

Y COMMUNITY

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# 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:

#### Arts and Humanities Center

This building 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.

#### Capitol Hill Center

Located in the heart of Oklahoma City's main Hispanic neighborhood, OCCC's Capitol Hill Center is a leader in serving the adult education and job readiness needs of the community's diverse members.

#### Health Professions Center

The 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.

#### John Massey Center

One of the newest buildings on campus, it 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.

#### 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

This is often the first building 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.

#### Professional Development Institute

The new Professional Development Institute (PDI) facility is located at 7124 S. I-35 Service Road near Plaza Mayor (Crossroads Mall).

PDI houses the Alternative Fuels, Commercial Food Equipment Technician and GED programs as well as an upcoming Job/Employment Center. The facility is comprised of twelve (12) instructional rooms, four (4) computer labs, four (4) automotive bays, and three (3) technical training areas. The facility is used to deliver workforce development training for the community.

#### Robert P. Todd Science, Engineering and Math Center

This structure 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.

#### Transportation Technology Center

This building 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

The building 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

The newest building on our grounds is a cornerstone of the campus and attracts renowned musicians and actors as well as encourages students to follow their artistic and creative dreams.

#### Wellness Center

The Wellness Center contains a gymnasium, cardiovascular center, weight room and aerobics rooms.

## 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, [www.ncahlc.org](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
Behavioral Sciences	Child Development	National Association for the Education of Young Children (NAEYC)	Washington, DC		
	(202) 232-8777		National	2008	2015
Business	Administrative Assistant	Accreditation Council for Business	St. Overland Park, KS		

		Schools and Programs (ACBSP)			
	(913) 339-9356		National	July 2005	July 2025
Business	Legal Secretary	Accreditation Council for Business Schools and Programs (ACBSP)	St. Overland Park, KS		
	(913) 339-9356		National	July 2005	July 2025
Automotive Technology	GM Automotive Service Education	National Automotive Technicians Education Foundation (NATEF)	Leesburg, VA		
	(703) 669-6650		National	July 2005	April 2018
Automotive Technology	Automotive Technology Internship	National Automotive Technicians Education Foundation (NATEF)	Leesburg, VA		
	(703) 669-6650		National	July 2005	April 2018
Business	Business	Accreditation Council for Business Schools and Programs (ACBSP)	St. Overland Park, KS		
	(913) 339-9356		National	July 2005	July 2025
Business	Business Management	Accreditation Council for Business Schools and Programs (ACBSP)	St. Overland Park, KS		
	(913) 339-9356		National	July 2005	July 2025
Health Professions	Respiratory Care Therapist	Commission on Accreditation for Respiratory Care (COARC)	Bedford, TX		
	(817) 283-2835		National	1982	2019
Emergency Medical Science	Emergency Medical Science	Committee on Accreditation of Educational Programs for the EMS Professions (COAEMSP) and CAAHEP	Bedford, TX		
	(817) 283-9403		National	1995	2015
Nursing	Nursing	Oklahoma Board of Nursing (OBN)	Oklahoma City, OK		
	(405) 962-1800		State	1973	2019
Nursing	Nursing	Accreditation Commission for Education in Nursing, Inc.	Atlanta, GA		
	(404)975-5000		National	1977	2022
Nursing	Career Ladder Pathway	Oklahoma Board of Nursing (OBN)	Oklahoma City, OK		
	(405) 962-1800		State	2001	2019

Nursing	Career Ladder Pathway	Accreditation Commission for Education in Nursing, Inc.	Atlanta, GA		
	(404)975-5000		National	2001	2022
Nursing	Baccalaureate to Associate	Accreditation Commission for Education in Nursing, Inc.	Atlanta, GA		
	(404)975-5000		National	2007	2022
Nursing	Baccalaureate to Associate	Oklahoma Board of Nursing (OBN)	Oklahoma City, OK		
	(405) 962-1800		State	2007	2019
Occupational Therapy Assistant	Occupational Therapy Assistant	Accreditation Council for Occupational Therapy Education (ACOTE)	Bethesda, MD		
	(301) 652-2682		National	2012	2022
Physical Therapist Assistant	Physical Therapist Assistant	Commission on Accreditation in Physical Therapy Education	Alexandria, VA		
	(800) 999-2782		National	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

<http://www.occc.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](http://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 <http://www.occc.edu/financialaid>

Visit the Financial Aid office to obtain a copy of Funding Your Education or view it online at [www.studentaid.ed.gov](http://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 Accredited, Approve, or License OCCC and its Programs	Office of Institutional Effectiveness 405-682-7577
Retention Rate	Retention Rate of Degree-Seeking and Certificate Students	Office of Institutional Effectiveness 405-682-7577
Graduation and Transfer-Out Rates	Graduation and Transfer-Out Rates for First-Time, Full-Time Students	Office of Institutional Effectiveness 405-682-7577
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 Effectiveness 405-682-7577
Academic Program	Degree and Certificate programs, Instructional Facilities and Faculty	Vice President for Academic Affairs 405-682-7546
Articulation Agreements	List of Colleges and Universities Having Signed Agreements with OCCC	Vice President for Academic Affairs 405-682-7546
Transfer Credit Policies	Criteria the College Uses to Accept Transfer Credit Earned at Another College or University	Graduation, Employment, and Transfer Services 405-682-7889
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 Resources 405-682-7542 Students: Director of Student Relations 405-682-7595
Vaccination Policies	State and College Policies and Procedures regarding Vaccinations	Recruitment and Admissions 405-682-7580

Facilities and Services for Students with Disabilities	Information About Available Facilities and Services for Students with Disabilities	Student Support Services 405-682-7520
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 Office 405-682-7525
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 Office 405-682-7525
Net Price	Information About the Impact Financial Assistance in Reducing the Total price Incurred by a Student or family to Attend OCCC.	Financial Aid Office 405-682-7525
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 Office 405-682-7525
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 Enrollment for which the Student Received Federal Title IV Programs Funds Results in Loss of Eligibility, Notice or Way to Regain Eligibility	Financial Aid Office 405-682-7525
Gainful Employment Certificate Program Information	Information on Occupations, Program Costs, On-Time Completion Rates and Median Loan Debt for Certificate Programs.	Financial Aid Office 405-682-7525
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 Life 405-682-7523
Refund Policy	College Refund Policy Based on Oklahoma State Regents for Higher Education (OSRHE)	Bursar Office 405-682-7825
Textbook Information	Information to be Included on the College Internet Course Schedule used to Register for Courses. The Retail Price and International Standard Book Number (ISBN) for Required and Recommended Textbooks and Supplemental Materials for each Course, if Available.	College Bookstore 405-682-7510
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 Relations 405-682-7595
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 (IITS)
Security Report	Annual Security Report and Emergency Resonse,	Campus Police department 405-682-7872

	Evaluation Procedures, Timely Warnings and Crime Log.	
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 Office 405-682-7525
Study Abroad Financial Aid Eligibility	Information on establishing eligibility for study abroad semester	Financial Aid Office 405-682-7525
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 fource 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.

Academic Advisors assist all students in the process of deciding on a major, career exploration and guidance, General Education and Transfer process advisement, academic planning, enrollment in appropriate course work, preparing for application-based programs, and assists those who would benefit from individualized assistance in creating an academic plan.

Returning students who are familiar with their degree requirements and those not seeking a degree or certificate do not need to consult with an Academic 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 <http://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 Graduation, Employment, and Transfer 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 ... \$87.55 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 ... \$113.00 per credit hour

### Oklahoma Non-Residents:

Resident Tuition ... \$87.55 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 ... \$280.80 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 ... \$125.00 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/Enrollment Fee ... \$30.00

#### International Student Maintenance Fee

#### Fall/Spring ... \$20.00 per semester

#### Summer ... \$15.00 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. For more information about Cooperative Alliance Credit, please call 405-682-7822.

#### Science Lab Fee ... \$20.00 per course

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

#### Selective Admissions Application Fee: Nursing, Physical Therapist Assistant, Occupational Therapy Assistant, and Speech-Language Pathology Assistant programs ... \$20.00 per program applicant

#### Film and Video Production program Lab Fee ... \$20.00 per credit hour

#### NUR 1415 Lab Fee ... \$155.00 per course

#### NUR 1519 Lab Fee ... \$175.00 per course

#### NUR 1529 Lab Fee ... \$185.00 per course

#### NUR 2539 Lab Fee ... \$105.00 per course

#### NUR 2549 Lab Fee ... \$30.00 per course

#### EMS 1018 EMT Lab Fee ... \$25.00 per course

#### EMS 1018 EMT FISDAP Exam Fee ... \$25.00 per course

#### EMS 2182 Paramedic FISDAP Exam Fee ... \$25.00 per course

#### SLPA 1053 Master's Clinician Fee ... \$25.00 per course

### 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.

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 past due accounts that remain unpaid after the end of the semester. Overdue account balances will be assessed all additional collection charges associated with the collection of

the debt to include reasonable attorney's fees, court costs and all other charges allowed by law. This may result in endangering your credit rating on a local and/or national level by being reported to all three credit bureaus (Equifax, TransUnion, Experian). 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.

\*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](http://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 may adjust their schedules prior to the first day of the term without penalty. Students who want to adjust their schedule can contact the Office of Academic Advising or use their Mine Online account to access online enrollment services.

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 be reduced. To withdraw from a class, a student must complete and submit an add/drop form in the Office of Records or withdraw on the college web site at [mineonline.occc.edu](http://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](http://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) along with support documentation to the Office of Records. 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](http://www.occc.edu)

. To receive more information by mail, or to arrange a campus tour, please call (405) 682-OCCE (6222) or e-mail [admissions@occc.edu](mailto: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 Graduation, Employment, and Transfer 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 competed). 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, 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, 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. Respiratory Care applications will be available at [francistuttle.edu](http://francistuttle.edu).

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.

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.

## 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](http://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](http://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](http://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 <http://www.occc.edu/acs/assessment>

### ACT Testing

Oklahoma City Community College is an ACT Assessment Test Center and administers both the National and Residual ACT on a regularly scheduled basis. Residual testing is available to students planning to enroll at Oklahoma City Community College. Residual ACT results are available the same day. 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 is available at [www.actstudent.org](http://www.actstudent.org). Information about residual test schedules is available in the Testing and Assessment Services office. For more information call Testing and Assessment Services (405) 682-7531 or go to <http://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 should go to

[www.ged.com](http://www.ged.com)

for information on testing dates and to complete registration and payment. A government issued photo ID is required to test.

## 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

[www.ets.org/toefl](http://www.ets.org/toefl)

. 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

<http://www.okcc.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 <http://>

[www.okcc.edu/financialaid](http://www.okcc.edu/financialaid) for complete information about financial aid.

## Basic Eligibility and Cost of Attendance

### Basic Eligibility

Eligibility for Federal Student Aid is determined by the household size, income, assets and other information reported in the FAFSA (Free Application for Federal Student Aid). The FAFSA process calculates the Expected Family Contribution (EFC), which is a measure of a student's ability to pay for college. Other eligibility criteria include U.S. citizenship or eligible noncitizen, completion of a high school diploma, or GED, or state authorized high school equivalent certificate, admitted to OCCC to pursue an eligible program of study, enrollment status, and academic progress. Apply online at [www.fafsa.gov](http://www.fafsa.gov)

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 apply to the same OCCC associate degree program.

An official College Study Abroad Program is eligible for Federal Student Aid, if the courses are also part of the OCCC degree plan for which the student is pursuing. Students seeking financial aid for a Study Abroad semester should contact a financial aid advisor in advance to determine eligibility.

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

Students are expected to read and understand the basic rules for the application and receipt of financial aid including, Verification of information reported on the FAFSA, 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 all students with applying for and understanding financial aid.

### Cost of Attendance

Cost of attendance is used to calculate financial aid awards, and includes Direct Costs and Indirect Costs. Yearly costs, listed in the tables below, cover 24 credit hours.

Direct Costs include Tuition and fees that are billed by the College. Books are estimated direct costs. Students can reduce book costs by purchasing used books. Many OCCC students receive enough financial aid grant funds to cover all Direct Costs for tuition, fees and books.

Indirect Costs are **not**

billed by the College and can be reduced by living with family and budgeting spending.

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
	\$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

Full Time Non Resident Independent Student	Amount
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 or totally withdraw from OCCC in person at Academic Advising in the Main Building-first floor. Students needing further assistance may call 682-7535.

### 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 bill the student for the returned funds.

The student will be notified through their OCCC email and/or direct USPS mail of the amount of funds 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 review the Information 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 has no 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. 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 OCCC 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 will apply the post-withdrawal disbursement to the student's account to pay institutional charges and other authorized charges, not to exceed \$200 for prior year charges. Any remaining funds will be disbursed to the student.

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.

## Sources of Financial Aid

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

### Federal Pell Grant

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 OCCC. 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. Students may review their Pell Lifetime Eligibility Units at [www.nsls.gov](http://www.nsls.gov)

## **Federal Supplemental Educational Opportunity Grant (SEOG)**

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) Student Employment**

Federal Work Study is funded by the federal government and provides funding for employment for students who are eligible for need-based financial aid. 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 10-25 hours per week. OCCC 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's Promise - Oklahoma Higher Learning Access Program (OHLAP)**

OK Promise 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 OK Promise. Students who receive additional types of student financial aid for tuition can receive a cash disbursement once OK Promise funds are paid to the College. OK Promise 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)**

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 FAFSA. The OTAG deadline is March 1st. The Financial Aid Office must review and verify all eligibility criteria before finalizing awards. 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 each 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. PLUS loan counseling is required for borrowers who are determined to have adverse credit histories, but who qualify for a PLUS loan due to extenuating circumstances or by obtaining an endorser. 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](http://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

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](http://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, and should also complete a FAFSA at:

[www.fafsa.gov](http://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 pay grades 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 and State eligibility regulations and available award funds.

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

Most award programs require students to file the FAFSA (Free Application for Federal Student Aid) annually to establish an Expected Family Contribution (EFC).

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

FSEOG and need-based tuition waivers are awarded to applicants who have the lowest EFC.

Federal Work Study funds are awarded based on unmet need. Students are encouraged to fund part of their education through work earnings to avoid excess loan debt.

Subsidized loans are awarded up to the eligible annual, aggregate loan limits, based on Cost of Attendance, EFC, and dependency status.

Unsubsidized loans are awarded based on unmet costs within the annual, aggregate limits.

The Financial Aid Office monitors students' cumulative student loan debt. Excess loan debt may result in reduced or no loans. Cumulative loan debt includes debt incurred at all schools. Decisions are made on a case-by-case basis.

The amount a student borrows along with any other estimated or actual financial awards may not exceed Cost of Attendance.

Students may request to review their financial aid package.

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

Initial and Revised award notifications are emailed to students.

- Proof of Identity- You must appear in person to the Financial Aid Office and present a valid government issued photo ID, such as a driver license, state issued photo ID, military ID or passport.
- Certifying Statement of Educational Purpose indicating that the 2015-2016 Federal Student Financial Aid received will only be used to pay the cost of attending OCCC. Students who are unable to appear in person must provide a copy of a valid government issued ID with a notarized statement of educational purpose.

## What happens next?

Award notifications are sent to students' OCCC email and they can review their financial aid awards on their Mine Online Web Advisor for Students. The Financial Aid Office does not award or disburse Federal or State Student Aid funds until Verification is complete.

## Tax Filing Extension:

If a student or parent(s) has been granted an IRS filing extension, submit IRS form 4868 and contact the Financial Aid Office. The Financial Aid office will request alternate documents, such as, 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 FAFSA on file with the OCCC Financial Aid Office with a calculated EFC by their last date of enrollment for the academic year or June 30th whichever comes first. If Verification is required, students must complete verification within 120 days of their last date of enrollment to receive payment for attempted courses.

## VERIFICATION EXCLUSIONS

Applicants for Federal Title IV Student Financial Aid 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

Students who meet one of these criteria must contact the Financial Aid Office and document their circumstance. Due to the availability and use of electronic processes the Financial Aid Office does not consider most cases of parent or spouse unavailability.

## How to Apply for Financial Aid

Apply online at:  
[www.fafsa.gov](http://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.

## Verification

Federal Student Aid randomly selects a percentage of FAFSAs for Verification. The Financial Aid Office notifies all selected students by email, requesting the required documents. Students should submit missing documents as soon as possible to avoid delays in processing their financial aid.

## Documents that may be required:

- 2014 Federal Tax Return Transcript
- 2014 W-2 and/or 1099 forms
- Verification Forms (Dependent or Independent)
- Proof of High school completion or the equivalent

## 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 <http://www.occc.edu/financialaid> for complete information about financial aid.

## Student Rights and Responsibilities for Financial Aid

### Rights and Responsibilities

Students who are completing a FAFSA (Free Application for Federal Student Aid) have certain rights and responsibilities. If you meet your responsibilities and receive Federal Student Aid, you also have certain rights.

### Your Responsibilities

- File an accurate FAFSA
- Comply with requests for documentation from the Financial Aid Office.
- Report any additional financial resources you receive from other sources to avoid over awards of federal funds.
- Attend all courses you enroll in.
- Officially withdraw from courses rather than stop attending.
- Maintain Financial Aid Satisfactory Academic Progress to continue receiving Federal Student Aid.
- Submit a FAFSA every year to receive Federal Student Aid.
- Repay any federal funds received in excess of your eligibility.
- Do not default on a Federal Student loan.
- Pursue an eligible OCCC degree or certificate program.
- 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.
- Regularly check your student email, OCCC's main source of communication.

### Right to Know

- The requirements to complete the Verification process if your FAFSA is selected for verification.
- Cost of Attending OCCC.
- About the awards you have been offered and how to access your award offer letter.
- How the Financial Aid Office disburses funds by specific program requirements.
- The schedule of disbursement for Federal Student Aid. Disbursement.
- How to cancel your student loan and return your loan funds returned to the Direct Loan Program
- Information about eligibility for Federal Student Aid to participate in a Study Abroad Program.

- How to accept and apply for Federal Work Study student employment.
- How and when you will be paid Federal Work Study.
- Satisfactory Academic Progress criteria and your right to appeal for a review of your circumstances if you do not meet criteria.
- How to properly withdraw from your courses.
- Requirements of the financial aid office 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.
- You may request the Financial Aid Office to review changes in your family circumstances impacting your ability to pay for college.
- You may request the Financial Aid Office review your dependency status.
- General information about the College, academic programs, your privacy rights, graduation rates, etc.
- A Consortium Agreement allows you to take courses that apply to your OCCC degree at another college and receive financial aid for the approved courses.

## 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. SAP is evaluated at the close of each semester. Notifications are sent to all evaluated students. Students receiving Federal Student Aid must meet all SAP criteria to be making satisfactory progress.

### WARNING:

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 for one (1) semester of Warning status.

After being placed on Warning status, students who have not met SAP 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.

### 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 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, cumulative GPA 1.5; 16-30 credit hours, cumulative GPA 1.7 and 30 or more credit hours, cumulative GPA 2.0.

## **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. Example: 9 completed hours/12 attempted hours = 75% PACE. Transfer credit hours that apply to any OCCC degree or certificate 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. Grades of I, once completed will be re-evaluated.

## **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. Example: 60 hours \* 1.5% = 90 hours max.

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 required for degree completion.

## **AUDITED COURSES:**

Audited courses are not eligible for Federal Student Aid. If a course is changed to AUDIT, a student will have to repay any Financial Aid that included the AUDIT course credit hours.

## **CONSORTIUM AGREEMENTS:**

Students taking courses under a Consortium Agreement, must submit their grades at the end of each semester for use in evaluating SAP. Any future financial aid awards will be canceled for failure to submit grades.

## **TRANSFER STUDENTS:**

Students who have attended other colleges and universities are required to submit academic transcripts to the OCCC Records Office. The Financial Aid Office must consider all college level credit hours that apply to any OCCC degree or certificate program when evaluating progress. Students who have earned an associates, bachelors, masters or doctorate degree must complete a Continued Eligibility appeal to establish their academic plan and the credit hours required for degree completion.

## **DEGREE COMPLETION:**

All OCCC students who complete their degree or certificate program requirements, or who graduate with a certificate or associate degree, must submit a Continuing Eligibility (CE) appeal to establish their academic plan and credit hours requirements for any additional degree.

## **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.

## **ENGLISH AS A SECOND LANGUAGE (ESL) COURSEWORK:**

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.

Students for whom English is a second language 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.

## **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, contact the Admissions Office at (405) 682-6222, or visit our website:  
[www.occc.edu](http://www.occc.edu)

### **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 Admissions Office at (405) 682-6222.

## 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. Need-based waivers are awarded by Financial Aid. Academic and talent waivers are awarded by the various OCCC academic departments. Applications are made available at the Financial Aid Office, based on published deadline dates. 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. Waivers are awarded each semester and applied to the student's account. For more information contact Financial Aid at 682-7525.

## 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, contact the Office of Recruitment and Admissions at (405) 682-6222.

## Concurrent Enrollment Scholarships

High school seniors who meet institutional requirements for concurrent enrollment 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 contact the Office of Recruitment and Admissions, (405) 682-6222.

## Veterans Services

**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.**

### 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](http://www.gibill.va.gov)

Assistance in completing the application and enrollment certification is available in the OCCC Veterans Services Office.

Veterans may also be eligible for Federal and State grants, and should also complete a FAFSA at: [www.fafsa.gov](http://www.fafsa.gov)

If you served on Active Duty, you may 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.

### Reporting to OCCC Veterans Services Office

If you are claiming Veterans Education Benefits for the first time, OCCC Veterans Services will need copy 4 of your DD form 214 (Certificate of Release or Discharge from Active Duty).

If you are in the National Guard or the Reserves, OCCC Veterans Services will need a copy of your DD form 2384 (NOBE –Notice of Basic Eligibility). Your NG Unit will provide this to you.

If you are getting benefits through the Veterans Vocational Rehabilitation program, OCCC Veterans Services will need a copy of your VA form 22-1905 from your counseling psychologist.

If you are claiming benefits as a dependent, OCCC Veterans Services will need a copy of your letter of eligibility from the Department of Veterans Affairs, or the eligible veteran's claim number or social security number.

Your Academic Advisor must approve your classes on the OCCC Veteran Enrollment Information Sheet each semester that you enroll and the OCCC Veterans Services will need a copy.

Each semester that you are enrolled, OCCC Veterans Services will need copies of your class schedule and your transcript.

### Iraq and Afghanistan Service Grant

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. Before enrolling, check your eligibility status and the amount for which you qualify with your Service installation education office.

If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the pay grades 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.

### National Guard Tuition Waiver

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 Bachelor'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.

For additional Veterans information visit:

<https://www.occc.edu/catalog/2015-2016/regulatory/financial-aid-and-veteran/veterans-services.html>

## 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 <http://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

## Civic Honors and Campus Impact

The Office of Student Life also provides two service learning programs. The Civic Honors and Campus Impact programs are designed to be a co-curricular option for students who wish to participate in service-learning. The objectives for these programs are to gain insight and experience about societal needs through civic involvement, to develop leadership skills and an understanding of leadership theory that can be used as a future leader in our community, an opportunity to gain an understanding of the complex issues facing our society and the world, as well as gaining an expanded awareness of self and others. OCCC recognizes students who demonstrate an outstanding commitment to both civic involvement and personal life skill development. For more information about these service learning programs, please contact the Office of Student Life at (405) 682-7523.

## 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 <http://www.occ.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

<http://www.occ.edu/cp/> • (405) 682-7576

Cultural Programs is a Division within the OCCC Office of Community Development which aims to enrich the lives of students, staff, and the south Oklahoma City community by fostering a thriving arts environment through events and arts education activities. Engagement in the performing and visual arts, community development, and arts education are key elements found at the core of its current programs. Cultural Programs' primary functions include booking and promotion of touring attractions (i.e., OCCC Performing Arts Series); the administration and rentals of OCCC's theaters and Inasmuch Foundation Gallery spaces; the presentation of Arts Festival Oklahoma; and booking, mounting and promotion of touring gallery exhibits.

### Touring Attractions (Performing Arts Series)

- OCCC offers educational and entertaining concerts by professional touring performing artists each academic year (September – April). Performances are ticketed events, open to the public. A limited number of complimentary student tickets to all attractions booked and promoted by Cultural Programs are available upon request, through the OCCC Box Office located inside the Visual and Performing Arts Center. Most events allow two complimentary tickets per student I.D. Visit <http://www.occ.edu/pas> for a schedule of upcoming eligible events, or to purchase tickets. Follow us on Twitter @occcultural or Facebook [www.facebook.com/OCCCculturalprograms](http://www.facebook.com/OCCCculturalprograms).

### Inasmuch Foundation Gallery

- The Inasmuch Foundation Gallery features temporary exhibitions that change approximately five times each year. Two of the seven exhibitions feature the work of OCCC students. The remaining exhibits are presented by the Office of Cultural Programs, and include exhibitions produced by community arts organizations, shows

featuring the work of local artists, and touring exhibits. Admission is free. The Inasmuch Foundation Gallery is located inside the Visual and Performing Arts Center. Visit <http://www.okcc.edu/cp/currentgallery.html>

## 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 120 fine artists, an international food court, performances by community performing arts groups, and headline entertainment. Visit <http://www.okcc.edu/afo> for more information, follow us on Twitter @okccfa, or on Facebook [www.facebook.com/OCCFAFO](http://www.facebook.com/OCCFAFO)

## Theater Rentals

- OCCC Cultural Programs administers and operates two theatrical venues. The Bruce Owen Theater, housed inside the College's main building, is a small, intimate proscenium theater that seats 285. The Visual and Performing Arts Center Theater is a large state-of-the-art proscenium theater that seats 1,049, split between an orchestra and balcony level. Both venues are available for rent when not in use by the College. For theater rental inquiries, please contact Richard Charnay, Assistant Director of Cultural Programs, at (405) 682-1611 ext. 7396, or at [richard.j.chnaray@okcc.edu](mailto:richard.j.chnaray@okcc.edu).

## 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 <http://www.okcc.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/okcc](http://www.gatlineducation.com/okcc)

. 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/okcc](http://www.ed2go.com/okcc)

. 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.

## 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

<http://www.okcc.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

<http://www.okcc.edu/support>

## Degree Check/Audit

Program evaluations (degree checks), ability to review progress if a major change is made, course selection and registration are available to students through Mine Online services.

## 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

<http://www.okcc.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

Santa Fe South Pathways Middle College 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 Santa Fe South Charter Schools. This program, the only one of its kind in Oklahoma, is designed to provide students the opportunity to receive a high school diploma and an Associate degree or up to two years of college credit, by taking a mixture of high school and college classes. 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. 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 <http://www.okccc.edu/acs> or call (405) 682-7535.

Career Development and Planning consists of guided use of a career interest inventory and follow-up individualized meetings with an Academic Advisor, reviewing and discussing interest results. Discussion may include related majors to careers, steps to continue exploration, and/or referral to other OCCC departments for additional information and services.

## Graduation, Employment, and Transfer Services

The Graduation, Employment, and Transfer Office (the GET Office) provides assistance to students in degree completion and future

planning. Students can find more information at <http://www.okccc.edu/get/>, or calling the GET office at (405) 682-7519.

### Graduation Services

Students may visit the GET office to apply for graduation, request a degree check, and receive information about graduation events such as commencement or Graduation Fairs.

### Employment Services

The GET office offers students and alumni resume/cover letter assistance, provides opportunities for professional skill development, and connects students with job opportunities. The GET office maintains the college job board available at [www.collegecentral.com/okccc](http://www.collegecentral.com/okccc). Students register their Access ID as their 7-digit student ID number; alumni register with the letters AL, then the last 5-digits of their social security number.

### Transfer Services

Students planning to transfer to a four-year institution may visit GET to receive information about the transfer process and requirements. GET also offers transfer-related events such as Transfer Fairs, tours to local universities, educational transfer sessions, and university recruiter visits.

## 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 <http://www.okccc.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, eBooks, e-audioBooks, DVDs, CDs, videos and wide variety of electronic resources. The Library provides over 80 computers to access the 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. Non-students may apply for a courtesy card at the Library Circulation Desk.

Online tutorials are available on the website under Need Help? on the Library website:

<http://www.okccc.edu/library>

Professional librarians are available to instruct students on research skills and information literacy. For more information contact a librarian or stop by the Library Assistance Desk on the first floor of the 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.

### Business Lab-Room 2N6, Main Building

The Business lab provides students enrolled in business courses at the college with free services intended to assist them in their studies in a variety of business courses.

### 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 and Academic Advisement

Regardless of choice of major, all students are encouraged to make use of the combined resources in the Office of Academic Advising and with their assigned Faculty Advisor.

Academic Advisors assist all students in the process of deciding on a major, career exploration and guidance, General Education and Transfer process advisement, academic planning, enrollment in appropriate course work, preparing for application-based programs, and assists those who would benefit from individualized assistance in creating an academic plan.

Faculty Advisors provide Major-specific information, field-related contacts, and coordination of major course sequencing. Faculty Advisors direct students who are prepared for college-level coursework, have decided on a major, and are pursuing a degree or certificate from Oklahoma City Community College, and/or are considering transferring to a four-year institution.

Students select 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 Academic 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

The goal of Recreation and Fitness is to provide access to recreation and fitness programs that will aid in the development of healthy lifestyles.

<http://www.occc.edu/rr/>

• (405) 682-7860

OCCC encourages healthy living through the college's Recreation and Fitness department. Recreation and Fitness provides non-credit wellness and fitness programs to students, staff, faculty and the community. Enjoy variety, flexibility, and fun in the Group Exercise classes with over 15 classes to choose from including total body, theatrical dance, pilates, zumba, yoga and spin classes, to name a few! The classes are designed to provide a balanced workout regime by providing a mixture of cardio, strength and flex workouts.

The cardio and weight rooms are currently equipped with 8 cardio machines including treadmills, elliptical, stepper and stationary bikes. The fitness center also includes a Smith Machine and Power-Lift free weight stations, 10 strength-circuit machines and a full set of dumbbells and a functional training unit that is handicap accessible which includes ten attachments with 18 different exercise options. An air-conditioned three-court gymnasium is available for OCC students, faculty, staff and the community to use during designated times. Sports leagues are offered throughout the year for youth. Week-long recreational camps are offered throughout the entire summer for children ages 6-12.

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

## Intramural Sports

<http://www.occc.edu/rr/intramural.html>

• (405) 682-1611, ext. 7684

Students can participate in team sports such as flag football, volleyball, basketball and soccer, as well as various individual sports during the fall and spring semesters. Sports offered vary by semester. To participate, students may sign up by visiting IM Leagues - [www.imleagues.com/occc](http://www.imleagues.com/occc)

Intramural sports at OCCC are free for all current students. Students must bring their student ID to all Intramural events.

## 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:

- obtaining psychological/educational testing,
- providing other verifying documents,
- private tutoring (the College does provide learning labs where tutoring is available to all students), and/or
- 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 <http://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 <http://www.occc.edu/Support/pdf/GrievanceForm.pdf>.

## Student Activities and Organizations

Various services are available to students through the Office of Student Life. The 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. Some of the annual events offered include Student Organization Fair, Student Leadership Workshop, 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 regularly, or on the Student Life homepage.

Student Handbooks are an important tool, which can be located on our website. 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, student

grievance and appeals procedures, and various other information pertaining to life on campus.

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 clubs and organizations offered on campus, please contact the Office of Student Life at (405) 682-7523 or access our club list at <http://www.occc.edu/studentlife/clubs.html>.

## 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 <http://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 <http://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, <http://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, <http://www.occc.edu/upwardbound>

## STUDENT INFORMATION

### Release of Academic Information

Academic information for each student is on file in the Office of Records. 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.

### 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. Appropriate documentation will be required for any name change. Address changes may also be made on MineOnline, at [mineonline.occc.edu](http://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, college email address, photograph, 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, 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 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

<http://www.occc.edu/planning-research>

## 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. 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 Graduation, Employment, and Transfer 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 Reprive during his/her academic career.
6. Semesters or terms reprived will continue to appear on the official college transcript, but will be noted with an \* as forgiven. The transcript legend will further note that reprived 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 Reprive

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

1. At least three years must have elapsed between the period of time in which the grades being reprived were earned and the time the reprive 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 reprive, 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 reprive 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 reprive only one semester.
5. Any reprive which is approved and awarded will be for all grades earned and hours attempted within the reprived semester(s) or term(s). Students who are granted a reprive will not receive credit for any courses passed during the reprived semester or term. However, if a student has proven proficiency within a reprived 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 reprived credit hours.
6. A student may receive only one academic reprive or one academic renewal during his/her academic career.
7. Semesters or terms reprived will continue to appear on the official college transcript, but will be noted with an \* as forgiven. The transcript legend will further note that reprived 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 reprive 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.

Enrolling in 16 credits or more during a 16 week instructional session OR enrolling in 8 credits or more during an 8 week instructional session translates into approximately 60 hours of time commitment each week. When a student's academic workload may exceed a full time job, it is strongly recommended that a student accesses the

resources available to support academic success. Below is a list of key resources. If a student should have questions or would like to speak with an academic advisor to discuss their academic workload, please call 682-7535 or email [academicadvisor@occc.edu](mailto:academicadvisor@occc.edu)

Enrollment cannot exceed 24 credit hours during a 16 week instructional session or 12 credit hours in an 8 week instructional session.

## 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.

OCCE 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 regarding the process for posting PLA credit to academic coursework, contact the Office of Graduation, Employment, and Transfer Services at (405) 682-7589.

## 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](http://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.

## 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.

## 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.

## Reading and Writing\*

The ability to read and comprehend at the college entry level; to write developed compositions that demonstrate the principles of unity, coherence, and organization and which contain specific details and effective use of language; to communicate using academic language and conventions of Standard American English; and to understand and interpret information to solve problems and think critically.

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 Advising and Career Services.

\*The college prep courses may be found under English (ENGL) 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

### 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. 3252, (580) 745-3252, (405) 682-1611 x7452 or [cmarshall@se.edu](mailto:cmarshall@se.edu) or the Division of Business at Oklahoma City Community College, (405) 682-7550 or [anne.h.declouette@occc.edu](mailto:anne.h.declouette@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 [www.ou.edu/rotc/air-force](http://www.ou.edu/rotc/air-force).

## 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

Oklahoma City Community College is partnering with Francis Tuttle to provide students with the nationally certified Associate in Applied Science in Respiratory Care. In addition, the College works with Francis Tuttle, Metro Tech, Mid America, and Moore Norman to provide additional opportunity for students. Students successfully completing nationally recognized certificates at Francis Tuttle, Metro Tech, Mid America, or Moore Norman Technology Centers may receive college credit toward an associate degree through prior learning assessment (PLA). All college credit is awarded by Oklahoma City Community College. For more information on the Respiratory Care program or the specific programs available through PLA call (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](mailto:nsmith@occc.edu) Telephone: 405.682.1611 ext. 7141

Information may also be acquired online by visiting the Honors Program web site at <http://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<sup>+</sup> 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 at (405) 682-1611, extension 6278.

## 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 SOCNAV)

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 SOCNAV 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.

Graduating students must have a graduation application submitted to the Office of Graduation, Employment, and Transfer Services no later than March 1st to have their name published in the year's Commencement Program. No exceptions can be made to this deadline.

Commencement 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 Accounting in Quickbooks  
 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  
 AT 1000 Special Topics  
 AT 1013 Automotive Student Success Initiative  
 AT 1153 Basic Automotive Fundamentals  
 AT 1204 A.S.E. Engine Performance  
 AT 1214 A.S.E. Engine Repair  
 AT 1224 A.S.E. Suspension and Steering  
 AT 1244 A.S.E. Brakes  
 AT 1304 GM Engine Repair  
 AT 1314 GM Electrical Systems  
 AT 1324 GM Engine Performance  
 AT 1334 GM Brakes  
 AT 1422 GM New Products I  
 AT 1612 A.S.E. Engine Performance  
 AT 1622 A.S.E. Engine Repair  
 AT 1632 A.S.E. Suspension and Steering  
 AT 1642 A.S.E. Brakes  
 AT 1652 A.S.E. Automotive Electives I  
 AT 1733 Body and Electrical Service  
 AT 1753 Under Vehicle Service  
 AT 1773 Powertrain Service  
 AT 2001 Career Experience  
 AT 2101 A.S.E. Certification  
 AT 2204 A.S.E. Manual Drive Trains  
 AT 2214 A.S.E. Automatic Transmissions/Transaxles  
 AT 2224 A.S.E. Electrical Systems  
 AT 2234 A.S.E. Heating and Air Conditioning Systems  
 AT 2304 GM Suspension and Steering  
 AT 2314 GM Manual Drive Trains  
 AT 2324 GM Automatic Transmissions and Transaxles  
 AT 2334 GM Heating and Air Conditioning Systems  
 AT 2422 GM New Products II  
 AT 2612 A.S.E. Manual Drive Trains  
 AT 2622 A.S.E. Automatic Transmissions/Transaxles  
 AT 2632 A.S.E. Electrical Systems

AT 2642 A.S.E. Heating and Air Conditioning Systems  
 AT 2652 A.S.E. Automotive Electives II  
 BUS 1113 Computer Keyboarding  
 BUS 1713 Beginning Word Processing  
 BUS 2033 Business Communication  
 BUS 2323 Legal Terminology and Transcription  
 BUS 2363 Intermediate Word Processing  
 BUS 2433 Office Information Processing  
 BUS 2463 Graphics for Business  
 BUS 2473 Business Spreadsheet Applications  
 CAT 1214 Computer-Aided Design  
 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 2540 Applications in CAD  
 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  
 DMD 1223 Game Development and Design Concepts  
 DMD 2223 Game Level Design  
 DMD 2533 3D Rendering and Design Visualization  
 DMD 2633 3D Animation and Special Effects  
 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)  
DMD 1053 Electronic Publishing: InDesign I  
DMD 1133 Introduction to Macintosh  
DMD 1153 Digital Photography  
DMD 1183 Computer Drawing: Illustrator  
DMD 2053 Electronic Publishing: InDesign II  
DMD 2323 Publication Design  
DMD 2353 Applied Graphic Design  
DMD 2773 Image Editing: Photoshop I  
DMD 2783 Image Editing: Photoshop II  
HIST 2303 Historical Research, Methods, and Writing  
HIST 2353 World History: Latin America  
JB 1133 News Writing  
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  
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 Graduation, Employment and Transfer 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 Graduation, Employment, and Transfer 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 Graduation, Employment, and Transfer 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 Graduation, Employment and Transfer Services, or by filling out the application online at the Graduation, Employment and Transfer Services 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 Graduation, Employment and Transfer 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 of Science or Associate of Arts degree must earn a minimum of 15 credit hours, which are clearly applicable to the degree at this college. Students applying for an Associate of Applied Science Degree must earn a minimum of 15 credit hours at the college that are clearly applicable to the degree at this college or have been approved by an advisor. 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.
- 10The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
- 11Oklahoma City Community College's sole responsibility for skill deficiencies shall be limited to nine credit hours of education under the conditions described above.

12The 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:

### Business

- Legal Office Procedures
- Banking and Finance
- Biotechnology Research Assistant
- Child Development
- Computer-Aided Technology
- Computer-Aided Design
- Geographic Information System
- Computer Science
- Computer Systems Support
- Computer Networking Support
- Cyber/Information Security
- Web Design
- Web Development
- Clinical Research Coordinator
- Digital Media Design
- Game Design
- Computer Animation
- Emergency Medical Sciences
- Basic EMT
- Paramedic
- Film and Video Production Technician
- General Office Technology
- Legal Office Procedures
- Medical Office Administration
- Modern Languages
- Spanish Emphasis
- Automotive Technology

## 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-
- Engineering Technology\*
- Biotechnology Research Technician
- Business
- Accounting/Finance Support Specialist
- Administrative Office Specialist
- Legal Secretary
- General
- Vehicle Service Management
- Child Development
- Administrator Option
- Clinical Research Coordinator

- Computer-Aided Technology
- Computer Aided Designs
- Geographic Information System
- Computer Science
- Computer Programming
- Computer Systems Support
- Cyber/Information Security
- Web Design and Development
- Diesel Technology\*
- Emergency Medical Sciences +
- Film and Video Production Technician
- Digital Media Design
- Computer Animation
- Graphic Design
- Game Design
- Photography/Digital Imaging
- Medical Assistant\*+
- Nursing+
- Occupational Therapy Assistant+
- Physical Therapist Assistant+
- Respiratory Care Therapist\*+
- Speech-Language Pathology Assistant+
- Surgical Technology\*+
- + Special Admissions Procedures Required.
- \* Programs with Prior Learning Assessment.

