



2020-2021 CATALOG & STUDENT HANDBOOK

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GENERAL INFORMATION

Alumni Association

As a member of the Oklahoma City Community College Association of Alumni and Friends, you'll share a common bond with over 2,200 others who have chosen to keep a special connection with OCCC and with each other. Stay in touch with friends, faculty, and staff, and keep up with all the happenings at the College that are important to alumni. Association members are invited to attend and enjoy special events and gatherings throughout the year, participate in programs, events, service projects, and other opportunities with current students as well as other alumni. Bolster your professional career and take advantage of networking opportunities and career services offered free of charge to Association of Alumni and Friends members. Join today online at www.occc.edu/alumni or contact the Director of Alumni Relations, at 405-682-1611, ext.7478.

www.occc.edu/alumni

• (405) 682-1611 ext. 7478

TELEPHONE NUMBERS TO HELP YOU

Campus Numbers

Main College Number	(405) 682-1611
Associate Vice President for Academic Affairs	(405) 682-7534
Bookstore	(405) 682-7510
Bursar (Student Accounts Receivable)	(405) 682-7825
Campus Police Department	(405) 682-7872
Community Outreach and Education	(405) 686-6222
Cultural Programs Ticket Information	(405) 682-7576
Emergency	Dial 7872
Graduation Services	(405) 682-7519
Human Resources	(405) 682-7542
Library	(405) 682-7564
Student Success Advising	(405) 682-7535
Pioneer (Student Newspaper)	(405) 682-1611 x 7307
Records Main Counter	(405) 682-7512
Recreation and Fitness	(405) 682-7860
Recruitment and Admissions	(405) 682-7580
en Español	(405) 682-OCCC
Student Financial Aid Office	(405) 682-7525
Student Life	(405) 682-7523
Student Support Services	(405) 682-7520
Technical Support/Helpdesk	(405) 682-7777
Test Center	(405) 682-1611 x 7321
Testing and Assessment Services	(405) 682-7531

Transfer Center	(405) 682-7567
TRiO Programs	(405) 682-7865
Veterans Services	(405) 682-7694
Welcome Center	(405) 682-7553
Wellness Center	(405) 682-1611 x 7310

ACADEMIC DIVISIONS

Arts, English, and Humanities	(405) 682-7558
Business and Information Technology	(405) 682-7550
Social Sciences	(405) 682-7573
Health Professions	(405) 682-7507
Science, Engineering, and Mathematics	(405) 682-7508

History of the College

Oklahoma City Community College: Built for Student Success

Nearly 50 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 Student Success 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 23 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 not only to 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.

Mission/Vision

Student Success. Community Enrichment.

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

Download our plans:

- [Renewal, Change, & Innovation 2019-2023](#)
- [2020 Annual Plan](#)

Renewal, Change, & Innovation 2019-2023

Oklahoma City Community College has experienced remarkable success through the years. Through access, preparation, student and graduate success, and partnering with the community, OCCC continues to aspire to be one of the most significant community colleges in the nation.

Oklahoma City Community College's new strategic plan,

Renewal, Change, & Innovation 2019-2023

, was developed as a guide to keep the college on the path to greater significance. Updates in the new 2019–2023 strategic plan include a new aspiration statement, improving the College's ENDS to best represent our success factors, and new core indicators designed to monitor every critical component of the College. The 2019–2023 strategic plan supports student success with a renewed emphasis on alternative funding and increased enrollment.

Previous strategic plans were achieved with impressive results, and we expect this will continue as we double our efforts to focus on the mission of OCCC, improve efficiencies, and offer innovative programs and support services. Oklahoma City Community College remains the most affordable and value-added two-year college option for students who would not otherwise have the opportunity for higher learning.

Renewal

- Oklahoma City Community College was founded by residents of the area not satisfied with the status quo. They saw a need for educational opportunities for the community and took strong and decisive action to create that opportunity. It is in the spirit of our founders that we must renew our commitment to overcome any obstacle to provide educational opportunities for residents of our community. We must continue the work to propel the College into the next era of excellence.

Change

- A tsunami of change continues to sweep across higher education. Students, members of the community, government leaders, and business and industry all demand change. Failure to respond to this demand for change is not an option. What we do, how we do it, and how outcomes are measured must be examined. Policies, practices, and actions not producing desired outcomes must be changed. Change, even desirable change, is often stressful and disruptive. To maximize service to students and the community, OCCC embraces that stress and disruption in the spirit of innovation.

Innovation

- Volatility and uncertainty characterize higher education in Oklahoma today. Innovation is needed now more than ever. Innovation is required for OCCC to advance our mission, ensure future viability and success, and achieve our goals. Conducting business in new and innovative ways will assist OCCC in continuing our role as a creative and progressive institution.

