement test score.
 3 CREDITS This course is designed for nursing and allied health programs which do not require General Chemistry I for science majors. This course is also appropriate for individuals interested in a general overview of chemistry. The course covers selected topics in general chemistry including unit conversions, atomic structure, chemical bonding, acids, bases, pH, chemical equilibrium, electrolytes, and properties of solutions. The course also introduces topics from organic and biochemistry. The relationship between chemical principles and human health is emphasized throughout the course.

CHEM 1131 - LABORATORY FOR SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0403 or adequate math placement test score. Prerequisite or Corequisite: CHEM 1123
 1 CREDIT Students apply chemical principles discussed in CHEM 1123 in a laboratory setting.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
 3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate

library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
 3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

NUR 1519 - NURSING PROCESS I

Prerequisites: Prerequisites for the Traditional Pathway: Admission to the Nursing Program; CHEM 1123 AND CHEM 1131 OR CHEM 1115, BIO 1023, BIO 1314, PSY 1113, ENGL 1113. Co-requisites BIO 1414, ENGL 1213. Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): Admission to the Nursing Program; CHEM 1123 AND CHEM 1131 OR CHEM 1115; BIO 1023, BIO 1314, BIO 1414, BIO 2125, PSY 1113, PSY 2403, ENGL 1113, ENGL 1213, HIST 1483 or HIST 1493.
 9 CREDITS Nursing Process I introduces the learner to nursing knowledge, including the nursing process, clinical reasoning skills,

and the components of safe, quality nursing care. The learner will begin to apply nursing knowledge to meet clients' basic needs and to promote clients' optimal health within complex healthcare systems. Each learner will be expected to accept accountability for personal learning and performance of nursing care which reflects basic understanding and commitment to professional nursing role expectations, including the values, ethics, legalities, and standards for nursing practice.

NUR 1529 - NURSING PROCESS II

Prerequisites: Prerequisites: NUR 1519, BIO 1414, ENG 1213. Co-requisites: BIO 2125, PSY 2403 Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 1519

9 CREDITS Nursing Process II is designed to promote learner development of additional nursing knowledge and skills, including clinical reasoning, while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. The course is divided into two components. One component focuses on safe, quality nursing care of clients with common medical-surgical health alterations. The second component focuses on safe, quality nursing care of the childbearing family. Learners will be expected to use communication competencies, including technological competencies, while participating with the healthcare team to provide client-centered care. Each learner will also be expected to act in accordance with an increasing understanding of personal accountability for compliance with professional role expectations, consistent with the values, ethics, legalities, and standards for nursing practice.

NUR 2539 - NURSING PROCESS III

Prerequisites: Prerequisite: NUR 1529, BIO 2125, PSY 2403. Co-requisites: POLSC 1113. Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 1529 Prerequisites for Career Ladder Pathway (CLP) are: NUR 1415, BIO 2125, ENGL 1213, PSY 2403. Co-requisites: POLSC 1113

9 CREDITS Nursing Process III is designed for the learner to build upon nursing knowledge, skills, and clinical reasoning abilities acquired in previous nursing courses while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. The course is divided into two components. One component focuses on safe, quality nursing care of clients with more complex medical-surgical health alterations. The second component focuses on safe, quality nursing care of clients with psychiatric/mental health alterations. Learners will be expected to use communication competencies, including technological and informatics competencies, while functioning with increasing effectiveness

as a healthcare team member to provide client-centered care. The course is also designed to assist the learner to apply principles of teaching/learning necessary to meet the more complex needs of assigned clients. Each learner will be expected to act with an increasing level of personal accountability for compliance with professional role expectations to include the values, ethics, legalities, and standards for nursing practice.

NUR 2549 - NURSING PROCESS IV

Prerequisites: Prerequisites: NUR 2539, POLS 1113. Co-requisites: HIST 1483 or HIST 1493. Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 2539. Co-requisite: POLSC 1113 Prerequisites for Career Ladder Pathway (CLP): NUR 2539, POLSC 1113. Co-requisites: HIST 1483 or HIST 1493.

9 CREDITS Nursing Process IV is designed for the learner to build upon nursing knowledge and skills acquired in previous nursing courses, including higher levels of clinical reasoning abilities. Each learner will independently use the nursing process and clinical reasoning to meet the multi-dimensional needs of a variety of clients, whether individual, family, group, or community. Client-centered care will be provided in settings within complex healthcare systems, including critical care. The learner will use a collaborative approach involving the client, family, significant others, and members of the healthcare team to manage responsibilities for groups of clients. Each learner will be expected to act in accordance with professional role expectations, including the values, ethics, legalities, and standards for entry-level nursing practice.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:
3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

PSY 2403 - DEVELOPMENTAL PSYCHOLOGY

Prerequisites: PSY 1113
3 CREDITS A theoretical and research-based course that covers social, emotional, physical and cognitive aspects of human development throughout the life-span.

Nursing Program - Baccalaureate to Associate Degree Nurse Accelerated Pathway

Associate in Applied Science

Minimum of 74-75 credit hours

This nursing degree program is for students who have earned a bachelor's degree or higher degree in another area of study from a regionally accredited college or university. It takes into account the credit hours accumulated and provides an accelerated opportunity for completing nursing major courses. Credits earned in this program may apply toward a bachelor's degree at a four-year college or university. Program graduates are eligible to apply for the National Council Licensure Examination for Registered Nurses. The Program is approved by the Oklahoma Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, 404-975-5000, www.acenursing.org

Prerequisites

Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): Admission to the Nursing Program; CHEM 1123 AND CHEM 1131 OR CHEM 1115; BIO 1023, BIO 1314, BIO 1414, BIO 2125, PSY 1113, PSY 2403, ENGL 1113, ENGL 1213, HIST 1483 or HIST 1493. A grade of "C" must be achieved in all courses required for this degree with the exception of POLSC 1113 and HIST 1483 or 1493 (a grade of "D" is minimum for these courses).

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Entry Semester			
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support
CHEM 1123	SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY	AND	Support
CHEM 1131	LABORATORY FOR SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY	OR	Support
CHEM 1115	GENERAL CHEMISTRY I	5	Support
BIO 1023	INTRODUCTORY NUTRITION	3	Support
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
Suggested 2nd Semester			
BIO 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
PSY 2403	DEVELOPMENTAL PSYCHOLOGY	3	Gen Ed
BIO 2125	MICROBIOLOGY	5	Support
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	
Suggested 3rd Semester			
NUR 1519	NURSING PROCESS I	9	Major
Suggested 4th Semester			
NUR 1529	NURSING PROCESS II	9	Major
NUR 2539	NURSING PROCESS III	9	Major
Suggested 5th Semester			
NUR 2549	NURSING PROCESS IV	9	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed

Course Grouping

Major Courses: (36 credit hours) Nursing: NUR 1519, NUR 1529, NUR 2539, NUR 2549 (These nursing courses have pre and co-requisite courses which are listed with the course descriptions in this catalog. These courses also have clinical components that require purchase of liability insurance, immunizations and health records, registration and payment for the Clinical Hub, a clinical Uniform, extensive background checks and transportation to clinical sites.)

General Education Courses: (18 credit hours) English: ENGL 1113; English: ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Psychology: PSY 1113, PSY 2403

Life Skills Courses: (3 credit hours) Biology: BIO 1023

Support Courses: (17 or 18 credit hours) Biological Science: Biological Science: BIO 1314; BIO 1414; BIO 2125; Chemistry: CHEM 1123 AND CHEM 1131 OR CHEM 1115

A grade of "C" must be achieved in all courses required for this degree with the exception of POLSC 1113 and HIST 1483 or 1493 (a grade of "D" is minimum for these courses).

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Special Admissions Procedures:

Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and

criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern"). The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require another complete Background Report.

Drug Testing:

Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test. AUAs and LPNs with positive drug screen results must be reported to the Oklahoma Board of Nursing.

Graduates of the nursing program must also meet the requirements of the Oklahoma Board of Nursing for licensure, which include but are not limited to criminal history search and passing the licensure exam.

Degree Program Course Descriptions

BIO 1023 - INTRODUCTORY NUTRITION

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score.
 3 CREDITS Upon completion of this course, the student will be able to discuss the composition of nutrients and accessory factors required for human nutrition, relate their roles in human health and disease, and describe the application of basic nutritional principles to the planning of normal and special dietary regimens.

BIO 1314 - HUMAN ANATOMY AND PHYSIOLOGY I

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.
 4 CREDITS Through a systematic study of the structure and function of the human body, its cells, tissues, organs and systems, the student will identify and describe basic anatomical structures and fundamental physiological processes that occur in health and disease for the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

BIO 1414 - HUMAN ANATOMY AND PHYSIOLOGY II

Prerequisites: Math 0103 or adequate math placement test score, BIO 1314
 4 CREDITS With Human Anatomy & Physiology I as a foundation, the student will advance his or her study of the structure and function of the human body and will identify and describe more detailed anatomical structures and more comprehensive physiological processes that occur in health through a systematic survey of the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

BIO 2125 - MICROBIOLOGY

Prerequisites: MATH 0203 or adequate math placement test score, Any four credit hour college-level biology course and a college-level chemistry course.
 5 CREDITS Students are introduced to the biological requirements and activities of microorganisms which influence their roles as integral components of the ecosystem. Students demonstrate knowledge of basic principles of pathology, epidemiology and immunology in addition to performing basic laboratory techniques for isolating,

characterizing and identifying common microorganisms.

CHEM 1115 - GENERAL CHEMISTRY I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1513 or MATH 1533, or both MATH 0403 and High School Chemistry or CHEM 1123. A grade of 5 CREDITS This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

CHEM 1123 - SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0403 or adequate math placement test score.
 3 CREDITS This course is designed for nursing and allied health programs which do not require General Chemistry I for science majors. This course is also appropriate for individuals interested in a general overview of chemistry. The course covers selected topics in general chemistry including unit conversions, atomic structure, chemical bonding, acids, bases, pH, chemical equilibrium, electrolytes, and properties of solutions. The course also introduces topics from organic and biochemistry. The relationship between chemical principles and human health is emphasized throughout the course.

CHEM 1131 - LABORATORY FOR SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0403 or adequate math placement test score. Prerequisite or Corequisite: CHEM 1123
 1 CREDIT Students apply chemical principles discussed in CHEM 1123 in a laboratory setting.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
 3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate

library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
 3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

NUR 1519 - NURSING PROCESS I

Prerequisites: Prerequisites for the Traditional Pathway: Admission to the Nursing Program; CHEM 1123 AND CHEM 1131 OR CHEM 1115, BIO 1023, BIO 1314, PSY 1113, ENGL 1113. Co-requisites BIO 1414, ENGL 1213. Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): Admission to the Nursing Program; CHEM 1123 AND CHEM 1131 OR CHEM 1115; BIO 1023, BIO 1314, BIO 1414, BIO 2125, PSY 1113, PSY 2403, ENGL 1113, ENGL 1213, HIST 1483 or HIST 1493.
 9 CREDITS Nursing Process I introduces the learner to nursing knowledge, including the nursing process, clinical reasoning skills,

and the components of safe, quality nursing care. The learner will begin to apply nursing knowledge to meet clients' basic needs and to promote clients' optimal health within complex healthcare systems. Each learner will be expected to accept accountability for personal learning and performance of nursing care which reflects basic understanding and commitment to professional nursing role expectations, including the values, ethics, legalities, and standards for nursing practice.

NUR 1529 - NURSING PROCESS II

Prerequisites: Prerequisites: NUR 1519, BIO 1414, ENG 1213. Co-requisites: BIO 2125, PSY 2403 Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 1519

9 CREDITS Nursing Process II is designed to promote learner development of additional nursing knowledge and skills, including clinical reasoning, while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. The course is divided into two components. One component focuses on safe, quality nursing care of clients with common medical-surgical health alterations. The second component focuses on safe, quality nursing care of the childbearing family. Learners will be expected to use communication competencies, including technological competencies, while participating with the healthcare team to provide client-centered care. Each learner will also be expected to act in accordance with an increasing understanding of personal accountability for compliance with professional role expectations, consistent with the values, ethics, legalities, and standards for nursing practice.

NUR 2539 - NURSING PROCESS III

Prerequisites: Prerequisite: NUR 1529, BIO 2125, PSY 2403. Co-requisites: POLSC 1113. Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 1529 Prerequisites for Career Ladder Pathway (CLP) are: NUR 1415, BIO 2125, ENGL 1213, PSY 2403. Co-requisites: POLSC 1113

9 CREDITS Nursing Process III is designed for the learner to build upon nursing knowledge, skills, and clinical reasoning abilities acquired in previous nursing courses while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. The course is divided into two components. One component focuses on safe, quality nursing care of clients with more complex medical-surgical health alterations. The second component focuses on safe, quality nursing care of clients with psychiatric/mental health alterations. Learners will be expected to use communication competencies, including technological and informatics competencies, while functioning with increasing effectiveness

as a healthcare team member to provide client-centered care. The course is also designed to assist the learner to apply principles of teaching/learning necessary to meet the more complex needs of assigned clients. Each learner will be expected to act with an increasing level of personal accountability for compliance with professional role expectations to include the values, ethics, legalities, and standards for nursing practice.

NUR 2549 - NURSING PROCESS IV

Prerequisites: Prerequisites: NUR 2539, POLS 1113. Co-requisites: HIST 1483 or HIST 1493. Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 2539. Co-requisite: POLSC 1113 Prerequisites for Career Ladder Pathway (CLP): NUR 2539, POLSC 1113. Co-requisites: HIST 1483 or HIST 1493.

9 CREDITS Nursing Process IV is designed for the learner to build upon nursing knowledge and skills acquired in previous nursing courses, including higher levels of clinical reasoning abilities. Each learner will independently use the nursing process and clinical reasoning to meet the multi-dimensional needs of a variety of clients, whether individual, family, group, or community. Client-centered care will be provided in settings within complex healthcare systems, including critical care. The learner will use a collaborative approach involving the client, family, significant others, and members of the healthcare team to manage responsibilities for groups of clients. Each learner will be expected to act in accordance with professional role expectations, including the values, ethics, legalities, and standards for entry-level nursing practice.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:
3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

PSY 2403 - DEVELOPMENTAL PSYCHOLOGY

Prerequisites: PSY 1113
3 CREDITS A theoretical and research-based course that covers social, emotional, physical and cognitive aspects of human development throughout the life-span.

Nursing Program - Nursing Career Ladder Pathway

Associate in Applied Science

Minimum of 74-75 credit hours

This nursing degree program is designed to meet the needs of a student who is currently a licensed LPN or Oklahoma-licensed paramedic who would like to earn registered nurse status. The Career Ladder Pathway recognizes the previous educational experiences of licensed practical nurses and Oklahoma licensed paramedics by providing Advanced Standing Credit opportunities. Credits earned in this program may apply toward a bachelor's degree at a four-year college or university. Program graduates are eligible to apply for the National Council Licensure Examination for Registered Nurses. The Program is approved by the Oklahoma Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, 404-975-5000, www.acenursing.org.

Prerequisites

Prerequisites: CHEM 1123 and CHEM 1131 OR CHEM 1115, BIO 1023, BIO 1314, BIO 1414, PSY 1113, ENGL 1113.

A grade of "C" must be achieved in all courses required for this degree with the exception of POLSC 1113 and HIST 1483 or 1493 (a grade of "D" is minimum for these courses).

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Entry Semester			
CHEM 1123	SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY	AND	Support
CHEM 1131	LABORATORY FOR SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY	OR	Support
CHEM 1115	GENERAL CHEMISTRY I	5	Support
BIO 1023	INTRODUCTORY NUTRITION	3	Support
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
Suggested 2nd Semester			
BIO 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
Suggested 3rd Semester			
NUR 1415	NURSING ROLE TRANSITION	5	Major
BIO 2125	MICROBIOLOGY	5	Support
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
PSY 2403	DEVELOPMENTAL PSYCHOLOGY	3	Gen Ed
Suggested 4th Semester			
NUR 2539	NURSING PROCESS III	9	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
Suggested 5th Semester			
NUR 2549	NURSING PROCESS IV	9	Major
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed

Course Grouping

Major Courses: (36 credit hours) Nursing: NUR 1415; NUR 2539; NUR 2549; Advanced Standing: NUR 1519 and NUR 1529; Prior learning credits.

All Nursing major courses have pre and co-requisite courses which are listed with the course descriptions in this catalog. These courses also have clinical components that require purchase of liability insurance, immunizations and health records, registration and payment for the Clinical Hub, a clinical uniform, extensive background checks and transportation to clinical sites.

General Education Courses: (18 credit hours) English: ENGL 1113, ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Psychology: PSY 1113, PSY 2403

Life Skills Courses: (3 credit hours) Biology: BIO 1023

Support Courses: (17 or 18 credit hours) Biological Science: BIO 1314, BIO 1414, BIO 2125, Chemistry: CHEM 1123 and CHEM 1131 or CHEM 1115.

A grade of "C" must be achieved in all courses required for this degree with the exception of POLSC 1113 and HIST 1483 or 1493 (a grade of "D" is minimum for these courses).

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Special Admissions Procedures:

Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern"). The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require another complete Background Report.

Drug Testing:

Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test. AUAs and LPNs with positive drug screen results must be reported to the Oklahoma Board of Nursing.

Graduates of the nursing program must also meet the requirements of the Oklahoma Board of Nursing for licensure, which include but are not limited to criminal history search and passing the licensure exam.

Degree Program Course Descriptions

BIO 1023 - INTRODUCTORY NUTRITION

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score.
 3 CREDITS Upon completion of this course, the student will be able to discuss the composition of nutrients and accessory factors required for human nutrition, relate their roles in human health and disease, and describe the application of basic nutritional principles to the planning of normal and special dietary regimens.

BIO 1314 - HUMAN ANATOMY AND PHYSIOLOGY I

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.
 4 CREDITS Through a systematic study of the structure and function of the human body, its cells, tissues, organs and systems, the student will identify and describe basic anatomical structures and fundamental physiological processes that occur in health and disease for the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

BIO 1414 - HUMAN ANATOMY AND PHYSIOLOGY II

Prerequisites: Math 0103 or adequate math placement test score, BIO 1314
 4 CREDITS With Human Anatomy & Physiology I as a foundation, the student will advance his or her study of the structure and function of the human body and will identify and describe more detailed anatomical structures and more comprehensive physiological processes that occur in health through a systematic survey of the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

BIO 2125 - MICROBIOLOGY

Prerequisites: MATH 0203 or adequate math placement test score, Any four credit hour college-level biology course and a college-level chemistry course.
 5 CREDITS Students are introduced to the biological requirements and activities of microorganisms which influence their roles as integral components of the ecosystem. Students demonstrate knowledge of basic principles of pathology, epidemiology and immunology in addition to performing basic laboratory techniques for isolating,

characterizing and identifying common microorganisms.

CHEM 1115 - GENERAL CHEMISTRY I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1513 or MATH 1533, or both MATH 0403 and High School Chemistry or CHEM 1123. A grade of 5 CREDITS This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

CHEM 1123 - SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0403 or adequate math placement test score.
 3 CREDITS This course is designed for nursing and allied health programs which do not require General Chemistry I for science majors. This course is also appropriate for individuals interested in a general overview of chemistry. The course covers selected topics in general chemistry including unit conversions, atomic structure, chemical bonding, acids, bases, pH, chemical equilibrium, electrolytes, and properties of solutions. The course also introduces topics from organic and biochemistry. The relationship between chemical principles and human health is emphasized throughout the course.

CHEM 1131 - LABORATORY FOR SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0403 or adequate math placement test score. Prerequisite or Corequisite: CHEM 1123
 1 CREDIT Students apply chemical principles discussed in CHEM 1123 in a laboratory setting.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
 3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate

library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
 3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

NUR 1415 - NURSING ROLE TRANSITION

Prerequisites: Prerequisites: CHEM 1123 and CHEM 1131 OR CHEM 1115, BIO 1023, BIO 1314, BIO 1414, PSY 1113, ENGL 1113. Co-requisites: BIO 2125, ENGL 1213, PSY 2403
 5 Credits CREDIT This course is designed to provide an entry point into the Associate Degree in Nursing Program for Oklahoma licensed paramedics and Oklahoma licensed practical nurses who have applied to the nursing program's career ladder pathway. An introduction to the mission, philosophy, and organizing framework of the OCCC Associate Degree Nursing program is included. Emphasis is on assessment, nursing skills

and concepts, and selected theory covered the courses NUR 1519 and NUR 1529 in the traditional pathway. Course content will be delivered in a blended on campus and online format and will include campus laboratory experiences for the purpose of reviewing and expanding skills in the areas of parenteral therapy, IV therapy, dosage calculation and complex nursing procedures. Active learning, including simulations, will be used to promote clinical reasoning in the campus laboratory and classroom settings.

NUR 2539 - NURSING PROCESS III

Prerequisites: Prerequisite: NUR 1529, BIO 2125, PSY 2403. Co-requisites: POLSC 1113. Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 1529 Prerequisites for Career Ladder Pathway (CLP) are: NUR 1415, BIO 2125, ENGL 1213, PSY 2403. Co-requisites: POLSC 1113

9 CREDITS Nursing Process III is designed for the learner to build upon nursing knowledge, skills, and clinical reasoning abilities acquired in previous nursing courses while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. The course is divided into two components. One component focuses on safe, quality nursing care of clients with more complex medical-surgical health alterations. The second component focuses on safe, quality nursing care of clients with psychiatric/mental health alterations. Learners will be expected to use communication competencies, including technological and informatics competencies, while functioning with increasing effectiveness as a healthcare team member to provide client-centered care. The course is also designed to assist the learner to apply principles of teaching/learning necessary to meet the more complex needs of assigned clients. Each learner will be expected to act with an increasing level of personal accountability for compliance with professional role expectations to include the values, ethics, legalities, and standards for nursing practice.

NUR 2549 - NURSING PROCESS IV

Prerequisites: Prerequisites: NUR 2539, POLS 1113. Co-requisites: HIST 1483 or HIST 1493. Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 2539. Co-requisite: POLSC 1113 Prerequisites for Career Ladder Pathway (CLP): NUR 2539, POLSC 1113. Co-requisites: HIST 1483 or HIST 1493.

9 CREDITS Nursing Process IV is designed for the learner to build upon nursing knowledge and skills acquired in previous nursing courses, including higher levels of clinical reasoning abilities. Each learner will independently use the nursing process and clinical reasoning to meet the multi-dimensional needs of a variety of clients, whether individual, family, group, or

community. Client-centered care will be provided in settings within complex healthcare systems, including critical care. The learner will use a collaborative approach involving the client, family, significant others, and members of the healthcare team to manage responsibilities for groups of clients. Each learner will be expected to act in accordance with professional role expectations, including the values, ethics, legalities, and standards for entry-level nursing practice.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

PSY 2403 - DEVELOPMENTAL PSYCHOLOGY

Prerequisites: PSY 1113

3 CREDITS A theoretical and research-based course that covers social, emotional, physical and cognitive aspects of human development throughout the life-span.

Occupational Therapy Assistant - FlexTrack

Associate in Applied Science

Minimum of 72-73 credit hours

In this career you will assist individuals, who experience physical, cognitive, social, developmental and/or emotional challenges, to functionally engage in performance of daily occupations in self care, productivity, and leisure. Additionally you will guide individuals in adapting to and with their environment by providing the necessary skills for daily living. Your prerequisite beliefs and values should include patience, appreciation of diversity, creativity, flexibility, and the willingness to adapt to change. At Oklahoma City Community College, you can earn an associate degree in applied science in the occupational therapy assistant program. You'll also get hands-on experience in a variety of clinical settings. The OTA Program incorporates through the first semesters (including Summers) Level I Fieldwork experiences in a variety of clinical settings which reinforce in-class instruction. During the last semesters of the OTA Program, students participate in two (2) separate Level II Fieldwork placements which are eight (8) weeks each. The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). Graduates of the program will be eligible to sit for the National Certification Examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to sit for the NBCOT Certification Examination or attain state licensure. Oklahoma requires state licensure based on successful completion of the national exam. ACOTE at AOTA, 4720 Montgomery Lane, Suite 200, Bethesda, MD, 20814-3449, (301) 652-AOTA and web address is www.acoteonline.org. NBCOT, 12 South Summit Avenue, Suite 100, Gaithersburg, MD, 20877-4150, (301) 990-7979, Fax (301) 869-8492. Oklahoma State Board of Medical Licensure and Supervision, P.O. Box 18256, Oklahoma City, OK 73154-0256, (405) 962-1400.

Prerequisites

Math 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.

LS 0023, LS 0203, or adequate reading/writing assessment scores

MATH 0103 or adequate math placement test score. Pre or Corequisite: OTA 1123

Pre or Corequisite: OTA 1112; OTA 1123; BIO 1314; SOC 2143

Math 0103 or adequate math placement test score, BIO 1314

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

OTA 1112; OTA 1123

OTA 1112; OTA 1123; OTA 1223; SOC 2143 Corequisite: OTA 1233 Pre or Corequisite: OTA 1122; BIO 1414

OTA 1112; OTA 1123; OTA 1223; SOC 2143 Corequisite: OTA 1213

OTA 1112; OTA 1123; OTA 1223; SOC 2143 Pre or Corequisite: OTA 1122; OTA 1213; OTA 1233; PSY 1113

ENGL 1113

OTA 1112; OTA 1122; OTA 1123; OTA 1213; OTA 1223; OTA 1233; BIO 1414; SOC 2143 Pre or Corequisite: OTA 1252; ENGL 1233; PSY 2403

OTA 2141; OTA 2153; OTA 2164; MATH 1503 Corequisite: OTA 2253 Pre or Corequisite: HIST 1493; POLSC 1113

PSY 1113

Corequisite: OTA 2164 Pre or Corequisite: OTA 2153; MATH 1503

OTA 1242; ENGL 1233; PSY 2403 Pre or Corequisite: OTA 1263

OTA 1242; OTA 1263 Corequisite: OTA 2141 Pre or Corequisite: OTA 2153

MATH 0403 or adequate math placement test score.

OTA 2141; OTA 2153; OTA 2164; MATH 1503 Corequisite: OTA 2253

OTA 2141; OTA 2153; OTA 2164; MATH 1503 Corequisite: OTA 2143

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Entry Fall Semester			
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support
Suggested First Year Spring (1st) Semester			
OTA 1112	APPLICATION OF LEISURE OCCUPATION	2	Major
OTA 1123	HISTORICAL AND CONTEMPORARY FOUNDATIONS IN OCCUPAT	3	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Support
Suggested First Year Summer (2nd) Semester			
OTA 1223	HUMAN CONDITIONS IMPACTING OCCUPATION	3	Major
BIO 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support
Suggested First Year Fall (3rd) Semester			
OTA 1122	PERFORMANCE IN ACTIVITIES OF DAILY LIVING	2	Major
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
SOC 2143	MINORITIES, ETHNICITY AND CULTURAL DIVERSITY	3	Gen Ed
Suggested Second Year Spring (4th) Semester			
OTA 1233	OCCUPATIONAL PERFORMANCE BIRTH THROUGH ADOLESCEN	3	Major
OTA 1213	MOVEMENT AND THERAPEUTIC INTERVENTIONS	3	Major
PSY 2403	DEVELOPMENTAL PSYCHOLOGY	3	Support

Course ID	Course Name	Credits	Type
Suggested Second Year Summer (5th) Semester			
OTA 1242	OCCUPATIONAL THERAPY SERVICE SKILLS	2	Major
OTA 1252	GROUP DYNAMICS	2	Major
ENGL 1233	REPORT WRITING	3	Gen Ed
Suggested Second Year Fall (6th) Semester			
OTA 1263	OCCUPATIONAL PERFORMANCE ADULT LIFESPAN	3	Major
OTA 2153	OCCUPATIONAL THERAPY FOR PSYCHOSOCIAL CONDITIONS	3	Major
MATH 1503	CONTEMPORARY MATHEMATICS	3	Support
Suggested Third Year Spring (7th) Semester			
OTA 2141	SPECIAL TOPICS AND FIELDWORK	1	Major
OTA 2164	OCCUPATIONAL THERAPY FOR PHYSICAL CONDITIONS	4	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
Suggested Third Year Summer (8th) Semester			
OTA 2253	FIELDWORK II A	3	Major
Suggested Third Year Fall (9th) Semester			
OTA 2263	FIELDWORK II B	3	Major
OTA 2143	PROFESSIONAL DEVELOPMENT AND SUPPORT	3	Major
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed

Course Grouping

Major Courses: (40 credit hours) ++Occupational Therapy Assistant Program: OTA 1112; OTA 1122; OTA 1123; OTA 1213; OTA 1223; OTA 1233; OTA 1242; OTA 1252; OTA 1263; OTA 2141; OTA 2143; OTA 2153; OTA 2164; OTA 2253; OTA 2263
 General Education Courses: (18 credit hours) English: ENGL 1113; ENGL 1233; Psychology: PSY 1113; History: HIST 1493; Sociology: SOC 2143; Political Science: POLSC 1113
 Life Skills Courses: NONE
 Support Courses: (15 credit hours) Biology: BIO 1314; BIO 1414; Psychology: PSY 2403; Mathematics: MATH 1503; Life Skills: SCL 1001

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

All major courses require a minimum of a "C" grade with the exception of OTA 2253 and OTA 2263.

Drug Testing: Drug testings is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test.

Special admission procedures required.

Special Admissions Procedures: Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern"). The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program. Any breaks in continuous enrollment will require another complete Background Report.

All major courses have a clinical component that requires purchase of medical liability insurance, a clinical uniform (if applicable) and a physical (with completed health packet).

It is required that all OTA students complete Level II fieldwork within 18 months following completion of the academic preparation.

Degree Program Course Descriptions

BIO 1314 - HUMAN ANATOMY AND PHYSIOLOGY I

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.

4 CREDITS Through a systematic study of the structure and function of the human body, its cells, tissues, organs and systems, the student will identify and describe basic anatomical structures and fundamental physiological processes that occur in health and disease for the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

BIO 1414 - HUMAN ANATOMY AND PHYSIOLOGY II

Prerequisites: Math 0103 or adequate math placement test score, BIO 1314

4 CREDITS With Human Anatomy & Physiology I as a foundation, the student will advance his or her study of the structure and function of the human body and will identify and describe more detailed anatomical structures and more comprehensive physiological processes that occur in health through a systematic survey of the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1233 - REPORT WRITING

Prerequisites: ENGL 1113

3 CREDITS The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war,

the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

OTA 1112 - APPLICATION OF LEISURE OCCUPATION

Prerequisites:

2 CREDITS Through study, discussion, and classroom/laboratory activities, the student will (1) demonstrate basic skills in techniques, procedures, and activity analysis of selected leisure occupations, (2) identify performance components involved in leisure occupations, (3) select appropriate activities and skills for health maintenance and/or remediation based upon various client factors and contexts, and (4) instruct an individual in a selected activity ensuring proper tool, materials, and safety usage. Level I fieldwork is included in the course.

OTA 1122 - PERFORMANCE IN ACTIVITIES OF DAILY LIVING

Prerequisites: OTA 1112; OTA 1123

2 CREDITS Through study, discussion, and classroom/laboratory activities, the student will demonstrate basic skill in techniques and procedures of activities of daily living and activity analysis. The student will demonstrate knowledge of environmental adaptation for a variety of client factors and contexts in the areas of activities of daily living. Level I fieldwork is included in the course.

OTA 1123 - HISTORICAL AND CONTEMPORARY FOUNDATIONS IN OCCUPAT

Prerequisites:

3 CREDITS Through study, discussion, and field observation/participation, the student will (1) investigate a career choice in Occupational Therapy (2) gain an appreciation for The Model of Human Occupation (3) demonstrate a basic understanding of medical terminology (4) develop an understanding of the history and philosophy of Occupational Therapy with major emphases on contemporary roles, practice and functions and (5) investigate the role of the Occupational Therapy Assistant as

part of the health care team. Level I fieldwork is included in the course.

OTA 1213 - MOVEMENT AND THERAPEUTIC INTERVENTIONS

Prerequisites:

3 CREDITS Through study, discussion, and classroom/laboratory activities, the student will apply assessment and evaluation concepts to human movement. The student will also develop an understanding of the various types of therapeutic interventions utilized in Occupational Therapy. Concepts and considerations in the use of orthotics and modalities are included in the course.

OTA 1223 - HUMAN CONDITIONS IMPACTING OCCUPATION

Prerequisites: Pre or Corequisite: OTA 1112; OTA 1123; BIO 1314; SOC 2143

3 CREDITS Through study, discussion, and classroom presentation of human conditions, the student will develop an understanding of how each condition by itself, or with others, impacts an individual's daily occupation, family, and/or community.

OTA 1233 - OCCUPATIONAL PERFORMANCE BIRTH THROUGH ADOLESCEN

Prerequisites:

3 CREDITS Through study, discussion, and classroom/laboratory activities, the student will examine the development of sensory motor, cognitive, and psychosocial skills necessary for an individual's occupational performance from birth through adolescence. The student will also acquire and demonstrate Occupational Therapy skills and techniques used in therapeutic intervention for selected deficits impacting occupational performance. Level I fieldwork is included in the course.

OTA 1242 - OCCUPATIONAL THERAPY SERVICE SKILLS

Prerequisites:

2 CREDITS Through study, discussion, and classroom activities, the student will (1) examine and discuss medical and legal aspects of intervention service programs (2) identify various types of medical and institutional records (3) apply skills in data gathering (4) effectively utilize various assessment tools and evaluations for intervention planning (5) demonstrate proper documentation utilizing verbal and written reports.

OTA 1252 - GROUP DYNAMICS

Prerequisites:

2 CREDITS Through study, discussion, and classroom/laboratory activities, the student will gain an understanding of group

dynamics including the role of a group leader or facilitator. The student will demonstrate proficiency in using methods and materials for planning, organizing, and leading activities for groups of various sizes and ages in a variety of social and clinical/therapeutic situations.

OTA 1263 - OCCUPATIONAL PERFORMANCE ADULT LIFESPAN

Prerequisites:

3 CREDITS Through study, discussion, and classroom/laboratory activities, the student will examine the occupational performance, personal adaptation, work, leisure, and role changes occurring from early adulthood through the aging process. The student will examine the role of Occupational Therapy in wellness, aging in place, and end of life issues. Level I fieldwork is included in the course.

OTA 2141 - SPECIAL TOPICS AND FIELDWORK

Prerequisites:

1 CREDIT Through study, discussion, and classroom activities, the student will become familiar with Level II fieldwork expectations, performance evaluations, and the roles of the supervisor/supervisee. The student will also investigate personal topics specific to future Level II fieldwork assignments.

OTA 2143 - PROFESSIONAL DEVELOPMENT AND SUPPORT

Prerequisites:

3 CREDITS Through study, discussion, and classroom activities, the student will develop an understanding and application of concepts in administration, supervision, ethics, licensure, certification, and ongoing professional development in Occupational Therapy. The student will also demonstrate an understanding of the evolution of healthcare in the United States along with the norms and practices of diverse cultures as they relate to the delivery of healthcare services.

OTA 2153 - OCCUPATIONAL THERAPY FOR PSYCHOSOCIAL CONDITIONS

Prerequisites:

3 CREDITS Through study, discussion, and classroom/laboratory activities, the student will be able to implement Occupational Therapy intervention plans with individuals impacted by specific psychosocial conditions. Level I fieldwork is included in the course.

OTA 2164 - OCCUPATIONAL THERAPY FOR PHYSICAL CONDITIONS

Prerequisites:

4 CREDITS Through study, discussion, and classroom/laboratory activities, the student will be able to implement Occupational Therapy intervention plans with individuals impacted by

specific physical conditions. Level I fieldwork is included in the course.

OTA 2253 - FIELDWORK II A

Prerequisites:

3 CREDITS The student will successfully complete eight weeks in an approved facility offering supervised Level II fieldwork experiences in the application of learned principles to the delivery of Occupational Therapy services.

OTA 2263 - FIELDWORK II B

Prerequisites:

3 CREDITS The student will successfully complete eight weeks in an approved facility offering supervised Level II fieldwork experiences in the application of learned principles to the delivery of Occupational Therapy services. Fieldwork sites are different from Fieldwork II A and are utilized to broaden the student's Level II experiential background.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

PSY 2403 - DEVELOPMENTAL PSYCHOLOGY

Prerequisites: PSY 1113

3 CREDITS A theoretical and research-based course that covers social, emotional, physical and cognitive aspects of human development throughout the life-span.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC 2143 - MINORITIES, ETHNICITY AND CULTURAL DIVERSITY

Prerequisites:

3 CREDITS This course serves as a sociology major elective, a possible support elective for other programs and a source for expanding understanding of social diversity for interested students. Following a historical perspective on cultural diversity, the course will explore the characteristics of minorities and ethnicity, dysfunctions of racism, and features of the U.S. as a multicultural society.

Occupational Therapy Assistant++

Associate in Applied Science

Minimum of 72-73 credit hours

In this career you will assist individuals, who experience physical, cognitive, social, developmental and/or emotional challenges, to functionally engage in performance of daily occupations in self care, productivity, and leisure. Additionally you will guide individuals in adapting to and with their environment by providing the necessary skills for daily living. Your prerequisite beliefs and values should include patience, appreciation of diversity, creativity, flexibility, and the willingness to adapt to change. At Oklahoma City Community College, you can earn an associate degree in applied science in the occupational therapy assistant program. You'll also get hands-on experience in a variety of clinical settings. The OTA Program incorporates through the first three semesters (including Summer) Level I Fieldwork experiences in a variety of clinical settings which reinforce in-class instruction. During the last semester of the OTA Program, students participate in two (2) separate Level II Fieldwork placements which are eight (8) weeks each. The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). Graduates of the program will be eligible to sit for the National Certification Examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to sit for the NBCOT Certification Examination or attain state licensure. Oklahoma requires state licensure based on successful completion of the national exam. ACOTE at AOTA, 4720 Montgomery Lane, Suite 200, Bethesda, MD, 20814-3449, (301) 652-AOTA and web address is www.acoteonline.org. NBCOT, 12 South Summit Avenue, Suite 100, Gaithersburg, MD, 20877-4150, (301) 990-7979, Fax (301) 869-8492. Oklahoma State Board of Medical Licensure and Supervision, P.O. Box 18256, Oklahoma City, OK 73154-0256, (405) 962-1400.

Prerequisites

Math 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.

LS 0023, LS 0203, or adequate reading/writing assessment scores

MATH 0103 or adequate math placement test score. Pre or Corequisite: OTA 1123

Pre or Corequisite: OTA 1112; OTA 1123; BIO 1314; SOC 2143

Math 0103 or adequate math placement test score, BIO 1314

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

OTA 1112; OTA 1123

OTA 1112; OTA 1123; OTA 1223; SOC 2143 Corequisite: OTA 1233 Pre or Corequisite: OTA 1122; BIO 1414

OTA 1112; OTA 1123; OTA 1223; SOC 2143 Corequisite: OTA 1213

OTA 1112; OTA 1123; OTA 1223; SOC 2143 Pre or Corequisite: OTA 1122; OTA 1213; OTA 1233; PSY 1113

ENGL 1113

OTA 1112; OTA 1122; OTA 1123; OTA 1213; OTA 1223; OTA 1233; BIO 1414; SOC 2143 Pre or Corequisite: OTA 1252; ENGL 1233; PSY 2403

OTA 2141; OTA 2153; OTA 2164; MATH 1503 Corequisite: OTA 2253 Pre or Corequisite: HIST 1493; POLSC 1113

PSY 1113

Corequisite: OTA 2164 Pre or Corequisite: OTA 2153; MATH 1503

OTA 1242; ENGL 1233; PSY 2403 Pre or Corequisite: OTA 1263

OTA 1242; OTA 1263 Corequisite: OTA 2141 Pre or Corequisite: OTA 2153

MATH 0403 or adequate math placement test score.

OTA 2141; OTA 2153; OTA 2164; MATH 1503 Corequisite: OTA 2253

OTA 2141; OTA 2153; OTA 2164; MATH 1503 Corequisite: OTA 2143

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Entry Summer Semester			
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Support
OTA 1112	APPLICATION OF LEISURE OCCUPATION	2	Major
OTA 1123	HISTORICAL AND CONTEMPORARY FOUNDATIONS IN OCCUPAT	3	Major
OTA 1223	HUMAN CONDITIONS IMPACTING OCCUPATION	3	Major
SOC 2143	MINORITIES, ETHNICITY AND CULTURAL DIVERSITY	3	Gen Ed
BIO 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
Suggested Freshman 2nd Semester			
OTA 1122	PERFORMANCE IN ACTIVITIES OF DAILY LIVING	2	Major
OTA 1213	MOVEMENT AND THERAPEUTIC INTERVENTIONS	3	Major
OTA 1233	OCCUPATIONAL PERFORMANCE BIRTH THROUGH ADOLESCEN	3	Major
OTA 1252	GROUP DYNAMICS	2	Major
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
ENGL 1233	REPORT WRITING	3	Gen Ed
Suggested Freshman Summer Semester			
OTA 1242	OCCUPATIONAL THERAPY SERVICE SKILLS	2	Major

Course ID	Course Name	Credits	Type
OTA 1263	OCCUPATIONAL PERFORMANCE ADULT LIFESPAN	3	Major
PSY 2403	DEVELOPMENTAL PSYCHOLOGY	3	Support
Suggested Sophomore 1st Semester			
OTA 2141	SPECIAL TOPICS AND FIELDWORK	1	Major
OTA 2153	OCCUPATIONAL THERAPY FOR PSYCHOSOCIAL CONDITIONS	3	Major
OTA 2164	OCCUPATIONAL THERAPY FOR PHYSICAL CONDITIONS	4	Major
MATH 1503	CONTEMPORARY MATHEMATICS	3	Support
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
Suggested Sophomore 2nd Semester			
OTA 2143	PROFESSIONAL DEVELOPMENT AND SUPPORT	3	Major
OTA 2253	FIELDWORK II A	3	Major
OTA 2263	FIELDWORK II B	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed

Course Grouping

Major Courses: (40 credit hours) ++Occupational Therapy Assistant Program: OTA 1112; OTA 1122; OTA 1123; OTA 1213; OTA 1223; OTA 1233; OTA 1263; OTA 1242; OTA 1252; OTA 1263; OTA 2141; OTA 2143; OTA 2153; OTA 2164; OTA 2253; OTA 2263
 General Education Courses: (18 credit hours) English: ENGL 1113; ENGL 1233; Psychology: PSY 1113; History: HIST 1493; Sociology: SOC 2143; Political Science: POLSC 1113
 Life Skills Courses: NONE
 Support Courses: (15 credit hours) Biology: BIO 1314; BIO 1414; Psychology: PSY 2403; Mathematics: MATH 1503; Life Skills: SCL 1001
 All major courses require a minimum of a "C" grade with the exception of OTA 2253 and OTA 2263.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.
 All major courses require a minimum of a "C" grade with the exception of OTA 2253 and OTA 2263.
 Drug Testing: Drug testings is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test.
 Special admission procedures required.
 Special Admissions Procedures: Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern"). The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program. Any breaks in continuous enrollment will require another complete Background Report.
 All major courses have a clinical component that requires purchase of medical liability insurance, a clinical uniform (if applicable) and a physical (with completed health packet).
 It is required that all OTA students complete Level II fieldwork within 18 months following completion of the academic preparation.

Degree Program Course Descriptions

BIO 1314 - HUMAN ANATOMY AND PHYSIOLOGY I

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.

4 CREDITS Through a systematic study of the structure and function of the human body, its cells, tissues, organs and systems, the student will identify and describe basic anatomical structures and fundamental physiological processes that occur in health and disease for the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

BIO 1414 - HUMAN ANATOMY AND PHYSIOLOGY II

Prerequisites: Math 0103 or adequate math placement test score, BIO 1314

4 CREDITS With Human Anatomy & Physiology I as a foundation, the student will advance his or her study of the structure and function of the human body and will identify and describe more detailed anatomical structures and more comprehensive physiological processes that occur in health through a systematic survey of the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1233 - REPORT WRITING

Prerequisites: ENGL 1113

3 CREDITS The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war,

the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

OTA 1112 - APPLICATION OF LEISURE OCCUPATION

Prerequisites:

2 CREDITS Through study, discussion, and classroom/laboratory activities, the student will (1) demonstrate basic skills in techniques, procedures, and activity analysis of selected leisure occupations, (2) identify performance components involved in leisure occupations, (3) select appropriate activities and skills for health maintenance and/or remediation based upon various client factors and contexts, and (4) instruct an individual in a selected activity ensuring proper tool, materials, and safety usage. Level I fieldwork is included in the course.

OTA 1122 - PERFORMANCE IN ACTIVITIES OF DAILY LIVING

Prerequisites: OTA 1112; OTA 1123

2 CREDITS Through study, discussion, and classroom/laboratory activities, the student will demonstrate basic skill in techniques and procedures of activities of daily living and activity analysis. The student will demonstrate knowledge of environmental adaptation for a variety of client factors and contexts in the areas of activities of daily living. Level I fieldwork is included in the course.

OTA 1123 - HISTORICAL AND CONTEMPORARY FOUNDATIONS IN OCCUPAT

Prerequisites:

3 CREDITS Through study, discussion, and field observation/participation, the student will (1) investigate a career choice in Occupational Therapy (2) gain an appreciation for The Model of Human Occupation (3) demonstrate a basic understanding of medical terminology (4) develop an understanding of the history and philosophy of Occupational Therapy with major emphases on contemporary roles, practice and functions and (5) investigate the role of the Occupational Therapy Assistant as

part of the health care team. Level I fieldwork is included in the course.

OTA 1213 - MOVEMENT AND THERAPEUTIC INTERVENTIONS

Prerequisites:

3 CREDITS Through study, discussion, and classroom/laboratory activities, the student will apply assessment and evaluation concepts to human movement. The student will also develop an understanding of the various types of therapeutic interventions utilized in Occupational Therapy. Concepts and considerations in the use of orthotics and modalities are included in the course.

OTA 1223 - HUMAN CONDITIONS IMPACTING OCCUPATION

Prerequisites: Pre or Corequisite: OTA 1112; OTA 1123; BIO 1314; SOC 2143

3 CREDITS Through study, discussion, and classroom presentation of human conditions, the student will develop an understanding of how each condition by itself, or with others, impacts an individual's daily occupation, family, and/or community.

OTA 1233 - OCCUPATIONAL PERFORMANCE BIRTH THROUGH ADOLESCEN

Prerequisites:

3 CREDITS Through study, discussion, and classroom/laboratory activities, the student will examine the development of sensory motor, cognitive, and psychosocial skills necessary for an individual's occupational performance from birth through adolescence. The student will also acquire and demonstrate Occupational Therapy skills and techniques used in therapeutic intervention for selected deficits impacting occupational performance. Level I fieldwork is included in the course.

OTA 1242 - OCCUPATIONAL THERAPY SERVICE SKILLS

Prerequisites:

2 CREDITS Through study, discussion, and classroom activities, the student will (1) examine and discuss medical and legal aspects of intervention service programs (2) identify various types of medical and institutional records (3) apply skills in data gathering (4) effectively utilize various assessment tools and evaluations for intervention planning (5) demonstrate proper documentation utilizing verbal and written reports.

OTA 1252 - GROUP DYNAMICS

Prerequisites:

2 CREDITS Through study, discussion, and classroom/laboratory activities, the student will gain an understanding of group

dynamics including the role of a group leader or facilitator. The student will demonstrate proficiency in using methods and materials for planning, organizing, and leading activities for groups of various sizes and ages in a variety of social and clinical/therapeutic situations.

OTA 1263 - OCCUPATIONAL PERFORMANCE ADULT LIFESPAN

Prerequisites:

3 CREDITS Through study, discussion, and classroom/laboratory activities, the student will examine the occupational performance, personal adaptation, work, leisure, and role changes occurring from early adulthood through the aging process. The student will examine the role of Occupational Therapy in wellness, aging in place, and end of life issues. Level I fieldwork is included in the course.

OTA 2141 - SPECIAL TOPICS AND FIELDWORK

Prerequisites:

1 CREDIT Through study, discussion, and classroom activities, the student will become familiar with Level II fieldwork expectations, performance evaluations, and the roles of the supervisor/supervisee. The student will also investigate personal topics specific to future Level II fieldwork assignments.

OTA 2143 - PROFESSIONAL DEVELOPMENT AND SUPPORT

Prerequisites:

3 CREDITS Through study, discussion, and classroom activities, the student will develop an understanding and application of concepts in administration, supervision, ethics, licensure, certification, and ongoing professional development in Occupational Therapy. The student will also demonstrate an understanding of the evolution of healthcare in the United States along with the norms and practices of diverse cultures as they relate to the delivery of healthcare services.

OTA 2153 - OCCUPATIONAL THERAPY FOR PSYCHOSOCIAL CONDITIONS

Prerequisites:

3 CREDITS Through study, discussion, and classroom/laboratory activities, the student will be able to implement Occupational Therapy intervention plans with individuals impacted by specific psychosocial conditions. Level I fieldwork is included in the course.

OTA 2164 - OCCUPATIONAL THERAPY FOR PHYSICAL CONDITIONS

Prerequisites:

4 CREDITS Through study, discussion, and classroom/laboratory activities, the student will be able to implement Occupational Therapy intervention plans with individuals impacted by

specific physical conditions. Level I fieldwork is included in the course.

OTA 2253 - FIELDWORK II A

Prerequisites:

3 CREDITS The student will successfully complete eight weeks in an approved facility offering supervised Level II fieldwork experiences in the application of learned principles to the delivery of Occupational Therapy services.

OTA 2263 - FIELDWORK II B

Prerequisites:

3 CREDITS The student will successfully complete eight weeks in an approved facility offering supervised Level II fieldwork experiences in the application of learned principles to the delivery of Occupational Therapy services. Fieldwork sites are different from Fieldwork II A and are utilized to broaden the student's Level II experiential background.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

PSY 2403 - DEVELOPMENTAL PSYCHOLOGY

Prerequisites: PSY 1113

3 CREDITS A theoretical and research-based course that covers social, emotional, physical and cognitive aspects of human development throughout the life-span.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC 2143 - MINORITIES, ETHNICITY AND CULTURAL DIVERSITY

Prerequisites:

3 CREDITS This course serves as a sociology major elective, a possible support elective for other programs and a source for expanding understanding of social diversity for interested students. Following a historical perspective on cultural diversity, the course will explore the characteristics of minorities and ethnicity, dysfunctions of racism, and features of the U.S. as a multicultural society.

Orthotic and Prosthetic Technician#++

Associate in Applied Science

Minimum of Minimum of 65 Credits credit hours

Students pursuing this associate degree complete general education courses at Oklahoma City Community College. All major and support courses are completed at Francis Tuttle Technology Center as part of the cooperative alliance**. Orthotic and prosthetic technicians manufacture appropriate devices according to the specific needs of patients with limb loss, fracture, and other orthopedic injuries and diseases. Providing orthotic and prosthetic care involves the application of clinical and technical processes to meet patient goals of function and mobility. This program provides students with a comprehensive education in both disciplines of orthotics (designing, fitting and manufacturing of orthopedic braces) and prosthetics (designing, fitting and manufacturing of artificial limbs). The application process for the program must be completed at Francis Tuttle Technology Center**. The program is accredited by the Council on Accreditation of Allied Health Programs (CAAHEP) and the National Commission of Orthotics and Prosthetics Education (NCOPE). Accreditation will give graduates eligibility to take the national registry examinations for technicians by the American Board for Certification.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ORPR 1112	ORTHOTIC AND PROSTHETIC EQUIPMENT AND MATERIALS	2	Major
ORPR 1135	LOWER LIMB ORTHOTICS	5	Major
FA MATH1	FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS	3	Support
BIO 1224	TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY	4	Support
Suggested Freshman 2nd Semester			
ORPR 1154	SPINAL ORTHOTICS	4	Major
ORPR 1222	UPPER LIMB ORTHOTICS	2	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
Suggested Freshman Summer Semester			
ORPR 1245	CLINICAL ORTHOTICS	5	Major
Suggested Sophomore 1st Semester			
ORPR 2115	TRANSIBIAL PROSTHETICS	5	Major
ORPR 2233	TRANSRADIAL AND TRANSHUMERAL PROSTHETICS	3	Major
OSRHE	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Sophomore 2nd Semester			
ORPR 2255	TRANSFEMORAL PROSTHETICS	5	Major
ORPR 2313	ADVANCED TRANSIBIAL PROSTHETICS	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
Suggested Sophomore Summer Semester			
ORPR 2335	CLINICAL PROSTHETICS	5	Major

Course Grouping

Major Courses: (39 credit hours) ORPR 1112; ORPR 1135; ORPR 1154; ORPR 1222; ORPR 1245; ORPR 2115; ORPR 2233; ORPR 2255; ORPR 2313; ORPR 2335

General Education Courses: (18 credit hours) English: ENGL 1113 Comp-Assisted; Any Oklahoma State Regents for Higher Education approved general ed. 3 credit hour English or communications course.* History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Psychology: PSY 1113; General Education Electives: Three credit hours

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (7 credit hours) Biological Sciences: BIO 1224; Mathematics: Three credit hours of faculty approved mathematics that meet OCCC's mathematics proficiency requirements.

*To be chosen from ENGL 1213, ENGL 1233, COM 1123 or COM 2213.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

#Cooperative agreements have been established with Francis Tuttle Technology Center. (Students must file all financial aid through the technology center while attending there).

#Major courses are available only at Francis Tuttle Technology Center.

++Special admission procedures required.

***Students will be required to travel to various clinical and administrative sites. It is the responsibility of the student to provide his/her own means of transportation to these sites.

Degree Program Course Descriptions

BIO 1224 - TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures

4 CREDITS Using a variety of instructional methodologies such lecture, laboratory, and multimedia, the student will conduct a systematic study of the structure and function of the cells, tissues and organ-systems identifying the basic anatomical structures and physiological processes that occur in the human body. This course is not equivalent to BIO 1314-Human Anatomy and Physiology I, and it is not transferrable to other institutions.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

FA MATH1 - FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS

Prerequisites:

3 CREDITS Faculty approved Mathematics that meets OCCC's Mathematics proficiency requirement

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization,

urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

ORPR 1112 - ORTHOTIC AND PROSTHETIC EQUIPMENT AND MATERIALS

Prerequisites:

2 CREDITS The student will identify equipment, tools and materials used to manufacture various orthotic and prosthetic devices. Safety policies and procedures will be presented, and the student will demonstrate basic skills and techniques in the operation of each machine.

ORPR 1135 - LOWER LIMB ORTHOTICS

Prerequisites: ORPR 1112

5 CREDITS The student will demonstrate competencies in the development and manufacture of foot-orthoses, ankle-foot orthoses, knee-ankle-foot orthoses and orthotic shoe modifications. Various materials and procedures will be used in the design of each project. Additional topics will include strength and properties of various materials to obtain the desired biomechanical effect in each system. The applied mathematics skills needed to produce these devices will be presented.

ORPR 1154 - SPINAL ORTHOTICS

Prerequisites: ORPR 1112, ORPR 1135

4 CREDITS This course is designed to build upon the knowledge and skills acquired in previous orthotics courses. Applications of plastic, metal and leather will be utilized in the design of various spine supports.

ORPR 1222 - UPPER LIMB ORTHOTICS

Prerequisites: ORPR 1112, ORPR 1135

2 CREDITS The student will use principles learned in previous courses to design and fabricate upper limb support systems. Metal and plastics will be used in customizing each orthosis. Additional topics will include troubleshooting and repair.

ORPR 1245 - CLINICAL ORTHOTICS

Prerequisites: ORPR 1112, ORPR 1135, ORPR 1154, ORPR 1222

5 CREDITS The student will participate in a clinical externship in an approved facility offering supervised experiences in the application of learned principles to the fabrication and delivery of orthotic services.

ORPR 2115 - TRANSTIBIAL PROSTHETICS

Prerequisites: APPM 1223, ORPR 1112

5 CREDITS The student will be introduced to fabrication processes involved in transtibial prosthetics. The student will learn about wood, titanium and aluminum components, static and dynamic alignment and the use of instruments to transfer alignment. Classroom learning will be reinforced with laboratory experience. Laminating with epoxy, acrylic and polyester resins along with many different reinforcing materials will be used. Applied mathematical skills needed to mix resins correctly will be taught.

ORPR 2233 - TRANSRADIAL AND TRANSHUMERAL PROSTHETICS

Prerequisites: ORPR 1112

3 CREDITS This course will introduce the student to transradial and transhumeral prosthetics. Upper limb prosthetics fabrication techniques will be learned. This includes suspension harnesses, cable operating systems, attaching prosthetic elbows, hinges, wrist units and terminal devices. The student will also demonstrate socket duplication methods.

ORPR 2255 - TRANSFEMORAL PROSTHETICS

Prerequisites: ORPR 1112, ORPR 2115

5 CREDITS The student will build upon the knowledge and skills acquired in previous prosthetics courses. Socket position, knee components and their relationship to prosthetic feet in static alignment are covered. Socket design and fabrication of the flexible inner socket with various reinforcing materials will be the topics of instruction and application.

ORPR 2313 - ADVANCED TRANSTIBIAL PROSTHETICS

Prerequisites: ORPR 1112, ORPR 2115

3 CREDITS The student will use knowledge and principles learned in previous courses to fabricate a transtibial prosthesis with a roll-on suspension component and distal attachment pin. The student will also attach side joints and a thigh corset to a transtibial socket. The joint and corset exercise utilizes an understanding of material strengths, alignment and careful hinge placement to augment anatomical knee stability and minimize distal residual limb pressure.

ORPR 2335 - CLINICAL PROSTHETICS

Prerequisites: ORPR 1112, ORPR 2115, ORPR 2233, ORPR 2255, ORPR 2313

5 CREDITS The student will participate in a clinical externship in an approved facility offering supervised clinical experiences in

the application of learned principles to the fabrication and delivery of prosthetic services.

**OSRHE - OSRHE APPROVED
GENERAL EDUCATION
COMMUNICATIONS COURSE**

Prerequisites:

3 CREDITS OSRHE approved General Education Communications course

**POLSC 1113 - AMERICAN FEDERAL
GOVERNMENT**

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

**PSY 1113 - INTRODUCTION TO
PSYCHOLOGY**

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

**SCL 1001 - SUCCESS IN COLLEGE
AND LIFE**

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Orthotics Technician# ++

Certificate of Mastery

Minimum of 22 credit hours

This program of study prepares students to enter the workforce upon completion of the certificate. The course content was designed to meet the multiple components of designing, fitting and manufacturing of orthopedic devices. ***

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
ORPR 1112	ORTHOTIC AND PROSTHETIC EQUIPMENT AND MATERIALS	2	Major
ORPR 1135	LOWER LIMB ORTHOTICS	5	Major
BIO 1224	TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY	4	Support
Suggested Freshman 2nd Semester			
ORPR 1154	SPINAL ORTHOTICS	4	Major
ORPR 1222	UPPER LIMB ORTHOTICS	2	Major
ORPR 1245	CLINICAL ORTHOTICS	5	Major

Course Grouping

Major Courses: ORPR 1112, ORPR 1135, ORPR 1154, ORPR 1222, ORPR 1245

General Education Courses: None

Life Skills Courses: None

Support Courses: BIO 1224

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at <http://www.occc.edu/certificates>.

++Special admission procedures required.

#Students must file all financial aid through the technology center while attending there.

#This program is offered through a cooperative alliance established with Francis Tuttle Technology Center. (Students must file all financial aid through the technology center while attending there).

All courses are available only at Francis Tuttle Technology Center.

Degree Program Course Descriptions

BIO 1224 - TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures

4 CREDITS Using a variety of instructional methodologies such lecture, laboratory, and multimedia, the student will conduct a systematic study of the structure and function of the cells, tissues and organ-systems identifying the basic anatomical structures and physiological processes that occur in the human body. This course is not equivalent to BIO 1314-Human Anatomy and Physiology I, and it is not transferrable to other institutions.

Prerequisites: ORPR 1112, ORPR 1135, ORPR 1154, ORPR 1222

5 CREDITS The student will participate in a clinical externship in an approved facility offering supervised experiences in the application of learned principles to the fabrication and delivery of orthotic services.

ORPR 1112 - ORTHOTIC AND PROSTHETIC EQUIPMENT AND MATERIALS

Prerequisites:

2 CREDITS The student will identify equipment, tools and materials used to manufacture various orthotic and prosthetic devices. Safety policies and procedures will be presented, and the student will demonstrate basic skills and techniques in the operation of each machine.

ORPR 1135 - LOWER LIMB ORTHOTICS

Prerequisites: ORPR 1112

5 CREDITS The student will demonstrate competencies in the development and manufacture of foot-orthoses, ankle-foot orthoses, knee-ankle-foot orthoses and orthotic shoe modifications. Various materials and procedures will be used in the design of each project. Additional topics will include strength and properties of various materials to obtain the desired biomechanical effect in each system. The applied mathematics skills needed to produce these devices will be presented.

ORPR 1154 - SPINAL ORTHOTICS

Prerequisites: ORPR 1112, ORPR 1135

4 CREDITS This course is designed to build upon the knowledge and skills acquired in previous orthotics courses. Applications of plastic, metal and leather will be utilized in the design of various spine supports.

ORPR 1222 - UPPER LIMB ORTHOTICS

Prerequisites: ORPR 1112, ORPR 1135

2 CREDITS The student will use principles learned in previous courses to design and fabricate upper limb support systems. Metal and plastics will be used in customizing each orthosis. Additional topics will include troubleshooting and repair.

ORPR 1245 - CLINICAL ORTHOTICS

Philosophy - Humanities/Philosophy Emphasis

Associate in Arts

Minimum of 61 credit hours

If you spend your time pondering the nature of the universe and the possible meanings of human existence, you've found the perfect course of study. Pursuing an associate degree in philosophy is all about continuing an ongoing conversation that began more than 3,000 years ago. At Oklahoma City Community College, you can earn an associate degree in arts in general education with an emphasis in philosophy, which will give you the humanities foundation you need to continue your education at a four-year college or university. This program focuses mainly on teaching critical thought, analytical writing and the comprehension of both classic and modern texts. Ultimately, philosophy majors primarily choose to follow careers in teaching, writing, law, politics, advertising and much more.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	OR	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	OR	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
PHYS	ANY PHYSICAL SCIENCE	3-4	Gen Ed
PSY 1113	INTRODUCTION TO PSYCHOLOGY	OR	Gen Ed
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
Suggested Freshman 2nd Semester			
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
PHIL 1013	INTRODUCTION TO PHILOSOPHY	3	Major
PHIL 1603	INTRODUCTION TO LOGIC	3	Major
BIO	BIOLOGICAL SCIENCE	3-4	Gen Ed
HUM NON			Gen Ed
Suggested Sophomore 1st Semester			
PHIL 1213	INTRODUCTION TO ETHICS	3	Major
PHIL	PHILOSOPHY ELECTIVE	3	Major
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	5	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
Suggested Sophomore 2nd Semester			
HUM NON			Gen Ed
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed
PRE SUPPORT		9	Support

Course Grouping

Major Courses: (12 Credit Hours) Philosophy: PHIL 1013; PHIL 1213; PHIL 1603; PHIL three hours elective

General Education Courses: (39 Credit Hours) Communications: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1503 (recommended) or higher; *Science: A three- or four-hour physical science course ; *A three- or four-hour general education biological science course; NOTE: One of the science courses must include a laboratory component.; Humanities: Six hours of Non-PHIL humanities courses; Social Science: PSY 1113 or SOC 1113; General Education Elective: (8 credit hours) To be chosen only in consultation with a Faculty Advisor

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (9 Credit Hours) Pre-Approved Support Electives

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog.

Degree Program Course Descriptions

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

FA GEN - FACULTY APPROVED GENERAL EDUCATION ELECTIVE

Prerequisites:

3 CREDITS Faculty approved General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHIL - PHILOSOPHY ELECTIVE

Prerequisites: None

3 CREDITS Philosophy elective

PHIL 1013 - INTRODUCTION TO PHILOSOPHY

Prerequisites: ENGL 1113

3 CREDITS After a review of the methods and sub-fields of philosophy, students will describe the positions selected philosophers have taken on several basic problems. Students will also describe and defend their own perspectives on these problems.

PHIL 1213 - INTRODUCTION TO ETHICS

Prerequisites: ENGL 1113

3 CREDITS Students will demonstrate their understanding of the relationship between philosophy and ethics; the language, concepts and traditions of ethics; and selected theories of ethics. The students will then use descriptive, normative and metathetical approaches to analyze selected contemporary ethical issues.

PHIL 1603 - INTRODUCTION TO LOGIC

Prerequisites: ENGL 1113

3 CREDITS Students will recognize genuine arguments in natural language, translate them into appropriate form for logical analysis, and use traditional and modern methods to determine their validity. Students also will recognize and refute various informal fallacies.

PHYS - ANY PHYSICAL SCIENCE

Prerequisites:

3 CREDITS Any Physical Science

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC 1113 - INTRODUCTION TO SOCIOLOGY

Prerequisites:

3 CREDITS The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institution, social stratification and social change.

Photography - Graphic Communications/Photography/Digital Imaging

Associate in Applied Science

Minimum of 61 credit hours

The student will learn the technology and techniques professionals use in photography and electronic imaging. Students work with digital cameras, computers, software and scanners used to produce and manipulate photographs and digital photographic images. A degree in Photography/Digital Imaging Emphasis will prepare students to enter the job market immediately after graduating. Career opportunities may be available as a photographer, prepress technician, photo lab technician or related graphic communications positions in advertising or public relations. Graphic Communications students who wish to transfer to a four-year institution should enroll in the Visual Arts program for an Associate in Arts degree. Consult your faculty advisor for more information.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

GCOM 2773 or by evaluation. §

MATH 0103 or adequate math placement test score.

With appropriate prerequisite.

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

GCOM 1053 and GCOM 1223

GCOM 1223, GCOM 1053 and GCOM 2323 or by evaluation. §

GCOM 1153 or by evaluation. §

GCOM 1153, GCOM 2153 or by evaluation. §

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
GCOM 1053	ELECTRONIC PUBLISHING: INDESIGN I	3	Major
GCOM 1133	INTRODUCTION TO MACINTOSH	3	Major
GCOM 2773	IMAGE EDITING: PHOTOSHOP I	3	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
Suggested Freshman 2nd Semester			
GCOM 2783	IMAGE EDITING: PHOTOSHOP II	3	Major
SUPP	GUIDED SUPPORT ELECTIVE	3	Support
APPM 1223	MATHEMATICS FOR TECHNICAL CAREERS I	3	Support
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support
MATH	ANY 1000 LEVEL MATH COURSE	3	Support
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
Suggested Freshman 1st Semester			
GCOM 1153	DIGITAL PHOTOGRAPHY		Major
Suggested Sophomore 1st Semester			
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
Suggested Sophomore 2nd Semester			
GCOM 2353	APPLIED GRAPHIC ART	3	Major
GCOM 2803	PORTFOLIO PREPARATION AND PRESENTATION	3	Major
Suggested Sophomore 1st Semester			
SUPP	GUIDED SUPPORT ELECTIVE	3	Support
Suggested Sophomore 2nd Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
Suggested Freshman 2nd Semester			
GCOM 2153	DIGITAL PHOTOGRAPHY II	3	Major
Suggested Sophomore 2nd Semester			
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Sophomore 1st Semester			
GCOM 2163	PHOTOJOURNALISM	3	Major
Suggested Sophomore 2nd Semester			
GCOM 2363	PORTRAIT PHOTOGRAPHY	3	Major

Course Grouping

Major Courses: (33 Credit Hours) GCOM 1053; GCOM 1133; GCOM 1153; GCOM 2153; GCOM 2163; GCOM 2253; GCOM 2353; GCOM 2363; GCOM 2773; GCOM 2783; GCOM 2803

General Education Courses: (18 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives (3 credit hours); Humanities: Any humanities course (3 credit hours)

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (9 credit hours) APPM 1223, BUS 1323, or Any 1000 Mathematics Course; * 6 credit hours elective courses selected from any GCOM, ART, CAD, JB, FVP, or MU prefix.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

APPM 1223 - MATHEMATICS FOR TECHNICAL CAREERS I

Prerequisites: MATH 0103 or adequate math placement test score.

3 CREDITS The student will apply principles of basic algebra, equations, functions and graphs, factoring, and fractions in the solutions of technical problems.

BUS 1323 - MATHEMATICS FOR BUSINESS CAREERS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate the ability to use basic mathematical processes, and use mathematical concepts in solving everyday business problems in operations, trade, taxation, accounting and finance.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

GCOM 1053 - ELECTRONIC PUBLISHING: INDESIGN I

Prerequisites:

3 CREDITS Students will demonstrate proficiency in using the Macintosh computer in the production of various types of printed material. In addition, they will demonstrate skills in specifying typography, importing photos and artwork into documents, the application of design principles, and preparing documents for the commercial printing process.

GCOM 1133 - INTRODUCTION TO MACINTOSH

Prerequisites:

3 CREDITS The student will demonstrate a working knowledge of creating documents and folders and filing them in the current operating system, networking, accessing the internet, and producing basic documents using several graphic arts software programs.

GCOM 1153 - DIGITAL PHOTOGRAPHY

Prerequisites:

CREDIT The student will demonstrate proficiency in using digital cameras and will produce color and black and white images which demonstrate a knowledge of basic principals of composition. Students will also demonstrate the ability to use the software program Adobe Photoshop to enhance, retouch, resize, format and store their digital images for use in printing and on the web.

GCOM 2153 - DIGITAL PHOTOGRAPHY II

Prerequisites: GCOM 1153 or by evaluation. §

3 CREDITS The student will demonstrate knowledge of DSLR camera operations, exposure, exposure controls, lenses, depth of field, shutter speeds, existing lighting, and basic lighting techniques using studio lighting and electronic flash. Student proficiency will be indicated by successful completion of projects and the development of a one-person exhibit or portfolio.

GCOM 2163 - PHOTOJOURNALISM

Prerequisites: GCOM 1153, GCOM 2153 or by evaluation. §

3 CREDITS The student will demonstrate the skills used in publication photography. These skills include knowledge of equipment, special lighting, compositional techniques, and publication requirements used in photographing news events and photo essays. Student proficiency will be indicated by successful completion of projects and the development of a one-person exhibit or portfolio.

GCOM 2353 - APPLIED GRAPHIC ART

Prerequisites: GCOM 1053 and GCOM 1223

3 CREDITS The student will apply skills learned in previous classes to produce real projects for the College or community. Students will design and produce a variety of production pieces.

GCOM 2363 - PORTRAIT PHOTOGRAPHY

Prerequisites: GCOM 1153, GCOM 2153 or by evaluation. §

3 CREDITS The student will demonstrate the skills required to photograph people in the studio and on location. These skills include knowledge of equipment, special lighting, and posing techniques. Student proficiency will be indicated by successful completion of projects and the development of a one-person exhibit of portfolio.

GCOM 2773 - IMAGE EDITING: PHOTOSHOP I

Prerequisites:

3 CREDITS The student will demonstrate knowledge of the tools and functions of Photoshop software program. The student will complete projects which indicate an understanding of image retouching and manipulation, color correction, image sharpening, RGB color, CYMK color, separations, channels, paths, and filters.

GCOM 2783 - IMAGE EDITING: PHOTOSHOP II

Prerequisites: GCOM 2773 or by evaluation. §

3 CREDITS The student will demonstrate knowledge of more advanced functions of the Photoshop software program. Student proficiency will be demonstrated by successfully completing projects which require skills in advanced techniques in selection, layering, color correction, and image manipulation.

GCOM 2803 - PORTFOLIO PREPARATION AND PRESENTATION

Prerequisites: GCOM 1223, GCOM 1053 and GCOM 2323 or by evaluation. §

3 CREDITS The student will prepare a portfolio for professional presentation and evaluation. The portfolio will consist of matted pieces, resume, and notebook which contains samples of projects representing skills using various graphic arts software programs.

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

MATH - ANY 1000 LEVEL MATH COURSE

Prerequisites: With appropriate prerequisite.

3 CREDITS Any 1000 level Mathematics course

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SUPP - GUIDED SUPPORT ELECTIVE

Prerequisites:

3 CREDITS Guided Support elective

Physical Therapist Assistant++

Associate in Applied Science

Minimum of 71-72 credit hours

Physical Therapist Assistants (PTAs) work under the direction of a licensed physical therapist. Duties include assisting the physical therapist in implementing treatment programs according to his/her plan of care. PTAs teach and monitor exercise and activities of daily living, conduct treatments using special equipment, administer modalities, and regularly report to the physical therapist on the patient's responses and progress. Clinical experiences are in physical therapy departments and clinics. Completion of the Associates degree in PTA is required to sit for the licensure exam; our graduates are eligible to meet the requirements of the Oklahoma Board of Medical Licensure and Supervision. The program is accredited by the Commission on Accreditation of Physical Therapy Education which can be found at <http://www.captionline.org>.

Prerequisites

Math 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.

LS 0023, LS 0203, or adequate reading/writing assessment scores

BIO 1314; Corequisite: PTA 1023, PTA 1213, and BIO 1414

BIO 1314; Corequisite: PTA 1013, PTA 1213, BIO 1414

BIO 1314; Corequisite: PTA 1013, PTA 1023

Math 0103 or adequate math placement test score, BIO 1314

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

PTA 1013, PTA 1023, PTA 1213; Corequisite: PTA 1224, PTA 2014, BIO 2102, PTA 1151

PTA 1013, PTA 1023, PTA 1213; Corequisite PTA 2014, PTA 1112, BIO 2102, PTA 1151

PTA 1013, PTA 1023, PTA 1213, Corequisites: PTA 1112, PTA 1224; BIO 2102, PTA 1151

Prerequisite: PTA 1013, PTA 1023, PTA 1213, BIO 1314, BIO 1414 Corequisite: PTA 1112, PTA 1224, PTA 2014, BIO 2102

Math 0103 or adequate math placement test score, PTA and OTA students only

The student must have completed the following courses with a "C" or better to participate in the Initial Practicum: PTA 1013, PTA 1023, PTA 1112, PTA 1213, PTA 1224, PTA 2014; BIO 1314, BIO 1414, BIO 2102, PTA 1151 and successfully pass the comprehensive practical exam.

PTA 1312; Corequisites: PTA 2024, PTA 2113, PTA 2021

PTA 1312; Corequisite PTA 1202, PTA 2113, PTA 2021

PTA 1312; Corequisite: PTA 1202, PTA 2024, PTA 2021

Prerequisite: PTA 1312 Corequisite: PTA 2024, PTA 2113, PTA 1202

ENGL 1113

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

The student must have completed the following courses with a "C" or better to participate in the Practicum I: PTA 1312, PTA 1202, PTA 2024, PTA 2113, PTA 2021 and successfully pass the comprehensive practical exam.