## 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

[www.okhighered.org/transfer-students/](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, (A.S.)\*  
 Art, Visual Arts, (A.A.)  
 Biology, (A.S.)  
 -Biology, (A.S.)  
 -Pre-Baccalaureate Nursing, (A.S.)  
 -Pre-Allied Health, (A.S.)  
 Business, (A.S.)  
 -General, (A.S.)  
 Chemistry, (A.S.)  
 -Chemistry, (A.S.)  
 -Pre-Dentistry, (A.S.)  
 -Pre-Medicine, (A.S.)  
 -Pre-Pharmacy, (A.S.)  
 Child Development, (A.A.)  
 Computer Science, (A.S.)  
 -Management Information Systems, (A.S.)  
 -Software Development, (A.S.)  
 -Computer Science, (A.S.)  
 -Cyber/Information Security, (A.S.)  
 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.)  
 -Journalism & Broadcasting, (A.A.)  
 -Broadcasting, (A.A.)  
 -Journalism, (A.A.)  
 -Public Relations, (A.A.)  
 Liberal Studies, (A.A.)  
 Mathematics, (A.S.)  
 -General, (A.S.)  
 Modern Languages (A.A.)  
 -French, (A.A.)  
 -German, (A.A.)  
 -Spanish, (A.A.)  
 Music, (A.A.)  
 Pre-Education, (A.S.)  
 Pre-Engineering, (A.S.)  
 Political Science/Pre-Law, (A.A.)  
 Psychology, (A.A.)  
 Physics, (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:

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\*\* (to total a minimum of 60 hours)

\*The Roman numeral designates which general education area is being achieved.

\*\*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 relieved 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:	
ENGL 1103 Multicultural English Composition I or ENGL 1113 English Composition I and ENGL 1203: Multicultural English Composition II or ENGL 1213 Composition II	II
HIST 1483 US History to the Civil War or HIST 1493 US History Since the Civil War	I
POLSC 1113 American Federal Government	III
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
(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
MATH 1503 Contemporary Math	II
MATH 1513 College Algebra for Business, Life Sciences, or Social Sciences	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	
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 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 1013 Introduction to Economics	III
ECON 2023 Statistics for Business and Economics	II

ECON 2123 Principles of Microeconomics	III
ECON 2143 Principles of Macroeconomics	III
ENGL 1233 Report Writing	II
ENGL 2213 Creative Writing-Fiction	II
ENGL 2223 Creative Writing-Poetry	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
GEOG 1103 Cultural Geography	I
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	II
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 Requirements (for the AA and AS degrees)

The number following the course designates which general education area is being achieved with that course:	
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
HIST 1483 U.S. History to the Civil War or	I
HIST 1493 U.S. History Since the Civil War	I
POLSC 1113 American Federal Government	III
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
(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 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 C.E.	I
HIST 1723 Survey of World Civilizations Since 1600 C.E.	I
HIST 2000 Special Topics in History	I
HIST 2013 History of Russia	I
HIST 2103 Oklahoma 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
MATH 1503 Contemporary Math	II
MATH 1513 College Algebra for Business, Life Sciences, or Social Sciences	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	
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 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 1123 Interpersonal Communications	II
COM 2213 Intro to Public Speaking	II
CS 1103 Introduction to Computers and Applications	II
ECON 1013 Introduction to Economics	III
ECON 2023 Statistics for Business and Economics	II
ECON 2123 Principles of Microeconomics	III
ECON 2143 Principles of Macroeconomics	III
ENGL 1133 Critical and Effective Reading	II
ENGL 1233 Technical Writing for the Workplace	II
ENGL 2213 Creative Writing-Fiction	II
ENGL 2223 Creative Writing-Poetry	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
GEOG 1103 Cultural Geography	I
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 Sociology of the Family	III
SOC 2023 Social Problems	III
SOC 2063 Crime and Delinquency	III
SOC 2143 Race and Ethnicity in the U.S.	II
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 five measurable outcomes:

- Human Heritage, Culture, and Institutions (from Human Heritage, Culture, Values, and Beliefs and Social, Political, and Economic Institutions)
- Writing (from Communication and Symbols)
- Public Speaking (from Communication and Symbols)
- Mathematical Methods (from Communication and Symbols)
- 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

Success in College and Life Course SCL-1001

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 learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community.

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

LIS 1111 Research Skills

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 the Director of Academic Advising or their designee or the Director of Academic Student Success.

\*\* 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

M. Rochelle Mosby, Division Assistant

Jessica DeArman, Division Secretary

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
- Film and Video Production Technician - Associate in Applied Science
- Film and Video Production Technician - Certificate of Mastery
- French - Modern Languages (Associate in Arts)
- Digital Media Design - Computer Animation Option (Associate in Applied Science)
- Digital Media Design - Game Design Option (Associate in Applied Science)
- Digital Media Design - Graphic Design Option (Associate in Applied Science)
- Digital Media Design - Photography/Digital Imaging Option (Associate in Applied Science)
- Digital Media Design - Computer Animation (Certificate of Mastery)
- Digital Media Design - Game Design (Certificate of Mastery)
- Journalism - Journalism and Broadcasting/Journalism Emphasis (Associate in Arts)
- Music (Associate in Arts)
- Public Relations - Journalism and Broadcasting/Public Relations Emphasis (Associate in Arts)
- Spanish - Modern Languages - Associate in Arts
- Spanish - Modern Languages - Certificate of Mastery- Conversational
- Spanish - Modern Languages - Certificate of Mastery- Traditional
- Speech - Speech and Theatre (Associate in Arts)
- Theatre - Speech and Theatre (Associate in Arts)

- Ron Staton, Professor of Music
- Chiaki Troutman, WLCC Lab Coordinator
- Hilde Votaw, Professor of Modern Languages

## Faculty and Lab Supervisors

- Randy Anderson, Professor of Digital Media Design
- 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
- Jeremy Fineman, Professor of Visual Art
- Gray Frederickson, Artist-in-Residence/Studio Coordinator
- Sue Hinton, Professor of English and Journalism
- Darby Johnsen, Director of Academic Student Success
- Greg Mellott, Professor of Film and Video Production
- Brent Noel, Professor of Theater
- Ginnett Rollins, Professor of Modern Languages
- Justin Shaw, Professor of Digital Media Design

# Division of Business

**Dr. Anne DeClouette, Dean**  
**Kristi Fields, Division Assistant**

**Vacant, 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 programs in accounting and finance, administrative office, automotive management, business, general office, legal office, management, and medical office. Various programs are accredited by the Accreditation Council for 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 - \(Associate in Applied Science\) Automotive Technology Internship Program \(ATIP\)\\*\\*](#)
- [Automotive Technology - \(Associate in Applied Science\) GM Automotive Service Education Program\(ASEP\)\\*\\*](#)
- [Automotive Technology - \(Certificate of Mastery\) Automotive Technology](#)
- [Automotive Technology - \(Certificate of Mastery\) Vehicle Service Advisor\\*\\*](#)
- [Business - \(Associate in Applied Science\) Accounting/ Finance Support Specialist Option](#)
- [Business - \(Associate in Applied Science\) Administrative Assistant Option\\*](#)
- [Business - \(Associate in Applied Science\) Business Management Option\\*](#)
- [Business - \(Associate in Applied Science\) General Business Option](#)
- [Business - \(Associate in Applied Science\) Legal Secretary Option\\*](#)
- [Business - \(Associate in Applied Science\) Vehicle Service Management Option\\*\\*](#)
- [Business - \(Associate in Science\)\\*](#)
- [Business - \(Associate in Science\) Option Transferring to OU\\*](#)
- [Business - \(Associate in Science\) Option Transferring to OCU\\*](#)
- [Business - \(Associate in Science\) Option Transferring to UCO\\*](#)
- [Business - \(Certificate of Mastery\) Bilingual Banking and Finance](#)
- [Business - \(Certificate of Mastery\) General Office Support](#)
- [Business - \(Certificate of Mastery\) Legal Office Procedures](#)
- [Business - \(Certificate of Mastery\) Medical Office Administration](#)
- [Diesel Technology - \(Associate in Applied Science\)](#)

- [Tamala Zolicoffer, Coordinator/Professor of Accounting](#)

## Faculty and Lab Assistant

- [Lisa Adkins, Coordinator and Professor of Business/ Administrative Office](#)
- [Gyanendra Baral, Professor of Business/Economics](#)
- [Toney Brackett, Professor of Automotive Technology](#)
- [Jenean Jones, Professor of Business/Administrative Office](#)
- [Michael Machiorlatti, Professor of Business/Economics](#)
- [Charles Wayne Myrick, Professor of Business/Economics](#)
- [Germain Pichop, Department Chair of Economics and Marketing/Professor of Business and Economics](#)
- [Mathew Price, Professor of Business/Economics](#)
- [Ramachandran Vijayan, Chair of Business/Professor of Business](#)
- [Brad Walker, Department Chair/Professor of Automotive Technology](#)
- [Anita Williams, Professor of Business](#)
- [Julie Young, Accounting Lab Tutorial Assistant](#)

# Division of Chemistry and Biological Sciences

**Sonya Williams, Ph.D., Dean**

**Jennifer Gilbertson, Division Assistant**

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)
- Biotechnology - Certificate of Mastery
- Chemistry - Science with Chemistry Concentration (Associate in Science)
- Clinical Research Program - (Associate in Science)
- Clinical Research Program - 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
- Michelle Cole, 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 English and Humanities

[Kim Jameson, Dean](#)

[April Mitchell, Division Assistant](#)

[Lisa Robertson, Division Secretary](#)

The Division of English & Humanities supports the student in creative, artistic, and academic endeavors while providing opportunities for academic and personal development in reading and writing skills, civic responsibility, and critical thinking.

Humanities courses have defined and influenced past and contemporary culture through storytelling, writing, art, architecture, music, film, philosophy and other expressive genres. Every career includes a deeper insight into the well-being of the individual and culture and participates in issues related to civic responsibilities, health and quality-of-life-issues, economic development, and social institutions.

At OCCC, students receive a transformative learning experience in English & the Humanities and opportunity to strengthen their opportunities in their chosen major and career choices. This broad foundation allows the student to explore a variety of interests in diverse academic disciplines and enhances the entire curriculum at OCCC.

## Curriculum Programs

- [Diversified Studies \(Associate in Arts, Associate in Science\)](#)
- [Humanities \(Associate of Arts\)](#)
- [Liberal Studies \(Associate in Arts\)](#)
- [Pre-Education \(Associate in Science\)](#)

## Faculty and Lab Supervisors

- [Lynette Bloomberg, Communications Lab Supervisor](#)
- [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](#)
- [Tonya Kymes, Professor of English](#)
- [Marybeth McCauley, Professor of English](#)
- [Stephen Morrow, Professor of English](#)
- [Mary C. PUNCHES, Professor of English](#)
- [Michael PUNCHES, Professor of English](#)
- [Dean Reusser, Professor of English](#)
- [Linda Robinett, Professor of English](#)
- [Nina G. Smith, Professor of English](#)
- [Michael Snyder, Professor of English](#)
- [Pamela Stout, Professor of English](#)
- [Susan VanSchuyver, Professor of English](#)
- [Chris Verschage, Professor of English](#)
- [Mark A. Zindelo, Professor of English](#)

# 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.

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.

## Curriculum Programs

- [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 \(Associate in Applied Science\)](#)
- [Physical Therapist Assistant \(Associate in Applied Science\)](#)
- [Respiratory Care Therapist \(Associate in Applied Science\)](#)
- [Speech-Language Pathology Assistant \(Associate in Applied Science\)](#)
- [Surgical Technology \(Associate in Applied Science\)](#)

## Faculty and Lab Supervisors

- [Jennifer M. Ball, Professor of Physical Therapist Assistant/Program Director](#)
- [Traci Boren, Professor of Nursing](#)
- [Deanne Branch, Professor of Nursing](#)
- [Sarah Brown, Professor of Nursing](#)
- [Jennifer Brumley, Professor of Nursing](#)
- [Brooke Butcher, Professor of Nursing](#)
- [Joyce Cole, Professor of Nursing](#)
- [Michael 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](#)
- [Carol Heitkamper, 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](#)
- [Jennifer Peters, Professor of Nursing](#)
- [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](#)
- [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 Information Technology

**Tom Ashby, Dean**

**Tsugi Coleman, 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 Software Development (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)
- Computer Science - Computer Systems Support (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)
- Computer-Aided Technology - Computer-Aided Design (Certificate of Mastery)
- Computer-Aided Technology - Geographic Information System (Associate in Applied Science)
- Computer-Aided Technology - Geographic Information System (Certificate of Mastery)

## Faculty and Lab Supervisors

- James Bothwell, Professor of Computer Science
- 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
- Albert Heitkamper, Professor of Computer Science
- John Helton, Department Chair and Professor of Computer-Aided Technology
- 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

# Division of Mathematics, Engineering and Physical Science

**Max Simmons, Ph.D., Dean**

**Katy Leimbach, Division Secretary**

**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 \(Associate in Science\)](#)
- [Engineering Technology \(Associate in Applied Science\)](#)
- [Mathematics - General Emphasis \(Associate in Science\)](#)
- [Physics \(Associate in Science\)](#)

## 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](#)
- [Bruce Fiscus, Developmental Mathematics Lab Instructor](#)
- [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 Oehrlein, Professor of Mathematics](#)
- [Ivana Pavic, Professor of Physics](#)
- [Christine Peck, Mathematics Lab Supervisor](#)
- [Sherry Ray, Professor of Mathematics](#)
- [Tad Thurston, Professor of Physics](#)
- [Brandon Tomson, Professor of Mathematics](#)

# Division of Social Sciences

Susan Tabor, Dean

Jenny Gillen, Division Assistant

Mary Barr, Division Secretary

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

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[Alexa Mashlan, Director](#)

[Melissa Dyer, Coordinator of Cooperative Alliance Programs](#)

[Sandy Wythe, Secretary](#)

The following Associate of Applied Science programs at Oklahoma City Community College use Prior Learning Assessment (PLA) credit to complete the major courses for the degree. PLA credit offers students an opportunity to complete a degree giving the student an educational advantage that employers are looking for in today's competitive world.

For more information, please contact 682-7822.

## Curriculum Programs

- [Diesel Technology](#)
- [Engineering Technology](#)
- [Medical Assistant](#)
- [Surgical 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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			Major	
BIO 1124	GENERAL BIOLOGY I (Majors)	4	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
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	Support	
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	
CHEM 1115	GENERAL CHEMISTRY I	5	Major	
<b>Suggested Sophomore 1st Semester</b>				
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	
<b>Suggested Sophomore 2nd Semester</b>				
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 MAJOR	FACULTY APPROVED MAJOR 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.

A minimum grade of "C" required for all prerequisites and general education courses at OUHSC; at UCO all BIO and CHEM courses require a minimum grade of "C."

### 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 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: 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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

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**

3 Credits Faculty approved major elective

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

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

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

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**

3 Credits Humanities elective

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

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

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

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

## **PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SOC 1113 - INTRODUCTION TO SOCIOLOGY**

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

3 Credits The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
ART 1013			Gen Ed	
ART 1123			Major	
ART 1213			Major	
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
PHYS SC	ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, 3-4 OR GEOL SUBJECT AREAS		Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
ART 1023			Gen Ed	
ART 1233			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	
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
ART 1243			Major	
ART 2013			Major	
HUM	HUMANITIES 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	
SUPP	GUIDED SUPPORT ELECTIVE	3	Support	
<b>Suggested Sophomore 2nd Semester</b>				
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
BIO	BIOLOGICAL SCIENCE	3-4	Gen Ed	
SUPP	GUIDED SUPPORT ELECTIVE	4	Support	
ART 2821			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) Guided Support Hours: any course with the Art prefix; CAT 1253; CAT 1513; ENGL 2103; and any course with a DMD prefix; HUM 2233; JB 2643; PHIL 2343; PSY 1503; PSY 2163; and SOC 2173.

### 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**

3 Credits Biological Science

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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**

3 Credits General Education elective

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

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

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

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**

3 Credits Humanities elective

**MATH 1503 - CONTEMPORARY MATHEMATICS**

*Prerequisites: MATH 0403 or adequate math placement test score. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

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

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

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SUPP - GUIDED SUPPORT ELECTIVE**

3 Credits Guided Support elective

## 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 are ASE preparatory are NATEF certified.**

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
AT 1224			Major	
AT 1244			Major	
AT 2001			Support	
AT 1153			Major	
<b>Suggested Freshman 2nd Semester</b>				
AT 2001			Support	
AT 2224			Major	
AT 2234			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

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## 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 and new products. •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.

**This degree program is certified by the National Automotive Technicians Automotive Program (NATEF) and is ASE preparatory.**

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Entry Summer Semester</b>				
AT 1013			Life Skills	
<b>Suggested Freshman 1st Semester</b>				
AT 1204			Major	
AT 1214			Major	
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	
AT 2001			Major	
<b>Suggested Freshman 2nd Semester</b>				
AT 1224			Major	
AT 1244			Major	
AT 2001			Major	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
<b>Suggested Freshman Summer Semester</b>				
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
AT 2001			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	
<b>Suggested Sophomore 1st Semester</b>				
AT 2204			Major	
AT 2214			Major	
AT 2001			Major	
ENGL 1233	REPORT WRITING	OR	Gen Ed	
COM 1123	INTERPERSONAL COMMUNICATIONS	OR	Gen Ed	
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
AT 2224			Major	
AT 2234			Major	
AT 2001			Major	
BUS 2033	BUSINESS COMMUNICATION	3	Gen Ed	
<b>Suggested Sophomore Summer Semester</b>				
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 AT	FACULTY APPROVED AUTOMOTIVE ELECTIVE	4	Major	
AT 2101			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

**BUS 2033 - BUSINESS COMMUNICATION**

*Prerequisites: ENGL 1113 or by evaluation.*

*Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft 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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: ENGL 0106 or adequate placement score*

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

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**

3 Credits Faculty approved support electives

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

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

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

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. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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.

This degree program is certified by the National Automotive Technicians Educational Foundation (NATEF) and is ASE preparatory.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Entry Summer Semester</b>				
AT 1013			Support	
<b>Suggested Freshman 1st Semester</b>				
AT 1314			Major	
AT 1304			Major	
FG ELEC	FACULTY GUIDED ELECTIVE	3	Support	
AT 2001			Major	
<b>Suggested Freshman 2nd Semester</b>				
AT 1334			Major	
AT 1324			Major	
AT 1422			Major	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
AT 2001			Major	
<b>Suggested Freshman Summer Semester</b>				
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
AT 2001			Major	
AT 2314			Major	
AT 2304			Major	
AT 2422			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	
<b>Suggested Sophomore 2nd Semester</b>				
AT 2324			Major	
AT 2001			Major	
AT 2334			Major	
BUS 2033	BUSINESS COMMUNICATION	3	Gen Ed	
<b>Suggested Sophomore Summer Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed	
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	
AT 2101			Major	
ENGL 1233	REPORT WRITING	OR	Gen Ed	
AT 2001			Major	
COM 1123	INTERPERSONAL COMMUNICATIONS	OR	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

**BUS 2033 - BUSINESS COMMUNICATION**

*Prerequisites: ENGL 1113 or by evaluation.*

*Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft 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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: ENGL 0106 or adequate placement score*

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

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**

3 Credits Faculty guided elective

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

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

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

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. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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

## Automotive Technology - Vehicle Service Advisor

### Certificate of Mastery

*Minimum of 18 credit hours*

This certificate will give you the skills to become an entry-level vehicle service advisor at automotive dealership service centers as well as automotive repair shops. You will learn the basic skills to communicate between the customer and the mechanics in an automotive repair industry.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
AT 1153		3	Major	C
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
BUS 2033	BUSINESS COMMUNICATION	3	Major	C
BUS 2043	BUSINESS ETHICS	3	Gen Ed	
MGMT 2013	SMALL BUSINESS MANAGEMENT	OR	Major	C
MGMT 2053	PRINCIPLES OF MANAGEMENT	3	Major	C

### Course Grouping

Major Courses: (12 credit hours) Automotive Technology: (C)AT 1153; Business: (C)BUS 1323; (C)BUS 2033; Management: (C)MGMT 2013 or (C)MGMT 2053

General Education Courses: (6 credit hours) English: ENGL 1113; Business: BUS 2043

Life Skills Courses: NONE

Support Courses: NONE

(C) - A grade of "C" or higher must be achieved.

### 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. Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft 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.

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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.

**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 This course introduces the fundamental principles of management including the management functions of planning, organizing, leading and controlling. The course includes an overview of theory and history of management as well as an introduction to the various roles of management within an organization.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	
BIO 1124	GENERAL BIOLOGY I (Majors)	4	Major	
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Major	
<b>Suggested Freshman 2nd Semester</b>				
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	
<b>Suggested Sophomore 1st Semester</b>				
PHYS 1114	COLLEGE PHYSICS I	4	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
FA BIO	FACULTY APPROVED BIOLOGICAL SCIENCE ELECTIVE	3-4	Major	
CHEM 1215	GENERAL CHEMISTRY II	5	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
FA BIO	FACULTY APPROVED BIOLOGICAL SCIENCE ELECTIVE	3-4	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 credit hours in Biological Science from the following: BIO 1124; CHEM 1115; 7 credits: BIO 1203; BIO 2000; BIO 2114, BIO 2203, BIO 2125, BIO 2224, BIO 2234, BIO 2404, BIO 2324, BIO 2255

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 of faculty-approved support electives from the following: PHYS 1034/GEOL 1115, PHYS 1064, PHYS 1214, CHEM 2115, CHEM 2125, any CS above CS 1103, any MATH above MATH 1513, any 5 credit-hour GRMN, FREN or SPAN.

\* 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.

## 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: BIO 1124*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

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**

3 Credits Faculty approved Biological Science elective

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

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

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

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**

3 Credits Humanities elective

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

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

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: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 1513 or higher or APPM 1223, within the last two years or by evaluation. § Criteria for evaluation is in division office.*

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SOC SC - SOCIAL SCIENCE ELECTIVE**

3 Credits Social Science elective

## **SUPP - GUIDED SUPPORT ELECTIVE**

3 Credits 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	
<b>Suggested Freshman 2nd Semester</b>				
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	
<b>Suggested Sophomore 1st Semester</b>				
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			Major	
BIOT 2823	BIOTECHNOLOGY LABORATORY I	3	Major	
BIO 2203	CELL BIOLOGY	3	Major	
<b>Suggested Sophomore 2nd Semester</b>				
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	
<b>Suggested Sophomore Summer Semester</b>				
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

**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: 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: 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 and ENGL 0203, adequate placement score, or by meeting determined placement measures*

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.

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

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: ENGL 0106 or adequate placement score*

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

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

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

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

## **POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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			Major	
BIO 2203	CELL BIOLOGY	3	Major	
<b>Suggested Freshman 2nd Semester</b>				
BIOT 2933	BIOTECHNOLOGY LABORATORY II	3	Major	
BIOT 2921	CELL CULTURE METHODS	1	Major	
BIOT 2352	IMMUNOLOGY	2	Major	
BIOT 2942	BIOMANUFACTURING	2	Major	
<b>Suggested Freshman Summer Semester</b>				
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

**BIO 2203 - CELL BIOLOGY***Prerequisites: 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 and ENGL 0203, adequate placement score, or by meeting determined placement measures*

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.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
ENGL 1113	ENGLISH COMPOSITION I	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	
JB 1103	AUDIO PRODUCTION	3	Major	
ELEC	ELECTIVE	3	Support	
<b>Suggested Freshman 2nd Semester</b>				
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	3-4	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
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			Major	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
TA 1133	VOICE AND SPEECH IMPROVEMENT	OR	Support	
TA 2233	ACTING FOR THE CAMERA	3	Support	
COM 1123	INTERPERSONAL COMMUNICATIONS	OR	Gen Ed	
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
DMD	DIGITAL MEDIA DESIGN	3	Support	
PHYS SC	ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL SUBJECT AREAS	3-4	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
MAJOR	MAJOR ELECTIVE	3	Support	
ELEC	ELECTIVE	2	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: (6 Credit Hours) Any DMD 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.

Elective Courses: ( 5 Credit Hours) Electives (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

### **BIO - BIOLOGICAL SCIENCE**

3 Credits Biological Science

### **COM 1123 - INTERPERSONAL COMMUNICATIONS**

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

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: ENGL 0106 or adequate placement score*

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.

### **DMD - DIGITAL MEDIA DESIGN**

3 Credits Select any DMD course

### **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**

3 Credits Elective

### **ENGL 1113 - ENGLISH COMPOSITION I**

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

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

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

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**

3 Credits Humanities elective

### **JB 1103 - AUDIO PRODUCTION**

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

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

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**

3 Credits Major elective

### **MATH 1503 - CONTEMPORARY MATHEMATICS**

*Prerequisites: MATH 0403 or adequate math placement test score. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

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

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

**POLSC 1113 - AMERICAN FEDERAL  
GOVERNMENT**

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

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

**PSY 1113 - INTRODUCTION TO  
PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SOC 1113 - INTRODUCTION TO  
SOCIOLOGY**

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

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

**TA 1133 - VOICE AND SPEECH  
IMPROVEMENT**

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

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

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.

## Business - AS

### 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 will study courses like economics, accounting, statistics and computer science in addition to taking 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.

**This program is approved by the Accreditation Council for Business Schools and Programs (ACBSP).**

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
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			Major	C
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	
BUS 2033	BUSINESS COMMUNICATION	3	Major	
ACCT 2123			Major	
ECON 2023	STATISTICS FOR BUSINESS AND ECONOMICS	3	Major	
ECON 2143	PRINCIPLES OF MACROECONOMICS	3	Major	
<b>Suggested Sophomore 2nd Semester</b>				
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. (See also AS Business options transferring to OCU, OU, and UCO.)

Completion of ACCT 2113 with a grade of "C" or better.

Please refer to the General Degree Requirement section of the catalog for the general requirements for completion of the Associate in Science Degrees.

## Degree Program Course Descriptions

**BIO - BIOLOGICAL SCIENCE**

3 Credits Biological Science

**BUS 2033 - BUSINESS COMMUNICATION***Prerequisites: ENGL 1113 or by evaluation.**Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft 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: ENGL 0106 or adequate placement score*

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: ECON 2123 or by evaluation*

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

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**

3 Credits Faculty approved General Education elective

**FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES**

3 Credits Faculty approved support electives

**HIST 1483 - U.S. HISTORY TO THE CIVIL WAR***Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

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**

3 Credits Humanities elective

**MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES***Prerequisites: MATH 0403 or adequate math placement test score; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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**

3 Credits Any Physical Science

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT***Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## Business - AS Option Transferring to OCU and colleges with Similar Patterns

### 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 Oklahoma City University to the Meinders School of Business or a number of other schools with similar patterns to continue your educational path toward a bachelor's degree in business in a variety of fields such as Accounting, Economics, Finance, Marketing, Software Engineering, and Business Administration.**

**This program is approved by the Accreditation Council for Business Schools and Programs (ACBSP).**

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
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	C
ACCT 2113			Major	C
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
OCU SUPP	OCU SUPPORT ELECTIVE	3	Support	
BUS 2033	BUSINESS COMMUNICATION	3	Major	C
ACCT 2123			Major	C
ECON 2023	STATISTICS FOR BUSINESS AND ECONOMICS	3	Major	C
ECON 2143	PRINCIPLES OF MACROECONOMICS	3	Major	C
<b>Suggested Sophomore 2nd Semester</b>				
OCU SUPP	OCU SUPPORT ELECTIVE	3	Support	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
OCU GEN ED	OCU 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: Humanities: Six credit hours of Humanities; Mathematics: MATH 1513; MATH 1743

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

**General Education Elective: three credit hours - choose from BUS 2043, ENGL 2423, PSY 1113, SOC 1113, or foreign language are recommended; however, any general education course will apply. See catalog for general education information.**

**Support Course Elective: six credit hours - choose from BUS 2043, BUS 2073, CS 1153, or foreign language.**

### Program 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.

**One of the Biological Science or Physical Sciences courses must include a lab component.**

**OCU will accept 68 CH in transfer; many scholarships are available for transfer students meeting certain criteria.**

Degree Program Course Descriptions

**BIO - BIOLOGICAL SCIENCE**

3 Credits Biological Science

**BUS 2033 - BUSINESS COMMUNICATION**

*Prerequisites: ENGL 1113 or by evaluation.*

*Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft 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: ENGL 0106 or adequate placement score*

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: ECON 2123 or by evaluation*

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

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

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

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**

3 Credits Humanities elective

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

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

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.

**OCU GEN ED - OCU GENERAL EDUCATION ELECTIVE**

*Prerequisites: None*

3 Credits Choose from any general education course or: BUS 2043; ENGL 2423; PSY 1113; SOC 1113; or ANY FOREIGN LANGUAGE

**OCU SUPP - OCU SUPPORT ELECTIVE**

*Prerequisites: None*

3 Credits Choose from any of these courses if not used for general education elective: BUS 2043; BUS 2073; CS 1153; or ANY FOREIGN LANGUAGE

**PHYS - ANY PHYSICAL SCIENCE**

3 Credits Any Physical Science

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## Business - AS Option Transferring to OU and colleges with Similar Patterns

### 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 University of Oklahoma Price College of Business or a number of other schools with similar patterns, to continue your educational path toward a bachelor's degree in business in a variety of fields such as Accounting, Economics, Energy Management, Entrepreneurship, Finance, Management, International Business, Management Information Systems, and Marketing.**

**This program is approved by the Accreditation Council for Business Schools and Programs (ACBSP).**

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
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	C
ACCT 2113			Major	C
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
CS 2113	COMPUTER BASED INFORMATION SYSTEMS	3	Support	
BUS 2033	BUSINESS COMMUNICATION	3	Major	C
ACCT 2123			Major	C
ECON 2023	STATISTICS FOR BUSINESS AND ECONOMICS	3	Major	C
ECON 2143	PRINCIPLES OF MACROECONOMICS	3	Major	C
<b>Suggested Sophomore 2nd Semester</b>				
PSY 1113	INTRODUCTION TO PSYCHOLOGY	OR	Support	
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Support	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
MATH 2123	CALCULUS II FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	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; Humanities: Six credit hours of Humanities; Mathematics: MATH 1513; MATH 1743;  
 Approved General Education Elective: MATH 2123

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

**Support Courses Elective: Six credit hours - CS 2113 and PSY 1113 or SOC 1113 (For Energy Management majors take CS 2113 and CAT 1313.)**

### Program 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.

One of the Biological Science or Physical Sciences courses must include a lab component. (Energy Management majors should take GEOL 1114 for Physical Science.)

**ECON 2023, ECON 2123, ECON 2143, ACCT 2113, and CS 2113 must be completed with a 3.2 GPA (minimum grade of C in each course) for degree candidacy to Price College of Business at the University of Oklahoma, and should be completed prior to the final semester.**

Degree Program Course Descriptions

**BIO - BIOLOGICAL SCIENCE**

3 Credits Biological Science

**BUS 2033 - BUSINESS COMMUNICATION**

*Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft 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: ENGL 0106 or adequate placement score*

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 2113 - COMPUTER BASED INFORMATION SYSTEMS**

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

**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: ECON 2123 or by evaluation*

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

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

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

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**

3 Credits Humanities elective

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

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

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 - ANY PHYSICAL SCIENCE**

3 Credits Any Physical Science

## **POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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

## **PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SOC 1113 - INTRODUCTION TO SOCIOLOGY**

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

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

## Business - AS Option Transferring to UCO and colleges with Similar Patterns

### 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 University of Central Oklahoma or a number of other schools with similar patterns to continue your educational path toward a bachelor's degree in business in a variety of fields such as Accounting, Finance, Marketing, Management, Information Systems and Operations Management, and Economics. This program is approved by the Accreditation Council for Business Schools and Programs (ACBSP).**

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
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	C
ACCT 2113			Major	C
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
UCO SUPP	UCO SUPPORT ELECTIVE	3	Support	
BUS 2033	BUSINESS COMMUNICATION	3	Major	C
ACCT 2123			Major	C
ECON 2023	STATISTICS FOR BUSINESS AND ECONOMICS	3	Major	C
ECON 2143	PRINCIPLES OF MACROECONOMICS	3	Major	C
<b>Suggested Sophomore 2nd Semester</b>				
UCO SUPP	UCO SUPPORT ELECTIVE	3	Support	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
UCO GEN ED	UCO 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; Humanities: Six credit hours of Humanities; Mathematics: MATH 1513; MATH 1743; Approved  
 Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

**General Education Elective: Three credit hours - choose from FIN 1013, BUS 2043, however, any general education course will apply. See catalog for general education information.**

**Support Courses: Six credit hours - choose from BUS 1013, BUS 2043, FIN 1013, MKT 2043, CS 1103, PSY 1113, or SOC 1113, if not used for general education elective, or foreign language.**

### Program 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.

**Business major courses must be completed with a "C" or higher for transfer to UCO.**

**One of the Biological Science or Physical Sciences courses must include a lab component.**

## Degree Program Course Descriptions

**BIO - BIOLOGICAL SCIENCE**

3 Credits Biological Science

**BUS 2033 - BUSINESS COMMUNICATION***Prerequisites: ENGL 1113 or by evaluation.**Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft 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: ENGL 0106 or adequate placement score*

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: ECON 2123 or by evaluation*

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

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

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

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**

3 Credits Humanities elective

**MATH 1513 - COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES***Prerequisites: MATH 0403 or adequate math placement test score; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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**

3 Credits Any Physical Science

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT***Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **UCO GEN ED - UCO GENERAL EDUCATION ELECTIVE**

*Prerequisites: None*

3 Credits Choose from any general education course or BUS 2043 or FIN 1013

## **UCO SUPP - UCO SUPPORT ELECTIVE**

*Prerequisites: None*

3 Credits Choose from any of these courses if not used for general education elective:  
BUS 1013; BUS 2043; FIN 1013; MKT 2043;  
CS1103; PSY 1113; SOC 1113; or ANY  
FOREIGN LANGUAGE

## Business - Accounting/Finance Support Specialist 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 and finance. The two-year associate degree program in accounting/finance support specialist 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 or finance, you should consider an associate in science degree in business instead.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
BUS 1013	INTRODUCTION TO BUSINESS	3	Major	C
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support	C
FIN 1013	PERSONAL FINANCE	3	Major	C
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
ACCT 2113		3	Major	C
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	
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Major	C
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed	
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	
BUS 1713	BEGINNING WORD PROCESSING	3	Support	C
<b>Suggested Sophomore 1st Semester</b>				
BUS 2033	BUSINESS COMMUNICATION	3	Major	C
BUS 2473	BUSINESS SPREADSHEET APPLICATIONS	3	Major	C
ACCT 2123		3	Major	C
FIN 2023	INTRODUCTION TO BUSINESS FINANCE	3	Support	C
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
BUS 2043	BUSINESS ETHICS	3	Gen Ed	
ACCT 2213		3	Major	C
BUS 2493	ADVANCED EXCEL	3	Support	C
BUS 2123	ADMINISTRATIVE OFFICE SYSTEMS	OR	Support	C
CS 2113	COMPUTER BASED INFORMATION SYSTEMS	3	Support	C
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	C

### Course Grouping

Major Courses: (24 credit hours) (C)ACCT 2113; (C)ACCT 2123; (C)ACCT 2213; Business: (C)BUS 1013; (C)BUS 2033; (C)BUS 2473; Economics: (C)ECON 2123; Finance: (C)FIN 1013

General Education Courses: (18 credit hours) Business: BUS 2043; English: ENGL 1113; ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213;

History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Approved General Education Elective: Three credit hours

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

Support Courses: (18 credit hours) Business: (C)BUS 1323; (C)BUS 1713; (C)BUS 2123 or (C)CS 2113; (C)BUS 2493; Finance: (C)FIN 2023;

Faculty Approved Elective

(C) - A grade of "C" or higher must be achieved.

### 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 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 1713 - BEGINNING WORD PROCESSING**

*Prerequisites: ENGL 0106 or adequate placement score.*

3 Credits Students will use 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 and graphics. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software.

**BUS 2033 - BUSINESS COMMUNICATION**

*Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft 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 2123 - ADMINISTRATIVE OFFICE SYSTEMS**

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

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.

**BUS 2473 - BUSINESS SPREADSHEET APPLICATIONS**

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

3 Credits 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 2493 - ADVANCED EXCEL**

*Prerequisites: (R) (W), BUS 2473*

3 Credits This course builds on the previous BUS 2473, Business Spreadsheet Applications. Students will learn advanced Excel features for application in the business world today.

**COM 1123 - INTERPERSONAL COMMUNICATIONS**

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

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: ENGL 0106 or adequate placement score*

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 2113 - COMPUTER BASED INFORMATION SYSTEMS**

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

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

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**

3 Credits Faculty approved General Education elective

## **FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES**

3 Credits Faculty approved support electives

## **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.

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

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

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

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## Business - Administrative Assistant 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. Through this program, you'll learn modern office operations as well as the traits that will make you invaluable to any business office team.

**This program is approved by the Accreditation Council for Business Schools and Programs (ACBSP).**

Your first step will be to contact and work with a faculty advisor to become enrolled in this degree at Oklahoma City Community College.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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 1013	INTRODUCTION TO BUSINESS	3	Major	C
BUS 1113	COMPUTER KEYBOARDING	3	Major	C
BUS 1713	BEGINNING WORD PROCESSING	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
BUS 2473	BUSINESS SPREADSHEET APPLICATIONS	3	Major	C
BUS 2033	BUSINESS COMMUNICATION	3	Major	C
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	
BUS 2363	INTERMEDIATE WORD PROCESSING	3	Major	C
BUS 2123	ADMINISTRATIVE OFFICE SYSTEMS	3	Support	C
<b>Suggested Sophomore 1st Semester</b>				
ACCT 2113		3	Major	C
BUS 2043	BUSINESS ETHICS	3	Gen Ed	
BUS 2423	ADMINISTRATIVE OFFICE PROCEDURES	3	Support	C
BUS 2433	OFFICE INFORMATION PROCESSING	3	Support	C
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed	
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	
BUS 2463	APPLIED GRAPHICS FOR BUSINESS	3	Support	C
BUS 2523	AUTOMATED RECORDS MANAGEMENT	3	Support	C
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Major	
BUS 2663	CAREER EDUCATION/INTERNSHIP	3	Support	

### Course Grouping

Major Courses: (24 credit hours) (C)ACCT 2113; (C)BUS 1013; (C)BUS 1113; (C)BUS 1713; (C)BUS 2033; (C)BUS 2363; (C)BUS 2473; (C)ECON 2123

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; Business: BUS 2043; General Education Electives: Three credit hours of Faculty Approved Electives

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

Support Courses: (18 Credit Hours) Business: (C)BUS 2123; (C)BUS 2423; (C)BUS 2433; (C)BUS 2463; (C)BUS 2523; (C)BUS 2663

### 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 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 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.

### **BUS 1713 - BEGINNING WORD PROCESSING**

*Prerequisites: ENGL 0106 or adequate placement score.*

3 Credits Students will use 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 and graphics. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software.

### **BUS 2033 - BUSINESS COMMUNICATION**

*Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft 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 2123 - ADMINISTRATIVE OFFICE SYSTEMS**

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

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.