Each of our students is unique—with a unique set of dreams, challenges, and gifts. Teaching and preparing them to their potential is what an OCCC education is all about.

Big Goals

"Big Goals" are not meant to be easy. In fact, if you simply extrapolate existing trends, they may not seem achievable. That is the point. Figuring out how to accomplish "the impossible" often unleashes the creativity of people and organizations. The unattainable becomes a new standard.

- Triple annual giving and grants to support student scholarships, community events, the endowment, and other College purposes.
- Close the academic achievement gaps that persist with low-income, first-generation, and minority students.
- Receive designation as a Hispanic-serving institution from the U.S. Department of Education.

Funding is a challenge. The College is committed to increasing funds that come from non-traditional sources such as donations, grants, and endowments.

Although two of the three Big Goals in our previous strategic plan were achieved, our performance to close academic achievement gaps with underrepresented groups of students fell short. There was progress, including the narrowing of the gap in African-American and first generation students' success rates, but significant differences remain. For that reason, we have retained the goal in this plan. Finally, the College wants to strengthen its relationship with the Hispanic community by receiving designation as a Hispanic-serving institution from the U.S. Department of Education. Achieving this distinction will require a significant increase in Hispanic enrollment, but will make OCCC eligible to apply for a Title V grant that will provide funding to support Hispanic students.

Ends Statement

Our ENDS statements describe what success looks like if we were in an ideal world. As such, they are central to our commitment to accountability. The faculty, staff, and the Board of Regents regularly review measures that evaluate the College's progress in achieving our ENDS. These core indicators are our annual plans that are reported at least once a year.

- **Access**
: Our community has broad and equitable access to both highly valued certificate and degree programs and non-credit educational opportunities and events.
- **Student Success**
: Our students successfully complete their academic courses, persist in college, and earn certificates or degrees at OCCC or another institution.
- **Workforce Development**
: Our graduates earn higher-level degrees or are successful in technical and professional careers.
- **Community Development**
: Our community's quality of life is enriched through our educational, artistic and recreational programs and events.

Values

Our values describe the behaviors we exemplify in our work every day. Some, such as Safety, Stewardship, Integrity, and Diversity, are non-negotiable ethical standards all employees should follow.

Others—Students, Accountability, and Innovation—are choices that have deep roots in the College. For instance, when several different approaches to a problem are being considered, the tie-breaking question often is: what is best for students?

- **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

Major Initiatives

Complete College OCCC

The goal of Complete College OCCC is to increase degrees/certificates by offering new programs and expanding online and hybrid courses.

Workforce Development Center

A new workforce development facility will align the College's academic programs with the changing needs of employers.

Proactive Student Success Interventions

Early intervention, streamlining curriculum, and strengthening educational partnerships will increase student success.

Increasing Enrollment

Increasing enrollment from the international, nontraditional, and concurrent populations will be crucial to the growth of OCCC.

Enhancing Campus Safety

A new Campus Police Headquarters, providing a Crisis Response Center and a Call Center will enhance current services to maintain a safe and secure campus.

New and Increased Revenue and Funding

State funding for higher education has declined so other external resources to support the College's educational offerings will be pursued.

Retaining High Quality Employees

With increasing budget constraints, the retention of high quality employees is critical to maintaining a high performing institution.

Online Learning

As the College continues to focus on enrollment, online learning plays a key role in providing students with the opportunity to take classes anytime and anywhere, thereby increasing enrollment.

Information Technology Resources: Acceptable Use

Title:

[Administrative Procedure No. 3058](#)

The purpose of this policy is to promote the responsible, ethical, legal and secure use of Information Technology Resources for the benefit and protection of Oklahoma City Community College (OCCC) and

users. Use of these resources shall be consistent with the Mission, Values, policies and procedures of OCCC. The use of OCCC owned, leased or contracted Information Technology Resources is granted as a privilege and not a right. This policy applies to all users of OCCC Information Technology Resources, including but not limited to OCCC students, faculty and adjunct faculty, staff and retirees, as well as library patrons and other guests of OCCC who access or utilize OCCC Information Technology Resources. This policy applies to the use of all Information Technology Resources. Both personal equipment accessing OCCC resources and all equipment and services owned, leased or contracted by OCCC are subject to this policy.

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.

Campus Police Headquarters

The newest building on Campus opened in the Fall of 2019.

The 8,682 square foot facility includes a call center to handle campus phone calls and a crisis response center the college can utilize during an emergency.

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.

John Massey Center

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

Keith Leftwich Memorial Library

The library provides the newest digital and print resources for students, in addition to offering Huddle Stations, group study rooms, and a Meditation Room, as well as computers, printers, and scanners.

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.

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.