PTA 2034

PSY 1113

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Entry Summer Semester			
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
PTA 1013	INTRODUCTION TO PHYSICAL THERAPY	3	Major
PTA 1023	DYNAMIC HUMAN MOTION	3	Major
PTA 1213	PAIN MANAGEMENT AND MASSAGE	3	Major
BIO 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
Suggested Freshman 2nd Semester			
PTA 1000	SPECIAL TOPICS	VARIABLE 1-4	Major
PTA 1112	PATHOLOGY FOR PHYSICAL REHABILITATION	2	Major
PTA 1224	THERAPEUTIC EXERCISE I	4	Major
PTA 2014	ELECTROTHERAPY AND MODALITIES	4	Major
PTA 1151	CLINICAL PREP I		Major
BIO 2102	CLINICAL ANATOMY	2	Support
COM 1123	INTERPERSONAL COMMUNICATIONS	-OR-	Support
COM 2213	INTRO TO PUBLIC SPEAKING	-OR-	Support
SOC 2143	MINORITIES, ETHNICITY AND CULTURAL DIVERSITY	3	Support
Suggested Freshman Summer Semester			
PTA 1312	INITIAL PRACTICUM	2	Major
Suggested Sophomore 1st Semester			
PTA 1202	DEVELOPMENT, CONDITIONS AND TREATMENT ACROSS THE LIFESPAN	2	Major
PTA 2000	SPECIAL TOPICS	VARIABLE 1-4	Major
PTA 2024	THERAPEUTIC EXERCISE II	4	Major

Course ID	Course Name	Credits	Type
PTA 2113	PTA SYSTEMS/PROBLEMS	3	Major
PTA 2021	CLINICAL PREP II		Major
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
ENGL 1233	REPORT WRITING	-OR-	Gen Ed
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
Suggested Sophomore 2nd Semester			
PTA 2034	PRACTICUM I	4	Major
PTA 2134	PRACTICUM II		Major
PSY 2403	DEVELOPMENTAL PSYCHOLOGY	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	-OR-	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed

Course Grouping

Major Courses: (40 credit hours) ++Physical Therapist Assistant: PTA 1013; PTA 1023; PTA 1112; PTA 1151; PTA 1202; PTA 1213; PTA 1224; PTA 1312; PTA 2014; PTA 2021; PTA 2024; PTA 2034; PTA 2113; PTA 2134

General Education Courses: (18 credit hours) English: ENGL 1113; ENGL 1213 or 1233; History: HIST 1483 or HIST 1493; Psychology: PSY 1113; PSY 2403; Political Science: POLSC 1113

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (13 credit hours) Biological Science: BIO 1314; BIO 1414; BIO 2102; Communication: COM 1123 or COM 2213 or Sociology: SOC 2143

All PTA and BIO courses require a minimum of a "C" grade.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Drug Testing: Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test.

Special Admissions Procedures Required: Please see our web page www.occc.edu/pta for applications. Students must achieve 70 percent or greater on College Math Placement IV in order to apply to the PTA program.

Special Admissions Procedures: Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern"). The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require another complete Background Report.

Credentialing: The ability to sit for the licensure exam, to meet the eligibility requirements to practice as a physical therapist assistant, will be approved or denied by the Oklahoma Board of Medical Licensure and Supervision based on the results of the criminal history investigations.

All major, general education and support courses must be completed prior to or concurrently with the final practicum.

Degree Program Course Descriptions

BIO 1314 - HUMAN ANATOMY AND PHYSIOLOGY I

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.

4 CREDITS Through a systematic study of the structure and function of the human body, its cells, tissues, organs and systems, the student will identify and describe basic anatomical structures and fundamental physiological processes that occur in health and disease for the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

BIO 1414 - HUMAN ANATOMY AND PHYSIOLOGY II

Prerequisites: Math 0103 or adequate math placement test score, BIO 1314

4 CREDITS With Human Anatomy & Physiology I as a foundation, the student will advance his or her study of the structure and function of the human body and will identify and describe more detailed anatomical structures and more comprehensive physiological processes that occur in health through a systematic survey of the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

BIO 2102 - CLINICAL ANATOMY

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score, PTA and OTA students only

2 CREDITS This course is designed to strengthen the student's knowledge of human anatomy in the areas of bones, muscles, and nerves as related to the areas of occupational and physical therapy. Models and prosected cadavers will be utilized to enrich the student's understanding of these systems.

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems

in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - REPORT WRITING

Prerequisites: ENGL 1113

3 CREDITS The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility,

describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

PSY 2403 - DEVELOPMENTAL PSYCHOLOGY

Prerequisites: PSY 1113

3 CREDITS A theoretical and research-based course that covers social, emotional, physical and cognitive aspects of human development throughout the life-span.

PTA 1000 - SPECIAL TOPICS

Prerequisites:

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other physical therapy courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

PTA 1013 - INTRODUCTION TO PHYSICAL THERAPY

Prerequisites: BIO 1314; *Corequisite:* PTA 1023, PTA 1213, and BIO 1414

3 CREDITS The student will describe the development and current status of physical therapy and the role of the PTA in the healthcare system. He/she will be introduced to medical ethics, legislation, and

the American Physical Therapy Association and its components. Medical communication and documentation will be discussed and practiced. The student will learn and demonstrate basic range of motion exercises, body mechanics and transfers, basic gait training, and infection control methods. The student will explain the concept of “therapeutic helping.”

PTA 1023 - DYNAMIC HUMAN MOTION

Prerequisites: BIO 1314; *Corequisite:* PTA 1013, PTA 1213, BIO 1414

3 CREDITS The student will be introduced to basic concepts concerning human motion, bony landmarks, muscle location and function, and nerve innervations. The student will learn basic manual muscle testing to assess function and complete an in depth learning module on the use of the goniometer to assess joint motion. The class is divided into five units of instruction: terminology, skeletal and articular system, functional anatomy, goniometry, and manual muscle testing.

PTA 1112 - PATHOLOGY FOR PHYSICAL REHABILITATION

Prerequisites: PTA 1013, PTA 1023, PTA 1213; *Corequisite:* PTA 1224, PTA 2014, BIO 2102, PTA 1151

2 CREDITS The student will identify underlying circumstances and phases of disease and dysfunction, describe primary and secondary disability patterns related to various deficits, gain knowledge of functional activities and techniques to prevent secondary disabilities using special equipment as needed, and identify terms, prefixes, suffixes and abbreviations used in the medical practice.

PTA 1151 - CLINICAL PREP I

Prerequisites: PTA 1013, PTA 1023, PTA 1213, BIO 1314, BIO 1414; *Corequisites:* PTA 1112, PTA 1224, PTA 2014, BIO 2102

CREDIT1 The student will explore the characteristics of current physical therapy clinical practice. The student will accurately illustrate the role and responsibilities of the PTA in specific clinical settings represented by facilities appropriate for placement in PTA 1312 Initial Practicum. The student will describe/discuss pertinent regulatory and legislative policies which pertain to said facilities and will convey effective communication and teaching strategies with various patient populations/cultures by means of simulated cases. The student will participate in applying clinical and ethical decision making with a variety of patient scenarios. The student will practice progressing patient interventions based on the physical therapist's established goals and plan of care in simulated scenarios. This comprehensive course will require the student to demonstrate competency and provide adequate rationale for each

psychomotor component of all prerequisite coursework including: tests and measures, interventions, and documentation, as well as, application (via demonstration, verbal and/or writing) of safe and effective communication, and clinical decision-making as evidenced by successful completion of a comprehensive skill evaluation prior to entering PTA 1312, Initial Practicum.

PTA 1202 - DEVELOPMENT, CONDITIONS AND TREATMENT ACROSS THE LIFESPAN

Prerequisites: PTA 1312; *Corequisites:* PTA 2024, PTA 2113, PTA 2021

2 CREDITS The student will be introduced to basic terminology and the theoretical frameworks that guide the study of the human lifespan. The student will review the physiological function of different body systems, their interrelationships, and how changes occur over the course of a lifetime. The student will correlate these changes with age appropriate motor, cognitive, and social-emotional development across the lifespan, and demonstrate awareness and appropriate therapeutic intervention for specific issues/conditions that impact infants, children, adolescents, adults, and elders.

PTA 1213 - PAIN MANAGEMENT AND MASSAGE

Prerequisites: BIO 1314; *Corequisite:* PTA 1013, PTA 1023

3 CREDITS The student will apply therapeutic modalities and have knowledge of pain mechanisms to improve a patient's functional independence. The student will be able to safely and competently demonstrate the use of thermal modalities, ultrasound, traction, continuous passive motion devices, dynamic splinting, and massage to treat a patient's conditions. The students will recognize that all treatments provided by a physical therapist assistant are within the plan of care established by the physical therapist and are performed under the general supervision of a physical therapist in the state of Oklahoma. The student will also learn and apply documentation skills for the above modalities. The student must demonstrate proficiency/competency of above modalities with testing, and oral/practical demonstrations.

PTA 1224 - THERAPEUTIC EXERCISE I

Prerequisites: PTA 1013, PTA 1023, PTA 1213; *Corequisite* PTA 2014, PTA 1112, BIO 2102, PTA 1151

4 CREDITS The student will apply biomechanical principles of human motion to progress basic exercise programs to complex exercise programs. The student will understand the purposes, indications, and contraindications for exercise. The student will be able to apply the principles of therapeutic exercise to a wide variety of orthopedic

conditions, monitor the effectiveness of the exercise, and progress the patient's exercise program within the plan of care established by the physical therapist.

PTA 1312 - INITIAL PRACTICUM

Prerequisites: The student must have completed the following courses with a “C” or better to participate in the Initial Practicum: PTA 1013, PTA 1023, PTA 1112, PTA 1213, PTA 1224, PTA 2014; BIO 1314, BIO 1414, BIO 2102, PTA 1151 and successfully pass the comprehensive practical exam.

2 CREDITS The student will be assigned to a selected physical therapy practice for a minimum of 160 contact hours. Under the direct, on-site supervision of a licensed physical therapist or physical therapist assistant, the student will assume patient care responsibilities in a safe, efficient, ethical and legal manner.

PTA 2000 - SPECIAL TOPICS

Prerequisites: None

CREDITVARIABLE 1-4 credits The student will demonstrate specific competencies in subject areas not covered in other PTA courses that are beneficial in exploring the field more intensely. A specific subject is announced for each offering. Enrollment may be repeated with a change in topic.

PTA 2014 - ELECTROTHERAPY AND MODALITIES

Prerequisites: PTA 1013, PTA 1023, PTA 1213, *Corequisites:* PTA 1112, PTA 1224; BIO 2102, PTA 1151

4 CREDITS The student will learn how to apply therapeutic modalities within a physical therapist's plan of care, and use knowledge of pain perception to help improve a patient's functional independence. The student will gain knowledge of application and usage of the following modalities/treatment techniques: electrical stimulation, wound healing techniques (including dressings, topical agents, debridement techniques, universal precautions), respiratory treatments (including different coughing techniques, breathing exercises, and postural drainage/chest PT), and edema management (including compression therapies). Students will be able to use critical thinking to implement modality usage as per the physical therapist's plan of care, and document patient response and effectiveness of their treatments. The student must demonstrate proficiency/competency in these modalities through testing and oral/practical demonstrations.

PTA 2021 - CLINICAL PREP II

Prerequisites: PTA 1312; *Corequisites:* PTA 1202, PTA 2024, PTA 2113

CREDIT1 The student will continue to explore and appreciate the complexities associated with contemporary physical therapy practice,

as well as, the health care system. The student will accurately illustrate the role and responsibilities of the PTA in all physical therapy settings. The student will describe/discuss pertinent regulatory and legislative policies affecting access to and the delivery of physical therapy across all settings. During simulated opportunities, the student will portray effective communication, teaching, and documentation strategies with various patient populations/cultures and health care team members in any physical therapy setting. The student will investigate ethical, socioeconomic and resource challenges common to current physical therapy practice using a variety of patient scenarios. The student will practice participating in identifying and securing appropriate equipment requirements and advocating for patient/client needs to vendor/payors. This comprehensive course will require the student to demonstrate competency and provide adequate rationale for each psychomotor component of all prerequisite coursework including: tests and measures, interventions, and documentation, as well as, application (via demonstration, verbal and/or writing) of safe and effective communication and clinical decision-making for any patient/client as directed by the physical therapist of record and evidenced by successful completion of a comprehensive skill evaluation prior to entering PTA 2034, Practicum I.

PTA 2024 - THERAPEUTIC EXERCISE II

Prerequisites: PTA 1312; Corequisite PTA 1202, PTA 2113, PTA 2021
 4 CREDITS The student will continue to apply biomechanical principles of human motion to progress functional exercise programs. The student will understand the purposes, indications, and contraindications for exercise. The student will be able to apply the principles of therapeutic exercise to a wide variety of neurological, cardiac, multiple traumas, and various debilitating conditions, and monitor the effectiveness of the exercise. The student will recognize the role of the PTA and will progress the patient's exercise program within the plan of care established by the physical therapist.

PTA 2034 - PRACTICUM I

Prerequisites: The student must have completed the following courses with a "C" or better to participate in the Practicum I: PTA 1312, PTA 1202, PTA 2024, PTA 2113, PTA 2021 and successfully pass the comprehensive practical exam.
 4 CREDITS The student will function in the clinic as a health care team member, under the direct supervision of a physical therapist or physical therapist assistant, carrying out select portions of the physical therapist's plan of care. The student will establish helping relationships; practice effective interpersonal

communications; apply ethical and legal principles, identify and provide for normal and threatened basic needs of patients; practice effective infection control techniques; administer selected modalities to prevent secondary disabilities and manage pain; correctly apply principles of biomechanics and physiology in administering exercise, transfer, and gait training. The student will clearly report and document significant observations and treatments orally and in writing.

PTA 2113 - PTA SYSTEMS/PROBLEMS

Prerequisites: PTA 1312; Corequisite: PTA 1202, PTA 2024, PTA 2021
 3 CREDITS This course is designed to provide the student the opportunity to explore and further understand systems and challenges that impact the Physical Therapist Assistant. The course explores the role of the Physical Therapist Assistant and how s(he) functions as a member of the health care team; systems and operational issues that affect the practice of a Physical Therapist Assistant; and challenges that the Physical Therapist Assistant and all health care professionals face in day to day clinical practice.

PTA 2134 - PRACTICUM II

Prerequisites: PTA 2034
 CREDIT4 The student will continue to function in the clinic as a health care team member, under the direct supervision of a physical therapist or physical therapist assistant, carrying out select portions of the physical therapist's plan of care. The student will demonstrate competence in all areas described in PTA 2034. The student is expected to function at the level of an entry level physical therapist assistant at the completion of this course.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores
 1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC 2143 - MINORITIES, ETHNICITY AND CULTURAL DIVERSITY

Prerequisites:
 3 CREDITS This course serves as a sociology major elective, a possible support elective for

other programs and a source for expanding understanding of social diversity for interested students. Following a historical perspective on cultural diversity, the course will explore the characteristics of minorities and ethnicity, dysfunctions of racism, and features of the U.S. as a multicultural society.

Physics - Science with Physics Concentration

Associate in Science

Minimum of 61-62 credit hours

People in the physics concentration focus on the characteristics of matter and energy and their relationship to each other. Through courses in various types of physics, students investigate dynamics, magnetism, atomic and nuclear physics, heat, sound and other physical phenomena. In addition, students develop efficient investigative skills and learn to accurately analyze and report their findings. Students who earn associate degrees in science from Oklahoma City Community College are well prepared to continue their studies at a four-year college or university. After graduating, they find job opportunities in education, astronomy, geology and meteorology, as well as in government, private industry and with the aerospace industry.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
MATH 2104	CALCULUS AND ANALYTIC GEOMETRY I	4	Gen Ed
CHEM 1115	GENERAL CHEMISTRY I	5	Gen Ed
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
Suggested Freshman 2nd Semester			
PHYS 2014	ENGINEERING PHYSICS I	4	Major
MATH 2214	CALCULUS AND ANALYTIC GEOMETRY II	4	Gen Ed
CHEM 1215	GENERAL CHEMISTRY II	5	Support
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
Suggested Sophomore 1st Semester			
PHYS 2114	ENGINEERING PHYSICS II	4	Major
MATH 2314	CALCULUS AND ANALYTIC GEOMETRY III	4	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
BIO	BIOLOGICAL SCIENCE	3	Gen Ed
Suggested Sophomore 2nd Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
CS 1143	BEGINNING PROGRAMMING	OR	Support
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support
SOC SC	SOCIAL SCIENCE ELECTIVE	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed

Course Grouping

Major Courses: (12 credit hours) Physics: (B) PHYS 2014; (B) PHYS 2114; Mathematics: MATH 2314

General Education Courses: (40-41 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Chemistry: CHEM 1115; *Biological Science: Three to four credit hours of general education; Humanities: Six credit hours; Social Science: Three credit hours; Mathematics: MATH 2104; MATH 2214; General Education Elective: 2-3

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (8 credit hours) Chemistry: CHEM 1215; Computer Programming: CS 1143 or Faculty Approved Support Elective

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs.

Degree Program Course Descriptions

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

CHEM 1115 - GENERAL CHEMISTRY I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1513 or MATH 1533, or both MATH 0403 and High School Chemistry or CHEM 1123. A grade of 5 CREDITS This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

CHEM 1215 - GENERAL CHEMISTRY II

Prerequisites: CHEM 1115 with a grade of "C" or better; MATH 1513 or MATH 1533 with a grade of "C" or better. 5 CREDITS This course is a continuation of CHEM 1115 with emphasis on thermochemistry, intermolecular forces, properties of solutions, acid/base properties, kinetics, equilibrium, thermodynamics, electrochemistry, and organic chemistry. Laboratory is an integral part of the course.

CS 1143 - BEGINNING PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score or by evaluation. § 3 CREDITS Designed for Computer Science majors, this course affords students a basic understanding of computer programming. Students will utilize accepted programming concepts and perform number system conversions and arithmetic. In addition, they will design and code structured modular programs using design tools such as hierarchy charts, flowcharts, and pseudocode.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation. 3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation. 3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES

Prerequisites: 3 CREDITS Faculty approved support electives

GEN ED - GEN ED ELECTIVE

Prerequisites: 3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites: 3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites: 3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites: 3 CREDITS Humanities elective

MATH 2104 - CALCULUS AND ANALYTIC GEOMETRY I

Prerequisites: MATH 1533 and MATH 1613 or adequate math placement test score. 4 CREDITS The student will compute, interpret and apply the basic concepts of limits, differentiation and integration to algebraic and transcendental functions and will

solve applied problems that include rates of change, optimization, area and total change in a function.

MATH 2214 - CALCULUS AND ANALYTIC GEOMETRY II

Prerequisites: MATH 2104 within the last year. 4 CREDITS The student will use integration techniques to find antiderivatives, compute definite integrals, and solve application problems that include volume, work and pressure; investigate the convergence of improper integrals and infinite series; use Taylor polynomials and Taylor Series to estimate, represent, and analyze functions; perform basic operations on vectors and analyze functions of three variables and their contour plots.

MATH 2314 - CALCULUS AND ANALYTIC GEOMETRY III

Prerequisites: MATH 2214 within the last year. 4 CREDITS The student will compute partial derivatives, gradients, differentials, double and triple integrals in rectangular, cylindrical and spherical coordinate systems, curl and divergence of a vector field, and path and surface integrals of vector fields directly and by applying Green's Theorem, Stokes' Theorem and the Divergence Theorem; write parameterizations for lines, curves and surfaces; and solve application problems that include optimization, work and flows of vector fields.

PHYS 2014 - ENGINEERING PHYSICS I

Prerequisites: 4 CREDITS This is a physics course designed primarily for pre-engineering, chemistry and physics majors. Students will demonstrate their understanding of concepts in mechanics, heat and sound by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate.

PHYS 2114 - ENGINEERING PHYSICS II

Prerequisites: 4 CREDITS This course is a continuation of Engineering Physics I. Students will demonstrate their understanding of concepts in electricity, magnetism, and light by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC SC - SOCIAL SCIENCE ELECTIVE

Prerequisites:

3 CREDIT Social Science elective

Political Science/Pre-Law

Associate in Arts

Minimum of 61 credit hours

The political science/pre-law degree at Oklahoma City Community College gives you the opportunity to explore the science of politics and law. The program represents a broad spectrum of teaching interests, approaches, and courses. We pride ourselves in our strengths in teaching, not only in the sub-fields of political science – American politics, public policy, law, public administration, comparative politics, and political theory – but also in the quantitative and qualitative approaches to research, as examined in the state's only community college level political science capstone course. When you study political science/pre-law at Oklahoma City Community College, you will have the opportunity to enhance your writing, research, and critical analysis skills. You will also find your strengths in conveying information, while learning how to critically challenge values, beliefs, and opinions, and viewing the world through various perspectives. Our program is successful in preparing our majors for the rigors of studies and student life at the university level.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
BIO	BIOLOGICAL SCIENCE	3-4	Gen Ed
GEOG 2603	WORLD REGIONAL GEOGRAPHY	3	Gen Ed
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
POL SCI	POLITICAL SCIENCE ELECTIVE	3	Major
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	OR	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	OR	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
Suggested Sophomore 1st Semester			
HUM	HUMANITIES ELECTIVE	3	Gen Ed
POL SCI	POLITICAL SCIENCE ELECTIVE	6	Major
PHYS	ANY PHYSICAL SCIENCE	3-4	Gen Ed
ECON 1013	INTRODUCTION TO ECONOMICS	3	Gen Ed
Suggested Sophomore 2nd Semester			
POLSC 2613	SCOPE AND METHODS OF POLITICAL SCIENCE	3	Major
FA ELEC	FACULTY APPROVED ELECTIVE	11	Support

Course Grouping

Major Courses: (12 Credit Hours) Political Science: POLSC 2613; nine credit hours Political Science Electives

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483; HIST 1493; Political Science: POLSC 1113;

*Science: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science. One of the science courses must include a lab component.; Humanities: Six credit hours Humanities; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Geography: GEOG 2603; Economics: ECON 1013.

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (11 Credit Hours) *Elective: 11 credit hours Approved Elective

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog.

Approved Electives are any course in the following areas of Accounting, Banking and Finance, Business, Computer Science, Journalism and Broadcasting, Economics, History, Psychology and Sociology.

At least one science course must contain a laboratory component.

Degree Program Course Descriptions

BIO - BIOLOGICAL SCIENCE

Prerequisites:
3 CREDITS Biological Science

ECON 1013 - INTRODUCTION TO ECONOMICS

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined measures.

3 CREDITS This course is an introduction to the fundamental framework economists use to analyze problems. Students will explore the principles by which decisions are made by consumers, businesses and the government. Upon completion of this course will be able to relate the principles of economics to solve everyday problems. Topics covered include scarcity, choice and opportunity cost; demand, supply, market efficiency and structure; consumer utility theory, inflation, unemployment and the effects of government policy and intervention.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well- reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FA ELEC - FACULTY APPROVED ELECTIVE

Prerequisites:
3 CREDITS Faculty approved elective

GEOG 2603 - WORLD REGIONAL GEOGRAPHY

Prerequisites:

3 CREDITS The student will examine the world's major cultural regions and determine the relationship between the physical environment and economic, social and political conditions.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:
3 CREDITS Humanities elective

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHYS - ANY PHYSICAL SCIENCE

Prerequisites:
3 CREDITS Any Physical Science

POL SCI - POLITICAL SCIENCE ELECTIVE

Prerequisites:
3 CREDITS Political Science elective

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

POLSC 2613 - SCOPE AND METHODS OF POLITICAL SCIENCE

Prerequisites: POLSC 1113 and MUST HAVE COMPLETED AT LEAST 6 HOURS OF POLITICAL SCIENCE ELECTIVES (e.g. 2003, 2103, 2113, 2213, 2223, 2303, 2603).

3 CREDITS This course examines the broad scope of political science from its earliest philosophic origins to its development as a contemporary social science. Various sub-fields of political science are analyzed including political theory, public administration, political behavior, comparative government, international relations, American government, methodology, and public policy.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/ Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Pre-Baccalaureate Nursing - Science with Biology Concentration Program

Associate in Science

Minimum of Minimum of 61 Credits credit hours

If you know you want to pursue a bachelor's degree in the field of science, you might consider enrolling in the pre-baccalaureate nursing – science with biology concentration program at Oklahoma City Community College. This curriculum will prepare you to transfer to a four-year college or university and pursue your education in nursing. A degree in nursing prepares you to work in clinical settings as well as education, private industry and public health settings.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
AHP 1013	MEDICAL TERMINOLOGY	3	Support
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
BIO 1023	INTRODUCTORY NUTRITION	3	Support
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
BIO 1124	GENERAL BIOLOGY I (Majors)	4	Gen Ed
CHEM 1115	GENERAL CHEMISTRY I	5	Gen Ed
Suggested Sophomore 1st Semester			
BIO 2125	MICROBIOLOGY	5	Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
SUPP	Faculty Guided Support Electives	6	Gen Ed
Suggested Sophomore 2nd Semester			
BIO 2234	HUMAN PHYSIOLOGY	4	Major
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
SOC SC	SOCIAL SCIENCE ELECTIVE	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed

Course Grouping

Major Courses: (13 credit hours) Biology: BIO 1124; BIO 2234; Chemistry: CHEM 1115

General Education Courses: (38 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Biology: BIO1023; BIO 2125; Humanities: Six credit hours*; Social Science: Social Science Elective*; Mathematics: MATH 2013; Computer Science: CS 1103

Support Courses: (9 credit hours) Allied Health: AHP 1013; 6 hours FA Guided Support from: BIO2255 or equivalent; 3 credit hour Social Science*; any CS course after CS 1103; or any 5 credit hour GRMN, FREN or SPAN course.

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

* Course choice depends on the specific program for which the student is applying. See prerequisite course list of the receiving institution.

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs.

Degree Program Course Descriptions

AHP 1013 - MEDICAL TERMINOLOGY

Prerequisites:

3 CREDITS After studying the root words, prefixes, and suffixes from which medical terms evolve, the student will correctly spell medical terms, define terms commonly used in medical fields, and determine the meaning of unfamiliar medical terms.

BIO 1023 - INTRODUCTORY NUTRITION

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score.

3 CREDITS Upon completion of this course, the student will be able to discuss the composition of nutrients and accessory factors required for human nutrition, relate their roles in human health and disease, and describe the application of basic nutritional principles to the planning of normal and special dietary regimens.

BIO 1124 - GENERAL BIOLOGY I (Majors)

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0403 or adequate math placement test score.

4 CREDITS An introductory course required for all biological science majors and pre-health profession students. The fundamental principles of biology are described using a cellular approach. Students gain knowledge regarding the chemical basis of life, structural characteristics of cells to include a discussion of energetics, metabolism and genetics. Evolution and ecology are also discussed in order to provide an understanding of both the diversity of living organisms and the living world. Students recognize, discuss and correctly apply fundamental biological principles influencing their personal relationship with other life forms. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Laboratory work, an integral and required part of the course, will enhance the student's understanding of fundamental biological concepts as well as scientific procedures, laboratory technical skills, dissection and statistical analysis.

BIO 2125 - MICROBIOLOGY

Prerequisites: MATH 0203 or adequate math placement test score, Any four credit hour college-level biology course and a college-level chemistry course.

5 CREDITS Students are introduced to the biological requirements and activities of

microorganisms which influence their roles as integral components of the ecosystem. Students demonstrate knowledge of basic principles of pathology, epidemiology and immunology in addition to performing basic laboratory techniques for isolating, characterizing and identifying common microorganisms.

BIO 2234 - HUMAN PHYSIOLOGY

Prerequisites: MATH 0403 or adequate math placement test score, BIO 1124 and one college-level chemistry course.

4 CREDITS Students discuss major systems of the human body, contrast functional and regulatory activities of each and identify factors influencing homeostasis. Through the use of models, the student will recognize the relative influences and interrelationships between circulation, digestion, metabolism, respiration, kidney function, muscle action, endocrine and nervous control, and reproduction of other systems and the organism as a whole. Laboratory work which requires dissection is an integral and required part of the course.

CHEM 1115 - GENERAL CHEMISTRY I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1513 or MATH 1533, or both MATH 0403 and High School Chemistry or CHEM 1123. A grade of 5 CREDITS This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate

the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC SC - SOCIAL SCIENCE ELECTIVE

Prerequisites:

3 CREDIT Social Science elective

Pre-Dentistry - Science with Chemistry Concentration Program

Associate in Science

Minimum of 61-64 credit hours

Dentists diagnose their patients and treat their problems with teeth and tissues in the mouth, as well as give advice and care instructions to prevent future problems. Most dentists must train in a higher education setting for eight years. However, the oral health care career field includes other positions including dental hygienist, dental assistant and dental lab assistant. All offer job security, flexibility and the prestige of working in the healthcare industry as well as the personal satisfaction of helping others. Following the pre-dentistry degree plan at OCCC, a variation of the chemistry degree program, you will learn all the fundamentals for a career in this continuously growing health profession.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
CHEM 1115 (C)			Gen Ed
MATH 1513 (C)			Gen Ed
BIO 1124	GENERAL BIOLOGY I (Majors)	4	Gen Ed
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
MATH 1613	TRIGONOMETRY	or	Gen Ed
MATH 1743	CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL SCIENCES	or	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
CHEM 1215 (C)			Major
PHYS 1114	COLLEGE PHYSICS I	4	Gen Ed
Suggested Sophomore 1st Semester			
CHEM 2114 (C)			Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
FA SUPPORT **		5-8	Support
Suggested Sophomore 2nd Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	or	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
CHEM 2124 (C)			Major
CHEM 2122 (C)			Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed

Course Grouping

Major Courses: (15 credit hours) CHEM 1215 (C); CHEM 2114 (C); CHEM 2122 (C); CHEM 2124 (C)

General Education Courses: (40 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Chemistry: CHEM 1115; Physics: PHYS 1114; Biological Science: BIO 1124; Humanities: Six credit hours; Social Sciences: PSY 1113; Mathematics: MATH 1513 or MATH 1613 or MATH 1743 or MATH 2013

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (5-8 credit hours) One or two Faculty Advisor Approved Support Electives chosen from BIO or PHYS

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs.

(C) Indicates a grade of "C" or higher must be achieved.

** PHYS 1214 is strongly recommended.

Degree Program Course Descriptions

BIO 1124 - GENERAL BIOLOGY I (Majors)

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0403 or adequate math placement test score.

4 CREDITS An introductory course required for all biological science majors and pre-health profession students. The fundamental principles of biology are described using a cellular approach. Students gain knowledge regarding the chemical basis of life, structural characteristics of cells to include a discussion of energetics, metabolism and genetics. Evolution and ecology are also discussed in order to provide an understanding of both the diversity of living organisms and the living world. Students recognize, discuss and correctly apply fundamental biological principles influencing their personal relationship with other life forms. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Laboratory work, an integral and required part of the course, will enhance the student's understanding of fundamental biological concepts as well as scientific procedures, laboratory technical skills, dissection and statistical analysis.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

MATH 1613 - TRIGONOMETRY

Prerequisites: Pre or Corequisite: MATH 1513 or MATH 1533 or adequate math placement test score.

3 CREDITS The student will evaluate trigonometric functions and their inverses, graph trigonometric functions, prove trigonometric identities, solve trigonometric equations, solve problems involving triangles and indirect measurement, use trigonometric forms of complex numbers, and identify and graph polar curves.

MATH 1743 - CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL SCIENCES

Prerequisites: MATH 1513 or adequate math placement test score.

3 CREDITS This is the first of a two-semester sequence in elementary calculus in which students use the concepts of differential and integral calculus to solve theoretical and applied problems in business, life sciences, and social sciences.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling,

elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHYS 1114 - COLLEGE PHYSICS I

Prerequisites: MATH 1513 or higher or APPM 1223, within the last two years or by evaluation. §

4 CREDITS Students will demonstrate their understanding of useful concepts of kinematics and dynamics, energy and momentum, waves and sound, fluids and thermodynamics by (1) developing numerical and graphical descriptions of physical phenomena, (2) numerically predicting the results of physical occurrences, and (3) applying laboratory skills to analyze real situations. Numerical computations will utilize algebra and basic trigonometry where appropriate.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Pre-Education

Associate in Science

Minimum of 61 credit hours

A career in public or private education can be both exciting and diverse. You could teach preschoolers their ABCs and 123s. You could teach grade school students to read and write. Or, if your calling is in the area of special education, you could see the faces of your students light up as they begin to understand a lesson. Essentially, as a teacher, your job is to help your students discover the world. At Oklahoma City Community College, you can earn an associate degree in pre-education and be on your way to an elementary school classroom of your own. If you're interested in teaching at the high school level, please talk with an advisor to see what degree program would be better suited to you.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Gen Ed
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
PHYS 1064	EARTH SCIENCE	4	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	OR	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	OR	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
FA ELEC	FACULTY APPROVED ELECTIVE	3	Gen Ed
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
BIO 1114	GENERAL BIOLOGY (Non Majors)	4	Gen Ed
PSY 1113	INTRODUCTION TO PSYCHOLOGY	OR	Gen Ed
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	OR	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	OR	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
Suggested Sophomore 1st Semester			
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
FA ELEC	FACULTY APPROVED ELECTIVE	3	Gen Ed
FA SCI	FACULTY APPROVED SCIENCE ELECTIVE	4	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
ENGL 2123	INTRODUCTION TO LITERATURE	OR	Gen Ed
ENGL 2653	SURVEY OF ENGLISH LITERATURE II	OR	Gen Ed
ENGL 2883	SURVEY OF AMERICAN LITERATURE II	3	Gen Ed
Suggested Sophomore 2nd Semester			
HUM	HUMANITIES ELECTIVE	3	Gen Ed
GEOG 2603	WORLD REGIONAL GEOGRAPHY	3	Gen Ed
FA ELEC	FACULTY APPROVED ELECTIVE	6	Gen Ed

Course Grouping

Major Courses: None

General Education Courses: English (6 credit hours): ENGL 1113; ENGL 1213; Mathematics (6 credit hours): MATH 1503; MATH 1513; MATH 2013; History (3 credit hours): HIST 1483; HIST 1493; Political Science (3 credit hours): POLSC 1113; Biological Science BIO 1114 (must include lab): PHYS 1064; PSY 1113 OR SOC 1113; Humanities (6 credit hours): Chosen from General Education Humanities; COM 2213; GEOG 2603; PHYS 1064; PSY 1113 (Intro to Psychology) or SOC 1113 (Intro to Sociology); Humanities (chosen from General Education Humanities): COM 2213; GEOG 2603M 2213; GEOG 2603

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: Students should select General Education Courses, in consultation with a faculty advisor, according to the specific requirements for their chosen transfer university below: OU transfers: The third science must be a 2000-level course to meet OU's requirements. BIO 2404, PHYS 2014, PHYS 2114 (some of these have pre-requisites); MATH 2213 and/or MATH 2023; HUM 1113 (as 3 of the 6 credit hours in the General Ed humanities); ten (10) credit hours of modern language (SPAN 1115 AND 1225, FREN 1115 AND 1225, GRMN 1115 AND 1225); Early Childhood Ed majors should take PHIL 1013 toward 3 credit hours of General Education humanities; Special Education majors may take PSY 2193 or PSY 2403 as an elective. UCO transfers: HIST 1483 OR 1493 whichever was not taken for General Education; for General Education MATH requirements, only MATH 1513 and MATH 2013 will transfer and satisfy requirements for Early Childhood Education, Elementary Education, and Special Education

majors. MATH 1503 (Contemporary Math) will not meet the 12 credit hours required by the College of Education; three (3) - six (6) credit hours of modern language (SPAN 1013/1123, FREN 1013/1123, or GRMN 1013/1123)(if only 3 credit hours are taken, student will take an exam to demonstrate listening and speaking ability); CHEM 1115, CHEM 1215, GEOL 1114, PHYS 1014, PHYS 1114, PHYS 1214, PHYS 1504, PHYS 1514 (some of these have pre-requisites). USAO transfers: MATH 2023 and/or 2213; CHEM 1115, CHEM 1215, GEOL 1114, PHYS 1014, PHYS 1114, PHYS 1214, PHYS 1504, PHYS 1514(some of these have pre-requisites); six (6) - ten (10) credit hours of modern language (SPAN, FREN, GRMN); One of the following may be taken as an elective: ECON 2113, ECON 2123, PSY 1113, PSY 1103, PSY 1123, PSY 1143, PSY 1153, PSY 1503, PSY 2193, PSY 2233, PSY 2243, PSY 2743, SOC 1203, SOC 2013, SOC 2023, SOC 2063, SOC 2123, SOC 2163, SOC 2213, ART 1123, ART 2013, ART 1233, ART 2143, ART 2183, ART 1193, ART 2193, ART 2263, JB 1103, JB 2233, JB 2303, MU 1151, MU 1141, ENGL 2003.

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs.

Degree Program Course Descriptions

BIO 1114 - GENERAL BIOLOGY (Non Majors)

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score.

4 CREDITS An introductory lab-based course that is designed to provide non-biological science major with the necessary background needed to effectively understand scientific information. Students investigate the properties of life to include: organization, energy use, evolution, maintenance of homeostasis, reproduction, growth, and development. Ecological concepts are discussed which enables students to have a better understanding regarding the impact that humans have on the natural world. Laboratory work is an integral and required part of this course.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured

arguments in a clear, fluid, and engaging prose style.

ENGL 2123 - INTRODUCTION TO LITERATURE

Prerequisites: ENGL 1213

3 CREDITS This course is a study of literary forms and genres, including short story, poetry, drama, and novels. Students will be introduced to literary terminology, critical theories, and a diversity of authors and literary styles. Through various assignments, written and/or oral, students will demonstrate their ability to analyze, evaluate and interpret literary forms.

ENGL 2653 - SURVEY OF ENGLISH LITERATURE II

Prerequisites: ENGL 1213
CREDIT

ENGL 2883 - SURVEY OF AMERICAN LITERATURE II

Prerequisites: Prerequisites: ENGL 1213

3 CREDITS This course is a survey of American literature from the Civil War to the present time. Students will study representative works that shaped the American literary tradition, placing them in their literary, historical, philosophical, and cultural contexts. In addition, students will examine common issues, conflicts, preoccupations, and themes found in the literary selections.

FA ELEC - FACULTY APPROVED ELECTIVE

Prerequisites:

3 CREDITS Faculty approved elective

FA SCI - FACULTY APPROVED SCIENCE ELECTIVE

Prerequisites:

3 CREDITS Faculty approved Science elective

GEOG 2603 - WORLD REGIONAL GEOGRAPHY

Prerequisites:

3 CREDITS The student will examine the world's major cultural regions and determine the relationship between the physical environment and economic, social and political conditions.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility,

describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHYS 1064 - EARTH SCIENCE

Prerequisites: Math 0203 or adequate math placement test score.

4 CREDITS Students will demonstrate their understanding of an overview of the earth

sciences. The student will study the areas of astronomy, meteorology, climatology and oceanography, with the major concentration on the study of geologic principles. Laboratory work is an integral part of the course.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC 1113 - INTRODUCTION TO SOCIOLOGY

Prerequisites:

3 CREDITS The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institution, social stratification and social change.

Pre-Medicine - Science with Chemistry Concentration Program

Associate in Science

Minimum of Minimum of 61-64 Credits credit hours

If you want to be challenged every day, have an abundance of career opportunities and join a profession where you can truly have a chance to make a difference, the field of medicine could be a perfect choice for you. At Oklahoma City Community College, you can earn an associate degree in chemistry with a pre-medicine option. This will allow you to transfer to a four-year college or university so that you can complete any remaining prerequisites before you apply to a college of medicine. With a medical degree, you could eventually become a general practitioner, a specialist physician, a surgeon, a researcher or a teacher – just to name a few. And, beyond the immense satisfaction of making a positive difference in people's lives, the rewards include financial stability, recognition among your peers and the ability to build lasting relationships with your patients.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
BIO 1124	GENERAL BIOLOGY I (Majors)	4	Gen Ed
CHEM 1115 (C)			Gen Ed
MATH 1513 (C)			Gen Ed
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
CHEM 1215 (C)			Major
MATH 1613	TRIGONOMETRY	or	Gen Ed
MATH 1743	CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL SCIENCES	or	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
PHYS 1114	COLLEGE PHYSICS I	4	Gen Ed
Suggested Sophomore 1st Semester			
CHEM 2114 (C)			Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
PSY 1113	INTRODUCTION TO PSYCHOLOGY	or	Gen Ed
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed
FA SUPPORT **		5-8	Support
Suggested Sophomore 2nd Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	or	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
CHEM 2124 (C)			Major
CHEM 2122 (C)			Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed

Course Grouping

Major Courses: (15 credit hours) CHEM 1215 (C); CHEM 2114 (C); CHEM 2122 (C); CHEM 2124 (C)

General Education Courses: (40 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; (C) Chemistry: CHEM 1115; Physics: PHYS 1114; Biological Science: BIO 1124; Humanities: Six credit hours; Social Sciences: PSY 1113 or SOC 1113; Mathematics: MATH 1513; MATH 1613; MATH 1743; MATH 2013

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (5-8 credit hours) One or two Faculty Approved Support Electives chosen from BIO or PHYS

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs.

(C) Indicates a grade of "C" or higher must be achieved.

** PHYS 1214 is strongly recommended.

Degree Program Course Descriptions

BIO 1124 - GENERAL BIOLOGY I (Majors)

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0403 or adequate math placement test score.

4 CREDITS An introductory course required for all biological science majors and pre-health profession students. The fundamental principles of biology are described using a cellular approach. Students gain knowledge regarding the chemical basis of life, structural characteristics of cells to include a discussion of energetics, metabolism and genetics. Evolution and ecology are also discussed in order to provide an understanding of both the diversity of living organisms and the living world. Students recognize, discuss and correctly apply fundamental biological principles influencing their personal relationship with other life forms. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Laboratory work, an integral and required part of the course, will enhance the student's understanding of fundamental biological concepts as well as scientific procedures, laboratory technical skills, dissection and statistical analysis.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

MATH 1613 - TRIGONOMETRY

Prerequisites: Pre or Corequisite: MATH 1513 or MATH 1533 or adequate math placement test score.

3 CREDITS The student will evaluate trigonometric functions and their inverses, graph trigonometric functions, prove trigonometric identities, solve trigonometric equations, solve problems involving triangles and indirect measurement, use trigonometric forms of complex numbers, and identify and graph polar curves.

MATH 1743 - CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL SCIENCES

Prerequisites: MATH 1513 or adequate math placement test score.

3 CREDITS This is the first of a two-semester sequence in elementary calculus in which students use the concepts of differential and integral calculus to solve theoretical and applied problems in business, life sciences, and social sciences.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling,

elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHYS 1114 - COLLEGE PHYSICS I

Prerequisites: MATH 1513 or higher or APPM 1223, within the last two years or by evaluation. §

4 CREDITS Students will demonstrate their understanding of useful concepts of kinematics and dynamics, energy and momentum, waves and sound, fluids and thermodynamics by (1) developing numerical and graphical descriptions of physical phenomena, (2) numerically predicting the results of physical occurrences, and (3) applying laboratory skills to analyze real situations. Numerical computations will utilize algebra and basic trigonometry where appropriate.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC 1113 - INTRODUCTION TO SOCIOLOGY

Prerequisites:

3 CREDITS The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture,

socialization, institution, social stratification
and social change.

Pre-Pharmacy - Science with Chemistry Concentration Program

Associate in Science

Minimum of Minimum of 61-64 Credits credit hours

As a pharmacist, it will be your job not only to dispense drugs prescribed by doctors to your customers, but also to advise doctors on dosages and the effects of medication. Today, pharmacists are also becoming more involved in counseling patients and planning drug therapy programs. The pharmaceutical business is booming, with researchers discovering new drugs for a variety of ailments every day. At Oklahoma City Community College, you can earn an associate degree in chemistry with a pre-pharmacy option. Then, you'll be ready to transfer to a four-year college or university to complete any additional prerequisites before applying to a college of pharmacy.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
CHEM 1115 (C)			Gen Ed
BIO 1124	GENERAL BIOLOGY I (Majors)	4	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
CHEM 1215 (C)			Major
MATH 1743	CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL SCIENCES	3	Gen Ed
PHYS 1114	COLLEGE PHYSICS I	4	Gen Ed
Suggested Sophomore 1st Semester			
CHEM 2114 (C)			Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
FA SUPPORT **		5-8	Support
Suggested Sophomore 2nd Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	or	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
CHEM 2124 (C)			Major
CHEM 2122 (C)			Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed

Course Grouping

Major Courses: (15 credit hours) CHEM 1215 (C); CHEM 2114 (C); CHEM 2122 (C); CHEM 2124 (C)

General Education Courses: (40 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Chemistry: CHEM 1115; Physics: PHYS 1114; Biological Science: BIO 1124; Humanities: Six credit hours; Social Sciences: PSY 1113; Mathematics: MATH 1513; MATH 1743

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (5-8 credit hours) One or two Faculty Advisor Approved Support Electives chosen from BIO, ECON, or PHYS

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs.

(C) Indicates a grade of "C" or higher must be achieved.

** BIO 2125- Microbiology is a prerequisite for admission to the College of Pharmacy at the University of Oklahoma Health Science Center.

Degree Program Course Descriptions

BIO 1124 - GENERAL BIOLOGY I (Majors)

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0403 or adequate math placement test score.

4 CREDITS An introductory course required for all biological science majors and pre-health profession students. The fundamental principles of biology are described using a cellular approach. Students gain knowledge regarding the chemical basis of life, structural characteristics of cells to include a discussion of energetics, metabolism and genetics. Evolution and ecology are also discussed in order to provide an understanding of both the diversity of living organisms and the living world. Students recognize, discuss and correctly apply fundamental biological principles influencing their personal relationship with other life forms. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Laboratory work, an integral and required part of the course, will enhance the student's understanding of fundamental biological concepts as well as scientific procedures, laboratory technical skills, dissection and statistical analysis.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:
3 CREDITS Humanities elective

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.
3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 1743 - CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL SCIENCES

Prerequisites: MATH 1513 or adequate math placement test score.
3 CREDITS This is the first of a two-semester sequence in elementary calculus in which students use the concepts of differential and integral calculus to solve theoretical and applied problems in business, life sciences, and social sciences.

PHYS 1114 - COLLEGE PHYSICS I

Prerequisites: MATH 1513 or higher or APPM 1223, within the last two years or by evaluation. §

4 CREDITS Students will demonstrate their understanding of useful concepts of kinematics and dynamics, energy and momentum, waves and sound, fluids and thermodynamics by (1) developing numerical and graphical descriptions of physical phenomena, (2) numerically predicting the results of physical occurrences, and (3) applying laboratory skills to analyze real situations. Numerical computations will utilize algebra and basic trigonometry where appropriate.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:
3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores
1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Prosthetics Technician # ++

Certificate of Mastery

Minimum of Minimum of 27 Credits credit hours

This program of student prepares students to enter the workforce upon completion of the certificate. The course content was designed to meet the multiple components of designing, fitting and manufacturing artificial limbs. ***

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
ORPR 1112	ORTHOTIC AND PROSTHETIC EQUIPMENT AND MATERIALS	2	Major
ORPR 2115	TRANSTIBIAL PROSTHETICS	5	Major
ORPR 2233	TRANSRADIAL AND TRANSHUMERAL PROSTHETICS	3	Major
BIO 1224	TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY	4	Support
Suggested Freshman 2nd Semester			
ORPR 2255	TRANSFEMORAL PROSTHETICS	5	Major
ORPR 2313	ADVANCED TRANSTIBIAL PROSTHETICS	3	Major
ORPR 2335	CLINICAL PROSTHETICS	5	Major

Course Grouping

Major Courses: ORPR 1112, ORPR 2115, ORPR 2233, ORPR 2255, ORPR 2313, ORPR 2335

General Education Courses: None

Life Skills Courses: None

Support Courses: BIO 1224

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

++Special admission procedures required.

#Students must file all financial aid through the technology center while attending there.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at <http://www.occc.edu/certificates/>.

Degree Program Course Descriptions

BIO 1224 - TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures

4 CREDITS Using a variety of instructional methodologies such lecture, laboratory, and multimedia, the student will conduct a systematic study of the structure and function of the cells, tissues and organ-systems identifying the basic anatomical structures and physiological processes that occur in the human body. This course is not equivalent to BIO 1314-Human Anatomy and Physiology I, and it is not transferrable to other institutions.

ORPR 1112 - ORTHOTIC AND PROSTHETIC EQUIPMENT AND MATERIALS

Prerequisites:

2 CREDITS The student will identify equipment, tools and materials used to manufacture various orthotic and prosthetic devices. Safety policies and procedures will be presented, and the student will demonstrate basic skills and techniques in the operation of each machine.

ORPR 2115 - TRANSTIBIAL PROSTHETICS

Prerequisites: APPM 1223, ORPR 1112

5 CREDITS The student will be introduced to fabrication processes involved in transtibial prosthetics. The student will learn about wood, titanium and aluminum components, static and dynamic alignment and the use of instruments to transfer alignment. Classroom learning will be reinforced with laboratory experience. Laminating with epoxy, acrylic and polyester resins along with many different reinforcing materials will be used. Applied mathematical skills needed to mix resins correctly will be taught.

ORPR 2233 - TRANSRADIAL AND TRANSHUMERAL PROSTHETICS

Prerequisites: ORPR 1112

3 CREDITS This course will introduce the student to transradial and transhumeral prosthetics. Upper limb prosthetics fabrication techniques will be learned. This includes suspension harnesses, cable operating systems, attaching prosthetic elbows, hinges, wrist units and terminal devices. The student will also demonstrate socket duplication methods.

ORPR 2255 - TRANSFEMORAL PROSTHETICS

Prerequisites: ORPR 1112, ORPR 2115

5 CREDITS The student will build upon the knowledge and skills acquired in previous prosthetics courses. Socket position, knee

components and their relationship to prosthetic feet in static alignment are covered. Socket design and fabrication of the flexible inner socket with various reinforcing materials will be the topics of instruction and application.

ORPR 2313 - ADVANCED TRANSTIBIAL PROSTHETICS

Prerequisites: ORPR 1112, ORPR 2115

3 CREDITS The student will use knowledge and principles learned in previous courses to fabricate a transtibial prosthesis with a roll-on suspension component and distal attachment pin. The student will also attach side joints and a thigh corset to a transtibial socket. The joint and corset exercise utilizes an understanding of material strengths, alignment and careful hinge placement to augment anatomical knee stability and minimize distal residual limb pressure.

ORPR 2335 - CLINICAL PROSTHETICS

Prerequisites: ORPR 1112, ORPR 2115, ORPR 2233, ORPR 2255, ORPR 2313

5 CREDITS The student will participate in a clinical externship in an approved facility offering supervised clinical experiences in the application of learned principles to the fabrication and delivery of prosthetic services.

Psychology

Associate in Arts

Minimum of 61 credit hours

Psychology is a field that studies the human mind and behavior to better understand and explain interaction of thoughts, emotions and behaviors. In the study of psychology, students at Oklahoma City Community College learn how the human brain organizes and interprets information and how that interpretation affects a person's perceptions and interactions with others. Students working toward an associate degree in arts in psychology also learn more about the complexities of the learning process, motivation and effects of stress on health in addition to understanding psychological disorders and treatments.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
BIO	BIOLOGICAL SCIENCE	3-4	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	OR	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	OR	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
Suggested Freshman 2nd Semester			
PSY 2403	DEVELOPMENTAL PSYCHOLOGY	3	Major
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
PHYS	ANY PHYSICAL SCIENCE	3-4	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Sophomore 1st Semester			
PSYCH	PSYCHOLOGY ELECTIVE	3	Major
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support
Suggested Sophomore 2nd Semester			
PSYCH	PSYCHOLOGY ELECTIVE	3	Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	5	Support
SOC SC	SOCIAL SCIENCE ELECTIVE	3	Gen Ed

Course Grouping

Major Courses: (15 credit hours) ** Psychology: PSY 1113; twelve credit hours of psychology electives, which must include PSY 2403 and two of the following: PSY 2123; PSY 2193; or PSY 2743.

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113;

*Sciences: General education Biological Science; and Physical Science (at least one must have a lab); Humanities: Six credit hours of humanities

electives.; Mathematics: MATH 1513 or MATH 1503 or MATH 2013; Social Sciences: SOC 1113; three credit hours of social science electives.;

General Education Electives: Three credit hours of electives.

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (8 credit hours) *** Support courses selected from: AHP, ART, BIO, CHEM, CD, COM, CS, ENGL, HIST, HUM, MATH, MGMT, MU, PHIL, PHYS, POLSC, PSY, SOC and any foreign language course. Other courses by approval of program advisor.

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog.

At least one science course must have a lab component.

Degree Program Course Descriptions

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES

Prerequisites:

3 CREDITS Faculty approved support electives

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization,

urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHYS - ANY PHYSICAL SCIENCE

Prerequisites:

3 CREDITS Any Physical Science

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation,

learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

PSY 2403 - DEVELOPMENTAL PSYCHOLOGY

Prerequisites: PSY 1113

3 CREDITS A theoretical and research-based course that covers social, emotional, physical and cognitive aspects of human development throughout the life-span.

PSYCH - PSYCHOLOGY ELECTIVE

Prerequisites:

3 CREDITS Psychology elective

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC 1113 - INTRODUCTION TO SOCIOLOGY

Prerequisites:

3 CREDITS The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institution, social stratification and social change.

SOC SC - SOCIAL SCIENCE ELECTIVE

Prerequisites:

3 CREDITS Social Science elective

Public Relations - Journalism and Broadcasting/Public Relations Emphasis

Associate in Arts

Minimum of 61 credit hours

Public relations students learn about the management of information techniques used to establish and maintain a positive public image for an individual, product or company. Students learn broadcasting production, specifically radio, television and multimedia techniques, writing and speaking skills and strategies, and the advertising and marketing appeals utilized in public relations campaigns. Associate degrees in Journalism and Broadcasting prepare students to transfer to a four-year college or university. After graduating, students may find career opportunities in teaching, broadcasting or advertising, or as a consultant or a public relations practitioner. Areas of emphasis are also available in broadcasting and journalism.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

MATH 0403 or adequate math placement test score.

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

MATH 0203 or adequate math placement test score.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	3	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Gen Ed
JB 1103	AUDIO PRODUCTION	3	Major
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
ECON 1013	INTRODUCTION TO ECONOMICS	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
JB 1133	NEWS WRITING	3	Major
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
Suggested Sophomore 1st Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
JB 2413	PRINCIPLES OF PUBLIC RELATIONS	3	Major
GCOM	ANY GCOM COURSE	3	Support
HUM	HUMANITIES ELECTIVE	3	Gen Ed
BIO	BIOLOGICAL SCIENCE	3	Gen Ed
Suggested Sophomore 2nd Semester			
JB 2643	VIDEO PRODUCTION	3	Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
PHYS SC	ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS	3	Gen Ed
ELEC	ELECTIVE	3	Gen Ed

Course Grouping

Major Courses: (12 Credit Hours) Journalism and Broadcasting: JB 1103; JB 1133; JB 2413; JB 2643

General Education Courses: (40-41 Credit Hours) English: ENGL 1113; ENGL 1213; Communications: COM 1123; COM 2213; Economics: ECON 1013; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113; Humanities: Six credit hours Humanities Electives; *Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science - one of the science courses must include a lab component. Electives: Four to five credit hours Free Electives

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (7-8 Credit Hours) GCOM 1143 or GCOM 2773; ELECTIVES (4-5 Credit Hours)

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog.

Degree Program Course Descriptions

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ECON 1013 - INTRODUCTION TO ECONOMICS

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined measures.

3 CREDITS This course is an introduction to the fundamental framework economists use to analyze problems. Students will explore the principles by which decisions are made by consumers, businesses and the government. Upon completion of this course will be able to relate the principles of economics to solve everyday problems. Topics covered include scarcity, choice and opportunity cost; demand, supply, market efficiency and structure; consumer utility theory, inflation, unemployment and the effects of government policy and intervention.

ELEC - ELECTIVE

Prerequisites:

3 CREDIT Selective

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033,

either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113

taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

GCOM - ANY GCOM COURSE

Prerequisites:

3 CREDITS Any GCOM course

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in his society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDIT Humanities elective

JB 1103 - AUDIO PRODUCTION

Prerequisites:

3 CREDITS The student will use audio production techniques and equipment to produce program material of professional quality. Extensive laboratory work is required.

JB 1133 - NEWS WRITING

Prerequisites:

3 CREDITS The student will become familiar with and proficient in the use of various news gathering and news writing techniques common to both the print media and the broadcast media. The student will demonstrate mastery by writing acceptable news stories, features, human interest stories and interpretive reports. Typing skills are required.

JB 2413 - PRINCIPLES OF PUBLIC RELATIONS

Prerequisites:

3 CREDITS The student will describe the history, scope, ethics and functions of public relations. He or she will effectively use a multimedia approach in the preparation of a public relations campaign with particular attention to ways of gaining public support for an activity, cause, movement or institution.

JB 2643 - VIDEO PRODUCTION

Prerequisites:

3 CREDITS The student will use video production techniques to produce, edit and direct program materials of broadcast quality. Extensive laboratory work is required.

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHYS SC - ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS

Prerequisites:

3 CREDITS Any Physical Science chosen from ASTR, PHYS, CHEM, or GEOL subject areas

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC 1113 - INTRODUCTION TO SOCIOLOGY

Prerequisites:

3 CREDITS The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institution, social stratification and social change.

Respiratory Care Therapist#++

Associate in Applied Science

Minimum of 68 credit hours

Studying to become a Respiratory Care Therapist through Oklahoma City Community College's Cooperative Alliance with Francis Tuttle Technology Center gives you the opportunity to work under the supervision of a physician to deliver direct patient care in hospitals, nursing homes, skilled nursing facilities, laboratories, doctors' offices and homes. An associate degree in the Respiratory Care Therapist program will lead you directly into the job market. You must first apply for admission to the program through Francis Tuttle Technology Center. After graduation, you will need to apply for state licensure in Oklahoma as a Registered Respiratory Care Therapist through the State Board of Medical Examiners.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
RC 1041	INTRODUCTION TO CLINICAL APPLICATION	1	Major
RC 1033	RESPIRATORY CARE SCIENCES	3	Major
APPM 1223	MATHEMATICS FOR TECHNICAL CAREERS I	OR	Support
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Support
BIO 1224	TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY	OR	Support
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support
RC 1114	RESPIRATORY THERAPY PROCEDURES I AND LAB	4	Major
RC 1021	MEDICAL ETHICS	1	Major
Suggested Freshman 2nd Semester			
RC 1124	RESPIRATORY THERAPY PROCEDURES II AND LAB	4	Major
RC 1142	RESPIRATORY PHARMACOLOGY	2	Major
RC 1312	CARDIOPULMONARY ANATOMY, PHYSIOLOGY AND PATHOLOGY	2	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
RC 1244	CLINICAL APPLICATION OF BASIC RESPIRATORY THERAPEUTICS	4	Major
Suggested Freshman Summer Semester			
RC 2212	PULMONARY FUNCTION TESTING AND BRONCHOSCOPY	2	Major
RC 1253	CLINICAL APPLICATION OF ADVANCED RESPIRATORY THERAPEUTICS	3	Major
Suggested Sophomore 1st Semester			
RC 2124	CRITICAL CARE RESPIRATORY THERAPY	4	Major
RC 2312	CLINICAL EXPERIENCE I	2	Major
RC 1223	PEDIATRIC AND NEONATAL RESPIRATORY CARE	3	Major
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Sophomore 2nd Semester			
RC 2512	RESPIRATORY THERAPY SEMINAR	2	Major
RC 2412	CLINICAL EXPERIENCE II	2	Major
RC 2613	ADVANCED RESPIRATORY CARE/PATIENT MANAGEMENT	3	Major
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
OSRHE1	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE	3	Gen Ed

Course Grouping

Major Courses: (42 credit hours) RC 1021; RC 1033; RC 1041; RC 1114; RC 1124; RC 1142; RC 1223; RC 1244; RC 1253; RC 1312; RC 2124; RC 2212; RC 2312; RC 2412; RC 2512; RC 2613

General Education Courses: (18 credit hours) Political Science: POLSC 1113; English: ENGL 1113 Computer-Assisted; Any Oklahoma State Regents for Higher Education approved general education three credit hour English or communications course.*; Psychology: PSY 1113; History: HIST 1483 or HIST 1493; General Education Electives: three credit hours

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (7 credit hours) Biological Sciences: BIO 1314 or BIO 1224; Mathematics: MATH 1513 or APPM 1223

*To be chosen from ENGL 1213, ENGL 1233, COM 1123 or COM 2213.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

#Cooperative agreements have been established with Francis Tuttle Technology Center. (Students must file all financial aid through the technology center while attending there).

#Major courses are available only at Francis Tuttle Technology Center.
++Special admission procedures required.

Degree Program Course Descriptions

APPM 1223 - MATHEMATICS FOR TECHNICAL CAREERS I

Prerequisites: MATH 0103 or adequate math placement test score.
 3 CREDITS The student will apply principles of basic algebra, equations, functions and graphs, factoring, and fractions in the solutions of technical problems.

BIO 1224 - TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures
 4 CREDITS Using a variety of instructional methodologies such lecture, laboratory, and multimedia, the student will conduct a systematic study of the structure and function of the cells, tissues and organ-systems identifying the basic anatomical structures and physiological processes that occur in the human body. This course is not equivalent to BIO 1314-Human Anatomy and Physiology I, and it is not transferrable to other institutions.

BIO 1314 - HUMAN ANATOMY AND PHYSIOLOGY I

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.
 4 CREDITS Through a systematic study of the structure and function of the human body, its cells, tissues, organs and systems, the student will identify and describe basic anatomical structures and fundamental physiological processes that occur in health and disease for the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
 3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

GEN ED - GEN ED ELECTIVE

Prerequisites:
 3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:
 3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.
 3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

OSRHE1 - OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE

Prerequisites:
 3 CREDITS OSRHE approved General Education Communications or English course

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:
 3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:
 3 CREDITS A survey of the major areas of study in psychology such as motivation,

learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

RC 1021 - MEDICAL ETHICS

Prerequisites: Admission to Respiratory Therapy Program
 1 CREDIT This course covers information necessary to understand the legal and ethical standards of practice of respiratory care. Students will study ethics, professionalism and stress management. Also covered will be information related to professional credentialing and licensure as well as a basic introduction to the principles of managed care.

RC 1033 - RESPIRATORY CARE SCIENCES

Prerequisites: Math 1513 or APPM 1223
 3 CREDITS This course is intended to teach the principles of physics, chemistry and microbiology necessary for the understanding and application of respiratory care. Topics include temperature scales and conversion; the nature and behavior of gases; the gas laws; diffusion; solubility and flow of gases and liquids; basic principles of fluid dynamics; basic atomic structure; formation of ions; valence calculation; theory of pH and acid-base balance; classification and identification of micro-organisms; microbial growth and transmission; common infectious respiratory diseases.

RC 1041 - INTRODUCTION TO CLINICAL APPLICATION

Prerequisites: Corequisite: RC 1114, RC 1021
 1 CREDIT This course is an introduction to the hospital environment. Students will be oriented to basic hospital operations in a respiratory care department and observe delivery of respiratory care. Students will also perform basic respiratory procedures and learn to read charts.

RC 1114 - RESPIRATORY THERAPY PROCEDURES I AND LAB

Prerequisites: Math 1513 or APPM 1223
Corequisite: RC 1033; BIO 1314 or BIO 1224; MATH 1513 or MATH 1223
 4 CREDITS This is the beginning theory and application course in the study of respiratory care. It is designed to cover the theory and application of basic to intermediate skills. Included in this course are laboratory demonstrations, student practice, peer evaluation and return student demonstration for evaluation. Students will demonstrate minimal proficiency in the laboratory setting on all required procedural skills. Topics include: safety, infection control, basic and advanced patient assessment, data management, communication skills regulators,

flow meters, gas blenders, sustained maximal inspiration, breathing exercises, gas therapy administration, chest physical therapy, humidity and aerosol therapy, oxygen analysis, pulse oximetry, blood sampling, blood gas analysis, equipment cleaning, manual resuscitators and electrocardiographs.

RC 1124 - RESPIRATORY THERAPY PROCEDURES II AND LAB

Prerequisites: RC 1041; RC 1114

4 CREDITS This is the second theory and application course of respiratory care equipment and procedures. It is designed to build upon the knowledge and skills acquired in Respiratory Therapy Procedures I. Students are introduced to additional intermediate and advanced respiratory care topics. Included in this course are laboratory demonstrations, student practice, peer evaluation and return student demonstration for evaluation. Students will demonstrate minimal proficiency in the laboratory setting on all required procedural skills. The following topics are covered: Intermittent positive pressure ventilation, bi-level positive pressure ventilation, artificial airways and airway management, bedside ventilatory assessment, suctioning, classification of ventilators, physiologic effects of ventilation and basic ventilator management. The course includes in-depth study of the currently used mechanical ventilators.

RC 1142 - RESPIRATORY PHARMACOLOGY

Prerequisites: RC 1312; *Corequisite:* MATH 1513 or APPM 1223

2 CREDITS This course is designed to study medications used in the treatment of respiratory disorders. General drug groups, including their physiologic actions, uses and hazards, are covered. Dosages, contraindications, precautions, duration and mode of action, elimination, indications for use, potential side effects, and adverse effects are also discussed for the most commonly used respiratory therapy and related drugs in each group.

RC 1223 - PEDIATRIC AND NEONATAL RESPIRATORY CARE

Prerequisites: RC 1124; RC 1142; RC 1244; RC 1312; RC 1253

3 CREDITS This course is designed to cover the various aspects of respiratory care which are unique to the neonatal and/or pediatric patient. The course covers development of the fetus, evaluation and stabilization of high-risk newborns, pediatric respiratory therapeutics, pediatric and neonatal resuscitation, the study of pediatric diseases with respiratory implications and appropriate therapeutic interventions. Mechanical ventilation of the newborn, nitric oxide administration, high frequency ventilation and transcutaneous

monitoring are also covered. Included in this course are laboratory demonstrations, student practice, peer evaluation and return student demonstration for evaluation. Students will demonstrate minimal proficiency in the laboratory setting on all required procedural skills.

RC 1244 - CLINICAL APPLICATION OF BASIC RESPIRATORY THERAPEUTICS

Prerequisites: RC 1041, RC 1114

4 CREDITS This course is the actual clinical application of basic respiratory procedures which are taught in the Respiratory Therapy Procedures I course. The student observes and then performs in the clinical affiliate hospitals those skills and procedures which have been satisfactorily performed in the laboratory setting. The student is required to perform a minimal number of specified procedures and prove proficiency in basic skills. The student is also evaluated on initiative, organization, and affective behavior.

RC 1253 - CLINICAL APPLICATION OF ADVANCED RESPIRATORY THERAPEUTICS

Prerequisites: RC 1124, RC 1244

3 CREDITS This course is the actual clinical application of advanced respiratory procedures which are taught in the Respiratory Therapy Procedures II course. The student observes and then performs in the clinical affiliate hospitals those skills and procedures which have been satisfactorily performed in the laboratory setting. The student is required to perform a minimal number of specified procedures and prove proficiency in basic skills. The student is also evaluated on initiative, organization, and affective behavior.

RC 1312 - CARDIOPULMONARY ANATOMY, PHYSIOLOGY AND PATHOLOGY

Prerequisites: None

2 CREDITS This course is designed as an in-depth study of the anatomy, physiology, and pathology of the cardiopulmonary system. The pathology portion of the course provides study of the etiology, pathophysiology, signs and symptoms, and treatment for specific cardiopulmonary diseases.

RC 2124 - CRITICAL CARE RESPIRATORY THERAPY

Prerequisites: RC 1124, RC 1142, RC 1253, RC 1312

4 CREDITS This course introduces topics related to the delivery of respiratory care and patient management in the critical care setting. The student will master advance patient monitoring modalities as well as the more complex ventilation modes. The primary topic is overall evaluation and management of the critically ill patient with use of patient

care plans and respiratory care protocols. Included in this course are laboratory demonstrations, student practice, peer evaluation and return student demonstration for evaluation. Students will demonstrate minimal proficiency in the laboratory setting on all required procedural skills. Topics include: developing care plans, cardiovascular monitoring and management, fluid and electrolyte monitoring, pleural drainage, x-ray assessment, advanced ventilatory modes and respiratory emergencies.

RC 2212 - PULMONARY FUNCTION TESTING AND BRONCHOSCOPY

Prerequisites: RC 1124, RC 1253, RC 1312

2 CREDITS This course is designed for the student to develop knowledge of the advanced diagnostic procedures necessary to perform comprehensive pulmonary function testing in the clinical setting. This includes performance and interpretation of spirometry, lung volumes, diffusion and assisting the physician with performance of bronchoscopy. The student will demonstrate an understanding of these procedures through hands-on lab experiments. The student will also develop a basic understanding of the concepts of cardiac and exercise testing as well as a brief overview of polysomnography. The student will be able to relate these testing procedures to the diagnosis of cardiopulmonary disease.

RC 2312 - CLINICAL EXPERIENCE I

Prerequisites: RC 2212

2 CREDITS The course is the direct clinical application of pulmonary function testing and bronchoscopy assistance taught in RC 2212. Students will attend 8-hour clinical rotations in the hospital pulmonary function laboratory observing and performing comprehensive patient testing. This course will also include additional adult intensive care rotations to promote continued practice and mastery of basic ventilator management skills.

RC 2412 - CLINICAL EXPERIENCE II

Prerequisites: RC 2124, RC 1223

2 CREDITS This course provides clinical application in the hospital setting to the topics covered in Critical Care Respiratory Therapy and Pediatric/Neonatal Respiratory Care courses. Students are scheduled for rotations through adult, pediatric and neonatal intensive care units. Students will attend scheduled eight-hour rotations at specific hospital sites in order to complete assigned behavioral and didactic objectives.

RC 2512 - RESPIRATORY THERAPY SEMINAR

Prerequisites: RC 1124, RC 1244, RC 1142, RC 1312, RC 1253

2 CREDITS This course includes topics related to management and specialty areas in the field of respiratory care. Students

will develop an understanding of smoking cessation, home care and discharge planning, quality assurance, hospital department management, patient education and pulmonary rehabilitation.

RC 2613 - ADVANCED RESPIRATORY CARE/PATIENT MANAGEMENT

Prerequisites: RC 1223, RC 2124, RC 2213
3 CREDITS This didactic course is designed to advance and refine assessment and critical thinking skills as related to respiratory patient care management. Students will focus on concepts related to total patient management related to specific disease processes. The skills of data collection, evaluation and assessment and clinical interventions will be stressed to emphasize functioning at an analysis cognitive level. Activities will be development of advanced patient care plans and respiratory care procedural protocols, participation in simulated case studies and laboratory simulations. Students will also participate in computer and paper-pencil simulations of the current credentialing examinations.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores
1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Sociology (AA)

Associate in Arts

Minimum of 62 credit hours

Sociology is the study of society, culture, social change, and the social causes and consequences of human behavior. Sociologists examine institutions including the family, economy, education, religion, politics, health, and the media. They explore divisions by gender, race, and class, and social problems such as crime and poverty. A degree in sociology prepares students to continue their education at a four-year college or university and pursue a wide range of careers in research, education, program development, and social services.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before s/he can enroll in a specific class. All prerequisites are listed with the appropriate course description. Please reference the course description section for each class to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
BIO	BIOLOGICAL SCIENCE	3-4	Gen Ed
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
Suggested Freshman 2nd Semester			
SOC 2023	SOCIAL PROBLEMS	3	Major
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	OR	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	OR	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
SOC	SOCIOLOGY ELECTIVE	3	Major
Suggested Sophomore 1st Semester			
SOC	SOCIOLOGY ELECTIVE	3	Major
PHYS	ANY PHYSICAL SCIENCE	3-4	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
SUPP	GUIDED SUPPORT ELECTIVE	6	Support
Suggested Sophomore 2nd Semester			
SUPP	GUIDED SUPPORT ELECTIVE	3	Support
SOC	SOCIOLOGY ELECTIVE	3	Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
GEN ED	GEN ED ELECTIVE	6	Gen Ed

Course Grouping

Major Courses: (15 credit hours) Sociology: SOC 1113; SOC 2023. Nine credit hours of Sociology electives, (i.e. any other SOC category courses)

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Psychology: PSY 1113; Sciences: Three or four credit hours of general education biological sciences; three or four credit hours of physical science-one of the science courses must include a lab component; Humanities: Six credit hours of humanities courses; General Education Electives: Six credit hours

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (9 credit hours) All courses within the following categories: CD, ENGL, CS, ECON, GER, HIST, HUM, PHIL, POLSC, PSY, SOC. Any foreign language or credited sign language course. Additional courses may be substituted with approval of advisor.

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog.

At least one science course must have a laboratory component.

Degree Program Course Descriptions

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search

for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHYS - ANY PHYSICAL SCIENCE

Prerequisites:

3 CREDITS Any Physical Science

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/ Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC - SOCIOLOGY ELECTIVE

Prerequisites:

3 CREDITS Sociology elective

SOC 1113 - INTRODUCTION TO SOCIOLOGY

Prerequisites:

3 CREDITS The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institution, social stratification and social change.

SOC 2023 - SOCIAL PROBLEMS

Prerequisites: SOC 1113

3 CREDITS The student will use the sociological perspective to analyze and show the interrelationships among biological, psychological and social aspects of human problems.

SUPP - GUIDED SUPPORT ELECTIVE

Prerequisites:

3 CREDITS Guided Support elective

Spanish - Modern Languages: Spanish Emphasis (AA)

Associate in Arts

Minimum of Minimum of 61 Credits credit hours

Students who study Spanish will learn one of the most widely-spoken languages in the world. In addition to learning to understand, speak, read, and write Spanish, students will gain understanding of the cultures of the Hispanic peoples of the world, including the millions who reside in the United States. An associate degree in Modern Languages gives the student the background needed to transfer to a four-year college or university. After graduating, language students may find career opportunities in teaching, travel, broadcasting, translating, law enforcement, international business or social service. Another area of emphasis available is French.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

SPAN 1115 or by evaluation. §

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

MATH 0403 or adequate math placement test score.

SPAN 1225 or by evaluation. §

ENGL 1213

SPAN 2113 or by evaluation. §

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
SPAN 1115	ELEMENTARY SPANISH I	5	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
BIO	BIOLOGICAL SCIENCE	3	Gen Ed
SUPP	GUIDED SUPPORT ELECTIVE	3	Support
Suggested Freshman 2nd Semester			
SPAN 1225	ELEMENTARY SPANISH II	5	Major
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	3	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Sophomore 1st Semester			
SPAN 2113	INTERMEDIATE SPANISH I	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
ENGL 2123	INTRODUCTION TO LITERATURE	3	Gen Ed
Suggested Sophomore 2nd Semester			
SPAN 2223	INTERMEDIATE SPANISH II	3	Major
PHYS SC	ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
SUPP	GUIDED SUPPORT ELECTIVE	3	Support

Course Grouping

Major Courses: (16 Credit Hours) Spanish: SPAN 1115; SPAN 1225; SPAN 2113; SPAN 2223

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Humanities: Six credit hours Humanities Electives; *Sciences: Three to four credit hours Biological Science; three to four credit hours Physical Science-one of the science courses must include a lab component.; Literature: Any ENGL course 2123 or higher; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Electives: Six credit hours General Education Electives

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (7 Credit Hours) Electives: Choose seven credit hours of electives from SPAN, GRMN, FREN, COM, ENGL, HUM, WL categories.

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog.

Degree Program Course Descriptions

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 2123 - INTRODUCTION TO LITERATURE

Prerequisites: ENGL 1213

3 CREDITS This course is a study of literary forms and genres, including short story, poetry, drama, and novels. Students will be introduced to literary terminology, critical theories, and a diversity of authors and literary styles. Through various assignments, written and/or oral, students will demonstrate their ability to analyze, evaluate and interpret literary forms.