### **BUS 2363 - INTERMEDIATE WORD PROCESSING**

*Prerequisites: (R) (W), MATH 0203 or adequate math placement test score, BUS 1713 with a minimum grade of "C" or better.*

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.

### **BUS 2423 - ADMINISTRATIVE OFFICE PROCEDURES**

*Prerequisites: BUS 2033, BUS 2473; Corequisite: BUS 2363*

3 Credits The student will study ethics, traits, duties, attitudes and responsibilities of a professional administrative assistant. Students will use the computer to produce mailable documents, travel itineraries, minutes of meetings, and various other office documents with emphasis on grammar/punctuation, proofreading, editing, and decision making skills. Lecture/Lab

### **BUS 2433 - OFFICE INFORMATION PROCESSING**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures, MATH 0203 or adequate math placement test score, BUS 1113 and BUS 1713 with a minimum grade of "C" or better.*

3 Credits Students will use the computer to produce mailable documents with emphasis on business vocabulary, proofreading, editing, transcription, and decision making skills. Managerial dictation techniques will be introduced. Lecture/Lab.

### **BUS 2463 - APPLIED GRAPHICS FOR BUSINESS**

*Prerequisites: BUS 1713*

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.

### **BUS 2473 - BUSINESS SPREADSHEET APPLICATIONS**

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

3 Credits 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 2523 - AUTOMATED RECORDS MANAGEMENT**

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

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 Association of Records Managers and Administrators (ARMA) filing methods integrating the use of the computer to control and manage a file system. Lecture/Lab

### **BUS 2663 - CAREER EDUCATION/ INTERNSHIP**

*Prerequisites: (R) (W), MATH 0203 or adequate math placement test score. A grade of "C" or better in BUS 1113, BUS 1713 and BUS 2473, and by evaluation.*

3 Credits 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.

### **COM 1123 - INTERPERSONAL COMMUNICATIONS**

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

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: ENGL 0106 or adequate placement score*

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

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**

3 Credits Faculty approved General Education elective

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

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

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

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## Business - Bilingual Banking and Finance

### Certificate of Mastery

Minimum of 30 credit hours

Financial institutions are looking for bilingual employees. This program can lead to entry level job placement with financial institutions.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
ENGL 1103	MULTICULTURAL ENGLISH COMPOSITION I	OR	Gen Ed	
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support	C
SPAN 1115	ELEMENTARY SPANISH I	5	Gen Ed	
BUS 1083	EMPLOYMENT TRANSITIONS	3	Support	
<b>Suggested Freshman 2nd Semester</b>				
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Support	
BF 1303		3	Major	C
BUS 2033	BUSINESS COMMUNICATION	3	Support	C
SPAN 1010	CONVERSATIONAL SPANISH I	3	Gen Ed	
FIN 2500	FINANCIAL SERVICES INTERNSHIP	3	Major	C

### Course Grouping

Major Courses: (6 credit hours) Banking and Finance: (C)BF 1303; Finance: (C)FIN 2500

General Education Courses: (11 credit hours) English: ENGL 1103 or ENGL 1113; Spanish: SPAN 1010; SPAN 1115

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

Support Courses: (12 credit hours) Business: BUS 1083; (C)BUS 1323; (C)BUS 2033; Computer Science: CS 1103

(C) - A grade of "C" or higher must be achieved.

### 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 1083 - EMPLOYMENT TRANSITIONS**

*Prerequisites: None*

3 Credits This class will provide students an opportunity to gain the proper skills for successful entry or reentry into their field of interest for employment. Students will be required to complete a personal inventory assessing their interests, abilities, and experiences for strategic career planning. Job readiness skills, including keyboarding, resume preparation, interviewing techniques, interpersonal ("soft skills") and professional demeanor, will be addressed. Particular focus will regard the qualities that today's employers are seeking in job candidates, such as integrity, accountability, competence, and critical thinking.

**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. Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

**CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS**

*Prerequisites: Math 0103 or adequate math placement test score; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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 1103 - MULTICULTURAL ENGLISH COMPOSITION I**

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

3 Credits Multicultural English Composition I for multicultural and international students who speak a second language.

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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.

**FIN 2500 - FINANCIAL SERVICES INTERNSHIP**

*Prerequisites: MATH 0203 or adequate math placement test score., FIN 1013 or by evaluation. Criteria for evaluation is in division office.*

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.

**SCL 1001 - SUCCESS IN COLLEGE AND LIFE**

*Prerequisites: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SPAN 1010 - CONVERSATIONAL SPANISH I**

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

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

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.

## 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.

**This program is approved by the Accreditation Council for Business Schools and Programs (ACBSP).**

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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 1013	INTRODUCTION TO BUSINESS	3	Major	C
MGMT 2053	PRINCIPLES OF MANAGEMENT	3	Major	C
MKT 2043	PRINCIPLES OF MARKETING	OR	Support	C
MKT 2343	ADVERTISING	3	Support	C
<b>Suggested Freshman 2nd Semester</b>				
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		3	Major	C
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Major	C
MGMT 2013	SMALL BUSINESS MANAGEMENT	3	Major	C
<b>Suggested Sophomore 1st Semester</b>				
BUS 2033	BUSINESS COMMUNICATION	3	Major	C
BUS 2473	BUSINESS SPREADSHEET APPLICATIONS	3	Major	C
ACCT 2123		3	Support	C
MGMT 2023	INTRODUCTION TO ENTREPRENEURSHIP	3	Support	C
ECON 1013	INTRODUCTION TO ECONOMICS	OR	Gen Ed	
ECON 2143	PRINCIPLES OF MACROECONOMICS	OR	Gen Ed	
FIN 1013	PERSONAL FINANCE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
BUS 2043	BUSINESS ETHICS	3	Gen Ed	
FIN 2023	INTRODUCTION TO BUSINESS FINANCE	3	Support	C
MGMT 2453	MANAGEMENT CAPSTONE	3	Major	C
MGMT 2953	SUPERVISORY TRAINING	3	Support	C
BUS 2023	BUSINESS STATISTICS	OR	Support	C
MATH 2013	INTRODUCTION TO STATISTICS	OR	Support	C
ECON 2023	STATISTICS FOR BUSINESS AND ECONOMICS	3	Support	C

### Course Grouping

Major Courses: (24 credit hours) Accounting: (C)ACCT 2113; Business: (C)BUS 1013; (C)BUS 2033; (C)BUS 2473; Economics: (C)ECON 2123; Management: (C)MGMT 2013; (C)MGMT 2053; (C)MGMT 2453

General Education Courses: (18 credit hours) Business: BUS 2043; English: ENGL 1113 and one of the following: ENGL 1213; ENGL 1233; COM 1123; COM 2213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Economics: ECON 2123; General Education Electives: 3 credit hours FIN 1013 or ECON 1013 or ECON 2143

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

Support Courses: (18 credit hours) Accounting: (C)ACCT 2123; Business: (C)BUS 2023 or (C)MATH 2013 or ECON 2023; Finance: (C)FIN 2023;

Management: (C)MGMT 2023; (C)MGMT 2953; Marketing: (C)MKT 2043

(C) - A grade of "C" or higher must be achieved.

### 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 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 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. Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft 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 2473 - BUSINESS SPREADSHEET APPLICATIONS**

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

3 Credits 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.

**COM 1123 - INTERPERSONAL COMMUNICATIONS**

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

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: ENGL 0106 or adequate placement score*

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.

**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: ECON 2123 or by evaluation*

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

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 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.

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

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

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

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; ENGL 0203, 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.

## **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 2023 - INTRODUCTION TO ENTREPRENEURSHIP**

*Prerequisites: MATH 0103, or adequate math placement test score, ENGL 0106 or adequate placement score.*

3 Credits This course is designed to help aspiring entrepreneurs in turning innovated ideas into successful businesses. Using proven content, methods, and models for new venture opportunity assessment and analysis, students will learn how to identify and analyze entrepreneurial opportunities. Value propositions, customer segments, strategic alliances, and business modeling are core elements taught in the course. The initial steps to creating a business plan, and raising financial capital to launch the firm, are examined as well.

## **MGMT 2053 - PRINCIPLES OF MANAGEMENT**

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

3 Credits This course introduces the fundamental principles of management including the management functions of planning, organizing, leading and controlling. The course includes an overview of theory and history of management as well as an introduction to the various roles of management within an organization.

## **MGMT 2453 - MANAGEMENT CAPSTONE**

*Prerequisites: By evaluation*

3 Credits The purpose of this course is to provide an application component to the holistic knowledge acquired in the AAS management degree program. The course curriculum is designed to correlate classroom training and work experience. The course requirements can be met by one or a combination of the following activities: case studies, internship, study abroad, research paper or project. This course should be taken during the student's last semester, preferably after all the management courses required by the degree program have been completed.

## **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.

## **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.

## **POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## Business - General Business Option

### Associate in Applied Science

Minimum of 61 credit hours

This degree option gives you the opportunity to customize a degree plan for a specific job opportunity. A faculty advisor in the Business Division can help you create a plan to meet your needs.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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 1013	INTRODUCTION TO BUSINESS	3	Major	C
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	C
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
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		3	Major	C
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Major	C
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	C
<b>Suggested Sophomore 1st Semester</b>				
BUS 2033	BUSINESS COMMUNICATION	3	Major	C
BUS 2473	BUSINESS SPREADSHEET APPLICATIONS	3	Major	C
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major	C
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	C
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
BUS 2043	BUSINESS ETHICS	3	Gen Ed	
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major	C
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	C
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	C
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	C

### Course Grouping

Major Courses: (24 credit hours) Accounting: (C)ACCT 2113; Business: (C)BUS 1013; (C)BUS 2033; (C)BUS 2473; Economics: (C)ECON 2123; Electives: (C) 9 credit hours of Faculty Approved Major Electives

General Education Courses: (18 credit hours) Business: BUS 2043; English: ENGL 1113 and one of the following: ENGL 1213; ENGL 1233; COM 1123; COM 2213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Electives: 3 credit hours Faculty Approved General Education Electives

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

Support Courses: (18 credit hours) Electives: (C) 18 credit hours of Faculty Pre-Approved Electives

(C) - A grade of "C" or higher must be achieved.

### 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 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 2033 - BUSINESS COMMUNICATION**

*Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft 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 2473 - BUSINESS SPREADSHEET APPLICATIONS**

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

3 Credits 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.

**COM 1123 - INTERPERSONAL COMMUNICATIONS**

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

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: ENGL 0106 or adequate placement score*

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

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**

3 Credits Faculty approved major elective

**FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES**

3 Credits Faculty approved support electives

**GEN ED - GEN ED ELECTIVE**

3 Credits General Education elective

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

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

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

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
BUS 1113	COMPUTER KEYBOARDING	3	Major	C
BUS 1713	BEGINNING WORD PROCESSING	3	Major	C
BUS 2473	BUSINESS SPREADSHEET APPLICATIONS	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
BUS 2363	INTERMEDIATE WORD PROCESSING	3	Major	C
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed	
BUS 2663	CAREER EDUCATION/INTERNSHIP	3	Major	C

### Course Grouping

Major Courses: (15 credit hours) Business: (C)BUS 1113; (C)BUS 1713; (C)BUS 2363; (C)BUS 2473; (C)BUS 2663

General Education Courses: (3 credit hours) Electives: ENGL or COM Faculty Approved General Education elective

Life Skills Courses: None

Support Courses: None

(C) - A grade of "C" or higher must be achieved.

### Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants an entry-level position in the job market following the completion of the certificate.

Degree Program Course Descriptions

**BUS 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.

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 1713 - BEGINNING WORD PROCESSING**

*Prerequisites: ENGL 0106 or adequate placement score.*

3 Credits Students will use 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 and graphics. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software.

**FA GEN - FACULTY APPROVED GENERAL EDUCATION ELECTIVE**

3 Credits Faculty approved General Education elective

**BUS 2363 - INTERMEDIATE WORD PROCESSING**

*Prerequisites: (R) (W), MATH 0203 or adequate math placement test score, BUS 1713 with a minimum grade of "C" or better.*

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.

**BUS 2473 - BUSINESS SPREADSHEET APPLICATIONS**

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

3 Credits 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 2663 - CAREER EDUCATION/ INTERNSHIP**

*Prerequisites: (R) (W), MATH 0203 or adequate math placement test score. A grade of "C" or better in BUS 1113, BUS 1713 and BUS 2473, and by evaluation.*

3 Credits This course will assist students in earning academic credit in a planned process that integrates academic preparation with supervised work experience. Students will

## Business - Legal Office Procedures

### Certificate of Mastery

*Minimum of 30 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
BUS 1113	COMPUTER KEYBOARDING	3	Major	C
BUS 1713	BEGINNING WORD PROCESSING	3	Major	C
BUS 1813	LEGAL OFFICE PROCEDURES	3	Major	C
BUS 2473	BUSINESS SPREADSHEET APPLICATIONS	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
BUS 2033	BUSINESS COMMUNICATION	3	Support	C
BUS 2363	INTERMEDIATE WORD PROCESSING	3	Major	C
BUS 2323	LEGAL TERMINOLOGY AND TRANSCRIPTION	3	Major	C
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
BUS 2663	CAREER EDUCATION/INTERNSHIP	3	Major	C

### Course Grouping

Major Courses: (21 credit hours) Business: (C)BUS1113; (C)BUS 1713; (C)BUS 1813; (C)BUS 2323; (C)BUS 2363; (C)BUS 2473; (C)BUS 2663

General Education Courses: (6 credit hours) English: ENGL 1113; ENGL or COM Faculty Approved General Education Elective

Life Skills Courses: None

Support Courses: (3 credit hours) Business: BUS 2033

(C) - A grade of "C" or higher must be achieved.

### Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants an entry-level position in the job market following the completion of the certificate.

## Degree Program Course Descriptions

**BUS 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.

**BUS 1713 - BEGINNING WORD PROCESSING**

*Prerequisites: ENGL 0106 or adequate placement score.*

3 Credits Students will use 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 and graphics. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software.

**BUS 1813 - LEGAL OFFICE PROCEDURES**

*Prerequisites: MATH 0103 or adequate math placement test score and BUS 1713.*

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, billing, writing and research.

**BUS 2033 - BUSINESS COMMUNICATION**

*Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

**BUS 2323 - LEGAL TERMINOLOGY AND TRANSCRIPTION**

*Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures, BUS 1113 and BUS 1713.*

3 Credits The student will correctly spell, transcribe, and define terms commonly used in the legal field and use these terms correctly in the transcription.

**BUS 2363 - INTERMEDIATE WORD PROCESSING**

*Prerequisites: (R) (W), MATH 0203 or adequate math placement test score, BUS 1713 with a minimum grade of "C" or better.*

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.

**BUS 2473 - BUSINESS SPREADSHEET APPLICATIONS**

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

3 Credits 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 2663 - CAREER EDUCATION/ INTERNSHIP**

*Prerequisites: (R) (W), MATH 0203 or adequate math placement test score. A grade of "C" or better in BUS 1113, BUS 1713 and BUS 2473, and by evaluation.*

3 Credits 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.

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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**

3 Credits General Education elective

## Business - 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 degree for legal secretary at Oklahoma City Community College.

**This program is approved by the Accreditation Council for Business Schools and Programs (ACBSP).**

Your first step will be to contact and work with a faculty advisor to become enrolled in this degree program.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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 1013	INTRODUCTION TO BUSINESS	3	Major	C
BUS 1113	COMPUTER KEYBOARDING	3	Major	C
BUS 1713	BEGINNING WORD PROCESSING	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
BUS 2473	BUSINESS SPREADSHEET APPLICATIONS	3	Major	C
BUS 2033	BUSINESS COMMUNICATION	3	Major	C
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	
BUS 2363	INTERMEDIATE WORD PROCESSING	3	Major	
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
ACCT 2113		3	Major	C
BUS 2043	BUSINESS ETHICS	3	Gen Ed	
BUS 1813	LEGAL OFFICE PROCEDURES	3	Support	C
BUS 2423	ADMINISTRATIVE OFFICE PROCEDURES	3	Support	C
BUS 2433	OFFICE INFORMATION PROCESSING	3	Support	C
<b>Suggested Sophomore 2nd Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed	
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Major	C
BUS 2323	LEGAL TERMINOLOGY AND TRANSCRIPTION	3	Support	C
BUS 2663	CAREER EDUCATION/INTERNSHIP	3	Support	C
BUS 2523	AUTOMATED RECORDS MANAGEMENT	3	Support	C

### Course Grouping

Major Courses: (24 credit hours) Legal Secretary Option: Accounting: (C)ACCT 2113; Business: (C) BUS 1013; (C)BUS 1113; (C)BUS 1713; (C)BUS 2033; (C)BUS 2363; (C)BUS 2473; Economics: (C)ECON 2123

General Education Courses: (18 credit hours) Business: BUS 2043; 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; General Education Electives: Three credit hours of Faculty Approved General Education Elective

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

Support Courses: (18 credit hours) Business: (C)BUS 1813; (C)BUS 2323; (C)BUS 2433; (C)BUS 2463; (C)BUS 2523; (C)BUS 2663

### 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 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 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.

### **BUS 1713 - BEGINNING WORD PROCESSING**

*Prerequisites: ENGL 0106 or adequate placement score.*

3 Credits Students will use 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 and graphics. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software.

### **BUS 1813 - LEGAL OFFICE PROCEDURES**

*Prerequisites: MATH 0103 or adequate math placement test score and BUS 1713.*

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, billing, writing and research.

### **BUS 2033 - BUSINESS COMMUNICATION**

*Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and

developing interpersonal soft 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 2323 - LEGAL TERMINOLOGY AND TRANSCRIPTION**

*Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures, BUS 1113 and BUS 1713.*

3 Credits The student will correctly spell, transcribe, and define terms commonly used in the legal field and use these terms correctly in the transcription.

### **BUS 2363 - INTERMEDIATE WORD PROCESSING**

*Prerequisites: (R) (W), MATH 0203 or adequate math placement test score, BUS 1713 with a minimum grade of "C" or better.*

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.

### **BUS 2423 - ADMINISTRATIVE OFFICE PROCEDURES**

*Prerequisites: BUS 2033, BUS 2473; Corequisite: BUS 2363*

3 Credits The student will study ethics, traits, duties, attitudes and responsibilities of a professional administrative assistant. Students will use the computer to produce mailable documents, travel itineraries, minutes of meetings, and various other office documents with emphasis on grammar/punctuation, proofreading, editing, and decision making skills. Lecture/Lab

### **BUS 2433 - OFFICE INFORMATION PROCESSING**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures, MATH 0203 or adequate math placement test score, BUS 1113 and BUS 1713 with a minimum grade of "C" or better.*

3 Credits Students will use the computer to produce mailable documents with emphasis on business vocabulary, proofreading, editing,

transcription, and decision making skills. Managerial dictation techniques will be introduced. Lecture/Lab.

### **BUS 2473 - BUSINESS SPREADSHEET APPLICATIONS**

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

3 Credits 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 2523 - AUTOMATED RECORDS MANAGEMENT**

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

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 Association of Records Managers and Administrators (ARMA) filing methods integrating the use of the computer to control and manage a file system. Lecture/Lab

### **BUS 2663 - CAREER EDUCATION/ INTERNSHIP**

*Prerequisites: (R) (W), MATH 0203 or adequate math placement test score. A grade of "C" or better in BUS 1113, BUS 1713 and BUS 2473, and by evaluation.*

3 Credits 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.

### **COM 1123 - INTERPERSONAL COMMUNICATIONS**

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

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: ENGL 0106 or adequate placement score*

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

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**

3 Credits Faculty approved General Education elective

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

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

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

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
BUS 1113	COMPUTER KEYBOARDING	3	Major	C
BUS 1713	BEGINNING WORD PROCESSING	3	Major	C
BIO	BIOLOGICAL SCIENCE	3	Support	C
AHP 1013			Support	C
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	C
<b>Suggested Freshman 2nd Semester</b>				
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	C
BUS 2263	MEDICAL OFFICE PROCEDURES	3	Major	C
BUS 2473	BUSINESS SPREADSHEET APPLICATIONS	3	Major	C
BUS 2033	BUSINESS COMMUNICATION	3	Support	C
<b>Suggested Sophomore 1st Semester</b>				
BUS 2039	MEDICAL CODING	9	Major	C
BUS 2433	OFFICE INFORMATION PROCESSING	3	Major	C
BUS 2663	CAREER EDUCATION/INTERNSHIP	3	Major	C

### Course Grouping

Major Courses: (27 credit hours) Business: (C)BUS 1113; (C)BUS 1713; (C)BUS 2039; (C)BUS 2263; (C)BUS 2433; (C)BUS 2473; (C)BUS 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

(C) - A grade of "C" or higher must be achieved.

### 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

**BIO - BIOLOGICAL SCIENCE**

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 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.

**BUS 1713 - BEGINNING WORD PROCESSING**

*Prerequisites: ENGL 0106 or adequate placement score.*

3 Credits Students will use 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 and graphics. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software.

**BUS 2033 - BUSINESS COMMUNICATION**

*Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

**BUS 2039 - MEDICAL CODING**

*Prerequisites: (R) (W), BIO 1314 and AHP 1013, Minimum "C" grade in each 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.

**BUS 2263 - MEDICAL OFFICE PROCEDURES**

*Prerequisites: (R) (W), MATH 0203 or adequate math placement test score, AHP 1013, BUS 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.

**BUS 2433 - OFFICE INFORMATION PROCESSING**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures, MATH 0203 or adequate math placement test score, BUS 1113 and BUS 1713 with a minimum grade of "C" or better.*

3 Credits Students will use the computer to produce mailable documents with emphasis on business vocabulary, proofreading, editing, transcription, and decision making skills. Managerial dictation techniques will be introduced. Lecture/Lab.

**BUS 2473 - BUSINESS SPREADSHEET APPLICATIONS**

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

3 Credits 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 2663 - CAREER EDUCATION/ INTERNSHIP**

*Prerequisites: (R) (W), MATH 0203 or adequate math placement test score. A grade*

*of "C" or better in BUS 1113, BUS 1713 and BUS 2473, and by evaluation.*

3 Credits 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.

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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.

## Business - Vehicle Service Management Option

### 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	
MGMT 1533	INTRODUCTION TO SERVICE MANAGEMENT	3	Major	C
BUS 1013	INTRODUCTION TO BUSINESS	3	Major	C
MGMT 2053	PRINCIPLES OF MANAGEMENT	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
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			Major	C
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Major	C
AT 1733			Support	C
<b>Suggested Sophomore 1st Semester</b>				
BUS 2033	BUSINESS COMMUNICATION	3	Major	C
BUS 2073	LEGAL ENVIRONMENT OF THE WORKPLACE	3	Major	C
ACCT 2123			Major	C
AT 1753			Support	C
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
BUS 2043	BUSINESS ETHICS	3	Gen Ed	
MGMT 2013	SMALL BUSINESS MANAGEMENT	3	Major	C
AT 1773			Support	C
MGMT 2953	SUPERVISORY TRAINING	3	Support	C
MKT 2043	PRINCIPLES OF MARKETING	3	Support	C

### Course Grouping

Major Courses: (24 credit hours) Accounting: (C)ACCT 2123; Business: (C)BUS 1013; (C)BUS 2033; (C)BUS 2473; Economics: (C)ECON 2123; Management: (C)MGMT 1533\*; (C)MGMT 2013\*; (C)MGMT 2053\*

\*MGMT 1533, MGMT 2013 and MGMT 2053 are faculty-approved major electives and must be pre-approved by a faculty advisor prior to enrollment.

General Education Courses: (18 credit hours) Business: BUS 2043; English: ENGL 1113;

ENGL 1213, or ENGL 1233, or COM 1123, or COM 2213;

History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Faculty Approved General Education Elective: FIN 1013 or ECON 1013 or ECON 2143

Life Skills Courses: (1 credit hour) SCL 1001

Support Courses: (18 credit hours) Accounting: (C)ACCT 2123; Automotive Technology: (C)AT 1733; (C)AT 1853; (C)AT 1773; Management: MGMT 2953; Marketing: (C)MKT 2043 or (C)MKT 2343

### Program Notes

(C) - A grade of "C" grade or higher must be achieved.

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 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 2033 - BUSINESS COMMUNICATION**

*Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft 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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: ENGL 0106 or adequate placement score*

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

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.

**GEN ED - GEN ED ELECTIVE**

3 Credits General Education elective

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

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

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

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 This course introduces the fundamental principles of management including the management functions of planning, organizing, leading and controlling. The course includes an overview of theory and history of management as well as an introduction to the various roles of management within an organization.

## **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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize

resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
CHEM 1115	GENERAL CHEMISTRY I	5	Gen Ed	C
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	OR	Gen Ed	C
MATH 1533	PRE CALCULUS AND ANALYTIC GEOMETRY	OR	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	OR	Gen Ed	
MATH 2104	CALCULUS AND ANALYTIC GEOMETRY I	3-4	Gen Ed	
BIO 1124	GENERAL BIOLOGY I (Majors)	4	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
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	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	GENERAL CHEMISTRY II	5	Major	C
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
CHEM 2114	ORGANIC CHEMISTRY I	4	Major	C
PHYS 1114	COLLEGE PHYSICS I	OR	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	
<b>Suggested Sophomore 2nd Semester</b>				
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	ORGANIC CHEMISTRY LABORATORY	2	Major	C
CHEM 2124	ORGANIC CHEMISTRY II	4	Major	C
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 (C); 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 (C); 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\*\*  
(C) A grade of "C" or higher must be achieved.

### 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.

**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.

**CHEM 2122 - ORGANIC CHEMISTRY LABORATORY**

*Prerequisites: CHEM 2124 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.

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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**

3 Credits Faculty approved support electives

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

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

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

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**

3 Credits Humanities elective

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

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

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 and ENGL 0203,*

*adequate placement score, or by meeting determined placement measures*

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 and ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

## **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, derivatives, and vectors to algebraic and transcendental functions and will solve applied problems that include rates of change, optimization, analysis of graphs, and geometry.

## **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 approximate, represent, and analyze functions; analyze functions of three variables and their contour plots; compute partial derivatives of multivariate functions.

## **PHYS 1114 - COLLEGE PHYSICS I**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 1513 or higher or APPM 1223, within the last two years or by evaluation. § Criteria for evaluation is in division office.*

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: MATH 2104 (or at least 4 hours of calculus) within the last year or by evaluation. Prerequisite or Corequisite: MATH 2214*

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create

a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SOC SC - SOCIAL SCIENCE ELECTIVE**

3 Credits 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. Courses identified by "C" (or "B") within a program curriculum pattern must be completed with a grade of "C" (or "B" or better) by students majoring in that program.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	C
CD 2153	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3	Major	C
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	
<b>Suggested Freshman 2nd Semester</b>				
CD 2333	INTEGRATED CURRICULUM DEVELOPMENT I	3	Major	C
CD 2353	CHILD HEALTH, SAFETY AND NUTRITION	3	Major	C
CD 2213	CHILD AND FAMILY IN SOCIETY	3	Major	
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	
BIO	BIOLOGICAL SCIENCE	3-4	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
CD 2363	BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN	3	Major	C
CD 2533	INTEGRATED CURRICULUM DEVELOPMENT II	3	Major	C
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	
<b>Suggested Sophomore 2nd Semester</b>				
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

### 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 and a student name tag.

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**

3 Credits Biological Science

**CD 1121 - THE CHILD DEVELOPMENT PROFESSIONAL**

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

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

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

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. The course contains a laboratory component which must be completed at on- and off-campus approved sites. Students must meet pre-laboratory requirements.

**CD 2213 - CHILD AND FAMILY IN SOCIETY**

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

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 explores the identification and implantation of best practices for health, safety, and nutrition of young children in a variety of early childhood settings. The laboratory component of the course must be completed at on- and off-campus approved sites at discretion of instructor. Students must meet pre-laboratory requirements.

**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 implantation of best practices for health, safety, and nutrition of young children in a variety of early childhood settings. The laboratory component of the course must be completed at on- and off-campus approved sites at discretion of instructor. Students must meet pre-laboratory requirements.

**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. § Criteria for evaluation is in division office.*

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. Students must meet pre-laboratory requirements.

**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 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. The laboratory component of the course must be completed at on- and off-campus approved sites at discretion of instructor. Students must meet pre-laboratory requirements.

**CD 2632 - CHILD DEVELOPMENT FIELDWORK**

*Prerequisites: ENGL 1113 Earned at least a 'C' in CD 2533*

2 Credits 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 fifty-six contact hours is required, which must be completed in approved on- and off-campus early care and education facilities at discretion of instructor. Students must meet pre-laboratory requirements. AAS majors must document a minimum of 100 clock observation and contact hours with children in a variety of settings, including the workplace.

**COM 2213 - INTRO TO PUBLIC SPEAKING**

*Prerequisites: ENGL 0106 or adequate placement score*

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

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**

3 Credits Faculty approved General Education elective

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

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

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

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**

3 Credits Humanities elective

## **MATH 1503 - CONTEMPORARY MATHEMATICS**

*Prerequisites: MATH 0403 or adequate math placement test score. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

## **PHYS - ANY PHYSICAL SCIENCE**

3 Credits Any Physical Science

## **POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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.

Courses identified by "C" (or "B") within a program curriculum pattern must be completed with a grade of "C" (or "B" or better) by students majoring in that program.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	C
CD 2153	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3	Major	C
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	
<b>Suggested Freshman 2nd Semester</b>				
CD 2333	INTEGRATED CURRICULUM DEVELOPMENT I	3	Major	C
CD 2353	CHILD HEALTH, SAFETY AND NUTRITION	3	Major	C
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	
<b>Suggested Sophomore 1st Semester</b>				
CD 2363	BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN	3	Major	C
CD 2533	INTEGRATED CURRICULUM DEVELOPMENT II	3	Major	C
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	
<b>Suggested Sophomore 2nd Semester</b>				
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			Support	

### Course Grouping

Major Courses: (30 credit hours) Child Development: CD 1121, 2113 (C), 2153 (C), 2333 (C), 2353 (C), 2213, 2363 (C), 2443, 2533 (C), 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.

(C) Grade of "C" or better required before admittance to subsequent 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.

CD 2153, CD 2333, CD 2353, CD 2363, CD 2623, CD 2632 and CD 2713 have a clinical component that requires purchase of liability insurance and a student name tag.

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.

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 This 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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

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

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. The course contains a laboratory component which must be completed at on- and off-campus approved sites. Students must meet pre-laboratory requirements.

**CD 2213 - CHILD AND FAMILY IN SOCIETY**

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

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 explores the identification and implantation of best practices for health, safety, and nutrition of young children in a variety of early childhood settings. The laboratory component of the course must be completed at on- and off-campus approved sites at discretion of instructor. Students must meet pre-laboratory requirements.

**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 implantation of best practices for health, safety, and nutrition of young children in a variety of early childhood settings. The laboratory component of the course must be completed at on- and off-campus approved sites at discretion of instructor. Students must meet pre-laboratory requirements.

**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. § Criteria for evaluation is in division office.*

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. Students must meet pre-laboratory requirements.

**CD 2443 - LANGUAGE & LITERACY FOR YOUNG CHILDREN**

*Prerequisites: CD 2113 and CD 2153*

3 Credits 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 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. The laboratory component of the course must be completed at on- and off-campus approved sites at discretion of instructor. Students must meet pre-laboratory requirements.

**CD 2623 - SUPERVISED LABORATORY**

*Prerequisites: ENGL 1113 Earned at least a 'C' in CD 2333, CD 2353*

3 Credits 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 execute 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 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 fifty-six contact hours is required, which must be completed in approved on- and off-campus early care and education facilities at discretion of instructor. Students must meet pre-laboratory requirements. AAS majors must document a minimum of 100 clock 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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

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

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

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**

3 Credits Humanities elective

## **POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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

## **PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SOC 1113 - INTRODUCTION TO SOCIOLOGY**

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

3 Credits The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, 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.

Courses identified by "C" (or "B") within a program curriculum pattern must be completed with a grade of "C" or better (or "B" or better) by students majoring in that program.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	C
CD 2153	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3	Major	C
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	
<b>Suggested Freshman 2nd Semester</b>				
CD 2333	INTEGRATED CURRICULUM DEVELOPMENT I	3	Major	C
CD 2353	CHILD HEALTH, SAFETY AND NUTRITION	3	Major	C
CD 2363	BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN	3	Major	C
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
CD 2813	EARLY CHILDHOOD CENTER PERSONNEL DEVELOPMENT & MANAGEMENT	3	Major	C
CD 2443	LANGUAGE & LITERACY FOR YOUNG CHILDREN	3	Major	
CD 2533	INTEGRATED CURRICULUM DEVELOPMENT II	3	Major	C
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
CD 2623	SUPERVISED LABORATORY	OR	Support	
CD 2213	CHILD AND FAMILY IN SOCIETY	3	Support	
<b>Suggested Sophomore 2nd Semester</b>				
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	C

### Course Grouping

Major Courses: (33 credit hours) Child Development: CD 1121, 2113 (C), 2153 (C), 2333 (C), 2353 (C), 2363 (C), 2443, 2533 (C), 2632, 2713, 2813, 2833 (C).

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.

(C) Grade of "C" or better required before admittance to subsequent 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.

CD 2153, CD 2333, CD 2353, CD 2363, CD 2623, CD 2632 and CD 2713 have a clinical component that requires purchase of liability insurance and a student name tag.

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.

## 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 This 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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

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

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. The course contains a laboratory component which must be completed at on- and off-campus approved sites. Students must meet pre-laboratory requirements.

**CD 2213 - CHILD AND FAMILY IN SOCIETY**

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

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 explores the identification and implantation of best practices for health, safety, and nutrition of young children in a variety of early childhood settings. The laboratory component of the course must be completed at on- and off-campus approved sites at discretion of instructor. Students must meet pre-laboratory requirements.

**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 implantation of best practices for health, safety, and nutrition of young children in a variety of early childhood settings. The laboratory component of the course must be completed at on- and off-campus approved sites at discretion of instructor. Students must meet pre-laboratory requirements.

**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. § Criteria for evaluation is in division office.*

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. Students must meet pre-laboratory requirements.

**CD 2443 - LANGUAGE & LITERACY FOR YOUNG CHILDREN**

*Prerequisites: CD 2113 and CD 2153*

3 Credits 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 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. The laboratory component of the course must be completed at on- and off-campus approved sites at discretion of instructor. Students must meet pre-laboratory requirements.

**CD 2623 - SUPERVISED LABORATORY**

*Prerequisites: ENGL 1113 Earned at least a 'C' in CD 2333, CD 2353*

3 Credits 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 execute 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 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 fifty-six contact hours is required, which must be completed in approved on- and off-campus early care and education facilities at discretion of instructor. Students must meet pre-laboratory requirements. AAS majors must document a minimum of 100 clock 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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

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

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

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**

3 Credits Humanities elective

## **POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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

## **PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SOC 1113 - INTRODUCTION TO SOCIOLOGY**

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

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

## Child Development (Certificate)

### Certificate of Mastery

*Minimum of 19 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.

Courses identified by "C" (or "B") within a program curriculum pattern must be completed with a grade of "C" (or "B" or better) by students majoring in that program.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
CD 1121	THE CHILD DEVELOPMENT PROFESSIONAL	1	Major	C
CD 2113	INTRODUCTION TO CHILD DEVELOPMENT	3	Major	C
CD 2153	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3	Major	C
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
CD 2333	INTEGRATED CURRICULUM DEVELOPMENT I	3	Major	C
CD 2353	CHILD HEALTH, SAFETY AND NUTRITION	3	Major	C
CD 2363	BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN	3	Major	C

### Course Grouping

Major Courses: (16 credit hours) Child Development: CD 1121; CD 2113, CD 2153, CD 2333, CD 2353, CD 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 and a student name tag. 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 1121, 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/>

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 Degree Program Course Descriptions
 

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**CD 1121 - THE CHILD DEVELOPMENT PROFESSIONAL**

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

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

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

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. The course contains a laboratory component which must be completed at on- and off-campus approved sites. Students must meet pre-laboratory requirements.

**CD 2333 - INTEGRATED CURRICULUM DEVELOPMENT I**

*Prerequisites: Earned at least a "C" in CD 2113, CD 2153*

3 Credits This course explores the identification and implantation of best practices for health, safety, and nutrition of young children in a variety of early childhood settings. The laboratory component of the course must be completed at on- and off-campus approved sites at discretion of instructor. Students must meet pre-laboratory requirements.

**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 implantation of best practices for health, safety, and nutrition of young children in a variety of early childhood settings. The laboratory component of the course must be completed at on- and off-campus approved sites at discretion of instructor. Students must meet pre-laboratory requirements.

**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. § Criteria for evaluation is in division office.*

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. Students must meet pre-laboratory requirements.

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
AHP 1013			Support	
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	
CRC 1103	INTRODUCTION TO CLINICAL RESEARCH	3	Major	
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1233	REPORT WRITING	3	Gen Ed	
BIO 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support	
CRC 1203	MEDICAL ETHICS AND CLIENT CARE	3	Major	
CRC 1303	CLINICAL TRIALS AND RESEARCH REGULATIONS	3	Major	
CHEM 1123	SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY	3	Support	
<b>Suggested Freshman Summer Semester</b>				
CRC 1503	CLINICAL TRIALS AND RESEARCH INTERNSHIP I	3	Major	
CRC 1112	VITAL SIGNS AND VENIPUNCTURE	2	Major	
<b>Suggested Sophomore 1st Semester</b>				
CRC 2103	CLINICAL RESEARCH DESIGN	3	Major	
CRC 2003	CLINICAL DATABASE APPLICATIONS	3	Major	
CRC 2203	PATHOPHYSIOLOGY	3	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	
<b>Suggested Sophomore 2nd Semester</b>				
CRC 2113	CLINICAL RESEARCH SITE MANAGEMENT	3	Major	
CRC 2313	CLINICAL PROTOCOL DESIGN	3	Major	
CRC 2213	PHARMACOLOGY FOR CLINICAL RESEARCH	3	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

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

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

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 1112 - VITAL SIGNS AND VENIPUNCTURE**

*Prerequisites: BIO 1414*

2 Credits The student will 1) successfully measure blood pressure, pulse rate, and temperature, 2) draw intravenous blood, 3) perform human tissue and fluid storage procedures, and 4) utilize universal precautions for handling biological materials.

**CRC 1203 - MEDICAL ETHICS AND CLIENT CARE**

*Prerequisites: CRC 1103*

3 Credits The student will be able to describe the fundamentals of ethical principles involving human research subjects, understand informed consent and the role of the Internal Review Board, and identify vulnerable populations.

**CRC 1303 - CLINICAL TRIALS AND RESEARCH REGULATIONS**

*Prerequisites: CRC 1103*

3 Credits The student will receive and overview of federal and international guidelines governing clinical research and drug trials, including Good Clinical Practices and International Council on Harmonization guidelines. An emphasis will be placed on understanding of research organization compliance, responsibilities of the Internal Review Board and the Health Insurance Portability and Accountability Act (HIPAA). The student will identify and complete required regulatory forms, define human subject protection guidelines, compare federal versus international guidelines for clinical research and discuss conflict of interest issues.

**CRC 1503 - CLINICAL TRIALS AND RESEARCH INTERNSHIP I**

*Prerequisites: CRC 1203; CRC 1303*

3 Credits Students will shadow clinical research teams for four weeks at a private or university clinical research facility. Topics learned in the classroom will be demonstrated in an actual clinical research setting, giving the student exposure to a real-world setting while learning practical applications.

**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 2103 - CLINICAL RESEARCH DESIGN**

*Prerequisites: CRC 1203; CRC 1303*

3 Credits Students will acquire a basic knowledge of research design methodologies, data organization and presentation, participant eligibility, adverse event documentation, site visit and audit preparation, and budget design.