Transportation Technology Center

This building is home to our renowned automotive technology lab. OCCC has 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 Digital Cinema Production program.

Visual and Performing Arts Center Theater

The VPAC is a cornerstone on 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 which is located at 230 South La Salle Street, Suite 7-500, Chicago, Illinois 60604-1413, Telephone (800) 621-7440, <https://www.hlcommission.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.

Drug Free Schools and Community Act

Oklahoma City Community College is also in compliance with Public law 101-226, the Drug-Free Schools and Community Act Amendments of 1989 and the Drug-Free Workplace Act of 1988. In support of the spirit and intent of these laws, Oklahoma City Community College maintains an alcohol-, tobacco-, and drug-free campus by prohibiting the use of alcohol and/or illicit drugs by students and employees on College property or as part of any College activity and by prohibiting the use of tobacco inside College buildings.

Accreditation Chart

Anesthesia Technology, Health Professions

Approved by Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Clearwater, FL
727-210-2350
<https://www.caahep.org/>

Automotive Technology, Business and Information Technology

Automotive Service Excellence (ASE)
Leesburg, VA
703-669-6600, 703-669-6650
<https://www.ase.com/>
Start Date: 2005; Renewal: 2024

Child Development, Social Sciences

National Association for the Education of Young Children (NAEYC)
Washington, DC
202-232-8777
<https://www.naeyc.org/>
Start Date: 2009; Renewal: 2023

Business, Business and Information Technology

Accreditation Council for Business Schools and Programs (ACBSP)
Overland Park, KS
913-339-9356
<https://www.acbsp.org/>
Start Date: 2005; Renewal: 2025

Emergency Medical Sciences, Health Professions

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Clearwater, FL
727-210-2350
<https://www.caahep.org/>
Start Date: 1999; Renewal: 2020

Medical Assistant, Prior Learning Assessment Certifications

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Clearwater, FL
727-210-2350
<https://www.caahep.org/>
Start Date: 2000; Renewal: 2024

Nursing, Health Professions

Oklahoma Board of Nursing (OBN)
Oklahoma City, OK
405-962-1800
<https://nursing.ok.gov/>
Start Date: 1998; Renewal: 2022

Accreditation Commission for Education in Nursing (ACEN)

Atlanta, GA
404-975-5000
<http://www.acenursing.org/>
Start Date: 1998; Renewal: 2022

Occupational Therapy Assistant, Health Professions

American Occupational Therapy Association (AOTA)
Bethesda, MD
301-652-6611
<https://www.aota.org/>
Start Date: 2002; Renewal: 2022

Physical Therapist Assistant, Health Professions

Commission on Accreditation in Physical Therapy Education (CAPTE)

Alexandria, VA
800-999-2782
<http://www.capteonline.org/>
Start Date: 1984; Renewal: 2028

Respiratory Care Therapist, Health Professions
Commission on Accreditation for Respiratory Care (CoARC)
Bedford, TX
817-283-2835
<https://www.coarc.com/>
Start Date: 2000; Renewal: 2029

Surgical Technology, Prior Learning Assessment Certifications
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Clearwater, FL
727-210-2350
<https://www.caahep.org/>
Start Date: 2000; Renewal: 2021

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 most recent OCCC Annual Security Report are also available at the Campus Police Department (1K8) in the Main Building. You may access this report and associated campus security information and services at www.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 Student Affairs, 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 <http://nces.ed.gov/collegenavigator/>

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 also available in the College Catalog and College Student Handbook. The Financial Aid Office provides information sheets addressing 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. Funding Your Education is available at: studentaid.ed.gov

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 Offices online at occc.edu/financialaid

All students are strongly encouraged to complete the FAFSA, Free Application for Federal Student Aid on an annual basis to determine your eligibility for federal and state grants.

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	Office of Records and Graduation 405-682-7519
FERPA	Information about Students Right to Review Their Educational Records, Directory Information	Records Department 405-682-7512
Drug and Alcohol Abuse Prevention Program	Information Pertaining to Standards of Conduct and Available Services	Student Support Services 405-682-7520
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	Federal Title IV Return of Funds Regulation for Withdraw, Never Attended, No Completion	Financial Aid Office 405-682-7527
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 of 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	Notice to Each Student that a Conviction for Possession or	Financial Aid Office 405-682-7525