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society

based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHYS SC - ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS

Prerequisites:

3 CREDITS Any Physical Science chosen from ASTR, PHYS, CHEM, or GEOL subject areas

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SPAN 1115 - ELEMENTARY SPANISH I

Prerequisites:

5 CREDITS The beginning student will acquire fundamental proficiency in understanding, speaking, reading, and writing Spanish. The student will also explore important aspects of Spanish and Latin American culture.

SPAN 1225 - ELEMENTARY SPANISH II

Prerequisites: SPAN 1115 or by evaluation. §

5 CREDITS A continuation of SPAN 1115. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing Spanish. The student will continue to explore significant aspects of Spanish and Latin American culture. Satisfactory completion of this course confirms that a student has demonstrated competency in a foreign language at the novice-high level according to the ACTFL scale.

SPAN 2113 - INTERMEDIATE SPANISH I

Prerequisites: SPAN 1225 or by evaluation. §

3 CREDITS The student will demonstrate proficiency in understanding, speaking, reading, and writing Spanish at the intermediate level. The student will read a variety of Spanish texts, using them as a basis for conversation and composition in Spanish and will begin a systematic review of Spanish grammar. The class is taught in Spanish.

SPAN 2223 - INTERMEDIATE SPANISH II

Prerequisites: SPAN 2113 or by evaluation. §

3 CREDITS A continuation of SPAN 2113. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing Spanish at the intermediate level. The student will read short literary texts and use them as a basis for discussions and compositions in Spanish and will complete a systematic review of Spanish grammar. The class is taught in Spanish.

SUPP - GUIDED SUPPORT ELECTIVE

Prerequisites:

3 CREDITSGuided Support elective

Spanish - Modern Languages: Spanish Emphasis (Certificate: Conversational)

Certificate of Mastery: Conversational Track

Minimum of 21 credit hours

The Certificate of Mastery program is designed for students who wish to develop a working proficiency in Spanish for a variety of goals, including personal development, career opportunities, and travel. Those who earn this certificate will be able to communicate, orally and in writing, with native speakers of Spanish, and will demonstrate the cultural competence necessary to function within the diverse cultures of the Hispanic world. In order to provide options for different student goals, we offer two curricular tracks for the Certificate of Mastery. Students who choose the Conversational Track will focus on oral language skills and development of cultural competence. This track will require an International Study course, which will provide authentic language and cultural experiences. This Certificate of Mastery gives the student the background in Spanish to find a career in teaching, travel, broadcasting, translating, law enforcement, international business or social service. All courses in the Certificate of Mastery can be applied toward the Associate in Arts Degree in Modern Languages: Spanish Emphasis. Students who plan to pursue a degree after completing the certificate should work with their faculty advisor.

Prerequisites

SPAN 1010 or 1115 or by evaluation. §

SPAN 1115 or by evaluation. §

SPAN 1120 or 1225 or by evaluation. §

SPAN 1225 or by evaluation. §

SPAN 2113 or by evaluation. §

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SPAN 1010	CONVERSATIONAL SPANISH I	VARIABLE 1-4	Major
SPAN 1120	CONVERSATIONAL SPANISH II	VARIABLE 1-4	Major
Suggested Freshman 2nd Semester			
SPAN 1225	ELEMENTARY SPANISH II	5	Major
Suggested Sophomore 1st Semester			
SPAN 2010	CONVERSATIONAL SPANISH III	3	Major
SPAN 2113	INTERMEDIATE SPANISH I	3	Major
SPAN 1150	SPANISH IMMERSION I	VARIABLE 1-3	Major
Suggested Sophomore 2nd Semester			
SPAN 2060	INTERNATIONAL STUDY II	VARIABLE 3-6	Major
SPAN 2223	INTERMEDIATE SPANISH II	3	Major

Course Grouping

Major Courses: (21 credit hours) SPAN 1010, 1120, 1225, 2010 or 2113, 2050, 2223, 2060

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Degree Program Course Descriptions

SPAN 1010 - CONVERSATIONAL SPANISH I

Prerequisites:

VARIABLE 1-4 CREDITS The beginning student will develop oral communication skills through intensive practice in Spanish with a focus on listening and speaking activities. The student will be able to function in Spanish on topics of everyday life. This class is taught completely in Spanish. Credit is variable and, with different content, may be repeated for up to 4 credits.

SPAN 1120 - CONVERSATIONAL SPANISH II

Prerequisites: SPAN 1010 or 1115 or by evaluation. §

VARIABLE 1-4 CREDITS A continuation of SPAN 1010. The student will further develop oral communication skills through intensive practice in Spanish with a focus on listening and speaking activities. The student will be able to function in Spanish in a variety of situations. This class is taught completely in Spanish. Satisfactory completion of at least three credit hours of Conversational Spanish II confirms that a student has demonstrated competency in a foreign language at the novice-high level according to the ACTFL scale. Credit is variable and, with different content, may be repeated for up to 4 credits.

SPAN 1150 - SPANISH IMMERSION I

Prerequisites: SPAN 1010 or 1115 or by evaluation. §

VARIABLE 1-3 CREDITS The Spanish Immersion course provides an intensive language-learning experience for the student who has some background in Spanish. Following an orientation meeting on campus, students spend a period of time (minimum of two days) at an off-campus location hearing and speaking only Spanish. In addition to attending formal classes focusing on selected topics of vocabulary and grammar, students participate in activities such as dancing, games, aerobics, films, nature walks, and shopping in Spanish, enabling them to experience a total immersion.

SPAN 1225 - ELEMENTARY SPANISH II

Prerequisites: SPAN 1115 or by evaluation. §
5 CREDITS A continuation of SPAN 1115. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing Spanish. The student will continue to explore significant aspects of Spanish and Latin American culture. Satisfactory completion of this course confirms that a student has demonstrated competency in a foreign language at the novice-high level according to the ACTFL scale.

SPAN 2010 - CONVERSATIONAL SPANISH III

Prerequisites: SPAN 1120 or 1225 or by evaluation. §

3 CREDITS The student will actively participate in conversations on a variety of topics, including vocabulary specific for fields of study or careers. Listening and speaking will be emphasized, but reading and writing will be incorporated to enable the student to function at the intermediate level of proficiency or above, according to the ACTFL scale. This course is taught completely in Spanish. Credit is variable and, with different content, may be repeated for up to four (4) credits.

SPAN 2060 - INTERNATIONAL STUDY II

Prerequisites: SPAN 1120 or 1225 or by evaluation. §

VARIABLE 3-6 CREDITS International Study II provides an intensive language and culture experience for the student who has a minimum of two semesters of Spanish (or equivalent). Following orientation meetings on campus, students spend a period of time (minimum 9 days) in a Spanish-speaking country. Students will demonstrate an intermediate level of oral proficiency and cultural competence through interactions with instructors and other students as well as formal presentations, while they experience firsthand the culture of a part of the Hispanic world.

SPAN 2113 - INTERMEDIATE SPANISH I

Prerequisites: SPAN 1225 or by evaluation. §

3 CREDITS The student will demonstrate proficiency in understanding, speaking, reading, and writing Spanish at the intermediate level. The student will read a variety of Spanish texts, using them as a basis for conversation and composition in Spanish and will begin a systematic review of Spanish grammar. The class is taught in Spanish.

SPAN 2223 - INTERMEDIATE SPANISH II

Prerequisites: SPAN 2113 or by evaluation. §

3 CREDITS A continuation of SPAN 2113. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing Spanish at the intermediate level. The student will read short literary texts and use them as a basis for discussions and compositions in Spanish and will complete a systematic review of Spanish grammar. The class is taught in Spanish.

Spanish - Modern Languages: Spanish Emphasis (Certificate: Traditional)

Certificate of Mastery: Traditional Track

Minimum of 21 credit hours

The Certificate of Mastery program is designed for students who wish to develop a working proficiency in Spanish for a variety of goals, including personal development, career opportunities, and travel. Those who earn this certificate will be able to communicate, orally and in writing, with native speakers of Spanish, and will demonstrate the cultural competence necessary to function within the diverse cultures of the Hispanic world. In order to provide options for different student goals, we offer two curricular tracks for the Certificate of Mastery. Students who choose the Traditional Track will focus on the development of oral and written skills, with a strong emphasis on the structure of the language. The requirement of two Credits of Spanish Immersion will provide practical language experience in a local setting. This Certificate of Mastery gives the student the background in Spanish to find a career in teaching, travel, broadcasting, translating, law enforcement, international business or social service. All courses in the Certificate of Mastery can be applied toward the Associate in Arts Degree in Modern Languages: Spanish Emphasis. Students who plan to pursue a degree after completing the certificate should work with their faculty advisor.

Prerequisites

- SPAN 1115 or by evaluation. §
- SPAN 1010 or 1115 or by evaluation. §
- SPAN 1120 or 1225 or by evaluation. §
- SPAN 1225 or by evaluation. §
- SPAN 2113 or by evaluation. §

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SPAN 1115	ELEMENTARY SPANISH I	5	Major
Suggested Freshman 2nd Semester			
SPAN 1225	ELEMENTARY SPANISH II	5	Major
SPAN 1120	CONVERSATIONAL SPANISH II	VARIABLE 1-4	Major
Suggested Sophomore 1st Semester			
SPAN 2010	CONVERSATIONAL SPANISH III	3	Major
SPAN 2113	INTERMEDIATE SPANISH I	3	Major
SPAN 1150	SPANISH IMMERSION I	VARIABLE 1-3	Major
Suggested Sophomore 2nd Semester			
SPAN 2223	INTERMEDIATE SPANISH II	3	Major
SPAN 2050	SPANISH IMMERSION II	VARIABLE 1-3	Major

Course Grouping

- Major Courses: (21 credit hours) SPAN 1115, 1120, 1225, 2010 or 2113, 1150, 2223, 2050
- General Education Courses: None
- Life Skills Courses: None
- Support Courses: None

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Degree Program Course Descriptions

SPAN 1115 - ELEMENTARY SPANISH I

Prerequisites:

5 CREDITS The beginning student will acquire fundamental proficiency in understanding, speaking, reading, and writing Spanish. The student will also explore important aspects of Spanish and Latin American culture.

SPAN 1120 - CONVERSATIONAL SPANISH II

Prerequisites: SPAN 1010 or 1115 or by evaluation. §

VARIABLE 1-4 CREDITS A continuation of SPAN 1010. The student will further develop oral communication skills through intensive practice in Spanish with a focus on listening and speaking activities. The student will be able to function in Spanish in a variety of situations. This class is taught completely in Spanish. Satisfactory completion of at least three credit hours of Conversational Spanish II confirms that a student has demonstrated competency in a foreign language at the novice-high level according to the ACTFL scale. Credit is variable and, with different content, may be repeated for up to 4 credits.

SPAN 1150 - SPANISH IMMERSION I

Prerequisites: SPAN 1010 or 1115 or by evaluation. §

VARIABLE 1-3 CREDITS The Spanish Immersion course provides an intensive language-learning experience for the student who has some background in Spanish. Following an orientation meeting on campus, students spend a period of time (minimum of two days) at an off-campus location hearing and speaking only Spanish. In addition to attending formal classes focusing on selected topics of vocabulary and grammar, students participate in activities such as dancing, games, aerobics, films, nature walks, and shopping in Spanish, enabling them to experience a total immersion.

SPAN 1225 - ELEMENTARY SPANISH II

Prerequisites: SPAN 1115 or by evaluation. §

5 CREDITS A continuation of SPAN 1115. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing Spanish. The student will continue to explore significant aspects of Spanish and Latin American culture. Satisfactory completion of this course confirms that a student has demonstrated competency in a foreign language at the novice-high level according to the ACTFL scale.

SPAN 2010 - CONVERSATIONAL SPANISH III

Prerequisites: SPAN 1120 or 1225 or by evaluation. §

3 CREDITS The student will actively participate in conversations on a variety of topics, including vocabulary specific for fields of study or careers. Listening and speaking will be emphasized, but reading and writing will be incorporated to enable the student to function at the intermediate level of proficiency or above, according to the ACTFL scale. This course is taught completely in Spanish. Credit is variable and, with different content, may be repeated for up to four (4) credits.

SPAN 2050 - SPANISH IMMERSION II

Prerequisites: SPAN 1120 or 1225 or by evaluation. §

VARIABLE 1-3 CREDITS The Spanish Immersion Course provides an intensive language-learning experience for the student who has a minimum of two semesters (or equivalent) of Spanish. Following an orientation meeting on campus, students spend a period of time (minimum of two days) at an off-campus location hearing and speaking only Spanish. In addition to attending formal classes focusing on selected topics of vocabulary and grammar, students participate in activities such as dancing, games, aerobics, films, nature walks, and shopping in Spanish, enabling them to experience a total immersion. Students will demonstrate an intermediate level of oral proficiency through interactions with instructors and other students as well as formal presentations.

SPAN 2113 - INTERMEDIATE SPANISH I

Prerequisites: SPAN 1225 or by evaluation. §

3 CREDITS The student will demonstrate proficiency in understanding, speaking, reading, and writing Spanish at the intermediate level. The student will read a variety of Spanish texts, using them as a basis for conversation and composition in Spanish and will begin a systematic review of Spanish grammar. The class is taught in Spanish.

SPAN 2223 - INTERMEDIATE SPANISH II

Prerequisites: SPAN 2113 or by evaluation. §

3 CREDITS A continuation of SPAN 2113. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing Spanish at the intermediate level. The student will read short literary texts and use them as a basis for discussions and compositions in Spanish and will complete a systematic review of Spanish grammar. The class is taught in Spanish.

Speech Language--Pathology Assistant Program ++

Associate in Applied Science

Minimum of 61 credit hours

Oklahoma City Community College offers the first and only speech-language pathology assistant (SLPA) program. If you are interested in working with patients or students who are experiencing communication delays and disorders, then this field of study is for you. Speech-Language Pathology Assistants work in public schools and healthcare settings. Speech-language pathology assistants are prepared to work with licensed and certified speech-language pathologists. Because there is a shortage of speech-language pathologists in Oklahoma, and the numbers of children and adults needing communication services are continuing to rise, the need for SLPAs is also increasing. OCCC SLPA graduates are qualified to apply for a license from OBESPA and a teaching certificate credential for practice from the OSDE. To apply for the SLPA program you must complete a two-part process. First, you must apply to the college to be an OCCC student. Secondly, you apply to the SLPA program. Applications may be found online and are available November of each year. The deadline to submit your application is the first Friday in June. Applicants who are accepted begin program studies in August. Special application requirements and procedures must be followed, and students who are accepted into the program are selected based on a preferential point system.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

SLPA 1033

SLPA 1013, SLPA 1023

SLPA 1013

SLPA 1043, SLPA 1053, SLPA 1063

MATH 0403 or adequate math placement test score.

SLPA 1053, SLPA 1083

SLPA 1043, SLPA 1053, SLPA 1063, SLPA 1073, SLPA 1083

SLPA 2013, SLPA 2023, SLPA 2033

SLPA 1053, SLPA 1063, SLPA 1083

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
SLPA 1013	Foundations of Speech Language	3	Major
SLPA 1023	Phonetics	3	Major
SLPA 1033	Professional Issues for Speech Language Pathology Assistants	3	Major
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
SLPA 1043	Introduction to Articulation Disorders	3	Major
SLPA 1053	Language Disorders in the Exceptional Child	3	Major
SLPA 1063	Anatomy and Physiology of the Speech and Hearing Mechanism	3	Major
Suggested Sophomore Summer Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
SLPA 1073	School Issues for the Speech Language Pathology Assistant	3	Major
SLPA 1083	Instructional Procedures in Communication Disorder	3	Major
Suggested Sophomore 1st Semester			
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	3	Gen Ed
SLPA 2023	Autism	3	Major
SLPA 2033	Clinical Experience I	3	Major
SLPA 2043	Adult Neurogenic Communication Disorders and Treatment	3	Major
Suggested Sophomore 2nd Semester			
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
SLPA 2013	Medical Issues for the Speech Language Pathology Assistants	3	Major
SLPA 2053	Augmentative Communication	3	Major
SLPA 2063	Clinical Experience II	3	Major

Course Grouping

Major Courses: (42 Credit Hours) (C) SLPA 1013; (C) SLPA 1023; (C) SLPA 1033; (C) SLPA 1043; (C) SLPA 1053; (C) SLPA 1063; (C) SLPA 1073; (C) SLPA 1083; (C) SLPA 2013; (C) SLPA 2023; (C) SLPA 2033; (C) SLPA 2043; (C) SLPA 2053; (C) SLPA 2063

General Education Courses: (18 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503;

Political Science: POLSC 1113; Social Sciences: PSY 1113

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: NONE

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

All Speech Language Pathology Assistant (SLPA) are to be offered online only.

Drug Testing: Drug testings is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin.

Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test.

Special admission procedures required.

Special Admissions Procedures: Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern"). The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program. Any breaks in continuous enrollment will require another complete Background Report.

These courses have a clinical component that requires purchase of medical liability insurance, a clinical uniform (if applicable) and a physical (with completed health packet).

Degree Program Course Descriptions

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SLPA 1013 - Foundations of Speech Language

Prerequisites:

3 CREDITS Through study, online discussion and participation, the student will examine the evolution and acquisition of language from a social/interactional perspective. The course will focus on the acquisition of speech and language by children and adults, including the development of phonological, semantic, syntactic, and pragmatic aspects of linguistic competence. Students in this class will also explore changes that can occur during the life-span, as well as diversities of accent and dialect

SLPA 1023 - Phonetics

Prerequisites:

3 CREDITS Through study, online discussion and participation, the student will explore phonetics, the scientific study of speech.

Students will be introduced to the International Phonetic Alphabet and develop skills in the recognition, production and transcription of the sounds of the world's languages. The course will train students to produce detailed phonetic transcriptions of American English. The student will also explore aspects of phonology. Finally, regional varieties of English and delays/disorders of the speech mechanism will be explored.

SLPA 1033 - Professional Issues for Speech Language Pathology Assistants

Prerequisites:

3 CREDITS Through study, online discussion and participation, the student will understand and demonstrate the application of concepts of professional ethics and issues, review regulations and requirements for professional practice for speech-language pathology assistants, and discuss cultural considerations for studying and treating communication sciences and disorders.

SLPA 1043 - Introduction to Articulation Disorders

Prerequisites: SLPA 1033

3 CREDITS Through study, online discussion and participation, the student will understand and demonstrate concepts related to disorders of the articulatory and phonological aspects of communication. The course will provide foundational information in phonetics, phonology, and language development, and allow the student opportunities to gain understanding and knowledge of the principles used in the treatment of articulation disorders.

SLPA 1053 - Language Disorders in the Exceptional Child

Prerequisites: SLPA 1013, SLPA 1023

3 CREDITS Through study, online discussion and participation, the student will develop an understanding of the remediation of language disorders in children and adults who demonstrate exceptionalities. The course will provide emphasis on aspects of normal language development and communication, language disorders, and language intervention. Populations that will be explored in this class include, but are not limited to toddlers and preschoolers, children with learning disabilities, adolescents with language impairment, children with Down syndrome, children with auditory impairments, and children with Autism. Along with language development this course will examine language differences and language disorders in persons from culturally and linguistically diverse backgrounds.

SLPA 1063 - Anatomy and Physiology of the Speech and Hearing Mechanism

Prerequisites: SLPA 1013

3 CREDITS Through study, online discussion and participation, the student will consider specific theory and mechanisms directly related to the speech and hearing mechanism. Students in this class will explore concepts related to the study of the anatomy and physiology of the speech and hearing mechanisms including; terminology, structure and function of the skeletal frameworks for respiration, phonation, articulation, swallowing, and hearing. Finally, students will be introduced to concepts of neuroanatomy and neurophysiology which are related and interdependent to speech and language processing and production.

SLPA 1073 - School Issues for the Speech Language Pathology Assistant

Prerequisites: SLPA 1033

3 CREDITS Through study, online discussion and participation, the student will demonstrate an understanding of issues and concepts specific to SLPAs in the public school. Topics of interest for this class include specific target populations, record keeping, billing, Individual Educational Programs (IEP), time management and scheduling, and roles and responsibilities.

SLPA 1083 - Instructional Procedures in Communication Disorder

Prerequisites: SLPA 1043, SLPA 1053, SLPA 1063

3 CREDITS Through study, online discussion and participation, the student will understand and demonstrate hands-on core skills related to clinical and teaching skills development in the practice of speech-language-pathology. When you have completed this course you should be able to apply fundamental therapeutic procedures to speech-language pathology treatment sessions.

SLPA 2013 - Medical Issues for the Speech Language Pathology Assistants

Prerequisites: SLPA 1053, SLPA 1063, SLPA 1083

3 CREDITS Through study, online discussion and participation, the student will demonstrate an understanding of issues and concepts specific to SLPAs in medical settings. Students will understand and demonstrate conceptual knowledge of dysphagia as well as implications and strategies of dysphagia management. Additional topics of interest for this class include medical terminology, specific target populations, record keeping, charting, billing, time management, scheduling, roles and responsibilities, outcome measures, ethics specific to healthcare settings, and end of life feeding issues.

SLPA 2023 - Autism

Prerequisites: SLPA 1053, SLPA 1083

3 CREDITS Through study, online discussion and participation, the student will become familiar with current theories and scientific evidence on the nature and etiology of autism. Best practices in the treatment of Autism Spectrum Disorders (ASD) will be examined. Additionally, students will become familiar with inclusive practices, family concerns, multicultural issues, and community resources as they impact the lives of children and adults with ASD.

SLPA 2033 - Clinical Experience I

Prerequisites: SLPA 1043, SLPA 1053, SLPA 1063, SLPA 1073, SLPA 1083

3 CREDITS Through clinical site participation, the student will engage in supervised clinical training in the provision of speech and language services for children and adults. Clinical content for this course will include guided practice in the management and treatment of speech and language delays and disorders across the lifespan. Students will be supervised by licensed SLPs approved or trained by OCCC. Placements for Clinical Experience I will be made near the student's residence.

SLPA 2043 - Adult Neurogenic Communication Disorders and Treatment

Prerequisites: SLPA 2013, SLPA 2023, SLPA 2033

3 CREDITS Through study, online discussion and participation, the student will examine adult neurogenic communication disorders and treatment for use by speech-language pathology assistants in medical settings. Students will identify and define terminology and concepts of neuroanatomy and neurophysiology which are related and interdependent to speech and language processing and production. This course also examines aphasia, apraxia of speech, and the dysarthrias typically seen in adults. Cognitive disorders, as seen in traumatic brain injuries (TBI), as well as adult dysphagia issues will be discussed.

SLPA 2053 - Augmentative Communication

Prerequisites: SLPA 2013, SLPA 2023, SLPA 2033

3 CREDITS Through study, online discussion and participation, the student will demonstrate understanding and knowledge of concepts, strategies, techniques, and issues surrounding augmentative and alternative communication (AAC). AAC strategies for use with children and adults will be a focus of this class. Hands-on experience with various methods of AAC strategies and devices will provide students with a foundation for therapies utilizing AAC principles for children and adult populations.

SLPA 2063 - Clinical Experience II

Prerequisites: SLPA 2013, SLPA 2023, SLPA 2033

3 CREDITS Through clinical site participation, the student will engage in supervised clinical training in the provision of speech and language services for children and adults. Clinical content for this course will include guided practice in the management and treatment of speech and language delays and disorders across the lifespan. Students will be supervised by licensed SLPs approved or trained by OCCC. Placements for Clinical Experience II will be made near the student's residence.

Speech and Theatre Arts - Speech Option

Associate in Arts

Minimum of 62 credit hours

Speech students develop commanding formal and informal communication skills. Students develop techniques for gathering information and making dynamic presentations. Public address, interpersonal communications and oral interpretation are the major courses designed to develop the student's total understanding of audiences, speaking skills and presentations. Associate degrees in Speech and Theatre prepare students to transfer to a four-year college or university. After graduating, students may find career opportunities in teaching, public service, broadcasting, business management, or the ministry. Other area option also available is theatre.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

MATH 0403 or adequate math placement test score.

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

ENGL 1113

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
MATH 1503	CONTEMPORARY MATHEMATICS	3	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed
TA 1103	INTRODUCTION TO THEATRE	3	Major
COM 2213	INTRO TO PUBLIC SPEAKING	3	Major
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
BIO	BIOLOGICAL SCIENCE	3	Gen Ed
TA 1133	VOICE AND SPEECH IMPROVEMENT	3	Major
TA 1513	ACTING I	3	Major
Suggested Sophomore 1st Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
PHYS	ANY PHYSICAL SCIENCE	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Support
SUPP ELEC	SUPPORT ELECTIVE	3	Support
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Major
Suggested Sophomore 2nd Semester			
PHIL 1013	INTRODUCTION TO PHILOSOPHY	3	Gen Ed
TA 2233	ACTING FOR THE CAMERA	3	Major
HUM	HUMANITIES ELECTIVE	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
SUPP	GUIDED SUPPORT ELECTIVE	3	Support

Course Grouping

Major Courses: (18 Credit Hours) Communications: COM 1123; COM 2213; Theatre Arts: TA 1103; TA 1133; TA 1513; TA 2233

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; Mathematics: MATH 1503 or MATH or 1513 or MATH 2013;

Humanities: Six credit hours Humanities Electives; History: HIST 1483 or HIST 1493; Philosophy: PHIL 1013; *Sciences: Three to four credit hours

Biological Science; three to four credit hours Physical Science - one of the science courses must include a lab component; General Education

Elective: Three credit hours; Psychology: PSY 1113 or Sociology: SOC 1113; Political Science: POLSC 1113

Life Skills Courses: (1 Credit Hour) Life Skills: SCL 1001

Support Courses: (6 Credit Hours) Any elective with Theatre, Communications, Journalism/Broadcasting prefix.

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog.

Degree Program Course Descriptions

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured

arguments in a clear, fluid, and engaging prose style.

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHIL 1013 - INTRODUCTION TO PHILOSOPHY

Prerequisites: ENGL 1113

3 CREDITS After a review of the methods and sub-fields of philosophy, students will describe the positions selected philosophers have taken on several basic problems. Students will also describe and defend their own perspectives on these problems.

PHYS - ANY PHYSICAL SCIENCE

Prerequisites:

3 CREDITS Any Physical Science

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC 1113 - INTRODUCTION TO SOCIOLOGY

Prerequisites:

3 CREDITS The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institution, social stratification and social change.

SUPP - GUIDED SUPPORT ELECTIVE

Prerequisites:

3 CREDITS Guided Support elective

SUPP ELEC - SUPPORT ELECTIVE

Prerequisites:

3 CREDIT Support elective

TA 1103 - INTRODUCTION TO THEATRE

Prerequisites:

3 CREDITS After an introduction to the basics of theatre-theatre history and literature, acting, directing, design, stagecraft, and the chain of responsibility from the playwright to the staff of the final production-the student will demonstrate understanding of the elements of theatre and their relevance to human experience.

TA 1133 - VOICE AND SPEECH IMPROVEMENT

Prerequisites:

3 CREDITS The student will state in writing and/or orally his or her understanding of the physiological elements of the voice. The student will use the International Phonetic Alphabet by transcribing the oral word phonetically. After participating in exercises to improve vocal control, the student will demonstrate improved enunciation and pronunciation.

TA 1513 - ACTING I

Prerequisites:

3 CREDITS Through writing and performance activities, the student will demonstrate knowledge relating to the training of the voice, mind and body for stage acting.

TA 2233 - ACTING FOR THE CAMERA

Prerequisites:

3 CREDITS The student will develop and demonstrate, through listening, interpretation, and response exercises, a personal technique and methodology of acting in the media of film and video.

Speech and Theatre Arts - Theatre Option

Associate in Arts

Minimum of 62 credit hours

The Speech and Theatre program uses classroom and hands-on experiences on stage to develop student performance skills. Classes in acting and make-up teach students about the theories, techniques and elements of theatre. Courses cover subjects such as role preparation, diction, and auditioning. Additional experience can be gained by participating in any of the College's stage productions during the year. Associate degrees in theatre give students the background needed to continue their education at a four-year college or university. Graduating students may find career opportunities performing, directing, producing, writing, critiquing or teaching. Other program option also available is speech.

Prerequisites

LS 0023, LS 0203, or adequate reading/writing assessment scores

Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

TA 1513

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

MATH 0403 or adequate math placement test score.

ENGL 1113

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
TA 1103	INTRODUCTION TO THEATRE	3	Major
TA 1513	ACTING I	3	Major
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Major
Suggested Freshman 2nd Semester			
TA 2203	ACTING II	3	Support
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
TA 1133	VOICE AND SPEECH IMPROVEMENT	3	Major
MATH 1503	CONTEMPORARY MATHEMATICS	3	Gen Ed
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed
Suggested Sophomore 1st Semester			
TA 1223	MAKE UP FOR THE STAGE	3	Support
Suggested Freshman 2nd Semester			
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed
Suggested Sophomore 1st Semester			
PHYS SC	ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS	3	Gen Ed
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
Suggested Sophomore 2nd Semester			
COM 2213	INTRO TO PUBLIC SPEAKING	3	Major
BIO	BIOLOGICAL SCIENCE	3	Gen Ed
PHIL 1013	INTRODUCTION TO PHILOSOPHY	3	Gen Ed
HUM	HUMANITIES ELECTIVE	3	Gen Ed
TA 2233	ACTING FOR THE CAMERA	3	Major

Course Grouping

Major Courses: (18 Credit Hours) Theatre Arts: TA 1103; TA 1133; TA 1513; TA 2233; Communications: COM 1123; COM 2213

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113;

Mathematics: MATH 1503 or MATH or 1513 or MATH 2013; *Sciences: Three to four credit hours Biological Science; three to four credit hours

Physical Science - one of the science courses must include a lab component; Introduction to Psychology: PSY 1113 or Introduction to Sociology:

SOC 1113; Introduction to Philosophy: PHIL 1013; Humanities: Six credit hours Humanities Electives; General Education Elective: Three credit hours

Life Skills Courses: (1 Credit Hour) Life Skills: SCL 1001

Support Courses: (6 Credit Hours) Acting II: TA 2203; Make-up for the Stage: TA 1223

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog.

Degree Program Course Descriptions

BIO - BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured

arguments in a clear, fluid, and engaging prose style.

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HUM - HUMANITIES ELECTIVE

Prerequisites:

3 CREDITS Humanities elective

MATH 1503 - CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 2013 - INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

PHIL 1013 - INTRODUCTION TO PHILOSOPHY

Prerequisites: ENGL 1113

3 CREDITS After a review of the methods and sub-fields of philosophy, students will describe the positions selected philosophers have taken on several basic problems. Students will also describe and defend their own perspectives on these problems.

PHYS SC - ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS

Prerequisites:

3 CREDITS Any Physical Science chosen from ASTR, PHYS, CHEM, or GEOL subject areas

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SOC 1113 - INTRODUCTION TO SOCIOLOGY

Prerequisites:

3 CREDITS The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institution, social stratification and social change.

TA 1103 - INTRODUCTION TO THEATRE

Prerequisites:

3 CREDITS After an introduction to the basics of theatre-theatre history and literature, acting, directing, design, stagecraft, and the chain of responsibility from the playwright to the staff of the final production-the student will demonstrate understanding of the elements of theatre and their relevance to human experience.

TA 1133 - VOICE AND SPEECH IMPROVEMENT

Prerequisites:

3 CREDITS The student will state in writing and/or orally his or her understanding of the physiological elements of the voice. The student will use the International Phonetic Alphabet by transcribing the oral word phonetically. After participating in exercises to improve vocal control, the student will demonstrate improved enunciation and pronunciation.

TA 1223 - MAKE UP FOR THE STAGE

Prerequisites:

3 CREDITS The student will apply the principles, theory and psychology of theatrical make-up, including proper skin care; identification of types of make-up available; application of straight, corrective and old age make-up; and the construction and use of prosthetics and hair pieces.

TA 1513 - ACTING I

Prerequisites:

3 CREDITS Through writing and performance activities, the student will demonstrate knowledge relating to the training of the voice, mind and body for stage acting.

TA 2203 - ACTING II

Prerequisites: TA 1513

3 CREDITS Through intensive study, analysis, and performance of scenes from selected plays, the student will develop skills emphasizing the development of character and actor interaction.

TA 2233 - ACTING FOR THE CAMERA

Prerequisites:

3 CREDITS The student will develop and demonstrate, through listening, interpretation, and response exercises, a personal technique and methodology of acting in the media of film and video.

Surgical Technology #++

Associate in Applied Science

Minimum of 66 credit hours

This program is offered through cooperative alliances established with Metro Tech and Moore Norman Technology Centers. Surgical Technologists are integral members of the surgical team who work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel delivering patient care before, during and after surgery. The application process for the program must be completed at Metro Tech or Moore Norman Technology Centers. An applicant who provides documentation of certification as a Surgical Technician may be eligible for advanced standing credit. Students must be admitted to the program before enrollment in major courses. Students pursuing this associate degree would complete general education and support courses at Oklahoma City Community College. All major courses are taught at Metro Tech or Moore Norman Technology Centers.** The Metro Tech and Moore Norman Technology Centers Certified Surgical Technician Programs are fully accredited by the Commission on Accreditation of Allied Health Education Programs. The graduate is eligible to apply for the national certifying examination in Surgical Technology.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ST 1114	SURGICAL TECHNIQUES I	4	Major
ST 1126	SURGICAL TECHNIQUES PRACTICUM I	6	Major
BIO 1224	TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY	4	Major
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
Suggested Freshman 2nd Semester			
ST 2214	SURGICAL TECHNIQUES II	4	Major
ST 2226	SURGICAL TECHNIQUES PRACTICUM II	6	Major
AHP 1013	MEDICAL TERMINOLOGY	3	Major
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed
Suggested Sophomore 1st Semester			
OSRHE	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE	3	Gen Ed
ST 2314	SURGICAL TECHNIQUES III	4	Major
ST 2336	SURGICAL TECHNIQUES PRACTICUM III	6	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
Suggested Sophomore 2nd Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
GEN ED	GEN ED ELECTIVE	3	Gen Ed
ST 2224	TECHNICAL MICROBIOLOGY	4	Major
FA MATH1	FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS	3	Support
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed

Course Grouping

Major Courses: AHP 1013, ST 1114, ST 1126, ST 2214, ST 2224, ST 2226, ST 2314, ST 2336

General Education Courses: ENGL 1113, *OSHRE Approved General Education Communications or English course, POLSC 1113, HIST 1483 OR HIST 1493, PSY 1113, CS 1103, Three (3) credit hours of General Education Elective

Life Skills Courses: SCL 1001- Success in College and Life

Support Courses: Mathematics that meets OCCC mathematics proficiency, BIO 1224 OR BIO 1314

*To be chosen from ENGL 1213, ENGL 1233, COM 1123 or COM 2213.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

#Cooperative agreements have been established with Metro Technology and Moore Norman Technology Centers. (Students must file all financial aid through the technology center while attending there).

#Major courses beginning with ST are available only at Metro Tech and Moore Norman Technology Centers.

++Special admission procedures required.

Degree Program Course Descriptions

AHP 1013 - MEDICAL TERMINOLOGY

Prerequisites:

3 CREDITS After studying the root words, prefixes, and suffixes from which medical terms evolve, the student will correctly spell medical terms, define terms commonly used in medical fields, and determine the meaning of unfamiliar medical terms.

BIO 1224 - TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures

4 CREDITS Using a variety of instructional methodologies such lecture, laboratory, and multimedia, the student will conduct a systematic study of the structure and function of the cells, tissues and organ-systems identifying the basic anatomical structures and physiological processes that occur in the human body. This course is not equivalent to BIO 1314-Human Anatomy and Physiology I, and it is not transferrable to other institutions.

BIO 1314 - HUMAN ANATOMY AND PHYSIOLOGY I

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.

4 CREDITS Through a systematic study of the structure and function of the human body, its cells, tissues, organs and systems, the student will identify and describe basic anatomical structures and fundamental physiological processes that occur in health and disease for the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

FA MATH1 - FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS

Prerequisites:

3 CREDITS Faculty approved Mathematics that meets OCCC's Mathematics proficiency requirement

GEN ED - GEN ED ELECTIVE

Prerequisites:

3 CREDITS General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

OSRHE - OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE

Prerequisites:

3 CREDITS OSRHE approved General Education Communications course

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

ST 1114 - SURGICAL TECHNIQUES I

Prerequisites: Corequisite: ST 1126

4 CREDITS This course is a clinical introduction to the operating room. The student will demonstrate competencies in the use and preparation of supplies and care of the surgical patient.

ST 1126 - SURGICAL TECHNIQUES PRACTICUM I

Prerequisites: Corequisite: ST 1114

6 CREDITS This course is an introduction to the clinical setting. The student will demonstrate competencies on the application of the fundamentals of surgical techniques and procedures, including aseptic techniques, sterilization and disinfection, instrumentation, sutures and needles, and surgical supplies and equipment.

ST 2214 - SURGICAL TECHNIQUES II

Prerequisites: ST 1114 and ST 1126;

Corequisite: ST 2226

4 CREDITS The student will demonstrate an understanding of the basic concepts of pathophysiology, regional anatomy, and surgical procedures related to general; geneologic; ophthalmic; ear, nose, and throat; gastrointestinal; and pediatric surgery.

ST 2224 - TECHNICAL MICROBIOLOGY

Prerequisites: BIO 1224

4 CREDITS The student will demonstrate an understanding of the following concepts:

relationship between humans and microbes, immunology, disease and disease producing organisms, immunity, bloodborne pathogens, infectious disease processes and sterilization techniques for surgical technology.

ST 2226 - SURGICAL TECHNIQUES PRACTICUM II

Prerequisites: ST 1126 and ST 1114;

Corequisite: ST 2226

6 CREDITS This course is designed to introduce the students to the hospital in general and the surgical area in particular through practical experience. The student will be able to demonstrate application of basic skills and surgical technology.

ST 2314 - SURGICAL TECHNIQUES III

Prerequisites: ST 2226 and ST 2214;

Corequisite: ST 2336

4 CREDITS The student will demonstrate an understanding of the concepts of pathophysiology, regional anatomy and surgical procedures related to genitourinary, thoracic, vascular, cardiac, neurosurgery, orthopedic, reconstructive, and plastic surgery.

ST 2336 - SURGICAL TECHNIQUES PRACTICUM III

Prerequisites: ST 2226 and ST 2214;

Corequisite: ST 2314

6 CREDITS The student will demonstrate application of lecture and laboratory material in the clinical setting.

Technology (AAS)

Associate in Applied Science

Minimum of 61 credit hours

Whether you're interested in engineering technology, information systems technology or Internet technology, Oklahoma City Community College has a program for you to explore. Through our innovative Cooperative Alliance programs, we have joined with businesses and industry to offer you the skills employers are looking for. The associate degree in applied science in Technology has been specially designed to meet business, government and industry specifications. This program will prepare you to pursue industry-specific technology careers after graduation.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support
TECH 1000	SPECIAL TOPICS	1-4	Major
Suggested Freshman 2nd Semester			
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Gen Ed
COM 1323	ORAL INTERPRETATION	3	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
FA COM	FACULTY APPROVED COMMUNICATIONS ELECTIVE	3	Gen Ed
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
FA MATH	FACULTY APPROVED MATHEMATICS ELECTIVE	3	Support
TECH 1000	SPECIAL TOPICS	1-4	Major
Suggested Sophomore 1st Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
TECH 2000	ADVANCED SPECIAL TOPICS	1-4	Major
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support
Suggested Sophomore 2nd Semester			
TECH 2000	ADVANCED SPECIAL TOPICS	1-4	Major
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed

Course Grouping

Major Courses: (30 credit hours) Special topics in Technology: TECH 1000 and TECH 2000; Completion of ACE credit; approved Business/Industry/Government training curriculum; prescribed technical or advisor approved courses.

General Education Courses: (18 credit hours) Communications: COM 1123; or COM 1323 or COM 2213 or advisor approved COM elective or ENGL 1213 ; English: ENGL 1113 ; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; 3 credit hours of Approved General Education Electives

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (12 credit hours) Approved Support Electives; Approved Math Elective

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

*Criteria available in division office.

**Special topics in Technology: Completion of ACE credit, approved Business/Industry/Government training curriculum, prescribed technical OR advisor approved courses.

#This program is offered through a cooperative alliance established with Francis Tuttle and Moore Norman Technology Centers. (Students must file all financial aid through the technology center while attending there).

Degree Program Course Descriptions

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 1323 - ORAL INTERPRETATION

Prerequisites:

3 CREDITS Through a series of performance activities, the student will demonstrate comprehension of the principles of oral interpretation of literature, emphasizing an understanding of the author's meaning along with implementing techniques for the communication of that meaning to an audience.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and

evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FA COM - FACULTY APPROVED COMMUNICATIONS ELECTIVE

Prerequisites:

3 CREDITS Faculty approved Communications elective

FA GEN - FACULTY APPROVED GENERAL EDUCATION ELECTIVE

Prerequisites:

3 CREDITS Faculty approved General Education elective

FA MATH - FACULTY APPROVED MATHEMATICS ELECTIVE

Prerequisites:

3 CREDITS Faculty approved Mathematics elective

FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES

Prerequisites:

3 CREDITS Faculty approved support electives

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

TECH 1000 - SPECIAL TOPICS

Prerequisites: By evaluation. §

1-4 CREDITS This course includes advanced technical topics to which students may be exposed. The course may be repeated with a change in content.

TECH 2000 - ADVANCED SPECIAL TOPICS

Prerequisites: TECH 1113, ENGL 1113

1-4 CREDITS This course includes a variety of technical topics to which a student may be exposed. The course may be repeated with a change of topics.

Vehicle Service Management

Associate in Applied Science

Minimum of 61 credit hours

In this academic degree program, you can focus on learning the communication skills needed for a management position while still getting hands-on training in vehicle service. With that educational foundation, you'll be able to hit the road immediately and join the workforce or you could choose to transfer your credits to a four-year college or university.

Prerequisites

Course prerequisites are courses that a student, or prospective student, must complete before enrolling in a specific class. Please reference the course description section to view the required prerequisites.

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Gen Ed
MGMT 1533	INTRODUCTION TO SERVICE MANAGEMENT	3	Major
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed
Suggested Freshman 2nd Semester			
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed
ENGL 1233	REPORT WRITING	3	Gen Ed
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Gen Ed
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Support
MGMT 2053	PRINCIPLES OF MANAGEMENT	3	Major
MKT 2043	PRINCIPLES OF MARKETING	3	Major
AT 1733	BODY AND ELECTRICAL SERVICE	3	Major
Suggested Sophomore 1st Semester			
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed
ACCT 2123	ACCOUNTING II/MANAGERIAL	3	Major
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed
MGMT 2013	SMALL BUSINESS MANAGEMENT	3	Major
AT 1753	UNDER VEHICLE SERVICE	3	Major
Suggested Sophomore 2nd Semester			
BUS 2073	LEGAL ENVIRONMENT OF THE WORKPLACE	3	Support
MGMT 2663	HUMAN RESOURCE MANAGEMENT	3	Major
BUS 2033	BUSINESS COMMUNICATION	3	Support
AT 1773	POWERTRAIN SERVICE	3	Major
MGMT 2453	MID MANAGEMENT SEMINAR	3	Major

Course Grouping

Major Courses: (30 credit hours) Accounting: ACCT 2123; Management: MGMT 1533; MGMT 2013; MGMT 2053; MGMT 2453; MGMT 2663;

Marketing: MKT 2043; Automotive Technology: AT 1733; AT 1753; AT 1773

General Education Courses: (18 credit hours) English: ENGL 1113; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; English/Communications Elective: ENGL 1113, or ENGL 1233, or COM 1123, or COM 2213; Economics: ECON 2113; Faculty Approved General Education Elective

Life Skills Courses: (1 credit hour) SCL 1001

Support Courses: (12 credit hours) Accounting: ACCT 2113; Business: BUS 1323; BUS 2033; BUS 2073

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

Degree Program Course Descriptions

ACCT 2113 - ACCOUNTING I / FINANCIAL

Prerequisites: MATH 0403 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures

3 CREDITS Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

ACCT 2123 - ACCOUNTING II / MANAGERIAL

Prerequisites: Completion of ACCT 2113 with a grade of "C" or better

3 CREDITS A continuation of ACCT 2113. Students will demonstrate an understanding of managerial accounting concepts by properly classifying basic cost elements, allocating these costs to the manufacturing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

AT 1733 - BODY AND ELECTRICAL SERVICE

Prerequisites: MATH 0103 or adequate math placement test score, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate competencies in electrical theory and automotive heat and air conditioning theory, general body accessory and electrical service including automotive air conditioning/heating systems repair and diagnosis, battery charging, lighting and repair.

AT 1753 - UNDER VEHICLE SERVICE

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate competencies in vehicle brake systems, steering systems and suspension systems. These competencies will include brake system repair and diagnosis, anti-lock brake system diagnosis, alignment procedures and theory, and suspension diagnosis.

AT 1773 - POWERTRAIN SERVICE

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate competencies in engine repair and engine performance that will include general engine diagnosis, engine repair, valve train design, cooling system diagnosis, ignition system

diagnosis, emission control system diagnosis and engine control diagnosis.

BUS 1323 - MATHEMATICS FOR BUSINESS CAREERS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate the ability to use basic mathematical processes, and use mathematical concepts in solving everyday business problems in operations, trade, taxation, accounting and finance.

BUS 2033 - BUSINESS COMMUNICATION

Prerequisites: ENGL 1113 or by evaluation. §

3 CREDITS Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

BUS 2073 - LEGAL ENVIRONMENT OF THE WORKPLACE

Prerequisites: ENGL 1113 and POLSC 1113

3 CREDITS Students will study the American Legal System and how it applies to the workplace. Students will demonstrate knowledge in court systems, legal reasoning, law and ethics, civil procedure, agency, torts, negligence, labor law, and employment discrimination.

COM 1123 - INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical

and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ECON 2123 - PRINCIPLES OF MICROECONOMICS

Prerequisites: MATH 0303 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will apply microeconomic theories in analyzing concepts by which business maximizes profit, consumers maximize satisfaction, government allocates goods and services, and international trade affects the domestic economy.

ENGL 1113 - ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - REPORT WRITING

Prerequisites: ENGL 1113

3 CREDITS The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

FA GEN - FACULTY APPROVED GENERAL EDUCATION ELECTIVE

Prerequisites:

3 CREDITS Faculty approved General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

MGMT 1533 - INTRODUCTION TO SERVICE MANAGEMENT

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate knowledge of the service management field. Areas of discussion will be service trends, safety, employee relations, industry outlooks and business development.

MGMT 2013 - SMALL BUSINESS MANAGEMENT

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will study general concepts relating to small business ownership, financing, organization, and management. After exploring these concepts, the student will develop a detailed plan for establishing and operating a small business.

MGMT 2053 - PRINCIPLES OF MANAGEMENT

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS Having developed an understanding of the evolution of management, the role of the manager in business and the development of sound management systems, the student will outline and graphically illustrate some of the major management theories and their

development. The student will also outline and explain the results of designated research in management.

MGMT 2453 - MID MANAGEMENT SEMINAR

Prerequisites: ENGL 0203, adequate placement score, by meeting determined placement measures, or by evaluation. §

3 CREDITS Projects and discussion are designed to correlate classroom training and work experience.

MGMT 2663 - HUMAN RESOURCE MANAGEMENT

Prerequisites: MGMT 2053 or by evaluation. §

3 CREDITS The student will apply the principles of management to procurement, development, compensation, integration, and maintenance of personnel.

MKT 2043 - PRINCIPLES OF MARKETING

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203, adequate placement score, or by meeting determined measures.

3 CREDITS The student will discuss the major aspects of each of the portions of the marketing mix (product, price, promotion and distribution), how they function, their interrelationships and the management of each. The student will use accepted techniques and tools in analyzing, evaluating and making decisions in marketing-related cases.

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/ Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

ZZ

Credits
Degree Description

Prerequisites

Prereq

Course Sequence

Course ID	Course Name	Credits	Type
Suggested Freshman 1st Semester			
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Gen Ed
	CLIENT-SIDE PROGRAMMING	3	Gen Ed

Course Grouping

- Major Courses:
- General Education Courses:
- Life Skills Courses:
- Support Courses:

Program Notes

Notes:

Degree Program Course Descriptions

SCL 1001 - SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

Course Descriptions

ACCOUNTING

ACCT 2000 SPECIAL TOPICS

Prerequisites: ACCT 2113 and by evaluation. §

VARIABLE 1-3 CREDITS The student will demonstrate specified competencies in subjects not included in other accounting courses, but which are beneficial in providing a better understanding of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change in subject matter.

ACCT 2113 ACCOUNTING I/FINANCIAL

Prerequisites: MATH 0403 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures

3 CREDITS Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

ACCT 2123 ACCOUNTING II/MANAGERIAL

Prerequisites: Completion of ACCT 2113 with a grade of "C" or better

3 CREDITS A continuation of ACCT 2113. Students will demonstrate an understanding of managerial accounting concepts by properly classifying basic cost elements, allocating these costs to the manufacturing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

ACCT 2213 COMPUTERIZED ACCOUNTING

Prerequisites: ACCT 2113

3 CREDITS This course is designed for students who are seeking an Associate in Applied Science in Business-Accounting Option. It is also a required or elective course in some technical programs at Oklahoma City Community College. It generally will not transfer to four-year public colleges or universities. Students will demonstrate the use of the computer to complete accounting problems relating to general ledger entries, voucher systems, fixed assets, payroll, partnerships and corporations, financial statement analysis, and departmentalized accounting.

ACCT 2303 COST ACCOUNTING

Prerequisites: ACCT 2123

3 CREDITS This course is designed for students who are seeking an Associate in Applied Science in Business-Accounting Option. It generally will not transfer to four-year public colleges or universities. Students will demonstrate their understanding of concepts of cost accounting by (1) properly classifying basic cost elements, (2) applying the cost principles and procedures involved in job order and process costing, (3) demonstrating the use of a standard cost system to include the computation of variances, and (4) using cost analysis in management decision making.

ACCT 2403 INCOME TAX ACCOUNTING

Prerequisites: ACCT 2113

3 CREDITS This course is designed for students seeking an Associate in Applied Science in Business-Accounting Option. It generally will not transfer to four-year public colleges or universities. Students will demonstrate their understanding of concepts of federal income taxation of individuals by (1) determining gross income, (2) identifying and computing allowable deductions for and from adjusted gross income, and (3) computing the tax liability.

ACCT 2603 INTERMEDIATE ACCOUNTING I

Prerequisites: ACCT 2123

3 CREDITS This course is designed for students who are seeking an Associate in Applied Science in Business-Accounting Option. It generally will not transfer to four-year public colleges or universities. Students will demonstrate their understanding of concepts of advanced principles of accounting relating to the accounting process, assets, and the time value of money.

ACCT 2703 INTERMEDIATE ACCOUNTING II

Prerequisites: ACCT 2603

3 CREDITS This course is designed for students who are seeking an Associate in Applied Science in Business-Accounting Option. It generally will not transfer to four-year public colleges or universities. Students will demonstrate their understanding of generally accepted accounting principles related to liabilities, stockholders' equity, correction of errors, cash flow reporting and financial statement analysis.

ADMINISTRATIVE OFFICE TECHNOLOGY

AOT 1000 SPECIAL TOPICS

Prerequisites: ENGL 0106 or adequate placement score

VARIABLE 1-4 CREDITS This is a study of a variety of topics in which the student will be exposed to such topics as preparing for a career in the secretarial area, assessing the job market, etc. The course may be repeated with a change of topic.

AOT 1113 COMPUTER KEYBOARDING

Prerequisites: ENGL 0106 or adequate placement score

3 CREDITS The student will master the keyboard by touch and begin development of acceptable speed and accuracy levels on the alphabetic and alphanumeric keyboard and the ten-key number pad. Formatting of basic documents is also included.

AOT 1123 SHORTHAND I

Prerequisites: ENGL 0106 or adequate placement score

3 CREDITS The student will master the correct theory and principles of Gregg shorthand, read at specified speeds, and write correct shorthand outlines.

AOT 1223 SHORTHAND II

Prerequisites: AOT 1123 or by evaluation. §

3 CREDITS The student will review the theory of Gregg Shorthand, take dictation for three minutes at specified speeds and will transcribe shorthand notes accurately using the microcomputer.

AOT 1713 BEGINNING WORD PROCESSING APPLICATIONS

Prerequisites: ENGL 0106 or adequate placement score

3 CREDITS Students will use microcomputer word processing software to create, modify, store, retrieve, and print documents. Word processing features include create, edit, print, format, spell-check, thesaurus, file management, find/replace and tables. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software.

AOT 1813 LEGAL OFFICE PROCEDURES

Prerequisites: None

3 CREDITS This is an introductory course which provides the student with an overview of the legal secretarial profession and the various aspects of the law office. Emphasis is placed on developing the skills and aptitudes for a professional legal secretary, court structure, ethics, writing and research.

AOT 2000 SPECIAL TOPICS

Prerequisites: ENGL 0203 or adequate placement score

VARIABLE 1-4 CREDITS The student will demonstrate competencies in selected topics in the secretarial field. Each course will focus on a specific area related to special equipment, procedures, and functions. May be repeated with a change of topic.

AOT 2013 LEGAL BILLING

Prerequisites: ENGL 0203 or adequate placement score

3 CREDITS Students will use the microcomputer to produce billing documents with emphasis on legal vocabulary, proofreading, editing, transcription, and decision making skills. Appropriate industry standard software programs will be used. Lecture/Lab.

AOT 2039 MEDICAL CODING

Prerequisites: BIO 1314, Minimum "C" grade in course.

9 CREDIT The student will be able to correctly enter international classification of diseases (ICD) codes on a claim form, identify current procedural terminology (CPT), and explain their application to a medical office. The student will also identify various insurance plans, learn the rules and regulations of Medicare filing, translate written documentation into a numerical language, and describe legal issues concerning medical records.

AOT 2143 ADMINISTRATIVE OFFICE SYSTEMS

Prerequisites: ENGL 0203 or adequate placement score

3 CREDITS This course is designed to emphasize the management procedures of various office environments. Topics include ethics, employer-employee relations, layout and space design, work simplification, cost control, human relations, office personnel policies and business information systems.

AOT 2253 MEDICAL OFFICE PROCEDURES

Prerequisites: AHP 1013, AOT 1713 with a minimum grade of "C" or better

3 CREDITS This course provides a realistic approach for students to learn the skills required in a medical office including communications, records management, telecommunications, billing, scheduling, and terminology.

AOT 2313 INTERMEDIATE WORD PROCESSING APPLICATIONS

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures and AOT 1713 or by evaluation. §

3 CREDITS Students will extend basic word processing knowledge and skill to include proficiency in producing office correspondence. Emphasis will be on formatting, proofreading, using advanced features of word processing software, and increasing production speed.

AOT 2323 LEGAL TERMINOLOGY AND MACHINE TRANSCRIPTION

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures, AOT 1113, and AOT 1713 or by evaluation. §

3 CREDITS The student will correctly spell, transcribe, and define terms commonly used in the legal field.

AOT 2413 MEDICAL MACHINE TRANSCRIPTION

Prerequisites: AHP 1013, AOT 1113 and AOT 1713 or by evaluation. §

3 CREDITS The student will correctly transcribe medical documents including admissions and physicals, operative reports, pathology reports, discharge summaries, radiology reports, and requests for consultation reports. The student will be able to describe the knowledge, skills, and abilities required of a medical transcriptionist.

AOT 2443 ADMINISTRATIVE OFFICE PROCEDURES

Prerequisites: Corequisite: AOT 2313, AOT 2553 or by evaluation. §

3 CREDITS The student will study ethics, traits, duties, attitudes and responsibilities of a professional secretary. Students will use the microcomputer to produce mailable documents, travel itineraries, minutes of meetings, and various other office documents with emphasis on vocabulary, proofreading, editing, and decision making skills. Lecture/Lab.

AOT 2453 OFFICE INFORMATION PROCESSING

Prerequisites: Corequisite: AOT 2313 or by evaluation. §

3 CREDITS Students will use the microcomputer to produce mailable documents with emphasis on business vocabulary, proofreading, editing, transcription, and decision making skills. Managerial dictation techniques will be introduced. Lecture/Lab.

AOT 2463 APPLIED GRAPHICS WITH DESKTOP PUBLISHING

Prerequisites: AOT 2313 or by evaluation. §

3 CREDITS This course is an introduction to the use of computer-generated pictures, charts, and graphs. Students will complete a variety of documents such as flyers, brochures, newsletters, and business cards using industry standard desktop publishing software, graphics, and effective design conventions. This course will assist students in producing documents that communicate effectively through good design and application of basic concepts of desktop publishing.

AOT 2473 OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS

Prerequisites:

3 CREDITS This course is designed for Administrative Office Technology and Accounting majors. The student will develop ten-key by touch skills. Students will format spreadsheets using effective design principles, enter common spreadsheet formulas and functions, sort data, and use graphic/chart features to solve business problems. Appropriate industry standard spreadsheet software programs will be used.

AOT 2553 AUTOMATED RECORDS MANAGEMENT

Prerequisites: AOT 1713, AOT 2473

3 CREDITS Utilizing simulated office records, the student will use correct records-management techniques in the creation, storage and disposition of materials in a variety of business situations. The course will involve the study and practice of various filing methods integrating the use of the computer to control and manage a file system.

AOT 2663 CAREER EDUCATION/INTERNSHIP

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures and 9 credits of AOT course work with a "C" or better and by evaluation

3 This course will assist students in earning academic credit in a planned process that integrates academic preparation with supervised work experience. Students will work in an approved office environment with cooperating employers for a specified period of time and will attend arranged lectures relating to a variety of business-related topics. The course may be repeated to a maximum of 6 credit hours with the consent of the instructor.

ALLIED HEALTH

AHP 1000 SPECIAL TOPICS

Prerequisites:

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other Allied Health courses, but which are beneficial in providing a better understanding of health. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

AHP 1013 MEDICAL TERMINOLOGY

Prerequisites:

3 CREDITS After studying the root words, prefixes, and suffixes from which medical terms evolve, the student will correctly spell medical terms, define terms commonly used in medical fields, and determine the meaning of unfamiliar medical terms.

AHP 2000 SPECIAL TOPICS

Prerequisites: None

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other Allied Health courses, but which are beneficial in providing a better understanding of health or health care. A specific subject will be announced for each offering. Enrollment may be repeated with a change of topic.

APPLIED MATHEMATICS

APPM 1223 MATHEMATICS FOR TECHNICAL CAREERS I

Prerequisites: MATH 0103 or adequate math placement test score.

3 CREDITS The student will apply principles of basic algebra, equations, functions and graphs, factoring, and fractions in the solutions of technical problems.

APPM 1233 MATHEMATICS FOR TECHNICAL CAREERS II

Prerequisites: APPM 1223

3 CREDITS The student will apply the systems of equations, exponents and radicals, quadratic equations, ratio and proportion, exponential and logarithmic functions, and trigonometry and geometry in the solution of technical problems.

APPM 1313 MATHEMATICS FOR HEALTH CAREERS

Prerequisites: MATH 0103 or adequate math placement test score.

3 CREDITS The student will convert units of measure within and among the metric, apothecary, and avoirdupois systems of measurement; solve pharmacology problems; apply algebraic concepts to signed numbers, formulas, and graphs; and use statistical software to analyze data with descriptive statistics and linear regression.

ART

ART HANDS ON FINE ARTS (ART, MUS, JB, OR ENGL 2003)

Prerequisites:

3 CREDITS Hands on Fine Arts (ART, MUS, JB, or ENGL 2003)

ART 1000 SPECIAL TOPICS IN VISUAL ART

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures

VARIABLE 1-6 CREDITS The student will produce examples of the specific topic in art with which the course content is concerned. A specific topic beyond the topics offered in other art courses will be designated for each offering. Examples of topics include Basic Watercolor, Calligraphy, and Weaving. This course may be repeated with a change in subject matter.

ART 1013 ART HISTORY SURVEY I

Prerequisites:

3 CREDITS Art History Survey I is a study of the arts, artists and their cultures from Prehistoric through the Early Renaissance. The student will analyze the artistic styles and identify visually the style, its time, its characteristics and the artists important to that period. The student also will analyze the social and art issues which led to the development and evolution of art styles throughout history.

ART 1023 ART HISTORY SURVEY II

Prerequisites:

3 CREDITS Art History Survey II is a study of the visual arts, artists and their cultures from the Early Renaissance to the present. The student will analyze artistic styles and identify visually the style, its time, its characteristics and the artists important to that period. The student also will analyze the social and art issues which led to the development and evolution of art styles throughout history.

ART 1053 ART APPRECIATION

Prerequisites:

3 CREDITS After studying art pieces representative of a variety of art forms from different time periods and cultures, the student will identify and describe each of these forms. Students will analyze art and make aesthetic judgments in writing about how the piece reflects human values and cultural traditions.

ART 1123 DRAWING I

Prerequisites:

3 CREDITS Drawing I will develop the students understanding of the basic concepts of drawing and their powers of observation. Students will work with various media utilizing a variety of sources and environments.

ART 1183 COMPUTER DRAWING: ILLUSTRATOR

Prerequisites:

3 CREDITS Students will demonstrate knowledge of vector illustration techniques using Adobe Illustrator software. Students will also create and edit graphic objects and type, select various menu commands, and use keyboard shortcuts.

ART 1190 MOSAICS

Prerequisites:

VARIABLE 1-3 CREDITS The student will demonstrate understanding of basic design and proficiency in techniques for creating mosaics, consistent with materials to be used. The student also will select proper materials, cut materials, position and adhere materials, transfer designs, produce porcelain tile and proper mortar mixes for interior and exterior mosaics. Course may be repeated for up to three credit hours.

ART 1203 FIGURE DRAWING

Prerequisites: ART 1123

3 CREDITS Figure Drawing includes study in gesture and finished drawings of the draped and undraped model. Emphasis will be placed on pose, composition and a variety of media. The students' drawings will demonstrate the movement, rhythm, simplicity, gesture and unique character of each model through a series of basic methods of construction ranging from quick sketches to completed drawings.

ART 1213 FOUNDATIONS I: DESIGN AND COLOR

Prerequisites:

3 CREDITS The student will learn to recognize, analyze and apply the elements and principles of 2D design and color in the pictorial arts by studying design and color theory.

ART 1233 DRAWING II

Prerequisites: ART 1123

3 CREDITS Drawing II will continue to develop the students' understanding of the concepts of drawing. Students will continue to develop their skills in media by using a variety of sources and environments. They will demonstrate the proper application of advanced linear perspective, the depiction of complicated shapes and figures as well as the ability to convey emotion.

ART 1243 FOUNDATIONS II: 3D DESIGN

Prerequisites: ART 1213

3 CREDITS The student will compare, evaluate, and analyze three-dimensional visual art forms. By using a variety of materials and processes, the student will complete a series of studio assignments to demonstrate basic technical ability and an understanding and appreciation of the interaction of form in space and ways to manipulate it. Readings, writings, and participation in a coursework exhibition are required.

ART 1363 MULTIMEDIA

Prerequisites: Math 0203 or adequate math placement test score, CS 1103 or by evaluation. §

3 CREDITS Students will use selected application software to develop presentation graphics. This will include the creation, importation, modification, and sequencing of still and motion graphics. Digital audio will be created, edited and synchronized to the presentations.

ART 2000 SPECIAL TOPICS IN VISUAL ART

Prerequisites:

VARIABLE 1-6 CREDITS The student will demonstrate specified competencies in subjects not included in other Visual Arts courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change in topic.

ART 2013 PAINTING I

Prerequisites:

3 CREDITS Painting I will develop skills in opaque painting, stressing form and content, visual appreciation and individual expression. After an introduction to the different methods of mixing and applying paint, the student will study various styles and techniques of painting.

ART 2133 SERIGRAPHY I (SILK SCREEN PRINTING)

Prerequisites:

3 CREDITS Serigraphy I introduces the student to both hand and photo stencil and screen print methods. Each student will produce a body of work exploring the image-making potential of screen printing techniques on paper and T-shirts. Strong emphasis will be placed on exploring color, design, and personal creativity.

ART 2143 CERAMICS I

Prerequisites:

3 CREDITS Ceramics I covers a variety of building techniques, glazing and ceramics terminology. The student will construct pieces of clay-formed pottery using slab, coil, wheel and other methods of construction.

ART 2183 PAINTING II

Prerequisites: ART 2013

3 CREDITS Painting II will continue to develop the students' skills in opaque painting. The course will continue to stress form and content, visual appreciation and individual expression.

ART 2190 ADVANCED MOSAICS

Prerequisites: ART 1190

VARIABLE 1-3 CREDITS The student will demonstrate understanding of advanced mosaic design and proficiency in techniques for creating mosaics. The advanced student will assist the instructor with firing tile, rendering drawings (enlarging cartoons), and assisting with mosaics projects. Course may be repeated for up to three credit hours.

ART 2233 SERIGRAPHY II (ADVANCED SILK SCREENPRINTING)

Prerequisites: ART 2133

3 CREDITS Serigraphy II involves advanced studies in utilizing screen-printing techniques. Students will produce a body of work that emphasizes the exploration of color, design, and personal creativity.

ART 2263 CERAMICS II

Prerequisites: ART 2143

3 CREDITS Ceramics II continues to develop the students' skills in a variety of ceramic techniques. Students will continue to develop their glazing and knowledge of ceramics and its terminology. They will mix their own clay and construct clay pieces using the coil, pinch, wheel, slab and mold methods of construction. They will demonstrate various firing techniques such as raku, sawdust and dung. They will test various pottery glazes and assist in firing pottery in a kiln.

ART 2373 GRAPHIC ARTS ILLUSTRATION

Prerequisites: ART 1123 or by evaluation. §

3 CREDITS The student will learn about and produce illustrations using a variety of techniques and media. Types of illustrations produced include pencil, ink, markers, scratchboard, colored pencil and mixed media. Work will be accomplished to conform to professional standards in the graphic arts industry

ART 2533 3D RENDERING AND DESIGN VISUALIZATION

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS The student aspiring to become an artist, designer or other professional using 3D computer graphics will be able to create, generate or integrate 3D computer graphics. The student will demonstrate a fundamental understanding of how the computer can be used to create 3D computer renderings. These renderings could be related to either technical design, fine art or applied art. Emphasis will be on using application software (primarily 3D modeling and rendering programs) in the development of modeling logos, 3D scenes, textures, lighting, atmosphere effects, and basic animation.

ART 2573 DIGITAL PAINTING

Prerequisites:

3 CREDITS The student will be introduced to the art media and form of digital imaging. Students will use raster and vector based drawing, painting, and image-editing software applications to create expressive images. Participants will use digital drawing tables, scan their sketches and photographs into a variety of computer programs and manipulate them digitally to create works of art. They will blend colors using digital and traditional color theory.

ART 2633 3D ANIMATION AND SPECIAL EFFECTS

Prerequisites: Math 0103 or adequate math placement test score, ART 2533 or by evaluation. §

3 CREDITS The student will be able to use professional techniques to create photo realistic renderings, advanced physical based and character animations, interactive Media and Web development, 3D gaming and 3D virtual environments. This course will enhance the abilities of artists, designers and other professionals using 3D computer created, generated, or integrated graphics. Emphasis will be on the development of professional techniques in the area of 3D computer graphics. This course is the second course in the field of 3D computer graphics for technical design, fine art or applied art professionals.

ART 2643 VIDEO PRODUCTION

Prerequisites:

3 CREDITS The student will use video production techniques to produce, edit and direct program materials of broadcast quality. Extensive laboratory work is required.

ART 2700 INTERNSHIP

Prerequisites: All required major courses, ART 1013, ART 1023

VARIABLE 1-3 CREDITS The student will work with professional practitioners in areas such as art galleries and museums, art libraries, fine arts studios, film/video studios, art therapy practices, animation studios, photography studios, etc. The internship course is designed to help students explore their interests, obtain practical experience, and prepare for a career in Visual Arts.

ART 2821 PORTFOLIO DEVELOPMENT AND PRESENTATION

Prerequisites: All required major courses, ART 1013, ART 1023

1 CREDIT The student and instructor will make a critical analysis of the student's work done over the duration of the program to identify any deficiencies. The student will address any deficiencies and develop a portfolio. The portfolio will present works of art in a professional format, either framed, matted, as slides, or in digital form, whichever is most appropriate to the student's area of concentration. The student will also write a well developed artist's statement.

ASTRONOMY

ASTR 1501 General Astronomy Laboratory

Prerequisites: ASTR 1504

1 This class fulfills the laboratory requirement for a general physical science course. Students having already taken ASTR 1504 will perform laboratory experiments in general physics, the behavior of light and analysis of spectral lines, as well as observational projects involving telescopes and on-line databases of astronomical deep-space objects.

ASTR 1504 GENERAL ASTRONOMY

Prerequisites: Math 0203 or adequate math placement test score.

4 CREDITS This course will fulfill the general education requirement for Physical Science (without laboratory). The student will be introduced to modern astronomy. Concepts to be studied include the solar system, the sun and stars, galaxies (including the Milky Way Galaxy), and current theories of the origin, evolution, and fate of the universe.

ASTR 1514 GENERAL ASTRONOMY WITH LAB

Prerequisites: Math 0203 or adequate math placement test score.

4 CREDITS This course will fulfill the general education requirement for Physical Science (with laboratory). The student will be introduced to modern astronomy. Concepts to be studied include the solar system, the sun and stars, galaxies (including the Milky Way Galaxy), and current theories of the origin, evolution, and fate of the universe. Laboratory exercises will explore basic physical principles related to Astronomy as well as activities with specific astronomical applications.

AUTOMOTIVE TECHNOLOGY

AT 1000 SPECIAL TOPICS

Prerequisites: None

VARIABLE 1-3 CREDITS The student will demonstrate specified competencies in subjects not included in other automotive courses, but which benefit students wanting additional training in the field or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

AT 1013 AUTOMOTIVE STUDENT SUCCESS INITIATIVE

Prerequisites: None

3 CREDITS Students will participate in four disciplines designed to prepare students to be successful in automotive programs requiring internships. Students will be required to complete the Automotive Safety, Job Interview Skills, Mentoring, and Introduction to Electricity courses. The student must successfully complete the safety course consisting of specific automotive related safety issues as well as those specific to Oklahoma City Community College. The student will continue with a Job Interview Skills course consisting of writing a resume and how to conduct a successful interview, with a mock video taped interview being required. The student will also complete the Mentoring program with both student and sponsoring dealership personnel participating. The student will finally complete an Introduction to Electricity course to ensure basic concepts and abilities are present to ensure entry level skills are present when the student begins the Automotive Program. This course is a prerequisite for all automotive courses in programs requiring an internship.

AT 1153 Basic Automotive Fundamentals

Prerequisites:

3 This course is an application of specific competencies in the operation and service repair of vehicles in the areas of: maintenance and minor vehicle service. Usage of service manuals, manufacturers procedures, tools, and safety are stressed. The student will discuss nomenclature and operating principles of basic automotive fundamentals. Also, the student will discuss and perform diagnostic and service procedures used to maintain these specific systems. The student will show competency in the areas of changing fluids, flush equipment, tire repair, tire balance, vehicle vibration diagnosis, and scan tool usage.

AT 1204 A.S.E. ENGINE PERFORMANCE

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

4 CREDITS The student will discuss and demonstrate general engine diagnostic procedures. Additionally, the student will demonstrate specific competencies in the diagnosis and repair of ignition systems, fuel, air induction systems, and exhaust systems, emission control systems, and engine electronic systems.

AT 1214 A.S.E. ENGINE REPAIR

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

4 CREDITS The student will discuss and demonstrate competencies in general engine diagnosis and in cylinder head, valve train, engine block diagnosis and repair, as well as lubrication, cooling, fuel, exhaust, ignition, battery and starting system diagnostic and repair procedures.

AT 1224 A.S.E. SUSPENSION AND STEERING

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate math placement test score, or by meeting determined placement measures.

4 CREDITS This course is an application of basic competencies in steering systems, suspension systems and wheel alignment diagnosis, adjustment and repair. The student will further discuss and demonstrate an understanding of wheel and tire diagnosis and repair.

AT 1244 A.S.E. BRAKES

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

4 CREDITS This course is an application of specific competencies in hydraulic system, drum brake system, disc brake system diagnosis and repair procedures. Also, the student will discuss and demonstrate competencies in power assist unit diagnosis and repair as well as wheel bearing, parking brake circuit and associated electrical circuit diagnosis and repair, which includes ABS systems.

AT 1304 GM ENGINE REPAIR

Prerequisites: MATH 0103 or adequate math placement test score, ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 CREDITS The student will discuss and demonstrate competencies in general engine diagnosis and in cylinder head, valve train, engine block diagnosis and repair, as well as lubrication, cooling, fuel, exhaust, ignition, battery and starting system diagnostic and repair procedures on current General Motors vehicles.

AT 1314 GM ELECTRICAL SYSTEMS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 CREDITS The student will apply competencies in battery, starting, charging, lighting, driver information, horn, wiper/washer, and accessory systems. Additionally, the student will demonstrate principles of electricity, magnetism, voltage and current regulation and basic circuitry as applied in automotive electrical systems to aid in general diagnosis of automotive electrical problems on current General Motors vehicles.

AT 1324 GM ENGINE PERFORMANCE

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 CREDITS The student will discuss and demonstrate general engine diagnostic procedures. Additionally, the student will demonstrate specific competencies in the diagnosis and repair of ignition systems, fuel, air induction systems, and exhaust systems, emission control systems, and engine electronic systems on current General Motors vehicles.

AT 1334 GM BRAKES

Prerequisites: MATH 0103 or adequate math placement test score, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 CREDITS This course is an application of specific competencies in hydraulic system, drum brake system, disc brake system diagnosis and repair procedures. Also, the student will discuss and demonstrate competencies in power assist unit diagnosis and repair as well as wheel bearing, parking brake circuit and associated electrical circuit diagnosis and repair, which includes ABS systems on current General Motors vehicles.

AT 1422 GM NEW PRODUCTS I

Prerequisites: MATH 0103 or adequate math placement test score, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. § Special admission procedures required.

2 CREDITS The student will discuss and demonstrate specific competencies in subject not included in other ASEP automotive courses, which subjects will benefit students needing additional General Motors product service training in new technology and specialized areas. A specific topic is announced for each offering.

AT 1513 INTRODUCTION TO BODY REPAIR AND REFINISHING

Prerequisites: None

3 CREDITS This course covers safety practices, personal protection, and equipment operation during collision repair. The course will also cover compliance with Environmental Protection Agency policies, state and local regulations, and the Right-to-Know Act.

AT 1523 AUTOMOTIVE REFINISHING SYSTEMS AND PREPARATION

Prerequisites: AT 1513, Special admission procedures required.

3 CREDITS This course is designed to cover finish systems, both type and color. Students will identify refinishing systems and prepare surfaces for refinishing. Students will demonstrate knowledge and skill in applications of primer-surface, seam sealers, chip resistant coating, and maskings.

AT 1533 NON STRUCTURAL TRIM AND PANEL ALIGNMENT

Prerequisites: AT 1513, Special admission procedures required.

3 CREDITS This course covers the basics of non-structural trim and body alignment. Students will demonstrate knowledge and skill in the use of panel alignment tools, fastener applications, panel alignment methods for bolt panels, and repair procedures.

AT 1543 SURFACE PREPARATION

Prerequisites: AT 1513, Special admission procedures required.

3 CREDITS This course covers the development of a refinishing process plan and the implementation of this plan. Students will demonstrate knowledge and skill in the removal of paint finish, cleaning surfaces, applying metal treatment, applying primer, block sanding, primer surfacing, and preparing adjacent panels for blend.