**CRC 2113 - CLINICAL RESEARCH SITE MANAGEMENT**

*Prerequisites: CRC 2103*

3 Credits The student will acquire a basic knowledge of research site organization, operation and management. The student will learn the process involved in grant applications, study initiation, documentation requirements, and site evaluations. Emphasis will be placed on defining process flow and interactions with Institutional Review Boards, sponsors, regulators, investigators, and the community.

**CRC 2203 - PATHOPHYSIOLOGY**

*Prerequisites: CHEM 1123; BIO 1414; AHP 1013*

3 Credits The student will utilize critical thinking models to understand the dynamic aspects of human health and disease processes. The student will develop a foundational knowledge of the pathogenesis and clinical manifestation of disease in order to work effectively with subject data and communicate with other clinical research professionals.

**CRC 2213 - PHARMACOLOGY FOR CLINICAL RESEARCH**

*Prerequisites: CHEM 1123; BIO 1414*

3 Credits The student will correctly spell names of major drugs, place major drugs into correct therapeutic categories and identify indications, side effects, and trade

and generic names. The student will identify and discuss the purpose of nutritional products, blood modifiers, hormones, diuretics, diabetes medications, cardiovascular agents, respiratory drugs, and gastrointestinal agents.

## **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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

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

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; ENGL 0203, 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.

## **POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
CRC 1103	INTRODUCTION TO CLINICAL RESEARCH	3	Major	
<b>Suggested Freshman 2nd Semester</b>				
CRC 1203	MEDICAL ETHICS AND CLIENT CARE	3	Major	
CRC 1303	CLINICAL TRIALS AND RESEARCH REGULATIONS	3	Major	
<b>Suggested Sophomore 1st Semester</b>				
CRC 2003	CLINICAL DATABASE APPLICATIONS	3	Major	
CRC 2103	CLINICAL RESEARCH DESIGN	3	Major	
<b>Suggested Sophomore 2nd Semester</b>				
CRC 2113	CLINICAL RESEARCH SITE MANAGEMENT	3	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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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.

3 Credits The student will acquire a basic knowledge of research site organization, operation and management. The student will be learn the process involved in grant applications, study initiation, documentation requirements, and site evaluations. Emphasis will be placed on defining process flow and interactions with Institutional Review Boards, sponsors, regulators, investigators, and the community.

**CRC 1203 - MEDICAL ETHICS AND CLIENT CARE**

*Prerequisites: CRC 1103*

3 Credits The student will be able to describe the fundamentals of ethical principles involving human research subjects, understand informed consent and the role of the Internal Review Board, and identify vulnerable populations.

**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.

**CRC 1303 - CLINICAL TRIALS AND RESEARCH REGULATIONS**

*Prerequisites: CRC 1103*

3 Credits The student will receive and overview of federal and international guidelines governing clinical research and drug trials, including Good Clinical Practices and International Council on Harmonization guidelines. An emphasis will be placed on understanding of research organization compliance, responsibilities of the Internal Review Board and the Health Insurance Portability and Accountability Act (HIPAA). The student will identify and complete required regulatory forms, define human subject protection guidelines, compare federal versus international guidelines for clinical research and discuss conflict of interest issues.

**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 2103 - CLINICAL RESEARCH DESIGN**

*Prerequisites: CRC 1203; CRC 1303*

3 Credits Students will acquire a basic knowledge of research design methodologies, data organization and presentation, participant eligibility, adverse event documentation, site visit and audit preparation, and budget design.

**CRC 2113 - CLINICAL RESEARCH SITE MANAGEMENT**

*Prerequisites: CRC 2103*

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major	C
CS 1153	INTRODUCTION TO COMPUTING TECHNOLOGIES	3	Major	C
CS 1353	COMPUTER OPERATING SYSTEMS	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
CS 1413	COMPUTER HARDWARE	3	Major	C
CS 2153	SUPPORTING WINDOWS OPERATING SYSTEMS	3	Major	C
CS 2713	PRINCIPLES OF INFORMATION SECURITY	3	Major	C
<b>Suggested Sophomore 1st Semester</b>				
CS 2303	NETWORKING TECHNOLOGIES	3	Major	C
CS 2503	NETWORK ADMINISTRATION	3	Major	C
CS 2763	NETWORK SECURITY	3	Major	C

### 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 have 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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103*

3 Credits Students will learn the following important areas through a combination of lectures and hands-on projects: installing, maintaining and optimizing Windows operating systems, troubleshooting Windows and applications, connecting to and setting up a network, Windows resources on a network, computer security strategies, mobile devices, and client-side virtualization. A+ Certification Preparation Course.

**CS 1413 - COMPUTER HARDWARE**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103*

3 Credits Students will learn the following through class lectures and hands-on projects: identification, configuration, maintenance, troubleshooting, and repair of PC hardware including mainboards, BIOS, processors,

memory, storage devices, peripherals, and printers. Other IT-related issues such as networks, safety and environmental concerns, customer relations, and professionalism are also presented. A+ Certification Preparation Course.

**CS 2153 - SUPPORTING WINDOWS OPERATING SYSTEMS**

*Prerequisites: Math 0203 or adequate math placement test score, CS 1353 or by evaluation. § Criteria for evaluation is in division office.*

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, co-requisite CS 1103 or by evaluation.*

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

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed	C
CS 1143	BEGINNING PROGRAMMING	3	Major	C
CS 2413	WEB SITE DEVELOPMENT	3	Major	C
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
CS 2173	ORACLE	OR	Major	C
CS 2443	SQL SERVER	3	Major	C
CS 2163	JAVA	3	Major	C
CS 2623	SERVER-SIDE PROGRAMMING	3	Major	C
CS 2713	PRINCIPLES OF INFORMATION SECURITY	3	Major	C
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	
<b>Suggested Sophomore 1st Semester</b>				
CS 2113	COMPUTER BASED INFORMATION SYSTEMS	3	Major	C
CS 2453	VISUAL BASIC	3	Major	C
CS 2463	ADVANCED JAVA	3	Major	C
CS 2513	CLIENT-SIDE PROGRAMMING	3	Major	C
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
CS 2363	C++	3	Major	C
CS 2563	C#	3	Major	C
CS	COMPUTER SCIENCE ELECTIVE	6	Support	C
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: ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213

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 have a grade of "C" or higher in all Computer Science courses.

## Degree Program Course Descriptions

**COM 1123 - INTERPERSONAL COMMUNICATIONS**

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

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: ENGL 0106 or adequate placement score*

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**

3 Credits Computer Science elective

**CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS**

*Prerequisites: Math 0103 or adequate math placement test score; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0303 or adequate math placement test score or by evaluation. § Criteria for evaluation is in division office.*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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. § Criteria for evaluation is in division office.*

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: 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 0203 College Prep Math II or adequate Math Placement test score. ENGL 0203, adequate placement score, or by meeting determined placement measures.*

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. HTML, CSS along with a combination of other current technologies will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a web site; manipulating graphics; creating printer and mobile versions; and incorporating JavaScript at an introductory level.

**CS 2443 - SQL SERVER**

*Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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: 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. § Criteria for evaluation is in division office.*

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: 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. § Criteria for evaluation is in division office.*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

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

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
CS 1143	BEGINNING PROGRAMMING	3	Major	C
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, 3-4 OR GEOL SUBJECT AREAS		Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
CS 2163	JAVA	3	Major	C
CS 2453	VISUAL BASIC	3	Major	C
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	
<b>Suggested Sophomore 1st Semester</b>				
CS 2363	C++	3	Major	C
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	
<b>Suggested Sophomore 2nd Semester</b>				
CS 2463	ADVANCED JAVA	OR	Major	C
CS 2553	ADVANCED VISUAL BASIC	OR	Major	C
CS 2563	C#	3	Major	C
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 -

Advisement is required. One each from the following two course sets: UCO Aesthetic Analysis; HUM 2213 or HUM 2223 and

UCO Cultural Analysis; HUM 1113 or HUM 2163

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 general section for information and requirements about University Parallel/Transfer Programs.

Must have a grade of "C" or higher in all Computer Science courses.

## Degree Program Course Descriptions

### **BIO - BIOLOGICAL SCIENCE**

3 Credits Biological Science

### **COM 2213 - INTRO TO PUBLIC SPEAKING**

*Prerequisites: ENGL 0106 or adequate placement score*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0303 or adequate math placement test score or by evaluation. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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: 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. § Criteria for evaluation is in division office.*

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: 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: 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: 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**

3 Credits Elective

### **ENGL 1113 - ENGLISH COMPOSITION I**

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

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

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

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**

3 Credits Humanities elective

### **MATH 1533 - PRE CALCULUS AND ANALYTIC GEOMETRY**

*Prerequisites: MATH 0403 or adequate math placement test score and ENGL 0203, adequate placement score, or by meeting determined placement measures*

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 and ENGL 0203, adequate placement score, or by meeting determined placement measures*

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, derivatives, and vectors to algebraic and transcendental functions and will solve applied problems that include rates of change, optimization, analysis of graphs, and geometry.

## **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 approximate, represent, and analyze functions; analyze functions of three variables and their contour plots; compute partial derivatives of multivariate functions.

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

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

## **POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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

## **PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed	C
CS 1153	INTRODUCTION TO COMPUTING TECHNOLOGIES	3	Major	C
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	
<b>Suggested Freshman 2nd Semester</b>				
CS 1333	DATABASE MANAGEMENT APPLICATIONS	3	Major	C
CS 1353	COMPUTER OPERATING SYSTEMS	3	Major	C
CS 2183	LINUX	3	Major	C
CS 2713	PRINCIPLES OF INFORMATION SECURITY	3	Major	C
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	
<b>Suggested Sophomore 1st Semester</b>				
CS 1413	COMPUTER HARDWARE	3	Major	C
CS 2283	INTRODUCTION TO VIRTUALIZATION	3	Major	C
CS 2303	NETWORKING TECHNOLOGIES	3	Major	C
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
CS	COMPUTER SCIENCE ELECTIVE	3	Support	C
<b>Suggested Sophomore 2nd Semester</b>				
CS 2153	SUPPORTING WINDOWS OPERATING SYSTEMS	3	Major	C
CS 2403	COMPUTER SUPPORT SERVICES	3	Major	C
CS 2503	NETWORK ADMINISTRATION	3	Major	C
CS 2763	NETWORK SECURITY	3	Major	C
CS	COMPUTER SCIENCE ELECTIVE	3	Support	C

### Course Grouping

Major Courses: (36 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: (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 have a grade of "C" or higher in all Computer Science courses.

## Degree Program Course Descriptions

**COM 1123 - INTERPERSONAL COMMUNICATIONS**

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

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: ENGL 0106 or adequate placement score*

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**

3 Credits Computer Science elective

**CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS**

*Prerequisites: Math 0103 or adequate math placement test score; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103*

3 Credits Students will learn the following important areas through a combination of lectures and hands-on projects: installing, maintaining and optimizing Windows operating systems, troubleshooting Windows and applications, connecting to and setting up a network, Windows resources on a network, computer security strategies, mobile devices, and client-side virtualization. A+ Certification Preparation Course.

**CS 1413 - COMPUTER HARDWARE**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103*

3 Credits Students will learn the following through class lectures and hands-on projects: identification, configuration, maintenance, troubleshooting, and repair of PC hardware including mainboards, BIOS, processors, memory, storage devices, peripherals, and printers. Other IT-related issues such as networks, safety and environmental concerns, customer relations, and professionalism are also presented. A+ Certification Preparation Course.

**CS 2153 - SUPPORTING WINDOWS OPERATING SYSTEMS**

*Prerequisites: Math 0203 or adequate math placement test score, CS 1353 or by evaluation. § Criteria for evaluation is in division office.*

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 2183 - LINUX**

*Prerequisites: Math 0203 or adequate math placement test score, CS 1103 or by evaluation. § Criteria for evaluation is in division office.*

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. A+ Certification Preparation Course.

**CS 2283 - INTRODUCTION TO VIRTUALIZATION**

*Prerequisites: CS 1353 or by evaluation § Criteria for evaluation is in division office.*

3 Credits 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, co-requisite CS 1103 or by evaluation.*

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: 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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: 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: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
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: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
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: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
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. Pre or Co-requisite ENGL 1113 or ENGL 1103*  
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: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
3 Credits The principles, structure, processes and functions of the United States federal government.

## **SCL 1001 - SUCCESS IN COLLEGE AND LIFE**

*Prerequisites: ENGL 0106 or adequate reading/writing assessment scores*  
1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major	C
CS 1153	INTRODUCTION TO COMPUTING TECHNOLOGIES	3	Major	C
CS 1353	COMPUTER OPERATING SYSTEMS	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
CS 1413	COMPUTER HARDWARE	3	Major	C
CS 2153	SUPPORTING WINDOWS OPERATING SYSTEMS	3	Major	C
CS 2713	PRINCIPLES OF INFORMATION SECURITY	3	Major	C

### 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 have 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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103*

3 Credits Students will learn the following important areas through a combination of lectures and hands-on projects: installing, maintaining and optimizing Windows operating systems, troubleshooting Windows and applications, connecting to and setting up a network, Windows resources on a network, computer security strategies, mobile devices, and client-side virtualization. A+ Certification Preparation Course.

### **CS 1413 - COMPUTER HARDWARE**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103*

3 Credits Students will learn the following through class lectures and hands-on projects: identification, configuration, maintenance, troubleshooting, and repair of PC hardware including mainboards, BIOS, processors,

memory, storage devices, peripherals, and printers. Other IT-related issues such as networks, safety and environmental concerns, customer relations, and professionalism are also presented. A+ Certification Preparation Course.

### **CS 2153 - SUPPORTING WINDOWS OPERATING SYSTEMS**

*Prerequisites: Math 0203 or adequate math placement test score, CS 1353 or by evaluation. § Criteria for evaluation is in division office.*

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

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed	C
CS 1143	BEGINNING PROGRAMMING	3	Major	C
CS 1153	INTRODUCTION TO COMPUTING TECHNOLOGIES	3	Major	C
CS 2713	PRINCIPLES OF INFORMATION SECURITY	3	Major	C
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
CS 1353	COMPUTER OPERATING SYSTEMS	3	Major	C
CS 2723	SECURE ELECTRONIC COMMERCE	3	Major	C
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	C
<b>Suggested Sophomore 1st Semester</b>				
CS 1333	DATABASE MANAGEMENT APPLICATIONS	OR	Major	C
CS 2173	ORACLE	OR	Major	C
CS 2443	SQL SERVER	3	Major	C
CS 2183	LINUX	3	Major	
CS 2303	NETWORKING TECHNOLOGIES	OR	Major	C
CS 2503	NETWORK ADMINISTRATION	3	Major	C
CS 2743	ENTERPRISE SECURITY MANAGEMENT	3	Major	C
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
CS 2763	NETWORK SECURITY	3	Major	C
CS 2783	CYBER FORENSICS	3	Major	C
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	C

### 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 have a grade of "C" or higher in all Computer Science courses.

## Degree Program Course Descriptions

**COM 1123 - INTERPERSONAL COMMUNICATIONS**

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

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: ENGL 0106 or adequate placement score*

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**

3 Credits Computer Science elective

**CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS**

*Prerequisites: Math 0103 or adequate math placement test score; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0303 or adequate math placement test score or by evaluation. § Criteria for evaluation is in division office.*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103*

3 Credits Students will learn the following important areas through a combination of lectures and hands-on projects: installing, maintaining and optimizing Windows operating systems, troubleshooting Windows and applications, connecting to and setting up a network, Windows resources on a network, computer security strategies, mobile devices, and client-side virtualization. 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 1103 or by evaluation. § Criteria for evaluation is in division office.*

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. A+ Certification Preparation Course.

**CS 2303 - NETWORKING TECHNOLOGIES**

*Prerequisites: Math 0203 or adequate math placement test score, co-requisite CS 1103 or by evaluation.*

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. § Criteria for evaluation is in division office.*

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:* 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:* ENGL 0203, adequate placement score, or by meeting determined placement measures; 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:* ENGL 0203, adequate placement score, or by meeting determined placement measures; 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:* ENGL 0203, adequate placement score, or by meeting determined placement measures; 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:* 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:* ENGL 0203, adequate placement score, or by meeting determined placement measures

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

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

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. Pre or Co-requisite ENGL 1113 or ENGL 1103

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; ENGL 0203, adequate placement score, or by meeting determined placement measures

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

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:* ENGL 0106 or adequate reading/writing assessment scores

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize

resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major	C
CS 1143	BEGINNING PROGRAMMING	3	Major	C
CS 1153	INTRODUCTION TO COMPUTING TECHNOLOGIES	3	Major	C
CS 2713	PRINCIPLES OF INFORMATION SECURITY	3	Major	C
CS 2723	SECURE ELECTRONIC COMMERCE	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
CS 1333	DATABASE MANAGEMENT APPLICATIONS	OR	Major	C
CS 2173	ORACLE	OR	Major	C
CS 2443	SQL SERVER	3	Major	C
CS 1353	COMPUTER OPERATING SYSTEMS	3	Major	C
CS 2183	LINUX	3	Major	C
CS 2303	NETWORKING TECHNOLOGIES	OR	Major	C
CS 2503	NETWORK ADMINISTRATION	3	Major	C
CS 2743	ENTERPRISE SECURITY MANAGEMENT	3	Major	C
<b>Suggested Sophomore 1st Semester</b>				
CS 2763	NETWORK SECURITY	3	Major	C
CS 2783	CYBER FORENSICS	3	Major	C

### 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 27436, 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 have 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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0303 or adequate math placement test score or by evaluation. § Criteria for evaluation is in division office.*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103*

3 Credits Students will learn the following important areas through a combination of lectures and hands-on projects: installing, maintaining and optimizing Windows operating systems, troubleshooting Windows and applications, connecting to and setting up a network, Windows resources on a network, computer security strategies, mobile devices, and client-side virtualization. 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 1103 or by evaluation. § Criteria for evaluation is in division office.*

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. A+ Certification Preparation Course.

### **CS 2303 - NETWORKING TECHNOLOGIES**

*Prerequisites: Math 0203 or adequate math placement test score, co-requisite CS 1103 or by evaluation.*

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. § Criteria for evaluation is in division office.*

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: 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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: ENGL 0203, adequate placement score, or by meeting determined*

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

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major	C
CS 2713	PRINCIPLES OF INFORMATION SECURITY	3	Major	C
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
CS 1143	BEGINNING PROGRAMMING	3	Major	C
CS 1413	COMPUTER HARDWARE	3	Major	C
CS 2743	ENTERPRISE SECURITY MANAGEMENT	3	Major	C
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	
PHYS 1014	PHYSICAL SCIENCE	4	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
CS 2163	JAVA	3	Major	C
CS 2303	NETWORKING TECHNOLOGIES	3	Major	C
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	
PHIL 1213	INTRODUCTION TO ETHICS	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
CS 1333	DATABASE MANAGEMENT APPLICATIONS	OR	Major	C
CS 2173	ORACLE	OR	Major	C
CS 2443	SQL SERVER	3	Major	C
BIO 1114	GENERAL BIOLOGY (Non Majors)	4	Gen Ed	
PHIL 1603	INTRODUCTION TO LOGIC	3	Gen Ed	
PSY 1113	INTRODUCTION TO PSYCHOLOGY	OR	Gen Ed	
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed	
ELEC	ELECTIVE	2	Gen Ed	

### Course Grouping

Major Courses: (24 credit hours) Computer Science: CS 1103, CS 1143, CS 1413, CS 2163, CS 2303, CS 2713, CS 2743, CS 1333 or CS 2173 or CS 2443

General Education Courses: (37 credit hours)

Biological Science: BIO 1114

English: ENGL 1113, ENGL 1213

History: HIST 1483 or HIST 1493

Mathematics: MATH 1513, MATH 2013

Philosophy: PHIL 1213, PHIL 1603

Physical Science: PHYS 1014

Political Science: POLSC 1113

Social Sciences: PSY 1113 or SOC 1113

Two credit hours of 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 the front general section for information and requirements about University Parallel/Transfer Programs.

Must have 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.

**CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS**

*Prerequisites: Math 0103 or adequate math placement test score; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0303 or adequate math placement test score or by evaluation. § Criteria for evaluation is in division office.*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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 1413 - COMPUTER HARDWARE**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103*

3 Credits Students will learn the following through class lectures and hands-on projects: identification, configuration, maintenance, troubleshooting, and repair of PC hardware including mainboards, BIOS, processors, memory, storage devices, peripherals, and printers. Other IT-related issues such as networks, safety and environmental concerns, customer relations, and professionalism are also presented. A+ Certification Preparation Course.

**CS 2163 - JAVA**

*Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. § Criteria for evaluation is in division office.*

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 2303 - NETWORKING TECHNOLOGIES**

*Prerequisites: Math 0203 or adequate math placement test score, co-requisite CS 1103 or by evaluation.*

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. § Criteria for evaluation is in division office.*

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

**ELEC - ELECTIVE**

3 Credits Elective

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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

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

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

## **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 1014 - PHYSICAL SCIENCE**

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

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

## **PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SOC 1113 - INTRODUCTION TO SOCIOLOGY**

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

3 Credits The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed	C
CS 2113	COMPUTER BASED INFORMATION SYSTEMS	3	Major	C
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	
<b>Suggested Freshman 2nd Semester</b>				
CS 1143	BEGINNING PROGRAMMING	3	Major	C
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	
<b>Suggested Sophomore 1st Semester</b>				
CS 2163	JAVA	OR	Major	C
CS 2453	VISUAL BASIC	3	Major	C
ACCT 2113			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	
<b>Suggested Sophomore 2nd Semester</b>				
ACCT 2123			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 requires either CS 2163 or CS 2453

\*Transfer to Oklahoma State University requires CS 2163

\*Transfer to University of Central Oklahoma requires CS 2453

General Education Courses: (37 credit hours)

Biological Science: \*\*Any biological science except BIO 1013

\*\*The University of Central Oklahoma requires a four 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 of 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 have a grade of "C" or higher in all Computer Science courses.

## Degree Program Course Descriptions

**BIO - BIOLOGICAL SCIENCE**

3 Credits Biological Science

**CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS**

*Prerequisites: Math 0103 or adequate math placement test score; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0303 or adequate math placement test score or by evaluation. § Criteria for evaluation is in division office.*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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: ECON 2123 or by evaluation*

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

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

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

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**

3 Credits Humanities elective

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

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

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**

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

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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

**PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SOC 1113 - INTRODUCTION TO SOCIOLOGY**

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

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

## Computer Science - Software Development (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 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
CS 1143	BEGINNING PROGRAMMING	3	Major	C
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	
<b>Suggested Freshman 2nd Semester</b>				
CS 2163	JAVA	3	Major	C
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	
MATH 1613	TRIGONOMETRY	3	Gen Ed	
CHEM 1115	GENERAL CHEMISTRY I	OR	Gen Ed	
GEOL 1114	GENERAL GEOLOGY	OR	Gen Ed	
ASTR 1514		4-5	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	
<b>Suggested Sophomore 1st Semester</b>				
CS 2463	ADVANCED JAVA	3	Major	C
MATH 2104	CALCULUS AND ANALYTIC GEOMETRY I	4	Gen Ed	
HUM	HUMANITIES ELECTIVE	6	Gen Ed	
BUS 2033	BUSINESS COMMUNICATION	OR	Gen Ed	
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
CS 2563	C#	3	Major	C
PHYS 2014	ENGINEERING PHYSICS I	4	Gen Ed	
MATH 2214	CALCULUS AND ANALYTIC GEOMETRY II	4	Gen Ed	
BIO 1114	GENERAL BIOLOGY (Non Majors)	OR	Gen Ed	
BIO 1204	HISTORY OF LIFE ON EARTH	4	Gen Ed	
ELEC	ELECTIVE	2	Gen Ed	

### Course Grouping

Major Courses: (12 credit hours) Computer Science: CS 1143, CS 2163, CS 2463, CS 2563

General Education Courses: (47 credit hours)

Biology: BIO 1114 or BIO 1204

Chemistry: CHEM 1115 or GEOL 1114 or ASTR 1514

Communications: BUS 2033 or COM 2213

English: ENGL 1113, ENGL 1213

History: HIST 1483 or HIST 1493

Humanities: Six credit hours of Humanities electives - Advisement is required. One each from two of three categories: Artistic Forms, Western Civilization, and Non-Western Civilization.

Mathematics: MATH 1533, MATH 1613, MATH 2104, MATH 2214

Physics: PHYS 2014

Political Science: POLSC 1113

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

Support Courses: (2 credit hours)

### Program Notes

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

Must have 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.

**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.

**BUS 2033 - BUSINESS COMMUNICATION**

*Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft 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: ENGL 0106 or adequate placement score*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0303 or adequate math placement test score or by evaluation. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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 2463 - ADVANCED JAVA**

*Prerequisites: 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 2563 - C#**

*Prerequisites: 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**

3 Credits Elective

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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.

**GEOL 1114 - GENERAL GEOLOGY**

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

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

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

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

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**

3 Credits Humanities elective

**MATH 1533 - PRE CALCULUS AND ANALYTIC GEOMETRY**

*Prerequisites: MATH 0403 or adequate math placement test score and ENGL 0203, adequate placement score, or by meeting determined placement measures*

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 and ENGL 0203, adequate placement score, or by meeting determined placement measures*

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, derivatives, and vectors to algebraic and transcendental functions and will solve applied problems that include rates of

change, optimization, analysis of graphs, and geometry.

**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 approximate, represent, and analyze functions; analyze functions of three variables and their contour plots; compute partial derivatives of multivariate functions.

**PHYS 2014 - ENGINEERING PHYSICS I**

*Prerequisites: MATH 2104 (or at least 4 hours of calculus) within the last year or by evaluation. Prerequisite or Corequisite: MATH 2214*

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major	C
CS 2413	WEB SITE DEVELOPMENT	3	Major	C
CS 2723	SECURE ELECTRONIC COMMERCE	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
CS 1143	BEGINNING PROGRAMMING	3	Major	C
CS 1363	DIGITAL MEDIA DEVELOPMENT	3	Major	C
CAT 1513	DIGITAL IMAGING	3	Major	C
<b>Suggested Sophomore 1st Semester</b>				
CS 2433	DIGITAL MEDIA SCRIPTING	3	Major	C
CS 2513	CLIENT-SIDE PROGRAMMING	3	Major	C

### 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 have a grade of "C" or higher in all Computer Science courses.

## Degree Program Course Descriptions

### **CAT 1513 - DIGITAL IMAGING**

*Prerequisites: CS 1103 or CAT 1413 or by evaluation. § Criteria for evaluation is in division office.*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0303 or adequate math placement test score or by evaluation. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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 0203 College Prep Math II or adequate Math Placement test score.*

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

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. HTML, CSS along with a combination of other current technologies will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a web site; manipulating graphics; creating printer and mobile versions; and incorporating JavaScript at an introductory level.

### **CS 2433 - DIGITAL MEDIA SCRIPTING**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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. § Criteria for evaluation is in division office.*

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

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed	C
CS 1143	BEGINNING PROGRAMMING	3	Major	C
CS 2413	WEB SITE DEVELOPMENT	3	Major	C
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
CS 1333	DATABASE MANAGEMENT APPLICATIONS	OR	Major	C
CS 2173	ORACLE	OR	Major	C
CS 2443	SQL SERVER	3	Major	C
CS 2163	JAVA	OR	Major	C
CS 2453	VISUAL BASIC	3	Major	C
CAT 1513	DIGITAL IMAGING	3	Major	C
MATH 1503	CONTEMPORARY MATHEMATICS	OR	Gen Ed	
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3		
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	
<b>Suggested Sophomore 1st Semester</b>				
CS 2433	DIGITAL MEDIA SCRIPTING	3	Major	C
CS 2513	CLIENT-SIDE PROGRAMMING	3	Major	C
CS 2723	SECURE ELECTRONIC COMMERCE	3	Major	C
CS	COMPUTER SCIENCE ELECTIVE	3	Major	C
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed	
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
CS 2183	LINUX	3	Major	C
CS 2623	SERVER-SIDE PROGRAMMING	3	Major	C
CS 1363	DIGITAL MEDIA DEVELOPMENT	3	Major	C
CS	COMPUTER SCIENCE ELECTIVE	6	Major	C

### Course Grouping

Major Courses: (42 Credit Hours)

Computer Science: CS 1143, CS 1333 or CS 2173 or CS 2443, CS 1363, CS 2163 or CS 2453, CS 2183, CS 2413, CS 2433, CS 2513, CS 2623, CS 2723

Computer-Aided Technology: CAT 1513

Nine credit hours of Computer Science electives from CS 1333, CS 1353, CS 2113, CS 2143, CS 2163, CS 2173, CS 2443, CS 2453, CS 2463, CS 2503, CS 2553, CS 2563, CS 2713, CS 2763.

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 or MATH 1513

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 have a grade of "C" or higher in all Computer Science courses.

## Degree Program Course Descriptions

**CAT 1513 - DIGITAL IMAGING**

*Prerequisites:* CS 1103 or CAT 1413 or by evaluation. § *Criteria for evaluation is in division office.*

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

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:* ENGL 0106 or adequate placement score

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**

3 Credits Computer Science elective

**CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS**

*Prerequisites:* Math 0103 or adequate math placement test score; ENGL 0203, adequate placement score, or by meeting determined placement measures

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:* ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0303 or adequate math placement test score or by evaluation. § *Criteria for evaluation is in division office.*

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:* ENGL 0203, adequate placement score, or by meeting determined placement measures; 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. § *Criteria for evaluation is in division office.*

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. § *Criteria for evaluation is in division office.*

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 1103 or by evaluation. § *Criteria for evaluation is in division office.*

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. A+ Certification Preparation Course.

**CS 2413 - WEB SITE DEVELOPMENT**

*Prerequisites:* MATH 0203 College Prep Math II or adequate Math Placement test score. ENGL 0203, adequate placement score, or by meeting determined placement measures.

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. HTML, CSS along with a combination of other current technologies will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a web site; manipulating graphics; creating printer and mobile versions; and incorporating JavaScript at an introductory level.

**CS 2433 - DIGITAL MEDIA SCRIPTING**

*Prerequisites:* ENGL 0203, adequate placement score, or by meeting determined placement measures; 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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

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

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. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth

and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major	C
CS 1143	BEGINNING PROGRAMMING	3	Major	C
CS 2413	WEB SITE DEVELOPMENT	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
CS 1333	DATABASE MANAGEMENT APPLICATIONS	OR	Major	C
CS 2173	ORACLE	OR	Major	C
CS 2443	SQL SERVER	3	Major	C
CS 2163	JAVA	OR	Major	C
CS 2453	VISUAL BASIC	3	Major	C
CS 2623	SERVER-SIDE PROGRAMMING	3	Major	C
<b>Suggested Sophomore 1st Semester</b>				
CS 2183	LINUX	3	Major	C
CS 2513	CLIENT-SIDE PROGRAMMING	3	Major	C
CS 2723	SECURE ELECTRONIC COMMERCE	3	Major	C

### 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 have 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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0303 or adequate math placement test score or by evaluation. § Criteria for evaluation is in division office.*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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. § Criteria for evaluation is in division office.*

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 1103 or by evaluation. § Criteria for evaluation is in division office.*

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. A+ Certification Preparation Course.

**CS 2413 - WEB SITE DEVELOPMENT**

*Prerequisites: MATH 0203 College Prep Math II or adequate Math Placement test score. ENGL 0203, adequate placement score, or by meeting determined placement measures.*

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. HTML, CSS along with a combination of other current technologies will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a web site; manipulating graphics; creating printer and mobile versions; and incorporating JavaScript at an introductory level.

**CS 2443 - SQL SERVER**

*Prerequisites: Math 0303 or adequate math placement test score, CS 1143 or by evaluation. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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-Aided Design (AAS)

### Associate in Applied Science

Minimum of 60 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	
<b>Suggested Freshman 2nd Semester</b>				
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	Support	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
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	
<b>Suggested Sophomore 2nd Semester</b>				
CAT 2163	CAD PROGRAMMING AND AUTOMATION	3	Major	
CAT 2023	DESIGN MECHANICS	3	Major	
CAT 2924	DESIGN PROJECT	4	Major	
FA ELEC	FACULTY APPROVED ELECTIVE	2	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: (19 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

Political Science: POLSC 1113

Physics: PHYS 1114

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

Support Courses: (8 credit hours)

Mathematics: MATH 1613

Electives: must have an ART, CAT, CS, ENGR, JB, FVP or DMD 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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: CAT 1043 or by evaluation. § Criteria for evaluation is in division office.*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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. § Criteria for evaluation is in division office.*

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: CAT 1253 or by evaluation. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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: CAT 1043 and CAT 1214 or by evaluation. § Criteria for evaluation is in division office.*

Credit 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 2703 - PRACTICUM**

*Prerequisites: 12 hours of CAT or by evaluation. § Criteria for evaluation is in division office.*

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: 15 hours of CAT credits*

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

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**

3 Credits Faculty approved elective

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

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

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

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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 and ENGL 0203, adequate placement score, or by meeting determined placement measures*

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**

3 Credits OSRHE approved General Education Communications course

## **PHYS 1114 - COLLEGE PHYSICS I**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 1513 or higher or APPM 1223, within the last two years or by evaluation. § Criteria for evaluation is in division office.*

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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 or if you're a professional who would like to enhance your skills.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
CAT 1043	ENGINEERING PRINCIPLES	3	Major	
CAT 1214	COMPUTER AIDED DESIGN (CAD)	4	Major	
<b>Suggested Freshman 2nd Semester</b>				
CAT 1253	CAD 3D MODELING	3	Major	
FA ELEC	FACULTY APPROVED ELECTIVE	3	Major	
<b>Suggested Sophomore 1st Semester</b>				
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 DMD 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.

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 Degree Program Course Descriptions
 

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**CAT 1043 - ENGINEERING PRINCIPLES**

*Prerequisites: Math 0103 or adequate math placement test score; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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. § Criteria for evaluation is in division office.*

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: CAT 1043 and CAT 1214 or by evaluation. § Criteria for evaluation is in division office.*

Credit 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 2703 - PRACTICUM**

*Prerequisites: 12 hours of CAT or by evaluation. § Criteria for evaluation is in division office.*

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**

3 Credits Faculty approved elective

## Computer-Aided Technology - Geographic Information System (AAS)

### Associate in Applied Science

Minimum of 60 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	Major	
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	
<b>Suggested Freshman 2nd Semester</b>				
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	
<b>Suggested Sophomore 1st Semester</b>				
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	6	Support	
<b>Suggested Sophomore 2nd Semester</b>				
CAT 2924	DESIGN PROJECT	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: (26 credit hours)

Computer-Aided Technology: CAT 1214, CAT 1313, CAT 1323, CAT 2313, 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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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. § Criteria for evaluation is in division office.*

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 2924 - DESIGN PROJECT**

*Prerequisites: 15 hours of CAT credits*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0303 or adequate math placement test score or by evaluation. § Criteria for evaluation is in division office.*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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**

3 Credits Faculty approved support electives

**GEOG 2603 - WORLD REGIONAL GEOGRAPHY**

*Prerequisites: NONE*

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

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

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; ENGL 0203, adequate*

*placement score, or by meeting determined placement measures*

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 and ENGL 0203, adequate placement score, or by meeting determined placement measures*

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**

3 Credits OSRHE approved General Education Communications course

## **POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	
<b>Suggested Freshman 2nd Semester</b>				
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.

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 Degree Program Course Descriptions
 

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**CAT 1313 - INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEM (GIS)**

*Prerequisites: Math 0103 or adequate math placement test score; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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.

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

3 Credits Faculty approved support electives

**CAT 1323 - INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (GPS)**

*Prerequisites: Math 0103 or adequate math placement test score; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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. § Criteria for evaluation is in division office.*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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**

## Diesel Technology

### Associate in Applied Science

Minimum of 63 credit hours

Studying Diesel Technology 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. Major hours for this program are completed through successful completion of A.S.E. Prior Learning Assessment.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
AT 1013			Life Skills	
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Support	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
BUS 2033	BUSINESS COMMUNICATION	3	Support	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
OSRHE	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
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	ANY 1000 LEVEL MATH COURSE	3	Support	
MGMT 2053	PRINCIPLES OF MANAGEMENT	3	Support	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
PLA	PRIOR LEARNING ASSESSMENT	28	Major	

### Course Grouping

Major Courses: 28 Credit Hours - PLA (Prior Learning Assessment credit based on National Certification(s)\*)

General Education Courses: 21 Credit Hours -ENGL 1113, HIST 1483 OR HIST 1493, POLSC 1113, OSRHE approved general education communications or English course\*, Nine hours of general education electives

Life Skills Courses: SCL 1001 Success in College and Life

Support Courses: 12 Credit Hours - Three Credits- 1000 level mathematics that meet OCCC's mathematics proficiency requirements, CS 1103, BUS 2033, MGMT 2053

\*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.

Prior Learning Assessment (PLA) is contingent upon successful completion of the national ASE Medium Heavy Truck Certification Tests T1-8, and meeting resident credit hour requirements.

## Degree Program Course Descriptions

**BUS 2033 - BUSINESS COMMUNICATION**

*Prerequisites: ENGL 1113 or by evaluation.*

*Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

**CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS**

*Prerequisites: Math 0103 or adequate math placement test score; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

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**

3 Credits General Education elective

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

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

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

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

**MGMT 2053 - PRINCIPLES OF MANAGEMENT**

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

3 Credits This course introduces the fundamental principles of management including the management functions of planning, organizing, leading and controlling. The course includes an overview of theory and history of management as well as an introduction to the various roles of management within an organization.

**OSRHE - OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE**

3 Credits OSRHE approved General Education Communications course

**PLA - PRIOR LEARNING ASSESSMENT**

*Prerequisites: None*

VARIABLE Credits

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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

## Digital Media Design - Computer Animation (Certificate)

### Certificate of Mastery

#### Minimum of 36 credit hours Certificate of Mastery in Game Design

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 digital media design instructors and professors, making you a sought-after candidate for the top jobs in the field.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
DMD 1013	CREATIVITY AND DESIGN	3	Major	C
DMD 1033	PRINCIPLES OF ANIMATION	3	Major	C
DMD 1053	ELECTRONIC PUBLISHING: INDESIGN I	3	Major	C
DMD 2773	IMAGE EDITING: PHOTOSHOP I	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
DMD 1183	COMPUTER DRAWING: ILLUSTRATOR	3	Major	C
DMD 1233	2D COMPUTER ANIMATION	3	Major	C
DMD 2533	3D RENDERING AND DESIGN VISUALIZATION	3	Major	C
DMD 2783	IMAGE EDITING: PHOTOSHOP II	3	Major	C
<b>Suggested Sophomore 1st Semester</b>				
DMD 2143	DIGITAL VIDEO EDITING	3	Major	C
DMD 2633	3D ANIMATION AND SPECIAL EFFECTS	3	Major	C
DMD 2733	3D CHARACTER DESIGN AND ANIMATION	3	Major	C
DMD 2803	PORTFOLIO PREPARATION AND PRESENTATION	3	Major	B

### Course Grouping

#### Major Courses:

DMD 1013; DMD 1033; DMD 1053; DMD 1183; DMD 1233; DMD 2143; DMD 2533; DMD 2633; DMD 2733; DMD 2773; DMD 2783; DMD 2803

#### 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

**DMD 1013 - CREATIVITY AND DESIGN**

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

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.

**DMD 1033 - PRINCIPLES OF ANIMATION**

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

3 Credits This course provides a historical and critical approach to animation from early black-and-white cartoons to modern 2D and 3D productions. Students will critically analyze processes and techniques involved in the construction of traditional and computer based animation sequences.

**DMD 1053 - ELECTRONIC PUBLISHING: INDESIGN I**

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

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.

**DMD 1183 - COMPUTER DRAWING: ILLUSTRATOR**

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

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.

**DMD 1233 - 2D COMPUTER ANIMATION**

*Prerequisites: DMD 1033*

3 Credits In this class students will apply basic animation principles to produce an animated sequence using industry standard 2D animation computer software. Emphasis

will be placed on timing, performance and creativity of the animated sequence.