AT 1553 AUTOMOTIVE/COLLISION PROGRAM BASICS

Prerequisites: None

3 CREDITS This course covers the basic knowledge of collision repair. Students will receive an overview of the collision repair facility, basic safety aspects of the program, and student expectations for success in the collision repair program. Related topics will include general lab safety, tool usage, quality customer service and teamwork as they relate to the collision repair process. Applications of math skills such as standard and metric measuring, ratios, and proportions will also be taught. Students will also be required to participate in an industry work-site learning opportunity during the Automotive Collision Program Basics course.

AT 1612 A.S.E. ENGINE PERFORMANCE

Prerequisites: MATH 0103 or adequate math placement test score, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures.§

2 CREDITS This is an individual-paced (IP) course. The student will discuss and demonstrate general engine diagnostic procedures. Additionally, the student will demonstrate specific competencies in the diagnosis and repair of ignition systems, fuel, air induction systems, and exhaust systems, emission control systems and engine electric systems.

AT 1622 A.S.E. ENGINE REPAIR

Prerequisites: MATH 0103 or adequate math placement test score, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures.§

2 CREDITS This is an individual-paced (IP) course. The student will discuss and demonstrate competencies in general engine diagnosis and in cylinder head, valve train, engine block diagnosis and repair, as well as lubrication, cooling, fuel, exhaust, ignition, battery and starting system diagnostic and repair procedures.

AT 1632 A.S.E. SUSPENSION AND STEERING

Prerequisites: MATH 0103 or adequate math placement test score, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures.§

2 CREDITS This is an individual-paced (IP) course. This course is an application of basic competencies in steering systems, suspension systems and wheel alignment diagnosis, adjustment and repair. The student will further discuss and demonstrate an understanding of wheel and tire diagnosis and repair.

AT 1642 A.S.E. BRAKES

Prerequisites: MATH 0103 or adequate math placement test score, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures.§

2 CREDITS This is an individual-paced (IP) course. This course is an application of specific competencies in hydraulic system, drum brake system, disc brake system diagnosis and repair procedures. Also, the student will discuss and demonstrate competencies in power assist unit diagnosis and repair as well as wheel bearing, parking brake circuit and associated electrical circuit diagnosis and repair, which includes ABS systems.

AT 1652 A.S.E. AUTOMOTIVE ELECTIVES I

Prerequisites: MATH 0103 or adequate math placement test score, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures.§

2 CREDITS This is an individual-paced (IP) course. The student will discuss and demonstrate specific competencies in subjects not included in another ATIP automotive courses, which will benefit those needing additional automotive training in new technology and specialized areas. A specific topic is announced for each offering.

AT 1733 BODY AND ELECTRICAL SERVICE

Prerequisites: MATH 0103 or adequate math placement test score, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate competencies in electrical theory and automotive heat and air conditioning theory, general body accessory and electrical service including automotive air conditioning/heating systems repair and diagnosis, battery charging, lighting and repair.

AT 1753 UNDER VEHICLE SERVICE

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate competencies in vehicle brake systems, steering systems and suspension systems. These competencies will include brake system repair and diagnosis, anti-lock brake system diagnosis, alignment procedures and theory, and suspension diagnosis.

AT 1773 POWERTRAIN SERVICE

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate competencies in engine repair and engine performance that will include general engine diagnosis, engine repair, valve train design, cooling system diagnosis, ignition system diagnosis, emission control system diagnosis and engine control diagnosis.

AT 2001 CAREER EXPERIENCE

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

1 CREDIT The student will demonstrate the ability to work effectively as a full-time employee at a sponsoring dealership and will demonstrate specified competencies and develop service skills by working and performing service and repair operations in areas related to coursework completed the preceding term. Enrollment may be repeated with a change in work emphasis.

AT 2101 A.S.E. CERTIFICATION

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.

1 CREDIT The student will demonstrate competencies in engine repair, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical systems, heating and air conditioning, and engine performance. This course is designed for individuals seeking A.S.E. certification which requires previous completion of related training.

AT 2204 A.S.E. MANUAL DRIVE TRAINS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

4 CREDITS The student will apply specific competencies in general transmission and transaxle diagnosis. Additionally, the student will demonstrate competencies in transmission/transaxle maintenance, adjustment and in and off vehicle repair.

AT 2214 A.S.E. AUTOMATIC TRANSMISSIONS/TRANSAXLES

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

4 CREDITS The student will apply specific competencies in general transmission and transaxle diagnosis. Additionally, the student will demonstrate competencies in transmission/transaxle maintenance, adjustment and in and off vehicle repair.

AT 2224 A.S.E. ELECTRICAL SYSTEMS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

4 CREDITS The student will apply competencies in battery, starting, charging, lighting, driver information, horn, wiper/washer, and accessory systems. Additionally, the student will demonstrate principles of electricity, magnetism, voltage and current regulation and basic circuitry as applied in automotive electrical systems to aid in general diagnosis of automotive electrical problems.

AT 2234 A.S.E. HEATING AND AIR CONDITIONING SYSTEMS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

4 CREDITS The student will apply competencies in air conditioning system diagnosis and repair as well as diagnosis and repair of refrigeration system components, heating and engine cooling systems and control units.

AT 2304 GM SUSPENSION AND STEERING

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 CREDITS This course is an application of basic competencies in steering systems, suspension systems and wheel alignment diagnosis, adjustment and repair. The student will further discuss and demonstrate an understanding of wheel and tire diagnosis and repair on current General Motors vehicles.

AT 2314 GM MANUAL DRIVE TRAINS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 CREDITS This course is an application of specific competencies in clutch, standard transmission and transaxle, drive (half) shaft and universal joint, rear axle and four- and/or all-wheel drive component diagnosis and repair procedures on current General Motors vehicles.

AT 2324 GM AUTOMATIC TRANSMISSIONS AND TRANSAXLES

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 CREDITS The student will apply specific competencies in general transmission and transaxle diagnosis. Additionally, the student will demonstrate competencies in transmission/transaxle maintenance, adjustment and in and off vehicle repair on current General Motors vehicles.

AT 2334 GM HEATING AND AIR CONDITIONING SYSTEMS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 CREDITS The student will apply competencies in air conditioning system diagnosis and repair as well as diagnosis and repair of refrigeration system components, heating and engine cooling systems and control units on current General Motors vehicles.

AT 2422 GM NEW PRODUCTS II

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

2 CREDITS The student will discuss and demonstrate specific competencies in subjects not included in other ASEP automotive courses, which subjects will benefit students needing additional General Motors product service training in new technology and specialized areas. A specific topic is announced for each offering.

AT 2513 EQUIPMENT AND APPLICATION

Prerequisites: AT 1553 or by evaluation. §

3 CREDITS This course covers the preparation for refinishing and topcoat. Students will demonstrate knowledge and skill in body refinishing, preparing and mixing topcoats, using air supply equipment, using spray guns, and applying various types of topcoats.

AT 2523 TINTING AND BLENDING

Prerequisites: AT 1553 or by evaluation. §

3 CREDITS This course covers the basics and characteristics of color. The students will demonstrate knowledge and skill in the plotting of solid, pearl, and metallic color, and color matching. Students will demonstrate knowledge and skill in blending processes for single state, base coat/clear coat, and tri-coat finishes.

AT 2533 TROUBLESHOOTING AND DETAILING

Prerequisites: AT 1553 or by evaluation. §

3 CREDITS This course covers the identification of paint film defects and their causes and cures. Also covered are finish detailing as it relates to refinishing, decals and strip taping. Students will demonstrate knowledge and skill in these areas.

AT 2563 MINOR BODY REPAIR

Prerequisites: AT 1553 or by evaluation. §

3 CREDITS This course covers metal-straightening processes and the selection and application of body surface and specialty fillers. Students will demonstrate knowledge and skill in the proper utilization of tools and equipment and applying the processes of straightening, body surfacing and the application of specialty fillers.

AT 2573 DOOR AND QUARTER PANEL REPLACEMENT

Prerequisites: AT 1553 or by evaluation. §

3 CREDITS This course covers the removal and replacement of weld-on panels. Students will demonstrate knowledge and skill in the repair or replacement of weld-on panels.

AT 2583 AUTOMOTIVE GLASS REPLACEMENT

Prerequisites: AT 1553 or by evaluation. §

3 CREDITS This course covers the removal and installation of moveable and fixed glass using the tools and processes necessary. Students will demonstrate knowledge and skill in the replacement of glass.

AT 2593 MIG WELDING AND CUTTING

Prerequisites: AT 1553 or by evaluation. §

3 CREDITS This course covers safety practices and processes in different types of welds associated with automotive sheet metal welding. Students will demonstrate knowledge and skill in applying different types of welds.

AT 2612 A.S.E. MANUAL DRIVE TRAINS

Prerequisites: MATH 0103 or adequate math placement test score, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. §

2 CREDITS This is an individual-paced (IP) course. This course is an application of specific competencies in clutch, standard transmission and transaxle, drive (half) shaft and universal joint, rear axle and four- and/or all-wheel drive component diagnosis and repair procedures.

AT 2622 A.S.E. AUTOMATIC TRANSMISSIONS/TRANSAXLES

Prerequisites: MATH 0103 or adequate math placement test score, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. §

2 CREDITS This is an individual-paced (IP) course. The student will apply specific competencies in general transmission and transaxle diagnosis. Additionally, the student will demonstrate competencies in transmission/transaxle maintenance and adjustments.

AT 2632 A.S.E. ELECTRICAL SYSTEMS

Prerequisites: MATH 0103 or adequate math placement test score, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. §

2 CREDITS This is an individual-paced (IP) course. The student will apply competencies in battery, starting, charging, lighting, drive information, horn, wiper washer, and accessory systems. Additionally, the student will demonstrate principles of electricity, magnetism, voltage and current regulation and basic circuitry as applied in automotive electrical systems to aid in general diagnosis of automotive electrical problems.

AT 2642 A.S.E. HEATING AND AIR CONDITIONING SYSTEMS

Prerequisites: MATH 0103 or adequate math placement test score, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. §

2 CREDITS This is an individual-paced (IP) course. The student will apply competencies in air conditioning system diagnosis and repair as well as diagnosis and repair of refrigeration system components, heating and engine cooling systems and control units.

AT 2652 A.S.E. AUTOMOTIVE ELECTIVES II

Prerequisites: MATH 0103 or adequate math placement test score, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. §

2 CREDITS This is an individual-paced (IP) course. The student will discuss and demonstrate specific competencies in subjects not included in other ATIP automotive courses, which will benefit those needing additional automotive training in new technology and specialized areas. A specific topic is announced for each offering.

AVIATION MAINTENANCE

AMT 1113 FUNDAMENTALS OF AVIATION MAINTENANCE

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will identify shop and hangar safety hazards and methods of preventing human injury and equipment damage. The student will identify basic aircraft parts, controls, and instruments; will extract information from blueprints, schematics and charts; and will describe modern aircraft structural materials, materials processing and testing.

AMT 1123 TECHNICAL MECHANICS AND REGULATIONS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will relate Federal Aviation Regulations to the construction and maintenance practices of modern aircraft, interpret and follow maintenance publications and demonstrate proper record keeping practices for aircraft maintenance. The student will also demonstrate proper group handling operations; weighing, weight and balance and loading procedures; and the proper selection, use and care of mechanics hand and power tools and measurement devices while performing maintenance operations.

AMT 1125 AIRFRAME ELECTRICAL SYSTEMS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and AMT 1212

5 CREDITS The student will develop a high degree of proficiency in troubleshooting complex aircraft electrical systems. The student will install electrical system components and check these systems for proper operation. The student will be introduced to modern electric control devices such as logic circuit components and digital electronics.

AMT 1135 POWERPLANT ELECTRICAL SYSTEMS

Prerequisites: AMT 1212

5 CREDITS The student will practice installation procedures of powerplant electrical components. The student will check for proper operation of powerplant electrical charging/starting systems and components such as generators, alternators and starters. The student will service these systems and learn to perform repairs to system components.

AMT 1212 BASIC AIRCRAFT ELECTRONICS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

2 CREDITS The student will use basic electricity laws and formulas to calculate and measure voltage, current, power and resistance in AC and DC electrical systems. The student will compute and observe the effects of inductance, capacitance and impedance in AC systems; construct basic electrical circuits and perform circuit analysis using electrical diagrams and measuring instruments; and will perform basic troubleshooting and aircraft battery service operations.

AMT 1312 AIRCRAFT STRUCTURES I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

2 CREDITS The student will apply knowledge of types of aircraft structure which produce lifting forces and provide powerplant support including truss and stressed skin wing construction in solving flight problems. The student will demonstrate the proper inspection, materials selection, repair and testing of wood and laminated non-metallic structures, sheet metal structures and fabric and fiberglass aircraft coverings in accordance with FAA standards.

AMT 1323 AIRCRAFT STRUCTURES II

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will assemble, adjust and inspect rigging and verify control response for fixed wing and rotary wing flight control systems; inspect and determine the conditions of the airframe, its systems and components; and demonstrate proper soldering, welding and metal joining procedures to make structural repairs according to FAA specifications. In addition, the student will inspect, and correct deficiencies in meeting requirements for registration markings, proportions, use of color and ornamentation.

AMT 2112 AIRFRAME SYSTEMS I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

2 CREDITS The student will apply principles of operation of aircraft hydraulic and pneumatic systems in properly inspecting, servicing, and repairing landing gear and aircraft brake systems. In addition, the student will demonstrate proper inspection, service trouble-shooting and repair operations on cabin atmosphere control and instrument systems.

AMT 2122 AIRFRAME SYSTEMS II

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

2 CREDITS The student will apply principles of operation and limitations associated with communication and navigation systems, position and warning systems, fuel systems, ice control and rain systems, and fire protection systems to properly inspect, service, troubleshoot and repair the systems in accordance with manufacturer's specifications and FAA regulations.

AMT 2213 RECIPROCATING ENGINES I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will relate the historical development of the reciprocating engine to the theory and operations of modern radial and horizontally opposed aircraft engines. The student will clean, disassemble, inspect, repair, reassemble and test aircraft reciprocating engines and associated induction, cooling, exhaust and lubricating systems in accordance with manufacturer's maintenance manuals, Federal Aviation Regulations (FARs) and advisory circulars.

AMT 2222 RECIPROCATING ENGINES II

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

2 CREDITS The student will demonstrate proper procedures for power plant inspection, troubleshooting and maintenance including engine removal, installation, rigging and the performance of 100-hour inspections. In addition, the student will demonstrate proper procedures for the inspection, servicing and repair of fuel metering and ignition systems and will inspect, balance and maintain fixed and variable pitch propellers in accordance with FAA and manufacturer's standards.

AMT 2312 JET TURBINE POWERPLANT I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

2 CREDITS The student will relate the theory and operation of the turbine engines to the design, construction and maintenance of modern gas turbine engines including turbo jet, turbo fan, turbo prop and turbo shaft engines. The student will perform proper cleaning, disassembly, inspection, repair and reassembly procedures on gas turbine engines and associated inlet, stator vane, bleed air, anti-ice, cooling, exhaust and lubricating systems in accordance with manufacturer's manuals and Federal Aviation Regulations (FARs) and advisory circulars.

AMT 2323 JET TURBINE POWERPLANT II

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate proper procedures for determining turbine engine conformity and performing air-worthiness inspections, troubleshooting, maintenance and repair operations including removal, installations, rigging and 100-hour inspections. The student will also use instruments and other methods to inspect, troubleshoot service and repair turbine powerplant related systems such as fuel and metering, ignition, instrument, fire protection and turbine propeller systems in accordance with FAA and manufacturer's standards.

BANKING AND FINANCE

BF 1000 SPECIAL TOPICS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

1-4 CREDITS The student will demonstrate competencies in subjects not covered in other banking courses, but which are beneficial to students wanting a greater understanding of banking functions. A specific topic is announced for each offering. May be repeated with a change of topic.

BF 1303 INTRODUCTION TO FINANCIAL INSTITUTIONS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will trace the history, the organization and the operations of the commercial financial industry and explain the impact of these fundamental financial concepts on today's economy. (This course is generally offered in the fall semester only.)

BF 2000 SPECIAL TOPICS

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.

1-4 CREDITS The student will demonstrate competencies in selected topics related to the operational management of financial institutions not covered in other courses, but which are beneficial to students wanting a greater understanding of these functions. A specific topic is announced for each offering. May be repeated with a change of topic.

BIOINFORMATICS

BINFO 1011 INTRODUCTION TO BIOINFORMATICS

Prerequisites: Math 0103 or adequate math placement test score.

1 CREDIT Students are introduced to the field of bioinformatics. They will explore the field of bioinformatics in a comprehensive overview, which includes ethics, as well as current trends in bioinformatics careers and applications.

BINFO 2013 BIOINFORMATICS TOOLS AND DATABASES

Prerequisites: Math 0303 or adequate math placement test score, BINFO 1011

3 CREDITS Students are introduced to internet databases and methods in bioinformatics. They will learn to use genomic and protein databases, and appropriate software tools to align and compare sequences and to model protein structures. Students focus on the practical use of bioinformatics tools and databases to explore genomes and proteomes in applied problem spaces.

BINFO 2113 BIOINFORMATICS PROGRAMMING IN PERL

Prerequisites: Math 0203 or adequate math placement test score, BINFO 2013

3 CREDITS Students are introduced to the PERL programming language. They use PERL along with web server concepts to create web sites with database interactivity.

BINFO 2213 BIOINFORMATICS PRACTICUM

Prerequisites: Math 0303 or adequate math placement test score, BINFO 2013, BINFO 2113

3 CREDITS Students gain practical experience in the field of bioinformatics through an internship at an affiliated business or university research center, or a capstone experience at OCCC. Students will use all techniques learned in BINFO 1011, 2013, and 2113 in a work setting.

BIOLOGICAL SCIENCE

BIO BIOLOGICAL SCIENCE

Prerequisites:

3 CREDITS Biological Science

BIO 0123 CONCEPTS IN SCIENCE (BIOLOGY EMPHASIS)

Prerequisites: Enrollment in BIO 0123 is based upon the student's performance on the appropriate placement test.

3 CREDITS This course is designed to satisfy the College entrance requirement for those students who did not take a life science course in high school. The course will help the student develop an understanding of basic biological concepts from the cell to the Scientific Method. Laboratory work is an integral part of the course. This course is also designed to prepare the student for a college level biology course.

BIO 1011 GENERAL BIOLOGY LAB

Prerequisites: Any BIO non-laboratory course except BIO 1023

1 CREDIT This course is designed for students needing laboratory experience to complete their General Education biology requirements. It is not open to science majors or those who have completed a laboratory based biology course. Students will complete the same lab exercises that are in the General Biology course, BIO 1114.

BIO 1023 INTRODUCTORY NUTRITION

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score.

3 CREDITS Upon completion of this course, the student will be able to discuss the composition of nutrients and accessory factors required for human nutrition, relate their roles in human health and disease, and describe the application of basic nutritional principles to the planning of normal and special dietary regimens.

BIO 1113 GENERAL BIOLOGY (Non Majors)

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score.

3 CREDITS An introductory non-lab course that is designed to provide non-biological science major with the necessary background needed to effectively understand scientific information. Students investigate the properties of life to include: organization, energy use, evolution, maintenance of homeostasis, reproduction, growth, and development. Ecological concepts are discussed which enables students to have a better understanding regarding the impact that humans have on the natural world.

BIO 1114 GENERAL BIOLOGY (Non Majors)

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score.

4 CREDITS An introductory lab-based course that is designed to provide non-biological science major with the necessary background needed to effectively understand scientific information. Students investigate the properties of life to include: organization, energy use, evolution, maintenance of homeostasis, reproduction, growth, and development. Ecological concepts are discussed which enables students to have a better understanding regarding the impact that humans have on the natural world. Laboratory work is an integral and required part of this course.

BIO 1124 GENERAL BIOLOGY I (Majors)

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0403 or adequate math placement test score.

4 CREDITS An introductory course required for all biological science majors and pre-health profession students. The fundamental principles of biology are described using a cellular approach. Students gain knowledge regarding the chemical basis of life, structural characteristics of cells to include a discussion of energetics, metabolism and genetics. Evolution and ecology are also discussed in order to provide an understanding of both the diversity of living organisms and the living world. Students recognize, discuss and correctly apply fundamental biological principles influencing their personal relationship with other life forms. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Laboratory work, an integral and required part of the course, will enhance the student's understanding of fundamental biological concepts as well as scientific procedures, laboratory technical skills, dissection and statistical analysis.

BIO 1134 GENERAL BIOLOGY II (Majors)

Prerequisites: MATH 0403 or adequate math placement test score.

4 CREDITS This second course in the General Biology series for majors in the biological sciences and related fields, takes organismal approach to studying bacterial, plant and animal diversity, and relates how various morphological features function. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Students discuss Darwinian natural selection as a mechanism for evolutionary change with emphasis on systematics in order to understand evolutionary relationships between the major classes of plants and animals. Laboratory work, an integral and required part of the course, includes a variety of dissections and hypothesis testing exercises.

BIO 1204 HISTORY OF LIFE ON EARTH

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score.

4 CREDITS This course includes a one hour lab and field experience. Students will demonstrate knowledge of biological systematics, paleontology, evolution, vertebrate anatomy, ecology, and several topics within geology. Students will apply these concepts to the origin and evolution of the major groups of living things on Earth.

BIO 1224 TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures

4 CREDITS Using a variety of instructional methodologies such lecture, laboratory, and multimedia, the student will conduct a systematic study of the structure and function of the cells, tissues and organ-systems identifying the basic anatomical structures and physiological processes that occur in the human body. This course is not equivalent to BIO 1314-Human Anatomy and Physiology I, and it is not transferrable to other institutions.

BIO 1314 HUMAN ANATOMY AND PHYSIOLOGY I

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.

4 CREDITS Through a systematic study of the structure and function of the human body, its cells, tissues, organs and systems, the student will identify and describe basic anatomical structures and fundamental physiological processes that occur in health and disease for the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

BIO 1414 HUMAN ANATOMY AND PHYSIOLOGY II

Prerequisites: Math 0103 or adequate math placement test score, BIO 1314

4 CREDITS With Human Anatomy & Physiology I as a foundation, the student will advance his or her study of the structure and function of the human body and will identify and describe more detailed anatomical structures and more comprehensive physiological processes that occur in health through a systematic survey of the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

BIO 1514 MICROBIOLOGY OF INFECTIOUS DISEASE

Prerequisites: MATH 0103 or adequate math placement test score, BIO 1314

4 CREDITS This course is designed as an overview of microbiology as related to the health care profession. Primary concentration will be on the pathogenic microorganisms, including bacteria, virus, rickettsiae, fungi and protozoa. Emphasis will be placed on diseases caused by microorganisms, host/parasite relationships, aseptic technique, and control of nosocomial infections. Laboratory work is an integral component of this course.

BIO 2000 SPECIAL TOPICS

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0203 or adequate math placement test score.

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other biological science courses, but which are beneficial in providing a better understanding of the field. A specific topic is announced for each time of offering. Enrollment may be repeated with a change of topic.

BIO 2102 CLINICAL ANATOMY

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score, PTA and OTA students only

2 CREDITS This course is designed to strengthen the student's knowledge of human anatomy in the areas of bones, muscles, and nerves as related to the areas of occupational and physical therapy. Models and prosected cadavers will be utilized to enrich the student's understanding of these systems.

BIO 2114 GENERAL BOTANY

Prerequisites: MATH 0403 or adequate math placement test score, BIO 1124

4 CREDITS Through a systematic survey of major plant groups, the student will demonstrate his or her ability to apply principles of plant structure and function, genetics, classification and life cycles to explain evolutionary relationships of plants to each other and their economic importance to man. Laboratory work which may require dissection is an integral and required part of the course.

BIO 2125 MICROBIOLOGY

Prerequisites: MATH 0203 or adequate math placement test score, Any four credit hour college-level biology course and a college-level chemistry course.

5 CREDITS Students are introduced to the biological requirements and activities of microorganisms which influence their roles as integral components of the ecosystem. Students demonstrate knowledge of basic principles of pathology, epidemiology and immunology in addition to performing basic laboratory techniques for isolating, characterizing and identifying common microorganisms.

BIO 2203 CELL BIOLOGY

Prerequisites: MATH 0403 or adequate math placement test score, BIO 1124

3 CREDITS Students are introduced to the basic features of cells and methods of studying them. Emphases are on cellular chemistry, structure, functions of organelles and processes. Students will demonstrate knowledge of the mechanisms of cellular processes, energetics, reproduction and differentiation.

BIO 2215 GENERAL ZOOLOGY

Prerequisites: MATH 0403 or adequate math placement test score, BIO 1124

5 CREDITS General Zoology provides a systematic investigation of the major protistan and animal groups. Students discuss and correctly apply evolutionary, taxonomic, anatomical, physiological, behavioral, and ecological characteristics which exist within each of these groups. Laboratory work which requires dissection is an integral and required part of this course.

BIO 2224 INVERTEBRATE ZOOLOGY

Prerequisites: MATH 0403 or adequate math placement test score, BIO 1124

4 CREDITS The student will demonstrate knowledge of invertebrate animals with relationship to their taxonomy, anatomy, physiology, life history, ecology and evolution. Laboratory work which may require dissection is an integral and required part of the course.

BIO 2234 HUMAN PHYSIOLOGY

Prerequisites: MATH 0403 or adequate math placement test score, BIO 1124 and one college-level chemistry course.

4 CREDITS Students discuss major systems of the human body, contrast functional and regulatory activities of each and identify factors influencing homeostasis. Through the use of models, the student will recognize the relative influences and interrelationships between circulation, digestion, metabolism, respiration, kidney function, muscle action, endocrine and nervous control, and reproduction of other systems and the organism as a whole. Laboratory work which requires dissection is an integral and required part of the course.

BIO 2255 HUMAN ANATOMY

Prerequisites: MATH 0403 or adequate math placement test score, BIO 1124

5 CREDITS Students study the development and gross morphology of the human body and its systems. This course may not be applied for Biology major credit. Open only to majors in physical education, science education, physical therapy, nursing, occupational therapy, physician's associate, dental hygiene, pharmacy, and selected fields. Laboratory dissection of human cadavers is required.

BIO 2324 COMPARATIVE VERTEBRATE ANATOMY

Prerequisites: BIO 2215 or equivalent

4 CREDITS Through an investigation of early development, phylogeny and anatomical characteristics of various vertebrate species, the student will identify and contrast vertebrate morphology and discuss its evolutionary significance. Laboratory work which requires dissection is an integral and required part of the course.

BIO 2343 GENETICS AND MAN

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0203 or adequate math placement test score.

3 CREDITS Through a study of genetic principles, the student will be able to describe mechanisms of heredity and the relationship of genetics to disease, inheritance, evolution and contemporary social problems.

BIO 2403 ECOLOGY AND ENVIRONMENTAL ISSUES

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0203 or adequate math placement test score. Assessment required prior to enrollment.

3 CREDITS The student will discuss and correctly apply fundamental ecological principles as a basis for understanding, evaluating, and suggesting possible solutions to environmental problems relating to man's manipulation of and role in the biosphere. Individual and group projects, discussion groups and selected readings provide the basis for understanding basic ecological principles as they apply to major issues. GenEd Requirement

BIO 2404 ECOLOGY AND ENVIRONMENTAL ISSUES

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0203 or adequate math placement test score. Assessment required prior to enrollment.

4 CREDITS The student will demonstrate his or her ability to discuss and correctly apply fundamental ecological principles as a basis for understanding, evaluating, and suggesting possible solutions to environmental problems relating to man's manipulation of and role in the biosphere. Individual and group projects, discussion groups and selected readings provide the basis for understanding basic ecological principles as they apply to major issues. Laboratory work which may require dissection is an integral and required part of the course.

BIOTECHNOLOGY

BIOT 1011 SURVEY OF BIOTECHNOLOGY

Prerequisites: Math 0203 or adequate math placement test score.

1 CREDIT The student will explore the field of biotechnology in a comprehensive overview. Course topics will include ethics, current trends in biotechnology careers and research through demonstrations, seminars, and field-trips.

BIOT 1022 MEDIA AND SOLUTION PREPARATION

Prerequisites: College biology, CHEM 1115; Corequisite: BIO 2125

2 CREDITS The student will prepare media and solutions, use calculations required for solution preparation, and use equipment for solution preparation such as the analytical balance, pH meter, and autoclave.

BIOT 2352 IMMUNOLOGY

Prerequisites: BIO 2125

2 CREDITS The student will discuss the nonspecific and specific immune systems of the human organism. Course topics will include antigen-antibody interaction, cell-mediated immunity, interferon, natural killer cells, and complement.

BIOT 2823 BIOTECHNOLOGY LABORATORY I

Prerequisites: MATH 2013 or MATH 1513, BIOT 1022; Corequisite: BIO 2343, CHEM 1215

3 CREDITS Students become familiar with recombinant DNA techniques and gene expression. Students work with genomic and plasmid DNA, transfer, select for, identify, characterize, quantify, amplify, and purify DNA. Experience with electrophoresis, polymerase chain reaction, plasmid preps, and bioinformatics will be included.

BIOT 2843 ADVANCED NUCLEIC ACID LABORATORY

Prerequisites: BIOT 2823

3 CREDITS Students build on the skills learned in Biotechnology Laboratory I to explore more advanced DNA and RNA techniques.

BIOT 2921 CELL CULTURE METHODS

Prerequisites: BIO 2125; BIOT1022

1 CREDIT The student will learn to successfully maintain mammalian culture cells in a healthy uncontaminated state for an extended period of time. The course will include making cell culture media, monitoring cell growth, freezing cells, and bringing up frozen cells.

BIOT 2933 BIOTECHNOLOGY LABORATORY II

Prerequisites: BIOT 2823

3 CREDITS The student will characterize, quantify and partially purify proteins with a variety of methods. Immunochemistry will be examined including ELISA and Western Blot.

BIOT 2942 BIOMANUFACTURING

Prerequisites: BIOT 2823 and BIOT 2933

2 CREDITS The student will use a biofermenter to grow and monitor cells on a laboratory scale that simulates the large-scale production used in industry. Students will clean, sterilize, inoculate, operate and monitor the fermenter and then recover and purify protein products. Principles of upstream and downstream processing in the manufacture of a protein product using current Good Manufacturing Practices (cGMPs) and following Standard Operating Procedures (SOPs) will be emphasized.

BIOT 2993 BIOTECHNOLOGY INTERNSHIP

Prerequisites: BIOT 2933, BIOT 2921

3 CREDITS Students receive 320 hours of practical experience at one of the affiliated corporations or a university research facility. The techniques learned in BIOT 2823, BIOT 2933 and BIOT 2921 will be applied in an actual research setting to give the student more experience while learning practical applications for laboratory procedures.

BUSINESS

BUS 1000 SPECIAL TOPICS

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.

VARIABLE 1-4 CREDITS The student will become familiar with subjects not covered in other business courses but which are beneficial to students wanting a greater understanding of the business cycle. A specific subject is announced for each time of offering. May be repeated with a change of topic.

BUS 1013 INTRODUCTION TO BUSINESS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will become familiar with the economic and social setting of business in the world and the structure of business and management of human and fiscal resources. The student will be able to demonstrate an understanding of these concepts as they are related to American business operations and public policy.

BUS 1323 MATHEMATICS FOR BUSINESS CAREERS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate the ability to use basic mathematical processes, and use mathematical concepts in solving everyday business problems in operations, trade, taxation, accounting and finance.

BUS 2000 COOPERATIVE EDUCATION

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.

VARIABLE 1-3 CREDITS The student will participate in a work situation related to his or her career and/or immediate job entry program.

BUS 2023 BUSINESS STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

BUS 2033 BUSINESS COMMUNICATION

Prerequisites: ENGL 1113 or by evaluation. §

3 CREDITS Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

BUS 2043 BUSINESS ETHICS

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS Student will explore standards of honesty and honorable human conduct in the world of business, focusing on how people's plans and intentions affect others.

BUS 2073 LEGAL ENVIRONMENT OF THE WORKPLACE

Prerequisites: ENGL 1113 and POLSC 1113

3 CREDITS Students will study the American Legal System and how it applies to the workplace. Students will demonstrate knowledge in court systems, legal reasoning, law and ethics, civil procedure, agency, torts, negligence, labor law, and employment discrimination.

CHEMISTRY

CHEM 1103 CHEMISTRY AROUND US

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement test score.

3 CREDITS A course designed for students having no previous training in chemistry or for whom the study of chemistry will terminate with this experience. Upon completion of this course, the student will be able to discuss such fundamental concepts of chemistry as atomic structure and the periodic table, chemical bonding, nuclear energy, chemical elements and compounds, and the significance of carbon and some other elements to life itself.

CHEM 1115 GENERAL CHEMISTRY I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1513 or MATH 1533, or both MATH 0403 and High School Chemistry or CHEM 1123. A grade of

5 CREDITS This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

CHEM 1123 SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0403 or adequate math placement test score.

3 CREDITS This course is designed for nursing and allied health programs which do not require General Chemistry I for science majors. This course is also appropriate for individuals interested in a general overview of chemistry. The course covers selected topics in general chemistry including unit conversions, atomic structure, chemical bonding, acids, bases, pH, chemical equilibrium, electrolytes, and properties of solutions. The course also introduces topics from organic and biochemistry. The relationship between chemical principles and human health is emphasized throughout the course.

CHEM 1131 LABORATORY FOR SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0403 or adequate math placement test score. Prerequisite or Corequisite: CHEM 1123

1 CREDIT Students apply chemical principles discussed in CHEM 1123 in a laboratory setting.

CHEM 1144 TECHNICAL CHEMISTRY

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; APPM 1233 or MATH 1613

4 CREDITS This is a course designed primarily for technical career programs. Upon completion of this course, the student will be able to apply chemical concepts and techniques to solve technical problems in the areas of chemistry, environmental measurements and instrumentation. The student will demonstrate a basic knowledge of structure and bonding, the nature of solutions, states of matter, acid-base phenomena, thermodynamics, electrochemistry and elementary organic chemistry. Laboratory experience is an integral part of the course.

CHEM 1215 GENERAL CHEMISTRY II

Prerequisites: CHEM 1115 with a grade of "C" or better; MATH 1513 or MATH 1533 with a grade of "C" or better.

5 CREDITS This course is a continuation of CHEM 1115 with emphasis on thermochemistry, intermolecular forces, properties of solutions, acid/base properties, kinetics, equilibrium, thermodynamics, electrochemistry, and organic chemistry. Laboratory is an integral part of the course.

CHEM 1415 CHEMISTRY FOR ENGINEERS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1513 or MATH 1533 with a "C" or better or placement in MATH 1613 or above; high school chemistry is strongly recommended. Enrollment is restricted to pre-engineering majors.

5 CREDITS This course is designed for engineering majors that require only a single semester of chemistry. It covers chemical principles relevant for engineers including the electronic structure of atoms and molecules; reactions and stoichiometry; the properties of solids, liquids, and gases; solutions; acids and bases; thermochemistry; electrochemistry; kinetics; and equilibrium. Laboratory is an integral part of the course. This course cannot be used as a prerequisite for CHEM 1215.

CHEM 2114 ORGANIC CHEMISTRY I

Prerequisites: CHEM 1215 with a grade of "C" or better.

4 CREDITS This course is the first of a two-semester sequence of organic chemistry for science and chemical engineering majors as well as students seeking to enter the fields of medicine, dentistry, pharmacy, and veterinary medicine. Students will master the fundamental concepts of structure, functional groups, and reactions of aliphatic compounds along with selected reaction mechanisms.

CHEM 2122 ORGANIC CHEMISTRY LABORATORY

Prerequisites: CHEM 2114 with a grade of "C" or better.

2 CREDITS This laboratory course is intended for science and chemical engineering majors as well as students seeking to enter the fields of medicine, dentistry, pharmacy, and veterinary medicine. Students will master common laboratory techniques used to synthesize, separate, purify, and characterize organic compounds.

CHEM 2124 ORGANIC CHEMISTRY II

Prerequisites: CHEM 2114 with a grade of "C" or better.

4 CREDITS This course is the second of a two-semester sequence of organic chemistry for science and chemical engineering majors as well as students seeking to enter the fields of medicine, dentistry, pharmacy, and veterinary medicine. Students will master the concepts of structural theory, reactions, and reaction mechanisms of the principal functional groups of organic compounds which were not included in the first course.

CHEM 2990 CHEMICAL RESEARCH INTERNSHIP

Prerequisites: CHEM 1115 or by evaluation. §

1-3 CREDITS Students work ten to sixteen weeks in an approved research facility under the supervision of an on-site mentor on a full-time or part-time basis. Students will gain experience in applied research in a real-world setting and will help produce or improve a product or process. Credit hours awarded are dependent upon number of hours worked. This course may be repeated at the same site or a different approved internship site with permission of the Internship Coordinator.

CHILD DEVELOPMENT

CD 1113 BASIC CHILD CARE I

Prerequisites:

3 CREDITS This course is designed for students preparing for Early Childhood Professional Level I. The student will acquire basic knowledge about health and safety, classroom organization, and care of infants and toddlers. The student will demonstrate an ability to apply the knowledge by working in a child care center a minimum of 100 hours under the instructor's supervision.

CD 1121 THE CHILD DEVELOPMENT PROFESSIONAL

Prerequisites:

1 CREDIT This course will introduce students to the Child Development profession and program as well as the fields of child development and early childhood education.

CD 1123 BASIC CHILD CARE II

Prerequisites:

3 CREDITS This course is designed for students preparing for the Early Childhood Professional Level I. The student will acquire advanced knowledge about health and safety, classroom organization, and care of infants and toddlers. The student will demonstrate an ability to apply the knowledge by working in a child care center a minimum of 100 hours under the instructor's supervision.

CD 1133 ADVANCED CHILD CARE I

Prerequisites:

3 CREDITS This course is designed for students preparing for the Early Childhood Professional Level II. The student will acquire advanced knowledge about growth and development from birth through eight years, guidance, and creative activities. The student will demonstrate an ability to apply the knowledge by working in a child care center a minimum of 100 hours under the instructor's supervision.

CD 1153 ADVANCED CHILD CARE II

Prerequisites:

3 CREDITS This course is designed for students preparing for the Early Childhood Professional Level II. The student will acquire advanced knowledge about growth and development from birth through eight years, guidance, and creative activities. The student will demonstrate an ability to apply the knowledge by working in a child care center a minimum of 100 hours under the instructor's supervision.

CD 1211 PARENTING

Prerequisites: None

1 CREDIT In this course, students will learn some of the best practices in parenting, including: the basic care of a child, guidance and discipline, the importance of interactive play, the understanding of language and literacy development, knowledge of the basic ages and stages of child development, knowledge of a child's microsystem, and balancing multiple responsibilities.

CD 2000 SPECIAL TOPICS IN CHILD DEVELOPMENT

Prerequisites: or by evaluation. §

VARIABLE 1-6 CREDITS The student will identify patterns of child growth and development, and will complete appropriate plans or designs for one or more of the following: learning programs, creative activities, nutritional diets, community relations, management activities, salesmanship, and budgeting.

CD 2113 INTRODUCTION TO CHILD DEVELOPMENT

Prerequisites:

3 CREDITS This course will identify patterns of the physical, intellectual and emotional/psycho-social development of children. The course will recognize the major theories of human development as they apply to children.

CD 2153 INTRODUCTION TO EARLY CHILDHOOD EDUCATION

Prerequisites:

3 CREDITS This course explores the early childhood profession and its multiple historical, philosophical, and social foundations, including how these foundations influence current thought and practice.

CD 2213 CHILD AND FAMILY IN SOCIETY

Prerequisites:

3 CREDITS This course emphasizes promoting optimum development and support of families and children within various settings and the larger community.

CD 2333 INTEGRATED CURRICULUM DEVELOPMENT I

Prerequisites: Earned at least a "C" in CD 2113, CD 2153

3 CREDITS This course discusses how to create, evaluate, and select developmentally appropriate materials, equipment, and environments that support children's early learning. It provides the opportunity to plan, implement, and evaluate an integrated curriculum that focuses on children's needs and interests and takes into account culturally valued content and children's home experiences. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements. In this course Preschool and Infant Toddler Early Learning Guidelines will be included.

CD 2353 CHILD HEALTH, SAFETY AND NUTRITION

Prerequisites: Earned at least a "C" in CD 2113, CD 2153

3 CREDITS This course explores the identification and implementation of best practices for health, safety, and nutrition of young children in a variety of early childhood settings. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements. In this course Preschool and Infant Toddler Early Learning Guidelines will be included.

CD 2363 BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN

Prerequisites: Earned at least a "C" in CD 2153 & CD 2113 for Child Development majors or by evaluation. §

3 CREDITS This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving children. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements. In this course Preschool and Infant Toddler Early Learning Guidelines will be included.

CD 2443 LANGUAGE & LITERACY FOR YOUNG CHILDREN

Prerequisites: CD 2113 and CD 2153

3 CREDITS This course is designed for students preparing to teach children fewer than six years of age. The student will demonstrate knowledge of the language and literacy development and learning needs of young children. The student will demonstrate skills in planning and presenting activities for children in the areas of language and literacy.

CD 2533 INTEGRATED CURRICULUM DEVELOPMENT II

Prerequisites: ENGL 1113 Earned at least a "C" CD 2113, CD 2153, CD 2333, and CD 2353

3 CREDITS This course is designed for students preparing to teach children fewer than six years of age. Students will demonstrate the ability to use assessment effectively and plan curriculum on both a day-to-day and long-term basis for infants, toddlers and preschool age children of all abilities in group early care and education settings. Students will demonstrate knowledge of the teacher's relationship and ethical responsibility to children's families.

CD 2623 SUPERVISED LABORATORY

Prerequisites: ENGL 1113 Earned at least a 'C' in CD 2333, CD 2353

3 CREDITS This course is designed for students planning to teach children under the age of six years. Students will work a minimum of 96 clock hours at the Oklahoma City Community College Child Development Center and Laboratory School. Students will provide for children's health and safety, guide their behavior, plan and executes activities in all curriculum areas, communicate with children's families, and interact with staff on a professional level. Students must meet pre-laboratory requirements.

CD 2632 CHILD DEVELOPMENT FIELDWORK

Prerequisites: ENGL 1113 Earned at least a 'C' in CD 2533

2 CREDITS This course is designed for students who plan to teach children under the age of six years. Students will demonstrate skill in guiding young children and providing for their health and safety in a group setting. Students will also demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. A minimum of eighty contact hours is required, which must be completed in instructor approved on- and off-campus early care and education facilities. Students must meet pre-laboratory requirements. Students must meet pre-fieldwork requirements documenting a minimum of 220 observation and contact hours with children in a variety of settings, including the workplace.

CD 2633 CHILD DEVELOPMENT FIELDWORK

Prerequisites: ENGL 1113 Earned at least a 'C' in CD 2533

3 CREDITS This course is designed for students who plan to teach children under the age of six years. Students will demonstrate skill in guiding young children and providing for their health and safety in a group setting. Students will also demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. A minimum of eighty contact hours is required, which must be completed in instructor approved on- and off-campus early care and education facilities. Students must meet pre-laboratory requirements. Students must meet pre-fieldwork requirements documenting a minimum of 220 observation and contact hours with children in a variety of settings, including the workplace.

CD 2713 INFANT/TODDLER DEVELOPMENT AND EDUCATIONAL PROGRAM

Prerequisites: ENGL 1113 Earned at least a 'C' in CD 2113, CD 2153, CD 2333, CD 2353, CD 2363

3 CREDITS This course will focus specifically on the cognitive, psychosocial, and physical development of the child from conception up to age 3. Attention will focus on the consequential care required for infants/toddlers in early care and education settings. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements. Other field study is expected as well.

CD 2813 EARLY CHILDHOOD CENTER PERSONNEL DEVELOPMENT & MANAGEMENT

Prerequisites: Earned at least a "C" in CD 2113, CD 2153, CD 2333, CD 2353, CD 2363, ENGL 1113.

3 CREDITS This course is for individuals wishing to improve their management skills with personnel working in early care and education programs. Students will examine the principles, procedures and organizational techniques used in the development and management of personnel including employment practices, employee assessment and evaluation, orientation, training, related federal and state legislation and regulations, diversity, employee/employer relations, compensation, advocacy, ethics, and leadership.

CD 2833 EARLY CHILDHOOD CENTER FINANCIAL PLANNING AND MANAGEMENT

Prerequisites: Math 0103 or adequate math placement test score, Earned at least a "C" in CD 2113, CD 2153, CD 2333, CD 2353, CD 2363, ENGL 1113.

3 CREDITS This course is for individuals wishing to improve their skills in designing and managing budgets and financial plans for early care and education programs. Students will have practical experience utilizing guidelines and tools for creating budgets as well as other financial issues pertinent to the field. Other content will include governmental regulations as they pertain to budgets, insurance, customer service, collection issues, financial policies and procedures, fund raising, and government programs and their relationships to financial management of early care and education programs.

CLINICAL RESEARCH COORDINATOR

CRC 1103 INTRODUCTION TO CLINICAL RESEARCH

Prerequisites:

3 CREDITS The student will demonstrate knowledge of the history of human subject research, evolution of rules protecting human subjects, roles of the clinical research teams, clinical trial phases, and responsibilities of clinical research organizations.

CRC 2003 CLINICAL DATABASE APPLICATIONS

Prerequisites: CRC 1103

3 CREDITS The student will demonstrate mastery of the concepts of clinical research data management systems, quality assurance, data confidentiality and security, accurate preparation of case reports.

CRC 2113 CLINICAL RESEARCH SITE MANAGEMENT

Prerequisites: CRC 2103

CRC 2313 CLINICAL PROTOCOL DESIGN

Prerequisites: CRC 2103; CRC 2113

3 CREDITS Through study, discussion, and classroom activities the student will identify different research designs, master the rules for writing protocols, understand ethical issues involved in research protocol design, and develop the skills to design data collection forms.

COMMUNICATIONS

COM 1000 SPECIAL TOPICS

Prerequisites:

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other communications courses. Each course will cover a specific topic and may be repeated with a change in content.

COM 1103 EFFECTIVE READING

Prerequisites: or by evaluation. §

3 CREDITS The student will improve reading rate while maintaining or improving comprehension. The student will study conventional patterns of written material in order to improve comprehension and retention. Individual contracts allow students to focus on specific aspects of reading: speed, comprehension skills, vocabulary, study reading, or reasoning/thinking skills.

COM 1123 INTERPERSONAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 1323 ORAL INTERPRETATION

Prerequisites:

3 CREDITS Through a series of performance activities, the student will demonstrate comprehension of the principles of oral interpretation of literature, emphasizing an understanding of the author's meaning along with implementing techniques for the communication of that meaning to an audience.

COM 2213 INTRO TO PUBLIC SPEAKING

Prerequisites:

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

COMPUTER SCIENCE

CS 1000 SPECIAL TOPICS

Prerequisites: Math 0203 or adequate math placement test score.

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subjects not included in other computer science courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

CS 1103 INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available.

CS 1143 BEGINNING PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score or by evaluation. §

3 CREDITS Designed for Computer Science majors, this course affords students a basic understanding of computer programming. Students will utilize accepted programming concepts and perform number system conversions and arithmetic. In addition, they will design and code structured modular programs using design tools such as hierarchy charts, flowcharts, and pseudocode.

CS 1153 INTRODUCTION TO COMPUTING TECHNOLOGIES

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS Students will learn fundamental concepts of hardware and software prior to learning tools of support technicians. Topics will include the computer architecture, the instruction execution cycle, I/O and storage. In addition, students will learn basics of digital electronics, how to perform mathematical operations and conversions on multiple numbering systems, develop fundamental problem-solving skills for troubleshooting, and investigate career opportunities within the information technology industry.

CS 1333 DATABASE MANAGEMENT APPLICATIONS

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS The student will use a selected database management program to create and edit database files. The student will also search, organize, and build reports, forms, and templates with the database files.

CS 1343 SPREADSHEET APPLICATIONS

Prerequisites: Math 0303 or adequate math placement test score.

3 CREDITS Using selected spreadsheet software on a microcomputer, the student will apply the basic theoretical and practical concepts of an electronic spreadsheet as used in business applications. Study will include the design and creation of worksheets, templates, graphs, macros, and other options as they apply to the software being used.

CS 1353 COMPUTER OPERATING SYSTEMS

Prerequisites: Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103

3 CREDITS Students will learn to install, configure and troubleshoot several versions of the Windows operating system and the hardware these operating systems run on. A foundational knowledge in the following important areas will be developed using a combination of lectures and interactive activities: identifying Windows desktop components; identifying hardware components; procedures for installing software and hardware; networking capabilities of the Windows operating system and steps to connect to a network; basic Internet protocols and terminologies and the procedures for establishing an Internet connection; and recognizing common problems and the procedures to resolve them. A+ Certification Preparation Course.

CS 1363 DIGITAL MEDIA DEVELOPMENT

Prerequisites: Math 0203 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

3 CREDITS This hands-on course affords students a basic understanding of industry standard design applications. Upon completion of this course, the student will be able to demonstrate the ability to create computer illustrations, graphics, page layouts, animations, video and audio, at an introductory level.

CS 1413 COMPUTER HARDWARE

Prerequisites: Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103

3 CREDITS Students will learn to perform the following tasks through class lectures and hands-on projects: Hardware and Operating Systems installation, configuration, diagnosing, preventive maintenance and basic networking. This course will also cover IT areas in: security, safety and environmental issues, and communication and professionalism. A+ Certification Preparation Course.

CS 2000 SPECIAL TOPICS

Prerequisites: Math 0203 or adequate math placement test score.

VARIABLE 1-6 CREDITS The student will demonstrate competencies with subjects not covered in other computer science courses. Each course will cover a specific topic and may be repeated with a change in content.

CS 2113 COMPUTER BASED INFORMATION SYSTEMS

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Covers theory and practice for the design and use of computer-based information systems in organizations, with a focus on the relational database. Student projects will include designing and implementing relational database applications and designing a web page.

CS 2123 ASSEMBLY

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS The student will demonstrate an understanding of the structure and operation of assemblers. Student will use IBM mainframe assembly language to solve programming problems involving Input/Output definitions, Loops, Decimal and fixed point arithmetic, register operations, control structures and report editing.

CS 2143 DIGITAL VIDEO EDITING

Prerequisites: Math 0203 or adequate math placement test score, CS 1363.

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. Many aspects of digital editing will be applied including digitizing audio and video, the composition of computer-generated graphics and animation, multiple audio layers, title overlay, and special effects.

CS 2153 SUPPORTING WINDOWS OPERATING SYSTEMS

Prerequisites: Math 0203 or adequate math placement test score, CS 1353 or by evaluation. §

3 CREDITS Students will learn the procedures for installing, configuring and maintaining a Windows Operating System in a business environment. Real-world examples and interactive activities are used to reinforce key concepts such as: Managing files and folders, printers, storage devices and display devices; desktop user environments; user profiles and networking. Preparatory course for certification through Microsoft.

CS 2163 JAVA

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS Student will develop object-oriented Java applications and applets, which demonstrate comprehension of fundamental programming structures, object-oriented programming, graphics, event handling, interface components, programming for the Internet, data structures, and exception handling.

CS 2173 ORACLE

Prerequisites: Math 0303 or adequate math placement test score, CS 1143.

3 CREDITS Using Oracle as a platform, students will learn relational database concepts, sound database design and development techniques, and SQL commands. Topics include how to create and modify database tables; retrieve data from database tables; use subqueries to retrieve data; use table constraints, sequences, indexes, synonyms, views and functions; create users and assign privileges to users; create printable reports through SQL*Plus commands; practice SQL statement tuning.

CS 2183 LINUX

Prerequisites: Math 0203 or adequate math placement test score, CS 1353 or CS 1153 or by evaluation. §

3 CREDITS This course is an introduction to the Linux operating system for users. It is designed for those with a DOS/Windows operating system background with little or no knowledge of Linux. Topics include the development of Linux; basic Linux operating system concepts; a comparison of Linux to MS Windows; frequently used Linux programs and utilities, shells, editors, and tools; X window GUI and applications; Linux and the internet; setting up Apache web server software; basic HTML and CGI programming for Linux; use of virtual machine software to create virtual machines of guest operating system on top of host operating system.

CS 2193 SUPPORTING DESKTOP APPLICATIONS

Prerequisites: Math 0203 or adequate math placement test score, CS 1353.

3 CREDITS Students will learn how to install, configure and support Microsoft Office applications running in a Microsoft Windows environment. Real-world examples and interactive activities are used to reinforce the following key concepts: configuring Internet Explorer and Outlook Express; resolving issues related to customizing Office Application; migrating from Outlook Express to Outlook; identifying and troubleshooting network problems; configuring Office security settings; and monitoring security vulnerabilities and updates.

CS 2223 SYSTEMS ANALYSIS AND DESIGN

Prerequisites: Math 0303 or adequate math placement test score, ENGL 1113 and a 2000 level programming language.

3 CREDITS Students will investigate and participate in the analysis and design of information systems through application of the Systems Development Life Cycle. Topics include the role of the analyst, review of common business systems, preparation of data-gathering instruments, database design and normalization and module design. Computer Aided Software Engineering (CASE) tools such as data dictionary, data flow diagramming, data modeling, and structure charts will also be covered.

CS 2283 INTRODUCTION TO VIRTUALIZATION

Prerequisites: CS 1353 or by evaluation §

3 CREDIT This course covers fundamental concepts and practical knowledge of virtualization technology. Students will learn to install and configure virtualization software, manage virtual networking and storage, deploy, manage, and migrate virtual machines, manage user access to the virtual machine infrastructure, monitor resource usage, increase scalability, apply patches, and manage higher availability and data protection. Students will gain hands-on experience through using virtualization software platforms.

CS 2303 NETWORKING TECHNOLOGIES

Prerequisites: Math 0203 or adequate math placement test score, CS 1353.

3 CREDITS Students will learn how to install, configure, and troubleshoot basic networking hardware, protocols, and services and to describe the features and functions of networking components. A foundational knowledge in the important areas of media and topologies, protocols and standards, network implementation, and network support will be developed using a combination of lectures and interactive assignments. Network+ Certification Preparation Course.

CS 2363 C++

Prerequisites: Math 0303 or adequate math placement test score, CS 2163.

3 CREDITS This course is a continuation of the study of object-oriented programming covered in CS 2163 Java. Students will use C++ to write programs that demonstrate comprehension of the advanced object-oriented features of the C++ language and of common data structures. Topics include pointer manipulation, overloaded operators, friends, exception handling, templates, linked lists, stacks, queues, trees, and time complexity associated with sorts and searches.

CS 2373 iPhone/iPad Software Development

Prerequisites: CS 1143

3 CREDITS Students will learn the skills to develop iOS software applications on Apple mobile devices such as iPhone/iPad/iPod Touch. Topics covered include Objective C, iOS architecture, Cocoa Touch APIs, Apple Integrated Development Environment Xcode, Interface Builder, secure coding in iOS, and other related Apple SDK frameworks. Students will also learn how to download iOS applications to Apple mobile devices.

CS 2403 COMPUTER SUPPORT SERVICES

Prerequisites: ENGL 1113 Math 0203 or adequate math placement test score and 9 credit hours of Computer Science courses.

3 CREDITS Students will demonstrate their understanding of planning, implementing, and maintaining a support center for both internal and external users of computer hardware and software. The main topics will include: the Help Desk, design of hardware and software specifications, performing a needs assessment, design of evaluation instruments, creation of both technical and non-technical documentation, working with customers in a support role, and ethical standards for the computing professional.

CS 2413 WEB SITE DEVELOPMENT

Prerequisites: Math 0103 or adequate math placement test score, Prerequisite or Corequisite: CS 1103 or by evaluation. §

3 CREDITS Students will develop the skills needed to create a Web site for personal or professional use. Design considerations will include accessibility standards, navigation techniques, audience needs, browser/platform concerns, and connection speeds. A combination of current technologies and Web page authoring software will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a Web site; manipulating graphics; and incorporating additional items such as, CSS and JavaScript.

CS 2433 DIGITAL MEDIA SCRIPTING

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. The student will learn to script in icon-based and command-based authoring languages to create interactive digital media and online applications.

CS 2443 SQL SERVER

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS Students will learn terms, concepts and features needed to work with most relational databases. Using SQL Server databases and tools, they will learn concepts on how to design a database, retrieve data from and manipulate data in a database. They will also learn SQL programming and will be able to work with database features that will include views, stored procedures, functions, triggers and others.

CS 2453 VISUAL BASIC

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS The students will use Visual Basic to create object-oriented, event-driven programs. This course teaches the students to handle the visual interface and also learn programming concepts that include objects, decisions, loops, dialog boxes, arrays, menus, subs, functions, files, simple data access and various other programming topics as they apply to Visual Basic.

CS 2463 ADVANCED JAVA

Prerequisites: Math 0303 or adequate math placement test score, CS 2163.

3 CREDITS Student will develop Java applications and applets, which demonstrate comprehension of advanced programming structures and practices, object-oriented programming, fundamental data structures (arrays, linked lists, stacks and queues), SWING, Java Beans, database programming (JDBC), and distributed computing (Sockets/RMI).

CS 2503 NETWORK ADMINISTRATION

Prerequisites: Math 0203 or adequate math placement test score, CS 1353.

3 CREDITS The students will use a network operating system to create and manage a local area network. The topics to be covered include creating and administering user and group accounts, managing network resources and administering permissions for files and folders, setting up and administering the printing environment, using the auditing functions, backing up and restoring files and folders. Preparatory course for certification through Microsoft.

CS 2513 CLIENT-SIDE PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score, CS 2413 and CS 1143 or by evaluation. §

3 CREDITS Students will create dynamic web applications using client-side programming. A combination of current scripting/programming languages and web page authoring software will be utilized for topics such as: using the Document Object Model, coding event handlers, validating user input, manipulating graphics, and creating interactive web pages.

CS 2553 ADVANCED VISUAL BASIC

Prerequisites: Math 0303 or adequate math placement test score, CS 2453.

3 CREDITS Students will expand their knowledge of Visual Basic as used in business applications both for Windows and for the Web. Included will be topics such as advanced controls, MDI programming, collections, object-oriented programming, multi-tier applications, data access, ADO.Net, ASP.Net, and report writing.

CS 2563 C#

Prerequisites: Math 0303 or adequate math placement test score, CS 2163.

3 CREDITS Students will develop C# programs using the .NET framework that demonstrate comprehension of language syntax, fundamental program structures, object-oriented programming, windows applications, web applications, and database applications. Students will use ADO.NET, XML, ASP.NET, SOAP, and REST to create their applications.

CS 2573 ORACLE DATABASE ADMINISTRATION

Prerequisites: Math 0303 or adequate math placement test score, CS 2173 or CS 2443.

3 CREDITS Students will develop the skills needed for database administration. Topics covered include software installation, the creation of new databases, database architecture, management of database files, administration of user accounts, roles, privileges and profiles, database performance monitoring, and database backup and recovery strategies.

CS 2610 INTERNSHIP**

Prerequisites: Math 0203 or adequate math placement test score, 15 credit hours of Computer Science courses.

1-3 CREDITS A practicum course intended to provide the student with work experience in various areas in his/her major under the supervision of an experienced technician/professional from the business community. This course may be repeated.

CS 2623 SERVER-SIDE PROGRAMMING

Prerequisites: Math 0303 or adequate math placement test score, CS 1143 and CS 2413 or by evaluation. §

3 CREDITS Students will create interactive and dynamic web applications using server-side programming. A combination of current scripting/programming languages and web page authoring software will be used for topics such as maintaining state, processing data from the user, creating cookies, and interacting with databases

CS 2703 INTRODUCTION TO CYBER/INFORMATION SECURITY

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS Students will examine the field of information security. This course presents the managerial and technical aspects of information security and addresses knowledge areas of the CISSP (Certified Information Systems Security Professional) certification. Information security is discussed within a real-world context, by including examples of issues faced by today's professionals. This course provides numerous opportunities for hands-on work.

CS 2713 PRINCIPLES OF INFORMATION SECURITY

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will complete a comprehensive overview of network security, with an introduction to a variety of security problems faced by the computing industry. This course is mapped to the CompTIA Security+ Certification Exam. The course covers topics in general security concepts, communication security, infrastructure security, cryptography basics, and operational/organizational security.

CS 2723 SECURE ELECTRONIC COMMERCE

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and case studies of secure electronic commerce as well as an introduction to security architectures for secure electronic commerce. These include digital signatures, certificates, and public key infrastructure (PKI). Legal and national policy secure electronic commerce issues are included.

CS 2743 ENTERPRISE SECURITY MANAGEMENT

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will learn the managerial aspects of computer security and risk management for enterprises. Topics include accreditation, procurement, extension and operation principles for secure enterprise information systems. Additional topics are security policy and plan development, contingency, continuity and disaster recovery planning, and incident handling and response.

CS 2753 INFORMATION SYSTEM ASSURANCE

Prerequisites: Math 0203 or adequate math placement test score, (CS 2703 or CS 2713) and (CS 2723 or CS 2743).

3 CREDITS Students will learn design and analysis methods for high assurance information systems. Topics covered will consist of safety, reliability, security, and specification of mission-critical system properties. Software and hardware validation, as well as verification and certification are also included.

CS 2763 NETWORK SECURITY

Prerequisites: Math 0203 or adequate math placement test score, CS 2713 and (CS 2303 or CS 2503).

3 CREDITS Students will participate in a comprehensive study of current and developing communications systems and networks. These include host-based and network-based intrusion detection, anomaly and misuse detection, and network security appliances including firewalls and access control devices. Topics are covered with all networks in mind, including the Internet, PSTN, ATM, Frame Relay Networks, etc.

CS 2773 SECURE SYSTEM ADMINISTRATION AND CERTIFICATION

Prerequisites: Math 0203 or adequate math placement test score, (CS 2703 or CS 2713) and (CS 2723 or CS 2743).

3 CREDITS Students will learn provisioning, procurement and installation of network, hardware and software systems for mission critical enterprises. System configuration and maintenance, incident handling and response, system certification, testing and validation are also covered.

CS 2783 CYBER FORENSICS

Prerequisites: Math 0203 or adequate math placement test score, CS 2713 and (CS 2723 or CS 2743 or CS 2763)

3 CREDITS Student will learn the procedures for the identification, preservation and extraction of electronic evidence. Topics include auditing and investigation of network and host intrusions, and forensic tools and resources for systems administrators and information system security officers.

COMPUTER-AIDED TECHNOLOGY

CAT 1000 SPECIAL TOPICS

Prerequisites: Math 0103 or adequate math placement test score.

VARIABLE 1-6 CREDITS The student will demonstrate specified competencies in subject areas not covered in other computer-aided design and design courses, but which are beneficial in providing a better understanding of drafting and design. Enrollment may be repeated with a change of topic.

CAT 1013 CREATIVITY AND DESIGN

Prerequisites: MATH 0103 or adequate math placement test score.

3 CREDITS This course combines theory and problem-solving assignments to introduce students to the main concepts of creativity and design. Throughout this course students will exam the principles of design and critical thinking skills that lead to creative solutions. Within this collaborative learning environment students will complete hands on activities that stimulate innovation and promote life long learning.

CAT 1023 EVOLUTION OF GAME TECHNOLOGY

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This course provides a historical and critical approach to the evolution of computer and video game design from its beginnings to the present. The student will learn the history of the industry and its continuing trends. Through analysis and example the student will learn why people play games, the game interface, design cycles, game genres, game-related technology and the possible futures of the industry.

CAT 1033 PRINCIPLES OF ANIMATION

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS This course provides a historical and critical approach to animation from early black-and-white cartoons to modern 2D and 3D productions. It includes aesthetic theory and critical analysis of processes and techniques involved in the construction of traditional and computer based animation sequences.

CAT 1043 ENGINEERING PRINCIPLES

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS The student will use computational techniques and computer-aided drawing to create, analyze and graphically represent solutions to architectural and engineering problems, reflecting national, international and professional norms and standards. The student will be able to describe and demonstrate familiarity with the functions and responsibilities of research, manufacturing, construction and quality assurance involved in the solutions of a variety of engineering and architectural problems.

CAT 1053 MANUFACTURING MATERIALS AND PROCESSES

Prerequisites: Math 0103 or adequate math placement test score, CAT 1043 or by evaluation. §

3 CREDITS Students will learn basic concepts of the properties, behaviors and proper application of materials used in manufacturing and construction. The Student will discuss and demonstrate various manufacturing, fabrication, assembly, handling and finishing processes.

CAT 1214 COMPUTER AIDED DESIGN (CAD)

Prerequisites: Math 0103 or adequate math placement test score.

4 CREDITS The student will learn and demonstrate the proper use of computer-aided design software as a design tool in fields such as Engineering, Architectural and Multimedia. Emphasis will be on computer-aided design fundamentals such as creating, editing and printing of 2D computer-aided design documents. The student will demonstrate his or her understanding of the structure, use and development of computer-aided design documents by correctly creating, using and storing computer-aided design documents.

CAT 1223 GAME DEVELOPMENT AND DESIGN CONCEPTS

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS This course will introduce students to the concepts and tools used to create 2D games. Using a drag and drop system, students will build and test their interactive games that reflect the design mechanics of historical games.

CAT 1233 2D COMPUTER ANIMATION

Prerequisites: Math 0103 or adequate math placement test score, CAT 1033 or by evaluation. §

3 CREDITS In this class students will apply basic animation principles to produce a sequence using industry leading 2D animation computer software. Emphasis will be placed on timing, performance and creativity.

CAT 1253 CAD 3D MODELING

Prerequisites: Math 0103 or adequate math placement test score, CAT 1043 and CAT 1214 or by evaluation. §

3 CREDITS The student will use Computer-Aided Design software to create 3-dimensional graphics. The student will demonstrate the ability to define 3D workspaces and viewing positions. The student will use various 3D drawing tools to create 3D objects as surfaced and solid models. The student will also develop rendered bitmap images and use them in professional drawings. Emphasis will be placed on the creation of 3D models from 2D data and 2D detail drawings from 3D data.

CAT 1313 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEM (GIS)

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS Students will learn fundamental concepts in Geographic Information System (GIS). The student will be introduced to introductory content on typical business and technical applications, data, software, and techniques used to accomplish GIS projects. Students receive hands-on experience with global positioning system (GPS) hardware and ArcGIS software.

CAT 1323 INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (GPS)

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS The student will demonstrate the ability to use GPS technology for collecting, processing, and analyzing spatial and non-spatial data. The student will learn and apply GPS theory and techniques through computer laboratory assignments, and field survey experiences.

CAT 1413 CAD HARDWARE AND SOFTWARE

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS The student will demonstrate his or her ability to understand the purposes and advantages of using networks, the Internet and operating systems in computer-aided design. The student will be introduced to computer-aided design hardware, software, networks, and operating systems as an integral part of computer-aided design productivity.

CAT 1513 DIGITAL IMAGING

Prerequisites: Math 0103 or adequate math placement test score, CS 1103 or CAT 1413 or by evaluation. §

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. Many aspects of digital imaging will be applied including digital cameras and scanners, image retouching and manipulation, selection, layering, color correction, channels, paths, and filters.

CAT 2000 SPECIAL TOPICS

Prerequisites: Math 0103 or adequate math placement test score.

VARIABLE 1-6 CREDITS The student will demonstrate competencies with subjects not covered in other program courses. Each course will cover a specific topic and may be repeated with a change in content.

CAT 2013 GEOMETRIC DIMENSIONING AND TOLERANCING

Prerequisites: Math 0103 or adequate math placement test score, CAT 2540 (minimum of three credit hours)

3 CREDITS This course will introduce the student to the concepts of geometric dimensioning and tolerancing. The coursework will focus on recognition and understanding of geometric tolerancing terms and symbols. The student will interpret and apply the basic geometric tolerancing techniques.

CAT 2023 DESIGN MECHANICS

Prerequisites: Math 1613, 15 credit hours of CAT, PHYS 1114 or PHYS 1314

3 CREDITS The student will analyze coplanar force systems and calculate moments of inertia, centroids, tensile stresses. The student will demonstrate an understanding of the relationship between stress and strain, basic properties of materials and shear, bending and moment diagrams. This course is designed as an applied static's and strength of materials course for technicians utilizing algebra, trigonometry and analytic geometry.

CAT 2113 CAD MANAGEMENT AND STANDARDS

Prerequisites: Math 0103 or adequate math placement test score, CAT 1253 or by evaluation. §

3 CREDITS The student will demonstrate the ability to manage and maintain a Computer-Aided Design System. The student will demonstrate his or her ability to handle problems in the Computer-Aided Design office related to organization, finances, communication, hardware, software, training and limited resources by providing written, structured solutions to Computer-Aided Design office problems. The student will be able to develop, apply and maintain a Computer-Aided Design standards manual defining the operational parameters necessary for a profitable and efficient Computer-Aided Design operation. Emphasis will be on organizing data input, drawing output, data exchange and networking.

CAT 2143 DIGITAL VIDEO EDITING

Prerequisites: MATH 0103 or adequate math placement test score, CS 1103 or by evaluation. §

3 CREDITSHOURS This course will focus on advanced projects in video editing and motion graphics. Students will develop both technical and creative skills in non-linear editing, compositing, special effects, camera movements and cinematic points of view, and titling and motion graphics.

CAT 2163 CAD PROGRAMMING AND AUTOMATION

Prerequisites: Math 0203 or adequate math placement test score, CAT 1253 or by evaluation. §

3 CREDITS The student will use embedded programming languages such as AutoLISP and Visual Basic to automate the drafting and design process. Emphasis will be placed on the development of parametric drawing programs. The student will demonstrate his or her ability to understand Computer-Aided Design automation by writing computer programs that can be used in the Computer-Aided Design industry.

CAT 2223 GAME LEVEL DESIGN

Prerequisites: Math 0203 or adequate math placement test score, CAT 1223

3 CREDITS This course will introduce students to the concepts and tools used to create levels for games. The course will incorporate level design, environment theory, concepts of linear and non-linear game balance, low and high polygon modeling, play testing and storytelling. Using user-friendly toolsets based on current industry title game engines, students will build and test "modification" (MOD) levels that reflect design concepts.

CAT 2313 INTRODUCTION TO SPATIAL ANALYSIS

Prerequisites: Math 0203 or adequate math placement test score, CAT 1313 or by evaluation. §

3 CREDITS This course is designed to expose students to various components of spatial analysis. Emphasis is placed on modeling and decision making with the use of spatial data. Upon completion, students will be able to utilize common GIS techniques to solve complex spatial problems.

CAT 2334 PLANE SURVEYING

Prerequisites: MATH 1613 or by evaluation. §

4 CREDITS The student will be introduced to maps, survey measurement techniques and computations related to distances, elevations and traverse surveys. The student will study topics related to topographical, construction and boundary surveying. Field laboratory work is required.

CAT 2533 3D RENDERING AND DESIGN VISUALIZATION

Prerequisites: Math 0103 or adequate math placement test score.

3 CREDITS The student aspiring to become an artist, designer or other professional using 3D computer graphics will be able to create, generate or integrate 3D computer graphics. The student will demonstrate a fundamental understanding of how the computer can be used to create 3D computer renderings. These renderings could be related to either technical design, fine art or applied art. Emphasis will be on using application software (primarily 3D modeling and rendering programs) in the development of modeling logos, 3D scenes, textures, lighting, atmosphere effects, and basic animation.

CAT 2540 APPLICATIONS IN CAD

Prerequisites: Math 0103 or adequate math placement test score, CAT 1043 and CAT 1214 or by evaluation. §

VARIABLE 1 The student will use a Computer-Aided Design System to produce solutions to typical problems encountered in industry. The student will demonstrate his or her ability to understand the principles of design, visualization, projection, analysis and product quality by producing a set of working drawings and presenting their work to a group of their peers. This course may be repeated with a different content.

CAT 2633 3D ANIMATION AND SPECIAL EFFECTS

Prerequisites: Math 0103 or adequate math placement test score, CAT 2533 or by evaluation. §

3 CREDITS The student will use professional techniques to create photo-realistic renderings, advanced physical-based and character animations, interactive media and Web development, 3D gaming and 3D virtual environments. This course will enhance the abilities of artists, designers and other professionals using 3D computer-created, generated, or integrated graphics. Emphasis will be on the development of professional techniques in the area of 3D computer graphics.

CAT 2703 PRACTICUM

Prerequisites: Math 0103 or adequate math placement test score, 12 hours of CAT or by evaluation. §

3 CREDITS The Practicum is a course designed to monitor students in an on-site job location. The student will report to and receive supervision by the employer during the course of the semester. The student will demonstrate the ability to work effectively in a commercial setting, toward satisfying objectives prescribed by the instructor and the participating employer. Work objectives will be consistent with meaningful career learning experiences.

CAT 2733 3D CHARACTER DESIGN AND ANIMATION

Prerequisites: Math 0103 or adequate math placement test score, CAT 2533 or by evaluation. §

3 CREDITS This is a support-oriented course in which the student will learn and use skills specific to creating 3D character models and character animation in the fields of television, movies, advertising, multimedia, and gaming. Emphasis of the course will be on advanced modeling techniques in the creation of a seamless 3D character design of head, body, clothing, animation concepts in facial expression, internal skeleton control, morphing, dialogue and lip sync, character posing, and locomotion. Discussion topics will include traditional animation techniques, body language, vocabulary, and character physics. This course will enhance the abilities of artists, designers, and other professionals using 3D computer created, generated, or integrated graphics.

CAT 2924 DESIGN PROJECT

Prerequisites: Math 0103 or adequate math placement test score, 15 hours of CAT

4 CREDITS In this capstone course of the Computer-Aided Technology Program the student will demonstrate the collected knowledge, skills and techniques acquired in the program courses by creating and presenting a representative project to a panel of students, instructors and representatives from industry. The project must be an original design of the student. The project must reflect the standards relative to the project's nature and the program emphasis. The student must assemble and create components, choose the proper presentation medium, and present the project in a professional manner.

DATABASE MANAGEMENT

DBM 1000 SPECIAL TOPICS

Prerequisites: or by evaluation. §

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subjects not included in other Database Management courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

DBM 1103 DATABASE THEORY

Prerequisites: , Students must have a third party certification in one of the following: CompTIA's A+, CompTIA's NET+, CompTIA's iNET+, Microsoft MCP, Oracle OCP or have completed 18 credit hours of faculty approved computer science course work before beginning the Database Management program of study.

3 CREDITS The student will develop an understanding of the concepts of the relational database model. In addition, the student will gain knowledge of database management systems through an introduction to Query-by-Example, Structured Query Language (SQL), database design, services of database management systems, and database administration tasks.

DBM 1313 INTRODUCTION TO SQL

Prerequisites: DBM 1103

3 CREDITS The student will demonstrate specific competencies in creating database structures and storing, retrieving, and manipulating data in a relational database using SQL. The student will create blocks of SQL application code. The student will demonstrate through hands-on activities an understanding of the SQL composite and scalar data types and error processing.

DBM 1333 DATABASE ADMINISTRATION

Prerequisites: DBM 1313

3 CREDITS The student will demonstrate specific competencies in managing an instance, creating a database, managing database objects, managing users, controlling access privileges, exporting/importing data, and auditing database activities. The student will demonstrate an understanding of instance architecture, database structure, and multinational language support.