**DMD 2143 - DIGITAL VIDEO EDITING**

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

3 Credits This course will focus on 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.

**DMD 2533 - 3D RENDERING AND DESIGN VISUALIZATION**

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

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.

**DMD 2633 - 3D ANIMATION AND SPECIAL EFFECTS**

*Prerequisites: DMD 2533*

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.

**DMD 2733 - 3D CHARACTER DESIGN AND ANIMATION**

*Prerequisites: DMD 2533*

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.

**DMD 2773 - IMAGE EDITING: PHOTOSHOP I**

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

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.

**DMD 2783 - IMAGE EDITING: PHOTOSHOP II**

*Prerequisites: DMD 2773*

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.

**DMD 2803 - PORTFOLIO PREPARATION AND PRESENTATION**

*Prerequisites: DMD 1013; DMD 1053; DMD 1183; AND DMD 2783*

3 Credits The student will prepare a professional portfolio for presentation and evaluation. The portfolio will include a resume, matted projects and other pieces that demonstrate the student's ability to apply skills and techniques acquired in the program.

## Digital Media Design - Computer Animation Option

### Associate in Applied Science

Minimum of 61 credit hours

Digital Media Design: Computer Animation Option

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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
DMD 1013	CREATIVITY AND DESIGN	3	Major	C
DMD 1033	PRINCIPLES OF ANIMATION	3	Major	C
DMD 1053	ELECTRONIC PUBLISHING: INDESIGN I	3	Major	C
DMD 2773	IMAGE EDITING: PHOTOSHOP I	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	
DMD 1183	COMPUTER DRAWING: ILLUSTRATOR	3	Major	C
DMD 1233	2D COMPUTER ANIMATION	3	Major	C
DMD 2533	3D RENDERING AND DESIGN VISUALIZATION	3	Major	C
DMD 2783	IMAGE EDITING: PHOTOSHOP II	3	Major	C
<b>Suggested Sophomore 1st Semester</b>				
HIST 1483		OR	Gen Ed	
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	
DMD 2733	3D CHARACTER DESIGN AND ANIMATION	3	Major	C
APPM 1223		OR	Support	
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	OR	Support	
MATH	ANY 1000 LEVEL MATH COURSE	3	Support	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
SUPP	GUIDED SUPPORT ELECTIVE	3	Support	
<b>Suggested Sophomore 2nd Semester</b>				
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
DMD 2143	DIGITAL VIDEO EDITING	3	Major	C
DMD 2633	3D ANIMATION AND SPECIAL EFFECTS	3	Major	C
DMD 2803	PORTFOLIO PREPARATION AND PRESENTATION	3	Major	B
HUM	HUMANITIES ELECTIVE	3	Gen Ed	

### Course Grouping

Major Courses: (36 Credit Hours) DMD 1013; DMD 1033; DMD 1053; DMD 1183; DMD 1233; DMD 2143; DMD 2533; DMD 2633; DMD 2733; DMD 2773; DMD 2783; DMD 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: (6 Credit Hours) APPM 1223, BUS 1323, or any 1000 level Math course; A 3 credit Approved Support Elective selected from any course with a prefix with ART, DMD, JB, FVP, or MU.

### 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.

**DMD 1013 - CREATIVITY AND DESIGN**

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

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.

**DMD 1033 - PRINCIPLES OF ANIMATION**

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

3 Credits This course provides a historical and critical approach to animation from early black-and-white cartoons to modern 2D and 3D productions. Students will critically analyze processes and techniques involved in the construction of traditional and computer based animation sequences.

**DMD 1053 - ELECTRONIC PUBLISHING: INDESIGN I**

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

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.

**DMD 1183 - COMPUTER DRAWING: ILLUSTRATOR**

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

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.

**DMD 1233 - 2D COMPUTER ANIMATION**

*Prerequisites: DMD 1033*

3 Credits In this class students will apply basic animation principles to produce an animated sequence using industry standard 2D animation computer software. Emphasis will be placed on timing, performance and creativity of the animated sequence.

**DMD 2143 - DIGITAL VIDEO EDITING**

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

3 Credits This course will focus on 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.

**DMD 2533 - 3D RENDERING AND DESIGN VISUALIZATION**

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

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.

**DMD 2633 - 3D ANIMATION AND SPECIAL EFFECTS**

*Prerequisites: DMD 2533*

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.

**DMD 2733 - 3D CHARACTER DESIGN AND ANIMATION**

*Prerequisites: DMD 2533*

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.

**DMD 2773 - IMAGE EDITING: PHOTOSHOP I**

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

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.

**DMD 2783 - IMAGE EDITING: PHOTOSHOP II**

*Prerequisites: DMD 2773*

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.

**DMD 2803 - PORTFOLIO PREPARATION AND PRESENTATION**

*Prerequisites: DMD 1013; DMD 1053; DMD 1183; AND DMD 2783*

3 Credits The student will prepare a professional portfolio for presentation and evaluation. The portfolio will include a resume, matted projects and other pieces that demonstrate the student's ability to apply skills and techniques acquired in the program.

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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**

3 Credits General Education elective

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

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

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**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SUPP - GUIDED SUPPORT ELECTIVE**

3 Credits Guided Support elective

## Digital Media Design - Game Design (Certificate)

### Certificate of Mastery

Minimum of 36 credit hours

Certificate of Mastery in Game Design

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 digital media design instructors and professors, making you a sought-after candidate for the top jobs in the field.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
DMD 1013	CREATIVITY AND DESIGN	3	Major	C
DMD 1053	ELECTRONIC PUBLISHING: INDESIGN I	3	Major	C
DMD 1063	EVOLUTION OF VIDEO GAME DESIGN TECHNOLOGY	3	Major	C
DMD 2773	IMAGE EDITING: PHOTOSHOP I	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
DMD 1183	COMPUTER DRAWING: ILLUSTRATOR	3	Major	C
DMD 1223	GAME DEVELOPMENT AND DESIGN CONCEPTS	3	Major	C
DMD 2533	3D RENDERING AND DESIGN VISUALIZATION	3	Major	C
DMD 2783	IMAGE EDITING: PHOTOSHOP II	3	Major	C
<b>Suggested Sophomore 1st Semester</b>				
DMD 2223	GAME LEVEL DESIGN	3	Major	C
DMD 2733	3D CHARACTER DESIGN AND ANIMATION	3	Major	C
CS 2433	DIGITAL MEDIA SCRIPTING	3	Major	C
DMD 2803	PORTFOLIO PREPARATION AND PRESENTATION	3	Major	B

### Course Grouping

#### Major Courses:

DMD 1013; DMD 1053; DMD 1063; DMD 1183; DMD 1223; DMD 2223; DMD 2533; DMD 2733; DMD 2773; DMD 2783; CS 2433; DMD 2803

#### 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

**CS 2433 - DIGITAL MEDIA SCRIPTING**

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

**DMD 1013 - CREATIVITY AND DESIGN**

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

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.

**DMD 1053 - ELECTRONIC PUBLISHING: INDESIGN I**

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

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.

**DMD 1063 - EVOLUTION OF VIDEO GAME DESIGN TECHNOLOGY**

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

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.

**DMD 1183 - COMPUTER DRAWING: ILLUSTRATOR**

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

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.

**DMD 1223 - GAME DEVELOPMENT AND DESIGN CONCEPTS**

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

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.

**DMD 2223 - GAME LEVEL DESIGN**

*Prerequisites: DMD 2533*

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 "modifications" (MOD) levels that reflect design concepts.

**DMD 2533 - 3D RENDERING AND DESIGN VISUALIZATION**

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

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.

**DMD 2733 - 3D CHARACTER DESIGN AND ANIMATION**

*Prerequisites: DMD 2533*

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.

**DMD 2773 - IMAGE EDITING: PHOTOSHOP I**

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

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.

**DMD 2783 - IMAGE EDITING: PHOTOSHOP II**

*Prerequisites: DMD 2773*

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.

**DMD 2803 - PORTFOLIO PREPARATION AND PRESENTATION**

*Prerequisites: DMD 1013; DMD 1053; DMD 1183; AND DMD 2783*

3 Credits The student will prepare a professional portfolio for presentation and evaluation. The portfolio will include a resume, matted projects and other pieces that demonstrate the student's ability to apply skills and techniques acquired in the program.

## Digital Media Design Game Design Option

Associate in Applied Science

### Minimum of 61 credit hours Digital Media Design: Game Design Option

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 digital media design instructors and professors, making you a sought-after candidate for the top jobs in the field.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
DMD 1013	CREATIVITY AND DESIGN	3	Major	C
DMD 1053	ELECTRONIC PUBLISHING: INDESIGN I	3	Major	C
DMD 1063	EVOLUTION OF VIDEO GAME DESIGN TECHNOLOGY	3	Major	C
DMD 2773	IMAGE EDITING: PHOTOSHOP I	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	
DMD 1183	COMPUTER DRAWING: ILLUSTRATOR	3	Major	C
DMD 1223	GAME DEVELOPMENT AND DESIGN CONCEPTS	3	Major	C
DMD 2533	3D RENDERING AND DESIGN VISUALIZATION	3	Major	C
DMD 2783	IMAGE EDITING: PHOTOSHOP II	3	Major	C
<b>Suggested Sophomore 1st Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed	
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	
DMD 2223	GAME LEVEL DESIGN	3	Major	C
DMD 2733	3D CHARACTER DESIGN AND ANIMATION	3	Major	C
CS 2433	DIGITAL MEDIA SCRIPTING	3	Major	C
SUPP	GUIDED SUPPORT ELECTIVE	3	Support	
<b>Suggested Sophomore 2nd Semester</b>				
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
APPM 1223		OR	Support	
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	OR	Support	
MATH	ANY 1000 LEVEL MATH COURSE	3	Support	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
DMD 2803	PORTFOLIO PREPARATION AND PRESENTATION	3	Major	B

### Course Grouping

#### Major Courses:

(C)

DMD 1013;(C) DMD 1053;(C) DMD 1063;(C) DMD 1183;(C) DMD 1223;(C) DMD 2223;(C) DMD 2533;(C) DMD 2733;(C) DMD 2773;(C) DMD 2783;(C) CS 2433;(B) DMD 2803

#### General Education Courses:

ENGL 1113; ENGL 1213; POLSC 1113; HIST 1483 or HIST 1493; Humanities Elective (3 credits); General Education Elective (3 credits)

#### Life Skills Courses:

SCL 1001

#### Support Courses:

APPM 1223, BUS 1323 or Any 1000 Level Math Course; Any course with a DMD, ART, FVP, MU, or JB prefix (3 credits)

(C) A grade of "C" or higher must be achieved.

(B) A grade of "B" or higher must be achieved.

### 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.

**CS 2433 - DIGITAL MEDIA SCRIPTING**

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

**DMD 1013 - CREATIVITY AND DESIGN**

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

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.

**DMD 1053 - ELECTRONIC PUBLISHING: INDESIGN I**

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

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.

**DMD 1063 - EVOLUTION OF VIDEO GAME DESIGN TECHNOLOGY**

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

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.

**DMD 1183 - COMPUTER DRAWING: ILLUSTRATOR**

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

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.

**DMD 1223 - GAME DEVELOPMENT AND DESIGN CONCEPTS**

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

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.

**DMD 2223 - GAME LEVEL DESIGN**

*Prerequisites: DMD 2533*

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 "modifications" (MOD) levels that reflect design concepts.

**DMD 2533 - 3D RENDERING AND DESIGN VISUALIZATION**

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

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.

**DMD 2733 - 3D CHARACTER DESIGN AND ANIMATION**

*Prerequisites: DMD 2533*

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.

**DMD 2773 - IMAGE EDITING: PHOTOSHOP I**

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

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.

**DMD 2783 - IMAGE EDITING: PHOTOSHOP II**

*Prerequisites: DMD 2773*

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.

**DMD 2803 - PORTFOLIO PREPARATION AND PRESENTATION**

*Prerequisites: DMD 1013; DMD 1053; DMD 1183; AND DMD 2783*

3 Credits The student will prepare a professional portfolio for presentation and evaluation. The portfolio will include a resume, matted projects and other pieces that demonstrate the student's ability to apply skills and techniques acquired in the program.

## **ENGL 1113 - ENGLISH COMPOSITION I**

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

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**

3 Credits General Education elective

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

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

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

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**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SUPP - GUIDED SUPPORT ELECTIVE**

3 Credits Guided Support elective

## Digital Media Design Photography Imaging Option

Associate in Applied Science

e

### Minimum of 61 credit hours Digital Media Design: Photography/Digital Imaging Option

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 Option 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 digital media design positions in advertising or public relations. Digital Media Design 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 adviser for more information.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
DMD 1013	CREATIVITY AND DESIGN	3	Major	C
DMD 1053	ELECTRONIC PUBLISHING: INDESIGN I	3	Major	C
DMD 1153	DIGITAL PHOTOGRAPHY	3	Major	C
DMD 2773	IMAGE EDITING: PHOTOSHOP I	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	
APPM 1223		OR	Support	
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	OR	Support	
MATH	ANY 1000 LEVEL MATH COURSE	3	Support	
DMD 2153	DIGITAL PHOTOGRAPHY II	3	Major	C
DMD 2783	IMAGE EDITING: PHOTOSHOP II	3	Major	C
SUPP	GUIDED SUPPORT ELECTIVE	3	Support	
<b>Suggested Sophomore 1st Semester</b>				
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
DMD 1183	COMPUTER DRAWING: ILLUSTRATOR	3	Major	C
DMD 2163	PHOTOJOURNALISM	3	Major	C
DMD 2253	ADVERTISING PHOTOGRAPHY	3	Major	C
<b>Suggested Sophomore 2nd Semester</b>				
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	
DMD 2363	PORTRAIT PHOTOGRAPHY	3	Major	C
DMD 2803	PORTFOLIO PREPARATION AND PRESENTATION	3	Major	B

### Course Grouping

#### Major Courses:

(C)

DMD 1013;(C) DMD 1053;(C) DMD 1153;(C) DMD 1183;(C) DMD 2153;(C) DMD 2163;(C) DMD 2253;(C) DMD 2363(C) DMD 2773;(C) DMD 2783;(B) DMD 2803

#### General Education Courses:

ENGL 1113; ENGL 1213; POLSC 1113; HIST 1483 or HIST 1493; Humanities Elective (3 credits); General Education (3 credits)

#### Life Skills Courses:

SCL 1001

#### Support Courses:

APPM 1223, BUS 1323, OR Any 1000 Level Math Course; Any course chosen among ART, DMD, FVP, MU, or JB (3 credits) prefix.

(C) A grade of "C" or higher must be achieved.

(B) A grade of "B" or higher must be achieved.

### 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.

### **DMD 1013 - CREATIVITY AND DESIGN**

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

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.

### **DMD 1053 - ELECTRONIC PUBLISHING: INDESIGN I**

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

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.

### **DMD 1153 - DIGITAL PHOTOGRAPHY**

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

3 Credits The student will demonstrate proficiency in using digital cameras and will produce color and black and white images which demonstrate a knowledge of basic principles 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.

### **DMD 1183 - COMPUTER DRAWING: ILLUSTRATOR**

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

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.

### **DMD 2153 - DIGITAL PHOTOGRAPHY II**

*Prerequisites: DMD 1153*

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.

### **DMD 2163 - PHOTOJOURNALISM**

*Prerequisites: DMD 2153*

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.

### **DMD 2253 - ADVERTISING PHOTOGRAPHY**

*Prerequisites: DMD 2153*

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.

### **DMD 2363 - PORTRAIT PHOTOGRAPHY**

*Prerequisites: DMD 2153*

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.

### **DMD 2773 - IMAGE EDITING: PHOTOSHOP I**

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

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.

### **DMD 2783 - IMAGE EDITING: PHOTOSHOP II**

*Prerequisites: DMD 2773*

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.

### **DMD 2803 - PORTFOLIO PREPARATION AND PRESENTATION**

*Prerequisites: DMD 1013; DMD 1053; DMD 1183; AND DMD 2783*

3 Credits The student will prepare a professional portfolio for presentation and evaluation. The portfolio will include a resume, matted projects and other pieces that demonstrate the student's ability to apply skills and techniques acquired in the program.

### **ENGL 1113 - ENGLISH COMPOSITION I**

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

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**

3 Credits General Education elective

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

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

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

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**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SUPP - GUIDED SUPPORT ELECTIVE**

3 Credits Guided Support elective

## Digital Media Design: Graphic Design Option

### Associate in Applied Science

Minimum of 61 credit hours

Digital Media Design: Graphic Design Options 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. Digital Media Design 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
DMD 1013	CREATIVITY AND DESIGN	3	Major	C
DMD 1053	ELECTRONIC PUBLISHING: INDESIGN I	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	
DMD 1023	INTRODUCTION TO GRAPHIC DESIGN	3	Major	C
DMD 1183	COMPUTER DRAWING: ILLUSTRATOR	3	Major	C
DMD 2053	ELECTRONIC PUBLISHING: INDESIGN II	3	Major	C
DMD 2773	IMAGE EDITING: PHOTOSHOP I	3	Major	C
<b>Suggested Sophomore 1st Semester</b>				
APPM 1223		OR	Support	
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	OR	Support	
MATH	ANY 1000 LEVEL MATH COURSE	3	Support	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
SUPP	GUIDED SUPPORT ELECTIVE	3	Support	
DMD 1513	GRAPHIC DESIGN	3	Major	C
DMD 2783	IMAGE EDITING: PHOTOSHOP II	3	Major	C
<b>Suggested Sophomore 2nd Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed	
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	
SUPP	GUIDED SUPPORT ELECTIVE	3	Support	
DMD 2323	PUBLICATION DESIGN	3	Major	C
DMD 2353	APPLIED GRAPHIC DESIGN	3	Major	B
DMD 2803	PORTFOLIO PREPARATION AND PRESENTATION	3	Major	B

### Course Grouping

Major Courses: (33 Credit Hours) DMD 1013; DMD 1023; DMD 1053; DMD 1183; DMD 1513; DMD 2053; DMD 2323; DMD 2353; DMD 2773; DMD 2783; DMD 2803

General Education Courses: (18 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Humanities Elective (3 credit hours); General Education elective (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 level Math course; \*\* 6 credit hours of Approved Support Electives chosen from any course with the prefix of ART, DMD, JB, FVP, or MU.

### 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.

**DMD 1013 - CREATIVITY AND DESIGN**

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

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.

**DMD 1023 - INTRODUCTION TO GRAPHIC DESIGN**

*Prerequisites: DMD 1053*

3 Credits The student will be introduced to the principles of design, color, typography, and the design process. Student proficiency will be demonstrated by the successful completion of projects.

**DMD 1053 - ELECTRONIC PUBLISHING: INDESIGN I**

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

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.

**DMD 1183 - COMPUTER DRAWING: ILLUSTRATOR**

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

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.

**DMD 1513 - GRAPHIC DESIGN**

*Prerequisites: DMD 1053; DMD 1023*

3 Credits The student will apply design principles, color, typography, problem solving, and production skills to create effective designs for print and electronic media. Student proficiency will be demonstrated by the successful completion of projects.

**DMD 2053 - ELECTRONIC PUBLISHING: INDESIGN II**

*Prerequisites: DMD 1053*

3 Credits The student will demonstrate the proficiency using advanced functions and commands of electronic desktop publishing. This will include libraries, master pages, color separations, prepress document preparation, working with graphic files, and templates.

**DMD 2323 - PUBLICATION DESIGN**

*Prerequisites: DMD 1023*

3 Credits The student will design newspaper and magazine elements that meet industry standards for print and electronic media. Student will demonstrate understanding of elements of a publication, publication layout, design principles, color, typography, problem solving, and production skills through the successful completion of projects.

**DMD 2353 - APPLIED GRAPHIC DESIGN**

*Prerequisites: DMD 1513*

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.

**DMD 2773 - IMAGE EDITING: PHOTOSHOP I**

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

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, CMYK color, separations, channels, paths, and filters.

**DMD 2783 - IMAGE EDITING: PHOTOSHOP II**

*Prerequisites: DMD 2773*

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.

**DMD 2803 - PORTFOLIO PREPARATION AND PRESENTATION**

*Prerequisites: DMD 1013; DMD 1053; DMD 1183; AND DMD 2783*

3 Credits The student will prepare a professional portfolio for presentation and evaluation. The portfolio will include a resume, matted projects and other pieces that demonstrate the student's ability to apply skills and techniques acquired in the program.

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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**

3 Credits General Education elective

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

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

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

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**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SUPP - GUIDED SUPPORT ELECTIVE**

3 Credits Guided Support elective

## Diversified Studies

### Associate in Arts or Associate in Science

*Minimum of 61 credit hours*

An Associate Degree in Arts in Diversified Studies or an Associate Degree in Science in Diversified Studies is the degree option often used to meet specific academic needs, especially for adult college students or returning college students. Diversified Studies provides students the chance to create their own, personalized major. Whether students need a degree program that targets a specific job promotion or want to blend their areas of interest and talent into an associate degree individually planned for them, diversified studies offers these options. The Diversified Studies program graduates the most college students each year from OCCC. The key is to work with an Advisor, create a plan, follow that plan, and persist with the plan. This customized degree program requires the student to work with an Advisor to write and approve the individual degree plan that is then placed on file in the OCCC Records and Graduation Office. Again, an Academic Advisor can help students complete the appropriate forms.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	
<b>Suggested Freshman 2nd Semester</b>				
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	
<b>Suggested Sophomore 1st Semester</b>				
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
FA ELEC	FACULTY APPROVED ELECTIVE	12	Support	
<b>Suggested Sophomore 2nd Semester</b>				
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**

3 Credits Biological Science

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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**

3 Credits Faculty approved elective

**GEN ED - GEN ED ELECTIVE**

3 Credits General Education elective

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

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

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

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**

3 Credits Humanities elective

**MATH 1503 - CONTEMPORARY MATHEMATICS**

*Prerequisites: MATH 0403 or adequate math placement test score. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

**PHYS - ANY PHYSICAL SCIENCE**

3 Credits Any Physical Science

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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.

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 this program.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
EMS 1018	BASIC EMERGENCY MEDICAL TECHNOLOGY	8	Major	C
EMS 2013	EMS OPERATIONS	3	Major	C

### 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.

[D] 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.

### 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/>

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

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### **EMS 1018 - BASIC EMERGENCY MEDICAL TECHNOLOGY**

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

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.

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 this program.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Entry Summer Semester</b>				
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	C
EMS 2013	EMS OPERATIONS	3	Major	C
<b>Suggested Freshman 1st Semester</b>				
BIO 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support	C
EMS 1035	PARAMEDIC CARE I Introduction and Patient Assessment	5	Major	C
EMS 1041	EMS Fieldwork I	1	Major	C
<b>Suggested Freshman 2nd Semester</b>				
EMS 1115	Paramedic Care IIA Trauma Emergencies	5	Major	C
EMS 1134	Paramedic Care IIB Advanced EMS Skills	4	Major	C
EMS 1113	ECG INTERPRETATION AND PROCEDURES	3	Major	C
EMS 1124	Pharmacology	4	Major	C
EMS 1051	EMS Fieldwork II	1	Major	C
<b>Suggested Sophomore 1st Semester</b>				
EMS 2145	Paramedic Care IIIA Respiratory and Cardiovascular Emergencies	5	Major	C
EMS 2154	Paramedic Care IIIB Medical Emergencies	4	Major	C
EMS 2161	EMS Fieldwork III	1	Major	C
<b>Suggested Sophomore 2nd Semester</b>				
EMS 2174	Paramedic Care IVA Neonatal & Pediatric Emergencies	4	Major	C
EMS 2192	Paramedic Care IVB Emergencies in Special Populations	2	Major	C
EMS 2182	EMS Leadership	2	Major	C
EMS 2171	EMS Fieldwork IV	1	Major	C

### Course Grouping

Major Courses: (45 credit hours) Emergency Medical Sciences/Paramedic Certificate: [D](C)EMS 1035; (C)EMS 1113; (C)EMS 2013; (C)EMS 1041; (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.

[D] 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.

### 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/>

**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:** The Oklahoma City Community College EMS program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350,  
[www.caahep.org](http://www.caahep.org)

## 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: 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*

Credit 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*

Credit 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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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*

Credit 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*

Credit 4 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**

Credit 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*

Credit 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**

Credit 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 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*

Credit 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  
Credit 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**

Credit 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*

Credit 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*

Credit 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.

## 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.

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 this program.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Entry Summer Semester</b>				
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	C
EMS 2013	EMS OPERATIONS	3	Major	C
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
BIO 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support	C
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed	
EMS 1035	PARAMEDIC CARE I Introduction and Patient Assessment	5	Major	C
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
EMS 1041	EMS Fieldwork I	1	Major	C
<b>Suggested Freshman 2nd Semester</b>				
EMS 1115	Paramedic Care IIA Trauma Emergencies	5	Major	C
EMS 1134	Paramedic Care IIB Advanced EMS Skills	4	Major	C
EMS 1113	ECG INTERPRETATION AND PROCEDURES	3	Major	C
EMS 1124	Pharmacology	4	Major	C
EMS 1051	EMS Fieldwork II	1	Major	C
<b>Suggested Sophomore 1st Semester</b>				
EMS 2145	Paramedic Care IIIA Respiratory and Cardiovascular Emergencies	5	Major	C
EMS 2154	Paramedic Care IIIB Medical Emergencies	4	Major	C
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
EMS 2161	EMS Fieldwork III	1	Major	C
<b>Suggested Sophomore 2nd Semester</b>				
EMS 2174	Paramedic Care IVA Neonatal & Pediatric Emergencies	4	Major	C
EMS 2192	Paramedic Care IVB Emergencies in Special Populations	2	Major	C
EMS 2182	EMS Leadership	2	Major	C
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	
EMS 2171	EMS Fieldwork IV	1	Major	C

### 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.

[D] 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.

### 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.

**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:** The Oklahoma City Community College EMS program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350,

[www.caahep.org](http://www.caahep.org)

## 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: 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*

Credit 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*

Credit 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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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*

Credit 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*

Credit 4 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**

Credit 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*

Credit 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**

Credit 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 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*

Credit 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* Credit 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**

Credit 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*

Credit 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* Credit 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.

## **ENGL 1113 - ENGLISH COMPOSITION I**

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

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**

3 Credits Faculty approved General Education elective

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

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

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

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

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

**PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## Engineering

### Associate in Science

Minimum of 62-64 credit hours

Engineering students learn about fundamental engineering principles and how they are applied to real life problems. At Oklahoma City Community College, the 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 engineering are often interested in chemistry, physics, mathematics, technology, computers and electronics. Degrees in 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	OR	Support	
CHEM 1415	CHEMISTRY FOR ENGINEERS	5	Support	
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
MATH 2214	CALCULUS AND ANALYTIC GEOMETRY II	4	Gen Ed	
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	
PHYS 2014	ENGINEERING PHYSICS I	4	Gen Ed	
ENGR 2002	PROFESSIONAL DEVELOPMENT	2	Major	C
<b>Suggested Sophomore 1st Semester</b>				
MATH 2314	CALCULUS AND ANALYTIC GEOMETRY III	4	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	
PHYS 2114	ENGINEERING PHYSICS II	4	Gen Ed	
ENGR 2133	RIGID BODY MECHANICS	OR	Major	C
ENGR 2243	STATICS	3	Major	C
SOC 1113	INTRODUCTION TO SOCIOLOGY	OR	Gen Ed	
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
FA ENGR	FACULTY APPROVED ENGINEERING ELECTIVE	3	Major	C
FA ENGR	FACULTY APPROVED ENGINEERING ELECTIVE	3	Major	C
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	4-6	Support	C
HUM	HUMANITIES ELECTIVE	3	Gen Ed	

### Course Grouping

Major Courses: (11-credit hours) Engineering: (C)ENGR 2002; (C)ENGR 2133 or (C)ENGR 2243; and six hours of approved major electives selected from (C)ENGR 1000; (C)ENGR 1213; (C)ENGR 2103; (C)ENGR 2143; (C)ENGR 2200; (C)ENGR 2303; (C)ENGR 2313; (C)ENGR 2333; (C)ENGR 2343; (C)ENGR 2523; (C)ENGR 2613

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Physics: PHYS 2014; PHYS 2114; Mathematics: MATH 2104, MATH 2214; Humanities: Six credit hours; Social Sciences: SOC 1113 or PSY 1113.

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

Support Courses: (13-15 credit hours) Mathematics: MATH 2314; CHEM 1115 OR CHEM 1415; and four to six hours of approved support hours selected from: GEOL 1114; PHYS 2223; MATH 2013; MATH 2413; CAT 1214; CS 1143; CS 2163; CS 2363; CHEM 1215; CHEM 2114; CHEM 2122; CHEM 2124; (C)ENGR 1213; (C)ENGR 2103; (C)ENGR 2143; (C)ENGR 2313; (C)ENGR 2333; (C)ENGR 2343; (C)ENGR 2523; (C)ENGR 2613

### 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.

**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.

**ENGL 1113 - ENGLISH COMPOSITION I**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
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: Co-Requisite 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. Note: OU Petroleum Engineering students should take ENGR 2133 Rigid Body Mechanics.

**FA ENGR - FACULTY APPROVED ENGINEERING ELECTIVE**

3 Credits Faculty approved Engineering elective

**FA SUPPORT - FACULTY APPROVED SUPPORT ELECTIVES**

3 Credits Faculty approved support electives

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

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

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**

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, derivatives, and vectors to algebraic and transcendental functions and will solve applied problems that include rates of change, optimization, analysis of graphs, and geometry.

**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 approximate, represent, and analyze functions; analyze functions of three variables and their contour plots; compute partial derivatives of multivariate functions.

**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: MATH 2104 (or at least 4 hours of calculus) within the last year or by*

*evaluation. Prerequisite or Corequisite: MATH 2214*

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: PHYS 2014 and MATH 2214 (or at least 8 hours of calculus) within the last year or by evaluation. Prerequisite or Corequisite: MATH 2314*

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

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

## **PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SOC 1113 - INTRODUCTION TO SOCIOLOGY**

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

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

## Engineering Technology

### Associate in Applied Science

Minimum of 61 credit hours

The Engineering Technology program will allow students to use their Federal Aviation Administration Airframe and Powerplant certification to earn a degree that will help them diversify in the workplace. Required major and general education courses are offered at Oklahoma City Community College. Support hours for this program are completed through successful completion of the FAA Airframe and Powerplant licensure Prior Learning Assessment.

\*Pending OSRHE approval

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	OR	Major	
MATH 1533	PRE CALCULUS AND ANALYTIC GEOMETRY	3	Major	
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	OR	Gen Ed	
ENGL 1233	REPORT WRITING	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	
ENGR 2002	PROFESSIONAL DEVELOPMENT	2	Major	
<b>Suggested Sophomore 1st Semester</b>				
MATH 1613	TRIGONOMETRY	3	Major	
ENGR 1213	ENGINEERING GRAPHICS & DESIGN	3	Major	
CAT 1214	COMPUTER AIDED DESIGN (CAD)	4	Major	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
PLA	PRIOR LEARNING ASSESSMENT	28	Support	

### Course Grouping

Major Courses: 15 credit hours - CAT 1214; ENGR 1213; ENGR 2002; MATH 1513 or MATH 1533; MATH 1613

General Education Courses: 18 credit hours- English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113;

Computer Science: CS 1103; Three Credits General Education Elective

Life Skills Courses: 1 credit hour- Life Skills: SCL 1001

Support Courses: 28 credit hours- PLA (Prior Learning Assessment credit based on National Certification(s)\*)

### 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.

Prior Learning Assessment (PLA) is contingent upon successful completion of the national FAA Airframe and Powerplant certification, and meeting resident credit hour requirements.

## Degree Program Course Descriptions

**CAT 1214 - COMPUTER AIDED DESIGN (CAD)**

*Prerequisites: Math 0103 or adequate math placement test score; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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.

**CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS**

*Prerequisites: Math 0103 or adequate math placement test score; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

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.

**ENGR 1213 - ENGINEERING GRAPHICS & DESIGN**

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

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 2002 - PROFESSIONAL DEVELOPMENT**

*Prerequisites: Co-Requisite 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.

**GEN ED - GEN ED ELECTIVE**

3 Credits General Education elective

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

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

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

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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 and ENGL 0203, adequate placement score, or by meeting determined placement measures*

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 and ENGL 0203, adequate placement score, or by meeting determined placement measures*

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.

**PLA - PRIOR LEARNING ASSESSMENT**

*Prerequisites: None*  
VARIABLE Credits

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	OR	Gen Ed	
MATH 1503	CONTEMPORARY MATHEMATICS	OR	Gen Ed	
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	
FVP 1214	CINEMATOGRAPHY I	4	Major	C
FVP 2323	FILM EDITING AND DIGITAL EFFECTS I	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
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	
FVP 2214	CINEMATOGRAPHY II	4	Major	C
PHYS 1014	PHYSICAL SCIENCE	4	Gen Ed	
FVP 2253	FILM SOUND	3	Major	C
<b>Suggested Sophomore 1st Semester</b>				
BIO 1113	GENERAL BIOLOGY (Non Majors)	3	Gen Ed	
GEN ED	GEN ED ELECTIVE	6	Gen Ed	
FVP 1133	PRODUCTION DESIGN	3	Major	C
FVP 2273	DOCUMENTARY FILMMAKING	OR	Major	C
FVP 1713	SCREENWRITING	3	Major	C
<b>Suggested Sophomore 2nd Semester</b>				
FVP 2123	FILM PRODUCTION AND BUSINESS	3	Major	C
FVP 2713	CAPSTONE PROJECT	3	Major	C
HUM	HUMANITIES ELECTIVE	6	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 or FVP 1713; 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 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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: None*

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: None*

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: None*

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: None*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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: None*

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: Students are required to complete all required major FVP courses before taking FVP 2713. Prerequisite: FVP 2273 or FVP 1713*

3 Credits Individually or 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. In some cases, students may work on a professional production in a capacity which demonstrates the skills they have learned.

### **GEN ED - GEN ED ELECTIVE**

3 Credits General Education elective

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

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

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

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**

3 Credits Humanities elective

## **MATH 1503 - CONTEMPORARY MATHEMATICS**

*Prerequisites: MATH 0403 or adequate math placement test score. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

## **PHYS 1014 - PHYSICAL SCIENCE**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	C
FVP 1713	SCREENWRITING	3	Major	C
FVP 2323	FILM EDITING AND DIGITAL EFFECTS I	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
BUS 2033	BUSINESS COMMUNICATION	OR	Gen Ed	
ENGL 1213	ENGLISH COMPOSITION II	OR	Gen Ed	
ENGL 1233	REPORT WRITING	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	
FVP 2253	FILM SOUND	3	Major	C
FVP 2214	CINEMATOGRAPHY II	4	Major	C
FVP 2623	DIRECTING	3	Major	C
<b>Suggested Sophomore 1st Semester</b>				
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support	
FVP 1133	PRODUCTION DESIGN	3	Major	C
FVP 2123	FILM PRODUCTION AND BUSINESS	3	Major	C
FVP 2273	DOCUMENTARY FILMMAKING	3	Major	C
PHYS 1013	PHYSICAL SCIENCE	OR	Gen Ed	
PHYS 1014	PHYSICAL SCIENCE	3-4	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
FVP 2453	FILM SOUND EDITING	3	Major	C
FVP 2713	CAPSTONE PROJECT	3	Major	C
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	6-7	Support	

### Course Grouping

Major Courses: (35 credit hours) (C) Film and Video Production: FVP 1133; FVP 1214; FVP 1713; FVP 2114; FVP 2123; FVP 2253; FVP 2273; FVP 2323; FVP 2453; FVP 2623; 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. Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft 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: ENGL 0106 or adequate placement score*

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

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**

3 Credits Faculty approved support electives

**FVP 1133 - PRODUCTION DESIGN**

*Prerequisites: None*

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: None*

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: None*

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: None*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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: None*

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 the 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 2623 - DIRECTING**

*Prerequisites: FVP 1214 or by evaluation. § Criteria for evaluation is in division office.*

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: Students are required to complete all required major FVP courses before taking FVP 2713. Prerequisite: FVP 2273 or FVP 1713*

3 Credits Individually or 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. In some cases, students may work on a professional production in a capacity which demonstrates the skills they have learned.

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

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

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

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**

3 Credits Humanities elective

### **PHYS 1013 - PHYSICAL SCIENCE**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
FVP 1214	CINEMATOGRAPHY I	4	Major	C
FVP 1133	PRODUCTION DESIGN	3	Major	C
FVP 2253	FILM SOUND	3	Major	C
FVP 2323	FILM EDITING AND DIGITAL EFFECTS I	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
FVP 2123	FILM PRODUCTION AND BUSINESS	3	Major	C
FVP 2214	CINEMATOGRAPHY II	4	Major	C
FVP 2453	FILM SOUND EDITING	3	Major	C
FVP 1713	SCREENWRITING	OR	Major	C
FVP 2273	DOCUMENTARY FILMMAKING	3	Major	C
FVP 2613	FILM OR VIDEO INTERNSHIP		Major	C
<b>Suggested Sophomore 1st Semester</b>				
FVP 2713	CAPSTONE PROJECT	3	Major	C

### Course Grouping

Major Courses: (32 credit hours) (C) Film and Video Production: FVP 1133; FVP 1214; FVP 2123; FVP 2214; FVP 2253; FVP 2273 or FVP 1713; FVP 2323; FVP 2453; 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: None*

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: None*

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: None*

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: None*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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: None*

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 2613 - FILM OR VIDEO INTERNSHIP**

*Prerequisites: 6 hours of Film and Video Production courses or by evaluation. § Criteria for evaluation is in division office.*

Credit 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 2713 - CAPSTONE PROJECT**

*Prerequisites: Students are required to complete all required major FVP courses before taking FVP 2713. Prerequisite: FVP 2273 or FVP 1713*

3 Credits Individually or 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. In some cases, students may work on a professional production in a capacity which demonstrates the skills they have learned.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	
<b>Suggested Freshman 2nd Semester</b>				
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	OR	Gen Ed	
MATH 1503	CONTEMPORARY MATHEMATICS	OR	Gen Ed	
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
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	OR	Gen Ed	
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed	
ENGL 2123	INTRODUCTION TO LITERATURE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
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**

3 Credits Biological Science

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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: Prerequisite or Corequisite: 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**

3 Credits Faculty approved support electives

**FREN 1115 - ELEMENTARY FRENCH I**

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

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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**

3 Credits General Education elective

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

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

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

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**

3 Credits Humanities elective

**MATH 1503 - CONTEMPORARY MATHEMATICS**

*Prerequisites: MATH 0403 or adequate math placement test score. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

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

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

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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 related fields. This program will prepare you to transfer to a four-year college or university.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	
<b>Suggested Freshman 2nd Semester</b>				
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	
<b>Suggested Sophomore 1st Semester</b>				
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	
<b>Suggested Sophomore 2nd Semester</b>				
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**

3 Credits Biological Science

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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**

3 Credits Faculty approved support electives

**GEOG 2603 - WORLD REGIONAL GEOGRAPHY**

*Prerequisites: NONE*

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**

3 Credits History elective

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

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

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

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

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

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

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

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**

3 Credits Humanities elective

**MATH 1503 - CONTEMPORARY MATHEMATICS**

*Prerequisites: MATH 0403 or adequate math placement test score. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

## **PHYS - ANY PHYSICAL SCIENCE**

3 Credits Any Physical Science

## **POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SOC SC - SOCIAL SCIENCE ELECTIVE**

3 Credits Social Science elective

## Humanities

### Associate in Arts

*Minimum of 61 credit hours*

An Associate Degree in Arts in Humanities offers flexibility in course selections and degree completion. For students interested in various cultures through the ages and how areas such as English, history, music, or art, have impacted humanity through the ages, an Associate Degree in Arts in Humanities is the perfect degree. By taking a combination of these courses, students can work toward a Humanities degree and still focus their academic studies in Humanities, Literature, or Philosophy. This degree prepares students to transfer to a four-year college or university. Students will learn the cultural history of civilizations and study significant developments from Classical, Medieval and Modern times.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
PHIL 1123	CRITICAL THINKING	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	
PSY 1113	INTRODUCTION TO PSYCHOLOGY	OR	Gen Ed	
SOC 1113	INTRODUCTION TO SOCIOLOGY	3		
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	
ENGL 2123	INTRODUCTION TO LITERATURE	3	Gen Ed	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
PHIL 1013	INTRODUCTION TO PHILOSOPHY	3	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
HUM 2213	HUMANITIES CLASSICAL AND MEDIEVAL	3	Major	
PHYS	ANY PHYSICAL SCIENCE	3-4	Gen Ed	
HUM MAJOR	ANY COURSES TAKEN FROM HUM, ENGL (2123 OR ABOVE), OR PHIL PREFIXES	6	Major	
<b>Suggested Sophomore 2nd Semester</b>				
BIO	BIOLOGICAL SCIENCE	OR	Gen Ed	
HUM 2223	HUMANITIES MODERN	3	Major	
HUM MAJOR	ANY COURSES TAKEN FROM HUM, ENGL (2123 OR ABOVE), OR PHIL PREFIXES	8	Major	

### Course Grouping

Major Courses: (23 Credit Hours) HUM 2213; HUM 2223; PHIL 1123; Fourteen credit hours chosen from HUM, ENGL (2123 or above), or PHIL prefixes.

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; \* 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; PHIL 1013; ENGL 2123; Humanities: six hours general education from the humanities course list.

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

### 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**

3 Credits Biological Science

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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: Prerequisite or Corequisite: 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.

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

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

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

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**

3 Credits Humanities elective

**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 MAJOR - ANY COURSES TAKEN FROM HUM, ENGL (2123 OR ABOVE), OR PHIL PREFIXES**

Credit HUM, ENGL (2123 or above), or PHIL prefixes.

**MATH 1503 - CONTEMPORARY MATHEMATICS**

*Prerequisites: MATH 0403 or adequate math placement test score. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate*

*placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

**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.

**PHYS - ANY PHYSICAL SCIENCE**

3 Credits Any Physical Science

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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

**PSY 1113 - INTRODUCTION TO  
PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SOC 1113 - INTRODUCTION TO  
SOCIOLOGY**

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

3 Credits The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
ENGL 1113	ENGLISH COMPOSITION I	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	
PHYS SC	ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, 3-4 OR GEOL SUBJECT AREAS	3-4	Gen Ed	
ELEC	ELECTIVE	3	Support	
<b>Suggested Freshman 2nd Semester</b>				
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	3-4	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed	
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	
COM 1123	INTERPERSONAL COMMUNICATIONS	OR	Gen Ed	
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
ELEC	ELECTIVE	5	Support	
JB 2303	MAGAZINE FEATURE WRITING	3	Major	
<b>Suggested Sophomore 2nd Semester</b>				
DMD	DIGITAL MEDIA DESIGN	3	Support	
JB 2643	VIDEO PRODUCTION	3	Major	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	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 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; \*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: (3 Credit Hours) Any DMD course

Elective Courses: (8 Credit Hours) Electives (any 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

### **BIO - BIOLOGICAL SCIENCE**

3 Credits Biological Science

### **COM 1123 - INTERPERSONAL COMMUNICATIONS**

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

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: ENGL 0106 or adequate placement score*

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.

### **DMD - DIGITAL MEDIA DESIGN**

3 Credits Select any DMD course

### **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**

3 Credits Elective

### **ENGL 1113 - ENGLISH COMPOSITION I**

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

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**

3 Credits Faculty approved major elective

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

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

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

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**

3 Credits Humanities elective

### **JB 1133 - NEWS WRITING**

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

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

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

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. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

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

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

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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

**PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SOC 1113 - INTRODUCTION TO SOCIOLOGY**

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

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

## Liberal Studies

### Associate in Arts

*Minimum of 62 credit hours*

An Associate Degree in Arts in Liberal Studies offers an accessible and flexible degree path for students who may be unsure of their major or career path. Liberal Studies provides a broad foundation for a variety of interests and helps students develop effective communication, writing, problem-solving and critical thinking skills, as well as a sense of civic responsibility. This program of study prepares students for a wide variety of jobs and four-year degree paths. Skills cultivated through a Liberal Studies degree can be an asset to employers seeking a well-rounded employee with communication and social proficiency. Students with an interest in areas such as sociology, psychology, history, art, communications, English, political sciences, modern languages, biological sciences, humanities, or mathematics will find this degree lays the foundation for a myriad of career options through its Liberal Arts focus.

(C) A grade of "C" or higher must be achieved.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	
BIO	BIOLOGICAL SCIENCE	3-4	Gen Ed	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
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, 3-4 OR GEOL SUBJECT AREAS		Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
SOC	SOCIOLOGY ELECTIVE	3	Gen Ed	
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	9	Major	
<b>Suggested Sophomore 2nd Semester</b>				
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

\*\*At least one three-hour course must be taken from a minimum of four different disciplines (total of 12 credit hours) and an additional 12 hours of university parallel courses from the following list; Art, Communications, English courses 2123 or higher, Modern Languages, Sociology, Psychology, Humanities, Philosophy, Geography, History, Political Science, Economics, Biological Sciences, Physical Sciences, and Mathematics. No course work in Computer Science, Business, or technical degree programs can be used to satisfy major requirements or 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**

3 Credits Biological Science

### **ENGL 1113 - ENGLISH COMPOSITION I**

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

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**

3 Credits Faculty approved major elective

### **GEN ED - GEN ED ELECTIVE**

3 Credits General Education elective

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

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

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

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**

3 Credits Humanities elective

### **MATH 1503 - CONTEMPORARY MATHEMATICS**

*Prerequisites: MATH 0403 or adequate math placement test score. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

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

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

### **POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

### **SOC - SOCIOLOGY ELECTIVE**

3 Credits Sociology 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
MATH 2104	CALCULUS AND ANALYTIC GEOMETRY I	4	Major	C
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	
<b>Suggested Freshman 2nd Semester</b>				
MATH 2214	CALCULUS AND ANALYTIC GEOMETRY II	4	Major	C
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	
<b>Suggested Sophomore 1st Semester</b>				
MATH 2314	CALCULUS AND ANALYTIC GEOMETRY III	4	Major	C
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
SUPP	GUIDED SUPPORT ELECTIVE	5	Support	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
SUPP ELEC	SUPPORT ELECTIVE	6	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

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

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

3 Credits General Education elective

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

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

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

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

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, derivatives, and vectors to algebraic and transcendental functions and will solve applied problems that include rates of change, optimization, analysis of graphs, and geometry.

#### 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 approximate, represent, and analyze functions; analyze functions of three variables and their contour plots; compute partial derivatives of multivariate functions.

#### 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: MATH 2104 (or at least 4 hours of calculus) within the last year or by evaluation. Prerequisite or Corequisite: MATH 2214*

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

#### SUPP - GUIDED SUPPORT ELECTIVE

3 Credits Guided Support elective

#### SUPP ELEC - SUPPORT ELECTIVE

3 Credits Support elective

## Medical Assistant ++

### Associate in Applied Science

*Minimum of 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. Major hours for this program are earned through successful completion of the CMA-AAMA, CCMA, NCMA, or RMA Prior Learning Assessment certifications.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
AHP 1013			Support	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
OSRHE	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE	3	Gen Ed	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
FA MATH1	FACULTY APPROVED MATHEMATICS THAT MEET OCCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS	3	Support	
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
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 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
PLA	PRIOR LEARNING ASSESSMENT	28	Major	

### Course Grouping

Major Courses: (28 credit hours)PLA (Prior Learning Assessment credit based on National Certification(s)\*)

General Education Courses: (21 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: six credit hours.

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

Support Courses: (14 credit hours) BIO 1314; BIO 1414; AHP 1013; Mathematics: Three credit hours of faculty approved mathematics that meet OCCCC'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.

Prior Learning Assessment (PLA) is contingent upon successful completion of the national CMA-AAMA or CCMA certification, and meeting resident credit hour requirements.

++Special admission procedures required.

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

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**

3 Credits Faculty approved Mathematics that meets OCCC's Mathematics proficiency requirement

**GEN ED - GEN ED ELECTIVE**

3 Credits General Education elective

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

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

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

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**

3 Credits OSRHE approved General Education Communications course

**PLA - PRIOR LEARNING ASSESSMENT**

*Prerequisites: None*

VARIABLE Credits

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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

**PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	OR	Major	
MU 1151	GROUP INSTRUCTION	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	
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	
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	
MU 1224	MUSIC THEORY II	4	Major	
MU 1131	CONCERT CHOIR	OR	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	
<b>Suggested Sophomore 1st Semester</b>				
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	
<b>Suggested Sophomore 2nd Semester</b>				
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**

3 Credits Biological Science

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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**

3 Credits General Education elective

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

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

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

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**

3 Credits Humanities elective

**HUM 1113 - MUSIC APPRECIATION**

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

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. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

**MU 1124 - MUSIC THEORY I**

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

*placement measures and 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: ENGL 0106 or adequate placement score*

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: ENGL 1113*

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: MU 1241*

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: ENGL 1113*

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, Neapolitan 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**

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

## **POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth

and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## Nursing

### Associate in Applied Science

Minimum of 71-72 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 Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, 404-975-5000, www.acenursing.org.

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 this program.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Entry Semester</b>				
CHEM 1115	GENERAL CHEMISTRY I	AND	Gen Ed	C
CHEM 1123	SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY	OR	Gen Ed	C
CHEM 1131	LABORATORY FOR SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY	1	Gen Ed	C
BIO 1023	INTRODUCTORY NUTRITION	3	Support	C
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	C
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	C
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	C
<b>Suggested 1st Semester</b>				
NUR 1519	NURSING PROCESS I	9	Major	C
BIO 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support	C
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	C
<b>Suggested 2nd Semester</b>				
NUR 1529	NURSING PROCESS II	9	Major	C
BIO 2125	MICROBIOLOGY	5	Support	C
<b>Suggested 3rd Semester</b>				
NUR 2539	NURSING PROCESS III	9	Major	C
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
<b>Suggested 4th Semester</b>				
NUR 2549	NURSING PROCESS IV	9	Major	C
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: (19-20 credit hours) Psychology: PSY 1113; English: ENGL 1113; ENGL 1213; History: HIST 1483 or 1493; Political Science: POLSC 1113; CHEM 1115 or CHEM1123 and CHEM 1131

Life Skills Courses: (3 credit hour) Biology: BIO 1023

Support Courses: (13 credit hours) Chemistry: 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: 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: ENGL 0203, adequate placement score, or by meeting determined placement measures* 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: ENGL 0203, adequate placement score, or by meeting determined placement measures* 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: ENGL 0203, adequate placement score, or by meeting determined placement measures* 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, 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, 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. 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. 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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

### **PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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.

## Nursing Program - Baccalaureate to Associate Degree Nurse Accelerated Pathway

### Associate in Applied Science

*Minimum of 71-72 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](http://www.acenursing.org)

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 this program.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Entry Semester</b>				
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	C
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	C
CHEM 1123	SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY	AND	Gen Ed	C
CHEM 1131	LABORATORY FOR SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY	OR	Gen Ed	C
CHEM 1115	GENERAL CHEMISTRY I	5	Gen Ed	C
BIO 1023	INTRODUCTORY NUTRITION	3	Support	C
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	C
<b>Suggested 2nd Semester</b>				
BIO 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support	C
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	C
BIO 2125	MICROBIOLOGY	5	Support	C
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR		
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3		
<b>Suggested 3rd Semester</b>				
NUR 1519	NURSING PROCESS I	9	Major	C
<b>Suggested 4th Semester</b>				
NUR 1529	NURSING PROCESS II	9	Major	C
NUR 2539	NURSING PROCESS III	9	Major	C
<b>Suggested 5th Semester</b>				
NUR 2549	NURSING PROCESS IV	9	Major	C
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: (19-20 credit hours) English: ENGL 1113; English: ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Psychology: PSY 1113; Chemistry: CHEM 1115 OR CHEM 1123 AND CHEM 1131

Life Skills Courses: (3 credit hours) Biology: BIO 1023

Support Courses: (13 credit hours) Biological Science: 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: 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: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
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: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
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: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
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, 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, 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. 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. 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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

### **PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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.

## Nursing Program - Nursing Career Ladder Pathway

### Associate in Applied Science

*Minimum of 71-72 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.

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 this program.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Entry Semester</b>				
CHEM 1123	SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY	AND	Gen Ed	C
CHEM 1131	LABORATORY FOR SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY	OR	Gen Ed	C
CHEM 1115	GENERAL CHEMISTRY I	5	Gen Ed	C
BIO 1023	INTRODUCTORY NUTRITION	3	Support	C
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	C
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	C
<b>Suggested 2nd Semester</b>				
BIO 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support	C
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	C
<b>Suggested 3rd Semester</b>				
NUR 1415	NURSING ROLE TRANSITION	5	Major	C
BIO 2125	MICROBIOLOGY	5	Support	C
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	C
<b>Suggested 4th Semester</b>				
NUR 2539	NURSING PROCESS III	9	Major	C
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
<b>Suggested 5th Semester</b>				
NUR 2549	NURSING PROCESS IV	9	Major	C
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 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: (19-20 credit hours) English: ENGL 1113, ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Psychology: PSY 1113; Chemistry: CHEM 1115 OR CHEM 1123 AND CHEM 1131

Life Skills Courses: (3 credit hours) Biology: BIO 1023

Support Courses: (13 credit hours) 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: 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: ENGL 0203, adequate placement score, or by meeting determined placement measures* 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: ENGL 0203, adequate placement score, or by meeting determined placement measures* 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: ENGL 0203, adequate placement score, or by meeting determined placement measures* 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. Corequisites: BIO 2125, ENGL 1213* 5 Credits Credits 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. 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. 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: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
3 Credits A study of the principles, structure, processes and functions of the United States federal government.

### **PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

## 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](http://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. 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 this program.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Entry Fall Semester</b>				
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	
<b>Suggested First Year Spring (1st) Semester</b>				
OTA 1112	APPLICATION OF LEISURE OCCUPATION	2	Major	C
OTA 1123	HISTORICAL AND CONTEMPORARY FOUNDATIONS IN OCCUPATIONAL THERAPY	3	Major	C
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Support	
<b>Suggested First Year Summer (2nd) Semester</b>				
OTA 1223	HUMAN CONDITIONS IMPACTING OCCUPATION	3	Major	C
BIO 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support	
<b>Suggested First Year Fall (3rd) Semester</b>				
OTA 1122	PERFORMANCE IN ACTIVITIES OF DAILY LIVING	2	Major	C
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	
SOC 2143	MINORITIES, ETHNICITY AND CULTURAL DIVERSITY	3	Gen Ed	
<b>Suggested Second Year Spring (4th) Semester</b>				
OTA 1233	OCCUPATIONAL PERFORMANCE BIRTH THROUGH ADOLESCENCE	3	Major	C
OTA 1213	MOVEMENT AND THERAPEUTIC INTERVENTIONS	3	Major	C
PSY 2403	DEVELOPMENTAL PSYCHOLOGY	3	Support	
<b>Suggested Second Year Summer (5th) Semester</b>				
OTA 1242	OCCUPATIONAL THERAPY SERVICE SKILLS	2	Major	C
OTA 1252	GROUP DYNAMICS	2	Major	C
ENGL 1233	REPORT WRITING	3	Gen Ed	
<b>Suggested Second Year Fall (6th) Semester</b>				
OTA 1263	OCCUPATIONAL PERFORMANCE ADULT LIFESPAN	3	Major	C
OTA 2153	OCCUPATIONAL THERAPY FOR PSYCHOSOCIAL CONDITIONS	3	Major	C
MATH 1503	CONTEMPORARY MATHEMATICS	3	Support	
<b>Suggested Third Year Spring (7th) Semester</b>				
OTA 2141	SPECIAL TOPICS AND FIELDWORK	1	Major	C
OTA 2164	OCCUPATIONAL THERAPY FOR PHYSICAL CONDITIONS	4	Major	C
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
<b>Suggested Third Year Summer (8th) Semester</b>				
OTA 2253	FIELDWORK II A	3	Major	
<b>Suggested Third Year Fall (9th) Semester</b>				
OTA 2263	FIELDWORK II B	3	Major	
OTA 2143	PROFESSIONAL DEVELOPMENT AND SUPPORT	3	Major	C
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  
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.

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

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

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. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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: Satisfied through the health profession application process*

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 OCCUPATIONAL THERAPY**

*Prerequisites: Satisfied through the health profession application process*

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**

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 ADOLESCENCE**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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

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

## **PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SOC 2143 - MINORITIES, ETHNICITY AND CULTURAL DIVERSITY**

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

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](http://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. 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 this program.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Entry Summer Semester</b>				
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Support	
OTA 1112	APPLICATION OF LEISURE OCCUPATION	2	Major	C
OTA 1123	HISTORICAL AND CONTEMPORARY FOUNDATIONS IN OCCUPATIONAL THERAPY	3	Major	C
OTA 1223	HUMAN CONDITIONS IMPACTING OCCUPATION	3	Major	C
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	
<b>Suggested Freshman 2nd Semester</b>				
OTA 1122	PERFORMANCE IN ACTIVITIES OF DAILY LIVING	2	Major	C
OTA 1213	MOVEMENT AND THERAPEUTIC INTERVENTIONS	3	Major	C
OTA 1233	OCCUPATIONAL PERFORMANCE BIRTH THROUGH ADOLESCENCE	3	Major	C
OTA 1252	GROUP DYNAMICS	2	Major	C
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	
ENGL 1233	REPORT WRITING	3	Gen Ed	
<b>Suggested Freshman Summer Semester</b>				
OTA 1242	OCCUPATIONAL THERAPY SERVICE SKILLS	2	Major	C
OTA 1263	OCCUPATIONAL PERFORMANCE ADULT LIFESPAN	3	Major	C
PSY 2403	DEVELOPMENTAL PSYCHOLOGY	3	Support	
<b>Suggested Sophomore 1st Semester</b>				
OTA 2141	SPECIAL TOPICS AND FIELDWORK	1	Major	C
OTA 2153	OCCUPATIONAL THERAPY FOR PSYCHOSOCIAL CONDITIONS	3	Major	C
OTA 2164	OCCUPATIONAL THERAPY FOR PHYSICAL CONDITIONS	4	Major	C
MATH 1503	CONTEMPORARY MATHEMATICS	3	Support	
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
OTA 2143	PROFESSIONAL DEVELOPMENT AND SUPPORT	3	Major	C
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.

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

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

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. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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: Satisfied through the health profession application process*

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 OCCUPATIONAL THERAPY**

*Prerequisites: Satisfied through the health profession application process*

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**

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 ADOLESCENCE**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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

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

## **PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SOC 2143 - MINORITIES, ETHNICITY AND CULTURAL DIVERSITY**

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

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.

## 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>.

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 this program.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Entry Summer Semester</b>				
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	C
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
PTA 1013	INTRODUCTION TO PHYSICAL THERAPY	3	Major	C
PTA 1023	DYNAMIC HUMAN MOTION	3	Major	C
PTA 1213	PAIN MANAGEMENT AND MASSAGE	3	Major	C
BIO 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support	C
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
PTA 1000	SPECIAL TOPICS	VARIABLE 1-4	Major	C
PTA 1112	PATHOLOGY FOR PHYSICAL REHABILITATION	2	Major	C
PTA 1224	THERAPEUTIC EXERCISE I	4	Major	C
PTA 2014	ELECTROTHERAPY AND MODALITIES	4	Major	C
PTA 1151	CLINICAL PREP I	1	Major	C
BIO 2102	CLINICAL ANATOMY	2	Support	C
COM 1123	INTERPERSONAL COMMUNICATIONS	-OR-	Support	
COM 2213	INTRO TO PUBLIC SPEAKING	-OR-	Support	
SOC 2143	MINORITIES, ETHNICITY AND CULTURAL DIVERSITY	3	Support	
<b>Suggested Freshman Summer Semester</b>				
PTA 1312	INITIAL PRACTICUM	2	Major	C
<b>Suggested Sophomore 1st Semester</b>				
PTA 1202	DEVELOPMENT, CONDITIONS AND TREATMENT ACROSS THE 2 LIFESPAN	2	Major	C
PTA 2000	SPECIAL TOPICS	VARIABLE 1-4	Major	C
PTA 2024	THERAPEUTIC EXERCISE II	4	Major	C
PTA 2113	PTA SYSTEMS/PROBLEMS	3	Major	C
PTA 2021	CLINICAL PREP II	1	Major	C
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	
ENGL 1233	REPORT WRITING	-OR-	Gen Ed	
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
PTA 2034	PRACTICUM I	4	Major	C
PTA 2134	PRACTICUM II	4	Major	C
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 <http://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: 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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: ENGL 0106 or adequate placement score*

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

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

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

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

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

**PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: Satisfied through completion of the health profession application process*  
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

Credit 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

Credit 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*

**Credit 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*

**Credit 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.

## **SCL 1001 - SUCCESS IN COLLEGE AND LIFE**

*Prerequisites: ENGL 0106 or adequate reading/writing assessment scores*

**1 Credit** Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SOC 2143 - MINORITIES, ETHNICITY AND CULTURAL DIVERSITY**

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

**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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	
<b>Suggested Freshman 2nd Semester</b>				
PHYS 2014	ENGINEERING PHYSICS I	4	Major	B
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	
<b>Suggested Sophomore 1st Semester</b>				
PHYS 2114	ENGINEERING PHYSICS II	4	Major	B
MATH 2314	CALCULUS AND ANALYTIC GEOMETRY III	4	Major	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
BIO	BIOLOGICAL SCIENCE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
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**

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0303 or adequate math placement test score or by evaluation. § Criteria for evaluation is in division office.*  
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: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
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**

3 Credits Faculty approved support electives

**GEN ED - GEN ED ELECTIVE**

3 Credits General Education elective

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

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

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, derivatives, and vectors to algebraic and

transcendental functions and will solve applied problems that include rates of change, optimization, analysis of graphs, and geometry.

**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 approximate, represent, and analyze functions; analyze functions of three variables and their contour plots; compute partial derivatives of multivariate functions.

**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: MATH 2104 (or at least 4 hours of calculus) within the last year or by evaluation. Prerequisite or Corequisite: MATH 2214*  
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: PHYS 2014 and MATH 2214 (or at least 8 hours of calculus) within the last year or by evaluation. Prerequisite or Corequisite: MATH 2314*  
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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SOC SC - SOCIAL SCIENCE ELECTIVE**

3 Credits 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	
<b>Suggested Freshman 2nd Semester</b>				
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	
<b>Suggested Sophomore 1st Semester</b>				
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	
<b>Suggested Sophomore 2nd Semester</b>				
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**

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

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**

3 Credits Faculty approved elective

**GEOG 2603 - WORLD REGIONAL GEOGRAPHY**

*Prerequisites: NONE*

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

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

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**

3 Credits Humanities elective

**MATH 1503 - CONTEMPORARY MATHEMATICS**

*Prerequisites: MATH 0403 or adequate math placement test score. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

**PHYS - ANY PHYSICAL SCIENCE**

3 Credits Any Physical Science

**POL SCI - POLITICAL SCIENCE ELECTIVE**

3 Credits Political Science elective

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
AHP 1013			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	
BIO 1023	INTRODUCTORY NUTRITION	3	Gen Ed	
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
BIO 1124	GENERAL BIOLOGY I (Majors)	4	Major	
CHEM 1115	GENERAL CHEMISTRY I	5	Major	
<b>Suggested Sophomore 1st Semester</b>				
BIO 2125	MICROBIOLOGY	5	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	6	Support	
<b>Suggested Sophomore 2nd Semester</b>				
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: BIO 1023; 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

A minimum grade of "C" required for all prerequisites and general education courses at OUHSC; at UCO all BIO and CHEM courses require a minimum grade of "C".

\* 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

**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: 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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

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**

3 Credits Faculty approved support electives

**GEN ED - GEN ED ELECTIVE**

3 Credits General Education elective

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

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

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

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**

3 Credits Humanities elective

**MATH 2013 - INTRODUCTION TO STATISTICS**

*Prerequisites: MATH 0403 or adequate math placement test score; ENGL 0203, 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.

## **POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SOC SC - SOCIAL SCIENCE ELECTIVE**

3 Credits 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
CHEM 1115	GENERAL CHEMISTRY I	5	Gen Ed	C
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed	C
BIO 1124	GENERAL BIOLOGY I (Majors)	4	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
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	GENERAL CHEMISTRY II	5	Major	C
PHYS 1114	COLLEGE PHYSICS I	4	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
CHEM 2114	ORGANIC CHEMISTRY I	4	Major	C
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	5-8	Support	
<b>Suggested Sophomore 2nd Semester</b>				
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	ORGANIC CHEMISTRY II	4	Major	C
CHEM 2122	ORGANIC CHEMISTRY LABORATORY	2	Major	C
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 (C); Physics: PHYS 1114; Biological Science: BIO 1124; Humanities: Six credit hours; Social Sciences: PSY 1113; Mathematics: MATH 1513 (C) 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

(C) A grade of "C" or higher must be achieved.

### 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.

**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.

**CHEM 2122 - ORGANIC CHEMISTRY LABORATORY**

*Prerequisites: CHEM 2124 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.

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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**

3 Credits Faculty approved support electives

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

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

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

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**

3 Credits Humanities elective

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

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

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 and ENGL 0203, adequate*

*placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

## **PHYS 1114 - COLLEGE PHYSICS I**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 1513 or higher or APPM 1223, within the last two years or by evaluation. § Criteria for evaluation is in division office.*

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

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

## **PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## Pre-Education

### Associate in Science

*Minimum of 61 credit hours*

An Associate Degree in Science in Pre-Education offers a degree path for students interested in teaching at the elementary grade-school level. This flexible degree plan option prepares students to transfer to a Professional Teacher Education program at a four-year college or university where the student can earn teaching certification in one of three areas: Early Childhood Education, Elementary Education, or Special Education. A career in public or private education can be both exciting and diverse. Elementary Teacher graduates will be helping their students discover the world. Students interested in teaching at the high school level should talk with an advisor to see what degree program would better meet those requirements.

(C) A grade of "C" or higher must be achieved.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
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	
<b>Suggested Freshman 2nd Semester</b>				
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	
<b>Suggested Sophomore 1st Semester</b>				
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	
<b>Suggested Sophomore 2nd Semester</b>				
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) chosen from the following: MATH 1503; MATH 1513; or MATH 2013; History (3 credit hours): HIST 1483 or 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 2603; 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 prerequisites); 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 prerequisites).

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 prerequisites); six (6) - ten (10) credit hours of modern language (SPAN, FREN, GRMN); One of the following may be taken as an elective: ECON 2123, ECON 2143, 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.

This program is designed for students planning to continue to their education at a four-year college or university. See the front general section for information and requirements about University Parallel Transfer Programs. Student majoring in Elementary Education, Early Childhood Education and Special should carefully select courses that will satisfy requirements at the transfer institution. The A.S. degree does not guarantee entry into a Professional Teacher Education program, and students transferring to an Oklahoma institution should consult an academic or faculty advisor in order to meet requirements. Elementary Education, Early Childhood Education, and Special Education majors seeking certification in Oklahoma must take twelve (12) credit hours in each of the following areas: English and Communication, Mathematics, Science, and Social Sciences. A grade of "C" or better must be earned in all coursework to satisfy degree requirements. In addition, Elementary Education, Early Childhood Education, and Special Education majors must demonstrate listening and speaking skills in a language other than English at the "novice-high" level, as required by the State of Oklahoma Teacher Certification. Please consult the faculty advisor in regard to meeting foreign language requirements, as they vary from institution to 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

**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: ENGL 0106 or adequate placement score*

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

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: Prerequisite or Corequisite: 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*

This course is a survey of English literature from the Romantic Age to the present. 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. Credits

**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**

3 Credits Faculty approved elective

**FA SCI - FACULTY APPROVED SCIENCE ELECTIVE**

3 Credits Faculty approved Science elective

**GEOG 2603 - WORLD REGIONAL GEOGRAPHY**

*Prerequisites: NONE*

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

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

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**

3 Credits Humanities elective

**MATH 1503 - CONTEMPORARY MATHEMATICS**

*Prerequisites: MATH 0403 or adequate math placement test score. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

## **PHYS 1064 - EARTH SCIENCE**

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

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

## **PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SOC 1113 - INTRODUCTION TO SOCIOLOGY**

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

3 Credits The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	GENERAL CHEMISTRY I	5	Gen Ed	C
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed	C
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	
CHEM 1215	GENERAL CHEMISTRY II	5	Major	C
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	
<b>Suggested Sophomore 1st Semester</b>				
CHEM 2114	ORGANIC CHEMISTRY I	4	Major	C
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
PSY 1113	INTRODUCTION TO PSYCHOLOGY	or	Gen Ed	
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed	
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	5-8	Support	
<b>Suggested Sophomore 2nd Semester</b>				
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	ORGANIC CHEMISTRY II	4	Major	C
CHEM 2122	ORGANIC CHEMISTRY LABORATORY	2	Major	C
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 (C); 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

(C) A grade of "C" or higher must be achieved.

### 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.

**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.

**CHEM 2122 - ORGANIC CHEMISTRY LABORATORY**

*Prerequisites: CHEM 2124 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.

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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**

3 Credits Faculty approved support electives

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

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

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

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**

3 Credits Humanities elective

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

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

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 and ENGL 0203, adequate*

*placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

## **PHYS 1114 - COLLEGE PHYSICS I**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 1513 or higher or APPM 1223, within the last two years or by evaluation. § Criteria for evaluation is in division office.*

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

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

## **PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SOC 1113 - INTRODUCTION TO SOCIOLOGY**

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

3 Credits The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
CHEM 1115	GENERAL CHEMISTRY I	5	Gen Ed	C
BIO 1124	GENERAL BIOLOGY I (Majors)	4	Gen Ed	
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	3	Gen Ed	C
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	
CHEM 1215	GENERAL CHEMISTRY II	5	Major	C
MATH 1743	CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL SCIENCES	3	Gen Ed	
PHYS 1114	COLLEGE PHYSICS I	4	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
CHEM 2114	ORGANIC CHEMISTRY I	4	Major	C
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	5-8	Support	
<b>Suggested Sophomore 2nd Semester</b>				
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	ORGANIC CHEMISTRY II	4	Major	C
CHEM 2122	ORGANIC CHEMISTRY LABORATORY	2	Major	C
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 (C); Physics: PHYS 1114; Biological Science: BIO 1124; Humanities: Six credit hours; Social Sciences: PSY 1113; Mathematics: MATH 1513(C); 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 (C) A grade of "C" or higher must be achieved.

### 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.

**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.

**CHEM 2122 - ORGANIC CHEMISTRY LABORATORY**

*Prerequisites: CHEM 2124 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.

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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**

3 Credits Faculty approved support electives

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

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

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

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**

3 Credits Humanities elective

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

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

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: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 1513 or higher or APPM 1223, within the last two years or by evaluation. § Criteria for evaluation is in division office.*

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

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

## **PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	
<b>Suggested Freshman 2nd Semester</b>				
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	
<b>Suggested Sophomore 1st Semester</b>				
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	
<b>Suggested Sophomore 2nd Semester</b>				
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**

3 Credits Biological Science

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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**

3 Credits Faculty approved support electives

**GEN ED - GEN ED ELECTIVE**

3 Credits General Education elective

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

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

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

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**

3 Credits Humanities elective

**MATH 1503 - CONTEMPORARY MATHEMATICS**

*Prerequisites: MATH 0403 or adequate math placement test score. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

**PHYS - ANY PHYSICAL SCIENCE**

3 Credits Any Physical Science

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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

**PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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**

3 Credits Psychology elective

**SCL 1001 - SUCCESS IN COLLEGE AND LIFE**

*Prerequisites: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SOC 1113 - INTRODUCTION TO SOCIOLOGY**

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

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

**SOC SC - SOCIAL SCIENCE ELECTIVE**

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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
ENGL 1113	ENGLISH COMPOSITION I	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	
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Gen Ed	
JB 1103	AUDIO PRODUCTION	3	Major	
<b>Suggested Freshman 2nd Semester</b>				
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	
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	Gen Ed	
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	
JB 2413	PRINCIPLES OF PUBLIC RELATIONS	3	Major	
DMD	DIGITAL MEDIA DESIGN	3	Support	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
BIO	BIOLOGICAL SCIENCE	3-4	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
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	3-4	Gen Ed	
ELEC	ELECTIVE	4-5	Gen Ed	

### Course Grouping

Major Courses: (12 Credit Hours) Journalism and Broadcasting: JB 1103; JB 1133; JB 2413; JB 2643

General Education Courses: (40 Credit Hours) English: ENGL 1113; ENGL 1213; Communications: COM 1123; COM 2213; Economics: ECON 2023; 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: (3 Credit Hours) Any DMD Course

Elective Courses: (5 Credit Hours) Electives (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

### **BIO - BIOLOGICAL SCIENCE**

3 Credits Biological Science

### **COM 1123 - INTERPERSONAL COMMUNICATIONS**

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

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: ENGL 0106 or adequate placement score*

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.

### **DMD - DIGITAL MEDIA DESIGN**

3 Credits Select any DMD course

### **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**

3 Credits Elective

### **ENGL 1113 - ENGLISH COMPOSITION I**

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

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

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

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**

3 Credits Humanities elective

### **JB 1103 - AUDIO PRODUCTION**

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

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

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

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

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. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

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

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

## **POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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

## **PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SOC 1113 - INTRODUCTION TO SOCIOLOGY**

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

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

## Respiratory Care Therapist

### Associate in Applied Science

Minimum of 68 credit hours

Studying to become a Respiratory Care Therapist 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. This program is offered through a contractual arrangement between Oklahoma City Community College and Francis Tuttle Technology Center. 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. \*Please note: this contractual arrangement is pending approval through both the Oklahoma State Regents for Higher Education and the Higher Learning Commission.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Summer Semester</b>				
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	
<b>Suggested Freshman 1st Semester</b>				
CHEM 1103	CHEMISTRY AROUND US	3	Gen Ed	
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR		
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	
BIO 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support	
OSRHE1	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	OR	Support	
MATH 1503	CONTEMPORARY MATHEMATICS	3	Support	
PSY 2233	ETHICS IN HEALTH AND HUMAN SERVICES	3		
SOC 2143	MINORITIES, ETHNICITY AND CULTURAL DIVERSITY	3	Gen Ed	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
RC 1133	INTRODUCTION TO RESPIRATORY CARE	3	Major	
RC 1342	CARDIOPULMONARY ANATOMY AND PHYSIOLOGY	2	Support	
<b>Suggested Sophomore Summer Semester</b>				
RC 2114	BASIC RESPIRATORY THERAPY PROCEDURES	4	Major	
RC 2222	RESPIRATORY THERAPY PATHOLOGY AND PHARMACOLOGY 2	2	Major	
<b>Suggested Sophomore 1st Semester</b>				
RC 2314	ADVANCED RESPIRATORY THERAPY PROCEDURES	4	Major	
RC 2322	DIAGNOSTICS AND OUTPATIENT SERVICES	2	Major	
RC 2352	PEDIATRIC AND NEONATAL RESPIRATORY CARE	2	Major	
RC 2364	CLINICAL APPLICATION OF RESPIRATORY THERAPEUTICS I	4	Major	
<b>Suggested Sophomore 2nd Semester</b>				
RC 2124	CRITICAL CARE RESPIRATORY THERAPY	4	Major	
RC 2524	RESPIRATORY CARE ADVANCED PRACTICE	4	Major	
RC 2534	CLINICAL APPLICATION OF RESPIRATORY THERAPEUTICS II	4	Major	

### Course Grouping

Major Courses: (33 credit hours) RC 1133, RC 2114, RC 2124, RC 2222, RC 2314, RC 2322, RC 2352, RC 2364, RC 2524, RC 2534

General Education Courses: (21 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.\*; Psychology: PSY 2233; History: HIST 1483 or HIST 1493; SOC 2143; CHEM 1103

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

Support Courses: (13 credit hours) Biological Sciences: BIO 1314, BIO 1414; Mathematics: MATH 1513 or MATH 1503; Respiratory Care: RC 1342

\*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.

++Special admission procedures required.

Please note: this contractual arrangement is pending approval by both the Oklahoma State Regents for Higher Education and the Higher Learning Commission.

## 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: 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 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.

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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.

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

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

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

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. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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**

3 Credits OSRHE approved General Education Communications or English course

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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

**PSY 2233 - ETHICS IN HEALTH AND HUMAN SERVICES**

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

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.

**RC 1133 - INTRODUCTION TO RESPIRATORY CARE**

*Prerequisites: ENGL 0106 or adequate placement score*

3 Credits This is a course designed as an introduction to the occupation of respiratory care. The course focus is the profession of respiratory care and the operation of respiratory care departments and health care organizations. Theory covered in the course includes the operation of respiratory care departments, staff positions and their responsibility, regulations and policy that affect the practice of respiratory care. Professional communication, patient education and safe behavior in the healthcare environment are also included in this course.

**RC 1342 - CARDIOPULMONARY ANATOMY AND PHYSIOLOGY**

*Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: BIO 1314, BIO 1414*

2 Credits This course is an in-depth study of the structure and function of the respiratory and cardiac systems intended for individuals interested in a career in Respiratory Care. It will include study of the processes involved in the transport of oxygen and carbon dioxide between the lung and tissue to include ventilation, diffusion and gas transport. Students will learn about clinical assessment tests and calculations utilized to assess lung and cardiac function, including normal values

and interpretation of abnormal results. This course is a foundation for learning how to assess normal function and efficiency of the cardiopulmonary systems as well as the understanding of disease processes.

## **RC 2114 - BASIC RESPIRATORY THERAPY PROCEDURES**

*Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: Admission to program; RC 1133; MATH 1503 or MATH 1513; and ENGL 1113*

4 Credits This course is designed for the beginning Respiratory Care Practitioner student. The course focus will be the theory and performance of basic respiratory care therapeutics. Included in this course are laboratory demonstrations and practice to prepare the student to be proficient in application of theory, performance of basic respiratory care skills and troubleshooting. The student will be required to satisfactorily perform skill evaluations in a laboratory setting. The skills and theory covered include: basic physical assessment with vital signs, bulk oxygen systems, cylinders, regulators, flow-meters, blenders, compressors, concentrators, breathing techniques, sustained maximal inspiration, oxygen therapy, oxygen therapy equipment and analyzation, postural drainage, percussive therapies, positive expiratory therapies, basic pharmacology, blood gas sampling and analysis, aerosol medication therapies, electrocardiograms and manual resuscitators.

## **RC 2124 - CRITICAL CARE RESPIRATORY THERAPY**

*Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: RC 2314 Advanced Respiratory Therapy Procedures*

4 Credits This course prepares the student for management of the Critical Care Pulmonary Patient. Emphasis is placed on developing patient care plans for overall management of the critically ill patient, application of advanced ventilation modes, techniques for liberation from the ventilator, interpretation of ventilator waveforms, hemodynamic monitoring methods and management, evaluation of fluid balance and electrolytes. The student will demonstrate proficiency in treating respiratory emergencies, and practice a variety of advanced patient assessments including modification of treatment plans and/or assisting the physician. Students will demonstrate proficiency with laboratory skills and clinical patient scenario simulation.