DBM 2000 SPECIAL TOPICS

Prerequisites: or by evaluation. §

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subjects not included in other Database Management courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

DBM 2213 PL/SQL PROGRAMMING

Prerequisites: DBM 1103 and DBM 1313

3 CREDITS The student will learn Procedural Language/Structured Query Language (PL/SQL). This is Oracle Corporation's procedural extension to SQL, the standard data access language for relational databases. PL/SQL offers modern software engineering features such as data encapsulation, exception handling, information hiding, object orientation. It allows the data manipulation and query statements of SQL to be included in block-structured and procedural units of code, making PL/SQL a powerful transaction processing language. The students will learn about PL/SQL basics such as PL/SQL language structure, flow of execution and interface with SQL.

DBM 2313 DATABASE BACK UP AND RECOVERY

Prerequisites: DBM 1333

3 CREDITS The student will demonstrate specific competencies in performing backup and recovery operations as well as exporting and importing data. The student will demonstrate an understanding of backup and recovery considerations, database structures, and backup/recovery processes.

DBM 2322 DATABASE NETWORKING

Prerequisites: DBM 2313 or by evaluation. §

2 CREDITS The student will demonstrate specific competencies in configuring the network connection between the client system and the database server using a variety of strategies. The student will demonstrate an understanding of networking architecture, networking products and tools, and application deployment strategies.

DBM 2334 DATABASE PERFORMANCE TUNING

Prerequisites: DBM 2322 or by evaluation. §

4 CREDITS The student will demonstrate specific competencies in SQL statement tuning, tuning memory and storage structures, and analyzing performance. The student will demonstrate an understanding of business requirements related to tuning and tuning considerations for different applications.

DBM 2353 DATABASE ADMINISTRATION WITH SQL SERVER

Prerequisites: DBM 2332

3 CREDITS The student will demonstrate specific competencies in installing Microsoft SQL Server, creating an operation database, performing backup/recovery operations, managing users, managing access privileges, managing resources, database tuning, and importing and exporting data.

DBM 2363 UNIX FOR DATABASE ADMINISTRATORS

Prerequisites: DBM 1333

3 CREDITS The student will demonstrate specific competencies in using basic UNIX operating system commands to: navigate file systems, manage files and directories, edit files using the VI text editor, and manage users and groups. The student will demonstrate an understanding of the different command shells (Bourne, Korn, C, and Bash) and the organization of typical UNIX file systems.

DBM 2373 DATABASE APPLICATION DESIGN USING CASE

Prerequisites: DBM 1333

3 CREDITS The student will demonstrate specific competencies in creating application and database structures using CASE (Computer Aided Software Engineering) tools. The student will demonstrate an understanding of modeling business requirements, modeling data requirements, transforming models into designs, and using data presentation standards.

DIAGNOSTIC MEDICAL SONOGRAPHY

DMS 1112 PATIENT CARE

Prerequisites:

2 CREDITS The student will learn the physical and psychological concepts of patient care. The student will demonstrate routine patient care procedures, professional scopes of practice, and record keeping paperwork pertinent to the clinical setting. The student will develop proper patient care skills and an understanding of the fundamental elements of how an ultrasound department functions. The student will also acquire basic Spanish healthcare phrases.

DMS 1122 MEDICAL ETHICS

Prerequisites:

2 CREDITS The student will learn the standard ethical theories and apply them to various issues that arise in the health care context, such as euthanasia, abortion, informed consent, confidentiality, genetic testing and intervention, AIDS, distributive justice, and professional gatekeeping. Emphasis will be made on understanding the relationship of current ethical standards in health care delivery.

DMS 1213 INTRODUCTION TO ULTRASOUND

Prerequisites: AHP 1013 and BIO 1314

3 CREDITS Students will be introduced to the field of sonography, including the history of medical ultrasound, professional and occupational development, and the current uses of ultrasound. Students will identify normal sonographic anatomy in cross section views of the human body, as well as develop an understanding for mechanics, scanning techniques, and protocols.

DMS 1233 ULTRASOUND PHYSICS AND INSTRUMENTATION I

Prerequisites: MATH 1513

3 CREDITS Students will be familiar with the theoretical aspects of ultrasonic physics and instrumentation and demonstrate the practical application of these principles. Students will focus on the characteristics and properties of ultrasound energy, generation, transmission, and reception as related to ultrasound imaging. Students will investigate physical principles and will be able to understand the production of quality ultrasound images and apply this information to real-time scanning.

DMS 1254 ABDOMINAL ULTRASOUND

Prerequisites: BIO 1314

4 CREDITS The student will demonstrate an understanding of transabdominal ultrasounds of the abdomen, and will identify the characteristics of normal anatomy, pathology, and exam protocols, related lab values, and imaging processes. The student will identify major organ systems and will recognize the membranes associated with the thoracic and abdominopelvic cavities, as well as explain pathophysiology associated with the abdomen and describe normal and abnormal vascular Doppler patterns of the vascular structures.

DMS 1274 OB/GYN ULTRASOUND

Prerequisites: BIO 1314

4 CREDITS The student will demonstrate an understanding of transabdominal and transvaginal ultrasounds of the pregnant and non-pregnant female pelvis. Students will identify the appearance and characteristics of normal gynecological anatomy, pathology, pathophysiology, exam protocols, related lab values, and imaging processes. The student will describe the structure of the uterus and identify the normal measurements of the uterus, ovaries, cervix, and endometrium.

DMS 1292 ULTRASOUND PHYSICS AND INSTRUMENTATION II

Prerequisites: DMS 1233

2 CREDITS Students will identify the areas of ultrasound propagation principles, transducer parameters, interactive properties of ultrasound with human tissue, possible biological effects, types of equipment, and quality control.

DMS 1356 CLINICAL ULTRASOUND I

Prerequisites: Prerequisite: DMS 1213, Corequisite: DMS 1254

6 CREDITS The student will perform basic scanning techniques in abdominal sonography. This course is a practical application in a clinical setting and the student will be observed in all clinical duties performed in the Ultrasound department. Twenty-four (24) hours a week in an ultrasound department is required.

DMS 2216 CLINICAL ULTRASOUND II

Prerequisites: DMS 1356

6 CREDITS The student will observe and perform scans in the following specialty areas: abdomen, small parts, and OB/GYN. This course is a continuation of clinical application and the student will spend on average, twenty-four (24) hours per week in an ultrasound department observing and scanning.

DMS 2221 SMALL PARTS SONOGRAPHY

Prerequisites: BIO 1314

1 CREDITThe student will identify normal anatomy of small parts such as the thyroid, parathyroid, breast, prostate, and scrotum. The student will describe the function and physiology of the small parts, examine pathology, pathophysiology, and recognize tests and values associated with abnormalities and pathologies of these organs. Students will demonstrate a thyroid exam in a laboratory and perform Doppler during thyroid, parathyroid, breast, prostate, and scrotum ultrasound exams.

DMS 2316 CLINICAL ULTRASOUND III

Prerequisites: DMS 2216

6 CREDITS The student will demonstrate competency in the practical clinical application of ultrasound techniques in abdominal, OB/GYN, small parts, and a special emphasis will be placed in general vascular Sonography. Twenty-four hours per week in a hospital ultrasound department is required.

DMS 2321 BIOEFFECTS

Prerequisites: DMS 1292

1 CREDITThe student will demonstrate an understanding of the biological effect processes, related to thermal, mechanical, and cavitation bioeffect principles, as well as identify regulations, recommendations, and safety guidelines. The student will be familiar with the methods to reduce patients' risk for bioeffects, using the various techniques of measuring bioeffects.

DMS 2332 VASCULAR SONOGRAPHY

Prerequisites: BIO 1314

2 CREDITS The student will develop an understanding of non-invasive vascular ultrasound. The student will develop basic skills and knowledge in the following areas: image orientation, patient set up, and sonographic performance of vascular exams. Special emphasis will be placed on carotid exams, as well as venous and arterial exams of the extremities. Normal and disease processes of the vascular system will be discussed.

DMS 2371 ADVANCED SONOGRAPHY

Prerequisites: DMS 1254, DMS 1274

1 CREDITThe student will identify normal and pathologic states of pediatric and vascular anatomy during ultrasonic examination. The student will identify and describe the normal/abnormal sonographic appearance of neonatal brains, neonatal surgical conditions and transcranial Doppler, as well as assess pertinent information from patients' histories and evaluate patients' pathologies.

DIESEL TECHNOLOGY

DT 1101 INTRODUCTION TO DIESEL TECHNOLOGY

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

1 CREDITStudents will learn about the basic personal and shop safety protocol used in the diesel repair industry that includes hazardous material handling and storage. Students will identify, use and care for hand and power tools commonly found in the diesel repair industry. Students will learn about the history of the diesel industry and explore opportunities for careers and employment in the various areas of the diesel industry

DT 1103

Prerequisites:

3 CREDITSStudents will demonstrate an understanding of the importance of a good preventive maintenance program, the various inspection procedures, federal regulations, and the necessity of keeping correct documentation. Students will perform preventative maintenance services on the various medium/heavy vehicles relating to the electrical/electronic systems, brakes, drive trains, suspension and steering systems, and the tires and wheels.

DT 1114 DIESEL ENGINES I

Prerequisites: DT 1103

4 CREDITSStudents will be able to identify the various elements associated with diesel engines and equipment such as lubricants, oil and filter replacement, identify and inspect components of the cooling systems and possible causes of engine overheating. In addition, students will demonstrate the procedures for inspecting, diagnosing and repairing problems with the air flow system and fuel system.

DT 1124 DIESEL ENGINES II

Prerequisites: DT 1114

4 CREDITSStudents will learn about the construction of deisel engines and related components. Students will service and repair diesel engines, diagnose causes of engine fuel, oil, coolant, air leaks, engine noises vibrations, and determine appropriate solutions and repairs. Students will disassemble, repair and reassemble a diesel engine.

DT 1144 DIESEL ELECTRICAL/ELECTRONICS I

Prerequisites: D1101

4 CREDITSStudents will learn about magnetism, basic electrical circuits and schematics associated with the operation of diesel engines. Students will solve problems, test, and replace defective fuses, fusible links, circuit breakers, relays and solenoids. Students will perform tasks on the battery system, starter system, charging system, and ignition system.

DT 1214 DIESEL ELECTRICAL/ELECTRONICS II

Prerequisites: DT 1144

4 CREDITS Students will learn about the evolution of electronics as it pertains to the diesel industry. Students will learn the advantage of integrated circuits over transistorized circuits, and use appropriate test equipment to check continuity in electric circuits. Students will test and retest warning devices, diagnose intermittent, high, low and no gauge readings. Students will also interface with vehicle on-board computers and perform diagnostic procedures to determine needed repairs.

DT 1234 MEDIUM/HEAVY EQUIPMENT AND TRUCK BRAKES

Prerequisites: DT 1103

4 CREDITS Students will demonstrate an understanding of the operation of air brake systems and hydraulic brake systems. Students will use problem solving techniques to identify and recommend appropriate options for repair procedures for these systems and related components.

DT 2001 CAREER EXPERIENCE

Prerequisites: DT 1101

1 CREDIT Students will participate in an on-the-job internship in order to become familiar with the diesel service industry and to develop skills necessary for employment within the diesel industry. This course is an integrated component of the program. Enrollment may be repeated with a change in work emphasis as needed.

DT 2002 DIESEL INTERNSHIP AND PROFESSIONAL DEVELOPMENT

Prerequisites: DT 1103

2 CREDITS Students will be provided with training in leadership and personal development in order to successfully obtain employment. This course is designed to be delivered as an integrated component within the courses taken by the individual students. Students will spend time in the classroom developing soft skills, while also completing internships within the Diesel industry to gain valuable training and experience.

DT 2104 HEATING, VENTILATION AND AIR CONDITIONING

Prerequisites: DT 1103

4 CREDITS Students will demonstrate an understanding of the general A/C systems; compressor and clutch, evaporator, condenser and related components. The student will troubleshoot electrical, vacuum and mechanical system failures related to the heating, ventilation and air conditioning systems. Students will inspect, test, diagnose and service engine cooling system components.

DT 2114 MEDIUM/HEAVY TRUCK AND EQUIPMENT SUSPENSION AND STEERING

Prerequisites: DT 1103

4 CREDITS Students will identify and describe various steering systems used on medium/heavy equipment and trucks and inspect, diagnose, and repair steering problems. Students will perform repairs on suspension systems and perform wheel alignment in accordance with industry procedures.

DT 2124 MEDIUM/HEAVY EQUIPMENT AND TRUCK DRIVE TRAINS

Prerequisites: DT 1103

4 CREDITS Students will identify the different drive train configurations found in industry. Students will demonstrate an understanding of the different transmission configurations found in industry and identify the components, identify problems, and make necessary repair action plans. Students will identify and repair drive shafts, universal joints, drive axles, and final drive differentials.

DT 2134 MEDIUM/HEAVY EQUIPMENT AND TRUCK HYDRAULICS

Prerequisites: DT 1103

4 CREDITS Students will demonstrate an understanding of the general operation system, pumps, filtration, reservoir tanks, hoses, fittings, control valves, and actuators found in hydraulic systems. Students pressure test, articulate cylinder devices as well as make inspections and diagnose problems for necessary repair actions.

ECONOMICS

ECON 1013 INTRODUCTION TO ECONOMICS

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined measures.

3 CREDITS This course is an introduction to the fundamental framework economists use to analyze problems. Students will explore the principles by which decisions are made by consumers, businesses and the government. Upon completion of this course will be able to relate the principles of economics to solve everyday problems. Topics covered include scarcity, choice and opportunity cost; demand, supply, market efficiency and structure; consumer utility theory, inflation, unemployment and the effects of government policy and intervention.

ECON 1113 ECONOMIC DEVELOPMENT OF THE UNITED STATES

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will examine and discuss the organization and evolution of the economic system of the United States as affected by agriculture, industry and commerce.

ECON 2023 STATISTICS FOR BUSINESS AND ECONOMICS

Prerequisites: MATH 1743 and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS Basic statistics course for undergraduate business majors. Introductory statistical methods are presented employing statistical computer software and applications to typical business and economic problems. Topics include descriptive statistics, probability concepts, probability distribution, estimation, hypothesis testing, and introduction to econometric/regression analysis, and correlation.

ECON 2123 PRINCIPLES OF MICROECONOMICS

Prerequisites: MATH 0303 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will apply microeconomic theories in analyzing concepts by which business maximizes profit, consumers maximize satisfaction, government allocates goods and services, and international trade affects the domestic economy.

ECON 2143 PRINCIPLES OF MACROECONOMICS

Prerequisites: MATH 0303 or adequate math placement test score, ECON 2123 or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. §

3 CREDITS This course is a continuation of the Principles of Economics involving the production, consumption and distribution of wealth in a market economy, with major emphasis macroeconomics theory, particularly the general price level, output and income, and interrelations among sectors of the economy, determinants of aggregate demand and aggregate supply, as well as monetary and fiscal policy tools that can be used to achieve particular policy objectives. The basics of international finance will be reviewed.

ECON 2203 PRINCIPLES OF INTERNATIONAL ECONOMICS

Prerequisites: MATH 0303 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS This course is an introduction to the theory of international trade, commercial policy, preferential trading arrangements, and topics on the balance of payments and the international adjustment mechanism.

ECON 2303 MONEY AND BANKING

Prerequisites: MATH 0303 or adequate math placement test score, ECON 2123 or by evaluation, and ENGL 0203 or adequate placement score, or by meeting determined placement measures. §

3 CREDITS The student will discuss problems of economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. (This course is generally offered in the spring semester only.)

ELECTIVES

AUTO FA FACULTY APPROVED AUTOMOTIVE ELECTIVE(S)

Prerequisites: None

4 CREDITS Faculty approved Automotive elective

CS COMPUTER SCIENCE ELECTIVE

Prerequisites:

3 CREDITS Computer Science elective

ELEC ELECTIVE

Prerequisites:

3 CREDIT Selective

ENGL APPROVED LITERATURE ELECTIVE

Prerequisites:

3 CREDITS Approved Literature elective

ENGL2 APPROVED LITERATURE ELECTIVE (PART ONE OF 6 HOUR SURVEY)

Prerequisites:

3 CREDITS Approved Literature elective (part one of 6 hour survey)

FA AT FACULTY APPROVED AUTOMOTIVE ELECTIVE

Prerequisites: None

Faculty approved Automotive elective

FA BIO FACULTY APPROVED BIOLOGICAL SCIENCE ELECTIVE

Prerequisites:

3 CREDITS Faculty approved Biological Science elective

FA COM FACULTY APPROVED COMMUNICATIONS ELECTIVE

Prerequisites:

3 CREDITS Faculty approved Communications elective

FA ELEC FACULTY APPROVED ELECTIVE

Prerequisites:

3 CREDITS Faculty approved elective

FA ENGL FACULTY APPROVED ELECTIVE FROM ENGL OR COM

Prerequisites:

3 CREDITS Faculty approved elective from ENGL or COM

FA ENGR FACULTY APPROVED ENGINEERING ELECTIVE

Prerequisites:

3 CREDITS Faculty approved Engineering elective

FA GEN FACULTY APPROVED GENERAL EDUCATION ELECTIVE

Prerequisites:

3 CREDITS Faculty approved General Education elective

FA LANG1 FACULTY APPROVED ELEMENTARY LANGUAGE 1

Prerequisites:

3 CREDITS Faculty approved elementary language 1

FA LANG2 FACULTY APPROVED ELEMENTARY LANGUAGE 2

Prerequisites:

3 CREDITS Faculty approved elementary language 2

FA LANGI FACULTY APPROVED INTERMEDIATE LANGUAGE

Prerequisites:

3 CREDITS Faculty approved intermediate language

FA MAJOR FACULTY APPROVED MAJOR ELECTIVE

Prerequisites:

3 CREDITS Faculty approved major elective

FA MATH FACULTY APPROVED MATHEMATICS ELECTIVE

Prerequisites:

3 CREDITS Faculty approved Mathematics elective

FA MATH1 FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS

Prerequisites:

3 CREDITS Faculty approved Mathematics that meets OCCC's Mathematics proficiency requirement

FA PHYS FACULTY APPROVED PHYSICAL SCIENCE ELECTIVE

Prerequisites:

3 CREDITS Faculty approved Physical Science elective

FA SCI FACULTY APPROVED SCIENCE ELECTIVE

Prerequisites:

3 CREDITS Faculty approved Science elective

FA SUPPORT FACULTY APPROVED SUPPORT ELECTIVES

Prerequisites:

3 CREDITS Faculty approved support electives

FG ELEC FACULTY GUIDED ELECTIVE

Prerequisites:

3 CREDITS Faculty guided elective

GCOM ANY GCOM COURSE

Prerequisites:

3 CREDITSAny GCOM course

GEN ED GEN ED ELECTIVE

Prerequisites:

3 CREDITSGeneral Education elective

HIST HISTORY ELECTIVE

Prerequisites:

3 CREDITSHistory elective

HUM HUMANITIES ELECTIVE

Prerequisites:

3 CREDITSHumanities elective

HUM NON PHIL NON PHIL HUMANITIES

Prerequisites:

3 CREDITSHumanities elective, excluding Philosophy

MAJOR MAJOR ELECTIVE

Prerequisites:

3 CREDITSMajor elective

MATH ANY 1000 LEVEL MATH COURSE

Prerequisites: With appropriate prerequisite.

3 CREDITSAny 1000 level Mathematics course

MATH1 MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY

Prerequisites:

3 CREDITSMathematics that meet OCCC's Mathematics proficiency requirement

OSRHE OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE

Prerequisites:

3 CREDITS OSRHE approved General Education Communications course

OSRHE1 OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE

Prerequisites:

3 CREDITSOSRHE approved General Education Communications or English course

PHIL PHILOSOPHY ELECTIVE

Prerequisites: None

3 CREDITSPhilosophy elective

PHYS ANY PHYSICAL SCIENCE

Prerequisites:

3 CREDITSAny Physical Science

PHYS SC ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS

Prerequisites:

3 CREDITSAny Physical Science chosen from ASTR, PHYS, CHEM, or GEOL subject areas

POL SCI POLITICAL SCIENCE ELECTIVE

Prerequisites:

3 CREDITSPolitical Science elective

PSYCH PSYCHOLOGY ELECTIVE

Prerequisites:

3 CREDITSPsychology elective

SOC SOCIOLOGY ELECTIVE

Prerequisites:

3 CREDITSSociology elective

SOC SC SOCIAL SCIENCE ELECTIVE

Prerequisites:

3 CREDITSSocial Science elective

SOC ST SOCIAL STUDIES ELECTIVE (PSY, SOC, OR ECON)

Prerequisites:

3 CREDITSSocial Studies elective (PSY, SOC, or ECON)

SUPP GUIDED SUPPORT ELECTIVE

Prerequisites:

3 CREDITSGuided Support elective

SUPP ELEC SUPPORT ELECTIVE

Prerequisites:

3 CREDITSSupport elective

ELECTRONICS

ET 1000 SPECIAL TOPICS

Prerequisites: ENGL 0203, adequate placement score, by meeting determined placement measures, or by evaluation. §

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subjects not included in other electronics courses, but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

ET 1014 D.C. / A.C. FUNDAMENTALS

Prerequisites:

4 CREDITS The student will demonstrate a knowledge of principles by solving problems relating to both DC and AC in subjects such as resistive circuits, reactance, impedance, AC circuits and resonance. Laboratory applications are an integral part of this course.

ET 1114 SOLID STATE CIRCUITS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and ET 1014

4 CREDITS The student will discuss, demonstrate and solve problems relating to various solid state devices and associated circuits such as diodes, transistors, F.E.T.s, power supplies, filters, regulators, and amplifiers. Laboratory applications are an integral part of this course.

ET 1124 DIGITAL LOGIC FUNDAMENTALS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and ET 1014

4 CREDITS The student will demonstrate digital logic fundamentals by applying digital devices in a laboratory setting and by solving problems related to circuit theory, number systems, and Boolean algebra. Specific devices included are basic gates, combination logic, flip-flops and MSI devices.

ET 1144 INDUSTRIAL ELECTRONICS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

4 CREDITS The student will demonstrate knowledge of basic industrial electronic principles and devices by solving problems and constructing lab experiments in subjects such as resistive circuits, Ohms law and power, series and parallel circuits, DC and AC circuits, solid state circuits and devices, and operational amplifiers. Common electronics test equipment will be used in the laboratory experiments to explore different electronic circuits and devices.

ET 1223 DIGITAL ELECTRONICS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS This course is an introductory digital electronics course. The student will analyze, construct, test and interface fundamental digital circuits including logic gates, combinational logic circuits, Flip-flops, counters, encoders and decoders, shift registers arithmetic circuits, digital to analog conversions, and analog to digital conversions. The student will also demonstrate a knowledge of numbering systems and integrated circuit specifications.

ET 1544 ELECTRONICS SHOP PRACTICES

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and ET 1014

4 CREDITS The student will use hand tools to construct, solder and desolder electrical circuitry. In addition, the student will use electronic measuring instruments such as oscilloscopes, multimeters, and function generators to measure and record voltages, currents, frequencies, resistances and other circuit values.

ET 1604 INTRODUCTION TO ELECTRONICS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

4 CREDITS The student will demonstrate the application of Ohm's Law, power, and the impedance formula and analyze basic solid state circuits. In addition, the student will construct and test voltage dividers and reactive circuits, as well as diode and transistor circuits, using various electronics test equipment.

ET 2000 SPECIAL TOPICS

Prerequisites: ENGL 0203, adequate placement score, by meeting determined placement measures, or by evaluation. §

VARIABLE 1-6 CREDITS The student will demonstrate competencies with subjects not covered in other program courses. Each course will cover a specific topic and may be repeated with a change in content.

ET 2014 CONTROL DEVICES

Prerequisites: ET 1144

4 CREDITS The student will discuss and demonstrate the characteristics of industrial control devices in the classroom and laboratory. Discussion will include the theory and operation of silicon controlled rectifiers, unijunction transistors, thyristors, operational amplifiers, thermocouples, servomechanisms, and photoelectric devices.

ET 2024 COMMUNICATIONS SYSTEMS

Prerequisites: ET 1144

4 CREDITS The student will analyze electronic circuits associated with amplitude modulation, frequency modulation, transmission lines, antennas and fiber optics. Practical exercises will be performed in the electronics laboratory.

ET 2032 INDUSTRIAL ELECTRICITY

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

2 CREDITS The student will learn and apply the fundamentals of industrial electricity such as motor phasing, conductor sizing, three-phase power, conduit bending, and the use of ladder diagrams and test equipment to meet acceptable codes and standards.

ET 2044 ELECTROMECHANICAL DEVICES

Prerequisites: ET 1144

4 CREDITS The student will demonstrate problem maintenance and troubleshooting procedures on various types of electrical motors and electromechanical systems.

ET 2124 CONTROL SYSTEMS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

4 CREDITS The student will discuss and demonstrate the characteristics of an industrial control system consisting of transmitters, controllers, control valves, and transducers. Pneumatics and electronics components are emphasized in this course.

ET 2214 MICROPROCESSOR INSTRUMENTATION

Prerequisites: ET 1144

4 CREDITS The student will demonstrate knowledge of microprocessor based microcontroller applications including input/output interfacing techniques, digital to analog conversions, analog to digital conversions, and basic sensor signal conditioning as related to the instrumentation industry.

ET 2244 DATA COMMUNICATIONS

Prerequisites: ET 1124

4 CREDITS The student will describe digital data networks, buses, interfaces, data communications and data terminal equipment. Laboratory applications are an integral part of this course.

ET 2320 CAREER EXPERIENCE

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and Twelve (12) credit hours of electronics or by evaluation. §

VARIABLE 1-3 CREDITS The student will demonstrate the ability to work effectively, in a commercial setting, toward satisfying objectives prescribed by the instructor and the participating employer. Work objectives will be consistent with meaningful career learning experiences.

ET 2334 DIGITAL LOGIC SYSTEMS

Prerequisites: ET 1124

4 CREDITS The student will apply digital fundamentals to the design of logic systems such as counters, arithmetic circuits, memory circuits, analog/digital converters, digital/analog converters, and microprocessors. The student will construct and verify proper operation of actual logic circuits.

ET 2353 INSTRUMENTATION AND CONTROL I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will discuss terminology and demonstrate system operations by proper measurement and control techniques of flow, pressure, temperature and level control within the system.

ET 2363 INSTRUMENTATION AND CONTROL II

Prerequisites: ET 2353

3 CREDITS The student will discuss and demonstrate pneumatic logic components within a pneumatic system and integrate each component into a control loop.

ET 2384 OPERATIONAL AMPLIFIERS

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

4 CREDITS The student will apply basic electronic principles to solve problems concerning operational amplifier specifications and applications in inverting and non-inverting amplifiers, summing circuits, differential amplifiers, integrators, differentiators, and other waveshaping circuits. This course also covers various types of power supply regulators and active filters. The student will construct and test circuits in the lab to meet specified operational parameters.

ET 2414 Microcomputer Systems

Prerequisites: ET 2334

4 CREDITS The student will use microprocessors and support devices to evaluate microcontrollers and support devices to evaluate microcontroller applications related to the electronics industry. Microcomputer drive capabilities related to input/output interfacing, programming, motion control, A/D and D/A conversions and embedded controller applications will be analyzed and tested.

ET 2632 ELECTRONICS PROJECT

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

2 CREDITS The student will demonstrate the knowledge and skills necessary to plan, construct, test, and document an electronics hardware and/or software project which meets accepted industry standards as set forth in manufacturer's data sheets.

ET 2663 MICROCONTROLLER SYSTEMS

Prerequisites: ET 1144

3 CREDITS The student will use microcontrollers to interface with devices such as switches, light emitting diodes, motors, analog to digital devices and temperature transducers. In addition, programming will be an integral part of the curriculum. Laboratory exercises will allow the student to build, program and test a microcontroller system.

EMERGENCY MEDICAL SCIENCES

EMS 1000 SPECIAL TOPICS

Prerequisites:

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other emergency medical technology courses, but which are beneficial in providing better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

EMS 1018 BASIC EMERGENCY MEDICAL TECHNOLOGY

Prerequisites:

8 CREDITS The student will be able to do the following by describing the role of the Emergency Medical Technician in an emergency medical services system, perform patient assessment on patients with traumatic injuries and patients with medical emergencies, manage a multi-casualty incident including triage, correctly manage traumatic injuries to the body and its systems, as well as medical emergencies of varying types and causes, perform lifting and moving techniques and light extrication. Additionally, the student will describe current EMS law as it applies to the EMT. A field and hospital practicum are an integral part of the course, for which liability insurance, a student uniform, and a physical, including certain immunizations, are required.

EMS 1035 PARAMEDIC CARE I Introduction and Patient Assessment

*Prerequisite: BIO 1314 Human Anatomy and Physiology I; Pre or corequisite: BIO 1414 Human Anatomy and Physiology II
Corequisite: EMS 1041 EMS Fieldwork I*

5 CREDITS Paramedic Care I introduces the student to basic EMS knowledge, life span development, an advanced level patient assessment, clinical reasoning, and the components of safe quality care. The student will be expected to accept accountability for personal learning and performance which reflects a fundamental understanding of EMS history and a complex understanding of EMS systems, roles, responsibilities, professionalism of EMS personnel, of quality improvement, patient, public and workforce safety, workforce wellness, documentation, communication, patient assessment, and research principles including ethics, legalities, and standards of paramedic practice. Includes Laboratory.

EMS 1041 EMS Fieldwork I

Prerequisites: Corequisite: EMS 1035 Paramedic Care I

1 The student will successfully complete required supervised hours and competencies in approved clinical and prehospital sites as determined by the OSDH, CAAHEP/CoAEMSP, and the program. The purpose of fieldwork is to allow the application of learned principles in the delivery of patient care.

EMS 1051 EMS Fieldwork II

Prerequisites: Corequisite: EMS 1115 Paramedic Care IIA & EMS 1134 Paramedic Care IIB

1 The student will successfully complete required supervised hours and competencies in approved clinical and prehospital sites as determined by the OSDH, CAAHEP/CoAEMSP, and the program. The purpose of fieldwork is to allow the application of learned principles in the delivery of patient care.

EMS 1113 ECG INTERPRETATION AND PROCEDURES

Prerequisites:

3 CREDITS ECG Interpretation introduces the student to the electrical conduction system of the heart and basic ECG interpretation of cardiac rhythms and dysrhythmias and procedures related to the management of these dysrhythmias. The student will be expected to accept accountability for personal learning and performance which reflects a fundamental understanding of basic ECG interpretation, 12 lead interpretation including identification of acute myocardial infarction, application and acquisition of 12 lead ECG, defibrillation, cardioversion and transcutaneous pacing. This course is designed for paramedic students, nursing students, graduate nurses, CCU monitor technicians and other healthcare providers who require ECG interpretation skills.

EMS 1115 Paramedic Care IIA Trauma Emergencies

Prerequisites: Prerequisite: EMS 1035 Paramedic Care I; Corequisite: EMS 1134 Paramedic Care IIB; EMS 1124 Pharmacology; EMS 1051 EMS Fieldwork II

5 Paramedic Care IIA is a study of all age groups of advanced assessment, pathophysiology, and management of trauma emergencies to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding of airway management, respiration and artificial ventilation, circulatory support, hemorrhage, all etiologies of shock, and resuscitation, and chest, abdominal, genitourinary, orthopedic, soft tissue, head, neck, face, nervous system, environmental and multi system trauma and to apply standards of paramedic practice.

EMS 1124 Pharmacology

Prerequisites: Prerequisite: EMS 1035 Paramedic Care I Introduction and Patient Assessment

4 Pharmacology introduces the student to the the principles of pharmacology, medication administration, major medication classes, and emergency medications. The student will be expected to accept accountability for personal learning and performance which reflects a comprehensive understanding of pharmacokinetics, pharmacodynamics, routes of administration, names, indications, contraindications, complications, mechanism of actions, side effects, interactions, dosages, and ability to apply knowledge and skills to determine appropriate pharmacological management within the paramedic scope of practice. Drug dosage calculations will be an integral part of this course.

EMS 1134 Paramedic Care IIB Advanced EMS Skills

Prerequisites:

4 Paramedic Care IIB is the practical application of pediatric, adult and geriatric advanced assessment, pathophysiology, and management of trauma emergencies to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in scenario based education of advanced airway management, respiration and artificial ventilation, circulatory access and support, hemorrhage control, and advanced skills related to all etiologies of shock and resuscitation, and demonstrate standards of paramedic practice. Includes Laboratory.

EMS 2013 EMS OPERATIONS

Prerequisites: Corequisite - EMS 1018 Basic Emergency Medical Technology

3 CREDITS The student will summarize and interpret legal responsibilities of safe ambulance operations in Oklahoma; evaluate psychological and physical factors affecting safe emergency vehicle operations. The student will discuss medical incident command, hazardous materials incidents, crime scene awareness, rescue awareness, & operations, and ground crew training. The student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, and preparation for transport and recognize situations posing threats to patients, EMT's or bystanders and describe correct management of these situations. This course includes crew resource management principles, principles of safely operating a ground ambulance, and current required NIMS and HAZWOPER training.

EMS 2145 Paramedic Care IIIA Respiratory and Cardiovascular Emergencies

Prerequisites: Prerequisite: EMS 1115 Paramedic Care IIA & EMS 1134 Paramedic Care IIB; EMS 1124 Pharmacology Corequisite: EMS 2154 Paramedic Care IIIB; EMS 2161 EMS Fieldwork III

5 Paramedic Care IIIA is a study and practical application of adult epidemiology, psychosocial impact, pathophysiology, and management of respiratory and cardiovascular emergencies to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in scenario based education to respiratory and cardiovascular emergencies and apply standards of paramedic practice. Advanced Cardiac Life Support certification and laboratory included.

EMS 2154 Paramedic Care IIIB Medical Emergencies

Prerequisites:

4 Paramedic Care IIIB is a study of adult epidemiology, psychosocial impact, pathophysiology, presentation, prognosis and management of medical emergencies to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills to neurological emergencies, allergies and anaphylaxis, abdominal and gastrointestinal disorders, immunological, endocrinological, toxicological, hematological, genitourinological and renal, non-traumatic muskuloskeletal, behavioral and psychiatric disorders, and infectious diseases and the application of standards of paramedic practice. Includes laboratory.

EMS 2161 EMS Fieldwork III

Prerequisites: Corequisite: EMS 2145 Paramedic Care IIIA & EMS 2154 EMS Paramedic Care IIIB

1 The student will successfully complete required supervised hours and competencies in approved clinical and prehospital sites as determined by the OSDH, CAAHEP/CoAEMSP, and the program. The purpose of fieldwork is to allow the application of learned principles in the delivery of patient care.

EMS 2171 EMS Fieldwork IV

Prerequisites: Corequisite: EMS 2174 Paramedic Care IVA, EMS 2192 Paramedic Care IVB, EMS 2182 EMS Leadership

1 The student will successfully complete required supervised hours and competencies in approved clinical and prehospital sites as determined by the OSDH, CAAHEP/CoAEMSP, and the program. The purpose of fieldwork IV is to allow the application of learned principles in the delivery of patient care and gain a basic understanding of supervisory roles in EMS. An internship and Medical Director evaluation are an integral part of this fieldwork.

EMS 2174 Paramedic Care IVA Neonatal & Pediatric Emergencies

Prerequisites:

4 Paramedic Care IVA is a study of neonatal and pediatric conditions and emergencies including epidemiology, psychosocial impact, anatomy, physiology, pathophysiology, presentation, prognosis and management to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in common neonatal and pediatric disorders and emergencies including respiratory, cardiovascular, shock and resuscitation, technology dependent, and chronic illness emergencies, abuse, neglect, and poverty using the application of standards of paramedic practice. Includes Pediatric Advanced Life Support certification and laboratory.

EMS 2182 EMS Leadership

Prerequisites: Corequisites: EMS 2174 Paramedic Care IVA & EMS 2192 Paramedic Care IVB

2 EMS Leadership is the capstone course integrating all didactic knowledge, psychomotor skills, affective behavior and clinical instruction throughout the program to demonstrate entry level paramedic competency and apply clinical decision making. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and the ability to apply knowledge and skills in clinical decision making. The course includes the paramedic clinical internship, includes a leadership experience and emphasizes decision making.

EMS 2192 Paramedic Care IVB Emergencies in Special Populations

Prerequisites: Prerequisite: EMS 2145 Paramedic Care IIIA Corequisite: EMS 2174 Paramedic Care IVA; EMS 2182 EMS Leadership; EMS 2171 EMS Fieldwork IV

2 Paramedic Care IVB is a study of common disorders and emergencies in the geriatric, bariatric, and patients with special challenges including epidemiology, psychosocial impact, anatomy, physiology, pathophysiology, presentation, prognosis and management to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in emergencies affecting special populations including polypharmacological impacts, chronic illness, abuse, neglect, poverty and the terminally ill using the application of standards of paramedic practice. Includes laboratory.

ENGINEERING

ENGR 1000 SPECIAL TOPICS

Prerequisites: None

VARIABLE 1-4 CREDITS Students will demonstrate specified competencies in subjects not included in other engineering courses, but which benefit those seeking additional training or enrichment in the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

ENGR 1213 ENGINEERING GRAPHICS & DESIGN

Prerequisites:

3 CREDITS The student will use computational techniques and computer-aided drawing to create, analyze and graphically represent solutions to architectural and engineering problems, reflecting national, international and professional norms and standards. The student will be able to describe and demonstrate familiarity with the functions and responsibilities of research, manufacturing, construction and quality assurance involved in the solutions of a variety of engineering and architectural problems.

ENGR 2000 SPECIAL TOPICS

Prerequisites: None

VARIABLE 1-6 CREDITS Students will demonstrate advanced competencies in subjects not included in other engineering courses, but which benefit those seeking additional training or enrichment in the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

ENGR 2002 PROFESSIONAL DEVELOPMENT

Prerequisites: English 1213

2 CREDITS Students demonstrate knowledge of basic principles of a successful engineering enterprise: written and oral communications, planning, design, production, risk management and evaluation. Students utilize business and project management principles to complete multi-disciplinary design experiences.

ENGR 2103 INTERACTIVE ENGINEERING DESIGN GRAPHICS

Prerequisites: Corequisite: ENGR 1113, MATH 2103, MATH 2203 or by evaluation. §

3 CREDITS The student will demonstrate familiarity with visualization and modeling techniques used in product design and development for a variety of engineering problems. The student will utilize (1) the engineering language including terminology, graphics and standards (2) observation, visual perception and spatial visualization (3) computer-aided design systems including solid modeling.

ENGR 2133 RIGID BODY MECHANICS

Prerequisites: PHYS 2014

3 CREDITS The student will solve problems related to static equilibrium of rigid and deformable bodies and the motion of particles and rigid bodies. Kinetics and kinematics will be studied with the application of algebra, trigonometry, scalar and vector calculus.

ENGR 2143 STRENGTH OF MATERIALS

Prerequisites: ENGR 2133

3 CREDITS The student will solve problems related to determinate and elementary indeterminate structural analysis, stress and strain in elastic and elasto-plastic materials. Quantitative analysis will incorporate methods of scalar and vector calculus and vector algebra where appropriate.

ENGR 2243 STATICS

Prerequisites: PHYS 2014

3 CREDITS Students solve problems related to static equilibrium of particles and rigid bodies under the action of forces. Physical concepts of equilibrium and engineering applications are integrated with mathematical subjects of vector calculus, vector algebra and simultaneous algebraic equations.

ENGR 2313 STRUCTURE AND PROPERTIES OF MATERIALS

Prerequisites: CHEM 1115 and concurrent enrollment in PHYS 2114

3 CREDITS The student will solve problems related to the behavior of materials under serious conditions and environments in relation to atomic and molecular structure and bonding.

ENGR 2333 THERMODYNAMICS

Prerequisites: PHYS 2014, CHEM 1115

3 CREDITS The student will solve problems related to an understanding of the first and second laws of thermodynamics; ideal gases; mixtures of ideal gases; and power and refrigeration cycles. Quantitative analysis will incorporate methods of algebra and calculus where appropriate.

ENGR 2343 FLUID MECHANICS

Prerequisites: Pre or Corequisite: ENGR 2133

3 CREDITS The student will solve problems related to the statics and dynamics of fluid flow and apply Stokes, Eulers and Bernoulli equations to analyze the characteristics of fluid flow in open and closed pipes. Quantitative analysis will incorporate methods of algebra, trigonometry and calculus where appropriate.

ENGR 2523 DYNAMICS

Prerequisites: ENGR 2243

3 CREDITS Students solve problems related to accelerated motion of bodies. Kinetics and kinematics along with conservation of energy, momentum, and angular momentum are utilized to analyze the motion of both particles and rigid bodies with the application of algebra, trigonometry, and scalar and vector calculus.

ENGR 2613 ELECTRICAL SCIENCE

Prerequisites: PHYS 2114

3 CREDITS The student will analyze DC and AC circuits including three-phase circuits. Analysis techniques will include Kirchhoff's laws, Thevenin's Theorem and Norton's Theorem. Quantitative analysis will incorporate methods of algebra, trigonometry and calculus where appropriate.

ENGL

ENGL 1103 MULTICULTURAL ENGLISH COMPOSITION I

Prerequisites: Prerequisite: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS Multicultural English Composition I for multicultural and international students who speak a second language.

ENGLISH

ENGL 0106 College Preparation English I

Prerequisites: Assessment required prior to enrollment.

6 In this course, students will develop and increase basic skills in reading and writing processes. College-level academic vocabulary, reading comprehension development, and effective writing fundamentals will be emphasized through the use of thematic-based instruction, cooperative learning, and technology.

ENGL 0203 College Preparation English II

Prerequisites: Adequate writing assessment score or College Preparation English I (ENGL 0106), either taken within the last year, with strong encouragement for immediate continuation.

3 In this course, students will develop and increase skills in reading and writing processes with special focus on reading and writing in college level courses. Students will expand academic vocabulary, reading comprehension, and effective writing techniques through the use of thematic-based instruction, cooperative learning, and technology.

ENGL 0233 Spelling/Vocabulary Development

Prerequisites: None.

3 After appropriate instruction in common spelling rules, mnemonic techniques, the use of a dictionary and a thesaurus, and the study of common (Greek and Latin) word parts, the student will become more proficient in standardized spelling and will increase his or her written and spoken vocabulary.

ENGL 1000 SPECIAL TOPICS

Prerequisites:

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other specific courses in English (ENGL). Each course will cover a specific topic and may be repeated with a change in content.

ENGL 1113 ENGLISH COMPOSITION I

Prerequisites: Adequate reading and writing assessment scores or LS 0033, either taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1123 Multicultural English Composition II

Prerequisites: Corequisite, ENGL 1103 and ENGL 1113 taken within last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore or evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1203 BUSINESS ENGLISH

Prerequisites:

3 CREDITS The student will be able to correctly apply rules of grammar, punctuation, sentence structure and paragraph development used in business communications and be able to differentiate between these rules and those for literary compositions.

ENGL 1213 ENGLISH COMPOSITION II

Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 REPORT WRITING

Prerequisites: ENGL 1113

3 CREDITS The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

ENGL 2000 CREATIVE WRITING

Prerequisites:

VARIABLE 1-4 CREDITS Given basic instruction in skills associated with writing poetry, fiction, drama and non-fiction, the student will produce examples of the type of writing on which the instruction is focused. Credit is variable; with different content it may be repeated.

ENGL 2110 READINGS

Prerequisites: ENGL 1113

VARIABLE 1-3 CREDITS The student enrolled in this course will read various popular literary forms. The purpose of these readings will be to enhance the student's reading abilities as well as to enable him or her to develop lifetime reading habits.

ENGL 2123 INTRODUCTION TO LITERATURE

Prerequisites: ENGL 1213

3 CREDITS This course is a study of literary forms and genres, including short story, poetry, drama, and novels. Students will be introduced to literary terminology, critical theories, and a diversity of authors and literary styles. Through various assignments, written and/or oral, students will demonstrate their ability to analyze, evaluate and interpret literary forms.

ENGL 2133 INTRODUCTION TO POETRY

Prerequisites: ENGL 1113

3 CREDITS This course is a study of poetry as literary art with emphasis on understanding, recognizing, and appreciating poetic forms and techniques. Students will interpret, analyze, and evaluate poems from a variety of literary periods and cultures.

ENGL 2323 THE SHAKESPEARE PLAYS

Prerequisites: ENGL 1113

3 CREDITS After reading, discussing, attending lectures and viewing commercially produced films of selected plays, the student will describe the role of these plays within the literary, historical and cultural context of the Renaissance.

ENGL 2333 INTRODUCTION TO THE NOVEL

Prerequisites: ENGL 1113

3 CREDITS Students will read several novels from a variety of historical periods. After additional study of the different types and techniques of novels, the student will describe the common characteristics and the special features of this literary form.

ENGL 2343 THE SHORT STORY

Prerequisites: ENGL 1113

3 CREDITS After reading and discussing a wide selection of story masterpieces and commentaries on those short stories, the student will be able to describe the historical and literary development of this literary form.

ENGL 2353 NATIVE AMERICAN LITERATURE

Prerequisites: ENGL 1113

3 CREDITS Students will study the literary, historical, and traditional backgrounds of Native American cultures. After studying selected tribes and reading poems, short stories and novels by Native American authors, students will be able to describe the characteristics of Native American literature. Students, furthermore, will be able to explain the importance of Native American literature within the canon of non-Western world literature.

ENGL 2363 AFRICAN AMERICAN LITERATURE

Prerequisites: ENGL 1113

3 CREDITS Students will read literature from the African-American culture and demonstrate understanding of the culture and its literature through discussions and written work. The student will be able to construct appropriate written and/or oral statements concerning literary, historical, cultural, and philosophical movements of the African-American culture from pre-slavery to the present time.

ENGL 2413 WOMEN IN LITERATURE

Prerequisites: ENGL 1113

3 CREDITS After reviewing literature written by and about women of various times and places, students will examine and interpret values and attitudes from a variety of perspectives suggested by the readings. Lectures, discussions, and papers will emphasize relationships between social, political, and personal issues while making global connections, both historical and contemporary, and exploring the universality and variety of women's issues.

ENGL 2423 SURVEY OF WORLD LITERATURE I

Prerequisites: ENGL 1213

3 CREDITS This course is a survey of world literature from the time of ancient civilizations to about 1600. Students will study representative works that comprise literary traditions from diverse cultures throughout the world. The cultural, historical and philosophical influences of the literature will also be examined.

ENGL 2433 SURVEY OF WORLD LITERATURE II

Prerequisites: ENGL 1213

3 CREDITS This course is a survey of world literature from about 1600 to contemporary times. Students will study representative works that comprise literary traditions from diverse cultures throughout the world. The cultural, historical and philosophical influences on the literature will also be examined.

ENGL 2543 SURVEY OF ENGLISH LITERATURE I

Prerequisites: ENGL 1213

3 CREDITS This course is a survey of English literature from the Anglo-Saxon era up to approximately 1798. Students will study representative works that shaped the literary canon and traditions in English literature, placing them in their literary, historical, philosophical, and cultural contexts.

ENGL 2653 SURVEY OF ENGLISH LITERATURE II

Prerequisites: ENGL 1213

ENGL 2773 SURVEY OF AMERICAN LITERATURE I

Prerequisites: Prerequisites: ENGL 1213

3 CREDITS This course is a survey of American literature from the pre-Colonial Period to the Civil War. Students will study representative works that shaped the American literary tradition, placing them in their literary, historical, philosophical, and cultural contexts. In addition, students will examine common issues, conflicts, preoccupations, and themes found in the literary selections.

ENGL 2883 SURVEY OF AMERICAN LITERATURE II

Prerequisites: Prerequisites: ENGL 1213

3 CREDITS This course is a survey of American literature from the Civil War to the present time. Students will study representative works that shaped the American literary tradition, placing them in their literary, historical, philosophical, and cultural contexts. In addition, students will examine common issues, conflicts, preoccupations, and themes found in the literary selections.

ENGLISH AS A SECOND LANGUAGE

ESL 0373 TOEFL PREPARATION

Prerequisites: Appropriate Score on a Skills Assessment Test or by evaluation. §.

3 CREDITS This course is for the intermediate to advanced level student who desires to improve his or her score on the institutional (paper-based) Test of English as a Foreign Language (TOEFL). The course provides extensive practice with the specific listening, grammar, and reading skills which are essential for TOEFL success. Although designed with the TOEFL examinee in mind, the drills and exercises in this course can be equally useful to the student who has other goals.

ESL 0413 ADVANCED LISTENING

Prerequisites: Appropriate Score on a Skills Assessment Test or by evaluation. §

3 CREDITS This course develops the student's ability to comprehend and interpret aural information. Students practice active listening skills and develop comprehension abilities in a variety of discourse situations including natural conversations, film and video contexts, and classroom lectures. This course is organized around topics in American culture. Students will learn about and discuss the cultural values and traditions which have shaped and continue to shape American society.

ESL 0423 ADVANCED READING

Prerequisites: Appropriate Score on a Skills Assessment Test or by evaluation. §

3 CREDITS This course is for the student who wants to improve his/her ability to read English for academic purposes. Through extensive practice, students increase both their reading speed and their comprehension of college-level reading material. Acquisition of new college-level vocabulary is an integral part of the course. Students are given frequent and varied practice with vocabulary words including practice with word families and with the forms and grammatical features of new words.

ESL 0443 ADVANCED WRITING

Prerequisites: Appropriate Score on a Skills Assessment Test or by evaluation. §

3 CREDITS This course prepares students to write in English for academic purposes. Students develop the skills necessary for effective paragraph and essay writing. Students learn how to generate and focus ideas, to support a thesis, and to revise and refine their work. Writing strategies and techniques covered will include brainstorming, free writing, drafting, and editing. The course introduces rhetorical patterns used in essay writing such as compare/contrast and persuasion.

ESL 0453 ADVANCED GRAMMAR

Prerequisites: Appropriate Score on a Skills Assessment Test or by evaluation. §

3 CREDITS This course provides a comprehensive and in-depth presentation of English grammar. Grammar aspects covered include the verb tense system, gerunds and infinitives, nouns and articles, adverb and adjective clauses, conditional structures, modal verbs, and the passive voice. Students develop mastery of these fundamental structures through a variety of practice exercises and activities. While focusing primarily on grammar, the course promotes the development of all language skills for effective communication.

ESL 0463 ADVANCED SPEAKING

Prerequisites: Appropriate Score on a Skills Assessment Test or by evaluation. §

This course increases the student's ability and confidence as an effective communicator in English. Students practice the advanced communications skills necessary for success in academic and professional situations. Speaking tasks assigned will include discussion, debate, recitation, public speaking, and the production of dialogues and skits for in-class performance. Aspects of pronunciation will be covered as needed to improve the student's overall comprehensibility.

ESL 0640 SPECIAL TOPICS IN ENGLISH AS A SECOND LANGUAGE

Prerequisites: None

VARIABLE 1-3 CREDITS The student will demonstrate competencies in specific areas of English as a Second Language study which are not covered in other English as a Second Language courses. The course can be repeated either with a change in course content or by recommendation of the instructor

ENTERPRISE COMMUNICATIONS SYSTEMS

ECS 1000 SPECIAL TOPICS

Prerequisites:

1-4 CREDITS Students demonstrate specific competencies in subjects not included in Enterprise Communication Systems courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

ECS 1022 INTRODUCTION TO ENTERPRISE COMMUNICATION SYSTEMS

Prerequisites:

2 CREDITS Students demonstrate basic competencies in network services, modems, and access devices, the Internet, convergence and wireless services. Students demonstrate knowledge of the history of telecommunications, the public network and the Local Competition and the Telecommunications Act as it relates to the workforce requirements of network technicians and administrators.

ECS 1054 BASIC WEB DESIGN ELEMENTS

Prerequisites:

4 CREDITS Students develop competencies in web design, basic web page design principles; file formats for creating web pages, accessibility, usability, and site management skills. Students demonstrate the ability to create basic HTML code, vector and bitmap graphics, SWF and GIF animations, animations with DHTML and images for web pages that include interactive elements and Cascading Style Sheets. In addition, students use web development tools to build a course project website.

ECS 1214 PC HARDWARE AND SOFTWARE

Prerequisites:

4 CREDITS Students develop an understanding of emerging information technology and data communications. Students demonstrate, in a laboratory setting, knowledge of the necessary skills of building a computer, installing the operating systems, adding peripherals, and connecting the computer to a local-area network as well as the Internet.

ECS 1233 OPERATING SYSTEMS

Prerequisites:

3 CREDITS Students will develop an understanding of various operating systems and demonstrate competencies in installing and operating various computer systems, the Internet and telephone applications-programming interface.

ECS 1253 BEGINNING SOLARIS

Prerequisites:

3 CREDITS Students develop competencies in various operating command systems that include UNIX operating system commands, Solaris operating environment commands and Common Desktop Environments. Students demonstrate an understanding of fundamental command-line features of the operating environment including file system navigation, file permission, the VI text editor, and command shells.

ECS 1273 BASIC JAVA ELEMENTS

Prerequisites:

3 CREDITS Students develop competencies in JAVA concerning basic programming with the conceptual understanding of object-oriented programming. Students identify JAVA language's object-oriented techniques to solve business problems and to create classes, object, and applications.

ECS 1314 NETWORKING FUNDAMENTALS

Prerequisites:

4 CREDITS Students demonstrate specified competencies in various routers, switches, cable analyzers, smart remotes, and cable meters. Students demonstrate knowledge of the OSI reference model, the basics of network layout and function, and the elements of TCP/IP. Students will also set up and configure a local area network.

ECS 1334 ROUTING TECHNOLOGIES

Prerequisites: ECS 1314

4 CREDITS Students demonstrate specified competencies with router switching technologies, beginning router and switching configurations and network management. Basic router configurations will be emphasized using the routing information protocol. Students configure addresses, host names, telnet procedures, IP races, Ethernet MAC addresses, serial port addresses, router commands, router troubleshooting, password recovery, and make physical connections at various ports.

ECS 2000 SPECIAL TOPICS

Prerequisites:

1-4 CREDITS Students demonstrate specified advanced competencies in subjects not included in other Enterprise Communication Systems courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

ECS 2224 NETWORK OPERATING SYSTEMS

Prerequisites: ECS 1214

4 CREDITS Students identify multi-user, multi-tasking network operating systems. LINUX, Windows 2000, NT, and XP networking operating systems will be covered. Students explore a variety of topics including installation procedures, security issues, back-up procedures, remote access and administration of Microsoft and Unix-based network operating systems.

ECS 2272 ADVANCED JAVA ELEMENTS

Prerequisites: ECS 1273

2 CREDITS Students develop competencies and demonstrate an understanding in classes and inheritance, Arrays, packages, creating GUI applications using AWT, creating applets and graphics, exceptions, streams and stream output, utility classes and threads.

ECS 2334 ADVANCED ROUTING AND SWITCHING

Prerequisites: ECS 1334

4 CREDITS Students demonstrate specified competencies in advanced routing and switching technologies and network management. Students demonstrate an understanding of virtual LANS, data-link layer network addressing, simple network management protocols, interior gateway routing protocol, enhanced interior gateway protocol, classless IP and wide area networking.

ECS 2354 ADVANCED SOLARIS

Prerequisites: ECS 1253

4 CREDITS Students develop advanced competencies in Solaris through implementing internetworking connectivity, systems, services, and security using the tools and features specific to Solaris. Students will demonstrate the ability to identify a variety of characteristics, commands and features specific to Solaris.

ECS 2364 ADVANCED NETWORK & DESIGN MANAGERMENTS

Prerequisites: ECS 2334

4 CREDITS Students demonstrate specified competencies in project-based experimental activity and network design. Students demonstrate knowledge in trends and developments in the field of networking. The student will work with a Professional Network/WAN design tool to complete a 12,000 Ethernet host design project.

ECS 2414 BUILDING SCALABLE NETWORKS

Prerequisites: ECS 2364

4 CREDITS Students demonstrate the implementation of OSPF, EIGRP, BGP, Route Redistribution, NAT, Easy IP, Route Optimization, and Security utilizing Lock-and-Key, Reflexive, and Context-Based Access Control access lists.

ECS 2434 BUILDING REMOTE ACCESS NETWORKING

Prerequisites: ECS 2414

4 CREDITS Students build remote access networks. Students implement remote technologies in asynchronous modem dial-up, ISDN, X.25, frame relay, T1 and address security concerns utilizing PAP, CHAP, and Secure AAA.

ECS 2454 BUILDING MULTILAYER SWITCHED NETWORKS

Prerequisites: ECS 2434

4 CREDITS Students develop competencies to design and implement a multi-layer switched network utilizing routers. Through hands on lab activities, students demonstrate the ability to optimize routing, ensure network availability, and provide for multi-cast applications.

ECS 2474 INTERNETWORK TROUBLESHOOTING

Prerequisites: ECS 2454

4 CREDITS Students learn to troubleshoot an environment that uses routers and switches for multi-protocol client hosts and servers. Students develop competencies to use configuration examples to demonstrate management and troubleshooting techniques for numerous LAN and WAN designs. Students also demonstrate the ability to identify tools used to trouble shoot the most common networking environments in use today.

ECS 2514 FUNDAMENTALS OF NETWORK ROUTER SECURITY

Prerequisites: ECS 2364 or CCNA Certification

4 CREDITS Students learn the overall security processes of basic networks and demonstrate these skills in the following areas through hands-on projects: Security policy design and management, Security technologies, products and solutions, Firewall and secure router design, installation, configuration, maintenance and management, AAA implementation using routers, Intrusion detection (IDS) implementation using routers, and VPN implementation using routers.

ECS 2534 FUNDAMENTALS OF NETWORK SECURITY FOR PIX FW

Prerequisites: ECS 2364 or CCNA Certification

4 CREDITS Students learn basic security processes dealing with network firewalls. Students demonstrate skills in Security policy design and management of firewalls, Security technologies, products and solutions associated with firewalls, Firewall and secure router design, installation, configuration, maintenance and management of firewalls. Additional areas are: AAA implementation using routers and firewalls, Intrusion detection (IDS) implementation using routers and firewalls, VPN implementation using routers and firewalls.

ECS 2554 FUNDAMENTALS OF WIRELESS LANS

Prerequisites: ECS 2364 or CCNA Certification

4 CREDITS Students design, plan, implement, operate and troubleshoot wireless LANs. Students demonstrate comprehension of wireless LANs through a variety of hands-on projects and laboratory simulations. Special projects will cover: setting up and troubleshooting various wireless LANs technologies and products, providing solutions, completing site surveys and resilient WLAN designs, installation and configuration of various wireless networks, performing WLAN security diagnostics and developing vendor interoperability strategies.

FILM AND VIDEO PRODUCTION

FVP 1000 SPECIAL TOPICS IN FILM TECHNOLOGY

Prerequisites: None

Variable 1-3 CREDITS The student will demonstrate specified competencies in subjects not included in other film and video production courses but which will benefit students wanting additional training. Each course will cover a specific topic and may be repeated with a change in content.

FVP 1133 PRODUCTION DESIGN

Prerequisites:

3 CREDITS The student will demonstrate an understanding of location design, exterior and interior art direction and construction, stage sets, props, signage, costume and set decoration, makeup, and hair dressing.

FVP 1214 CINEMATOGRAPHY I

Prerequisites:

4 CREDITS Students will be introduced to the equipment and technical aspects used for films and television. They will demonstrate an understanding of terms and procedures in selecting equipment for specific scenes. They will demonstrate a basic understanding of how to use lights, sound and camera devices. They will demonstrate a technical understanding of the workflow utilized in preproduction, production and post production process of motion pictures. Laboratory experience is a required component of this course.

FVP 1713 SCREENWRITING

Prerequisites: or by evaluation. §

3 CREDITS Students will be given basic instruction in the skills of writing and analyzing screenplays. Students will produce examples of the type of writing on which the instruction is focused. This course will include the analytical breakdown of screenplay elements through script analysis of feature-length screenplays and short-form screenplays. Students will synthesize their knowledge and skills learned in class, and problem-solve by writing "coverage" of student class projects--and by writing multiple short-form screenplays, culminating in a screenplay for a Capstone Project. They will also create a step-outline for a feature-length motion picture.

FVP 2000 SPECIAL TOPICS IN FILM TECHNOLOGY

Prerequisites: 6 hours of Film and Video Production courses or by evaluation. §

Variable 1-3 CREDITS The student will demonstrate specified competencies in subjects not included in other film and video production courses but which will benefit students wanting advanced training. Each course will cover a specific topic and may be repeated with a change in content.

FVP 2123 FILM PRODUCTION AND BUSINESS

Prerequisites:

3 CREDITS Students will study the film-making process from concept to completion with special emphasis on the relationship between key staff members such as the producers, editors, directors, and cinematographers. They will demonstrate a basic understanding of film production technology and terminology. They will also analyze publicity, marketing techniques and materials, distribution plans, contracts, labor relations, business plans, copyright, chain of title, and negotiating with management and representation. As part of this course students will develop an entire plan for the production of a film which may become their Capstone project. The plan will include the selection of a script, a detailed schedule, budget, and possible contracts for staff and talent.

FVP 2153 SCREENPLAY INTERPRETATION

Prerequisites: FVP 1214, FVP 2323 or by evaluation. §

3 CREDITS Students will learn the form and function of the basic motion picture screenplay through the analytical breakdown of film elements from the perspective of selected labor craft categories. Students will demonstrate their ability to apply learned craft skills to interpret the suggested imagery of the screenwriter by applying useful, creative and technical contributions in the production of screenplay into filmmaking projects.

FVP 2214 CINEMATOGRAPHY II

Prerequisites: FVP 1214 and FVP 2323 or by evaluation. §

4 CREDITS Students will be introduced to the composition of film and television. They will demonstrate an understanding of picture and sound techniques to produce a meaningful and cohesive visual and aural story. They will demonstrate a basic understanding of utilizing lights, sound and camera locations and movements relative to the visual and aural story. Laboratory experience is a required component of this course.

FVP 2253 FILM SOUND

Prerequisites: FVP 1214

3 CREDITS Students will demonstrate the use of microphones, microphone placement, sound enhancements, volume, and the recording techniques used on location and in a studio. They will produce a full sound mix, including dialogue, score, source music, sound effects, and a variety of digital technologies.

FVP 2263 AMERICAN CINEMA

Prerequisites: ENGL 1113 or by evaluation. §

3 CREDITS The focus in this course will be on these film topics: history and development, the studio system, economic structure, technical and critical vocabulary, style, the star, genres, themes, and audience. Instructional films and readings will enable the student to understand each of these topics; furthermore, the student will view several classic and contemporary American films to exemplify and clarify cinematic techniques and concepts. The student will become able to think and write critically about film and its role in American culture.

FVP 2273 DOCUMENTARY FILMMAKING

Prerequisites: FVP 1214 and FVP 2323 or by evaluation. §

3 CREDITS Students will analyze the techniques and resources for the successful development and completion of filmed documentary productions. They will examine the duties of the documentary filmmaker from the perspective of the various craft categories. Students will synthesize their knowledge and skills learned in class, and problem-solve by producing examples of the type of filmmaking on which the instruction is focused.

FVP 2314 CINEMATOGRAPHY III

Prerequisites: FVP 2214 or by evaluation. §

4 CREDITS Students will be introduced to the special effects technology of match movement. They will demonstrate an understanding of the knowledge and skills to track a camera's movement in three-dimensional space so a virtual camera can be reproduced by computer software. They will demonstrate an understanding of three-dimensional match moving tools to extrapolate three-dimensional information from two-dimensional photography. Laboratory experience is a required component of this course.

FVP 2323 FILM EDITING AND DIGITAL EFFECTS I

Prerequisites: or by evaluation. §

3 CREDITS Students will learn the digital environment of the non-linear AVID editing system, mastering the basics of multiple video and audio tracks, scenes assembly, time line structure and maintenance. Basic transitions such as dissolves, fades, wipes, and others will be introduced. Students will learn the process of commercial digital film editing and become familiar with story line and plot development through basic post-production techniques of picture and sound juxtaposition. Students will also be introduced to the mechanics and methods of digital effects. They will demonstrate a proficiency in the manipulation of single images, resulting in digitally enhanced composite shots and scenes.

FVP 2423 FILM EDITING AND DIGITAL EFFECTS II

Prerequisites: FVP 2323 or by evaluation. §

3 CREDITS Students will master the visual and aural forces that make the film an expressive means of communication utilizing the digital medium of the intermediate level AVID non-linear editing system. Students will demonstrate proficiency in construction of film sequences, interrelationships of the various film elements, editorial theory and practices that affect the overall aesthetics of recorded storytelling. They will additionally study the arena of digital effects and various non-linear after-market effects palettes.

FVP 2453 FILM SOUND EDITING

Prerequisites: FVP 2253

3 CREDITS Students will master the aural forces that make film an expressive means of communication utilizing the digital medium of the intermediate ProTools non-linear sound editing system. Students will demonstrate proficiency in construction of sound sequences, interrelationships of the various sound track elements, sound design, foley and editorial theory that affect the overall aural aesthetics of recorded music and effects in film storytelling.

FVP 2613 FILM OR VIDEO INTERNSHIP

Prerequisites: 6 hours of Film and Video Production courses or by evaluation. §

3 Students will work on the production of student films, or they will be placed in a professional setting that will require them to use their workplace skills through a supervised practical experience in support of film or video projects. The course may be repeated to a maximum of 6 credit hours with the consent of the instructor.

FVP 2623 DIRECTING

Prerequisites: FVP 1214 or by evaluation. §

3 CREDITS Students will analyze the techniques and resources used in modern film directing. They will learn the director's responsibilities in script development, pre-production, production, and post-production. They will learn how a director assesses and integrates the individual contributions of the various film crafts into a production. They will learn how to work with actors in casting sessions and on the set. They will be given practical, hands-on experience in directing by the completion of directing assignments and projects. Students will be divided into teams to work on directing assignments outside of class for later presentation in class, as well as presentations of edited assignments. Each team will be responsible for "casting" the acting talent required for those assignments. Some additional time outside of class will be required for the editing of projects.

FVP 2713 CAPSTONE PROJECT

Prerequisites: All required Major FVP courses, computer proficiency or by evaluation. §

3 CREDITS In groups, students will produce a short 10 to 20 minute, completely edited, finished film, demonstrating their mastery of the various film craft categories and the entire film making process.

FINANCE

FIN 1000 SPECIAL TOPICS

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined measures.

1-4 CREDITS This is a study of variety of topics in which the student will be exposed to such topics as preparing for a career in the financial services industry, assessing the job market, etc. The course may be repeated with a change of topic.

FIN 1013 PERSONAL FINANCE

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined measures.

3 CREDITS The student will solve problems involved in personal finance, including budgeting, borrowing, charge accounts, installment buying, insurance, savings, social security, home ownership, banking services, taxes, wills and estates. He or she will demonstrate mastery of these problems by applying the techniques involved to simulated personal finance problems.

FIN 2023 INTRODUCTION TO BUSINESS FINANCE

Prerequisites: MATH 0303 or adequate math placement test score, ACCT 2113

3 CREDITS The student will study the basic concepts essential to the management of business finances and apply these concepts to problems involving financial planning, capital investments, budgeting, time value of money and financial decision making.

FIN 2033 FUNDAMENTALS OF INVESTMENTS

Prerequisites: MATH 0303 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will examine the basic concepts of investing, methods for evaluating risk, and types of investments. The fundamental concepts will be applied to establishment of investment goals, portfolio creation and management, and determining the effects of government regulation. (This course is generally offered in the spring semester only.)

FIN 2123 SECURITIES AND INSURANCE LICENSING

Prerequisites: MATH 0303 or adequate math placement test score

3 CREDITS The student will demonstrate understanding of the legal, ethical, and theoretical environment of the securities and insurance industry. The student will demonstrate competencies in mutual fund and variable insurance products. This includes an overview of laws set forth in the Uniform Securities Act, covering state licensing and registration requirements.

FIN 2500 FINANCIAL SERVICES INTERNSHIP

Prerequisites: MATH 0203 or adequate math placement test score., FIN 1013 or by evaluation. §

1-6 CREDITS The course will assist students in earning academic credit in a planned process that integrates academic preparation with supervised work experience. Students will work in an approved financial services environment with cooperating employers for a specified period of time, and will attend arranged lectures relating to a variety of financial services topics.

FRENCH

FREN 1000 SPECIAL TOPICS IN FRENCH

Prerequisites:

1-6 CREDITS The student will demonstrate competencies not covered in other French language courses. Each course will concentrate on a particular aspect of language and culture. Credit is variable, and with different content, may be repeated for up to 6 credits.

FREN 1010 CONVERSATIONAL FRENCH I

Prerequisites:

1-4 CREDITS The beginning student will develop oral communication skills through intensive practice in French with a focus on listening and speaking activities. The student will be able to function in French on topics of everyday life. Credit is variable and, with different content, may be repeated for up to 4 credits.

FREN 1115 ELEMENTARY FRENCH I

Prerequisites:

5 CREDITS The beginning student will acquire fundamental proficiency in understanding, speaking, reading, and writing French. The student will also explore important aspects of French and Francophone culture.

FREN 1120 CONVERSATIONAL FRENCH II

Prerequisites: FREN 1010 or FREN 1115 or by evaluation. §

1-4 CREDITS The student will further develop oral communication skills through intensive practice in French with a focus on listening and speaking activities. The student will be able to function in French in a variety of situations. Credit is variable and, with different content, may be repeated for up to 4 credits.

FREN 1225 ELEMENTARY FRENCH II

Prerequisites: FREN 1115 or by evaluation. §

5 CREDITS A continuation of FREN 1115. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing French. The student will continue to explore significant aspects of French and Francophone culture. Satisfactory completion of this course confirms that a student has demonstrated competency in a foreign language at the novice-high level on the ACTFL scale.

FREN 2113 INTERMEDIATE FRENCH I

Prerequisites: FREN 1225 or by evaluation. §

3 CREDITS The student will demonstrate proficiency in understanding, speaking, reading, and writing French at the intermediate level. The student will read a variety of French texts, using them as a basis for conversation and composition in French and will begin a systematic review of French grammar. The class is taught in French.

FREN 2223 INTERMEDIATE FRENCH II

Prerequisites: FREN 2113 or by evaluation. §

3 CREDITS A continuation of FREN 2113. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing French at the intermediate level. The student will read short literary texts and use them as a basis for discussions and compositions in French and will complete a systematic review of French grammar. The class is taught in French.

GCOM

GCOM 1023 INTRODUCTION TO GRAPHIC DESIGN

Prerequisites:

3 CREDITSThis course is an introduction to the principles of design, terminology, typography, and the design process. Students will indicate an understanding of the design and print process, the use of emphasis, contrast, balance, alignment, repetition, flow, color and typography through the successful completion of assigned projects.

GEOGRAPHY

GEOG 1103 CULTURAL GEOGRAPHY

Prerequisites:

3 CREDITS Cultural Geography is the study of spatial variations among cultural groups and the spatial functioning of society. It focuses on describing and analyzing the ways language, religion, economy, government and other cultural phenomena vary or remain constant from one place to another and on explaining how humans function spatially.

GEOG 2603 WORLD REGIONAL GEOGRAPHY

Prerequisites:

3 CREDITS The student will examine the world's major cultural regions and determine the relationship between the physical environment and economic, social and political conditions.

GEOLOGY

GEOL 1000 GEOLOGY SPECIAL TOPICS

Prerequisites: LS 0033 College Writing II

1-3 CREDITS The student will demonstrate specified competencies in subjects not included in other geology (or related) courses, but which benefit those seeking additional training or enrichment in that field (or related fields). A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

GEOL 1063 EARTH SCIENCE

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will demonstrate their understanding of an overview of the earth sciences. The student will study the areas of astronomy, meteorology, climatology and oceanography, with the major concentration on the study of geologic principles.

GEOL 1064 EARTH SCIENCE

Prerequisites: Math 0203 or adequate math placement test score.

4 CREDITS Students will demonstrate their understanding of an overview of the earth sciences. The student will study the areas of astronomy, meteorology, climatology and oceanography, with the major concentration on the study of geologic principles. Laboratory work is an integral part of the course.

GEOL 1114 GENERAL GEOLOGY

Prerequisites: Math 0203 or adequate math placement test score.

4 CREDITS Students will describe theories of the earth's formation, its composition and structure and the processes which change the earth's surface. Laboratory work and field trips are an integral part of the course.

GERMAN

GRMN 1000 SPECIAL TOPICS

Prerequisites:

VARIABLE 1-3 CREDITS The student will demonstrate competencies not covered in other German language courses. Each course will concentrate on a specific language skill such as Conversational or Traveller's German. The course may be repeated with a change in subject matter.

GRMN 1010 CONVERSATIONAL GERMAN I

Prerequisites:

1-4 CREDITS The beginning student will develop oral communication skills through intensive practice in German with a focus on listening and speaking activities. The student will be able to function in German on topics of everyday life. Credit is variable and, with different content, may be repeated for up to 4 credits.

GRMN 1115 ELEMENTARY GERMAN I

Prerequisites:

5 CREDITS The beginning student will acquire fundamental proficiency in the pronunciation, grammar, reading, speaking, and writing of German. The student will also explore certain aspects of German culture.

GRMN 1120 CONVERSATIONAL GERMAN II

Prerequisites: GRMN 1010 or GRMN 1115

1-4 CREDITS The student will further develop oral communication skills through intensive practice in German with a focus on listening and speaking activities. The student will be able to function in German in a variety of situations. Credit is variable and, with different content, may be repeated for up to 4 credits.

GRMN 1225 ELEMENTARY GERMAN II

Prerequisites: GRMN 1115

5 CREDITS A continuation of GRMN 1115. The student will demonstrate increased proficiency in the fundamentals of German grammar, oral communication, as well as in reading and writing skills. The student will continue to explore selected aspects of German culture.

GRMN 2113 INTERMEDIATE GERMAN I

Prerequisites: GRMN 1225

3 CREDITS The student will read a variety of German texts, using them as a basis for conversation and short compositions in German. The readings will be accompanied by a review and enrichment of the student's knowledge of German grammar.

GRMN 2223 INTERMEDIATE GERMAN II

Prerequisites: GRMN 2113

3 CREDITS A continuation of GRMN 2113. The student will read more advanced German texts, using them as a basis for discussions and literary compositions in German. Grammar review and enrichment are an ongoing part of the course.

GRAPHIC COMMUNICATIONS

GCOM 1000 SPECIAL TOPICS IN GRAPHIC COMMUNICATIONS

Prerequisites:

VARIABLE 1-6 CREDITS Students will develop skills and demonstrate competencies in topics not covered in other Graphic Communication courses. A specific topic is designated for each offering. This course may be repeated with a change in subject matter.

GCOM 1053 ELECTRONIC PUBLISHING: INDESIGN I

Prerequisites:

3 CREDITS Students will demonstrate proficiency in using the Macintosh computer in the production of various types of printed material. In addition, they will demonstrate skills in specifying typography, importing photos and artwork into documents, the application of design principles, and preparing documents for the commercial printing process.

GCOM 1133 INTRODUCTION TO MACINTOSH

Prerequisites:

3 CREDITS The student will demonstrate a working knowledge of creating documents and folders and filing them in the current operating system, networking, accessing the internet, and producing basic documents using several graphic arts software programs.

GCOM 1153 DIGITAL PHOTOGRAPHY

Prerequisites:

The student will demonstrate proficiency in using digital cameras and will produce color and black and white images which demonstrate a knowledge of basic principals of composition. Students will also demonstrate the ability to use the software program Adobe Photoshop to enhance, retouch, resize, format and store their digital images for use in printing and on the web.