## **RC 2222 - RESPIRATORY THERAPY PATHOLOGY AND PHARMACOLOGY**

*Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite:*

## *RC 1342 Cardiopulmonary Anatomy and Physiology*

2 Credits This course is a study of diseases common to patients requiring respiratory therapy and/or intensive care. Study of each disease will include: epidemiology, etiology, pathophysiology, signs and symptoms, diagnosis, treatment and prognosis. In conjunction with the study of diseases will be the study of pharmacologic agents typically administered by respiratory therapists as well as medications that are critically important to the overall patient care plan. Study of pharmacological agents will include basic principles of pharmacology and drug administration safety along with specific information about the most important and commonly used respiratory related drugs. Upon completion of this course the student will be able to identify a disease process from key patient information and formulate an appropriate treatment plan including pharmacological agents.

## **RC 2314 - ADVANCED RESPIRATORY THERAPY PROCEDURES**

*Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: RC 2114 Basic Respiratory Therapy Procedures*

4 Credits This course is designed for the Respiratory Care Practitioner student that has successfully completed the Basic Respiratory Therapy Procedures course. The course focus will be the theory and performance of advanced respiratory care therapeutics to prepare the student for initial adult critical care practice. The student will be required to satisfactorily perform skill evaluations and troubleshooting in a laboratory setting. The skills and theory covered include: blood gas evaluation, positive airway pressure therapies, airway management techniques, oral and nasal airways, intubation, extubation, suctioning, tracheostomy care, tracheal tube management, specialty emergency airways, basic ventilator function and application, bi-level positive airway pressure and non-invasive positive airway pressure therapies, initiation of continuous ventilator life support devices, continuous ventilator patient management techniques and weaning from life support devices.

## **RC 2322 - DIAGNOSTICS AND OUTPATIENT SERVICES**

*Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: RC 1342 Cardiopulmonary Anatomy and Physiology*

2 Credits The course focus is cardiovascular and pulmonary diagnostic testing, homecare, discharge planning and pulmonary rehabilitation. Included in the course are laboratory demonstrations and practice as it relates to pulmonary functions testing,

assisting with bronchoscopy and oxygen therapy in the home setting. The student will be required to satisfactorily perform skill evaluations in the laboratory setting for pulmonary function testing. In addition, theory covered in the course includes: diagnostic testing for the cardiac patient, diagnostic testing for sleep apnea, electroencephalogram (EEG), exercise testing, pulmonary rehabilitation, homecare and discharge planning.

## **RC 2352 - PEDIATRIC AND NEONATAL RESPIRATORY CARE**

*Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: RC 2114 Basic Respiratory Therapy Procedures*

2 Credits This course is designed to discuss the various aspects of respiratory care which are unique to the neonatal and pediatric patient. This includes development of the fetus, evaluation and stabilization of high-risk newborns, pediatric respiratory therapeutics, advanced life support, the study of pediatric diseases with cardiopulmonary implications and appropriate therapeutic interventions. Mechanical ventilation of the newborn, specialty gas administration, high frequency ventilation, and extracorporeal membrane oxygenation (ECMO) are also covered. Students will complete the Neonatal Resuscitation Program and participate in laboratory practice and evaluations utilizing human patient simulators.

## **RC 2364 - CLINICAL APPLICATION OF RESPIRATORY THERAPEUTICS I**

*Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: RC 1133; admission to program; Co-requisite: RC 2114*

4 Credits This course is designed for the beginning Respiratory Care Practitioner student. The course focus is clinical observation, assistance and performance of Respiratory Therapeutics which were taught in the Basic Respiratory Therapy Procedures and Advanced Respiratory Therapy Procedures courses and Labs. The student will demonstrate clinical proficiency of the following respiratory therapeutics: physical assessment, oxygen therapy, aerosol medication administration, chest physiotherapy techniques, isolation techniques, tracheal suctioning, tracheal airway care, arterial blood gas sampling, positive pressure therapies, pulse oximetry, noninvasive ventilation techniques, basic life support systems, and continuous ventilation of the adult patient. The student will be supervised in the affiliate Respiratory Care Departments by the adjunct faculty and program faculty.

## **RC 2524 - RESPIRATORY CARE ADVANCED PRACTICE**

*Prerequisites: Read/Writing competency satisfied by prerequisite course. RC 2314 Advanced Respiratory Therapy Care Procedures*

4 Credits This is the final respiratory theory class for respiratory care students approaching graduation. It is intended to allow practice and demonstration of integration of acquired skills and knowledge at the advanced practitioner level. Students will utilize current standards of evidence based medicine to manage patients in complex patient care scenarios. This will reinforce the skills of appropriate, thorough patient assessment followed by the use of protocols to formulate an effective patient care plan and analyze patient response. Students will also participate in a structured self- assessment and review plan in preparation for their credentialing examinations. This will include theory review, quizzes and multiple practice examinations.

## **RC 2534 - CLINICAL APPLICATION OF RESPIRATORY THERAPEUTICS II**

*Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: RC 2364 Clinical Application of Respiratory Therapeutics I*

4 Credits This course is designed for the Respiratory Care Practitioner student. The course focus is clinical observation, assistance and performance of Respiratory Therapeutics which were taught in Diagnostics & Out-Patient Services, Pediatric & Neonatal Respiratory Care, and the Critical Care Respiratory Therapy courses and Labs. The student will demonstrate clinical proficiency of the following respiratory therapeutics: physical assessment, simple spirometry, oxygen therapy, aerosol medication administration, tracheal suctioning, tracheal airway care, tracheal extubation, blood gas sampling, ventilatory assessment, noninvasive ventilation techniques, ventilation of the ped- neonate patient and continuous ventilation of the adult patient. The student will be supervised in the affiliate Respiratory Care Departments by the adjunct faculty and program faculty.

## **SCL 1001 - SUCCESS IN COLLEGE AND LIFE**

*Prerequisites: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SOC 2143 - MINORITIES, ETHNICITY AND CULTURAL DIVERSITY**

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

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.

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	
<b>Suggested Freshman 2nd Semester</b>				
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	
<b>Suggested Sophomore 1st Semester</b>				
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	
<b>Suggested Sophomore 2nd Semester</b>				
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, ECON, HIST, HUM, PHIL, POLSC, PSY, SOC, and 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**

3 Credits Biological Science

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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**

3 Credits General Education elective

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

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

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

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**

3 Credits Humanities elective

**MATH 1503 - CONTEMPORARY MATHEMATICS**

*Prerequisites: MATH 0403 or adequate math placement test score. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

**PHYS - ANY PHYSICAL SCIENCE**

3 Credits Any Physical Science

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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

**PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SOC - SOCIOLOGY ELECTIVE**

3 Credits Sociology elective

**SOC 1113 - INTRODUCTION TO SOCIOLOGY**

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

3 Credits The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, 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**

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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	
<b>Suggested Freshman 2nd Semester</b>				
SPAN 1225	ELEMENTARY SPANISH II	5	Major	
ENGL 1213	ENGLISH COMPOSITION II	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	
<b>Suggested Sophomore 1st Semester</b>				
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	OR	Gen Ed	
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	
ENGL 2123	INTRODUCTION TO LITERATURE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
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**

3 Credits Biological Science

**ENGL 1113 - ENGLISH COMPOSITION I**

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

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: Prerequisite or Corequisite: 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**

3 Credits General Education elective

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

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

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

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**

3 Credits Humanities elective

**MATH 1503 - CONTEMPORARY MATHEMATICS**

*Prerequisites: MATH 0403 or adequate math placement test score. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

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

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

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SPAN 1115 - ELEMENTARY SPANISH I**

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

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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**

3 Credits Guided 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SPAN 1010	CONVERSATIONAL SPANISH I	VARIABLE 1-4	Major	C
SPAN 1120	CONVERSATIONAL SPANISH II	VARIABLE 1-4	Major	C
<b>Suggested Freshman 2nd Semester</b>				
SPAN 1225	ELEMENTARY SPANISH II	5	Major	C
<b>Suggested Sophomore 1st Semester</b>				
SPAN 2010	CONVERSATIONAL SPANISH III	OR	Major	C
SPAN 2113	INTERMEDIATE SPANISH I	3	Major	C
SPAN 1150	SPANISH IMMERSION I	VARIABLE 1-3	Major	C
<b>Suggested Sophomore 2nd Semester</b>				
SPAN 2060	INTERNATIONAL STUDY II	VARIABLE 3-6	Major	C
SPAN 2223	INTERMEDIATE SPANISH II	3	Major	C

### 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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SPAN 1115	ELEMENTARY SPANISH I	5	Major	C
<b>Suggested Freshman 2nd Semester</b>				
SPAN 1225	ELEMENTARY SPANISH II	5	Major	C
SPAN 1120	CONVERSATIONAL SPANISH II	VARIABLE 1-4	Major	C
<b>Suggested Sophomore 1st Semester</b>				
SPAN 2010	CONVERSATIONAL SPANISH III	OR	Major	C
SPAN 2113	INTERMEDIATE SPANISH I	3	Major	C
SPAN 1150	SPANISH IMMERSION I	VARIABLE 1-3	Major	C
<b>Suggested Sophomore 2nd Semester</b>				
SPAN 2223	INTERMEDIATE SPANISH II	3	Major	C
SPAN 2050	SPANISH IMMERSION II	VARIABLE 1-3	Major	C

### 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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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 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 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.

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 this program.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	C
SLPA 1023	Phonetics	3	Major	C
SLPA 1033	Professional Issues for Speech Language Pathology Assistants	3	Major	C
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	
SLPA 1043	Introduction to Articulation Disorders	3	Major	C
SLPA 1053	Language Disorders in the Exceptional Child	3	Major	C
SLPA 1063	Anatomy and Physiology of the Speech and Hearing Mechanism	3	Major	C
<b>Suggested Sophomore Summer Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	OR	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	C
SLPA 1083	Instructional Procedures in Communication Disorder	3	Major	C
<b>Suggested Sophomore 1st Semester</b>				
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	
MATH 1503	CONTEMPORARY MATHEMATICS	3	Gen Ed	
SLPA 2023	Autism	3	Major	C
SLPA 2033	Clinical Experience I	3	Major	C
SLPA 2043	Adult Neurogenic Communication Disorders and Treatment	3	Major	C
<b>Suggested Sophomore 2nd Semester</b>				
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
SLPA 2013	Medical Issues for the Speech Language Pathology Assistant	3	Major	C
SLPA 2053	Augmentative Communication	3	Major	C
SLPA 2063	Clinical Experience II	3	Major	C

### 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

All major 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.

All Speech Language Pathology Assistant (SLPA) courses 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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

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

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. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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

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

**PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SLPA 1013 - Foundations of Speech Language**

*Prerequisites: Satisfied through completion of the health profession application process*

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: Satisfied through completion of the health profession application process*

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: Satisfied through completion of the health profession application process*

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 Assistant**

*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 Speaking and interpersonal communications 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, the ministry or corporate training. Other area option also available is theatre.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	
<b>Suggested Freshman 2nd Semester</b>				
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	
<b>Suggested Sophomore 1st Semester</b>				
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	
<b>Suggested Sophomore 2nd Semester</b>				
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**

3 Credits Biological Science

### **COM 1123 - INTERPERSONAL COMMUNICATIONS**

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

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: ENGL 0106 or adequate placement score*

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

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**

3 Credits General Education elective

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

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

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

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**

3 Credits Humanities elective

### **MATH 1503 - CONTEMPORARY MATHEMATICS**

*Prerequisites: MATH 0403 or adequate math placement test score. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

### **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**

3 Credits Any Physical Science

### **POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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

### **PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic

community. 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 to satisfy the Life Skills requirement.

and methodology of acting in the media of film and video.

## **SOC 1113 - INTRODUCTION TO SOCIOLOGY**

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

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

## **SUPP - GUIDED SUPPORT ELECTIVE**

3 Credits Guided Support elective

## **SUPP ELEC - SUPPORT ELECTIVE**

3 Credits Support elective

## **TA 1103 - INTRODUCTION TO THEATRE**

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

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

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: NONE*

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

3 Credits The student will develop and demonstrate, through listening, interpretation, and response exercises, a personal technique

## 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.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
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	OR	Gen Ed	
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Major	
<b>Suggested Freshman 2nd Semester</b>				
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	OR	Gen Ed	
MATH 1513	COLLEGE ALGEBRA FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES	OR	Gen Ed	
MATH 2013	INTRODUCTION TO STATISTICS	3		
<b>Suggested Sophomore 1st Semester</b>				
TA 1223	MAKE UP FOR THE STAGE	3	Support	
PHYS SC	ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, 3 OR GEOL SUBJECT AREAS	3	Gen Ed	
PSY 1113	INTRODUCTION TO PSYCHOLOGY	OR	Gen Ed	
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
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**

3 Credits Biological Science

**COM 1123 - INTERPERSONAL COMMUNICATIONS**

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

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: ENGL 0106 or adequate placement score*

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

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**

3 Credits General Education elective

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

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

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

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**

3 Credits Humanities elective

**MATH 1503 - CONTEMPORARY MATHEMATICS**

*Prerequisites: MATH 0403 or adequate math placement test score. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

**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**

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

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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

**PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize

resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

## **SOC 1113 - INTRODUCTION TO SOCIOLOGY**

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

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

## **TA 1103 - INTRODUCTION TO THEATRE**

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

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

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: NONE*

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: NONE*

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

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

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. Major hours for this program is obtained through successful completion of the CST(Certified Surgical Technologist) Prior Learning Assessment licensure.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed	
AHP 1013			Support	
<b>Suggested Freshman 2nd Semester</b>				
OSRHE	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE	3	Gen Ed	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3 OR	Gen Ed	
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
BIO 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support	
FA MATH1	FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS	3	Support	
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
PLA	PRIOR LEARNING ASSESSMENT	30	Major	

### Course Grouping

Major Courses: PLA (Prior Learning Assessment credit from the Certified Surgical Technology licensure exam) 30 Credits

General Education Courses: 21 Credits - 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: 14 Credits - 3 Credits-Mathematics that meets OCCC mathematics proficiency, BIO 1314, BIO 1414, AHP 1013

\*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.

Prior Learning Assessment (PLA) is contingent upon successful completion of the national CST certification, and meeting resident credit hour requirements.

**++Special admission procedures required.**

## 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: 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.

**CS 1103 - INTRODUCTION TO COMPUTERS AND APPLICATIONS**

*Prerequisites: Math 0103 or adequate math placement test score; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

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**

3 Credits Faculty approved Mathematics that meets OCCC's Mathematics proficiency requirement

**GEN ED - GEN ED ELECTIVE**

3 Credits General Education elective

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

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

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.

**OSRHE - OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE**

3 Credits OSRHE approved General Education Communications course

**PLA - PRIOR LEARNING ASSESSMENT**

*Prerequisites: None*  
VARIABLE Credits

**POLSC 1113 - AMERICAN FEDERAL GOVERNMENT**

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

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

**PSY 1113 - INTRODUCTION TO PSYCHOLOGY**

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

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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

# Course Descriptions

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*Prerequisites:*

## **Biological Science**

### **BIO BIOLOGICAL SCIENCE**

*Prerequisites:*

3 Credits Biological Science

### **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: BIO 1124*

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: 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: 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: 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: 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: 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: 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: 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 and ENGL 0203, adequate placement score, or by meeting determined placement measures*

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 1083 EMPLOYMENT TRANSITIONS**

*Prerequisites: None*

3 Credits This class will provide students an opportunity to gain the proper skills for successful entry or reentry into their field of interest for employment. Students will be required to complete a personal inventory assessing their interests, abilities, and experiences for strategic career planning. Job readiness skills, including keyboarding, resume preparation, interviewing techniques, interpersonal ("soft skills") and professional demeanor, will be addressed. Particular focus will regard the qualities that today's employers are seeking in job candidates, such as integrity, accountability, competence, and critical thinking.

### **BUS 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.

### **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 1713 BEGINNING WORD PROCESSING**

*Prerequisites: ENGL 0106 or adequate placement score.*

3 Credits Students will use 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 and graphics. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software.

### **BUS 1813 LEGAL OFFICE PROCEDURES**

*Prerequisites: MATH 0103 or adequate math placement test score and BUS 1713.*

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, billing, writing and research.

## **BUS 2000 COOPERATIVE EDUCATION**

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

VARIABLE 1-3 Credits The student will demonstrate competencies in selected topics which are beneficial to students in the business field. Each course will focus on special areas related to procedures and functions.

## **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. Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

## **BUS 2039 MEDICAL CODING**

*Prerequisites: (R) (W), BIO 1314 and AHP 1013, Minimum "C" grade in each 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.

## **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.

## **BUS 2123 ADMINISTRATIVE OFFICE SYSTEMS**

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

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.

## **BUS 2263 MEDICAL OFFICE PROCEDURES**

*Prerequisites: (R) (W), MATH 0203 or adequate math placement test score, AHP 1013, BUS 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.

## **BUS 2323 LEGAL TERMINOLOGY AND TRANSCRIPTION**

*Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures, BUS 1113 and BUS 1713.*

3 Credits The student will correctly spell, transcribe, and define terms commonly used in the legal field and use these terms correctly in the transcription.

## **BUS 2363 INTERMEDIATE WORD PROCESSING**

*Prerequisites: (R) (W), MATH 0203 or adequate math placement test score, BUS 1713 with a minimum grade of "C" or better.*

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.

## **BUS 2413 MEDICAL TRANSCRIPTION**

*Prerequisites: (R) (W), AHP 1013, BIO 1314, and BUS 1713*

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.

## **BUS 2423 ADMINISTRATIVE OFFICE PROCEDURES**

*Prerequisites: BUS 2033, BUS 2473; Corequisite: BUS 2363*

3 Credits The student will study ethics, traits, duties, attitudes and responsibilities of a professional administrative assistant. Students will use the computer to produce mailable documents, travel itineraries, minutes of meetings, and various other office documents with emphasis on grammar/punctuation, proofreading, editing, and decision making skills. Lecture/Lab

## **BUS 2433 OFFICE INFORMATION PROCESSING**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures, MATH 0203 or adequate math placement test score, BUS 1113 and BUS 1713 with a minimum grade of "C" or better.*

3 Credits Students will use the computer to produce mailable documents with emphasis on business vocabulary, proofreading, editing, transcription, and decision making skills. Managerial dictation techniques will be introduced. Lecture/Lab.

## **BUS 2463 APPLIED GRAPHICS FOR BUSINESS**

*Prerequisites: BUS 1713*

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.

## **BUS 2473 BUSINESS SPREADSHEET APPLICATIONS**

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

3 Credits 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 2493 ADVANCED EXCEL**

*Prerequisites: (R) (W), BUS 2473*

3 Credits This course builds on the previous BUS 2473, Business Spreadsheet Applications. Students will learn advanced Excel features for application in the business world today.

## **BUS 2523 AUTOMATED RECORDS MANAGEMENT**

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

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 Association of Records Managers and Administrators (ARMA) filing methods integrating the use of the computer to control and manage a file system. Lecture/Lab

## **BUS 2663 CAREER EDUCATION/INTERNSHIP**

*Prerequisites: (R) (W), MATH 0203 or adequate math placement test score. A grade of "C" or better in BUS 1113, BUS 1713 and BUS 2473, and by evaluation.*

3 Credits 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.

## **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 2124 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. § Criteria for evaluation is in division office.*

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: ENGL 0106 or adequate placement score*

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

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: ENGL 0106 or adequate placement score*

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: ENGL 0106 or adequate placement score*

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: ENGL 0106 or adequate placement score*

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

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

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

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. The course contains a laboratory component which must be completed at on- and off-campus approved sites. Students must meet pre-laboratory requirements.

### CD 2213 CHILD AND FAMILY IN SOCIETY

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

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 explores the identification and implantation of best practices for health, safety, and nutrition of young children in a variety of early childhood settings. The laboratory component of the course must be completed at on- and off-campus approved sites at discretion of instructor. Students must meet pre-laboratory requirements.

## **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 implantation of best practices for health, safety, and nutrition of young children in a variety of early childhood settings. The laboratory component of the course must be completed at on- and off-campus approved sites at discretion of instructor. Students must meet pre-laboratory requirements.

## **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. § Criteria for evaluation is in division office.*

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. Students must meet pre-laboratory requirements.

## **CD 2443 LANGUAGE & LITERACY FOR YOUNG CHILDREN**

*Prerequisites: CD 2113 and CD 2153*

3 Credits 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 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. The laboratory component of the course must be completed at on- and off-campus approved sites at discretion of instructor. Students must meet pre-laboratory requirements.

## **CD 2623 SUPERVISED LABORATORY**

*Prerequisites: ENGL 1113 Earned at least a 'C' in CD 2333, CD 2353*

3 Credits 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 execute 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 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 fifty-six contact hours is required, which must be completed in approved on- and off-campus early care and education facilities at discretion of instructor. Students must meet pre-laboratory requirements. AAS majors must document a minimum of 100 clock 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:* ENGL 0203, adequate placement score, or by meeting determined placement measures

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 1112 VITAL SIGNS AND VENIPUNCTURE**

*Prerequisites:* BIO 1414

2 Credits The student will 1) successfully measure blood pressure, pulse rate, and temperature, 2) draw intravenous blood, 3) perform human tissue and fluid storage procedures, and 4) utilize universal precautions for handling biological materials.

### **CRC 1203 MEDICAL ETHICS AND CLIENT CARE**

*Prerequisites:* CRC 1103

3 Credits The student will be able to describe the fundamentals of ethical principles involving human research subjects, understand informed consent and the role of the Internal Review Board, and identify vulnerable populations.

### **CRC 1303 CLINICAL TRIALS AND RESEARCH REGULATIONS**

*Prerequisites:* CRC 1103

3 Credits The student will receive an overview of federal and international guidelines governing clinical research and drug trials, including Good Clinical Practices and International Council on Harmonization guidelines. An emphasis will be placed on understanding of research organization compliance, responsibilities of the Internal Review Board and the Health Insurance Portability and Accountability Act (HIPAA). The student will identify and complete required regulatory forms, define human subject protection guidelines, compare federal versus international guidelines for clinical research and discuss conflict of interest issues.

### **CRC 1503 CLINICAL TRIALS AND RESEARCH INTERNSHIP I**

*Prerequisites:* CRC 1203; CRC 1303

3 Credits Students will shadow clinical research teams for four weeks at a private or university clinical research facility. Topics learned in the classroom will be demonstrated in an actual clinical research setting, giving the student exposure to a real-world setting while learning practical applications.

### **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 2103 CLINICAL RESEARCH DESIGN**

*Prerequisites:* CRC 1203; CRC 1303

3 Credits Students will acquire a basic knowledge of research design methodologies, data organization and presentation, participant eligibility, adverse event documentation, site visit and audit preparation, and budget design.

### **CRC 2113 CLINICAL RESEARCH SITE MANAGEMENT**

*Prerequisites:* CRC 2103

3 Credits The student will acquire a basic knowledge of research site organization, operation and management. The student will learn the process involved in grant applications, study initiation, documentation requirements, and site evaluations. Emphasis will be placed on defining process flow and interactions with Institutional Review Boards, sponsors, regulators, investigators, and the community.

## **CRC 2203 PATHOPHYSIOLOGY**

*Prerequisites: CHEM 1123; BIO 1414; AHP 1013*

3 Credits The student will utilize critical thinking models to understand the dynamic aspects of human health and disease processes. The student will develop a foundational knowledge of the pathogenesis and clinical manifestation of disease in order to work effectively with subject data and communicate with other clinical research professionals.

## **CRC 2213 PHARMACOLOGY FOR CLINICAL RESEARCH**

*Prerequisites: CHEM 1123; BIO 1414*

3 Credits The student will correctly spell names of major drugs, place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names. The student will identify and discuss the purpose of nutritional products, blood modifiers, hormones, diuretics, diabetes medications, cardiovascular agents, respiratory drugs, and gastrointestinal agents.

## **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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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 1123 INTERPERSONAL COMMUNICATIONS**

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

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

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: ENGL 0106 or adequate placement score*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0303 or adequate math placement test score or by evaluation. § Criteria for evaluation is in division office.*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103*

3 Credits Students will learn the following important areas through a combination of lectures and hands-on projects: installing, maintaining and optimizing Windows operating systems, troubleshooting Windows and applications, connecting to and setting up a network, Windows resources on a network, computer security strategies, mobile devices, and client-side virtualization. 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. § Criteria for evaluation is in division office.*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; Math 0203 or adequate math placement test score, prerequisite or co-requisite CS 1103*

3 Credits Students will learn the following through class lectures and hands-on projects: identification, configuration, maintenance, troubleshooting, and repair of PC hardware including mainboards, BIOS, processors, memory, storage devices, peripherals, and printers. Other IT-related issues such as networks, safety and environmental concerns, customer relations, and professionalism are also presented. A+ Certification Preparation Course.

## **CS 2000 SPECIAL TOPICS**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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 1103 or by evaluation. § Criteria for evaluation is in division office.*

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. A+ Certification Preparation Course.

## **CS 2193 SUPPORTING DESKTOP APPLICATIONS**

*Prerequisites: 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 § Criteria for evaluation is in division office.*

3 Credits 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, co-requisite CS 1103 or by evaluation.*

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: 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 0203 College Prep Math II or adequate Math Placement test score. ENGL 0203, adequate placement score, or by meeting determined placement measures.*

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. HTML, CSS along with a combination of other current technologies will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a web site; manipulating graphics; creating printer and mobile versions; and incorporating JavaScript at an introductory level.

## **CS 2433 DIGITAL MEDIA SCRIPTING**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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: 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: 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. § Criteria for evaluation is in division office.*

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: 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: 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: 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. § Criteria for evaluation is in division office.*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: ENGL 0203, adequate placement score, or by meeting determined placement measures; 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: 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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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 1043 ENGINEERING PRINCIPLES**

*Prerequisites: Math 0103 or adequate math placement test score; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: CAT 1043 or by evaluation. § Criteria for evaluation is in division office.*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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. § Criteria for evaluation is in division office.*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: CS 1103 or CAT 1413 or by evaluation. § Criteria for evaluation is in division office.*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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: 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: CAT 1253 or by evaluation. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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 2313 INTRODUCTION TO SPATIAL ANALYSIS**

*Prerequisites: Math 0203 or adequate math placement test score, CAT 1313 or by evaluation. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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 2540 APPLICATIONS IN CAD**

*Prerequisites: CAT 1043 and CAT 1214 or by evaluation. § Criteria for evaluation is in division office.*

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 2703 PRACTICUM**

*Prerequisites: 12 hours of CAT or by evaluation. § Criteria for evaluation is in division office.*

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: 15 hours of CAT credits*

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.

## **Digital Media Design**

### **DMD DIGITAL MEDIA DESIGN**

*Prerequisites:*

3 Credits Select any DMD course

### **DMD 1000 SPECIAL TOPICS IN DIGITAL MEDIA DESIGN**

*Prerequisites: NONE*

1-3 Credits Students will develop skills and demonstrate competencies in topics not covered in other Digital Media Design courses. A specific topic is designated for each offering. This course may be repeated with a change in subject matter.

### **DMD 1013 CREATIVITY AND DESIGN**

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

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.

### **DMD 1023 INTRODUCTION TO GRAPHIC DESIGN**

*Prerequisites: DMD 1053*

3 Credits The student will be introduced to the principles of design, color, typography, and the design process. Student proficiency will be demonstrated by the successful completion of projects.

### **DMD 1033 PRINCIPLES OF ANIMATION**

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

3 Credits This course provides a historical and critical approach to animation from early black-and-white cartoons to modern 2D and 3D productions. Students will critically analyze processes and techniques involved in the construction of traditional and computer based animation sequences.

### **DMD 1053 ELECTRONIC PUBLISHING: INDESIGN I**

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

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.

## **DMD 1063 EVOLUTION OF VIDEO GAME DESIGN TECHNOLOGY**

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

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.

## **DMD 1133 INTRODUCTION TO MACINTOSH**

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

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.

## **DMD 1153 DIGITAL PHOTOGRAPHY**

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

3 Credits The student will demonstrate proficiency in using digital cameras and will produce color and black and white images which demonstrate a knowledge of basic principles 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.

## **DMD 1183 COMPUTER DRAWING: ILLUSTRATOR**

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

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.

## **DMD 1223 GAME DEVELOPMENT AND DESIGN CONCEPTS**

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

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.

## **DMD 1233 2D COMPUTER ANIMATION**

*Prerequisites: DMD 1033*

3 Credits In this class students will apply basic animation principles to produce an animated sequence using industry standard 2D animation computer software. Emphasis will be placed on timing, performance and creativity of the animated sequence.

## **DMD 1513 GRAPHIC DESIGN**

*Prerequisites: DMD 1053; DMD 1023*

3 Credits The student will apply design principles, color, typography, problem solving, and production skills to create effective designs for print and electronic media. Student proficiency will be demonstrated by the successful completion of projects.

## **DMD 2000 INTERNSHIP**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; By Evaluation*

1-9 Credits The student will work in a professional setting with qualified professionals in either animation, game design, graphic design or photography. The student will produce professional quality materials for print or electronic media. This course may be repeated to a maximum of nine credit hours with the permission of the instructor.

## **DMD 2053 ELECTRONIC PUBLISHING: INDESIGN II**

*Prerequisites: DMD 1053*

3 Credits The student will demonstrate the proficiency using advanced functions and commands of electronic desktop publishing. This will include libraries, master pages, color separations, prepress document preparation, working with graphic files, and templates.

## **DMD 2100 ADVANCED SPECIAL TOPICS**

*Prerequisites: Any 1000-level DMD course*

3 Credits Students will demonstrate competencies in advanced topics not covered in other Digital Media Design courses. A specific topic is designated for each offering. This course may be repeated with a change of subject matter.

## **DMD 2143 DIGITAL VIDEO EDITING**

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

3 Credits This course will focus on 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.

## **DMD 2153 DIGITAL PHOTOGRAPHY II**

*Prerequisites: DMD 1153*

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.

## **DMD 2163 PHOTOJOURNALISM**

*Prerequisites: DMD 2153*

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.

## **DMD 2223 GAME LEVEL DESIGN**

*Prerequisites: DMD 2533*

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 "modifications" (MOD) levels that reflect design concepts.

## **DMD 2253 ADVERTISING PHOTOGRAPHY**

*Prerequisites: DMD 2153*

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.

## **DMD 2323 PUBLICATION DESIGN**

*Prerequisites: DMD 1023*

3 Credits The student will design newspaper and magazine elements that meet industry standards for print and electronic media. Student will demonstrate understanding of elements of a publication, publication layout, design principles, color, typography, problem solving, and production skills through the successful completion of projects.

## **DMD 2353 APPLIED GRAPHIC DESIGN**

*Prerequisites: DMD 1513*

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.

## **DMD 2363 PORTRAIT PHOTOGRAPHY**

*Prerequisites: DMD 2153*

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.

## **DMD 2533 3D RENDERING AND DESIGN VISUALIZATION**

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

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.

## **DMD 2633 3D ANIMATION AND SPECIAL EFFECTS**

*Prerequisites: DMD 2533*

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.

## **DMD 2733 3D CHARACTER DESIGN AND ANIMATION**

*Prerequisites: DMD 2533*

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.

## **DMD 2773 IMAGE EDITING: PHOTOSHOP I**

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

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, CMYK color, separations, channels, paths, and filters.

## **DMD 2783 IMAGE EDITING: PHOTOSHOP II**

*Prerequisites: DMD 2773*

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.

## **DMD 2803 PORTFOLIO PREPARATION AND PRESENTATION**

*Prerequisites: DMD 1013; DMD 1053; DMD 1183; AND DMD 2783*

3 Credits The student will prepare a professional portfolio for presentation and evaluation. The portfolio will include a resume, matted projects and other pieces that demonstrate the student's ability to apply skills and techniques acquired in the program.

## **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 economic 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: ECON 2123 or by evaluation*

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: ECON 2123 or by evaluation*

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 Credits Elective

**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 Credits Any GCOM course

**GEN ED GEN ED ELECTIVE**

*Prerequisites:*

3 Credits General Education elective

**HIST HISTORY ELECTIVE**

*Prerequisites:*

3 Credits History elective

**HUM HUMANITIES ELECTIVE**

*Prerequisites:*

3 Credits Humanities elective

**HUM MAJOR ANY COURSES TAKEN FROM HUM, ENGL (2123 OR ABOVE), OR PHIL PREFIXES**

*Prerequisites:*

HUM, ENGL (2123 or above), or PHIL prefixes.

**HUM NON PHIL NON PHIL HUMANITIES**

*Prerequisites:*

3 Credits Humanities elective, excluding Philosophy

**LANG FOREIGN LANGUAGE**

*Prerequisites:*

3 Credits Foreign language

**MAJOR MAJOR ELECTIVE**

*Prerequisites:*

3 Credits Major elective

**MATH ANY 1000 LEVEL MATH COURSE**

*Prerequisites: With appropriate prerequisite.*

3 Credits Any 1000 level Mathematics course

**MATH1 MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY**

*Prerequisites:*

3 Credits Mathematics that meet OCCC's Mathematics proficiency requirement

## **OCU GEN ED OCU GENERAL EDUCATION ELECTIVE**

*Prerequisites: None*

3 Credits Choose from any general education course or: BUS 2043; ENGL 2423; PSY 1113; SOC 1113; or ANY FOREIGN LANGUAGE

## **OCU SUPP OCU SUPPORT ELECTIVE**

*Prerequisites: None*

3 Credits Choose from any of these courses if not used for general education elective: BUS 2043; BUS 2073; CS 1153; or ANY FOREIGN LANGUAGE

## **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 Credits OSRHE approved General Education Communications or English course

## **PHIL PHILOSOPHY ELECTIVE**

*Prerequisites: None*

3 Credits Philosophy elective

## **PHYS ANY PHYSICAL SCIENCE**

*Prerequisites:*

3 Credits Any Physical Science

## **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

## **POL SCI POLITICAL SCIENCE ELECTIVE**

*Prerequisites:*

3 Credits Political Science elective

## **PSYCH PSYCHOLOGY ELECTIVE**

*Prerequisites:*

3 Credits Psychology elective

## **SOC SOCIOLOGY ELECTIVE**

*Prerequisites:*

3 Credits Sociology elective

## **SOC SC SOCIAL SCIENCE ELECTIVE**

*Prerequisites:*

3 Credits Social Science elective

## **SOC ST SOCIAL STUDIES ELECTIVE (PSY, SOC, OR ECON)**

*Prerequisites:*

3 Credits Social Studies elective (PSY, SOC, or ECON)

## **SUPP GUIDED SUPPORT ELECTIVE**

*Prerequisites:*

3 Credits Guided Support elective

## **SUPP ELEC SUPPORT ELECTIVE**

*Prerequisites:*

3 Credits Support elective

## **UCO GEN ED UCO GENERAL EDUCATION ELECTIVE**

*Prerequisites: None*

3 Credits Choose from any general education course or BUS 2043 or FIN 1013

## UCO SUPP UCO SUPPORT ELECTIVE

*Prerequisites: None*

3 Credits Choose from any of these courses if not used for general education elective: BUS 1013; BUS 2043; FIN 1013; MKT 2043; CS1103; PSY 1113; SOC 1113; or ANY FOREIGN LANGUAGE

## Emergency Medical Sciences

### EMS 1000 SPECIAL TOPICS

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

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

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

*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*

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

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 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 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*

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: Instructor approval*

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 1011 METAL CUTTING AND WELDING**

*Prerequisites: Instructor approval*

1 Credit The student will explore the various methods of cutting and welding of common metals. Student projects are a major portion of the course.

### **ENGR 1213 ENGINEERING GRAPHICS & DESIGN**

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

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 2002 PROFESSIONAL DEVELOPMENT**

*Prerequisites: Co-Requisite 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. § Criteria for evaluation is in division office.*

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 or ENGR 2243*

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 2200 SPECIAL TOPICS**

*Prerequisites: Instructor Approval*

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 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. Note: OU Petroleum Engineering students should take ENGR 2133 Rigid Body Mechanics.

## **ENGR 2303 MATERIALS, DESIGN & MANUFACTURING PROCESSES**

*Prerequisites: ENGR 2133 OR ENGR 2243, CHEM 1115 OR CHEM 1415*

3 Credits Students will be introduced to design concepts, manufacturing processes and equipment used in engineering. Students will demonstrate knowledge of mechanical and physical properties of engineering materials.

## **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 OR CHEM 1415*

3 Credits The student will solve problems related to an understanding of the first and second laws of thermodynamics, ideal gases, multi-phase fluids, and thermodynamic cycles. Quantitative analysis will incorporate methods of algebra and calculus where appropriate.

## **ENGR 2343 FLUID MECHANICS**

*Prerequisites: ENGR 2133 OR ENGR 2243; CHEM 1115 OR CHEM 1415*

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 external and internal flow scenarios. Quantitative analysis will incorporate methods of algebra, trigonometry and calculus where appropriate.

## **ENGR 2523 DYNAMICS**

*Prerequisites: ENGR 2133 or 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.

## **English**

### **ENGL 0106 College Preparation English I**

*Prerequisites: Assessment required prior to enrollment.*

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.*

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.*

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

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 1103 MULTICULTURAL ENGLISH COMPOSITION I**

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

3 Credits Multicultural English Composition I for multicultural and international students who speak a second language.

## **ENGL 1113 ENGLISH COMPOSITION I**

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

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: 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 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 1133 Critical and Efficient Reading**

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

3 Credits Credits This course is designed to enhance practical and critical reading skills. Topics include vocabulary enrichment, reading flexibility and efficiency, rate, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and respond effectively to material across disciplines.

## **ENGL 1203 BUSINESS ENGLISH**

*Prerequisites: ENGL 1113*

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

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 2103 Humanities Composition**

*Prerequisites: ENGL 1213*

3 Credits The student will improve basic composition skills by constructing essays based on assignments in humanistic readings about the following: drama, art, music, literature, history, and philosophy.

## **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: Prerequisite or Corequisite: 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 2213 Creative Writing--Fiction**

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

3 Credits In this fundamental creative writing course, the students will develop the skills associated with fiction writing and produce samples worthy of publication.

## **ENGL 2223 Creative Writing--Poetry**

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

3 Credits In this fundamental creative writing course, the students will develop skills associated with poetry writing and produce samples worthy of publication.

## **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*

This course is a survey of English literature from the Romantic Age to the present. 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. Credits

## **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. § Criteria for evaluation is in division office..*

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. § Criteria for evaluation is in division office.*

3 Credits This course prepares students to comprehend spoken English as it is typically encountered in academic settings. Students listen to lectures, take notes, watch films, and participate in discussions. The course is organized around topics in American history and culture. Students 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. § Criteria for evaluation is in division office.*

3 Credits This course prepares students to read college-level English with speed, efficiency, and confidence. Students are assigned extensive reading practice in a variety of genres including novels, memoirs, articles, and textbooks. Students are expected to reflect on topics covered both in writing and in class discussion. Acquisition of college-level vocabulary is an integral part of the course.

### **ESL 0443 ADVANCED WRITING**

*Prerequisites: Appropriate Score on a Skills Assessment Test or by evaluation. § Criteria for evaluation is in division office.*

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. The course introduces rhetorical patterns used in essay writing such as compare/contrast and persuasion.

### **ESL 0463 ADVANCED SPEAKING**

*Prerequisites: Appropriate Score on a Skills Assessment Test or by evaluation. § Criteria for evaluation is in division office.*

This course prepares students to speak fluently and confidently in front of groups. Students prepare and present speeches, demonstrations, recitations, and group projects. The course is organized around world cultures and cultural comparison. Students are encouraged to talk about their countries of origin and to share knowledge of their native cultures with classmates.

### **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

### **ESL 0643 ADVANCED GRAMMAR**

*Prerequisites: Appropriate Score on a Skills Assessment Test or by evaluation. § Criteria for evaluation is in division office.*

3 Credits This course provides a comprehensive and in depth review of English grammar. Topics covered include the verb tense system, gerunds and infinitives, nouns and articles, adverb and adjective clauses, conditional structures, modal verbs, and the passive voice. While focusing primarily on grammar, the course promotes the development of all language skills for effective communication.

## 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: None*

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: None*

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: None*

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. § Criteria for evaluation is in division office.*

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: None*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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: None*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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: Students are required to complete all required major FVP courses before taking FVP 2713. Prerequisite: FVP 2273 or FVP 1713*

3 Credits Individually or 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. In some cases, students may work on a professional production in a capacity which demonstrates the skills they have learned.

## **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 2500 FINANCIAL SERVICES INTERNSHIP**

*Prerequisites: MATH 0203 or adequate math placement test score., FIN 1013 or by evaluation. Criteria for evaluation is in division office.*

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

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

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

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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.

## **Geography**

### **GEOG 1103 CULTURAL GEOGRAPHY**

*Prerequisites: NONE*

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: NONE*

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**

### **GEOLOG 1000 GEOLOGY SPECIAL TOPICS**

*Prerequisites: ENGL 0203*

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.

### **GEOLOG 1063 EARTH SCIENCE**

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

### **GEOLOG 1064 EARTH SCIENCE**

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

### **GEOLOG 1114 GENERAL GEOLOGY**

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

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

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

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.

## **History**

### **HIST 1000 SPECIAL TOPICS IN HISTORY**

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

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

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

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

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

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

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

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. § Criteria for evaluation is in division office.*

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

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

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

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. § Criteria for evaluation is in division office.*

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

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

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: ENGL 1113*

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

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

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 HOURS 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.

## **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. § Criteria for evaluation is in division office.*

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

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

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

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

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

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

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

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

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

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

3 Credits The student will use video production techniques to produce, edit and direct program materials of broadcast quality. Extensive laboratory work is required.

## Library Information Studies

### LIS 1000 SPECIAL TOPICS IN LIBRARY SKILLS

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

1-3 Credits Students will learn and demonstrate competency in information literacy and research methods relevant to college coursework. Courses will benefit students in disciplines throughout the college by providing instruction in and application of topics such as Mapping the Research Process, Skilled Database Searching, Evaluating Online Resources, and Information Literacy. Each semester offering will include an additional subject matter specific to that semester's class. This course may be repeated with a change in subject matter.

### LIS 1111 RESEARCH SKILLS

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

1 Credit Credits Students will be introduced to some of the best practices for successful research in order to improve their information literacy. Students will learn to research varied sources relevant to their educational, career, and personal information needs with confidence and skill. General topics include searching, evaluating, and selecting financial, career, educational, health, wellness, and global awareness resources.

## 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 2023 INTRODUCTION TO ENTREPRENEURSHIP

*Prerequisites: MATH 0103, or adequate math placement test score, ENGL 0106 or adequate placement score.*

3 Credits This course is designed to help aspiring entrepreneurs in turning innovated ideas into successful businesses. Using proven content, methods, and models for new venture opportunity assessment and analysis, students will learn how to identify and analyze entrepreneurial opportunities. Value propositions, customer segments, strategic alliances, and business modeling are core elements taught in the course. The initial steps to creating a business plan, and raising financial capital to launch the firm, are examined as well.

### MGMT 2053 PRINCIPLES OF MANAGEMENT

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

3 Credits This course introduces the fundamental principles of management including the management functions of planning, organizing, leading and controlling. The course includes an overview of theory and history of management as well as an introduction to the various roles of management within an organization.

### MGMT 2223 EFFECTIVE PLANNING

*Prerequisites: MATH 0303 or adequate math placement test score, MGMT 2053 or by evaluation. Criteria for evaluation is in division office.*

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. Criteria for evaluation is in division office.*

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. Criteria for evaluation is in division office.*

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 MANAGEMENT CAPSTONE**

*Prerequisites: By evaluation*

3 Credits The purpose of this course is to provide an application component to the holistic knowledge acquired in the AAS management degree program. The course curriculum is designed to correlate classroom training and work experience. The course requirements can be met by one or a combination of the following activities: case studies, internship, study abroad, research paper or project. This course should be taken during the student's last semester, preferably after all the management courses required by the degree program have been completed.

## **MGMT 2523 EVALUATION AND CONTROL TECHNIQUES**

*Prerequisites: MGMT 2053 or by evaluation. Criteria for evaluation is in division office.*

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. Criteria for evaluation is in division office.*

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. Criteria for evaluation is in division office.*

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. Criteria for evaluation is in division office.*

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. Criteria for evaluation is in division office.*

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.

## **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. Criteria for evaluation is in division office.*

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: Pre/Co-requisite: ENGL 0106 or adequate placement score and 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: Pre/Co-requisite: ENGL 0106 or adequate placement score*

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: Pre/Co-requisite: ENGL 0106 or adequate placement score*

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: Pre/Co-requisite: ENGL 0106 or adequate placement score*

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. Pre or Co-requisite ENGL 1113 or ENGL 1103*

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; ENGL 0203, adequate placement score, or by meeting determined placement measures*

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 and ENGL 0203, adequate placement score, or by meeting determined placement measures*

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 and ENGL 0203, adequate placement score, or by meeting determined placement measures*

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; ENGL 0203, 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.

## **MATH 2023 FOUNDATIONS OF GEOMETRY AND MEASUREMENTS**

*Prerequisites: MATH 0403 or adequate math placement test score and ENGL 0203, adequate placement score, or by meeting determined placement measures*

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, derivatives, and vectors to algebraic and transcendental functions and will solve applied problems that include rates of change, optimization, analysis of graphs, and geometry.

## **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 and ENGL 0203, adequate placement score, or by meeting determined placement measures*

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 approximate, represent, and analyze functions; analyze functions of three variables and their contour plots; compute partial derivatives of multivariate functions.

### **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.

## **Micro Electro Mechanical Systems**

### **MEMS 2233 MICRO ELECTRO MECHANICAL SYSTEMS**

*Prerequisites: 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.

## **Music**

### **MU 1000 SPECIAL TOPICS**

*Prerequisites: ENGL 0106 or adequate placement score*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures and 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: ENGL 0106 or adequate placement score*

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: ENGL 0106 or adequate placement score*

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 1241 INDIVIDUAL INSTRUCTION**

*Prerequisites: MU 1141*

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.

## **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: ENGL 0106 or adequate placement score or by evaluation. § Criteria for evaluation is in division office.*

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: ENGL 1113*

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: MU 1241*

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: ENGL 1113*

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: MU 2141*

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: ENGL 0106 or adequate placement score*

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: ENGL 0106 or adequate placement score*

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.

## **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*

5 Credits Credits 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, 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, 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. 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. 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:* Satisfied through the health profession application process

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:* Satisfied through the health profession application process

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 OCCUPATIONAL THERAPY**

*Prerequisites:* Satisfied through the health profession application process

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 ADOLESCENCE**

### *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.

## 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: Satisfied through completion of the health profession application process*

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: PHYS 1013*

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 physical sciences.

### **PHYS 1013 PHYSICAL SCIENCE**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and 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: ENGL 0203, adequate placement score, or by meeting determined placement measures and 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: ENGL 0203, adequate placement score, or by meeting determined placement measures and 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: ENGL 0203, adequate placement score, or by meeting determined placement measures and 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: ENGL 0203, adequate placement score, or by meeting determined placement measures and 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: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 1513 or higher or APPM 1223, within the last two years or by evaluation. § Criteria for evaluation is in division office.*

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: ENGL 0203, adequate placement score, or by meeting determined placement measures and 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: ENGL 0203, adequate placement score, or by meeting determined placement measures and 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: ENGL 0203, adequate placement score, or by meeting determined placement measures and 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: MATH 2104 (or at least 4 hours of calculus) within the last year or by evaluation. Prerequisite or Corequisite: MATH 2214*

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: PHYS 2014 and MATH 2214 (or at least 8 hours of calculus) within the last year or by evaluation. Prerequisite or Corequisite: MATH 2314*

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

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

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 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.

## **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 2543 RELIGION AND POLITICS**

*Prerequisites: POLSC 1113*

3 Credits This course examines the diverse religious traditions in America. Particular focus will be spent on the history of the early church as a political actor, as well as the impact and influence that religion has had throughout the American political landscape.

## **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.

## **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

## Prior Learning Assessment

### PLA PRIOR LEARNING ASSESSMENT

*Prerequisites: None*

VARIABLE Credits

## Psychology

### PSY 1000 SPECIAL TOPICS IN PSYCHOLOGY

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

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: Co-requisite: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

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: Co-requisite: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

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

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

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

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

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

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

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

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 1133 INTRODUCTION TO RESPIRATORY CARE**

*Prerequisites: ENGL 0106 or adequate placement score*

3 Credits This is a course designed as an introduction to the occupation of respiratory care. The course focus is the profession of respiratory care and the operation of respiratory care departments and health care organizations. Theory covered in the course includes the operation of respiratory care departments, staff positions and their responsibility, regulations and policy that affect the practice of respiratory care. Professional communication, patient education and safe behavior in the healthcare environment are also included in this course.

### **RC 1342 CARDIOPULMONARY ANATOMY AND PHYSIOLOGY**

*Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: BIO 1314, BIO 1414*

2 Credits This course is an in-depth study of the structure and function of the respiratory and cardiac systems intended for individuals interested in a career in Respiratory Care. It will include study of the processes involved in the transport of oxygen and carbon dioxide between the lung and tissue to include ventilation, diffusion and gas transport. Students will learn about clinical assessment tests and calculations utilized to assess lung and cardiac function, including normal values and interpretation of abnormal results. This course is a foundation for learning how to assess normal function and efficiency of the cardiopulmonary systems as well as the understanding of disease processes.

### **RC 2114 BASIC RESPIRATORY THERAPY PROCEDURES**

*Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: Admission to program; RC 1133; MATH 1503 or MATH 1513; and ENGL 1113*

4 Credits This course is designed for the beginning Respiratory Care Practitioner student. The course focus will be the theory and performance of basic respiratory care therapeutics. Included in this course are laboratory demonstrations and practice to prepare the student to be proficient in application of theory, performance of basic respiratory care skills and troubleshooting. The student will be required to satisfactorily perform skill evaluations in a laboratory setting. The skills and theory covered include: basic physical assessment with vital signs, bulk oxygen systems, cylinders, regulators, flow-meters, blenders, compressors, concentrators, breathing techniques, sustained maximal inspiration, oxygen therapy, oxygen therapy equipment and analyzation, postural drainage, percussive therapies, positive expiratory therapies, basic pharmacology, blood gas sampling and analysis, aerosol medication therapies, electrocardiograms and manual resuscitators.

## **RC 2124 CRITICAL CARE RESPIRATORY THERAPY**

*Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: RC 2314 Advanced Respiratory Therapy Procedures*

4 Credits This course prepares the student for management of the Critical Care Pulmonary Patient. Emphasis is placed on developing patient care plans for overall management of the critically ill patient, application of advanced ventilation modes, techniques for liberation from the ventilator, interpretation of ventilator waveforms, hemodynamic monitoring methods and management, evaluation of fluid balance and electrolytes. The student will demonstrate proficiency in treating respiratory emergencies, and practice a variety of advanced patient assessments including modification of treatment plans and/or assisting the physician. Students will demonstrate proficiency with laboratory skills and clinical patient scenario simulation.

## **RC 2222 RESPIRATORY THERAPY PATHOLOGY AND PHARMACOLOGY**

*Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: RC 1342 Cardiopulmonary Anatomy and Physiology*

2 Credits This course is a study of diseases common to patients requiring respiratory therapy and/or intensive care. Study of each disease will include: epidemiology, etiology, pathophysiology, signs and symptoms, diagnosis, treatment and prognosis. In conjunction with the study of diseases will be the study of pharmacologic agents typically administered by respiratory therapists as well as medications that are critically important to the overall patient care plan. Study of pharmacological agents will include basic principles of pharmacology and drug administration safety along with specific information about the most important and commonly used respiratory related drugs. Upon completion of this course the student will be able to identify a disease process from key patient information and formulate an appropriate treatment plan including pharmacological agents.

## **RC 2314 ADVANCED RESPIRATORY THERAPY PROCEDURES**

*Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: RC 2114 Basic Respiratory Therapy Procedures*

4 Credits This course is designed for the Respiratory Care Practitioner student that has successfully completed the Basic Respiratory Therapy Procedures course. The course focus will be the theory and performance of advanced respiratory care therapeutics to prepare the student for initial adult critical care practice. The student will be required to satisfactorily perform skill evaluations and troubleshooting in a laboratory setting. The skills and theory covered include: blood gas evaluation, positive airway pressure therapies, airway management techniques, oral and nasal airways, intubation, extubation, suctioning, tracheostomy care, tracheal tube management, specialty emergency airways, basic ventilator function and application, bi-level positive airway pressure and non-invasive positive airway pressure therapies, initiation of continuous ventilator life support devices, continuous ventilator patient management techniques and weaning from life support devices.

## **RC 2322 DIAGNOSTICS AND OUTPATIENT SERVICES**

*Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: RC 1342 Cardiopulmonary Anatomy and Physiology*

2 Credits The course focus is cardiovascular and pulmonary diagnostic testing, homecare, discharge planning and pulmonary rehabilitation. Included in the course are laboratory demonstrations and practice as it relates to pulmonary functions testing, assisting with bronchoscopy and oxygen therapy in the home setting. The student will be required to satisfactorily perform skill evaluations in the laboratory setting for pulmonary function testing. In addition, theory covered in the course includes: diagnostic testing for the cardiac patient, diagnostic testing for sleep apnea, electroencephalogram (EEG), exercise testing, pulmonary rehabilitation, homecare and discharge planning.

## **RC 2352 PEDIATRIC AND NEONATAL RESPIRATORY CARE**

*Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: RC 2114 Basic Respiratory Therapy Procedures*

2 Credits This course is designed to discuss the various aspects of respiratory care which are unique to the neonatal and pediatric patient. This includes development of the fetus, evaluation and stabilization of high-risk newborns, pediatric respiratory therapeutics, advanced life support, the study of pediatric diseases with cardiopulmonary implications and appropriate therapeutic interventions. Mechanical ventilation of the newborn, specialty gas administration, high frequency ventilation, and extracorporeal membrane oxygenation (ECMO) are also covered. Students will complete the Neonatal Resuscitation Program and participate in laboratory practice and evaluations utilizing human patient simulators.

## **RC 2364 CLINICAL APPLICATION OF RESPIRATORY THERAPEUTICS I**

*Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: RC 1133; admission to program; Co-requisite: RC 2114*

4 Credits This course is designed for the beginning Respiratory Care Practitioner student. The course focus is clinical observation, assistance and performance of Respiratory Therapeutics which were taught in the Basic Respiratory Therapy Procedures and Advanced Respiratory Therapy Procedures courses and Labs. The student will demonstrate clinical proficiency of the following respiratory therapeutics: physical assessment, oxygen therapy, aerosol medication administration, chest physiotherapy techniques, isolation techniques, tracheal suctioning, tracheal airway care, arterial blood gas sampling, positive pressure therapies, pulse oximetry, noninvasive ventilation techniques, basic life support systems, and continuous ventilation of the adult patient. The student will be supervised in the affiliate Respiratory Care Departments by the adjunct faculty and program faculty.

## **RC 2524 RESPIRATORY CARE ADVANCED PRACTICE**

*Prerequisites: Read/Writing competency satisfied by prerequisite course. RC 2314 Advanced Respiratory Therapy Care Procedures*

4 Credits This is the final respiratory theory class for respiratory care students approaching graduation. It is intended to allow practice and demonstration of integration of acquired skills and knowledge at the advanced practitioner level. Students will utilize current standards of evidence based medicine to manage patients in complex patient care scenarios. This will reinforce the skills of appropriate, thorough patient assessment followed by the use of protocols to formulate an effective patient care plan and analyze patient response. Students will also participate in a structured self-assessment and review plan in preparation for their credentialing examinations. This will include theory review, quizzes and multiple practice examinations.

## **RC 2534 CLINICAL APPLICATION OF RESPIRATORY THERAPEUTICS II**

*Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: RC 2364 Clinical Application of Respiratory Therapeutics I*

4 Credits This course is designed for the Respiratory Care Practitioner student. The course focus is clinical observation, assistance and performance of Respiratory Therapeutics which were taught in Diagnostics & Out-Patient Services, Pediatric & Neonatal Respiratory Care, and the Critical Care Respiratory Therapy courses and Labs. The student will demonstrate clinical proficiency of the following respiratory therapeutics: physical assessment, simple spirometry, oxygen therapy, aerosol medication administration, tracheal suctioning, tracheal airway care, tracheal extubation, blood gas sampling, ventilatory assessment, noninvasive ventilation techniques, ventilation of the ped-neonate patient and continuous ventilation of the adult patient. The student will be supervised in the affiliate Respiratory Care Departments by the adjunct faculty and program faculty.

## **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: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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

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

### **SOC 1143 CHEMICAL DEPENDENCY**

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

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

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. § Criteria for evaluation is in division office.*

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

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

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

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

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

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

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

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

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 2313 INTRODUCTION TO SOCIAL WORK**

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

3 Credits This course will introduce students to the profession of social work, including the historical background of the profession, the purposes of social work, the values and ethics of social work, and the scope and methods used in social work.

## **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: ENGL 0203, adequate placement score, or by meeting determined placement measures or by evaluation. § Criteria for evaluation is in division office.*

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

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

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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. § Criteria for evaluation is in division office.*

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: Satisfied through completion of the health profession application process*

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: Satisfied through completion of the health profession application process*

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: Satisfied through completion of the health profession application process*

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 Assistant**

*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: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

### **SCL 1003 SUCCESS IN COLLEGE AND LIFE**

*Prerequisites: ENGL 0106, or adequate reading/writing assessment scores*

3 Credits Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; Select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. In this enhanced three credit hour version, students will benefit from more in-depth coverage and practice in course outcomes. This course should be taken during a student's first semester of college work at Oklahoma City Community College and will satisfy the Life Skills requirement in the same manner as the one credit hour course.

## Theatre Arts

### **TA 1000 SPECIAL TOPICS**

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

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

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: None*

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

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: NONE*

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: NONE*

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: NONE*

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: NONE*

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

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

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. § Criteria for evaluation is in division office.*

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

### **Tamara Madden, Director of Academic Advising**

M.A., University of Nevada, Reno  
B.S., University of Wisconsin, River Falls

### **Kim Lusk, Assistant to the Director of Academic Advising**

B.S., Southern Nazarene University

### **Kimberly Bays, Assistant Director of Academic Advising**

Ph.D., of Education, University of Virginia  
M.Ed., University of Mississippi  
B.S., University of Virginia College at Wise, Virginia

### **Chris Borthick, Academic Advisor**

M.A., University of Oklahoma  
B.A., University of Oklahoma  
A.A., Oklahoma City Community College

### **Laura Donner, Academic Advisor**

M.A., in Education, 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**

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A.A.S., Oklahoma State University – OKC

### **Michelle Heaton, Enrollment Planning Assistant**

### **Marcelene James, Personal and Academic Advisor**

M.Ed., University of Oklahoma  
B.S., University of Oklahoma  
A.A., Rose State College

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B.A., California State University, Fresno

### **Christine McCarron, Enrollment Planning Assistant**

B.A., University of Oklahoma  
A.A., Oklahoma City Community College

### **Laura Newton, Academic Advisor**

M.Ed., Hardin-Simmons University  
B.S., Southern Nazarene University

### **Alyson Stell, Academic Advisor**

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B.S., University of Central Oklahoma

### **Ed Williams, Personal and Academic Advisor**

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B.S., Langston University

### **Troy Williams, Enrollment Planning Coordinator**

M.S., Murray State University  
B.S., Eastern Illinois University  
A.A., Prairie State Junior College

### **James Worden, Evening Advising Support Assistant**

A.A., Oklahoma City Community College

### **Hafsa Abounour, Peer Advisor**

### **Nana Amisah, Peer Advisor**

### **Nour Belbekri, Peer Advisor**

### **Adam Bilby, Peer Advisor**

### **Miranda Carlisle, Peer Advisor**

### **Ricky Claudio, Peer Advisor**

### **Kareema Jabbar, Peer Advisor**

### **Natanim Lemma, Peer Advisor**

### **Alyssa Stewart, Peer Advisor**

### **Flora Tayier, Peer Advisor**

### **Thanh Vo, Peer Advisor**

## ACADEMIC AFFAIRS

### **Anne DeClouette, Acting Vice President for Academic Affairs**

PhD., Capella University  
M.B.A., University of Tulsa

B.S., Southern University and A&M College

### **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

### **Lynn Nunn, Administrative Assistant to the Vice President for Academic Affairs**

### **Carolyn Wittenbach, Administrative Assistant to the Associate Vice President for Academic Affairs**

## ADMINISTRATIVE SERVICES

### **Marlene Shugart, Acting Vice President for Administrative Services**

J.D. - Pepperdine School of Law  
B.A. - University of Southern California

### **Robert Lally, P.E.**

B.S., University of Texas at Austin  
M.S., Embry Riddle Aeronautical University

## BENEFITS

### **Elizabeth Lott, Director of Benefits**

B.B.A., Northeastern State University

### **Sheria Caesar, Human Resources Benefits Specialist**

M.A., University of Oklahoma  
B.A., University of Oklahoma

### **Raelynn Ortiz, Human Resources Benefits Assistant**

A.A., Oklahoma City Community College

## BOOKSTORE

### **Brenda Reinke, Bookstore Director**

M.A., Webster University  
B.B.A., Cameron University  
A.S., Western Oklahoma State College

### **Kassidy Evans, Sales Associate**

### **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, Textbook Manager**

A.A., Western Oklahoma State College

### **Dennis Le, Textbook/Shipping & Receiving Specialist**

A.A., Oklahoma City Community College  
B.A., University of Oklahoma

### **Erin Newcomer, General Merchandise Buyer**

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

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### **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

## CAMPUS POLICE

---

### **Jim Fitzpatrick, Chief of Police**

M.S., Oklahoma City University

### **Zachary Andrews, Campus Police Officer**

B.A., Emporia State University

### **Jeremy Bohannon, Acting Campus Police Sergeant**

B.S., University of Oklahoma

### **Bruce Funderburk, Campus Police Officer**

FBI National Academy

### **William "Bill" Hall, Campus Police Officer**

B.S.B., Oklahoma City University

### **Ingrid Lewis, Campus Police Dispatcher**

B.A., University of Oklahoma

### **David Madden, Campus Police Officer**

A.A., OSU-OKC

### **Patrick Martino, Campus Police Officer**

B.A., California State Polytechnic University

### **Arnold "Gordon" Nelson, Campus Police Officer**

M.S., University of Oklahoma

### **Daniel Piazza, Campus Police Sergeant**

A.A., Redlands Community College

### **Ron Ventresca, Campus Police Officer**

### **Jimmie Watts, Campus Police Officer**

B.T., Oklahoma State University

### **David Shriver, Armed Security Sergeant**

### **Donald Rowe, Armed Security Officer**

A.A., /A.S. Napa Community College

### **Kandi Kovelda, Campus Police Assistant**

Certified Paralegal

### **Charlese Dodson, Campus Police Dispatcher**

### **Van Ninh, Campus Police Dispatcher**

B.A., University of Oklahoma

## CAPITOL HILL CENTER

---

### **Gloria Torres, Capitol Hill Center Administrator**

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**

### **Marina Rodriguez, College for Kids Assistant Coordinator**

B.A., University of Oklahoma

## CAREER TRANSITIONS

---

### **Lisa Brown, Director of Career Transitions**

M.S., Southern Nazarene University

B.S., Southern Nazarene University

### **Julie Johnson, Employment Coach**

B.A., Northwestern Oklahoma State University,

M.A., University of Central Oklahoma

### **Cheryl Sanders, Transitions Coach**

M.S.W., University of Oklahoma

B.S., Southwestern Christian University

### **Virgil Teter, Jr., Retention Coach**

B.A., University of Oklahoma

A.S., Oklahoma City Community College

Certificate of Mastery, Oklahoma City Community College

## 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 Moodle End User Administrator**

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### **Phyllis Hartfiel, Curriculum Specialist/Instructional Designer**

M.S., Oklahoma State University

B.S., Northwestern Oklahoma State University

A.S., Northern Oklahoma College

### **Valerie Havrilla, Assistant to the Director of the Center for Learning & Teaching**

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### **Christine Norman, Instructional Designer**

M.A., University of Oklahoma

B.A., Arkansas Tech University

### **Robert Norman III, Course Design Consultant**

M.A., University of Oklahoma

B.A., Valdosta State University

### **Glenda Prince, Title III Activity Director**

M.Ed., University of Oklahoma

B.S., Southern Nazarene University

A.A., Oklahoma City Community College

### **Veronica Saucedo-Russell, CLT Assistant**

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A.S., Oklahoma City Community College

### **Matthew Schroyer, Instructional Technologist**

B.S., Southern Illinois University, Edwardsville

M.S., University of Illinois

## CHIEF FINANCIAL OFFICER

---

### **John Boyd, Chief Financial Officer**

J.D., Oklahoma City University

B.S., East Central Oklahoma State University

### **D'Anna Russell, Administrative Assistant to the Chief Financial Officer**

A.A., Oklahoma City Community College

## 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**

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### **Lisa Beeman, Teacher Assistant**

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Certificate of Mastery, Oklahoma City Community College

**Kathryn Bland, Teacher Assistant**

**Lindsay Brooks, Child Development Teacher**

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**Michelle Convirs, Child Development Teacher**

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A.A., Northeastern Oklahoma A&M College

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**Julie Hathaway, Assistant Director of the Child Development Center and Lab School**

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B.A. University of Central Oklahoma

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**Mildred Lopez, Child Development Teacher Assistant**

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**Constance Pidgeon, Child Development Teacher**

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**Carrie Sitz, Child Development Teacher**

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M.A., University of Central Oklahoma

**Bonita Spinner, Scholars for Excellence in Child Care Coordinator**

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B.S., University of Central Oklahoma  
M.A., University of Oklahoma

**Rebecca Schaller, Child Development Teacher Assistant**

M.Ed., University of Illinois  
B.A., University of Illinois

**Christian Timmons, Child Development Center**

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**Amanda Widener, Child Development Teacher**

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M. A., University of Central Oklahoma

**Keisha Williams, Single Mothers Academic Resource Team Statewide Coordinator**

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**Lisa Young, Child Development Teacher**

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A.A., Oklahoma City Community College  
Certificate of Mastery, Oklahoma City Community College

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## COMMUNITY DEVELOPMENT

**Lemuel Bardeguet, Acting Vice President for Community Development**

B.M.E., Oklahoma State University  
M.M., University of Wisconsin-Milwaukee

**Doralicia Sandoval, Instructional Designer**

M.M., Texas Tech University  
B.M., Texas Tech University

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## 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

**“Tina” Arzate Fortunata, 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.B.E., University of Oklahoma  
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

**Kristi Carlucci, Coordinator of Community Education**

M.A., University of Oklahoma  
M.S., University at Buffalo  
B.S., State University of New York at Fredonia

**Deborah Copeland, Assistant Director of Adult Education**

B.S., University of Central Florida  
M.Ed., University of Central Oklahoma

**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**

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B.S., Oklahoma State University  
Teacher Certified, Oklahoma State Department of Education

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## 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**

M.B.A., Grand Canyon University  
B.A., De La Salle University – Philippines

A.S., Oklahoma City Community College

## 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

### **Sandy Wythe, Administrative Assistant**

## CULTURAL PROGRAMS

### **Lemuel Bardeguez, Director of Cultural Programs**

B.M.E., Oklahoma State University

M.M., University of Wisconsin-Milwaukee

### **Linda Bosteels, Coordinator of the Performing Arts Series**

B.A., University of Minnesota-Minneapolis

### **Richard Charnay, Assistant Director of Cultural Programs**

B.A., Oklahoma City University

### **John, Farrell, Stage Manager**

### **Andi Gleichman, Assistant Stage Manager**

B.M.E., East Central University

### **Kurt Leftwich, Box Office Specialist**

B.A., University of Oklahoma

### **Thomas Derek Manalo, Head Audio and Video**

### **Thomas Muhn, Head Electrician**

B.F.A., New Mexico State University

### **Charles Riley, Coordinator of Cultural Programs Events**

Green Belt Six Sigma, Hertz Corporation

### **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**

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### **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, Desktop Support Specialist**

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 Digital Media Design**

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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**

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B.S.E., Oklahoma Christian College

### **Cathy Bowman, Macintosh Computer Technician**

A.A.S., Oklahoma City Community College

Apple Certified Macintosh Technician

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B.M., University of Cincinnati

### **Julie Corff, Professor of Speech Communications**

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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

### **Jeremy Fineman, Professor of Visual Arts**

M.F.A., East Carolina University

B.A., University of Hartford

### **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**

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### **Darby Johnsen, Director of Academic Student Success Services**

M.A., University of Tulsa

B.A., University of Tulsa

### **J. Trevor McCoy, Photography Lab Assistant**

A.A.S., Oklahoma City Community College

### **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**

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## EXECUTIVE VICE PRESIDENT'S OFFICE

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**Kayla Cockerham, Secretary for the Office of the Executive Vice President**

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APPA: Leadership Academy Certification  
APPA: Educational Facilities Professional (EFP)  
APPA: Certified Educational Facilities Professional (CEFP)

**Ron Austin, HVAC/Maintenance Mechanic**

Licensed Mechanical Contractor  
Canadian Valley Technology Center: Heating, Ventilation, & Air Conditioning Program

**Gary Belcher, Building Maintenance & Operations Manager**

Certified Public Bathing Place Operator  
Mid-Del Technology Center: Building Trades

**Kevin Brannan, Building and Campus Services Manager**

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

**Randy Carr, Material Control Specialist**

A.A., Williston State College

**Rick Cowan, Building Services Assistant**

**Alexander Dissinger, Maintenance Mechanic**  
EPA Universal Refrigerant License

**Steve Duncan, Material Control, Assets, and Production Manager**

A.A.S., Oklahoma City Community College  
Executive Mail Center Manager (EMCM), US Postal Service  
APPA: Leadership Academy Certification

**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, Assistant Building Maintenance and Operations Manager**

Licensed Unlimited Contractor  
Metro Tech: Advanced Heating & Air Program-diploma  
Canadian Valley Technology Center: Auto Mechanics Program  
Canadian Valley Technology Center: Auto Body Program

**Michael Kelley, Project Manager**

A.A., Haskell Indian Nations University

**Michael Mondt, Assistant Director of Facilities Management**

B.A., University of Oklahoma  
PMP - Project Management Professional  
ABCP - Associate Business Continuity Planner

**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**

**Travis Tapparo, Maintenance Mechanic**

**Tamara Tillman, Printing Services Technician**

A.A., Oklahoma City Community College

**Timothy "Tim" Welchel, Mail Services Clerk**

**Thomas Whorton, Maintenance Mechanic**

Mid-Del Technology Center: Welding Program

**Kyle Yount, Printing Services Technician**

A.A., Oklahoma City Community College

B.A., University of Science and Arts of Oklahoma

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## 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

**Gloria Antone, Grants/Contracts Accountant**

B.S., Southwestern Christian University  
A.S., Oklahoma City Southwestern College

**Charlotte Baird, Senior Accounting Specialist**

B.S., University of Central Oklahoma

**Lori Johnson, Payroll Coordinator**

**Melody Kornmaier, Accounts Payable Bookkeeper**

**Laura Ocasio, Payroll Representative**

A.S., Oklahoma City Community College

**Toni Rose, Accounts Payable Coordinator**

**Erin Smith, Accounts Payable Bookkeeper**

**Shawna Talamasey, Cash Management Accountant**

M.B.A., Oklahoma City University  
B.B.A., East Central University

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## 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 Devillbiss, 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

**Rhonda L. Harris, Legal Assistant**

M.H.R., University of Oklahoma

B.S., Mid-America Christian University

A.A.S., Laramie County Community College

**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, Employment and Graduation Coordinator**

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, Transfer and Graduation Coordinator**

M.B.A., University of Central Oklahoma

B.A., University of Central Oklahoma

**Sharon Riley, Transfer Evaluation Specialist**

B.S., University of Texas at Arlington

**Caleb Shultz, Graduation, Employment, and Transfer Assistant**

A.A., Oklahoma City Community College

A.S., Oklahoma City Community College

**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

**Amanda Williams-Mize, Assistant Director of Graduation, Employment, & Transfer Services**

M.H.R., University of Oklahoma

B.A., University of Oklahoma

**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

**Alisha Dean, Title III Grant Department Assistant****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

**IITS 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, Senior Network Administrator**

Cisco Certified Network Associate 2014

**James Wasson, System Administrator**

Microsoft Certified Professional Server 2012

**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

**Josh Wade, e-Student Services 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

## 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, Senior 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, Coordinator of Audio Visual Services**

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

**Taylor Atherton, Library Circulation Assistant**

A.A., Oklahoma City 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**

**Katherine Morrison, Library Circulation 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**

A.A.S., Oklahoma City Community College

**Michael Cline, Graphic Design Specialist**

A.A.S., Oklahoma City Community College

**Jill Robertson, Public Relations Specialist**

A.A.S., Oklahoma City Community College

A.A., Oklahoma City Community College

**April Jackson, Creative Supervisor/Graphics Project Manager**

B.A., University of Oklahoma

A.A.S., Oklahoma City Community College

**Kathy Nix, Web Administrator**

A.S., Oklahoma City Community College

**John Richardson, Supervisor of Web Development and Social Media**

Certified Computer Examiner (CCE)

**Deirdre Steiner, Assistant Director of Marketing and Public Relations**

B.A., University of Oklahoma

## 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**

## PRESIDENT'S OFFICE

---

### **Jerry Steward, President**

J.D., University of Oklahoma  
B.A., University of Central Oklahoma

### **Aislinn Burrows, Special Events Coordinator**

### **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

### **Patrick Clanin, Account Executive**

B.S., Oklahoma Christian University

### **Regina Clear, CFEST Education and Employment Coach**

B.S., Langston University

### **Francine M. Gissy, Account Executive**

M.P.A., West Virginia University  
B.S., West Virginia University

### **Joel Penuel, CFEST Program Assistant**

B.A., University of Oklahoma  
A.A., Seminole State College

### **Lorri Romero, Director of CFEST Program**

M.P.A., University of Oklahoma  
B.A., Langston University

### **Kelly Wells, CFEST Senior Technical Instructor**

Certificate, Air Conditioning/Refrigeration/Electricity  
Certified, EPA 608  
Certificate, Fountain Equipment Service Repair

## PURCHASING

---

### **Craig Sisco, Director of Purchasing**

B.S., Southern Nazarene University

### **Melissa Elder, PCARD Coordinator**

B.B.A., University of Central Oklahoma

### **Sheri Kingsbury, Senior Buyer**

## RECORDS

---

### **Alan Stringfellow, Registrar**

M.Ed., University of Oklahoma

B.B.A., University of Central Oklahoma

A.S., Oklahoma City Community College

### **Christopher Shelley, Assistant Registrar**

M.Ed., University of Oklahoma

B.A., University of Oklahoma

A.A., Redlands Community College

### **Mary Y. Jones, Registrar Support Specialist**

A.S., Oklahoma City Community College

A.A.S., Oklahoma City Community College

### **Tia Lassiter, Records Assistant**

### **Janet McNeill, Records Assistant**

A.A., Oklahoma City Community College

### **Mia Rojo, Client Services Coordinator**

B.A., University of Oklahoma

A.A.S., Oklahoma City Community College

A.A., Oklahoma City Community College

### **Josh Sadler, Records Assistant**

A.S., Oklahoma City Community College

### **Whitney Steadman, Records Assistant**

B.S., Gallaudet University

### **Crystal Witt, Records Assistant**

A.A., Oklahoma City Community College

## RECREATION AND FITNESS

---

### **Michael Shugart, Interim Director of Recreation and Fitness**

### **Laura Swain, Interim Coordinator of Recreation and Fitness**

A.S., Oklahoma City Community College

### **Brooke Dresel, R&F Customer Service Assistant**

A.S., Oklahoma City Community College

### **Matthew Wright, R&F Recreation and Sport Assistant**

B.S., Rogers State University

## RECRUITMENT AND ADMISSIONS

---

### **Mary Bodine Al-Sharif, Director of Recruitment and Admissions**

M. Ed., University of Oklahoma

M.A., University of Central Oklahoma

B.A., Hillsdale College

A.A., Hillsdale Freewill Baptist College

A.A., Mineral Area Community College

### **Chris Billing, Admissions Advisor**

B.F.A., University of Oklahoma

### **Matthew Cancio, Admissions and Outreach Advisor**

B.A., Texas Lutheran University

### **Laura Case, Admissions Advisor**

B.A., Knox University

### **Anne Gatlin, Recruitment and Admissions Assistant**

B.A., University of Oklahoma

A.A., 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  
**Chad Ortiz, Admissions and Outreach Advisor**  
 B.A., Oklahoma State University  
**Carlos Robinson, Admissions and Outreach Advisor**  
 B.S., Oklahoma City University  
 A.S., Oklahoma City Community College  
**Christy Rogers, Assistant Director**  
 M.Ed., University of Oklahoma  
 B.S., Oklahoma State University  
**Amity Smith, Admissions Advisor**  
 B.A., Southeastern Oklahoma State University  
**Jana Wade, Coordinator of Recruitment and Admissions Operation**  
 B.A., University of Central Oklahoma

## STUDENT LIFE

**Erin Logan, Director of Student Life**  
 M.Ed., University of West Florida  
 B.A., University of West Florida  
**Kendra Fringer, Assistant Director of Student Life**  
 M. Ag., Oklahoma State University  
 B.A., Oklahoma State University  
 A.A.S., Crowder College  
 A.A., Ozark Technical Community College  
**Karlen Grayson, Student Organizations Assistant**  
 M.A., Antioch University - McGregor  
 B.S., University of Central Oklahoma  
 A.A., Oklahoma City Community College  
**Stephen Morrow, Faculty Liaison for Student Engagement**  
 M.Ed., Oklahoma City University  
 B.A., Slippery Rock State University  
**Marcy Roll, Student Life Assistant**  
 A.A.S., Oklahoma City Community College  
**Travis Ruddle, Coordinator of Student Life**  
 B.A., University of Oklahoma

## STUDENT SUPPORT SERVICES

**Yashanda Scruggs, Acting Director of Student Support Services**  
 M.Ed., University of Oklahoma  
 B.A., Langston University  
**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**  
**Bryon Dickens, Director of Network for Student Success**  
 M.E., University of Oklahoma  
 B.S., Northwestern University  
**Amanda Finch, Assistant Director TRiO SSS**  
 M.Ed., University of Arkansas  
 B.A., Cameron University  
**Gregory L. Hallman, Assistant Director, TRiO Upward Bound**  
 M.A., Columbia University  
 B.A., University of Oklahoma  
**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**  
**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  
**Lathonya Shivers, Director of TRiO Programs**  
 M.P.A. University of Oklahoma  
 B.A. University of Dallas  
**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**

## TECHNOLOGY SUPPORT SERVICES

**Tim Whisenhunt, Director of Technology Support Services**  
 B.S., East Central University  
 A.S., Murray State College  
**Lisa Ballard, Technology Support Services Assistant**  
 A.A.S., Northlake College

## TESTING AND ASSESSMENT

**Testing and Assessment**  
**Sean Dressler, Test Center Assistant**  
 A.A. Rose State College  
**Jared Florence, Test Center Assistant**  
**Kelli Frass, Testing and Assessment Assistant**  
 >M.S. University of Central Arkansas  
 B.S. Louisiana State University  
**Shara Hendricks, Test Center Assistant**  
 B.A. University of Central Oklahoma  
**Diane Hulseburg, Test Center Assistant**  
**Seunghan Jun, Test Center Assistant**  
 A.A.S. Oklahoma City Community College  
**Brian Nguyen, Coordinator for Testing**  
 B.B.A., University of Central Oklahoma  
**Judy Noor-Mohammadi, Testing Center Assistant**  
**Paul Roudebush, Testing Specialist**  
**Samantha Olson, Test Center Assistant**  
 B.F.A., University of Central Oklahoma