GCOM 1183 COMPUTER DRAWING: ILLUSTRATOR

Prerequisites:

3 CREDITS The student will demonstrate knowledge of vector illustration techniques using Adobe Illustrator software. The student will also create and edit graphic objects and type, select various menu commands, and use keyboard shortcuts.

GCOM 1223 ADVERTISING LAYOUT

Prerequisites: GCOM 1053

3 CREDITS Students will demonstrate, by tests and performance, the ability to make effective advertising layouts which meet industry standards. Students will demonstrate effective use of color, dominant and subordinate elements, typography, and production skills in their designs.

GCOM 2000 INTERNSHIP

Prerequisites: or by evaluation. §

VARIABLE 1-6 CREDITS The student will work in a real graphic arts environment. The student will be instructed by a qualified graphic artist in a work situation and will produce printable assignments using current technology. This course may be repeated to a maximum of nine credit hours with the permission of the instructor.

GCOM 2053 ELECTRONIC PUBLISHING: INDESIGN II

Prerequisites: GCOM 1053 or by evaluation. §

3 CREDITS The student will demonstrate proficiency using advanced functions and commands of electronic desktop publishing. This will include libraries, master pages, color separation, prepress document preparation, working with graphic files, and templates.

GCOM 2100 ADVANCED SPECIAL TOPICS

Prerequisites: Any 1000-level GCOM course or by evaluation. §

VARIABLE 1-3 CREDITS Students will demonstrate competencies in advanced topics not covered in other Graphic Communication courses. A specific topic is designated for each offering. This course may be repeated with a change of subject matter.

GCOM 2143 PHOTO LIGHTING

Prerequisites: GCOM 1143 or by evaluation. §

3 CREDITS The student will demonstrate proficiency in photographic lighting through projects which demonstrate basic lighting techniques on people and objects using studio lighting and electronic flash.

GCOM 2153 DIGITAL PHOTOGRAPHY II

Prerequisites: GCOM 1153 or by evaluation. §

3 CREDITS The student will demonstrate knowledge of DSLR camera operations, exposure, exposure controls, lenses, depth of field, shutter speeds, existing lighting, and basic lighting techniques using studio lighting and electronic flash. Student proficiency will be indicated by successful completion of projects and the development of a one-person exhibit or portfolio.

GCOM 2163 PHOTOJOURNALISM

Prerequisites: GCOM 1153, GCOM 2153 or by evaluation. §

3 CREDITS The student will demonstrate the skills used in publication photography. These skills include knowledge of equipment, special lighting, compositional techniques, and publication requirements used in photographing news events and photo essays. Student proficiency will be indicated by successful completion of projects and the development of a one-person exhibit or portfolio.

GCOM 2253 ADVERTISING PHOTOGRAPHY

Prerequisites: GCOM 1153, GCOM 2153 or by evaluation. §

3 CREDITS The student will demonstrate the skills used in catalog and advertising photography. These skills include knowledge of equipment, special lighting, and compositional techniques used in the studio and on location. Student proficiency will be indicated by successful completion of projects and the development of a one-person exhibit or portfolio.

GCOM 2323 PUBLICATION DESIGN

Prerequisites: GCOM 1053 or by evaluation. §

3 CREDITS Upon completion of the course the student will demonstrate knowledge of the elements of newsletter and magazine design. The student will produce a four-page newsletter. The student will also produce a magazine cover, table of contents page(s), masthead, and departmental page designs. The work will be performed on a Macintosh computer using a desktop publishing program.

GCOM 2353 APPLIED GRAPHIC ART

Prerequisites: GCOM 1053 and GCOM 1223

3 CREDITS The student will apply skills learned in previous classes to produce real projects for the College or community. Students will design and produce a variety of production pieces.

GCOM 2363 PORTRAIT PHOTOGRAPHY

Prerequisites: GCOM 1153, GCOM 2153 or by evaluation. §

3 CREDITS The student will demonstrate the skills required to photograph people in the studio and on location. These skills include knowledge of equipment, special lighting, and posing techniques. Student proficiency will be indicated by successful completion of projects and the development of a one-person exhibit or portfolio.

GCOM 2373 GRAPHIC ARTS ILLUSTRATION

Prerequisites: ART 1123 or by evaluation. §

3 CREDITS The student will learn about and produce illustrations using a variety of techniques and media. Types of illustrations produced include pencil, ink, markers, scratchboard, colored pencil and mixed media. Work will be accomplished to conform to professional standards in the graphic arts industry.

GCOM 2773 IMAGE EDITING: PHOTOSHOP I

Prerequisites:

3 CREDITS The student will demonstrate knowledge of the tools and functions of Photoshop software program. The student will complete projects which indicate an understanding of image retouching and manipulation, color correction, image sharpening, RGB color, CYMK color, separations, channels, paths, and filters.

GCOM 2783 IMAGE EDITING: PHOTOSHOP II

Prerequisites: GCOM 2773 or by evaluation. §

3 CREDITS The student will demonstrate knowledge of more advanced functions of the Photoshop software program. Student proficiency will be demonstrated by successfully completing projects which require skills in advanced techniques in selection, layering, color correction, and image manipulation.

GCOM 2793 WEB PAGE DESIGN I

Prerequisites:

3 CREDITS The student will learn the skills required to create Web pages and maintain websites. These skills include using Adobe Dreamweaver software, HTML and CSS languages, producing graphics, and applying design principles for effective Web layouts. Proficiency will be demonstrated by successful completion of projects.

GCOM 2803 PORTFOLIO PREPARATION AND PRESENTATION

Prerequisites: GCOM 1223, GCOM 1053 and GCOM 2323 or by evaluation. §

3 CREDITS The student will prepare a portfolio for professional presentation and evaluation. The portfolio will consist of matted pieces, resume, and notebook which contains samples of projects representing skills using various graphic arts software programs.

GCOM 2813 WEB PAGE ANIMATION: Flash I

Prerequisites:

3 CREDITS The student will be able to produce vector-based animated and interactive Web sites with frames and keyframes, layers, scenes, morphing, animations that follow a path, animations within a mask, static and animated buttons, sound for buttons and movies, and be able to publish work for web delivery on an HTML page.

GCOM 2833 WEB PAGE DESIGN II

Prerequisites: GCOM 2793 or by evaluation. §

3 CREDITS Students will use advanced HTML, CSS, and Javascript to create highly interactive Web content. They will also use PHP and MySQL to generate dynamic websites from a database, to process form input, and to incorporate Flash and other multimedia elements into websites. Student proficiency will be demonstrated by successful completion of projects.

GCOM 2843 WEB PAGE ANIMATION: FLASH II

Prerequisites: GCOM 2813 or by evaluation. §

3 CREDITS The student will demonstrate the ability to create interactive multimedia and web projects using the Flash software authoring environment. He/She will also demonstrate knowledge of ActionScript, the Flash programming language, and use it to create and enhance online (web sites) and offline (CD-ROM) projects. In addition, the student will demonstrate a working knowledge of variables, scripted motion, text fields, advanced movie clip options, arrays, and functions.

GCOM 2853 MULTIMEDIA PORTFOLIO PRODUCTION

Prerequisites: GCOM 2813 and GCOM 2583 or by evaluation. §

3 CREDITS The student will demonstrate the ability to design and produce an interactive QuickTime movie presentation using an authoring software. The production will include animation, graphics, text, digital photography, sound and video. The project will become part of the student's portfolio.

HISTORY

HIST 1000 SPECIAL TOPICS IN HISTORY

Prerequisites: or by evaluation. §

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other history courses. Each course will relate to a specific issue and may be repeated with a change in topic.

HIST 1123 SURVEY OF AMERICAN SPORTS HISTORY

Prerequisites: None

3 CREDITS Students will participate in discussions of American Sports History—which may include the study of baseball, football, basketball, and/or other sport histories and heroes, as well as their memories and myths from the age of folk games to the age of televised sports, with special emphasis on the nineteenth and twentieth centuries. Information sources for class discussions may include appropriate video, print, and/or Internet learning materials.

HIST 1483 U.S. HISTORY TO THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 U.S. HISTORY SINCE THE CIVIL WAR

Prerequisites:

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

HIST 1613 EARLY WESTERN CIVILIZATION

Prerequisites:

3 CREDITS After surveying the roots of civilization, students will study the origins of Western Civilization in the Greco-Roman world, medieval Europe, the European Renaissance, the Reformation, and the Age of Discovery. Students will be able to identify contributions of early Western Civilization to the emergence of the modern West, including modern Europe and the United States.

HIST 1623 MODERN WESTERN CIVILIZATION

Prerequisites:

3 CREDITS After surveying the history of Western man since 1500, the student will be able to identify main themes in the development of Western civilization and describe their effects on the civilization of modern Western man.

HIST 1713 SURVEY OF WORLD CIVILIZATIONS TO 1600 C.E.

Prerequisites:

3 CREDITS After a general introduction to the roots of human civilization, students will survey the development of the major civilizations of Mesoamerica, Africa, Asia, and Europe to 1600 C.E. After studying these major civilizations in a comparative framework, students will be able to identify and explain both common aspects of human development and dissimilarities among the particular civilizations of the pre-modern world.

HIST 1723 SURVEY OF WORLD CIVILIZATIONS SINCE 1600 C.E.

Prerequisites:

3 CREDITS Students will survey the history of the major civilizations of Mesoamerica, Africa, Asia, and Europe from 1600 C.E. to the present. After studying these civilizations in a comparative framework, students will be able to identify major patterns of political, economic, social, and cultural change and conflict over a period in which contact between civilizations became more frequent and sustained and the West rose to world prominence.

HIST 2000 SPECIAL TOPICS IN HISTORY

Prerequisites: Pre or Corequisite: Any 1000 level History course or by evaluation. §

VARIABLE: 1-4 CREDITS In this course, the student will build on his or her background in U.S. History or Western Civilization survey courses. The student will develop a basic bibliography for a special topic in history. The bibliography will include primary and secondary sources. The student will learn writing skills that extend beyond the requirements of the survey course. The course will foster communication skills that will prepare the student to create an oral or written presentation on the historical topic. The student will be given an opportunity to develop computer software skills using the latest presentation software available. This course may be repeated with a change in content.

HIST 2013 HISTORY OF RUSSIA

Prerequisites:

3 CREDITS After studying the history of Russia from its beginning to the present, students will be able to identify and explain the political, economic, social, and cultural changes that occurred through the various stages of Russian development.

HIST 2103 OKLAHOMA HISTORY

Prerequisites:

3 CREDITS After analyzing events in Oklahoma history from the earliest times to the present in such areas as Indian acculturation, development of natural resources and political reform, the student will be able to relate his or her occupation to the needs of the state, describe his or her cultural inheritances in Oklahoma, and describe state governmental operations.

HIST 2123 AFRICAN AMERICAN HISTORY

Prerequisites:

3 CREDITS After analyzing African-American History from 1600 to the present, and surveying topics such as psychological identity, political reform, leadership, living patterns, and protest, the student will be able to identify prejudice in his or her own society, describe the current meaning of African American protest, and identify present day needs of the African American community.

HIST 2133 SURVEY OF WOMEN'S HISTORY

Prerequisites: None

3 CREDITS Students will study the history of women, in the course that may take an American, European, or international perspective. The public and private spheres of women's lives will be examined through reading and brief writing assignments, worksheets, participation, in class discussions, and book reviews. Students will submit assignments using MS Word or MS PowerPoint.

HIST 2153 SURVEY OF AMERICAN FAMILIES AND COMMUNITIES

Prerequisites: HIST 1483 or 1493 or by evaluation. §

3 CREDITS Students will survey the history of the American family and community life in the nineteenth and twentieth centuries. Students will focus on slavery, industrialization, the growth of working classes, westward expansion, and changing roles of women in society. This is not a genealogy course, but a social history that relies on a wide range of historical resources.

HIST 2203 THE AMERICAN INDIAN

Prerequisites:

3 CREDITS After analyzing events in Native American history including artifacts, social organization, recreation, art, religion, ceremonialism, history, prehistory and acculturation, the student will describe Indian cultural differences, identify trends in white-Indian relationships, explain how native cultures have influenced contemporary American culture and assess the major issues of the American Indians, past, present and future.

HIST 2213 GREAT AMERICAN BIOGRAPHIES

Prerequisites:

3 CREDITS Great American Biographies introduces students to biographies and autobiographies of significant people in U.S. history. Students study the lives and work of individuals by reading, watching biographical films, engaging in discussions, and, finally, by writing a fifteen-page biography of an ancestor or family member.

HIST 2303 HISTORICAL RESEARCH, METHODS, AND WRITING

Prerequisites: ENGL 1113

3 CREDITS The course is designed for History majors. It will prepare students to research and write research papers. Papers will present results of investigations on historical topics. Students will learn how to use library as a research tool for primary and secondary sources. The course will emphasize the importance of gathering, interpreting, and documenting evidence, organizing ideas and drawing conclusions.

HIST 2353 WORLD HISTORY: LATIN AMERICA

Prerequisites: Pre or Corequisite: ENGL 1113 or by evaluation. §

3 CREDITS Students will survey the history of Latin America, focusing on indigenous inhabitants, their interaction with Europeans, especially the Spanish and Portuguese, the colonization process, independence movements and current economic, political and cultural issues. Course materials include textbooks and novels that relate the histories of the area as well as journal articles, websites and other sources. Student assignments will be submitted electronically.

HUMANITIES

HUM 1113 MUSIC APPRECIATION

Prerequisites:

3 CREDITS After listening to and studying a variety of pieces representative of traditional forms of music, the student will identify and describe each of these forms. Emphasis will be on listening and the development of informed, critical listening habits. Attendance at musical concerts is required. This course is designed for non-music majors.

HUM 2000 HUMANISTIC STUDIES

Prerequisites: ENGL 1113

VARIABLE 1-6 CREDITS With the assistance of a mentor, the student will develop and use a method to make humanistic inquiries into a topic which both agree adds to the understanding of human experience. Credit is variable; with different content it may be repeated for up to 6 credits.

HUM 2103 MUSIC MASTERPIECES

Prerequisites:

3 CREDITS The student will listen to selected musical compositions from Bach to the 20th century composers and make accurate oral and written comments which describe the expressive features and cultural importance of these selections. The course may be repeated with a change in content.

HUM 2120 MUSEUM STUDIES

Prerequisites: ENGL 1113

VARIABLE 3-5 CREDITS After visiting selected museums and attending lectures, discussions, and presentations on related topics, the student will research and make accurate oral and/or written statements about how the collections in various types of museums reflect human values and cultural traditions.

HUM 2133 COMPARATIVE RELIGIONS

Prerequisites: ENGL 1113

3 CREDITS This course is a study of the major world religions both ancient and modern. The student will examine and compare historical developments, major historical figures, philosophical tenets and /or belief systems, and sacred texts from various religions. Also, students will evaluate the impact of these elements within a contemporary, global framework.

HUM 2143 MYTHOLOGY

Prerequisites: ENGL 1113

3 CREDITS In this review of myth throughout history, students will examine common motifs shared by myths from various cultures. In discussions and written responses, students will analyze the connections between myths and describe the function of myth in society and its importance to the individual.

HUM 2153 INTRODUCTION TO EASTERN THOUGHT

Prerequisites: ENGL 1113

3 CREDITS This survey course is designed to introduce the student to the major religious and philosophic systems of the Asian world. After completing the course, the student will be able to accurately describe and discuss the historical development and major concepts of Hinduism, Buddhism (including Zen), Confucianism and Taoism.

HUM 2163 LEADERSHIP DEVELOPMENT

Prerequisites: ENGL 1113

3 CREDITS Given examples of leadership qualities and skills which are evident in selected readings from classical literature, portrayed in selected films and discussed in contemporary leadership theory, the student will develop a fundamental understanding of leadership and the skills manifest in effective leaders. Participation in course discussions and activities will enable the student to develop personal leadership abilities.

HUM 2213 HUMANITIES CLASSICAL AND MEDIEVAL

Prerequisites: ENGL 1113

3 CREDITS This course is a study of the humanities from pre-history through the early Renaissance. The student will recognize, interpret, and evaluate the interrelationship of art, architecture, literature, philosophy, and music and their legacies and impact on contemporary culture.

HUM 2223 HUMANITIES MODERN

Prerequisites: ENGL 1113

3 CREDITS This course is a study of the humanities from the early Renaissance to the present. The student will recognize, interpret, and evaluate the interrelationship of art, architecture, literature, philosophy, and music and their legacies and impact on contemporary culture.

HUM 2233 EUROPEAN FILM

Prerequisites: ENGL 1113

3 CREDITS After viewing classic and contemporary European films, the student will identify and describe those technical and artistic qualities which characterize fine films. The student will accurately describe the role of European cinema within the cultural framework of western civilizations.

HUM 2243 FILM STUDIES

Prerequisites: ENGL 1113

3 CREDITS The focus in this course will be on these film topics: composition, cinematography, editing, and sound techniques; in addition, the student will study narrative structure, thematic elements, and viewer response. Instructional films and readings will enable the student to understand each of these topics; furthermore, the student will view several classic and modern American and international films to exemplify and clarify cinematic techniques and concepts. The student will write and speak critically about film and its role in human culture.

HUM 2253 DOCUMENTARY FILMS

Prerequisites: ENGL 1113

3 CREDITS Given historical information about documentary films, screenings of selected documentaries and discussions of the films' purposes and effects, a student will discuss orally or in writing how documentary films display, influence, and examine human values.

HUM 2263 AMERICAN CINEMA

Prerequisites: ENGL 1113

3 CREDITS The focus in this course will be on these film topics: history and development, the studio system, economic structure, technical and critical vocabulary, style, the star, genres, themes, and audience. Instructional films and readings will enable the student to understand each of these topics; furthermore, the student will view several classic and contemporary American films to exemplify and clarify cinematic techniques and concepts. The student will think and write critically about film and its role in American culture.

HUM 2273 INTERNATIONAL CINEMA

Prerequisites: ENGL 1113

3 CREDITS In International Cinema, students will examine the themes and techniques of world films. Movies from various lands and cultures will be viewed, and students will write or speak critically about cinematic qualities, the cultural values, and the human conditions observed in the films.

HUM 2283 FILM GENRE

Prerequisites: ENGL 1113

3 CREDITS In Film Genre, students will examine the themes and techniques of films in one of the primary genre. Students will view and study movies from a specific genre: comedy, science fiction, horror, independent, western, film noir, combat, animation, musical or crime/gangster. Students will write and speak critically about recurring patterns, conventions, and film techniques that predominate in a genre. Furthermore, students will be able to express their ideas concerning the cultural values represented or challenged by the particular genre.

HUM 2293 Folklore

Prerequisites: ENGL 1113

3 CREDITS By reviewing literary and other artistic examples of folklore from around the world, students will study the evolution of the folktale and the development of lore. Through discussion and written responses, students will describe the functions of folklore and analyze its importance to the individual and to various cultures throughout history.

HUM 2353 HISTORY OF SCIENCE

Prerequisites: ENGL 1113

3 CREDITS This course satisfies three credit hours of the General Education Humanities for all Associate in Arts, Science, and Diversified Studies degrees. Course units will examine selected episodes or periods in the history of science from ancient times until the present day. The course will treat the interaction of science and scientists with the social context as well as the internal structure and evolution of scientific ideas. Explanations of scientific theories and principles are not technical, and no special competence in science or mathematics is required.

HUM 2373 INTRODUCTION TO WORLD MUSIC

Prerequisites: ENGL 1113

3 CREDITS After a brief introduction to the aesthetic and functional dimensions of non-western music, students will learn to listen critically to indigenous music of several geographical areas and to analyze and make oral and written statements about its components. They will also examine the unique cultural, political, and religious factors which give rise to certain types of music. Students are encouraged to attend live performances whenever possible, and guest musicians are scheduled to visit the class. No previous musical training is assumed.

HUM 2423 ADVOCATES OF PEACE

Prerequisites: ENGL 1113

3 CREDITS Advocates of Peace deals with a section of East-West culture and politics often overlooked today: the positive and successful influence one individual can have over the masses. In this course, the student will recognize the interdependency of people from totally different geographical and cultural backgrounds using the same ideas of non-violence and non-aggression to combat suppression of and discrimination against any group of people. Two dynamic leaders, Mahatma Gandhi and Dr. Martin Luther King, Jr., have been chosen to exemplify this process. They are as radically different in most respects as one can imagine, and yet, as philosopher politicians, they used the same concepts of non-aggressiveness and non-violence to bring freedom to their peoples.

INSURANCE

INS 1103 PRINCIPLES OF INSURANCE

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined measures.

3 CREDITS The student will demonstrate understanding of the principles of property and liability insurance to include insurance basics, marketing, underwriting, claims adjusting, insurance company performance, risk management, property exposures, liability exposures, and insurance policy contracts and provisions. The student will apply basic insurance principles using the case study method.

INS 1113 PRINCIPLES OF PERSONAL INSURANCE

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined measures.

3 CREDITS The student will analyze situations and determine the appropriate coverage for homeowners, dwelling and contents, personal liability, inland marine and other personal insurance policies.

INS 1203 PRINCIPLES OF COMMERCIAL INSURANCE

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined measures.

3 CREDITS The student will determine the appropriate insurance coverage for property, loss of business income, inland and ocean marine, crime, general liability, workers compensation and other commercial insurance policies.

INS 1213 ETHICS AND ADJUSTING PRACTICES

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will apply ethical practices to the processing of property and liability insurance claims.

INS 1243 WORKERS COMPENSATION

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined measures.

3 CREDITS The student will study the history and development of the workers compensation system as it relates to employers' liability insurance. Utilizing injury schedules in given situations, the student will calculate benefits demonstrating an understanding of medical terminology, anatomy, trauma, disability, rehabilitation, and medical treatment. The student will also identify cost control factors such as benefit levels and utilization, rising health care costs, and cost shifting.

INS 1253 PROPERTY INSURANCE ADJUSTING

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined measures.

3 CREDITS The student will solve special problems involving the adjustment of building, merchandise and stock, business interruption, and reporting form losses.

INS 1263 LIABILITY INSURANCE ADJUSTING

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined measures.

3 CREDITS Having reviewed the legal duties and client damages, the student will solve special problems involving legal, medical and workers compensation claims.

INS 2000 SPECIAL TOPICS

Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other insurance courses, but which are beneficial to students wanting a greater understanding of insurance functions. A specific topic is announced for each offering. May be repeated with a change of topic.

INTERNATIONAL BUSINESS

INTL 2123 FUNDAMENTALS OF INTERNATIONAL BUSINESS

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The study of international business has become a necessary discipline for all business students irrespective of their area of major. The realization that "Globalization" is equally important to a domestic business as it is to a multinational corporation has forced the study of international business into the core curriculum of business school. This course stresses fundamental concepts and tools that international business managers should know. It addresses how differences in countries' economic, political, cultural and legal environment affect functional business decisions.

INTL 2223 FUNDAMENTALS OF INTERNATIONAL MARKETING

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS This course addresses marketing activities based on differing economic, social, geographic, and cultural environments. Emphasis is placed on problems and practices of managing international marketing activities. Topics include alternative ways of marketing internationally, approaches for conducting international marketing research, product adaptations, distribution channels between and with foreign markets, and international promotions.

INTL 2323 FUNDAMENTALS OF INTERNATIONAL FINANCE

Prerequisites: MATH 0303 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS The course begins with a brief but comprehensive review of balance of payments and international monetary arrangements. Foreign exchange markets, the risk of foreign exchange fluctuation, and different strategies for managing foreign exchange risk will be discussed. We will then concentrate on analysis of operational and strategic financial decisions of MNCs, including fund raising, working capital management, capital budgeting, financial structure, cost of capital and international project evaluation.

INTL 2423 FUNDAMENTALS OF INTERNATIONAL LOGISTICS MANAGEMENT

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS This course addresses the art and science of managing and controlling the flow of goods, energy, information and other resources like products, services, and people, from the source of production to the marketplace.

INTL 2523 INTERNATIONAL CAPSTONE COURSE

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS This course is designed to provide students an opportunity to synthesize previous experiences and apply theoretical knowledge to the real world situations. To ensure students possess sufficient knowledge and understanding of global issues, enrollment is restricted to individuals in the final semester. A faculty advisor will work with the students to determine the course format which may include one of the following: case studies, internship, study abroad or research paper.

INTERNATIONAL STUDIES

ISTU 1013 INTRODUCTION TO INTERNATIONAL STUDIES

Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 CREDITS In this course, students will begin to develop a global perspective and an appreciation for cultural diversity. Students will compare and contrast various regional areas with regard to: geography and ecology, history and religion, government and politics, business and economics, as well as culture and language.

ISTU 2033 INTERNATIONAL STUDIES CAPSTONE

Prerequisites: ENGL 0203, adequate placement score, by meeting determined placement measures, or by evaluation. §

3 CREDITS This course is designed to provide students majoring in International Studies an opportunity to synthesize previous experiences and apply theoretical knowledge to the real world situations. To ensure students possess sufficient knowledge and understanding of global issues, enrollment is restricted to individuals in the final semester. A Faculty Advisor will work with the students to determine the course format which may include case studies or a portfolio.

JOURNALISM AND BROADCASTING

JB 1000 SPECIAL TOPICS

Prerequisites:

VARIABLE 1-4 CREDITS The student will demonstrate competencies in subjects not covered in other mass media courses. Each course will cover a specific topic in Mass Media Communications and may be repeated with a change of subject matter.

JB 1013 INTRODUCTION TO MASS COMMUNICATION

Prerequisites:

3 CREDITS The student will describe the development, scope, functions and information resources of mass media, emphasizing the role of the consumer and the professional in mass communication and in solving contemporary problems in the mass media.

JB 1103 AUDIO PRODUCTION

Prerequisites:

3 CREDITS The student will use audio production techniques and equipment to produce program material of professional quality. Extensive laboratory work is required.

JB 1133 NEWS WRITING

Prerequisites:

3 CREDITS The student will become familiar with and proficient in the use of various news gathering and news writing techniques common to both the print media and the broadcast media. The student will demonstrate mastery by writing acceptable news stories, features, human interest stories and interpretive reports. Typing skills are required.

JB 2000 INTERNSHIP

Prerequisites: or by evaluation. §

VARIABLE 1-3 CREDITS The student will work in a professional setting with practitioners in either radio, television, advertising, audio production, video production, photo, public relations, or print journalism. The course may be repeated to a maximum of 6 credit hours with the consent of the instructor.

JB 2103 INDEPENDENT PROJECTS

Prerequisites:

3 CREDITS The student may choose a project in the area of radio, television, photography, journalism, cinematography, or advertising with the advice and consent of the instructor. The student will produce materials of a professional quality ready for publication or broadcast. This course may be repeated.

JB 2113 ADVERTISING

Prerequisites:

3 CREDITS The student will describe various aspects of the preparation of advertising through both the print and electronic media. He or she will effectively use typography, graphics, photography, layout, music, and sound effects in the preparation of an advertising campaign that uses both print and electronic media.

JB 2303 MAGAZINE FEATURE WRITING

Prerequisites:

3 CREDITS This course is designed for the writer who is beginning to write short to medium-length non-fiction articles. Students will review the markets, develop ideas, study interview techniques, and develop writing style by writing feature articles.

JB 2413 PRINCIPLES OF PUBLIC RELATIONS

Prerequisites:

3 CREDITS The student will describe the history, scope, ethics and functions of public relations. He or she will effectively use a multimedia approach in the preparation of a public relations campaign with particular attention to ways of gaining public support for an activity, cause, movement or institution.

JB 2643 VIDEO PRODUCTION

Prerequisites:

3 CREDITS The student will use video production techniques to produce, edit and direct program materials of broadcast quality. Extensive laboratory work is required.

LEISURE

LEIS 1000 SPECIAL TOPICS

Prerequisites:

VARIABLE 1-4 CREDITS The student will demonstrate special competencies in subject areas not covered in other Leisure courses, but which are beneficial in providing a better understanding of topics or activities in the field of Leisure Studies. A specific subject will be announced for each offering. Enrollment may be repeated with a change in topic.

LEIS 1602 TOTAL WELLNESS

Prerequisites: None

2 Students will learn the different aspects of health including physical, mental and emotional aspects. They will develop an understanding of health and be able to identify a healthy lifestyle. Students will also learn the different levels of physical fitness appropriate for different levels of development: childhood, adolescence, adulthood and older adulthood.

LEIS 2000 SPECIAL TOPICS

Prerequisites:

VARIABLE 1-4 CREDITS The student will demonstrate special competencies in subject areas not covered in other Leisure courses, but which are beneficial in providing a better understanding of topics or activities in the field of Leisure Studies. A specific subject will be announced for each offering. Enrollment may be repeated with a change in topic.

LEIS 2132 CARE AND PREVENTION OF ATHLETIC INJURIES

Prerequisites:

2 CREDITS This course is designed to provide the student with the basic knowledge to assist with the prevention, recognition, and care of athletic injuries. It is a basic introduction to the field of sports medicine. The student will learn basic skills in taping and bracing. He/she will also be able to implement a prevention program for athletic injuries which will include education in exercise, flexibility and nutrition.

LEIS 2413 INTRODUCTION TO LEISURE STUDIES

Prerequisites:

3 CREDITS This course introduces students to the nature, scope and significance of leisure and recreation. They will also study the delivery systems for leisure services, major program areas and the interrelationship of special agencies and institutions serving the recreation needs of society.

LEIS 2443 HUMAN DIVERSITY IN LEISURE AND RECREATION

Prerequisites:

3 The course allows students to examine their personal belief systems and to think critically about, and participate in, discussions regarding diversity and social justice issues in leisure and recreation, as well as in everyday life.

LEIS 2463 LABORATORY IN LEISURE SERVICES

Prerequisites:

3 CREDITS Through lecture, discussion and experiential learning, students will study recreation and leisure activities. They will develop skills to lead and/or knowledge to organize adapted activities, small and large group games, sports, arts and crafts, music, drama and cultural events.

LEIS 2473 FOUNDATION OF LEISURE SERVICE LEADERSHIP

Prerequisites:

3 CREDITS This course introduces the student to the principles and practical applications of group leadership techniques, problem solving, supervision and evaluation of personnel. Laboratory experience is an integral part of the course.

MANAGEMENT

MGMT 1533 INTRODUCTION TO SERVICE MANAGEMENT

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will demonstrate knowledge of the service management field. Areas of discussion will be service trends, safety, employee relations, industry outlooks and business development.

MGMT 2000 SPECIAL TOPICS

Prerequisites: None

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other management courses but which are beneficial to students wanting a greater understanding of the functions of management. A specific topic is announced for each offering. May be repeated with a change of topic.

MGMT 2013 SMALL BUSINESS MANAGEMENT

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will study general concepts relating to small business ownership, financing, organization, and management. After exploring these concepts, the student will develop a detailed plan for establishing and operating a small business.

MGMT 2053 PRINCIPLES OF MANAGEMENT

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS Having developed an understanding of the evolution of management, the role of the manager in business and the development of sound management systems, the student will outline and graphically illustrate some of the major management theories and their development. The student will also outline and explain the results of designated research in management.

MGMT 2223 EFFECTIVE PLANNING

Prerequisites: MATH 0303 or adequate math placement test score, MGMT 2053 or by evaluation. §

3 CREDITS This course is designed to provide students with an in-depth study of the five planning phases. The student will demonstrate the knowledge and skills to develop, implement and evaluate strategic, tactical, standing, and single use plans. Specific emphasis will be placed on techniques useful in offsetting future uncertainties by the risk associated with decision making.

MGMT 2323 TOTAL QUALITY MANAGEMENT

Prerequisites: MGMT 2053 or by evaluation. §

3 CREDITS This course is designed to introduce the principles of total quality management and to provide the student with a systematic way of applying quality techniques to any type of organization. Emphasis is given to customer focus, process improvement and total involvement. Students will demonstrate their knowledge through the simulation and case study methods.

MGMT 2423 LEADERSHIP

Prerequisites: MGMT 2053 or by evaluation. §

3 CREDITS This course is designed to introduce students to the process of effective leadership. The student will study various leadership styles and theories and demonstrate acquired knowledge and skills through the use of various techniques, such as role playing, and the analysis of case studies.

MGMT 2453 MID MANAGEMENT SEMINAR

Prerequisites: ENGL 0203, adequate placement score, by meeting determined placement measures, or by evaluation. §

3 CREDITS Projects and discussion are designed to correlate classroom training and work experience.

MGMT 2523 EVALUATION AND CONTROL TECHNIQUES

Prerequisites: MGMT 2053 or by evaluation. §

3 CREDITS This course is designed to introduce the student to the process of assuring the effective and efficient accomplishment of desired objectives and goals. The student will study qualitative and quantitative control techniques, and apply these techniques to the evaluation of processes involving human, material, and financial resources. Students will demonstrate acquired knowledge and skills through the use of the simulation and case study methods.

MGMT 2553 DIRECTED OCCUPATIONAL EXPERIENCE

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and must be a second semester student in Business or by evaluation. §

3 CREDITS The student will function in a wide variety of positions in a business compatible with his/her occupational choice, which will enable him/her to carry out a series of objectives developed by the student, instructor and supervisor.

MGMT 2623 STATISTICAL PROCESS CONTROL

Prerequisites: BUS 2023 and MGMT 2053 or by evaluation. §

3 CREDITS This course is designed to introduce the student to the theories of statistical process control. The student will demonstrate acquired knowledge of control techniques to the analysis of various processes, qualitative and quantitative, to achieve quality improvement.

MGMT 2663 HUMAN RESOURCE MANAGEMENT

Prerequisites: MGMT 2053 or by evaluation. §

3 CREDITS The student will apply the principles of management to procurement, development, compensation, integration, and maintenance of personnel.

MGMT 2913 MANAGEMENT APPLICATIONS

Prerequisites: 12 credit hours of MGMT Coursework or by evaluation. §

3 CREDITS Using the case study method, the student will develop a systematic approach to decision making and apply this approach to the identification, evaluation and resolution of selected management problems.

MGMT 2953 SUPERVISORY TRAINING

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will use role playing and videotaping exercises to demonstrate the ability to deal effectively with simulated situations in communication, listening, behavior analysis, human sensitivity and group behavior as they are encountered in the supervisory position.

MANUFACTURING TECHNOLOGY

MET 1000 SPECIAL TOPICS

Prerequisites: None

VARIABLE 1-3 CREDITS The student will demonstrate specified competencies in subjects not included in other metal courses, but which benefit students wanting additional training in the field or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

MET 1013 MACHINE TOOL THEORY

Prerequisites: None

3 CREDITS Students will systematically study, recognize and discuss machine tool structures and capabilities, safety systems, metal cutting theory, shop calculations, tool geometry, cutting tool materials and standards, cutting fluids and non-traditional processes, and relate the application of these principles to machine shop operations.

MET 1021 ORIENTATION TO MACHINING

Prerequisites: None

1 CREDIT The student will be provided with and utilize proper safety procedures in labs, the classroom and the workplace. The student will learn and demonstrate machine safety in the areas of hand tools, saws, presses, lathes, grinders and milling. The student will also be provided basic knowledge in mathematics for shop practice implementation. This knowledge will be directly applied to simulated business and industry projects.

MET 1033 SPECIAL TOPICS

Prerequisites: Corequisite: MET 1013

3 CREDITS Having reviewed advanced operational methods with engine lathes, milling machines, surface grinders, as well as investigating additional electrical discharge machining concepts, the student will apply these methods in the construction of machined parts. Operations will include threading and tapers on the lathe; digital readout systems, dividing head and rotary table work on the milling machine; angles and contours on the surface grinder.

MET 1112 PRECISION MEASUREMENT

Prerequisites: None

2 CREDITS Through the systematic study of precision measuring tools, such as vernier-calipers, micrometers, dial indicators, optical comparators, electronic and air gauges, the student will recognize, discuss and apply the principles of precision measurement. Laboratory work is an integral part of this course.

MET 1143 COMPUTER NUMERICAL CONTROL OPERATION

Prerequisites: Satisfactory Score on Computer Numerical Control Operation Placement Test.

3 CREDITS The student will develop basic set up and programming skills on computer numerical control (CNC) lathes, mills and machining centers. Topics covered include cutting tool set up, fixturing alignment and set up, uploading and downloading of programs, minor program editing, identification and application of various cutting tools and cutting tool configurations.

MET 1153 COMPUTER NUMERICAL CONTROL SETUP

Prerequisites: MET 1143

3 CREDITS The student will develop basic set up and programming skills on computer numerical control (CNC) lathes, mills machining centers. Topics covered include cutting tool set up, fixturing alignment and set up, uploading of programs, minor program editing, identification and application of various cutting tools and cutting tool configurations.

MET 1232 PRINT READING

Prerequisites: MET 1021

2 CREDITS The student will develop and demonstrate the skills required for visualizing and interpreting industrial prints. The student will apply these skills to machine shop operation. The student will demonstrate knowledge of drawings and prints, visualizing shapes, line usage, title blocks, working drawings contours, sectional views, geometric dimensioning and tolerancing and other appropriate concepts that are required by business and industry.

MET 1423 INTRODUCTION TO MILLING OPERATIONS

Prerequisites: and MET 1013

3 CREDITS Students will become familiar with tools and techniques of milling machine operations as well as the theory of milling operations in the manufacturing process. Students will learn and understand industry specific safety standards and guidelines of milling operations in a manufacturing process, tool and shop safety, and print reading specific to milling operations. In applied laboratory assignments, students will demonstrate an understanding of print reading, mathematic calculations relating to setting up a milling operation, milling operations in a manufacturing process, and industry specific safety standards and guidelines.

MET 1424 MILLING OPERATIONS

Prerequisites: and MET 1013

4 CREDITS Through the investigation of the theories, tools and techniques involved with milling machine operations, the student will recognize, discuss and apply the principles of precision milling machine work. Laboratory work is an integral part of the course. Topics covered are setup, squaring, boring, drilling, dividing head and rotary table work.

MET 1433 INTRODUCTION TO ENGINE LATHE OPERATIONS

Prerequisites: and MET 1013

3 CREDITS Students will become familiar with the theory and operations of engine lathes. Students will learn and understand industry specific safety standards and guidelines associated with the operation of engine lathes in the manufacturing process, equipment and shop safety, and print reading specific to engine lathe operations. Laboratory assignments are an integral component of this course.

MET 1434 ENGINE LATHE OPERATIONS

Prerequisites: and MET 1013

4 CREDITS While analyzing the theory and operation of the engine lathe, the student will describe and apply the principles of turning, as well as the tools and equipment involved. Laboratory activity is an integral part of this course. Topics covered will include setup, nomenclature, turning, facing, boring, screwthreads, tapers, and tool geometry.

MET 1443 INTRODUCTION TO PRECISION SURFACE GRINDING

Prerequisites: and MET 1013

3 CREDITS Students will identify, evaluate and apply the principles of surface grinding operations including wheel structure and uses and accessories. Students will learn industry specific safety standards and guidelines associated with precision surface grinding process in manufacturing, equipment and shop safety, and mathematics required in the production process and print reading specific to precision surface grinding. Laboratory assignments are an integral component of this course.

MET 1444 PRECISION SURFACE GRINDING

Prerequisites: Prerequisites: and MET 1013

4 CREDITS Through the systematic examination of precision surface grinding techniques, the student will identify, evaluate, and apply the principles of surface grinder operations. Laboratory work is an integral part of this course. Topics covered are wheel structure and uses, setup, surface finish, accessories and contours.

MET 2103 METALLURGY

Prerequisites: None

3 CREDITS The student will describe the sources, preparation and properties of various ferrous and non-ferrous metals. He or she will solve problems relating to heat treatment and mechanical deformation of metals and apply the solution in laboratory experiments.

MET 2203 MACHINE TOOLS: PRODUCTION APPLICATIONS

Prerequisites: MET 1033

3 CREDITS Having developed an understanding of theories and procedures of fixturing and tooling for production applications, the student will apply this knowledge by completing selected projects within established tolerances. The student will use standard, as well as self-designed, fixturing and tooling for production application of the lathe, milling machine and surface grinder.

MET 2213 ELECTRICAL DISCHARGE MACHINING

Prerequisites: None

3 CREDITS The student will review and apply electrical and electro-chemical machining methods. Laboratory activities, simulations, and problem-solving activities are integral parts of the course.

MET 2223 NUMERICAL CONTROL I

Prerequisites: MET 1424

3 CREDITS The student will relate numerical control theory and computer numerical control techniques and practices to various machine tools, including milling, turning, and drilling machines. Simulations, problem-solving activities and laboratory activities are integral parts of the course.

MET 2233 NUMERICAL CONTROL II

Prerequisites: MET 2223

3 CREDITS Through the analysis and study of advanced computer numerical control techniques and logic, the student will program and operate the computer numerical control milling machine. Topics covered are multiquadrant circular interpolation, cutter compensation, polar coordinate, repetitive programming and canned cycles.

MET 2243 TOOLMAKING BASICS

Prerequisites: MET 1033

3 CREDITS Through the investigation of toolmaking techniques, special tools, and processes, the student will recognize, discuss and apply the basic principles of precision tool construction and assembly. Laboratory work is an integral part of this course.

MET 2253 JIG AND FIXTURE THEORY

Prerequisites: MET 2243

3 CREDITS The student, through systematic study of jig and fixture design, application and construction, will identify and describe various types of jigs and fixtures, as well as evaluate their designs.

MET 2273 ADVANCED TOOLMAKING

Prerequisites: MET 1033

3 CREDITS The student will demonstrate, in supervised laboratory experiences, the ability to construct a punch and die, jig or fixture. The student will be assigned a laboratory project dependent on completed Prerequisite. Evaluation will be based upon completion of the project, with special emphasis on accuracy and the ability of the tool to function properly.

MET 2413 TOOLING THEORY

Prerequisites: MET 1013

3 CREDITS Through the systematic study of jig, fixture and die design, application and construction, the student will identify and describe various types of jigs, fixtures and dies, as well as evaluate their designs for economic and construction feasibility.

MET 2423 COMPUTER NUMERICAL CONTROL PROGRAMMING

Prerequisites: MET 1153

3 CREDITS The student will recognize and discuss computer numerical control programming principles and apply those principles by writing simple to complex computer numerical control (CNC) programs. Subjects covered include absolute and incremental programming, application of G and M codes, linear and circular interpolation, polar coordinate programming, canned cycles and repetitive programming. The student will apply these principles using program preparation systems including geometry, code processor and simulator software packages.

MET 2433 JIGS AND FIXTURING

Prerequisites:

3 CREDITS The student will review and apply jig and fixture methods. Laboratory activities, simulations and problem-solving activities are integral parts of the course.

MET 2443 TOOL AND DIE REPAIR

Prerequisites: MET 2243

3 CREDITS The student will demonstrate the ability to analyze production parts identifying tooling problems in pressworking tools, bending, forming, drawing, and forging dies. Additional training in tool and die blueprints, repairing and replacement of die components, assembly and testing, and documentation by the student are all instructional components of this course.

MET 2502 TOOLMAKING PRACTICUM

Prerequisites: MET 2273

2 CREDITS The student will demonstrate the ability to design, dimension, build and test a single function tool using advanced toolmaking theory and practices.

PRDT 1000 SPECIAL TOPICS

Prerequisites:

VARIABLE 1-3 CREDITS The student will demonstrate specified competencies in subjects not included in other metal courses, but which benefit students wanting additional training in the field or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

PRDT 1213 INDUSTRIAL COMMUNICATIONS

Prerequisites:

3 CREDITS The student will describe typical methods used by industry for internal communications in such areas as quality control reporting and communications between production and engineering. A broad spectrum of methods from blueprints to CAD systems will be investigated.

PRDT 1223 INTRODUCTION TO COMPUTER INTEGRATED MANUFACTURING

Prerequisites:

3 CREDITS The student will discuss the systems, sub-systems and the computer integration of systems in modern manufacturing. Topics include production control systems, artificial intelligence applications, robotics, applications, computer-aided engineering, and manufacturing systems. The student will relate these systems to current events in modern manufacturing enterprises and describe their impact on management method and profit.

PRDT 1233 MECHANICAL SYSTEMS

Prerequisites:

3 CREDITS The student will demonstrate competencies by installing, adjusting, aligning, and troubleshooting mechanical systems that include bearings, belt drives, roller chain drives, gear drives, couplings, clutches and brakes, and conveyors. Laboratory experience with equipment similar to that used in industry is an integral part of this course.

PRDT 1243 MANUFACTURING FABRICATIONS

Prerequisites: PRDT 1223

3 CREDITS Students will learn to identify and apply solutions to routine maintenance issues associated with mechanical and electrical manufacturing equipment in manufacturing facilities. Students will learn and demonstrate basic metal fabrication techniques used in modern manufacturing facilities to perform preventive and proactive equipment repair. Students will fabricate common manufacturing equipment items such as chain guards, shields and covers for mechanical or electrical manufacturing equipment.

PRDT 1313 MANUFACTURING MAINTENANCE

Prerequisites: PRDT 1223

3 CREDITS Students will learn to safely configure setup and operate shielded metal arc welders and oxy-acetylene cutting equipment to perform maintenance tasks associated with manufacturing processing systems. Students will be able to demonstrate an understating of industry related safety standards and guidelines of tool safety, welding specific print reading, metal preparation, electrode selection and calculate specific ratios for the safe operation of an oxy-acetylene cutting torch and a shielded metal arc welder. Laboratory work is an integral part of this course.

PRDT 1413 FLUID POWER

Prerequisites:

3 CREDITS This course is an introduction to using pressurized hydraulic components in power delivery and positioning systems. Students will use hydraulic pumps and motors and make hydraulic connections, measurements, and calculations.

PRDT 1534 PROGRAMMABLE CONTROLLER PROGRAMMING

Prerequisites:

4 CREDITS Following a study of the theory and operational characteristics of programmable control systems used in industry, the student will demonstrate the operation of a programmable controller by writing a program to control on-delay and off-delay timers, test the program for correct operation and apply troubleshooting techniques as necessary. Laboratory experience with equipment similar to that used in industry is an integral part of the course.

PRDT 1542 PROGRAMMABLE CONTROLLER INTERFACING

Prerequisites: PRDT 1534

2 CREDITS The student will write a program for a programmable controller, implementing a multiple input/output system to control the operation of an external electromechanical device. The student will interface photosensitive devices as detectors in the system and will run the program to verify proper operation.

PRDT 2013 GEOMETRIC TOLERANCING TECHNIQUES

Prerequisites:

3 CREDITS The student will be introduced to the concepts of geometric tolerancing. Geometric tolerancing terms and symbols will be recognized and understood. The student will interpret and apply these to special projects that will reflect various work-based opportunities.

PRDT 2023 MACHINING FOR MANUFACTURING

Prerequisites: PRDT 1223

3 CREDITS Students will learn processes and techniques to safely perform general maintenance machining techniques to address a variety of maintenance issues associated with medium-to-large production equipment. Students will demonstrate these techniques by completing task lab assignments as required by industrial manufacturing technicians. Typical tasks include turning shafts, boring sprockets, and removing broken bolts.

PRDT 2112 INTRODUCTION TO QUALITY CONTROL

Prerequisites: MET 1112 or any 1000 level Math class

2 CREDITS The student will prepare and apply control procedures and devices, including coordinate measuring machines, which are typically used in manufacturing. The student will develop sampling and acceptance plans, control charts and various other statistical process control functions.

PRDT 2122 ADVANCED PROGRAMMABLE LOGIC CONTROLLERS

Prerequisites: PRDT 1544

2 The student will perform on-line programming, editing and troubleshooting techniques for factory-level programmable controllers. Networks and data highways will be utilized in the course.

PRDT 2213 ADVANCED QUALITY CONTROL

Prerequisites: PRDT 2112

3 CREDITS The student will prepare and apply control procedures and devices, including coordinate measuring machines and profile projects, which are typically used in manufacturing complex shapes.

PRDT 2222 STATISTICAL PROCESS CONTROL

Prerequisites: PRDT 2112

2 CREDITS The student will develop sampling and acceptance plans, control charts and various other statistical process control functions using manual and computer assist calculations.

PRDT 2333 POWER RF AND VACUUM INTERFACING

Prerequisites: ET 1604, ET 2044

3 CREDITS The student will study RF energy and its applications in manufacturing, vacuum technology, and vacuum systems. Topics include plasma physics, gas laws and properties; RF applications, safety, generators, transmission and interference; as well as operation and application of vacuum pumps, gauges, valves and system leak detection. Includes lab. This course may be designed to be industry specific.

PRDT 2523 MOTION CONTROL

Prerequisites: PRDT 1413

3 CREDITS The student will differentiate between conventional hydraulic and servo hydraulic systems used to control and monitor motion in automated manufacturing systems. The student will select proper servo and feedback components to perform specified tasks, set-up and adjust servo systems to manufacturer's specifications and test servo systems to ensure compliance with operational parameters.

PRDT 2532 ROBOTICS

Prerequisites: PRDT 1544

2 The student will develop programs to control servo and non-servo robots as well as continuous path servo robots, to interface robots into an automated system, and to maintain the operation of multi-task robotic systems within operating parameters.

PRDT 2544 COMPUTER INTEGRATED MANUFACTURING

Prerequisites: PRDT 1223

4 CREDITS This is the concluding course in the Computer Integrated Manufacturing option. The student will set up a batch processing line which converts raw material into a finished product, utilizing the concepts learned in earlier courses and provide programming, interfacing and troubleshooting of an automated system.

PRDT 2553 COMPUTER AIDED MACHINING

Prerequisites: MET 2423

3 CREDITS The student will review principles of computer-aided machining (CAM) and apply these principles in the development of computer numerical control (CNC) programs for machine tools, using an integrated software system. Topics include development of job plans, using computer-aided drafting (CAD) databases, application and modification of post processors, and simulation of programmed operations.

PRDT 2563 MANUFACTURING PROCESSES

Prerequisites: PRDT 1223

3 CREDITS Student will learn concepts associated with different manufacturing processes involved in the various productions of common products such as glass, rubber, steel and food products. Emphasis will be placed upon the role of the maintenance technician in keeping equipment functioning efficiently with preventive, predictive, and proactive maintenance procedures. In addition to the basic manufacturing processes, students will understand the philosophy and methods associated with the industry "LEAN Manufacturing" processes as they apply to advanced manufacturing settings.

PRDT 2603 SENSORS AND POSITION DEVICES

Prerequisites: ET 2044

3 CREDITS The student will demonstrate knowledge of the uses and applications of sensors and positioning devices used in automation and control systems. The student will use sensors and positioning devices to perform specified tasks. Upon completing this course, the student will be able to select and install appropriate sensors and troubleshoot sensors and positioners.

PRDT 2623 TROUBLESHOOTING CNC/IMC SYSTEMS

Prerequisites: PRDT 2613

3 CREDITS The student will demonstrate knowledge of installing, setting up and maintaining various types of intelligent motion controllers. Motion control theory will be demonstrated by troubleshooting these systems. Additionally, special industrial applications and a project will be completed by the student.

PRDT 2633 APPLICATIONS OF ASRS/CIM SYSTEMS

Prerequisites: PRDT 2122

3 CREDITS This course is designed to teach the student how to set up a batch process line which converts raw material into a finished product. Utilizing CIM concepts, the student will demonstrate program interfacing and troubleshooting of ASRS/CIM systems.

PRDT 2663 INDUSTRIAL SAFETY

Prerequisites:

3 CREDITS The student will recognize an industrial environment that could be injurious to personnel, systems and processes. Areas to be included are industrial accidents, accident investigations, safety inspection, hazardous materials, preventive measures and associated costs. The student will also demonstrate familiarity with federal, state and local health and safety regulations by discussing their impact on industry.

PRDT 2702 AUTOMATED SYSTEMS INTEGRATION PRACTICUM

Prerequisites: PRDT 2633

2 CREDITS The student will write a project plan for implementing an advanced manufacturing subsystem and analyzing input requirements. After approval of the plan, the project will be assembled and tested.

PRDT 2713 MANUFACTURING PRACTICUM

Prerequisites: PRDT 1223

3 CREDITS Students will work with a mentor from the manufacturing industry to develop and produce a career-preparation portfolio documenting activities that help prepare the student for the realities of the workplace. Activities include but are not limited to program lab assignments, mentorship, job shadowing, resume writing workshops, industry visits, and related job interviews which provide the student with practical industry experience.

MARKETING

MKT 2043 PRINCIPLES OF MARKETING

Prerequisites: MATH 0203 or adequate math placement test score and ENGL 0203, adequate placement score, or by meeting determined measures.

3 CREDITS The student will discuss the major aspects of each of the portions of the marketing mix (product, price, promotion and distribution), how they function, their interrelationships and the management of each. The student will use accepted techniques and tools in analyzing, evaluating and making decisions in marketing-related cases.

MKT 2163 EFFECTIVE SELLING

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The students will use role playing to demonstrate his/her ability to apply the techniques of effective salesmanship to simulated situations in communications, sales consulting, and the seven steps of effective selling as encountered in a professional salesperson position.

MKT 2253 CONSUMER BEHAVIOR

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS After studying the motivational factors that influence the consumer, the student will analyze selected marketing practices. The analytical process will focus on specific techniques to collect market-related data, assess past consumer behavior, identify marketing strategies, and design and evaluate potential marketing activities.

MKT 2343 ADVERTISING

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will prepare advertising copy, illustrations and layout and will demonstrate a proficiency in media and research techniques necessary for advertising.

MKT 2453 INTERNATIONAL MARKETING

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 CREDITS The student will study the effects of cultural, technological, political and legal differences upon marketing in an international environment and apply certain principles and concepts to marketing activities conducted on a global basis.

MKT 2553 MARKETING APPLICATIONS

Prerequisites: 12 credit hours of MKT coursework or by evaluation. §

3 CREDITS Using the case study method, the student will develop a systematic approach to decision making and apply this approach to the identification, evaluation, and resolution of selected marketing problems.

MATHEMATICS

MATH 0103 COLLEGE PREP MATH I

Prerequisites: Math placement test score or evaluation by advisor.

3 CREDITS This course provides the conceptual foundation of whole numbers, fractions, decimals, percents, and integers with the purpose of preparing students to perform and apply calculation and solution techniques with these topics in future classes. Students will use manipulatives, number lines, and other concrete examples to model basic mathematical representations and operations. Additionally, the student will apply math study skills throughout this course.

MATH 0203 COLLEGE PREP MATH II

Prerequisites:

3 CREDITS The student will perform basic operations with signed numbers, exponents, and polynomials; solve linear equations, inequalities, and formulas; and plot points and graph lines in the Cartesian coordinate system. Additionally, the student will apply math study skills throughout this course.

MATH 0303 COLLEGE PREP MATH III

Prerequisites:

3 CREDITS The student will factor polynomials; perform operations, solve equations and model applications with rational expressions and ratios; and will analyze and write equations for graphs of linear relationships and their applications. Additionally, the student will apply math study skills throughout this course.

MATH 0403 COLLEGE PREP MATH IV

Prerequisites:

3 CREDITS The student will solve systems of linear equations by graphical and algebraic methods; solve equations involving quadratic functions and analyze their graphs; and model applications using linear and quadratic functions. Additionally, the student will apply math study skills throughout this course.

MATH 1000 SPECIAL TOPICS

Prerequisites: None

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subjects not covered in other courses, but which are beneficial in providing a better understanding of the related program. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

MATH 1503 CONTEMPORARY MATHEMATICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics.

MATH 1513 COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra.

MATH 1533 PRE CALCULUS AND ANALYTIC GEOMETRY

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS This course is intended to serve students for whom Calculus and Analytic Geometry I is a requirement. Topics will include conic sections, systems of equations (both linear and nonlinear), and a general discussion of functions with emphasis on polynomial, rational, exponential, and logarithmic functions.

MATH 1613 TRIGONOMETRY

Prerequisites: Pre or Corequisite: MATH 1513 or MATH 1533 or adequate math placement test score.

3 CREDITS The student will evaluate trigonometric functions and their inverses, graph trigonometric functions, prove trigonometric identities, solve trigonometric equations, solve problems involving triangles and indirect measurement, use trigonometric forms of complex numbers, and identify and graph polar curves.

MATH 1743 CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL SCIENCES

Prerequisites: MATH 1513 or adequate math placement test score.

3 CREDITS This is the first of a two-semester sequence in elementary calculus in which students use the concepts of differential and integral calculus to solve theoretical and applied problems in business, life sciences, and social sciences.

MATH 2000 SPECIAL TOPICS

Prerequisites: None

Variable 1-4 The student will demonstrate specified competencies in subjects not covered in other courses, but which are beneficial in providing a better understanding of the related program. A specified subject is announced for each offering. Enrollment may be repeated with a change in topic.

MATH 2013 INTRODUCTION TO STATISTICS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

MATH 2023 FOUNDATIONS OF GEOMETRY AND MEASUREMENTS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the basic concepts of geometric shapes, measurement, triangle congruence and similarity, coordinates, and transformations; the ability to think conceptually of mathematics and to apply the concepts learned in real life problem solving situations.

MATH 2104 CALCULUS AND ANALYTIC GEOMETRY I

Prerequisites: MATH 1533 and MATH 1613 or adequate math placement test score.

4 CREDITS The student will compute, interpret and apply the basic concepts of limits, differentiation and integration to algebraic and transcendental functions and will solve applied problems that include rates of change, optimization, area and total change in a function.

MATH 2123 CALCULUS II FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisites: MATH 1743

3 CREDITS MATH 2123 is the second of a two-semester sequence in elementary calculus in which students use the concepts of differential and integral calculus to solve theoretical and applied problems in business, life sciences, and social sciences.

MATH 2213 MATHEMATICAL SYSTEMS

Prerequisites: MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of arithmetic; give a systematic analysis of arithmetical operations as well as intuitive algebra. Topics include the structure of number systems, operations, properties, ordering and number theory beginning with natural numbers and extending through the set of all real numbers.

MATH 2214 CALCULUS AND ANALYTIC GEOMETRY II

Prerequisites: MATH 2104 within the last year.

4 CREDITS The student will use integration techniques to find antiderivatives, compute definite integrals, and solve application problems that include volume, work and pressure; investigate the convergence of improper integrals and infinite series; use Taylor polynomials and Taylor Series to estimate, represent, and analyze functions; perform basic operations on vectors and analyze functions of three variables and their contour plots.

MATH 2314 CALCULUS AND ANALYTIC GEOMETRY III

Prerequisites: MATH 2214 within the last year.

4 CREDITS The student will compute partial derivatives, gradients, differentials, double and triple integrals in rectangular, cylindrical and spherical coordinate systems, curl and divergence of a vector field, and path and surface integrals of vector fields directly and by applying Green's Theorem, Stokes' Theorem and the Divergence Theorem; write parameterizations for lines, curves and surfaces; and solve application problems that include optimization, work and flows of vector fields.

MATH 2413 INTRODUCTION TO ORDINARY DIFFERENTIAL EQUATIONS

Prerequisites: Math 2214 or a minimum of 8 semester hours of calculus.

3 CREDITS This course will cover methods of solution of ordinary differential equations with applications. Topics will include first order equations, linear equations of higher order, series solutions, Laplace transforms, applications and numerical methods.

MEDICAL ASSISTANT

MA 1000 SPECIAL TOPICS

Prerequisites: or by evaluation. §

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other medical assistant courses, but that are beneficial in providing a better understanding of the field. A specific topic would be covered for each offering. Enrollment may be repeated with a change of topic.

MA 1022 MEDICAL LAW AND ETHICS

Prerequisites:

2 CREDITS Students demonstrate a knowledge of ethical issues, contracts, health care worker liability, medical litigation, drug regulations, discrimination issues, OSHA rules, bioethical issues, medical records, acceptable fees, and laws that may affect the health care professional. Emphasis is placed upon the settings that employ medical assistants. This course covers information necessary to understand the legal and ethical standards of the medical assistant practice.

MA 1033 MEDICAL INSURANCE AND CODING

Prerequisites:

3 CREDITS This course covers information necessary to understand medical insurance form preparation as it is used in a medical clinical office. Students will demonstrate an understanding of the legal issues of insurance claims, procedural & diagnostic coding, delinquent claims, problem solving, managed care systems, proper form preparation and several major types of medical forms.

MA 1113 PSYCHOLOGY FOR THE HEALTH PROFESSIONAL

Prerequisites:

3 CREDITS This course is an introduction to the major areas of psychology as it relates to the health care professional. The student will demonstrate an understanding of the basic principles of psychology such as interpersonal behavior, patient behavior, learning, emotional stability, personality, perception, memory, coping styles, abnormal patterns of behavior, and treatment. Emphasis is placed on the behavioral patterns of an effective health care provider.

MA 1133 CLINICAL PROCEDURES I

Prerequisites: ; Corequisite: AHP 1013 and BIO 1224

3 CREDITS The student will receive an overview of the medical assistant career. An emphasis will be placed on professionalism, history of the profession, human relations, OSHA guidelines, medical asepsis, vital signs, emergency procedures, law, ethics, communications and documentation.

MA 1143 MEDICAL ASSISTANT APPLICATIONS

Prerequisites:

3 CREDITS Students demonstrate proficiency in microcomputer word processing software applied to the medical office to create, modify, store, retrieve, and print documents. This course is an introduction and overview with an emphasis on learning and applying the mechanics of common software for medical office correspondence.

MA 1233 CLINICAL PROCEDURES II

Prerequisites: ; Corequisite: MA 1133

3 CREDITS The student will demonstrate an understanding of such skills as maintaining the examination area, performing clinical lab tests, venipuncture, microhematocrit, twelve lead electrocardiograph (ECG), drug calculation and medication administration. An emphasis is placed on the patient's physical examination and treatment procedures that are performed in a medical office setting.

MA 2213 PHARMACOLOGY FOR MEDICAL ASSISTANTS

Prerequisites:

3 CREDITS Students identify sources, schedules and classes of drugs. Students identify and interpret actions of drugs commonly used in a physician's office, accurately calculate drug dosages, and identify appropriate administration routes. Students learn to follow the written, verbal or standing physician's orders and properly prepare and administer medications using aseptic techniques as required.

MA 2234 ADMINISTRATION AND MEDICAL OFFICE PROCEDURES

Prerequisites:

3 CREDITS This course is designed to study the ethics, attitudes and responsibilities for the administrative tasks that occur in a medical office setting. Emphasis is placed on developing the skills and aptitudes for a professional medical assistant career in the administrative area.

MA 2243 MEDICAL INFORMATICS

Prerequisites:

3 CREDITS The student will gain an understanding of the automated medical office by using a computerized medical office package. Included in this software package is billing, charge slips, scheduling, insurance form preparation and patient data storage. The student will demonstrate familiarity with methods and techniques used in literary research for medical professionals. The student will further be exposed to the basic concepts of e-mail, search engines, web page creation and internet research.

MA 2252 MEDICAL ASSISTANT SIMULATION

Prerequisites: ; Prerequisite: MA 1133; MA1233

2 CREDITS This course builds upon previous knowledge from medical assistant courses. Students apply critical thinking skills to include the processes of planning, managing and delivering care to patients. Students schedule, prepare and assist in the care of a group of virtual patients' health care needs. Emphasis placed on communication skills in relation to patients and their families. Further, students manage a simulated clinic including patient charts, inventories, billing, scheduling, insurance form preparation, coding, and other administrative and clinical duties. A variety of teaching methods, learning activities, computer research, and practical simulations are utilized.

MA 2413 MEDICAL OFFICE LABORATORY PROCEDURES

Prerequisites:

3 CREDITS Students receive an overview of patient preparation, collection, handling, quality control and transporting of specimens for the most common CLIA (Clinical Laboratory Improvement Amendments) waived laboratory tests performed in a doctor's office. Furthermore, students demonstrate how to complete medical laboratory request forms and laboratory/pathology reports.

MA 2516 MEDICAL ASSISTANT EXTERNSHIP

Prerequisites: ; Prerequisite: Completion of 26 credit hours in the major.

6 CREDITS This course is designed to apply the knowledge and skills acquired in previous medical assistant courses to the clinical site. Externship assignments are scheduled to provide students with adjunct faculty and supervised experience in performing the skills and competencies of a medical assistant in a physician's office. Students accept accountability and responsibility for their own behavior while in the learning environment, and practice within the ethical and legal framework of the profession of a medical assistant.

MICRO-ELECTRO-MECHANICAL SYSTEMS

MEMS 2233 MICRO ELECTRO MECHANICAL SYSTEMS

Prerequisites: Math 0203 or adequate math placement test score, PHYS 1214

3 CREDITS Students will learn computer simulation and modeling techniques for micro-electromechanical systems. Students will learn to design, analyze, and evaluate the performance of a variety of MEMS devices.

MU

MU 1241 INDIVIDUAL INSTRUCTION

Prerequisites:

1 CREDIT This course is continuation of MU 1141. Technical skills will be reinforced and built upon. The student will receive individual instruction for a musical instrument. Performance in at least one studio recital will be expected. This course may be repeated. Maximum credit at this level toward the associate degree for a music major is two credit hours.

MUSIC

MU 1000 SPECIAL TOPICS

Prerequisites:

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other music courses. Each course will relate to a specific musical skill or area of knowledge and may be repeated with a change in subject matter.

MU 1124 MUSIC THEORY I

Prerequisites: Math 0103 or adequate math placement test score.

4 CREDITS This course will develop notational skills in music theory through the study of triad function, beginning harmonic analysis, basic principles of voice leading, connection of SATB triads in root position and inversion, phrase structure, and cadences. The foregoing skills will be demonstrated through the partwriting of bass lines and reinforced through correlated aural and keyboard application exercises.

MU 1131 CONCERT CHOIR

Prerequisites: None

1 CREDIT The student will participate in vocal rehearsals and performances for the college choir. A wide variety of choral literature will be studied and performed including works for a cappella chorus. No audition is required. The course may be repeated.

MU 1141 INDIVIDUAL INSTRUCTION

Prerequisites:

1 CREDIT The student will receive individual instruction in beginning techniques for a musical instrument. Performance in at least one studio recital will be expected. The course may be repeated. Maximum credit at this level for a Music major toward the associate degree is two credit hours.

MU 1151 GROUP INSTRUCTION

Prerequisites:

1 CREDIT The student will receive group instruction in beginning techniques for a musical instrument. The course may be repeated until the student's skills are proficient enough to enter MU 1241. Maximum credit at this level toward the associate degree for a Music major is two credit hours.

MU 1224 MUSIC THEORY II

Prerequisites: MU 1124

4 CREDITS This course is a continuation of MU 1124 Music Theory I. The student will develop additional skills in music theory through the study of the principles of harmonic progression, harmonization of bass and soprano lines, and the use of non-harmonic tones. Compositional analysis and original composition also will be emphasized. Correlated aural and keyboard application exercises will be an integral part of the course.

MU 1251 GROUP INSTRUCTION

Prerequisites: MU 1151

1 CREDIT This course is continuation of MU 1151. The skills begun in that course will be reinforced and refined through the increased performance of solo and ensemble repertoire. This course may be repeated. Maximum credit at this level toward the associate degree for a Music major is two credit hours.

MU 1331 CHAMBER SINGERS

Prerequisites: or by evaluation. §

1 CREDIT Chamber Singers is a musical ensemble of approximately twenty to thirty vocal performers. Membership is by audition only. Students selected for membership participate in all rehearsals and performances of the group and represent Oklahoma City Community College in numerous performances both on and off campus. The course may be repeated.

MU 1341 SYMPHONIC COMMUNITY CHOIR

Prerequisites: None

1 CREDIT This class will be a performing music ensemble. Students will participate in all rehearsals and performances. A wide variety of choral literature will be studied and performed including works for a cappella chorus. No audition is required. The course may be repeated.

MU 2000 SPECIAL TOPICS

Prerequisites: HUM 1113 or MU 1124

1-3 CREDITS The student will demonstrate competencies not covered in other music courses. Each course will relate to a specific musical skill or area of knowledge and may be repeated with a change in subject matter.

MU 2123 MUSIC LITERATURE I

Prerequisites:

3 CREDITS This course explores selected musical works representative of the monophonic through the Baroque eras. The primary focus will be the identification and analysis of stylistic features within a historical perspective. Music listening will be a substantial component of the course.

MU 2141 INDIVIDUAL INSTRUCTION

Prerequisites:

1 CREDIT This course is a continuation of MU 1241. Objectives will be geared toward the study of challenging repertoire which demonstrates the skills and techniques studied. Performance in at least one studio recital will be expected. This course may be repeated. Maximum credit at this level toward the associate degree for a Music major is two credit hours.

MU 2223 MUSIC LITERATURE II

Prerequisites:

3 CREDITS The student will explore selected musical works representative of the Classic through the contemporary eras. The primary focus will be the identification and analysis of stylistic features within a historical perspective. Music listening will be a substantial component of the course.

MU 2241 INDIVIDUAL INSTRUCTION

Prerequisites:

1 CREDIT This course is a continuation of MU 2141. Objectives will be geared toward the study of challenging repertoire which demonstrates the skills and techniques studied. Performance in at least one studio recital will be expected. This course may be repeated. Maximum credit at this level toward the associate degree for a Music major is two credit hours.

MU 2242 INDIVIDUAL INSTRUCTION

Prerequisites:

2 CREDITS The student will receive individual instruction in more advanced technique and performance. This course is intended for the more advanced students who may or may not be preparing for a degree recital. This course may be repeated.

MU 2314 MUSIC THEORY III

Prerequisites: MU 1224

4 CREDITS This course is a continuation of MU 1224 Music Theory II. The student will study the usage of dominant and non-dominant seventh chords, secondary dominant chords, borrowed chords, and modulation. Harmonization of bass and soprano lines, compositional analysis, and original composition will be emphasized. Correlated aural and keyboard application exercises will be an integral part of the course.

MU 2341 CLASSICAL GUITAR ENSEMBLE

Prerequisites:

1 CREDIT Classical Guitar Ensemble is a performing group for students of classical guitar. Study and performance of repertoire specially written and arranged for guitar ensemble will be the primary activity. Students will participate in multiple rehearsals and performances. This course may be repeated.

MU 2414 MUSIC THEORY IV

Prerequisites: MU 2314

4 CREDITS This course is a continuation of MU 2314 Music Theory III. The student will study augmented sixth chords, Neopolitan and altered dominant chords, and modulation with the diminished seventh and major-minor seventh chords. Harmonization of bass and soprano lines, compositional analysis, and original composition will be emphasized. Correlated aural and keyboard application exercises will be an integral part of the course.

NETWORK TECHNOLOGY

NT 1000 SPECIAL TOPICS

Prerequisites: or by evaluation. §

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subjects not included in other Network Technology courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

NT 1113 OPERATING SYSTEMS

Prerequisites:

3 CREDITS Students will learn basic computer concepts and terms associated with a variety of computer operating systems, and progresses into the Microsoft Windows 9X and Windows 2000 Professional graphical operating systems. Through hands-on application the student will install, configure and troubleshoot common network operating systems. At completion of the course the student will be prepared to take the CompTIA A+ certification exam.

NT 1114 MICROCOMPUTER INSTALLATION AND SERVICE

Prerequisites: NT 1113

4 CREDITS The student will use effective diagnostic, analytical and mechanical skills to demonstrate installation and service of microcomputer systems troubleshooting; system diagnostics; advanced peripheral installation and testing; software installation; and survey of state-of-the art processors and operating systems.

NT 1124 COMPUTER NETWORK CONNECTIONS: COPPER

Prerequisites:

4 CREDITS Students will learn the concepts and skills necessary to become entry-level cable technicians. Students will complete activities that demonstrate learning theory and types of copper cable, terminating UTP, STP, F-Type, BNC, UDC and wall jacks and identifying and troubleshooting cable standards and cable connection faults.

NT 1134 CONFIGURING AND TROUBLESHOOTING DESKTOP APPLICATIONS

Prerequisites:

4 CREDITS The student will be able to install, configure and troubleshoot office desktop user application issues found in standard and widely used operating systems in today's work place. Students will learn the importance of how to properly and effectively communicate with end-users about problems, then isolate the problems and then propose and document solutions. Students will be able to create e-mail and newsgroups accounts as well as configure desktop environments to support the various Windows applications.

NT 1144 INTRODUCTION TO NETWORKING

Prerequisites: NT 1114

4 CREDITS Students will gain an understanding of networking technology for local area networks (LAN's) and the characteristics of networking practices. The students will also learn a wide range of networking technologies including the knowledge needed to configure and install various clients, such as Microsoft, Novell and Unix/Linux.

NT 1154 INTERNETWORK THEORY & DESIGN

Prerequisites: NT 1144

4 CREDITS Students will study basic network topologies and protocols. They will study the use of LANs and WANs, Open Systems Interconnection (OSI) model, Ethernet, and Internet Protocol (IP) addressing. Students will demonstrate competencies through designing and documentation of basic networks, structured cabling and network-to-network communications.

NT 1164 MS WINDOWS PROFESSIONAL INSTALLATION AND SUPPORT

Prerequisites: NT 1144

4 CREDITS Students will install and configure a Windows operating system, create and manage users and groups; configure file systems and security; configure local network printing; share resources with other network users; troubleshoot and tune their Windows workstation's performance.

NT 1184 LINUX INSTALLATION AND ADMINISTRATION

Prerequisites: NT 1144

4 CREDITS The student will demonstrate specific competencies through "hands-on" activities using the Linux operating system. Students will examine hardware and software requirements; install a Linux based operating system and software package; configure system settings, network services, and access rights. In addition, the student will manage users, file systems, services, and devices; monitor and maintain processes, network interfaces, system logs, security, and troubleshoot generic and specific hardware.

NT 1194 NOVELL NETWARE INSTALLATION AND ADMINISTRATION

Prerequisites: NT 1144

4 CREDITS The student will demonstrate specific competencies through "hands-on" activities which prepares students to administer a fileserver, install and configure client software; implement and manage network access security and file system security; create manager user groups; create login scripts, manage network printing services, use fileserver commands, create alias and application objects.

NT 1224 MS OFFICE INSTALLATION AND SUPPORT

Prerequisites:

4 CREDITS The student will learn the concepts in the basic and intermediate features of a standard office suite of software, including word processing, spreadsheet, database, and presentation applications. The student will also get experience in the installation of components related to an office software suite.

NT 1233 NETWORK ROUTING SYSTEMS

Prerequisites: NT 1154

3 CREDITS Students will demonstrate competencies through activities that include the router command line, basic router configurations, interior routing protocols such as RIP and IGRP, routed versus routing protocols, and various software used to configure a router such as Telnet, Terminal Emulation, and TFTP.

NT 2000 SPECIAL TOPICS

Prerequisites: or by evaluation. §

1-4 CREDITS The student will demonstrate specified competencies in subjects not included in other Network Technology courses but which benefit students wanting additional training in or comprehension of the field. Each course will cover a specific topic and may be repeated with a change in content.

NT 2114 MS WINDOWS SERVER INSTALLATION AND SUPPORT

Prerequisites: NT 1164

4 CREDITS Students will install and configure the operating system, create and manage users and groups, configure file systems and security, manage access to files and folders, administer the distributed file system, configure local and network printing, administer terminal services, manage web services and network connections, and troubleshoot and tune their server's performance.

NT 2124 NETWORK SWITCHING SYSTEMS

Prerequisites: NT 1233

4 CREDITS Students will demonstrate competencies through activities that include advanced router configuration, LAN switching theory, VLAN's, advanced LAN and WAN switch design, and the Novell IPX protocol.

NT 2144 NETWORK SERVICES

Prerequisites: NT 2114

4 CREDITS The student will develop competencies through "hands-on" experience that provides a foundation to the network services available in a windows network environment. Each student will install, manage, monitor, configure and troubleshoot DNS, DHCP, remote access, network protocols, IP routing, WINS, Network Address Translation, and services in a network environment.

NT 2154 DIRECTORY SERVICES

Prerequisites: NT 2114

4 CREDITS The student will demonstrate competencies through "hands-on" activities that provide a foundation to windows based active directory services available in a windows network environment. Each student will install, configure and troubleshoot active directory components, DNS for active directory, active directory security solutions and group policy.

NT 2164 WAN SYSTEMS AND DESIGN

Prerequisites: NT 2124

4 CREDITS Students will demonstrate competencies through activities that include WAN devices, encapsulation formats, PPP components, session establishment, and authentication, ISDN uses, services, and configuration, Frame relay technology and configuration.

NT 2324 NETWORK PLANNING AND DESIGN

Prerequisites: NT 2114

4 CREDITS Students will develop an understanding of the knowledge and skills necessary to design windows based directory services infrastructure in an enterprise network. The student will demonstrate competencies in identifying the information technology needs of an organization, and then designing an active directory structure that meets those needs.

NT 2344 PROXY SERVER INSTALLATION AND ADMINISTRATION

Prerequisites: NT 2114

4 The student will learn extensible firewall protection, response time and efficiency. In addition, students will develop competencies in web caching, fault-tolerance and load balancing and implementing Proxy Server with existing networks, including IPX networks and supporting Internet protocols and services.

NT 2374 COMPUTER NETWORK CONNECTIONS: FIBER

Prerequisites: NT 1124

4 CREDITS Students will demonstrate competencies through activities that include identifying fiber optic tools and supplies, understanding the characteristics of light waves, cable construction, terminating ST connectors to light guided building cable and multimode fiber optic cable, and testing for quality connections.

NT 2394 NETWORK ADMINISTRATION

Prerequisites:

4 CREDITS The student will be provided with "hands-on" laboratory experience in which they will demonstrate an understanding of a windows networking environment. Students will configure TCP/IP properties, monitor network activity, manage local, Active Directory, and IP security policies, install and configure the DHCP service, create and manage DNS zones, install and configure the RRAS service, create remote access policies, and configure and troubleshoot IP routing.

NURSING

NUR 1000 SPECIAL TOPICS

Prerequisites: None

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other Nursing courses but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

NUR 1221 OVERVIEW OF NURSING

Prerequisites: None

1 CREDIT This course is designed for students who are considering nursing as a career choice and presents an introduction to nursing as a profession with emphasis on types of nursing programs, historical influences, professionalism, ethics, the nursing process, and current trends and issues affecting nursing. The course also offers information concerning the student's degree plan, time/stress management, and study skills that would be helpful in progressing through an integrated nursing program.

NUR 1415 NURSING ROLE TRANSITION

Prerequisites: Prerequisites: CHEM 1123 and CHEM 1131 OR CHEM 1115, BIO 1023, BIO 1314, BIO 1414, PSY 1113, ENGL 1113. Co-requisites: BIO 2125, ENGL 1213, PSY 2403

5 Credits CREDIT This course is designed to provide an entry point into the Associate Degree in Nursing Program for Oklahoma licensed paramedics and Oklahoma licensed practical nurses who have applied to the nursing program's career ladder pathway. An introduction to the mission, philosophy, and organizing framework of the OCCC Associate Degree Nursing program is included. Emphasis is on assessment, nursing skills and concepts, and selected theory covered the courses NUR 1519 and NUR 1529 in the traditional pathway. Course content will be delivered in a blended on campus and online format and will include campus laboratory experiences for the purpose of reviewing and expanding skills in the areas of parenteral therapy, IV therapy, dosage calculation and complex nursing procedures. Active learning, including simulations, will be used to promote clinical reasoning in the campus laboratory and classroom settings.

NUR 1519 NURSING PROCESS I

Prerequisites: Prerequisites for the Traditional Pathway: Admission to the Nursing Program; CHEM 1123 AND CHEM 1131 OR CHEM 1115, BIO 1023, BIO 1314, PSY 1113, ENGL 1113. Co-requisites BIO 1414, ENGL 1213. Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): Admission to the Nursing Program; CHEM 1123 AND CHEM 1131 OR CHEM 1115; BIO 1023, BIO 1314, BIO 1414, BIO 2125, PSY 1113, PSY 2403, ENGL 1113, ENGL 1213, HIST 1483 or HIST 1493.

9 CREDITS Nursing Process I introduces the learner to nursing knowledge, including the nursing process, clinical reasoning skills, and the components of safe, quality nursing care. The learner will begin to apply nursing knowledge to meet clients' basic needs and to promote clients' optimal health within complex healthcare systems. Each learner will be expected to accept accountability for personal learning and performance of nursing care which reflects basic understanding and commitment to professional nursing role expectations, including the values, ethics, legalities, and standards for nursing practice.

NUR 1529 NURSING PROCESS II

Prerequisites: Prerequisites: NUR 1519, BIO 1414, ENG 1213. Co-requisites: BIO 2125, PSY 2403 Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 1519

9 CREDITS Nursing Process II is designed to promote learner development of additional nursing knowledge and skills, including clinical reasoning, while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. The course is divided into two components. One component focuses on safe, quality nursing care of clients with common medical-surgical health alterations. The second component focuses on safe, quality nursing care of the childbearing family. Learners will be expected to use communication competencies, including technological competencies, while participating with the healthcare team to provide client-centered care. Each learner will also be expected to act in accordance with an increasing understanding of personal accountability for compliance with professional role expectations, consistent with the values, ethics, legalities, and standards for nursing practice.

NUR 2539 NURSING PROCESS III

Prerequisites: Prerequisite: NUR 1529, BIO 2125, PSY 2403. Co-requisites: POLSC 1113. Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 1529 Prerequisites for Career Ladder Pathway (CLP) are: NUR 1415, BIO 2125, ENGL 1213, PSY 2403. Co-requisites: POLSC 1113

9 CREDITS Nursing Process III is designed for the learner to build upon nursing knowledge, skills, and clinical reasoning abilities acquired in previous nursing courses while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. The course is divided into two components. One component focuses on safe, quality nursing care of clients with more complex medical-surgical health alterations. The second component focuses on safe, quality nursing care of clients with psychiatric/mental health alterations. Learners will be expected to use communication competencies, including technological and informatics competencies, while functioning with increasing effectiveness as a healthcare team member to provide client-centered care. The course is also designed to assist the learner to apply principles of teaching/learning necessary to meet the more complex needs of assigned clients. Each learner will be expected to act with an increasing level of personal accountability for compliance with professional role expectations to include the values, ethics, legalities, and standards for nursing practice.

NUR 2549 NURSING PROCESS IV

Prerequisites: Prerequisites: NUR 2539, POLS 1113. Co-requisites: HIST 1483 or HIST 1493. Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 2539. Co-requisite: POLSC 1113 Prerequisites for Career Ladder Pathway (CLP): NUR 2539, POLSC 1113. Co-requisites: HIST 1483 or HIST 1493.

9 CREDITS Nursing Process IV is designed for the learner to build upon nursing knowledge and skills acquired in previous nursing courses, including higher levels of clinical reasoning abilities. Each learner will independently use the nursing process and clinical reasoning to meet the multi-dimensional needs of a variety of clients, whether individual, family, group, or community. Client-centered care will be provided in settings within complex healthcare systems, including critical care. The learner will use a collaborative approach involving the client, family, significant others, and members of the healthcare team to manage responsibilities for groups of clients. Each learner will be expected to act in accordance with professional role expectations, including the values, ethics, legalities, and standards for entry-level nursing practice.

OCCUPATIONAL THERAPY ASSISTANT

OTA 1000 SPECIAL TOPICS

Prerequisites:

VARIABLE 1-4 The student will demonstrate specified competencies in subject areas not covered in other Occupational Therapy courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic

OTA 1112 APPLICATION OF LEISURE OCCUPATION

Prerequisites:

2 CREDITS Through study, discussion, and classroom/laboratory activities, the student will (1) demonstrate basic skills in techniques, procedures, and activity analysis of selected leisure occupations, (2) identify performance components involved in leisure occupations, (3) select appropriate activities and skills for health maintenance and/or remediation based upon various client factors and contexts, and (4) instruct an individual in a selected activity ensuring proper tool, materials, and safety usage. Level I fieldwork is included in the course.

OTA 1122 PERFORMANCE IN ACTIVITIES OF DAILY LIVING

Prerequisites: OTA 1112; OTA 1123

2 CREDITS Through study, discussion, and classroom/laboratory activities, the student will demonstrate basic skill in techniques and procedures of activities of daily living and activity analysis. The student will demonstrate knowledge of environmental adaptation for a variety of client factors and contexts in the areas of activities of daily living. Level I fieldwork is included in the course.

OTA 1123 HISTORICAL AND CONTEMPORARY FOUNDATIONS IN OCCUPAT

Prerequisites:

3 CREDITS Through study, discussion, and field observation/participation, the student will (1) investigate a career choice in Occupational Therapy (2) gain an appreciation for The Model of Human Occupation (3) demonstrate a basic understanding of medical terminology (4) develop an understanding of the history and philosophy of Occupational Therapy with major emphases on contemporary roles, practice and functions and (5) investigate the role of the Occupational Therapy Assistant as part of the health care team. Level I fieldwork is included in the course.

OTA 1213 MOVEMENT AND THERAPEUTIC INTERVENTIONS

Prerequisites:

3 CREDITS Through study, discussion, and classroom/laboratory activities, the student will apply assessment and evaluation concepts to human movement. The student will also develop an understanding of the various types of therapeutic interventions utilized in Occupational Therapy. Concepts and considerations in the use of orthotics and modalities are included in the course.

OTA 1223 HUMAN CONDITIONS IMPACTING OCCUPATION

Prerequisites: Pre or Corequisite: OTA 1112; OTA 1123; BIO 1314; SOC 2143

3 CREDITS Through study, discussion, and classroom presentation of human conditions, the student will develop an understanding of how each condition by itself, or with others, impacts an individual's daily occupation, family, and/or community.

OTA 1233 OCCUPATIONAL PERFORMANCE BIRTH THROUGH ADOLESCEN

Prerequisites:

3 CREDITS Through study, discussion, and classroom/laboratory activities, the student will examine the development of sensory motor, cognitive, and psychosocial skills necessary for an individual's occupational performance from birth through adolescence. The student will also acquire and demonstrate Occupational Therapy skills and techniques used in therapeutic intervention for selected deficits impacting occupational performance. Level I fieldwork is included in the course.

OTA 1242 OCCUPATIONAL THERAPY SERVICE SKILLS

Prerequisites:

2 CREDITS Through study, discussion, and classroom activities, the student will (1) examine and discuss medical and legal aspects of intervention service programs (2) identify various types of medical and institutional records (3) apply skills in data gathering (4) effectively utilize various assessment tools and evaluations for intervention planning (5) demonstrate proper documentation utilizing verbal and written reports.

OTA 1252 GROUP DYNAMICS

Prerequisites:

2 CREDITS Through study, discussion, and classroom/laboratory activities, the student will gain an understanding of group dynamics including the role of a group leader or facilitator. The student will demonstrate proficiency in using methods and materials for planning, organizing, and leading activities for groups of various sizes and ages in a variety of social and clinical/therapeutic situations.

OTA 1263 OCCUPATIONAL PERFORMANCE ADULT LIFESPAN

Prerequisites:

3 CREDITS Through study, discussion, and classroom/laboratory activities, the student will examine the occupational performance, personal adaptation, work, leisure, and role changes occurring from early adulthood through the aging process. The student will examine the role of Occupational Therapy in wellness, aging in place, and end of life issues. Level I fieldwork is included in the course.

OTA 2141 SPECIAL TOPICS AND FIELDWORK

Prerequisites:

1 CREDIT Through study, discussion, and classroom activities, the student will become familiar with Level II fieldwork expectations, performance evaluations, and the roles of the supervisor/supervisee. The student will also investigate personal topics specific to future Level II fieldwork assignments.

OTA 2143 PROFESSIONAL DEVELOPMENT AND SUPPORT

Prerequisites:

3 CREDITS Through study, discussion, and classroom activities, the student will develop an understanding and application of concepts in administration, supervision, ethics, licensure, certification, and ongoing professional development in Occupational Therapy. The student will also demonstrate an understanding of the evolution of healthcare in the United States along with the norms and practices of diverse cultures as they relate to the delivery of healthcare services.

OTA 2153 OCCUPATIONAL THERAPY FOR PSYCHOSOCIAL CONDITIONS

Prerequisites:

3 CREDITS Through study, discussion, and classroom/laboratory activities, the student will be able to implement Occupational Therapy intervention plans with individuals impacted by specific psychosocial conditions. Level I fieldwork is included in the course.

OTA 2164 OCCUPATIONAL THERAPY FOR PHYSICAL CONDITIONS

Prerequisites:

4 CREDITS Through study, discussion, and classroom/laboratory activities, the student will be able to implement Occupational Therapy intervention plans with individuals impacted by specific physical conditions. Level I fieldwork is included in the course.

OTA 2253 FIELDWORK II A

Prerequisites:

3 CREDITS The student will successfully complete eight weeks in an approved facility offering supervised Level II fieldwork experiences in the application of learned principles to the delivery of Occupational Therapy services.

OTA 2263 FIELDWORK II B

Prerequisites:

3 CREDITS The student will successfully complete eight weeks in an approved facility offering supervised Level II fieldwork experiences in the application of learned principles to the delivery of Occupational Therapy services. Fieldwork sites are different from Fieldwork II A and are utilized to broaden the student's Level II experiential background.

ORTHOTIC/PROSTHETIC TECHNICIAN

ORPR 1000 SPECIAL TOPICS

Prerequisites: or by evaluation. §

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other orthotic or prosthetic courses, but which are beneficial in providing a better understanding of the field. A specific subject will be announced for each offering. Enrollment may be repeated with a change of topic.

ORPR 1112 ORTHOTIC AND PROSTHETIC EQUIPMENT AND MATERIALS

Prerequisites:

2 CREDITS The student will identify equipment, tools and materials used to manufacture various orthotic and prosthetic devices. Safety policies and procedures will be presented, and the student will demonstrate basic skills and techniques in the operation of each machine.

ORPR 1135 LOWER LIMB ORTHOTICS

Prerequisites: ORPR 1112

5 CREDITS The student will demonstrate competencies in the development and manufacture of foot-orthoses, ankle-foot orthoses, knee-ankle-foot orthoses and orthotic shoe modifications. Various materials and procedures will be used in the design of each project. Additional topics will include strength and properties of various materials to obtain the desired biomechanical effect in each system. The applied mathematics skills needed to produce these devices will be presented.

ORPR 1154 SPINAL ORTHOTICS

Prerequisites: ORPR 1112, ORPR 1135

4 CREDITS This course is designed to build upon the knowledge and skills acquired in previous orthotics courses. Applications of plastic, metal and leather will be utilized in the design of various spine supports.

ORPR 1222 UPPER LIMB ORTHOTICS

Prerequisites: ORPR 1112, ORPR 1135

2 CREDITS The student will use principles learned in previous courses to design and fabricate upper limb support systems. Metal and plastics will be used in customizing each orthosis. Additional topics will include troubleshooting and repair.

ORPR 1245 CLINICAL ORTHOTICS

Prerequisites: ORPR 1112, ORPR 1135, ORPR 1154, ORPR 1222

5 CREDITS The student will participate in a clinical externship in an approved facility offering supervised experiences in the application of learned principles to the fabrication and delivery of orthotic services.

ORPR 2000 SPECIAL TOPICS

Prerequisites: or by evaluation. §

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other orthotic or prosthetic courses, but which are beneficial in providing a better understanding of the field. A specific subject will be announced for each offering. Enrollment may be repeated with a change of topic

ORPR 2115 TRANSTIBIAL PROSTHETICS

Prerequisites: APPM 1223, ORPR 1112

5 CREDITS The student will be introduced to fabrication processes involved in transtibial prosthetics. The student will learn about wood, titanium and aluminum components, static and dynamic alignment and the use of instruments to transfer alignment. Classroom learning will be reinforced with laboratory experience. Laminating with epoxy, acrylic and polyester resins along with many different reinforcing materials will be used. Applied mathematical skills needed to mix resins correctly will be taught.

ORPR 2233 TRANSRADIAL AND TRANSHUMERAL PROSTHETICS

Prerequisites: ORPR 1112

3 CREDITS This course will introduce the student to transradial and transhumeral prosthetics. Upper limb prosthetics fabrication techniques will be learned. This includes suspension harnesses, cable operating systems, attaching prosthetic elbows, hinges, wrist units and terminal devices. The student will also demonstrate socket duplication methods.

ORPR 2255 TRANSFEMORAL PROSTHETICS

Prerequisites: ORPR 1112, ORPR 2115

5 CREDITS The student will build upon the knowledge and skills acquired in previous prosthetics courses. Socket position, knee components and their relationship to prosthetic feet in static alignment are covered. Socket design and fabrication of the flexible inner socket with various reinforcing materials will be the topics of instruction and application.

ORPR 2313 ADVANCED TRANSTIBIAL PROSTHETICS

Prerequisites: ORPR 1112, ORPR 2115

3 CREDITS The student will use knowledge and principles learned in previous courses to fabricate a transtibial prosthesis with a roll-on suspension component and distal attachment pin. The student will also attach side joints and a thigh corset to a transtibial socket. The joint and corset exercise utilizes an understanding of material strengths, alignment and careful hinge placement to augment anatomical knee stability and minimize distal residual limb pressure.

ORPR 2335 CLINICAL PROSTHETICS

Prerequisites: ORPR 1112, ORPR 2115, ORPR 2233, ORPR 2255, ORPR 2313

5 CREDITS The student will participate in a clinical externship in an approved facility offering supervised clinical experiences in the application of learned principles to the fabrication and delivery of prosthetic services.

PHILOSOPHY

PHIL 1000 SPECIAL TOPICS

Prerequisites: ENGL 1113

VARIABLE 1-4 CREDITS The student will demonstrate competencies in subjects not covered in other philosophy courses. Each course will cover a specific topic and may be repeated with a change in content.

PHIL 1013 INTRODUCTION TO PHILOSOPHY

Prerequisites: ENGL 1113

3 CREDITS After a review of the methods and sub-fields of philosophy, students will describe the positions selected philosophers have taken on several basic problems. Students will also describe and defend their own perspectives on these problems.

PHIL 1123 CRITICAL THINKING

Prerequisites: ENGL 1113

3 CREDITS Critical Thinking provides opportunities for students to practice skills in both intellectual and personal development. Throughout the course, students will examine cognitive development, sound inductive argument development, biases and fallacies in decision formation, and problem solving skills. Students will apply these aspects of thought formation and critical thinking skills to writing development, goal setting, social analysis, and problem solving. This course satisfies three credit hours of the General Education humanities requirement for all Associates in Arts, Science, and Diversified Studies degrees.

PHIL 1213 INTRODUCTION TO ETHICS

Prerequisites: ENGL 1113

3 CREDITS Students will demonstrate their understanding of the relationship between philosophy and ethics; the language, concepts and traditions of ethics; and selected theories of ethics. The students will then use descriptive, normative and metathetical approaches to analyze selected contemporary ethical issues.

PHIL 1603 INTRODUCTION TO LOGIC

Prerequisites: ENGL 1113

3 CREDITS Students will recognize genuine arguments in natural language, translate them into appropriate form for logical analysis, and use traditional and modern methods to determine their validity. Students also will recognize and refute various informal fallacies.

PHIL 2000 SPECIAL TOPICS IN PHILOSOPHY

Prerequisites: ENGL 1113

VARIABLE 1-3 CREDITS Various sections of this course will treat specific topics not covered in other philosophy courses. Course topics will be chosen to broaden students' understanding of philosophy by addressing philosophical issues that are particularly timely or relevant to societal trends or events. The course may be repeated with a change in content.

PHIL 2133 COMPARATIVE RELIGIONS

Prerequisites: ENGL 1113

3 CREDITS This course is a study of the major world religions both ancient and modern. The student will examine and compare historical developments, major historical figures, philosophical tenets and /or belief systems, and sacred texts from various religions. Also, students will evaluate the impact of these elements within a contemporary, global framework. This course satisfies three credit hours of the General Education Humanities requirements for all Associate in Arts, Science, and Diversified Studies degrees.

PHIL 2153 INTRODUCTION TO EASTERN THOUGHT

Prerequisites: ENGL 1113

3 CREDITS This survey course is designed to introduce the student to the major religious and philosophic systems of the Asian world. After completing the course, the student will be able to accurately describe and discuss the historical development and major concepts of Hinduism, Buddhism (including Zen), Confucianism, and Taoism.

PHIL 2223 PHILOSOPHY OF RELIGION

Prerequisites: ENGL 1113

3 CREDITS This course systematically and critically explores various dimensions of religious experience. Course units may treat questions of defining religion, the existence of deities and the human soul, immortality, determinism and free will, and the classical problem of evil.

PHIL 2343 PHILOSOPHY OF SCIENCE

Prerequisites: ENGL 1113

3 CREDITS This course will examine philosophical principles underlying the theories and methods of Western science. Course units may include discussion of how science has informed our view of reality, the nature and requirements of scientific explanations, and ways in which ethical considerations direct and constrain scientific research.

PHYSICAL THERAPIST ASSISTANT

PTA 1000 SPECIAL TOPICS

Prerequisites:

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other physical therapy courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

PTA 1013 INTRODUCTION TO PHYSICAL THERAPY

Prerequisites: BIO 1314; Corequisite: PTA 1023, PTA 1213, and BIO 1414

3 CREDITS The student will describe the development and current status of physical therapy and the role of the PTA in the healthcare system. He/she will be introduced to medical ethics, legislation, and the American Physical Therapy Association and its components. Medical communication and documentation will be discussed and practiced. The student will learn and demonstrate basic range of motion exercises, body mechanics and transfers, basic gait training, and infection control methods. The student will explain the concept of "therapeutic helping."

PTA 1023 DYNAMIC HUMAN MOTION

Prerequisites: BIO 1314; Corequisite: PTA 1013, PTA 1213, BIO 1414

3 CREDITS The student will be introduced to basic concepts concerning human motion, bony landmarks, muscle location and function, and nerve innervations. The student will learn basic manual muscle testing to assess function and complete an in depth learning module on the use of the goniometer to assess joint motion. The class is divided into five units of instruction: terminology, skeletal and articular system, functional anatomy, goniometry, and manual muscle testing.

PTA 1112 PATHOLOGY FOR PHYSICAL REHABILITATION

Prerequisites: PTA 1013, PTA 1023, PTA 1213; Corequisite: PTA 1224, PTA 2014, BIO 2102, PTA 1151

2 CREDITS The student will identify underlying circumstances and phases of disease and dysfunction, describe primary and secondary disability patterns related to various deficits, gain knowledge of functional activities and techniques to prevent secondary disabilities using special equipment as needed, and identify terms, prefixes, suffixes and abbreviations used in the medical practice.

PTA 1151 CLINICAL PREP I

Prerequisites: PTA 1013, PTA 1023, PTA 1213, BIO 1314, BIO 1414; Corequisites: PTA 1112, PTA 1224, PTA 2014, BIO 2102

1 The student will explore the characteristics of current physical therapy clinical practice. The student will accurately illustrate the role and responsibilities of the PTA in specific clinical settings represented by facilities appropriate for placement in PTA 1312 Initial Practicum. The student will describe/discuss pertinent regulatory and legislative policies which pertain to said facilities and will convey effective communication and teaching strategies with various patient populations/cultures by means of simulated cases. The student will participate in applying clinical and ethical decision making with a variety of patient scenarios. The student will practice progressing patient interventions based on the physical therapist's established goals and plan of care in simulated scenarios. This comprehensive course will require the student to demonstrate competency and provide adequate rationale for each psychomotor component of all prerequisite coursework including: tests and measures, interventions, and documentation, as well as, application (via demonstration, verbal and/or writing) of safe and effective communication, and clinical decision-making as evidenced by successful completion of a comprehensive skill evaluation prior to entering PTA 1312, Initial Practicum.

PTA 1202 DEVELOPMENT, CONDITIONS AND TREATMENT ACROSS THE LIFESPAN

Prerequisites: PTA 1312; Corequisites: PTA 2024, PTA 2113, PTA 2021

2 CREDITS The student will be introduced to basic terminology and the theoretical frameworks that guide the study of the human lifespan. The student will review the physiological function of different body systems, their interrelationships, and how changes occur over the course of a lifetime. The student will correlate these changes with age appropriate motor, cognitive, and social-emotional development across the lifespan, and demonstrate awareness and appropriate therapeutic intervention for specific issues/conditions that impact infants, children, adolescents, adults, and elders.

PTA 1213 PAIN MANAGEMENT AND MASSAGE

Prerequisites: BIO 1314; Corequisite: PTA 1013, PTA 1023

3 CREDITS The student will apply therapeutic modalities and have knowledge of pain mechanisms to improve a patient's functional independence. The student will be able to safely and competently demonstrate the use of thermal modalities, ultrasound, traction, continuous passive motion devices, dynamic splinting, and massage to treat a patient's conditions. The students will recognize that all treatments provided by a physical therapist assistant are within the plan of care established by the physical therapist and are performed under the general supervision of a physical therapist in the state of Oklahoma. The student will also learn and apply documentation skills for the above modalities. The student must demonstrate proficiency/competency of above modalities with testing, and oral/practical demonstrations.

PTA 1224 THERAPEUTIC EXERCISE I

Prerequisites: PTA 1013, PTA 1023, PTA 1213; Corequisite PTA 2014, PTA 1112, BIO 2102, PTA 1151

4 CREDITS The student will apply biomechanical principles of human motion to progress basic exercise programs to complex exercise programs. The student will understand the purposes, indications, and contraindications for exercise. The student will be able to apply the principles of therapeutic exercise to a wide variety of orthopedic conditions, monitor the effectiveness of the exercise, and progress the patient's exercise program within the plan of care established by the physical therapist.

PTA 1312 INITIAL PRACTICUM

Prerequisites: The student must have completed the following courses with a "C" or better to participate in the Initial Practicum: PTA 1013, PTA 1023, PTA 1112, PTA 1213, PTA 1224, PTA 2014; BIO 1314, BIO 1414, BIO 2102, PTA 1151 and successfully pass the comprehensive practical exam.

2 CREDITS The student will be assigned to a selected physical therapy practice for a minimum of 160 contact hours. Under the direct, on-site supervision of a licensed physical therapist or physical therapist assistant, the student will assume patient care responsibilities in a safe, efficient, ethical and legal manner.

PTA 2000 SPECIAL TOPICS

Prerequisites: None

VARIABLE 1-4 credits The student will demonstrate specific competencies in subject areas not covered in other PTA courses that are beneficial in exploring the field more intensely. A specific subject is announced for each offering. Enrollment may be repeated with a change in topic.

PTA 2014 ELECTROTHERAPY AND MODALITIES

Prerequisites: PTA 1013, PTA 1023, PTA 1213, Corequisites: PTA 1112, PTA 1224; BIO 2102, PTA 1151

4 CREDITS The student will learn how to apply therapeutic modalities within a physical therapist's plan of care, and use knowledge of pain perception to help improve a patient's functional independence. The student will gain knowledge of application and usage of the following modalities/treatment techniques: electrical stimulation, wound healing techniques (including dressings, topical agents, debridement techniques, universal precautions), respiratory treatments (including different coughing techniques, breathing exercises, and postural drainage/chest PT), and edema management (including compression therapies). Students will be able to use critical thinking to implement modality usage as per the physical therapist's plan of care, and document patient response and effectiveness of their treatments. The student must demonstrate proficiency/competency in these modalities through testing and oral/practical demonstrations.

PTA 2021 CLINICAL PREP II

Prerequisites: PTA 1312; Corequisites: PTA 1202, PTA 2024, PTA 2113

1 The student will continue to explore and appreciate the complexities associated with contemporary physical therapy practice, as well as, the health care system. The student will accurately illustrate the role and responsibilities of the PTA in all physical therapy settings. The student will describe/discuss pertinent regulatory and legislative policies affecting access to and the delivery of physical therapy across all settings. During simulated opportunities, the student will portray effective communication, teaching, and documentation strategies with various patient populations/ cultures and health care team members in any physical therapy setting. The student will investigate ethical, socioeconomic and resource challenges common to current physical therapy practice using a variety of patient scenarios. The student will practice participating in identifying and securing appropriate equipment requirements and advocating for patient/client needs to vendor/payors. This comprehensive course will require the student to demonstrate competency and provide adequate rationale for each psychomotor component of all prerequisite coursework including: tests and measures, interventions, and documentation, as well as, application (via demonstration, verbal and/or writing) of safe and effective communication and clinical decision-making for any patient/client as directed by the physical therapist of record and evidenced by successful completion of a comprehensive skill evaluation prior to entering PTA 2034, Practicum I.

PTA 2024 THERAPEUTIC EXERCISE II

Prerequisites: PTA 1312; Corequisite PTA 1202, PTA 2113, PTA 2021

4 CREDITS The student will continue to apply biomechanical principles of human motion to progress functional exercise programs. The student will understand the purposes, indications, and contraindications for exercise. The student will be able to apply the principles of therapeutic exercise to a wide variety of neurological, cardiac, multiple traumas, and various debilitating conditions, and monitor the effectiveness of the exercise. The student will recognize the role of the PTA and will progress the patient's exercise program within the plan of care established by the physical therapist.

PTA 2034 PRACTICUM I

Prerequisites: The student must have completed the following courses with a "C" or better to participate in the Practicum I: PTA 1312, PTA 1202, PTA 2024, PTA 2113, PTA 2021 and successfully pass the comprehensive practical exam.

4 CREDITS The student will function in the clinic as a health care team member, under the direct supervision of a physical therapist or physical therapist assistant, carrying out select portions of the physical therapist's plan of care. The student will establish helping relationships; practice effective interpersonal communications; apply ethical and legal principles, identify and provide for normal and threatened basic needs of patients; practice effective infection control techniques; administer selected modalities to prevent secondary disabilities and manage pain; correctly apply principles of biomechanics and physiology in administering exercise, transfer, and gait training. The student will clearly report and document significant observations and treatments orally and in writing.

PTA 2113 PTA SYSTEMS/PROBLEMS

Prerequisites: PTA 1312; Corequisite: PTA 1202, PTA 2024, PTA 2021

3 CREDITS This course is designed to provide the student the opportunity to explore and further understand systems and challenges that impact the Physical Therapist Assistant. The course explores the role of the Physical Therapist Assistant and how s(he) functions as a member of the health care team; systems and operational issues that affect the practice of a Physical Therapist Assistant; and challenges that the Physical Therapist Assistant and all health care professionals face in day to day clinical practice.

PTA 2134 PRACTICUM II

Prerequisites: PTA 2034

4 The student will continue to function in the clinic as a health care team member, under the direct supervision of a physical therapist or physical therapist assistant, carrying out select portions of the physical therapist's plan of care. The student will demonstrate competence in all areas described in PTA 2034. The student is expected to function at the level of an entry level physical therapist assistant at the completion of this course.

PHYSICS

PHYS 1011 PHYSICAL SCIENCE LABORATORY

Prerequisites: Any PHYS, CHEM, GEOL or ASTR non-laboratory course

1 CREDIT This course is designed for students needing laboratory experience to complete their General Education physical sciences requirements. It is not open to science majors or those who have completed a laboratory-based physical science course. Students will measure, record and analyze data; draw relevant conclusions; and make appropriate recommendations about experiments in physics, chemistry, and the earth sciences.

PHYS 1013 PHYSICAL SCIENCE

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will develop an appreciation for concepts, methods, and applications of the natural sciences in their everyday lives. Students will be able to demonstrate their familiarity with some of the basic principles of chemistry, physics, geology, astronomy, and other physical sciences by (1) indicating how disciplines can work together in the solution of common problems and (2) utilizing physical science methods in their daily lives, describing physical phenomena and predicting the results of common occurrences.

PHYS 1014 PHYSICAL SCIENCE

Prerequisites: Math 0203 or adequate math placement test score.

4 CREDITS Students will develop an appreciation for concepts, methods, and applications of the natural sciences in their everyday lives. Students will be able to demonstrate their familiarity with some of the basic principles of chemistry, physics, geology, astronomy, and other physical sciences by (1) indicating how disciplines can work together in the solution of common problems (2) utilizing physical science methods in their daily lives, describing physical phenomena and predicting the results of common occurrences, and (3) demonstrating the ability to utilize scientific methodologies in a laboratory setting.

PHYS 1034 GENERAL GEOLOGY

Prerequisites: Math 0203 or adequate math placement test score.

4 CREDITS Students will describe theories of the earth's formation, its composition and structure and the processes which change the earth's surface. Laboratory work and field trips are integral parts of the course.

PHYS 1063 EARTH SCIENCE

Prerequisites: Math 0203 or adequate math placement test score.

3 CREDITS Students will demonstrate their understanding of an overview of the earth sciences. The student will study the areas of astronomy, meteorology, climatology and oceanography, with the major concentration on the study of geologic principles.

PHYS 1064 EARTH SCIENCE

Prerequisites: Math 0203 or adequate math placement test score.

4 CREDITS Students will demonstrate their understanding of an overview of the earth sciences. The student will study the areas of astronomy, meteorology, climatology and oceanography, with the major concentration on the study of geologic principles. Laboratory work is an integral part of the course.

PHYS 1114 COLLEGE PHYSICS I

Prerequisites: MATH 1513 or higher or APPM 1223, within the last two years or by evaluation. §

4 CREDITS Students will demonstrate their understanding of useful concepts of kinematics and dynamics, energy and momentum, waves and sound, fluids and thermodynamics by (1) developing numerical and graphical descriptions of physical phenomena, (2) numerically predicting the results of physical occurrences, and (3) applying laboratory skills to analyze real situations. Numerical computations will utilize algebra and basic trigonometry where appropriate.

PHYS 1214 COLLEGE PHYSICS II

Prerequisites: PHYS 1114

4 CREDITS This course is a continuation of College Physics I. Students will demonstrate their understanding of concepts of electricity and magnetism, optics, relativity, and atomic and nuclear physics by (1) developing numerical and graphical descriptions of physical phenomena, (2) numerically predicting the results of physical occurrences, and (3) applying laboratory skills to analyze real situations. Numerical computations will utilize algebra and basic trigonometry where appropriate.

PHYS 1314 TECHNICAL PHYSICS

Prerequisites: Algebra II in High School or MATH 0403 or adequate math placement test score or APPM 1223 or the appropriate technical math course.

4 CREDITS This is a physics course designed primarily for technical career programs. Students will apply the concepts and techniques of physics to solve technical problems in the area of mechanics, fluids, heat, electricity and magnetism. Laboratory analysis is an integral part of the course.

PHYS 1504 GENERAL ASTRONOMY

Prerequisites: Math 0203 or adequate math placement test score.

4 CREDITS This course will fulfill the General Education requirement for Physical Science (without laboratory). The student will be introduced to modern astronomy. Concepts to be studied include the solar system, the sun and stars, galaxies, including the Milky Way Galaxy, and current theories of the origin, evolution, and fate of the universe.

PHYS 1514 GENERAL ASTRONOMY WITH LAB

Prerequisites: Math 0203 or adequate math placement test score.

4 CREDITS This course will fulfill the general education requirement for Physical Science (with laboratory). The student will be introduced to modern astronomy. Concepts to be studied include the solar system, the sun and stars, galaxies (including the Milky Way Galaxy), and current theories of the origin, evolution, and fate of the universe. Laboratory exercises will explore basic physical principles related to Astronomy as well as activities with specific astronomical applications.

PHYS 2014 ENGINEERING PHYSICS I

Prerequisites:

4 CREDITS This is a physics course designed primarily for pre-engineering, chemistry and physics majors. Students will demonstrate their understanding of concepts in mechanics, heat and sound by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate.

PHYS 2114 ENGINEERING PHYSICS II

Prerequisites:

4 CREDITS This course is a continuation of Engineering Physics I. Students will demonstrate their understanding of concepts in electricity, magnetism, and light by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate.

PHYS 2223 MODERN PHYSICS FOR ENGINEERS

Prerequisites: PHYS 2114; Prerequisite or Corequisite: MATH 2413

3 CREDITS Students will demonstrate understanding of essential concepts in 20th century physics. Topics investigated include relativity, quantization, atomic models, quantum mechanics, atomic physics, statistical mechanics, and the current standard model of particle physics. Students solve problems using mathematical methods including ordinary differential equations.

POLITICAL SCIENCE

POLSC 1000 SPECIAL TOPICS IN POLITICAL SCIENCE

Prerequisites:

1-3 CREDITS The student will demonstrate competencies in subjects not covered in other Political Science courses. Each course will relate to a specific issue and may be repeated with a change in topic.

POLSC 1113 AMERICAN FEDERAL GOVERNMENT

Prerequisites:

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government.

POLSC 2000 SPECIAL TOPICS IN POLITICAL SCIENCE

Prerequisites: POLSC 1113

1-3 CREDITS The student will demonstrate competencies in subjects not covered in other POLSC courses. The course may relate to a specific issue, topic, or area of study within the field of political science. The course may be repeated with a change in content.

POLSC 2103 INTRODUCTION TO PUBLIC ADMINISTRATION

Prerequisites: POLSC 1113

3 CREDITS After surveying the field of public administration, the student will be able to (1) organize a workable administrative hierarchy, (2) construct a hypothetical governmental budget, (3) identify and describe the processes and problems in intergovernmental relations, (4) describe administrative law and procedure, (5) describe personnel policies, and (6) compare various public administrations.

POLSC 2123 INTRODUCTION TO AMERICAN POLITICS

Prerequisites: POLSC 1113

3 This course is designed to introduce the student to advanced concepts of politics in America at the federal governmental level. The student will study the foundations, institutions, and processes of American government. The course may cover the United States Constitution, Federalism, Civil Liberties, Civil Rights, Institutions of American Federal Government, and Political Parties. Additionally, the student may be exposed to domestic, economic, and foreign policies. The influence of mass media and current political events will be included as appropriate. The course will build upon concepts covered in POLSC 1113 - American Federal Government and expose the student to a more advanced understanding of American Politics.

POLSC 2213 CONTEMPORARY ISSUES IN AMERICAN POLITICS

Prerequisites: POLSC 1113

3 CREDITS This course is a study of significant contemporary political issues emphasizing events occurring at the time the course is offered. After surveying the field of American politics, the student will be able to: 1). critically evaluate some of the controversial issues which presently confront the U.S. and the global community; 2). facilitate intellectual discourse; 3). participate in civil debates; 4). identify a potential problem with a specific public policy and propose a solution to ameliorate it; and 5). construct a research paper and literature review reflecting the critical analysis skills that have been learned throughout the course.

POLSC 2223 INTRODUCTION TO LAW

Prerequisites: POLSC 1113

3 CREDITS The student will be introduced to legal subjects such as Criminal Law and Procedure, Civil Law and Procedure, Torts, Contracts, Sources of American Law, the Judicial System and the Courts, and Judicial Decision Making and Remedies. The student will learn legal research techniques and apply them in a moot court oral exercise, will learn about legal resources available through the Internet, and will make an observation of an actual case in a court of law. This course heavily relies upon graded, class participation by students.

POLSC 2303 INTRODUCTION TO INTERNATIONAL RELATIONS

Prerequisites: POLSC 1113

3 CREDITS An analysis of the structure of international relations and sources of international influence, conflict, and cooperation.

POLSC 2603 INTRODUCTION TO COMPARATIVE POLITICS

Prerequisites: POLSC 1113

3 CREDITS The student will utilize basic theories and methods of comparative analysis in studying selected nation-states. The student will also examine current world-wide political issues and problems. Topics for analysis will include political development, culture, elites, parties and political change.

POLSC 2613 SCOPE AND METHODS OF POLITICAL SCIENCE

Prerequisites: POLSC 1113 and MUST HAVE COMPLETED AT LEAST 6 HOURS OF POLITICAL SCIENCE ELECTIVES (e.g. 2003, 2103, 2113, 2213, 2223, 2303, 2603).

3 CREDITS This course examines the broad scope of political science from its earliest philosophic origins to its development as a contemporary social science. Various sub-fields of political science are analyzed including political theory, public administration, political behavior, comparative government, international relations, American government, methodology, and public policy.

POLSC

POLSC 2113 INTRODUCTION TO STATE AND LOCAL GOVERNMENT

Prerequisites: POLSC 1113

3 CREDITS After studying the political processes in lower level governmental units, the student will be able to identify and describe processes and problems such as intergovernmental relations, fiscal and administrative systems, special urban problems, and legal systems in these governmental units.

PRESIDENT'S LEADERSHIP CLASS

PLC 2122 PRESIDENT'S LEADERSHIP CLASS

Prerequisites: Math 0403 or adequate math placement test score, ENGL 1113 & 12 hours of 1000 level or above completed with a 3.0 grade point average.

2 CREDITS The President's Leadership Class (PLC) is designed to develop and enhance leadership skills and knowledge. The course will explore the personal, interpersonal, organizational, and social dimensions in the greater context of leadership. The goal of the course is to develop self-aware, ethical, and principle-centered future leaders with the ability to think critically, apply a proven process for decision-making, and communicate effectively

PSYCHOLOGY

PSY 1000 SPECIAL TOPICS IN PSYCHOLOGY

Prerequisites:

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other psychology courses. Each course will relate to a specific issue and may be repeated with a change in topic.

PSY 1103 HUMAN RELATIONS

Prerequisites:

3 CREDITS After exploring specific behavior skills and communication patterns used in the establishment and maintenance of relationships, the student will be able to describe the process of human relating with emphasis on promoting positive results. Several types of relationships will be considered: friendships, family, marriage and work.

PSY 1113 INTRODUCTION TO PSYCHOLOGY

Prerequisites:

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

PSY 1123 STRESS MANAGEMENT

Prerequisites:

3 CREDITS The student will apply psychological and physiological information to develop a plan for living with stress. A personal profile of stress will be developed and techniques for preventing tension, relaxing the mind and body, and improving self-esteem will be explored.

PSY 1143 CHEMICAL DEPENDENCY

Prerequisites:

3 CREDITS Introduction to Chemical Dependency is designed to introduce the dynamics of chemical dependency and the aspects of drug and alcohol dependence and addiction. Family dynamics will be discussed as well as the impact of dysfunctional or imbalanced family systems on individuals and their chemical use. The purpose of this course is to provide basic theoretical concepts and research in the field of chemical dependency.

PSY 1153 PSYCHOLOGY OF AGING

Prerequisites:

3 CREDITS The student will use a life-span perspective to describe development in late life, including psychological traits, interpersonal relationships, social roles, and psychological crises of late life.

PSY 1503 PSYCHOLOGY OF WOMEN

Prerequisites:

3 CREDITS The student will discuss issues, theories and research related to female development and the factors influencing that development from social science, historical, and biographical perspectives.

PSY 2000 SPECIAL TOPICS IN PSYCHOLOGY

Prerequisites:

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other psychology courses. Each course will relate to a specific issue and may be repeated with a change in topic.

PSY 2113 INTRODUCTION TO CHILD DEVELOPMENT

Prerequisites:

3 CREDITS This course will identify patterns of the physical, intellectual and emotional/psycho-social development of children. The course will recognize the major theories of human development as they apply to children.

PSY 2123 BEHAVIORAL STATISTICS

Prerequisites: PSY 1113 and MATH 0403 or adequate math placement test score.

3 CREDITS Behavioral Statistics provides an introduction to descriptive and inferential, parametric and non-parametric statistical techniques used in behavioral research including measures of central tendency, variability, correlation, regression analysis, hypothesis testing, t-tests, Chi square, and ANOVA. Students finishing this course will be able to use computers for statistical analyses and will be prepared for advanced laboratory classes.

PSY 2163 DEATH, DYING, AND GRIEF

Prerequisites:

3 CREDITS Students will demonstrate an understanding of death, dying, and grief from three perspectives: The medical and legal perspective in American society; the human perspective, including how people die, caregiving, suicide, and funeral rituals; and the perspective of death related to other losses, including grief and coping strategies.

PSY 2193 PERSONALITY THEORIES

Prerequisites: PSY 1113

3 CREDITS This course examines personality processes and the various theoretical approaches to the study of personality such as psychodynamic, behavioral, phenomenological, trait, and social learning theories.

PSY 2213 CHILD AND FAMILY IN SOCIETY

Prerequisites:

3 CREDITS This course emphasizes promoting optimum development and support of families and children within various settings and the larger community.

PSY 2233 ETHICS IN HEALTH AND HUMAN SERVICES

Prerequisites:

3 CREDITS Students will contrast ethical systems with religion, law, and justice; define ethical principles, and discuss ethical issues and professional conduct in health and human services. Students will apply ethical principles and decision-making models to analyze case studies.

PSY 2403 DEVELOPMENTAL PSYCHOLOGY

Prerequisites: PSY 1113

3 CREDITS A theoretical and research-based course that covers social, emotional, physical and cognitive aspects of human development throughout the life-span.

PSY 2503 HUMAN SEXUALITY

Prerequisites: PSY 1113,

3 CREDITS This course is an introductory overview of the field of human sexuality. It will explore the psychological, physiological, and sociocultural aspects of human sexual behavior. Emphasis will be placed on the cultural and biological diversity of sexual expression.

PSY 2743 SOCIAL PSYCHOLOGY

Prerequisites: PSY 1113

3 CREDITS This course will cover topics such as conformity, social influence, social cognition, prosocial behavior, prejudice, group processes, interpersonal attraction and social comparison.

RESPIRATORY CARE THERAPIST

RC 1000 RESPIRATORY CARE SPECIAL TOPICS

Prerequisites: None

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other Respiratory Care courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

RC 1021 MEDICAL ETHICS

Prerequisites: Admission to Respiratory Therapy Program

1 CREDIT This course covers information necessary to understand the legal and ethical standards of practice of respiratory care. Students will study ethics, professionalism and stress management. Also covered will be information related to professional credentialing and licensure as well as a basic introduction to the principles of managed care.

RC 1033 RESPIRATORY CARE SCIENCES

Prerequisites: Math 1513 or APPM 1223

3 CREDITS This course is intended to teach the principles of physics, chemistry and microbiology necessary for the understanding and application of respiratory care. Topics include temperature scales and conversion; the nature and behavior of gases; the gas laws; diffusion; solubility and flow of gases and liquids; basic principles of fluid dynamics; basic atomic structure; formation of ions; valence calculation; theory of pH and acid-base balance; classification and identification of micro-organisms; microbial growth and transmission; common infectious respiratory diseases.

RC 1041 INTRODUCTION TO CLINICAL APPLICATION

Prerequisites: Corequisite: RC 1114, RC 1021

1 CREDIT This course is an introduction to the hospital environment. Students will be oriented to basic hospital operations in a respiratory care department and observe delivery of respiratory care. Students will also perform basic respiratory procedures and learn to read charts.

RC 1114 RESPIRATORY THERAPY PROCEDURES I AND LAB

Prerequisites: Math 1513 or APPM 1223 Corequisite: RC 1033; BIO 1314 or BIO 1224; MATH 1513 or MATH 1223

4 CREDITS This is the beginning theory and application course in the study of respiratory care. It is designed to cover the theory and application of basic to intermediate skills. Included in this course are laboratory demonstrations, student practice, peer evaluation and return student demonstration for evaluation. Students will demonstrate minimal proficiency in the laboratory setting on all required procedural skills. Topics include: safety, infection control, basic and advanced patient assessment, data management, communication skills regulators, flow meters, gas blenders, sustained maximal inspiration, breathing exercises, gas therapy administration, chest physical therapy, humidity and aerosol therapy, oxygen analysis, pulse oximetry, blood sampling, blood gas analysis, equipment cleaning, manual resuscitators and electrocardiographs.

RC 1124 RESPIRATORY THERAPY PROCEDURES II AND LAB

Prerequisites: RC 1041; RC 1114

4 CREDITS This is the second theory and application course of respiratory care equipment and procedures. It is designed to build upon the knowledge and skills acquired in Respiratory Therapy Procedures I. Students are introduced to additional intermediate and advanced respiratory care topics. Included in this course are laboratory demonstrations, student practice, peer evaluation and return student demonstration for evaluation. Students will demonstrate minimal proficiency in the laboratory setting on all required procedural skills. The following topics are covered: Intermittent positive pressure ventilation, bi-level positive pressure ventilation, artificial airways and airway management, bedside ventilatory assessment, suctioning, classification of ventilators, physiologic effects of ventilation and basic ventilator management. The course includes in-depth study of the currently used mechanical ventilators.

RC 1142 RESPIRATORY PHARMACOLOGY

Prerequisites: RC 1312; Corequisite: MATH 1513 or APPM 1223

2 CREDITS This course is designed to study medications used in the treatment of respiratory disorders. General drug groups, including their physiologic actions, uses and hazards, are covered. Dosages, contraindications, precautions, duration and mode of action, elimination, indications for use, potential side effects, and adverse effects are also discussed for the most commonly used respiratory therapy and related drugs in each group.

RC 1223 PEDIATRIC AND NEONATAL RESPIRATORY CARE

Prerequisites: RC 1124; RC 1142; RC 1244; RC 1312; RC 1253

3 CREDITS This course is designed to cover the various aspects of respiratory care which are unique to the neonatal and/or pediatric patient. The course covers development of the fetus, evaluation and stabilization of high-risk newborns, pediatric respiratory therapeutics, pediatric and neonatal resuscitation, the study of pediatric diseases with respiratory implications and appropriate therapeutic interventions. Mechanical ventilation of the newborn, nitric oxide administration, high frequency ventilation and transcutaneous monitoring are also covered. Included in this course are laboratory demonstrations, student practice, peer evaluation and return student demonstration for evaluation. Students will demonstrate minimal proficiency in the laboratory setting on all required procedural skills.

RC 1244 CLINICAL APPLICATION OF BASIC RESPIRATORY THERAPEUTICS

Prerequisites: RC 1041, RC 1114

4 CREDITS This course is the actual clinical application of basic respiratory procedures which are taught in the Respiratory Therapy Procedures I course. The student observes and then performs in the clinical affiliate hospitals those skills and procedures which have been satisfactorily performed in the laboratory setting. The student is required to perform a minimal number of specified procedures and prove proficiency in basic skills. The student is also evaluated on initiative, organization, and affective behavior.

RC 1253 CLINICAL APPLICATION OF ADVANCED RESPIRATORY THERAPEUTICS

Prerequisites: RC 1124, RC 1244

3 CREDITS This course is the actual clinical application of advanced respiratory procedures which are taught in the Respiratory Therapy Procedures II course. The student observes and then performs in the clinical affiliate hospitals those skills and procedures which have been satisfactorily performed in the laboratory setting. The student is required to perform a minimal number of specified procedures and prove proficiency in basic skills. The student is also evaluated on initiative, organization, and affective behavior.

RC 1312 CARDIOPULMONARY ANATOMY, PHYSIOLOGY AND PATHOLOGY

Prerequisites: None

2 CREDITS This course is designed as an in-depth study of the anatomy, physiology, and pathology of the cardiopulmonary system. The pathology portion of the course provides study of the etiology, pathophysiology, signs and symptoms, and treatment for specific cardiopulmonary diseases.

RC 1320 RESPIRATORY CARE TRANSITION

Prerequisites: Must hold CRT credential, current RCP license or be a current second year respiratory care student.

VARIABLE 1-4 CREDITS This is an elective course designed to assist the Certified Respiratory Care Technician who has been out of school for an extended period of time, or practicing in a specialty area in making the transition into the Respiratory Care Therapist program. This course may also be used as a remediation course for Respiratory Care Therapist students with significant areas of weakness identified during assessment testing or clinical practice. This course is designed to utilize comprehensive assessment of an individual's current knowledge and skills to develop an individual plan of study for remediation. The student will be provided with a specific plan of objectives and skills to be mastered during the course and the necessary curriculum units.

RC 2124 CRITICAL CARE RESPIRATORY THERAPY

Prerequisites: RC 1124, RC 1142, RC 1253, RC 1312

4 CREDITS This course introduces topics related to the delivery of respiratory care and patient management in the critical care setting. The student will master advance patient monitoring modalities as well as the more complex ventilation modes. The primary topic is overall evaluation and management of the critically ill patient with use of patient care plans and respiratory care protocols. Included in this course are laboratory demonstrations, student practice, peer evaluation and return student demonstration for evaluation. Students will demonstrate minimal proficiency in the laboratory setting on all required procedural skills. Topics include: developing care plans, cardiovascular monitoring and management, fluid and electrolyte monitoring, pleural drainage, x-ray assessment, advanced ventilatory modes and respiratory emergencies.

RC 2212 PULMONARY FUNCTION TESTING AND BRONCHOSCOPY

Prerequisites: RC 1124, RC 1253, RC 1312

2 CREDITS This course is designed for the student to develop knowledge of the advanced diagnostic procedures necessary to perform comprehensive pulmonary function testing in the clinical setting. This includes performance and interpretation of spirometry, lung volumes, diffusion and assisting the physician with performance of bronchoscopy. The student will demonstrate an understanding of these procedures through hands-on lab experiments. The student will also develop a basic understating of the concepts of cardiac and exercise testing as well as a brief overview of polysomnography. The student will be able to relate these testing procedures to the diagnosis of cardiopulmonary disease.

RC 2312 CLINICAL EXPERIENCE I

Prerequisites: RC 2212

2 CREDITS The course is the direct clinical application of pulmonary function testing and bronchoscopy assistance taught in RC 2212. Students will attend 8-hour clinical rotations in the hospital pulmonary function laboratory observing and performing comprehensive patient testing. This course will also include additional adult intensive care rotations to promote continued practice and mastery of basic ventilator management skills.

RC 2412 CLINICAL EXPERIENCE II

Prerequisites: RC 2124, RC 1223

2 CREDITS This course provides clinical application in the hospital setting to the topics covered in Critical Care Respiratory Therapy and Pediatric/ Neonatal Respiratory Care courses. Students are scheduled for rotations through adult, pediatric and neonatal intensive care units. Students will attend scheduled eight-hour rotations at specific hospital sites in order to complete assigned behavioral and didactic objectives.

RC 2512 RESPIRATORY THERAPY SEMINAR

Prerequisites: RC 1124, RC 1244, RC 1142, RC 1312, RC 1253

2 CREDITS This course includes topics related to management and specialty areas in the field of respiratory care. Students will develop an understanding of smoking cessation, home care and discharge planning, quality assurance, hospital department management, patient education and pulmonary rehabilitation.

RC 2613 ADVANCED RESPIRATORY CARE/PATIENT MANAGEMENT

Prerequisites: RC 1223, RC 2124, RC 2213

3 CREDITS This didactic course is designed to advance and refine assessment and critical thinking skills as related to respiratory patient care management. Students will focus on concepts related to total patient management related to specific disease processes. The skills of data collection, evaluation and assessment and clinical interventions will be stressed to emphasize functioning at an analysis cognitive level. Activities will be development of advanced patient care plans and respiratory care procedural protocols, participation in simulated case studies and laboratory simulations. Students will also participate in computer and paper-pencil simulations of the current credentialing examinations.

RUSSIAN

RUSS 1000 SPECIAL TOPICS

Prerequisites: None

VARIABLE 1-4 CREDITS The student will demonstrate competencies in specialized Russian language courses, such as Conversational or Traveller's Russian. Course may be repeated with a change in subject matter.

SOCIOLOGY

SOC 1000 SPECIAL TOPICS IN SOCIOLOGY

Prerequisites:

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other sociology courses. Each course will relate to a specific issue and may be repeated with a change in topic.

SOC 1113 INTRODUCTION TO SOCIOLOGY

Prerequisites:

3 CREDITS The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institution, social stratification and social change.

SOC 1143 CHEMICAL DEPENDENCY

Prerequisites:

3 CREDITS Introduction to Chemical Dependency is designed to introduce the dynamics of chemical dependency and the aspects of drug and alcohol dependence and addiction. Family dynamics will be discussed as well as the impact of dysfunctional or imbalanced family systems on individuals and their chemical use. The purpose of this course is to provide basic theoretical concepts and research in the field of chemical dependency.

SOC 1203 INTRODUCTION TO THE CRIMINAL PROCESS

Prerequisites:

3 CREDITS This course includes a comprehensive and multidisciplinary view of the operational components in the criminal justice system, focusing on the social and political forces which influence the setting of criminal justice policy. The student will analyze the system at the macro level to show the interdependence in actions of law enforcement, adjudication and correction, and at the micro level to determine how exchange relationships between individuals and groups act as keys to the determination of system outcomes.

SOC 2000 SPECIAL TOPICS IN SOCIOLOGY

Prerequisites: SOC 1113 or by evaluation. §

1-3 CREDITS The student will demonstrate competencies in subjects not covered in other SOC courses. The course may relate to a specific issue, topic, or area of study within the field of sociology. The course may be repeated with a change in content.

SOC 2013 MARRIAGE AND FAMILY RELATIONSHIPS

Prerequisites:

3 CREDITS The student will identify the sociological and psychological approaches to problem-solving techniques in marriage and family relations.

SOC 2023 SOCIAL PROBLEMS

Prerequisites: SOC 1113

3 CREDITS The student will use the sociological perspective to analyze and show the interrelationships among biological, psychological and social aspects of human problems.

SOC 2063 CRIME AND DELINQUENCY

Prerequisites: SOC 1113

3 CREDITS Using historical and contemporary theory, the student will identify the sociological and psychological dimensions involved in the control and treatment of crime and delinquency.

SOC 2123 SOCIOLOGY OF AGING

Prerequisites:

3 CREDITS The student will use information from a survey of social processes, theories of aging, and problems affecting the elderly to assess the status of the aged and analyze the impact of demographic trends.

SOC 2143 MINORITIES, ETHNICITY AND CULTURAL DIVERSITY

Prerequisites:

3 CREDITS This course serves as a sociology major elective, a possible support elective for other programs and a source for expanding understanding of social diversity for interested students. Following a historical perspective on cultural diversity, the course will explore the characteristics of minorities and ethnicity, dysfunctions of racism, and features of the U.S. as a multicultural society.

SOC 2163 DEATH, DYING, AND GRIEF

Prerequisites:

3 CREDITS Students will demonstrate and understanding of death, dying, and grief from three perspectives: The medical and legal perspective in American society; the human perspective, including how people die, caregiving, suicide, and funeral rituals; and the perspective of death related to other losses, including grief and coping strategies.

SOC 2173 SOCIOLOGY OF RELIGION

Prerequisites:

3 CREDITS This course will examine religion from the three sociological perspectives (structural-functionalism, conflict theory, and symbolic interactionism), including the study of practices, social structures, historical backgrounds, development, universal themes, and the roles of religion in society. It will examine the functions religion serves in societies, the distinction between magic and religion, and the relationship between religion and other major social institutions such as the economy and politics.

SOC 2213 CULTURAL ANTHROPOLOGY

Prerequisites:

3 CREDITS Using learned principles of anthropology, the student will identify those aspects of human culture which are universal and which act as an integrative element in human social behavior.

SOC 2243 ETHICS IN HEALTH AND HUMAN SERVICES

Prerequisites:

3 CREDITS Students will contrast ethical systems with religion, law and justice; define ethical principles, and discuss ethical issues and professional conduct in health and human services. Students will apply ethical principles and decision-making models to analyze case studies.

SOC 2913 SOCIAL INEQUALITY

Prerequisites: SOC 1113

3 CREDITS This course is a study of social inequality and its causes and consequences for individuals and society. Emphasis is on the class structure of the United States. Topics include upper, middle, and working classes, poverty and gender and racial/ethnic stratification.

SPANISH

SPAN 1000 SPECIAL TOPICS IN SPANISH

Prerequisites: or by evaluation. §

VARIABLE 1-6 CREDITS The student will demonstrate competencies not covered in other Spanish language courses at the 1000-level. Each course will concentrate on a particular aspect of language and culture. The course may be repeated with a change in subject matter.

SPAN 1010 CONVERSATIONAL SPANISH I

Prerequisites:

VARIABLE 1-4 CREDITS The beginning student will develop oral communication skills through intensive practice in Spanish with a focus on listening and speaking activities. The student will be able to function in Spanish on topics of everyday life. This class is taught completely in Spanish. Credit is variable and, with different content, may be repeated for up to 4 credits.

SPAN 1115 ELEMENTARY SPANISH I

Prerequisites:

5 CREDITS The beginning student will acquire fundamental proficiency in understanding, speaking, reading, and writing Spanish. The student will also explore important aspects of Spanish and Latin American culture.

SPAN 1120 CONVERSATIONAL SPANISH II

Prerequisites: SPAN 1010 or 1115 or by evaluation. §

VARIABLE 1-4 CREDITS A continuation of SPAN 1010. The student will further develop oral communication skills through intensive practice in Spanish with a focus on listening and speaking activities. The student will be able to function in Spanish in a variety of situations. This class is taught completely in Spanish. Satisfactory completion of at least three credit hours of Conversational Spanish II confirms that a student has demonstrated competency in a foreign language at the novice-high level according to the ACTFL scale. Credit is variable and, with different content, may be repeated for up to 4 credits.

SPAN 1150 SPANISH IMMERSION I

Prerequisites: SPAN 1010 or 1115 or by evaluation. §

VARIABLE 1-3 CREDITS The Spanish Immersion course provides an intensive language-learning experience for the student who has some background in Spanish. Following an orientation meeting on campus, students spend a period of time (minimum of two days) at an off-campus location hearing and speaking only Spanish. In addition to attending formal classes focusing on selected topics of vocabulary and grammar, students participate in activities such as dancing, games, aerobics, films, nature walks, and shopping in Spanish, enabling them to experience a total immersion.

SPAN 1160 INTERNATIONAL STUDY I

Prerequisites: SPAN 1010 or 1115 or by evaluation. §

VARIABLE 3-6 CREDITS International Study I provides an intensive language and culture experience for the student who has some background in Spanish. Following orientation meetings on campus, students spend a period of time (minimum 9 days) in a Spanish-speaking country. Students will improve listening and speaking skills while developing cultural competence as they experience firsthand the culture of a part of the Hispanic world.

SPAN 1225 ELEMENTARY SPANISH II

Prerequisites: SPAN 1115 or by evaluation. §

5 CREDITS A continuation of SPAN 1115. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing Spanish. The student will continue to explore significant aspects of Spanish and Latin American culture. Satisfactory completion of this course confirms that a student has demonstrated competency in a foreign language at the novice-high level according to the ACTFL scale.

SPAN 2000 SPECIAL TOPICS IN SPANISH

Prerequisites: Two semesters of 1000-level SPAN courses or by evaluation. §

VARIABLE 1-6 CREDITS The student will demonstrate competencies not covered in other Spanish language courses at the 2000-level. Each course will concentrate on a particular aspect of language and culture. The course may be repeated with a change in subject matter.

SPAN 2010 CONVERSATIONAL SPANISH III

Prerequisites: SPAN 1120 or 1225 or by evaluation. §

3 CREDITS The student will actively participate in conversations on a variety of topics, including vocabulary specific for fields of study or careers. Listening and speaking will be emphasized, but reading and writing will be incorporated to enable the student to function at the intermediate level of proficiency or above, according to the ACTFL scale. This course is taught completely in Spanish. Credit is variable and, with different content, may be repeated for up to four (4) credits.

SPAN 2050 SPANISH IMMERSION II

Prerequisites: SPAN 1120 or 1225 or by evaluation. §

VARIABLE 1-3 CREDITS The Spanish Immersion Course provides an intensive language-learning experience for the student who has a minimum of two semesters (or equivalent) of Spanish. Following an orientation meeting on campus, students spend a period of time (minimum of two days) at an off-campus location hearing and speaking only Spanish. In addition to attending formal classes focusing on selected topics of vocabulary and grammar, students participate in activities such as dancing, games, aerobics, films, nature walks, and shopping in Spanish, enabling them to experience a total immersion. Students will demonstrate an intermediate level of oral proficiency through interactions with instructors and other students as well as formal presentations.

SPAN 2060 INTERNATIONAL STUDY II

Prerequisites: SPAN 1120 or 1225 or by evaluation. §

VARIABLE 3-6 CREDITS International Study II provides an intensive language and culture experience for the student who has a minimum of two semesters of Spanish (or equivalent). Following orientation meetings on campus, students spend a period of time (minimum 9 days) in a Spanish-speaking country. Students will demonstrate an intermediate level of oral proficiency and cultural competence through interactions with instructors and other students as well as formal presentations, while they experience firsthand the culture of a part of the Hispanic world.

SPAN 2113 INTERMEDIATE SPANISH I

Prerequisites: SPAN 1225 or by evaluation. §

3 CREDITS The student will demonstrate proficiency in understanding, speaking, reading, and writing Spanish at the intermediate level. The student will read a variety of Spanish texts, using them as a basis for conversation and composition in Spanish and will begin a systematic review of Spanish grammar. The class is taught in Spanish.

SPAN 2223 INTERMEDIATE SPANISH II

Prerequisites: SPAN 2113 or by evaluation. §

3 CREDITS A continuation of SPAN 2113. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing Spanish at the intermediate level. The student will read short literary texts and use them as a basis for discussions and compositions in Spanish and will complete a systematic review of Spanish grammar. The class is taught in Spanish.

SPEECH-LANGUAGE PATHOLOGY ASSISTANT

SLPA 1000 Special Topics

Prerequisites:

1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other speech-language pathology assistant courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

SLPA 1013 Foundations of Speech Language

Prerequisites:

3 CREDITS Through study, online discussion and participation, the student will examine the evolution and acquisition of language from a social/ interactional perspective. The course will focus on the acquisition of speech and language by children and adults, including the development of phonological, semantic, syntactic, and pragmatic aspects of linguistic competence. Students in this class will also explore changes that can occur during the life-span, as well as diversities of accent and dialect

SLPA 1023 Phonetics

Prerequisites:

3 CREDITS Through study, online discussion and participation, the student will explore phonetics, the scientific study of speech. Students will be introduced to the International Phonetic Alphabet and develop skills in the recognition, production and transcription of the sounds of the world's languages. The course will train students to produce detailed phonetic transcriptions of American English. The student will also explore aspects of phonology. Finally, regional varieties of English and delays/disorders of the speech mechanism will be explored.

SLPA 1033 Professional Issues for Speech Language Pathology Assistants

Prerequisites:

3 CREDITS Through study, online discussion and participation, the student will understand and demonstrate the application of concepts of professional ethics and issues, review regulations and requirements for professional practice for speech-language pathology assistants, and discuss cultural considerations for studying and treating communication sciences and disorders.

SLPA 1043 Introduction to Articulation Disorders

Prerequisites: SLPA 1033

3 CREDITS Through study, online discussion and participation, the student will understand and demonstrate concepts related to disorders of the articulatory and phonological aspects of communication. The course will provide foundational information in phonetics, phonology, and language development, and allow the student opportunities to gain understanding and knowledge of the principles used in the treatment of articulation disorders.

SLPA 1053 Language Disorders in the Exceptional Child

Prerequisites: SLPA 1013, SLPA 1023

3 CREDITS Through study, online discussion and participation, the student will develop an understanding of the remediation of language disorders in children and adults who demonstrate exceptionalities. The course will provide emphasis on aspects of normal language development and communication, language disorders, and language intervention. Populations that will be explored in this class include, but are not limited to toddlers and preschoolers, children with learning disabilities, adolescents with language impairment, children with Down syndrome, children with auditory impairments, and children with Autism. Along with language development this course will examine language differences and language disorders in persons from culturally and linguistically diverse backgrounds.

SLPA 1063 Anatomy and Physiology of the Speech and Hearing Mechanism

Prerequisites: SLPA 1013

3 CREDITS Through study, online discussion and participation, the student will consider specific theory and mechanisms directly related to the speech and hearing mechanism. Students in this class will explore concepts related to the study of the anatomy and physiology of the speech and hearing mechanisms including; terminology, structure and function of the skeletal frameworks for respiration, phonation, articulation, swallowing, and hearing. Finally, students will be introduced to concepts of neuroanatomy and neurophysiology which are related and interdependent to speech and language processing and production.

SLPA 1073 School Issues for the Speech Language Pathology Assistant

Prerequisites: SLPA 1033

3 CREDITS Through study, online discussion and participation, the student will demonstrate an understanding of issues and concepts specific to SLPAs in the public school. Topics of interest for this class include specific target populations, record keeping, billing, Individual Educational Programs (IEP), time management and scheduling, and roles and responsibilities.

SLPA 1083 Instructional Procedures in Communication Disorder

Prerequisites: SLPA 1043, SLPA 1053, SLPA 1063

3 CREDITS Through study, online discussion and participation, the student will understand and demonstrate hands-on core skills related to clinical and teaching skills development in the practice of speech-language-pathology. When you have completed this course you should be able to apply fundamental therapeutic procedures to speech-language pathology treatment sessions.

SLPA 2000 Special Topics

Prerequisites:

1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other speech-language pathology assistant courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic

SLPA 2013 Medical Issues for the Speech Language Pathology Assistants

Prerequisites: SLPA 1053, SLPA 1063, SLPA 1083

3 CREDITS Through study, online discussion and participation, the student will demonstrate an understanding of issues and concepts specific to SLPAs in medical settings. Students will understand and demonstrate conceptual knowledge of dysphagia as well as implications and strategies of dysphagia management. Additional topics of interest for this class include medical terminology, specific target populations, record keeping, charting, billing, time management, scheduling, roles and responsibilities, outcome measures, ethics specific to healthcare settings, and end of life feeding issues.

SLPA 2023 Autism

Prerequisites: SLPA 1053, SLPA 1083

3 CREDITS Through study, online discussion and participation, the student will become familiar with current theories and scientific evidence on the nature and etiology of autism. Best practices in the treatment of Autism Spectrum Disorders (ASD) will be examined. Additionally, students will become familiar with inclusive practices, family concerns, multicultural issues, and community resources as they impact the lives of children and adults with ASD.

SLPA 2033 Clinical Experience I

Prerequisites: SLPA 1043, SLPA 1053, SLPA 1063, SLPA 1073, SLPA 1083

3 CREDITS Through clinical site participation, the student will engage in supervised clinical training in the provision of speech and language services for children and adults. Clinical content for this course will include guided practice in the management and treatment of speech and language delays and disorders across the lifespan. Students will be supervised by licensed SLPs approved or trained by OCCC. Placements for Clinical Experience I will be made near the student's residence.

SLPA 2043 Adult Neurogenic Communication Disorders and Treatment

Prerequisites: SLPA 2013, SLPA 2023, SLPA 2033

3 CREDITS Through study, online discussion and participation, the student will examine adult neurogenic communication disorders and treatment for use by speech-language pathology assistants in medical settings. Students will identify and define terminology and concepts of neuroanatomy and neurophysiology which are related and interdependent to speech and language processing and production. This course also examines aphasia, apraxia of speech, and the dysarthrias typically seen in adults. Cognitive disorders, as seen in traumatic brain injuries (TBI), as well as adult dysphagia issues will be discussed.

SLPA 2053 Augmentative Communication

Prerequisites: SLPA 2013, SLPA 2023, SLPA 2033

3 CREDITS Through study, online discussion and participation, the student will demonstrate understanding and knowledge of concepts, strategies, techniques, and issues surrounding augmentative and alternative communication (AAC). AAC strategies for use with children and adults will be a focus of this class. Hands-on experience with various methods of AAC strategies and devices will provide students with a foundation for therapies utilizing AAC principles for children and adult populations.

SLPA 2063 Clinical Experience II

Prerequisites: SLPA 2013, SLPA 2023, SLPA 2033

3 CREDITS Through clinical site participation, the student will engage in supervised clinical training in the provision of speech and language services for children and adults. Clinical content for this course will include guided practice in the management and treatment of speech and language delays and disorders across the lifespan. Students will be supervised by licensed SLPs approved or trained by OCCC. Placements for Clinical Experience II will be made near the student's residence.

SLPA 2083 Clinical Experience Fieldwork

Prerequisites:

1-4 CREDITS Through clinical site participation, the student will engage in supervised clinical training in the provision of speech and language services for children and/or adults. Clinical content for this course will include guided practice in the management and treatment of speech and language delays and disorders across the lifespan. Students will be supervised by licensed speech-language pathologists approved or trained by OCCC. Clinical experience fieldwork assignments will be made near the student's residence.

SUCCESS IN COLLEGE AND LIFE

SCL 1001 SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS 0023, LS 0203, or adequate reading/writing assessment scores

1 CREDIT Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major/Career Exploration, Setting Educational, Financial, and Personal Goals, Study Skills, Critical Thinking, Diversity and Global Awareness, College Ethics, Library Skills and Information Literacy, Using Technology Effectively, and Health and Wellness Strategies. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans.

SCL 1003 SUCCESS IN COLLEGE AND LIFE

Prerequisites: LS-0023, LS-0203, or adequate reading/writing assessment scores

3 CREDITS Following a similar approach as the one credit Success in College and Life course, in SCL-1003 students will be introduced to some of the best practices for attaining success in college and life. General topics include the following: making connections; time management; major/career exploration; setting educational, financial, and personal goals; diversity and global awareness; library skills and information literacy; using technology effectively; and health and wellness strategies. Students will be introduced to the services provided by Oklahoma City Community College, from academic advisement to clubs and labs. Students in this three-credit course will spend additional time on personal learning styles, textbook reading, study techniques, note-taking, memory techniques, and test-taking. Creative and critical thinking will be emphasized throughout the course in an increasingly collaborative environment. This course will satisfy the Life Skills requirement in the same manner the one credit course does.

SURGICAL TECHNOLOGY

ST 1000 SPECIAL TOPICS IN SURGICAL TECHNOLOGY

Prerequisites:

VARIABLE 1-3 CREDITS The student will demonstrate competencies not covered in other surgical technology courses, but which benefit students wanting additional training in the field or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

ST 1114 SURGICAL TECHNIQUES I

Prerequisites: Corequisite: ST 1126

4 CREDITS This course is a clinical introduction to the operating room. The student will demonstrate competencies in the use and preparation of supplies and care of the surgical patient.

ST 1126 SURGICAL TECHNIQUES PRACTICUM I

Prerequisites: Corequisite: ST 1114

6 CREDITS This course is an introduction to the clinical setting. The student will demonstrate competencies on the application of the fundamentals of surgical techniques and procedures, including aseptic techniques, sterilization and disinfection, instrumentation, sutures and needles, and surgical supplies and equipment.

ST 2214 SURGICAL TECHNIQUES II

Prerequisites: ST 1114 and ST 1126; Corequisite: ST 2226

4 CREDITS The student will demonstrate an understanding of the basic concepts of pathophysiology, regional anatomy, and surgical procedures related to general; geneologic; ophthalmic; ear, nose, and throat; gastrointestinal; and pediatric surgery.

ST 2224 TECHNICAL MICROBIOLOGY

Prerequisites: BIO 1224

4 CREDITS The student will demonstrate an understanding of the following concepts: relationship between humans and microbes, immunology, disease and disease producing organisms, immunity, bloodborne pathogens, infectious disease processes and sterilization techniques for surgical technology.

ST 2226 SURGICAL TECHNIQUES PRACTICUM II

Prerequisites: ST 1126 and ST 1114; Corequisite: ST 2226

6 CREDITS This course is designed to introduce the students to the hospital in general and the surgical area in particular through practical experience. The student will be able to demonstrate application of basic skills and surgical technology.

ST 2314 SURGICAL TECHNIQUES III

Prerequisites: ST 2226 and ST 2214; Corequisite: ST 2336

4 CREDITS The student will demonstrate an understanding of the concepts of pathophysiology, regional anatomy and surgical procedures related to genitourinary, thoracic, vascular, cardiac, neurosurgery, orthopedic, reconstructive, and plastic surgery.

ST 2336 SURGICAL TECHNIQUES PRACTICUM III

Prerequisites: ST 2226 and ST 2214; Corequisite: ST 2314

6 CREDITS The student will demonstrate application of lecture and laboratory material in the clinical setting.

TECHNOLOGY

TECH 1000 SPECIAL TOPICS

Prerequisites: By evaluation. §

1-4 CREDITS This course includes advanced technical topics to which students may be exposed. The course may be repeated with a change in content.

TECH 1010 INTRODUCTION TO TECHNOLOGY

Prerequisites: None

1-3 CREDITS Students will demonstrate an understanding of the foundations of a specific technical area. These foundations will include an overview of the industry and its history. Each course will cover a specific topic and may be repeated with a change in content.

TECH 1113 BEGINNING TECHNOLOGY APPLICATIONS

Prerequisites: TECH 1010

3 CREDITS Students will demonstrate proficiency in the knowledge, use and application of basic operations required in a specific technical field.

TECH 2000 ADVANCED SPECIAL TOPICS

Prerequisites: TECH 1113, ENGL 1113

1-4 CREDITS This course includes a variety of technical topics to which a student may be exposed. The course may be repeated with a change of topics.

TECH 2013 INTERMEDIATE TECHNOLOGY APPLICATIONS

Prerequisites: Pre or Corequisite: TECH 1113, ENGL 1113

3 CREDITS Students will demonstrate proficiency in the knowledge, use and application of intermediate operations required in a specific technical area.

TECH 2023 ADVANCED TECHNOLOGY APPLICATIONS

Prerequisites: TECH 2013

3 CREDITS Students will demonstrate proficiency in the knowledge, use and application of advanced operations and applications in a specific technical area.

TECH 2773 TECHNOLOGY FIELD INTERNSHIP I

Prerequisites: Corequisite: TECH 1013

3 CREDITS Students will apply knowledge obtained in previous coursework to produce products or services in a business or industrial setting. Students will be guided through directed observation in an area directly related to the employee's technical specialty. Specific requirements must be approved by the employer and academic advisor prior to starting the internship.

TECH 2783 TECHNOLOGY FIELD INTERNSHIP II

Prerequisites: TECH 2773 Corequisite: TECH 1113

3 CREDITS Students will apply advanced knowledge obtained in previous coursework to produce products or services in a business or industrial setting. Students will be guided through directed observation in an area directly related to the employee's technical specialty. Specific requirements must be approved by the employer and academic advisor prior to starting the internship.

THEATRE ARTS

TA 1000 SPECIAL TOPICS

Prerequisites:

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other theatre arts courses. Each course will cover a specific topic and may be repeated with a change in content.

TA 1103 INTRODUCTION TO THEATRE

Prerequisites:

3 CREDITS After an introduction to the basics of theatre-theatre history and literature, acting, directing, design, stagecraft, and the chain of responsibility from the playwright to the staff of the final production-the student will demonstrate understanding of the elements of theatre and their relevance to human experience.

TA 1121 PRODUCTION WORKSHOP

Prerequisites:

1 CREDIT The student will prepare for, rehearse for, and perform in situations related to theatre arts, especially in productions of the scheduled season and other selected activities of a theatrical nature. The importance of effective completion of assigned responsibilities and working within a unit with all members of the production will be stressed. Course may be repeated.

TA 1133 VOICE AND SPEECH IMPROVEMENT

Prerequisites:

3 CREDITS The student will state in writing and/or orally his or her understanding of the physiological elements of the voice. The student will use the International Phonetic Alphabet by transcribing the oral word phonetically. After participating in exercises to improve vocal control, the student will demonstrate improved enunciation and pronunciation.

TA 1223 MAKE UP FOR THE STAGE

Prerequisites:

3 CREDITS The student will apply the principles, theory and psychology of theatrical make-up, including proper skin care; identification of types of make-up available; application of straight, corrective and old age make-up; and the construction and use of prosthetics and hair pieces.

TA 1513 ACTING I

Prerequisites:

3 CREDITS Through writing and performance activities, the student will demonstrate knowledge relating to the training of the voice, mind and body for stage acting.

TA 2000 SPECIAL TOPICS IN THEATRE ARTS

Prerequisites:

3 CREDITS Through writing and performance activities, the student will demonstrate knowledge relating to the training of the voice, mind and body for stage acting.

TA 2113 INTRODUCTION TO TECHNICAL THEATRE

Prerequisites: TA 1103

3 CREDITS The student will demonstrate an understanding of fundamental techniques and practices in scene construction, painting and the management of scenery and properties for theatrical stage productions.

TA 2123 PRACTICUM IN THEATRE ARTS

Prerequisites: or by evaluation. §

3 CREDITS The student will gain practical experience in a specific aspect of the theatre by working with a professional or semi-professional company either as an actor or as part of the production team. Performance will be judged by the professional with whom he or she works. Practicum may include work in the College's theatrical productions as well as off-campus work.

TA 2203 ACTING II

Prerequisites: TA 1513

3 CREDITS Through intensive study, analysis, and performance of scenes from selected plays, the student will develop skills emphasizing the development of character and actor interaction.

TA 2233 ACTING FOR THE CAMERA

Prerequisites:

3 CREDITS The student will develop and demonstrate, through listening, interpretation, and response exercises, a personal technique and methodology of acting in the media of film and video.

WORLD LANGUAGES

WL 1000 SPECIAL TOPICS IN WORLD LANGUAGES

Prerequisites:

1-6 CREDITS The beginning student will develop listening, speaking, reading, and writing skills in a foreign language (other than French, German, Russian, or Spanish). Credit is variable, and with different content, may be repeated for up to 6 credits.

WL 2000 SPECIAL TOPICS IN WORLD LANGUAGES I

Prerequisites: WL 1000 or by evaluation. §

1-6 CREDITS The student will develop listening, speaking, reading, and writing skills in a foreign language (other than French, German, Russian, or Spanish). Credit is variable, and with different content, may be repeated for up to 6 credits.

Faculty & Staff

ACADEMIC ADVISING

Tammy Madden, Director of Academic Advising

M.A., University of Nevada, Reno
 B.S., University of Wisconsin, River Falls

Nana Amisshah, Peer Advisor

Alexis Barnett, Peer Advisor

Kimberly Bays, Assistant Director of Advising

Ed.D., University of Virginia
 M.Ed., University of Mississippi
 B.S., The University of Virginia's College at Wise

Nourelyakine Belbekri, Peer Advisor

Chris Borthick, Academic Advisor

M.A., University of Oklahoma
 B.A., University of Oklahoma
 A.A., Oklahoma City Community College

Miranda Carlisle, Peer Advisor

Luis Claudio, Peer Advisor

Brenda Clink, Personal and Academic Advisor

M.Ed., Southwestern Oklahoma State University
 B.Mus. Ed., Southern Nazarene University

Laura Donner, Academic Advisor

M.Ed., University of St. Joseph
 B.S., University of Kansas

Claire Echols, Academic Advising Coordinator for Health Professions

M.S., Oklahoma State University
 B.A., East Central University

Tennent Emmons, Academic Advisor

B.S., University of Nebraska-Lincoln
 A.A.S., Oklahoma State University-OKC

Marcelene James, Personal and Academic Advisor

M.Ed., University of Oklahoma
 B.S., University of Oklahoma
 A.A., Rose State College

Sean Jun, Peer Advisor

Alejandra Keefer, Peer Advisor

Pao Lee, Academic Advisor

M.S., California State University, Fresno
 B.S., California State University, Fresno

Natanim Lemma, Peer Advisor

Kim Lusk, Assistant to Director of Academic Advising

B.S., Southern Nazarene University

Laura Newton, Academic Advisor

M.Ed., Hardin-Simmons University
 B.S., Southern Nazarene University

Alyson Stell, Academic Advisor

M.Ed., University of Oklahoma
 B.S., University of Central Oklahoma

Alyssa Stewart, Evening Advising Support Assistant

Flora Taher, Peer Advisor

Jason Weger, Academic Advisor

M.S., Kansas State University

M.S., University of Oklahoma

B.S., University of Oklahoma

Edward Williams, Personal and Academic Advisor

M.Ed., University of Central Oklahoma

B.S., Langston University

James Worden, Peer Advisor

ACADEMIC AFFAIRS

Felix J. Aquino, Vice President for Academic Affairs

Ph.D., Boston University

M.A., Boston University

B.A., Queens College, City University of New York

Greg Gardner, Associate Vice President for Academic Affairs

M.S., Auburn University

B.S., Southwestern Oklahoma State University

Catherine Kinyon, Director of Curriculum and Assessment

M.F.A., University of North Dakota

M.A., Xavier University of Louisiana

B.F.A., Atlanta College of Art

Rhonda L. Harris, Administrative Assistant to the Associate Vice President for Academic Affairs

M.H.R., University of Oklahoma

B.S., Mid-America Christian University

A.A.S., Laramie County Community College

Lynn Nunn, Administrative Assistant to the Vice President for Academic Affairs

BENEFITS

Rhonda J. Simpson, Director of Benefits

M.Ed., University of Oklahoma

B.A., University of Oklahoma

A.A., Oklahoma City Community College

Bethanie Bird, Human Resources Benefits Assistant

B.S., University of Central Oklahoma

A.A., Trinidad State Junior College

A.S., Trinidad State Junior College

Romona Willoughby, Benefits and Compensation Specialist

B.A., University of Central Oklahoma

BOOKSTORE

Brenda Reinke, Bookstore Director

M.A., Webster University

B.B.A., Cameron University

A.S., Western Oklahoma State College

Sydney Honeysuckle, Sales Associate

A.S. Oklahoma City Community College

Deborah Kahmar, Sr. Sales Associate

A.A.S., Oklahoma City Community College

Sheila La Ferney, Coordinator of Textbooks and General Merchandise

A.A., Western Oklahoma State College

Dennis Le, Shipping/Receiving Clerk

A.A., Oklahoma City Community College

B.A., University of Oklahoma

Erin Newcomer, Sr. Sales Associate

A.S., Oklahoma City Community College

Kim White, Coordinator of Bookstore Finances and Student Accounts

B.S., University of Central Oklahoma

BUDGETING AND FISCAL PLANNING

David Churchill, Director of Budgeting & Fiscal Planning

B.S., Keene State College

Shima Desai, Budget/Finance Analyst

B.B.A., University of Oklahoma

BURSAR

Cynthia Gary, Bursar

B.A., University of Guam

Debbie Dutton, Senior Student Account Representative

Lori Giachino, Accounts Receivable Specialist

B.B.A., University of Central Oklahoma

Jaquie Sherrard, Coordinator of Student Sponsorships/Scholarships

M.S.M., Management; Southern Nazarene University

B.S., Southern Nazarene University

A.A.S., Oklahoma City Community College

Nancy Spradling, Student Account Representative

Heather Wall, Bursar Assistant

Kay Woods, Student Account Representative

A.S., Oklahoma City Community College

A.A.S., Oklahoma City Community College

BUSINESS AND FINANCE

John Boyd, Vice President for Business and Finance

J.D., Oklahoma City University

B.S., East Central Oklahoma State University

McKenzie Kudrna,

Administrative Assistant to the Vice President for Business and Finance

B.A., Linfield College

Robert Lally, P.E.

B.S., University of Texas at Austin

M.S., Embry Riddle Aeronautical University

CAMPUS POLICE

Jim Fitzpatrick, Chief of Police

M.S., Oklahoma City University

B.S., Oklahoma City University

Kevin Hammond, Police Sergeant

M.A., Webster University

B.A., University Central Oklahoma

CLEET Basic Peace Officer Instructor Certification

David Shriver, Armed Security Sergeant

Jeremy Bohannon, Armed Security Officer

B.S., University of Oklahoma

A.A., Rose State College

Chad Clingman, Armed Security Officer

Oklahoma City Community College Certification of Mastery, EMT

Donald Rowe, Armed Security Officer

A.A., A.S., Napa Community College

William "Bill" Hall, Campus Police Officer

B.S.B., Oklahoma City University

CLEET Certified Law Enforcement Officer

Timothy Harris, Campus Police Officer

Crisis Intervention Team Certification

David Madden, Campus Police Officer

A.A.S., Oklahoma State University

Patrick Martino, Campus Police Officer

B.A., California State Polytechnic University at Pomona

Arnold "Gordon" Nelson, Campus Police Officer

M.S., University of Oklahoma

B.S., University of Oklahoma

CLEET LEDT & Defensive Tactics Instructor Certification

Daniel Piazza, Campus Police Officer

CLEET Basic Peace Officer Instructor Certification

Ronald Ventresca, Campus Police Officer

Jimmy Watts, Campus Police Officer

B.T., Oklahoma State University

A.A.S., Oklahoma State University

Kandi Kovelda, Campus Police Assistant

Rae Lynn Ortiz, Police Dispatcher

Van Ninh, Police Dispatcher

Patricia Keasling, Switchboard Operator

CAPITOL HILL CENTER

Gloria Torres, Capitol Hill Center Coordinator

M.Ed., Texas Women's University

B.A., University of Central Oklahoma

A.A., Oklahoma City Community College

Yeol Kim, Computer Specialist, Microsoft Certified Systems Administrator

B.S., University of Oklahoma

Graciela Lopez-Hernandez, Capitol Hill Center Assistant

CAREER TRANSITIONS

Nora Pugh-Seemster, Career Transitions Director

M.S.W., California State University, Sacramento

M.Ed., Wichita State University

Licensed Professional Counselor (LPC) / LPC Candidate Supervisor

Licensed Marital and Family Therapist (LMFT)

Lisa D. Brown, Retention Coach Staffing Coordinator

M.S. Management, Southern Nazarene University, Bethany, Oklahoma

B.A. Organizational Leadership, Southern Nazarene University, Bethany, Oklahoma

A.A. Business Administration, Human Resources, Rose State College, Midwest City, Oklahoma

Julie Johnson, Employment Coach

B.A. Mass Communications and Public Relations, Northwestern Oklahoma State University,

M.A. English with Creative Writing Emphasis, University of Central Oklahoma

Virgil Teter, Jr., Retention Coach

B.A., University of Oklahoma

A.S., Oklahoma City Community College

Certificate of Mastery, Oklahoma City Community College

Jackie L. Tucker, Career Transitions Assistant Director

M.A., Oklahoma City University

B.B.A., Eastern New Mexico University

CENTER FOR LEARNING AND TEACHING

Glenné Whisenhunt, Director for the Center for Learning & Teaching

Ph.D., University of Oklahoma

M.Ed., East Central University

B.S., East Central University

Morgan Felty, Student Engagement and Technical Specialist

A.A., Oklahoma City Community College

Valerie Havrilla, Assistant to the Director of the Center for Learning & Teaching

A.A.S., Oklahoma City Community College

Ying Liu, Instructional Designer

M.Ed., University of Oklahoma

B.S., Wuhan University of Science and Technology, China

Glenda Prince, Title III Activity Director

M.Ed., University of Oklahoma

B.S., Southern Nazarene University

A.A., Oklahoma City Community College

Veronica Saucedo, CLT Assistant

B.S., Texas A&M University

A.S., Oklahoma City Community College

Matthew Schroyer, Instructional Technologist

B.S., Southern Illinois University, Edwardsville

M.S., University of Illinois

CHILD DEVELOPMENT CENTER AND LAB SCHOOL

Mary McCoy, Director of Child Development Center and Lab School

Ph.D., University of Oklahoma

M.Ed., University of Central Oklahoma

B.S., University of Central Oklahoma

A.A., Oklahoma City Community College

Amy Allen, Teacher Assistant

Certificate of Mastery, Oklahoma City Community College

A.A., Oklahoma City Community College

Ayrn Balfour, Office Manager

Certificate of Mastery, Oklahoma City Community College

Beeman, Lisa, Teacher Assistant

Certificate of Mastery, Oklahoma City Community College

A.A., Oklahoma City Community College

Shaunda Dahlem, Teacher Assistant

B.S., Mid-America Christian University

A.A., Oklahoma City Community College

Mary Fitzgerald, Teacher Assistant

Certificate of Mastery, Oklahoma City Community College

Ursula Hudson, Teacher Assistant

Certificate of Mastery, Oklahoma City Community College

Sarah McElvany, Teacher Assistant

A.A., Oklahoma Community College

Certificate of Mastery, Oklahoma City Community College

Kendra Miller, Child Development Teacher

B.S., University of Central Oklahoma

A.A., Oklahoma City Community College

Constance Pidgeon, Child Development Teacher

B.S., University of Oklahoma

A.A., Oklahoma City Community College

Certificate of Mastery, Oklahoma City Community College

Heather Pierce, Child Development Teacher

B.S., West Texas A&M University

Sandra Pogue, Child Development Teacher

M. A., University of Central Oklahoma

B.S., Oklahoma Christian University

Lee Ann Townsend, Child Development Lab Supervisor

M.Ed., University of Central Oklahoma

B.F.A., Phillips University

A.A.S., Oklahoma City Community College

Lisa Jones, Child Development Teacher

B.A., Southern Nazarene University

A.A., Oklahoma City Community College

Certificate of Mastery, Oklahoma City Community College

Amanda Rietz, Child Development Teacher

B.S., University of Central Oklahoma

A.A., Oklahoma City Community College

Certificate of Mastery, Oklahoma City Community College

Carrie Sitz, Child Development Teacher

B.A., Oklahoma State University

M.A., University of Central Oklahoma

Bonita Spinner, Scholars for Excellence in Child Care Coordinator

A.A., Tulsa Junior College

B.S., University of Central Oklahoma

M.A., University of Oklahoma

Amanda Widener, Child Development Teacher

B.S., University of Central Oklahoma

M. A., University of Central Oklahoma

Keisha Williams, Single Mothers Academic Resource Team Statewide Coordinator

B.S., Southern Nazarene University

Julie Wray, Assistant Director of the Child Development Center and Lab School

M.S. Oklahoma State University

B.A. University of Central Oklahoma

COMMUNITY DEVELOPMENT

Steven Bloomberg, Vice President for Community Development

M.Ed., West Texas A&M University

B.B.A., University of LaVerne

Brendan Hill, Administrative Assistant to the Vice President for Community Development

Doralicia Sandoval, Instructional Designer

M.M., Texas Tech University

B.M., Texas Tech University

COMMUNITY OUTREACH AND EDUCATION

Jessica Martinez-Brooks, Director of Community Outreach and Education

M.A., University of Oklahoma

B.A., University of Oklahoma

A.A., Oklahoma City Community College

Jessica Abdallah, EL Civics Instructor

B.A., Hillsdale Free Will Baptist College

M.A., University of Central Oklahoma

Fortunata "Tina" Arzate, Coordinator of Adult Learning Center Data and Reporting

B.S., University of Central Oklahoma

A.S., Oklahoma City Community College

Susan Bernard, GED Coordinator

B.S., University of Oklahoma

Teacher Certified, Oklahoma State Department of Education

Paul Burkhardt, Coordinator of Community Outreach

M.A., Denver Seminary

B.S., University of Wyoming

Deborah Copeland, Assistant Director of Adult Education

B.S., University of Central Florida

M.Ed., University of Central Oklahoma

Brannon Dresel, Coordinator of Community Education

B.S., University of Central Oklahoma

A.S., Rose State College

Joshua Free, FACE Center Receptionist

Radoslava "Rady" Sharkova Foster, Advanced ESL/TOEFL Coordinator

M.A., Sofia University

M.A., University of South Dakota

Teacher Certified, Oklahoma State Department of Education

Cindy Kawaykla, Adult Learning Center Data Entry Secretary

Michael Martinez, Community Outreach and Education Office Manager

Amy Merva, Adult Learning Center Data Entry Secretary

Anthony Tyrrell, ESL Coordinator

M.S.T.L., Angelicum, Rome Italy
 B.COM., University of New South Wales, Randwick, New South Wales
 B.A., University of New South Wales, Randwick, New South Wales
 Certificate in English Language Teaching to Adults, Cambridge University
 Teacher Certified, Oklahoma State Department of Education

Pamela Watts, ABE Coordinator

M.Ed., East Central University
 B.S., Oklahoma State University
 Teacher Certified, Oklahoma State Department of Education

COMPENSATION AND HUMAN RESOURCES SYSTEMS

Larry Robertson, Director of Compensation and Human Resources Systems

M.A., Southwestern Baptist Theological Seminary
 B.S., Oklahoma State University

Melanie Erolin, Human Resources Representative

B.A. De La Salle University – Philippines
 A.A.S. Oklahoma City Community College

Alicia Silva, Human Resources Representative

M.A., University of Oklahoma
 B.A., University of Central Oklahoma

COOPERATIVE ALLIANCES

Alexa Mashlan, Director of Cooperative Alliances

M.A., California State University, Long Beach
 B.A., California State University, Long Beach
 A.A., A.S., El Camino College

Melissa Dyer, Coordinator of Cooperative Alliances

B.A., University of Oklahoma

Travis Ruddle, Specialist of Cooperative Alliances

B.A., University of Oklahoma

Sandy Wythe, Administrative Assistant

CULTURAL PROGRAMS

Lemuel Bardeguez, Director of Cultural Programs

B.M.E., Oklahoma State University
 M.M., University of Wisconsin-Milwaukee

Margaret (Margy) Davis, Secretary / Receptionist

Scott Tigert, Cultural Programs Assistant

M.A., University of Oklahoma
 B.F.A., University of Oklahoma
 C.M.T., Praxis College of Health Arts and Sciences

DESKTOP SUPPORT

Tim Whisenhunt, Acting Director of Technology Support Services

B.S., East Central University
 A.S., Murray State College

Lisa Ballard, Information Services Assistant

A.A.S., Northlake College

Nikunj Damani, Computer Technician

B.S., Southwestern Oklahoma State University
 A+ Certification
 Network+ Certification
 Microsoft Certified Professional (MCP)

Ray Dockrey, Computer Technician

Certificate of Mastery Microcomputer Technology, Oklahoma City Community College

Certificate of Mastery Microcomputer Networking Technology, Oklahoma City Community College
 A+ Certification

Network+ Certification

Michael McKaughan, Computer Technician

A+ Certification
 Network+ Technician

Mike Schilling, Computer Technician

A+ Certification

DIVISION OF ARTS

Ruth Charnay, Dean of Arts

M.P.A., Oklahoma City University
 B.A., Oklahoma City University

Randy Anderson, Professor of Graphic Communications

M.Ed., University of Central Oklahoma
 B.A., University of Central Oklahoma

Ronna Austin, News Writing Instructional Assistant

B.A., University of Oklahoma
 A.A., Oklahoma City Community College

Lisa Barsaleau, Accompanist

A.A., Oklahoma City Community College

Doug Blake, Professor of Visual Art

M.F.A., University of Oklahoma
 B.S.E., Oklahoma Christian College

Cathy Bowman, Macintosh Computer Technician

A.A.S., Oklahoma City Community College
 Apple Certified Macintosh Technician

Michael Boyle, Professor of Music

M.M., Southern Illinois University-Carbondale
 B.M., University of Cincinnati

Julie Corff, Professor of Speech Communications

M.A., Oklahoma State University
 B.A., University of Central Oklahoma
 A.A., Oklahoma City Community College

Gwin C. Faulconer-Lippert, Professor of Mass Media Communications

M.A., University of Oklahoma
 B.A., University of Oklahoma

Abra Figueroa, Professor of Modern Languages

M.Ed., Harvard University
 M.A., University of Massachusetts
 B.A., University of Massachusetts

Gray Frederickson, Artist-in-Residence/Studio Coordinator

B.B.A., University of Oklahoma

Sue Hinton, Professor of English and Journalism

M.A., University of Oklahoma
 B.A., University of Oklahoma

Sean Lynch, Film and Video Production Coordinator

A.A.S., Oklahoma City Community College

Darby Johnsen, Director of Academic Student Success

M.A., University of Tulsa
 B.A., University of Tulsa

Greg Mellott, Professor of Film and Video Production

M.A. University of Southern California
 B.A., University of California, Los Angeles

Martrina R. Mosby, Division Assistant

A.A., Rose State College
 A.A., Oklahoma City Community College

Brent Noel, Professor of Theater

M.A., University of Nebraska
 B.S., Dana College

Ginnett Rollins, Professor of Modern Languages

Ph.D., Texas Tech University
 M.A., University of Houston
 B.A., University of Oklahoma

Daniel Schaefer, Photography Lab Assistant

B.A., University of Central Oklahoma
A.A., Rose State College

Ronald Staton, Professor of Music

M.M.E., University of Central Oklahoma
B.M.E., Oklahoma Baptist University

Lyndsie StremLOW, Division Secretary

A.A., Oklahoma City Community College

Chiaki Troutman, World Languages and Cultures Center Coordinator

M.A., Oklahoma City University
B.A., Otsuma Women's University, Tokyo

Gina Villamizar, Professor of Modern Languages

M.A., University of Arkansas
B.A., Universidad del Atlántico

Nora York, Art Lab Assistant

Art Lab Assistant; Canadian Valley Technology Center

DIVISION OF BUSINESS

Dr. Anne DeClouette, Dean of Business

Ph.D., Capella University
M.B.A., University of Tulsa
B.S., Southern University and A&M College

Lisa Adkins, Coordinator/Professor of Administrative Office Technology

M.Ed., University of Central Oklahoma
B.S., University of Central Oklahoma
A.A.S., Oklahoma City Community College

Toney Brackett, Professor of Automotive Technology

A.A.S., Oklahoma City Community College
A.S.E. Master Certified

Gyanendra Baral, Professor of Business/Economics

A.B.D. University of Memphis
M.A., Institute of Social Studies, the Netherlands
M.A., Tribhuvan University, Nepal
B.A., Prithvi Narayan Campus, Nepal

Myra Decker, Professor of Business/Accounting

M.S., Oklahoma State University
B.S., Oklahoma State University

Kayla Fessler, Coordinator/Professor of Accounting

M.Ed., University of Central Oklahoma
B.S., University of Central Oklahoma
Certified Public Accountant

Kristi Fields, Division Assistant

Jenean Jones, Professor of Administrative Office Technology

M.B.Ed., University of Oklahoma
B.S., Oklahoma City University

Michael Machiorlatti, Professor of Business/Economics

M.S., University of Oregon
M.S., Grand Valley State
M.S., University of Central Oklahoma
B.S., Aquinas College

Charles Wayne Myrick, Professor of Business/Economics

M.A., Mississippi State University
B.S., Mississippi State University
A.S., Pearl River Community College

Germain Pichop, Chair / Professor of Business and Economics

Ph.D., Oklahoma State University
M.S., International Relations Institute of Cameroon
B.S., University of Yaounde ' II

Mathew Price, Professor of Business/Economics

M.S., University of Oklahoma
B.A., University of Oklahoma

Ramachandran Vijayan, Professor of Business

Post Graduate Diploma, Robert Kennedy College, Switzerland

M.B.A., Oklahoma City University

A.B.E., England
Diploma in Business Studies, Stamford College

Richard Steere, Professor of Automotive Technology

B.S., West Texas A&M University
A.S.E. Certified Master Technician

Brad Walker, Coordinator / Professor of Automotive Technology

A.A.S., Oklahoma City Community College
A.S.E. Certified Master Technician

Anita Williams, Chair / Professor of Business

M.Ed., University of Central Oklahoma
B.S., University of Central Oklahoma
A.A.S., Oklahoma City Community College

Carolyn Wittenbach, Division Secretary

Julie Young, Accounting Lab Assistant

B.B.A., Georgia State University

Tamala Zolicoffer, Coordinator / Professor of Accounting

M.S., Oklahoma State University
B.S., University of Central Oklahoma

DIVISION OF CHEMISTRY AND BIOLOGICAL SCIENCES

Sonya Williams, Dean of Chemistry and Biological Sciences

Ph.D., University of Oklahoma Health Science Center
B.S., University of Oklahoma

Nathaniel Abraham, Professor of Biology

Ph.D., St. John's University
M.S., St. John's University
B.S., Tamil Nadu Veterinary and Animal Sciences University

Sherri Arthur, Professor of Biology

M.S., University of South Alabama
B.S., University of South Alabama

Bruce Bailey, III, Professor of Chemistry

Ph.D., Oklahoma State University
B.S., Cameron University

Kristy Bailey, Professor of Chemistry

Ph.D., Oklahoma State University
B.S., Cameron University

Brenda Breeding, Professor of Biology

M.P.H., University of Oklahoma, Health Sciences Center
M.S., University of Montana
B.A., Western State University of Colorado

Roger Choate, Professor of Biology

M.S.Ed., University of Central Oklahoma
B.S.Ed., University of Central Oklahoma

Megan Fuller, Microbiology Lab Assistant

B.S., Central Michigan University

Jennifer Gilbertson, Division Assistant

A.A., Oklahoma City Community College

Casey Hartgers-Gilmore, Biology Lab Assistant

B.S., University of Central Oklahoma
A.S., Oklahoma City Community College

Betty J. Higgins, Physical Science Lab Supervisor

M.S., University of Central Oklahoma
B.S., University of Central Oklahoma

Julian Hilliard, Professor of Biology

M.S., University of Oklahoma
B.S., Southwestern Oklahoma State University

Virginia Hovda, Biology Lab Supervisor

M.Ed., University of Central Oklahoma
B.S., University of Central Oklahoma
A.S., Western Oklahoma State College

Quatama Jackson, Physical Science Lab Assistant

B.S., University of Liberia

A.S., Oklahoma City Community College

Fabiola Janiak-Spens, Professor of Biotechnology and Chemistry

Ph.D., University of Oklahoma
 M.S., Technische University of Berlin, Germany
 M.S., University of Oklahoma

Steve Kash, Professor of Biology

M.S., Eastern New Mexico University
 B.A., Bloomsburg State College

Kimberly Kyker, Professor of Biology/Chemistry

M.S., University of Oklahoma Health Science Center
 B.S., University of Oklahoma

William Layden, Biology Lab Assistant

A.S., Oklahoma City Community College

Katy Leimbach, Division Secretary

A.A., Redlands Community College

Audri Malik, Biology Lab Assistant

A.S., Oklahoma City Community College

John McMurray, Professor of Biology

Ph.D., University of California, Berkeley
 B.A., Southern Illinois University
 A.S., College of Lake County

Marjorie Montague, Biotechnology Lab Assistant

B.S. Cameron University

Raul Ramirez, Professor of Biology

M.S., Southern Illinois University Edwardsville
 B.S., University of Oklahoma

George Risinger, Professor of Biology

Ph.D. University of Oklahoma Health Science Center
 B.S. Oklahoma State University

David Rochat, Physical Science Lab Assistant

B.S., University of Oklahoma
 A.S., Oklahoma City Community College

Stephanie Rollins, Senior Biology Lab Assistant

B.S., University of Oklahoma

Robyn Senter, Professor of Biology

M.S., Baylor University
 B.S., Baylor University

Steven Shore, Professor of Chemistry

Ph.D., University of Oklahoma
 M.S., University of Oklahoma
 B.S., University of Oklahoma

Fariha Sultana, Biology Lab Assistant

B.S., University of Central Oklahoma
 A.S., Oklahoma City Community College

Stacey Trump, Physical Science Lab Assistant

B.S., University of Oklahoma
 A.S., Oklahoma City Community College

Courtney Vahlberg, Professor of Chemistry

Ph.D., Oklahoma State University
 B.S., Oklahoma State University

Changjiang Zhu, Professor Chemistry

Ph.D. University of Idaho
 B.S., Wuhan University, China

DIVISION OF ENGLISH AND HUMANITIES

Kim Jameson, Dean of English and Humanities

M.A., University of Central Oklahoma
 B.A., University of Central Oklahoma

Angela Cotner, Professor of English

J.D., University of Oklahoma
 M.A., Northeastern State University
 B.A., Northeastern State University

Lori Farr, Professor of English

M.Ed., University of Oklahoma
 B.S., University of Oklahoma

Michael Franco, Professor of English

M.A., University of Central Oklahoma
 B.A., University of Central Oklahoma

Carlotta Hill, Professor of English

M.Ed., Kent State University
 B.S., West Virginia State College

Jon Inglett, Professor of English

M.A., Missouri State University
 B.A., University of Arkansas

Tonya Kymes, Professor of English

M.A., Northeastern University
 B.A., East Central University

Lynette Leidner, Communications Lab Supervisor

A.A., Rose State College
 B.A., University of Oklahoma
 M.A., University of Oklahoma

Marybeth McCauley, Professor of English

M.A., University of Central Oklahoma
 B.S., University of Central Oklahoma

April D. Mitchell, Division Assistant

B.A., Southwestern Oklahoma State University

Stephen Morrow, Professor of English

M.Ed., Oklahoma City University
 B.A., Slippery Rock State University

Rachel Olsen, Professor of English

M.A., Kansas State University
 B.A., Missouri State University

Mary C. Panches, Professor of English

M.A., University of Oklahoma
 B.A., Ed., Northwestern Oklahoma State University

Michael Panches, Professor of English

M.A., University of Nebraska
 B.A., University of Nebraska

Dean Reusser, Professor of English

M.Ed., University of Central Oklahoma
 B.S.E., John Brown University

Linda Robinett, Professor of English

M.S., Oklahoma State University
 B.A., Oklahoma State University

Lydia Rucker, Communications Lab Assistant

B.A., Grand Canyon University

James Sellers, Communications Lab Assistant

A.A.S., Oklahoma City Community College
 B.S., University of Central Oklahoma

Nina G. Smith, Professor of English

M.A., University of Central Oklahoma
 B.A., University of Oklahoma

Michael Snyder, Professor of English

Ph.D., University of Oklahoma
 M.A., University of Colorado
 B.A., Haverford College

Pamela Stout, Professor of English

M.A., University of Central Oklahoma
 B.A., University of Central Oklahoma

Susan VanSchuyver, Professor of English

M.Ed., University of Central Oklahoma
 B.A., Northeastern State University
 A.A., Northern Oklahoma College

Chris Verschage, Professor of English

M.A., Northern Arizona University
 B.A., Michigan State University
 A.G., Lansing Community College
 Certification of Ordination, Assemblies of God, Oklahoma District

Nicholas Webb, Communications Lab Assistant

B.A., Oklahoma State University
 M.A., University of Oklahoma

Bertha Wise, Professor of English

M.A., University of Central Oklahoma
 B.A., University of Central Oklahoma

Markus A. Zindelo, Professor of English
 M.Ed., University of Central Oklahoma
 B.A., Grand View University

DIVISION OF HEALTH PROFESSIONS

Thomas Kraft, Dean of Health Professions
 M.Ed., University of Oklahoma
 B.S., State University of New York, Buffalo
 Registered Occupational Therapist

**Jennifer M. Ball, Professor of Physical Therapist Assistant/
 Program Director**

M.H.R., University of Oklahoma
 B.S., University of Oklahoma
 NATA Certified Athletic Trainer, Licensed Athletic Trainer
 Physical Therapist

Traci Boren, Professor of Nursing
 M.S., University of Oklahoma
 B.S.N., University of Oklahoma
 A.A.S. Rose State College
 A.S. Rose State College
 Registered Nurse, CNOR

Sarah Brown, Professor of Nursing
 M.S., University of Oklahoma
 B.S., University of Central Oklahoma
 Registered Nurse, RNC

Brooke Butcher, Professor of Nursing
 M.S., University of Oklahoma
 B.S.N., University of Oklahoma
 Registered Nurse

Joyce Cole, Professor of Nursing
 M.S., University of Oklahoma
 Registered Nurse

Michaele Cole, Professor of Nursing
 M.S., University of Oklahoma
 M.H.R., University of Oklahoma
 B.S.N., University of Oklahoma
 Registered Nurse

Martie Collin, HP Program Support Assistant
 B.A., University of Oklahoma
 A.A., Oklahoma City Community College

**Claire D. Echols, Academic Advising Coordinator for Health
 Professions**
 M.S., Oklahoma State University
 B.A., East Central University
 Licensed Behavioral Practitioner

**Ronald Feller Sr., Program Director, Emergency Medical
 Sciences**
 M.B.A., Southern Nazarene University
 B.S., University of Central Oklahoma
 A.S., Oklahoma City Community College
 Nationally Registered Paramedic

Jacqueline Frock, Professor of Nursing
 M.S.N., Oklahoma City University
 B.S.N., Oklahoma City University
 B.L.S., University of Oklahoma
 A.A.S., Bacone College
 Registered Nurse

Carol Heitkamper, Professor of Nursing
 M.S., University of Oklahoma
 B.S.N., Southern Nazarene University
 A.A.S., Rose State College
 Registered Nurse, CRRN, CNE

Monica Holland, Nursing/Simulations Labs Coordinator
 M.S., Southern Nazarene University
 B.S., Southern Nazarene University
 A.A.S., Oklahoma City Community College

Registered Nurse, WCC
Karen Jordan, Professor of Nursing
 M.S., University of Oklahoma
 M.Ed., Oklahoma City University
 B.S.N., University of Oklahoma
 Registered Nurse, CNE

Debby Martinez, Division Assistant
 A.S., Rose State College

Karen McCauley
 B.S.N., University of Oklahoma
 Registered Nurse

Kristen McMurray, Division Secretary
 B.A., University of Oklahoma

Robin McMurry, Professor of Nursing
 PhD, Oklahoma City University
 M.S. Southern Nazarene University
 B.S.N., University of Oklahoma
 A.A.S., Oklahoma City Community College
 Registered Nurse, RNC

Shelley Meyers, Professor of Nursing
 M.S.N., Western Governors University
 B.S.N., Oklahoma Wesleyan University
 Registered Nurse

Katherine Milam, Professor of Nursing
 M.S., Southern Nazarene University
 B.S.N., Oklahoma City University
 Registered Nurse

Shelly Miller
 M.S., Oklahoma Baptist University
 Registered Nurse

Deborah Myers, Nursing Program Director
 M.S., University of Oklahoma
 B.S.N., University of Oklahoma
 Registered Nurse, RNC

Peggy DeCelle Newman, Professor of PTA, ACCE
 B.S., University of Oklahoma
 MHR, University of Oklahoma
 Physical Therapist

Jennifer Peters, Professor of Nursing
 M.S., University of Oklahoma
 A.A.S., Oklahoma City Community College
 B.S., Oklahoma City University
 Registered Nurse, CNE

Randa Pospisil, Professor of Nursing
 M.S., Southern Nazarene University
 B.S., Southern Nazarene University
 A.A.S., Oklahoma City Community College
 Registered Nurse

Crystal Reynolds, Professor of Emergency Medical Sciences
 A.A.S., Oklahoma State University, Oklahoma City
 Nationally Registered Paramedic

Beverly Schaeffer, Professor of Nursing
 M.S.N., University of Phoenix
 B.S.N., University of Central Oklahoma
 Registered Nurse

Karla Schenk, Professor of Nursing
 M.S.N., University of Phoenix
 B.S.N., University of Oklahoma
 Registered Nurse

**Fonda Scott, Fonda Scott, BLS, COTA/L Professor of OTA/
 Academic Fieldwork Coordinator**

Brent Stafford, Professor of Emergency Medical Sciences
 A.A.S., Oklahoma City Community College
 Nationally Registered Paramedic

Shelly Troxel-Tevis, Clinical Affiliation Compliance Administrator

M.Ed., University of Oklahoma
 B.A., University of Oklahoma
 A.A.S., Oklahoma City Community College

Terri Walker, Nursing Program Associate Director

M.S.N., University of Phoenix
 B.S.N., Oklahoma Wesleyan University
 A.A.S. Oklahoma City Community College
 Registered Nurse

Stephanie Wallace, Professor of Nursing

M.S., Southern Nazarene University
 B.S.N., Southern Nazarene University
 A.A.S., Oklahoma City Community College
 Registered Nurse

Candace Webb, Professor of Nursing

Registered Nurse, RN
 Master of Science in Nursing Administration, MSN
 Master of Business Administration, MBA

Kay Wetmore, Professor of Nursing

M.S. Southern Nazarene University
 B.S.N., Oklahoma City University
 A.A.S., Oklahoma City Community College
 Registered Nurse

Kathy J. Wheat, Professor of Speech - Language Pathology

Assistant, Program Director

Ph.D., University of Oklahoma
 M.S., University of Oklahoma Health Science Center
 B.S., University of Science and Arts of Oklahoma
 Licensed Speech - Language Pathologist, –ASHA CCC

**Reeca Young, Professor of Occupational Therapy Assistant/
 Program Director**

M. Ed., University of Oklahoma
 B.A., Southern Nazarene University
 A.A.S., Oklahoma City Community College
 Certified Occupational Therapy Assistant

DIVISION OF INFORMATION TECHNOLOGY

Thomas Ashby, Dean of Information Technology

M.L.I.S., University of Oklahoma
 B.S., Oklahoma State University
 A.A.S., Oklahoma City Community College

James Bothwell, Professor of Computer Science

Ph.D., University of Oklahoma
 M.S., National Technological University
 B.S., University of Georgia

Kevin Brannan, Student Computer Center Lab Assistant

A.A.S., Oklahoma City Community College

Haining Chen, Professor of Computer Science

Ph.D., University of Louisiana at Lafayette
 M.S., University of Louisiana at Lafayette
 M.S., Chinese Academy of Science
 B.S., Tsinghua University

Tsugi Coleman, Division Secretary

A.A.S., Oklahoma City Community College
 A.A., Jomonji Junior College
 Certificate of Mastery, Computer System Support
 Certificate of Mastery, Computer Networking Support

Gary Dominguez, Student Computer Center Supervisor

A.A.S., Oklahoma City Community College

Heather Erwin, Division Assistant

B.A., University of Oklahoma

Vicki Gibson, Department Chair, Professor of Computer Science

M.Ed., Southwestern Oklahoma State University
 B.S., Cameron University

John Goulden, Professor of Computer Science

Ph.D., University of Oklahoma
 M.S., University of Oklahoma

M.S., Oklahoma City University
 B.S., Bethany Nazarene College
 B.A., Southern Nazarene University

Mark Goyette, Student Computer Center Lab Assistant

A.A.S., Oklahoma City Community College
 Certificate of Mastery, CAD/Manufacturing
 Certificate of Mastery, CAD/Multimedia

Jason Hamilton, Student Computer Center Lab Assistant

A.A.S., Oklahoma City Community College

Albert Heitkamper, Professor of Computer Science

M.S., University of Tulsa
 M.A., Webster University
 B.S., Troy State University
 Certified Information Systems Security Professional (CISSP)
 GIAC Certified ISO-27000 Specialist (G7799)
 AccessData Certified Examiner (ACE)

**John Helton, Department Chair and Professor of Computer-Aided
 Technology**

M.Ed., University of Central Oklahoma
 B.S., East Central University
 Autodesk Certified Instructor

Haifeng Ji, Professor of Computer Science

M.S., University of Nebraska-Lincoln
 B.S., Nanjing University, China
 Oracle 9i PL/SQL Developer Certified Associate
 Oracle Database 10g Administrator Certified Professional
 Oracle Database 11g Administrator Certified Professional (OCP)
 CompTIA A+ Certified
 CompTIA Security+ Certified

Marcus Krueger, Student Computer Center Lab Assistant

B.S., Missouri State University

Sara Mathew, Professor of Computer Science

M.A., University of Madras
 B.A., Calcutta University
 Advanced Systems Management, NIIT

Anita Philipp, Professor of Computer Science

M.Ed., University of Oklahoma
 B.A., Saint Norbert College

**Michael Reeves, Student Computer Center Evening/Weekend
 Supervisor**

M.L.S., University of Oklahoma
 B.L.S., University of Oklahoma
 A.A.S., Oklahoma City Community College
 A.S., Oklahoma City Community College
 Certificate of Mastery-Microcomputer Technician
 Certificate of Mastery-Network Technician
 Adobe Certified Associate for Photoshop CS3

Justin Shaw, Professor of Computer-Aided Technology

B.A., Oklahoma Christian University

**DIVISION OF MATHEMATICS, ENGINEERING AND PHYSICAL
 SCIENCE**

**Max Simmons, Dean of Mathematics, Engineering and Physical
 Science**

Ph.D., University of Oklahoma
 M.S., University of Oklahoma
 B.S., University of Oklahoma

Randall Abrams, Developmental Mathematics Lab Instructor

B.S., Oklahoma City University
 A.S., Oklahoma Jr. College

Yumiko Akiba, Developmental Mathematics Lab Instructor

M.S., University of Central Oklahoma
 B.S., University of Central Oklahoma

Marsha A. Austin, Professor of Mathematics

M.S., Oklahoma State University
 B.S., Oklahoma State University

Zach Austin, Developmental Mathematics Lab Instructor

B.S., Oklahoma State University

Daniel Bakewell, Professor Mathematics

M.S., University of Oklahoma

B.S., East Central Oklahoma

Daniel Benton, Professor of Mathematics

M.A., University of Oklahoma

M.A., University of Texas

B.B.A., University of Oklahoma

B.A., University of Oklahoma

Lisa Buckelew, Professor of Mathematics

M.S., University of Oklahoma

B.A., University of Oklahoma

Paul Buckelew, Professor of Mathematics

M.A., University of Oklahoma

B.S., University of Oklahoma

Betty Coleman, Professor of Mathematics

M.A., University of Michigan

B.S., Langston University

Dale Duke, Professor of Mathematics

M.Ed., University of Central Oklahoma

B.S., Southern Nazarene University

Ernest Gobert, Professor of Mathematics

M.S., Oklahoma University

B.S., University of Science and Arts of Oklahoma

Ken Harrelson, Professor of Mathematics

M.S., Oklahoma State University

B.S., West Texas State University

Betty J. Higgins, Physical Science Lab Supervisor

M.S., University of Central Oklahoma

B.S., University of Central Oklahoma

Gregory Holland, Professor of Engineering

Ph.D., Oklahoma State University

B.S., Oklahoma State University

Gary Houlette, Professor of Physical Science

M.C.E., Oklahoma State University

B.S.C.E., Oklahoma State University

A.A., Oklahoma City Community College

Registered Professional Engineer

Linda Knox, Professor of Mathematics

M.Ed., University of Central Oklahoma

B.S., University of Science and Arts of Oklahoma

Katy Leimbach, Division Secretary

A.A., Redlands Community College

Rocky Little, Math Lab Assistant

B.S. University of Central Oklahoma

A.S. Oklahoma City Community College

Michael Low, Professor of Physics

M.S., Oregon State University

B.S., University of Nevada

A.S., Truckee Meadows Community College

Gail Malmstrom, Professor of Mathematics

M.S. University of Colorado, Boulder

B.A. Houghton College

Jay A. Malmstrom, Professor of Mathematics

M.S., University of Colorado

B.A., California State University, Fullerton

Janet Mitchell, Professor Mathematics

M.S., University of Oklahoma

B.S., University of Oklahoma

Christopher Oehrlein, Professor of Mathematics

M.A., Rice University

B.S., Texas Christian University

Ivana Pavic, Professor of Physics

M.S., California State University, Fresno

B.S., California State University, Fresno

Christine Peck, Mathematics Lab Supervisor

A.S., Oklahoma City Community College

Sherry Ray, Professor of Mathematics

M.S., University of Oklahoma

B.S., Southwestern Oklahoma State University

A.S., Northern Oklahoma College

Tad Thurston, Professor of Physics

Ph.D., University of Oklahoma

M.S., University of Oklahoma

B.S., University of Oklahoma

Brandon Tomson, Professor of Mathematics

M.S., University of Oklahoma

B.S., Oklahoma State University

Cheryl Wolfe, Division Assistant

A.A., Tabor College

Jeff Wolford, Sr. Math Lab Asst./Comp Tech.

B.S., University of Oklahoma

A.A., Rose State College

DIVISION OF SOCIAL SCIENCE

Susan Tabor, Dean of Social Sciences

Ph.D., University of Oklahoma

M.Ed., University of Central Oklahoma

B.S., University of Nebraska.

Jenny Gillen, Division Assistant

B.S., University of Central Oklahoma

A.S., Oklahoma State University, Oklahoma City

Mary K. Barr, Division Secretary

A.A.S. Oklahoma City Community College

Certificate of Mastery, Oklahoma City Community College

Jennifer Allen, Professor of Psychology

Ph.D., Capella University

M.S., Emporia State University

B.S. and B.F.A, Kansas State University

Jeff Anderson, Professor of Psychology, Department Chair

Ph.D., Oklahoma State University

M.S., Oklahoma State University

B.S., Langston University

A.A., Wentworth Military Academy

Melinda Barr, Professor of History

M.A., University of Oklahoma

B.A., University of Oklahoma

Oklahoma Secondary Education Certification

Jeff Carlisle, Professor of History

Ph.D., University of North Texas

M.A., University of North Texas

B.S., University of Texas

Bruce Cook, Professor of Psychology

Ed.D., Oklahoma State University

M.S., Oklahoma State University

B.S., Oklahoma State University

A.S., Northeastern A&M College

Licensed Psychologist

John Ehrhardt, Professor of History

M.A., Southern Illinois University

B.S., Southern Illinois University

Dana Glencross, Professor of Political Science

M.A., Oklahoma State University

B.A., Oklahoma State University

Stephanie Hayes, Professor of Psychology

Ph.D., Howard University

M.A., Howard University

B.A., University of Oklahoma

Randy Hopkins, Professor of Political Science

M.S., Oklahoma State University

M.P.A., University of Texas, Tyler

B.S., University of Texas

Licensed Professional Counselor

Leslie Jones, Professor of History

M.A., University of Central Oklahoma

B.A., University of Science and Arts of Oklahoma

Peggy Jordan, Professor of Psychology

Ph.D., Oklahoma State University

M. Ed., University of Central Oklahoma

B.A., University of Central Oklahoma

Yuthika Kim, Professor of Psychology

M.A. Empire State College, State University of New York

B.A. Geneseo State College, State University of New York

A.S. Monroe Community College, State University of New York

New York and Oklahoma Secondary Education Certification

Dawn Ladiski, Professor of Child Development

M Ed., Oklahoma City University

B.S., Oklahoma State University

Jerry W. Ludlow, Professor of Sociology

M.A., Kansas State University

B.S., Kansas State University

A.A., Hutchinson Community College

Ray McCullar, Professor of History

M.A., Oklahoma State University

B.A., University of Central Oklahoma

Gregory Parks, Professor of Psychology

Ph.D, Walden University

M.S., University of Oklahoma

B.A., Oklahoma Baptist University

Cecilia Pittman, Child Development Program Director/Professor of Child Development

M.S., University of Central Oklahoma

B.A., East Texas A&M University

LiErin Probasco, Professor of Sociology

Ph.D., Princeton University

M.A., Princeton University

B.A., Swarthmore College

Julie Rice-Rollins

M.A., Kent State University

B. S., Chadron State College

Jennifer M'Lou Smith, Sociology Department Chair/Professor of Sociology

Ph.D., University of Oklahoma

M.A., University of Oklahoma

B.A., University of Oklahoma

Markus Smith, Professor of Political Science

Ph.D., University of Oklahoma

Certificate in Graduate Theological Studies, Phillips Theological Seminary

M.Ed., University of Oklahoma

M.A., University of Central Oklahoma

B.A., University of Central Oklahoma

A.A., Oklahoma City Community College

Nate Vanden Brook, Professor of Political Science

M.S., Western Michigan University

B.S., Western Michigan University

Sharon Vaughan, Professor of Political Science

Ph.D., University of Texas at Austin

M.A., University of Texas at Austin

B.A., University of Oklahoma

EMERGENCY PLANNING AND RISK MANAGEMENT

Marlene Shugart, Director

J.D. - Pepperdine School of Law

B.A. - University of Southern California

EMPLOYMENT AND EMPLOYEE RELATIONS

Jana Legako, Director of Employment & Employee Relations

J.D., Oklahoma City University

M.Ed., University of Central Oklahoma

B.S., Oklahoma State University

Dana Culton, Coordinator of Professional Development

M.H.R., University of Oklahoma

B.A., Oklahoma State University

A.A., Northern Oklahoma College

o May Moon, Employment and Employee Relations Specialist

B.B.A., University of Central Oklahoma

Denise Stewart, Employment and Employee Relations Specialist

B.S., Saint Gregory's University

A.A., Oklahoma City Community College

ENROLLMENT AND STUDENT SERVICES

Marion Paden, Vice President for Enrollment and Student Services

Ed.D., Nova Southeastern University

M.S., Oklahoma State University

B.S., Oklahoma State University

Licensed Professional Counselor (Inactive)

Liz Largent, Associate Vice President for Enrollment Services

Ph. D. University of Oklahoma

M.S., University of Central Missouri

B.A., Oklahoma State University

Kim Velleca, Administrative Assistant and Foster Care Alumni Liaison

A.S., Oklahoma City Community College

Josh Wade, Imaging Specialist

B.A., University of Oklahoma

E.J. Warren, Director of e-Student Services

M.Ed., University of Oklahoma

B.S., Southern Nazarene University

A.A.S., Oklahoma City Community College

EQUAL OPPORTUNITY

Regina Switzer, Director of Equal Opportunity

J.D., University of Oklahoma

B.A., University of Oklahoma

EXECUTIVE VICE PRESIDENT'S OFFICE

Jerry Steward, Executive Vice President

J.D., University of Oklahoma

B.A., University of Central Oklahoma

Aislinn Burrows, Administrative Assistant to the Executive Vice President

Kayla Cockerham, Secretary for the Office of the Executive Vice President

A.A. Oklahoma City Community College

FACILITIES MANAGEMENT

Ron Austin, HVAC/Maintenance Mechanic

Licensed Mechanical Contractor

Canadian Valley Technology Center: Heating, Ventilation, & Air Conditioning Program

Michael Barber, Maintenance Mechanic

Licensed Mechanical Journeyman

Certified Public Bathing Place Operator

Gary Belcher, Building Maintenance & Operations Supervisor

Certified Public Bathing Place Operator

Mid-Del Technology Center: Building Trades

Kevin Brannan, Facilities Management Administrative and Systems Specialist

A.A.S., Oklahoma City Community College

A.S., Oklahoma City Community College

Martha Constant, Project Design Specialist

B.S., University of Oklahoma
A.A.S., Oklahoma City Community College

Rick Cowan, Building Services Assistant

Steve Duncan, Material Control Supervisor

A.A.S., Oklahoma City Community College
Executive Mail Center Manager (EMCM), US Postal Service

Jason Edds, Facilities Management Assistant

A.A. Oklahoma City Community College

Taylor Fields, Building Services Assistant

Brad Finlason, Maintenance Mechanic

San Jose City College: Electric for Air Conditioning & Refrigeration Program

West Valley College: Saratoga, California, Algebra Certificate

Russell Garner, Shipping and Receiving Specialist

Dan Gurka, HVAC/Maintenance Mechanic

Licensed Unlimited Contractor
Metro Tech: Advanced Heating & Air Program-diploma
Canadian Valley Technology Center: Auto Mechanics Program
Canadian Valley Technology Center: Auto Body Program

Derek Moore, Building Services Assistant

John Mullins, Building and Campus Services Crew Leader

B.B.A., University of Oklahoma

Charlie Neatherlin, Building & Campus Services Assistant

Darrell Pearman, Maintenance Mechanic

Stephen Quinn, Building and Campus Services Manager

B.S., Southern Nazarene University

Chris Snow, Assistant Director of Facilities Management

M.Ed., University of Central Oklahoma
B.S., University of Central Oklahoma
A.A., Oklahoma City Community College
APPA: Institute for Facilities Management Certification
APPA: Leadership Academy Certification
APPA: Educational Facilities Professional (EFP)
APPA: Certified Educational Facilities Professional (CEFP)

Travis Tapparo, Maintenance Mechanic

Tamara Tillman, Printing Services Technician

A.A., Oklahoma City Community College

Timothy "Tim" Welchel, Printing Services Technician

Thomas Whorton, Maintenance Mechanic

Mid-Del Technology Center: Welding Program

FINANCIAL ACCOUNTING

Brenda Carpenter, Director of Financial Accounting

B.B.A. University of Oklahoma
A.S. Oklahoma City Community College
Certified Public Accountant
Certified Information Systems Auditor

Charlotte Baird, Senior Accounting Specialist

B.S., University of Central Oklahoma

Shawna Talamasey, Cash Management Accountant

M.B.A., Oklahoma City University
B.B.A., East Central University

Gloria Antone, Grants/Contracts Accountant

B.S., Southwestern Christian University
A.S., Oklahoma City Southwestern College

Toni Rose, Accounts Payable Coordinator

Erin Smith, Accounts Payable Bookkeeper

Lori Johnson, Payroll Coordinator

Suzy Garvey, Payroll Representative

Laura Ocasio, Payroll Representative

A.S., Oklahoma City Community College

FINANCIAL AID

Sonya Gore, Director of Student Financial Aid

M.H.R., University of Oklahoma
B.S., University of Science and Arts of Oklahoma

Janis Armstrong, Coordinator of Veterans Services

B.S., Mid-America Christian University
A.A., Oklahoma City Community College

Dixie Devilbiss, Financial Aid Advisor Assistant

Leanne Drury, Financial Aid Loan Assistant

A.A.S., Oklahoma City Community College

Star Gorman, Financial Aid Advisor

B.B.A. Cameron University

Kristina Hart, Financial Aid Advisor

B.S., University of Oklahoma

Pat Hauck, Senior Financial Aid Advisor

A.A.S., Oklahoma City Community College

Sara Knight, Financial Aid Advisor

B.A., University of Oklahoma

Angela Leal, Assistant Director

B.A., Oklahoma State University

Shelley McCullough, Financial Aid Receptionist

Meghan Morgan, Assistant Director

B.A., Robert Morris University of Pennsylvania

Theresa Shaklee, Financial Aid Advisor

B.A., Southwestern Oklahoma State

Joan Sublett, Senior Loan Advisor

B.A., University of Oklahoma
A.A., Oklahoma City Community College
A.A.S., Oklahoma City Community College

C.W. West, Financial Aid Advisor

B.S., Mid-America Christian University
A.A.S., Oklahoma State University-Oklahoma City

GENERAL COUNSEL

Nancy M. Gerrity, General Counsel

J.D., Chicago-Kent College of Law
M.B.A., University of Chicago
B.A., College of the Holy Cross

Madeline Lewelling, Legal Assistant

B.M.E., University of Denver

GRADUATION, EMPLOYMENT, AND TRANSFER SERVICES

Jill Lindblad, Director of Graduation, Employment & Transfer Services

M.A., Indiana University of Pennsylvania
B.A., University of California San Diego

Christina Atencio, Transfer Evaluation Specialist

M.H.R., University of Oklahoma
B.A., Langston University
A.A., Antelope Valley College

Kerri Gambill-Jones, Graduation Services Clerk

B.S., Southern Nazarene University
A.A.S., Oklahoma City Community College

Javier Puebla, Coordinator of Transfer and Academic Advising

M.B.A., University of Central Oklahoma

B.A., University of Central Oklahoma
Caleb Shultz, Employment Services Assistant

Rhonda Uffen, Graduation Advisor
 B.S., Oklahoma City University
 A.S., Oklahoma City Community College
Gary Wallace, Transcript Assistant
 A.S., Community College of the Air Force
Silvia Youngblood, Graduation Assistant

GRANTS AND CONTRACTS

Joe Swalwell, Director of Grants and Contracts
 M.Ed., University of Central Oklahoma
 M.A., University of Oklahoma
 B.A., University of Oklahoma
Lynn Jarrett, Oklahoma Works! Consortium Assistant
 A.A.S., Oklahoma State University - OKC

HUMAN RESOURCES

Angie Christopher, Vice President for Human Resources
 J.D., University of Oklahoma
 B.A., University of Oklahoma
Jo Burris, Administrative Assistant to the Vice President for Human Resources
 B.S., University of Central Oklahoma
 A.S., Heald College

ITS INFRASTRUCTURE OPERATIONS

Rob Greggs, Director of Information Technology Infrastructure
 A.A.S., Oklahoma City Community College
 CompTIA Security+ Certified Professional
 Cisco Certified Network Associate April 2006-April 2009
 Microsoft Certified Professional
 Microsoft Certified Systems Administrator Windows Server 2003
 Microsoft Certified Systems Engineer Windows Server 2003
 Microsoft Certified Systems Administrator: Security Windows Server 2003
 Microsoft Certified Systems Engineer: Security Windows Server 2003
 Microsoft Certified Systems Administrator: Messaging Exchange Server 2003
 Microsoft Certified Systems Engineer: Messaging Exchange Server 2003
 Microsoft Certified Technology Specialist
 Microsoft Certified Technology Specialist: Windows Server 2008 Active Directory Configuration
 Microsoft Certified Technology Specialist: Windows Server 2008 Applications Infrastructure Configuration
 Microsoft Certified Technology Specialist: Windows Server 2008 Network Infrastructure Configuration
Dorene Campbell, Telecommunication Systems Help Desk Analyst
 A.A.S., Oklahoma City Community College
Tamara Duncan, Telecommunications System Specialist
 A.A.S., Oklahoma City Community College
 A+ Comp TIA
Shawn Sester, Senior Systems Administrator

Kevin Wallace, Network Specialist
 Cisco Certified Network Associate 2014
James Wasson, System Administrator
 Microsoft Certified Professional Server 2012
Sean West, Coordinator of Network and Telecommunications Services
 A.A.S., Tulsa Community College

B.L.S., University of Oklahoma

INFORMATION SYSTEMS AND SERVICES

Connie Drummond, Director of Enterprise Resource Planning
 B.S., Oklahoma State University
Gabriele (Gaby) Brooks, Programmer Analyst
 B.S., Mid-America Bible College
 A.S., North Lake College, Irving, Texas
Ted Lemser, Database Administrator
 B.S. Ag., University of Arkansas
 A.A.S., Oklahoma City Community College
Steve Nelson, Enterprise Systems Applications Administrator
 B.S., Southern Nazarene University
Jonathan Overholt, Enterprise Systems Administrator
 B.S., Southern Nazarene University
 A.A.S., Community College of the Air Force
Janice Pearsall, Programmer Analyst
 A.A.S., Oklahoma City Community College

INFORMATION AND INSTRUCTIONAL TECHNOLOGY SERVICES

Dave Anderson, Vice President for Information & Instructional Technology Services
 M.A., Mid-America Christian University
 B.S., Mid-America Christian University
 Cisco Certified Network Professional Security (CCNP Security)
Rebecca Boyd, Administrative Assistant
 M.Ed., University of Central Oklahoma
 B.B.A., University of Central Oklahoma
 A.A.S., Oklahoma State University

INSTITUTIONAL ADVANCEMENT

Lealon Taylor, Executive Director of Institutional Advancement
 M.Ed., University of Oklahoma
 B.S., University of Oklahoma
 A.A.S., Connors State College
Denise Gomez, Administrative Assistant to the Executive Director of Institutional Advancement
 A.A., Oklahoma City Community College
Jennifer Harrison, Director of Development
 M.B.A., Southern Nazarene University
 B.S., Southern Nazarene University
Randy Cassimus, Coordinator of Alumni Relations & Community Development
 B.S., University of Florida

INSTITUTIONAL EFFECTIVENESS

Janet Perry, Director of Institutional Effectiveness
 Ed.D., Nova Southeastern University
 M.A., University of Wisconsin - Oshkosh
 B.S., University of Wisconsin - Oshkosh
Matthew Eastwood, Institutional Research Analyst
 M.P.A., University of Oklahoma
 B.A., University of Oklahoma
Joyce Morgan-Dees, Senior Research Analyst
 B.S., Southern Nazarene University
 A.A., Oklahoma City Community College

INSTRUCTIONAL VIDEO SERVICES

Michael Bates, Video Broadcast Engineer
 Certification, Sooner College of Technology
Dan Anderson, Video Production Specialist
 A.A., Oklahoma City Community College
Shelly Ingle, Streaming Media Specialist

Robert Lane, Video Production Technician
 Certificate in Film Editing, Watkins College of Art and Design

Jim Goldsbury, Audio Visual Specialist

A.S., Oklahoma City Community College

Debra Lundy, Audio Visual Delivery Technician

B.A., Iowa Christian College

LIBRARY

Barbara King, Director of Library Services

M.L.S., University of Oklahoma

B.S., Southwestern Oklahoma State University

A.A., Redlands Community College

Monica Carlisle, Lead Library Circulation Assistant

M.L.S., University of North Texas, Denton, TX

B.A., University of Texas, Tyler, TX

A.A., Tyler Junior College, Tyler, TX

Mary Grace Berkowitz, Cataloging/Reference Librarian

M.L.I.S., University of Oklahoma

B.A., University of Oklahoma

Rachel Butler, Reference Librarian

M.L.I.S., University of Oklahoma

M.A., University of Oklahoma

B.A., University of California, Berkeley

Deborah M. Hefner, Library Acquisitions Assistant

Tricia Sweany, Electronic Services/Reference Librarian

M.L.S., Emporia State

B.G.S., University of Kansas

Bonnie Lynn, Technical Services Assistant

B.S., Oklahoma State University

Ann Raia, Circulation/Reference Librarian

M.L.I.S., University of Oklahoma

B.A., University of Oklahoma

Jay Ramanjulu, Coordinator of Public Services

M.S.L.S., Villanova University

B.S., Cheney State University

Dana Tuley-Williams, Systems Librarian

M.L.I.S., University of Oklahoma

B.A., University of Oklahoma

Jennifer Wood, Technical Services Assistant

Kristi Hendricks, Technical Services Assistant

A.A., Oklahoma City Community College

B.A., University of Science and Arts of Oklahoma

MARKETING AND PUBLIC RELATIONS

Cordell Jordan, Director of Marketing and Public Relations

M.B.A., Oklahoma Christian University

B.A., University of Kansas

B.A., University of Central Oklahoma

A.A., Independence Community College

Michael Burchfield, Marketing Specialist

Michael Cline, Graphic Design Specialist

A.A.S., Oklahoma City Community College

Kim Holding, Public Relations Specialist

B.A., University of Central Oklahoma

April Jackson, Creative Supervisor/Graphics Project Manager

B.A., University of Oklahoma

A.A.S., Oklahoma City Community College

Kathy Nix, Web Administrator

John Richardson, Web Development and Social Media

Supervisor

Certified Computer Examiner (CCE)

OKLAHOMA MANUFACTURING ALLIANCE

Robert T. Carter, Manufacturing Extension Agent

B.A., Oklahoma City University

PATHWAYS MIDDLE COLLEGE - SANTA FE SOUTH SCHOOLS

Christopher D. McAdoo, Director

M.Ed., University of Central Oklahoma

B.S., Northeastern State University

Janice Braxton, Secretary

B.A., Northeastern State University

Amanda Davis, Teacher

M.S., University of Central Oklahoma

B.A., University of Central Oklahoma

Cathy Klasek, Teacher

Ph.D.; University of Oklahoma

M.A., Oklahoma City University

B.A., University of Evansville

Cady Murphy, Teacher

B.S., East Central University

Diana Polley, Teacher

Ph.D., Oklahoma State University

M.A., University of Texas - Austin

B.S., University of Oklahoma Health Sciences Center

Jackie Seabourn, Teacher

B.A., University of Central Oklahoma

PLANNING AND RESEARCH

Stuart Harvey, Executive Director of Planning and Research

M.B.A., University of Tulsa

B.A., Knox College

Elaine Svec, Administrative Assistant to the Executive Director of Planning and Research and to the Director of Institutional Effectiveness

James Atkinson, Director of Performance Measurement and Reporting

M.B.A., University of Washington – Seattle

B.A., University of California – Berkeley

Graduate Certificate in Applied Statistics, University of Arkansas

Green Belt Lean Six Sigma, OU College of Engineering

PRESIDENT'S OFFICE

Paul W. Sechrist, President

Ph.D., University of Oklahoma

M.A., Southern Nazarene University

B.A., Southern Nazarene University

Paige Landreth, Executive Assistant to the Board of Regents

A.A.S., Oklahoma State University, Oklahoma City

Christine McCarron, Secretary

A.A., Oklahoma City Community College

Gina Quinn, Executive Assistant to the President

A.S., Oklahoma City Community College

PROFESSIONAL DEVELOPMENT INSTITUTE

John Claybon, Director of the Professional Development Institute

M.A., University of Oklahoma

B.S., University of Oklahoma

Jimmie Sue Baker, Secretary

A.S., Murray State College

B.S., Southeastern Oklahoma State University

Francine M. Gissy, Account Executive

M.P.A., West Virginia University

B.S., West Virginia University

James Smith, Account Executive

A.A.S., Art Institute of Atlanta

B.A. University of Oklahoma

M.S.W. University of Oklahoma

PURCHASING

Lori Walker, Director of Purchasing

M.B.A., University of Central Oklahoma
 B.A., St. Francis College
 CPO, Certified Procurement Officer, State of Oklahoma

Melissa Elder, PCARD Coordinator

B.B.A., University of Central Oklahoma

Sheri Kingsbury, Senior Buyer

B.A., University of Central Oklahoma
 A.A., Oklahoma City Community College

Laura Case, Admissions Advisor

B.A., Knox College

Anne Gatlin, Admissions Services Assistant

A.A., Oklahoma City Community College

Michele Heaton, International Student Services Assistant

RECORDS AND GRADUATION SERVICES

Alan Stringfellow, Registrar

M.Ed., University of Oklahoma
 B.B.A., University of Central Oklahoma
 A.S., Oklahoma City Community College

Barbara Gowdy, Director of Graduation Services

B.S., University of Oklahoma

Leandra Bessinger, Registration Services Assistant

Sharon Beard, Registration Assistant

B.S., University of Texas at Arlington

Kyla Cooper, Registration Services Clerk

A.S., Oklahoma City Community College

Janet McNeill, Records and Graduation Services Assistant

A.A., Oklahoma City Community College

Kayla Pyles, Registration Assistant

Kiersten White, Registration Services Clerk

A.S., Oklahoma City Community College

Amanda Williams, Assistant Director of Graduation Services

M.H.R., University of Oklahoma

B.A., University of Oklahoma

A.S., Oklahoma City Community College

Colette Williams, Records Assistant

A.A.S., Eastern Oklahoma State College

Crystal Witt, Records & Graduation Services Front Counter Assistant

A.A., Oklahoma City Community College

RECREATION AND FITNESS

Roxanna Butler, Director of Recreation and Fitness

M.B.A., University of Central Oklahoma

B.A., University of Central Oklahoma

Khari Huff, Coordinator of Recreation and Fitness

B.S., University of Central Oklahoma

Carole Valentine, R&F Health and Fitness Specialist

B.S., Houghton College, Houghton, New York

Eric Watson, Sport and Recreation Specialist

Brooke Dresel, R&F Customer Service Assistant

Vacant, Recreation and Fitness Assistant

Michael Shugart, R&F Maintenance Operator

Matthew Wright, R&F Recreation and Sport Assistant

B.S., Rogers State University

Vacant, R&F Custodian

RECRUITMENT AND ADMISSIONS

Jon Horinek, Director of Recruitment and Admissions

M.Ed., University of Oklahoma

B.A., Cameron University

Chris Billing, Admissions Advisor

B.F.A., University of Oklahoma

Matthew Cancio, Admissions Advisor

Angel Icenhour, Recruitment and Admissions Assistant

A.S., Oklahoma City Community College

Mary Jones, Admissions Program Support Specialist

A.S., Oklahoma City Community College

A.A.S., Oklahoma City Community College

Royce Liston, Admissions Advisor

B.A., University of Oklahoma

A.A., Oklahoma City Community College

Brandee Morgan, Coordinator of Admissions and Policy Compliance

M.B.A., Southern Nazarene University

B.S., Southern Nazarene University

A.A., Oklahoma City Community College

A.A., Rose State College

David Orsburn, Coordinator of International Admissions

M.H.R., University of Oklahoma

B.A., University of Oklahoma

Carlos Robinson, Admissions and Outreach Advisor

B.S., Oklahoma City University

A.S., Oklahoma City Community College

Christy Rogers, Assistant Director

B.S., Oklahoma State University

Katie Sherrard, Admissions Advisor

B.S., Texas Tech University

Amity Smith, Admissions Advisor

B.A., Southeastern Oklahoma State University

Kyron Smoot, Admissions Advisor

M.B.A., Southern Nazarene University

B.A., University of Oklahoma

A.A., Oklahoma City University

STUDENT LIFE

Erin Logan, Director of Student Life

M.Ed., University of West Florida

B.A., University of West Florida

Christopher Shelley, Assistant Director of Student Life

M.Ed., University of Oklahoma

B.A., University of Oklahoma

A.A., Redlands Community College

Karlen Grayson, Student Organizations Assistant

M.A., Antioch University - McGregor

B.S., University of Central Oklahoma

A.A., Oklahoma City Community College

Janelle Hanson, Program Assistant for Student Life

B.A., University of Oklahoma

A.A.S., Oklahoma City Community College

Marcy Roll, Student Life Assistant

A.A.S., Oklahoma City Community College

STUDENT SUPPORT SERVICES

Lisa Fisher, Director of Student Support Services

Ph.D., University of Oklahoma

M.Ed., University of Oklahoma

B.A., University of South Carolina

Alta Price, Learning Support Specialist

M.Ed., University of Oklahoma

B.A., University of Texas at Tyler

A.A., Kilgore College

Brian Coulson, TRiO Upward Bound Advisor

M.S., East Central University
B.A., East Central University

Tammy Diaz, Student Support Assistant

Amanda Finch, Assistant Director TRiO SSS

M.Ed., University of Arkansas
B.A., Cameron University

Jenna Howard, Counselor

LCSW, Oklahoma State Board of Licensed Social Workers
M.S.W., University of Oklahoma
B.A., Biola University

Cheri Lee, Disability Support Assistant

Kathy McCall, Student Support Assistant

Jermaine Peterson, Advisor TRiO SSS

M.Ed., University of Oklahoma
B.A., University of Oklahoma

Marian Rother, Captioning Specialist

A.A., Rose State College
Real-Time Certification, Rose State College

Todd Rudat, Coordinator of Disability Services

M.A., University of Northern Iowa
B.A., Northern Illinois University

Yashanda Scruggs, Assistant Director of Student Support Services

M.Ed., University of Oklahoma
B.A., Langston University

Lathonya Shivers, Director of TRiO Programs

M.P.A University of Oklahoma
B.A. University of Dallas

Tammy Steward, Coordinator of Interpreting Services

B.A., University of Oklahoma
A.A.S., Oklahoma State University-Oklahoma City
A.A., Oklahoma City Community College
National Certification: RID: CI, CT

Mary Turner, Learning Support Specialist

M.ED., University of Oklahoma
B.S., University of Oklahoma
Secondary Certification, Language Arts

Janey Wheeler, Counselor

LPC, Oklahoma State Department of Health
NCC, National Board for Certified Counselors
M.Ed., Oklahoma City University
M.L.A., Oklahoma City University
B.A., Oklahoma City University
A.A.S., El Centro Community College

Regena Wright, TRiO Administrative Assistant

Diane Hulseburg, Test Center Assistant

Brian Nguyen, Coordinator, GED and Testing

B.B.A., University of Central Oklahoma

Paul Roudebush, Student Development Assistant

Samantha Olson, Test Center Assistant

B.F.A., University of Central Oklahoma

Wendy Wilson, Test Center Assistant

A.A.S. Oklahoma City Community College

TESTING AND ASSESSMENT

Jim Ellis, Director of Testing and Assessment Services

M. Div., Vanderbilt Divinity School
B.A., Phillips University
Licensed Marriage and Family Therapist

Melissa Alexander,

B.A., University of Oklahoma

Ron Brooks, Test Center Assistant

M.Ed., University of Central Oklahoma
B.S., Oklahoma City University
A.S., Oklahoma City Community College

Vaneza Ceballos, Testing and Assessment Specialist

Kim Chancellor,

B.A., University of Oklahoma