Violations and Way in Which Student can Regain Eligibility	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	
Gainful Employment	Occupations, Program Costs, Completion, Certificate Programs, Median Loan Debt	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	Student Discipline Officer 405-682-7528
Copyright Infringement Policies and Sanctions File Sharing	Information Pertaining to Unauthorized Distribution of Copyrighted Material, Unauthorized Peer to Peer File Sharing that may Lead to Civil and Criminal Liabilities. College Policies with Respect to Unauthorized Peer to Peer File Sharing Summary of Federal Violation of Copyright Laws	College Policy No. 3058 Information Technology Resources Acceptable Use Policy College Policy No. 4042 Academic Freedom and Responsibilities Information and Instructional Technology Services (ITS)
Security Report	Annual Security Report and Emergency Response, Evaluation Procedures, Timely Warnings and Crime Log	Campus Police department 405-682-7872
Additional Information	For Additional Information about Oklahoma City Community College from the National Center for Educational Statistics	National Center for Educational Statistics (NCES)
Military Memorandum of Understanding and Principles of Excellence	Information concerning college agreements with the Department of Defense and Veterans Administration	
Study Abroad Financial Aid Eligibility	Information on establishing eligibility for study abroad semester	Financial Aid Office 405-682-7525
Misrepresented	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 and exit counseling at	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 Student Loan

Veterans Services	Comprehensive information about services to veterans and service members	Student Support Services 405-682-7694 and 7695
Filing Complaints	Specific complaints should be filed with the source of the complaint. (See college administrative procedure 5035 for directions)	To register a complaint against the college with the Oklahoma State Regents for Higher Education, visit the OSRHE website.

ADMISSIONS

Academic Suspension - Appeal for Early Readmission

Under certain circumstances, a student shall be provided the opportunity for a review of their academic suspension status in the event "extraordinary personal circumstances" contributed to the student's academic deficiencies. An appeal of this nature is in accordance with Oklahoma State Regent Policy (OSRHE Policy & Procedures Manual 3.9.8, Paragraph C) and provides a student with an option to return to Oklahoma City Community College without having to sit out a 16-week semester. Students wishing to appeal his/her first academic suspension status at Oklahoma City Community College may do so by complying with the following procedure:

- The student must fill out the Suspension Appeal Form.
- The student must submit an appeal, in writing, to the Registrar explaining the extraordinary circumstances which might warrant reconsideration of suspension or cause for immediate readmission. The student's extraordinary circumstances must fall within one of the six categories below as outlined in Oklahoma State Regent Policy:
 - Death of Immediate Relative
 - Serious Illness
 - Severe Financial Distress
 - Unexpected Substantial Family Obligations
 - Personal Crisis
 - Direct Significant Work Conflicts
- The student may submit supporting documentation to be included with the Suspension Appeal Form and written appeal. All forms must be turned in to the Registrar in the Records and Graduation Office.
- The Registrar will submit the Suspension Appeal Form, written appeal, supporting documentation, academic records, transcripts, and other pertinent institutional information to the Suspension Appeals Committee. The Committee will meet on a regular basis as determined by the quantity of appeals submitted and will consist of the following representatives:
 - Registrar or his/her designee (Chair of the Committee & permanent representative)
 - Academic Affairs Administrator (two-year term)
 - Academic Advisor (two-year term)
 - Student Representative (one-year term)
- The Committee will consider the appeal in its entirety and a judgment shall be made as to the appropriateness of "extraordinary circumstances" in relation to the readmission of the student. Any decision made to readmit shall be accompanied by

recommendations for mandatory participation in support services, which include, but are not limited to, the following:

- Enrollment in pre-defined coursework.
 - Academic advisement for the purpose of assessing and evaluating current academic difficulties.
 - Regular meetings with a Student Success Advisor and/or the Registrar for motivational and tracking purposes.
 - Reduction of the number of hours allowed for enrollment.
 - Testing or retesting with recommended course placement.
- A student recommended for readmission by the Suspension Appeals Committee will be readmitted on probation and expected to meet all standards of that status. A student not meeting the specific probationary requirements will be placed on a second academic suspension and will not be allowed to re-enroll as a student at OCCC until such time as he/she has demonstrated academic ability by attending another institution while raising his/her retention/graduation GPA to appropriate retention standards (2.0).

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

In the event that the Oklahoma State Regents for Higher Education authorize a tuition or fee change, students will be assessed accordingly. Tuition and fees are current as of publication; however, are subject to change effective July 1, 2020. See Bursar website for most current rates.

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:

\$100.84 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

Student Activity Fees are assessed to students in order to support the mission of Oklahoma City Community College in planned activities designed to provide the student with extracurricular educational, cultural and recreational opportunities. The fee may be used to support campus service facilities such as student unions, health care facilities, recreational facilities and for any lawful purpose to enhance quality of student life including, but not limited to, student scholarships, athletics, intramural sports, travel, entertainment, guest speakers, and student organizations or for any academic purpose or service as designated by the institution.

Facility Use Fee:

\$14.30 per credit hour

The funds generated by this fee pay the required debt service on capital projects, capital improvement projects and capital renovations. The fee also supports the maintenance and upkeep of the college service facilities and costs of operating such facilities. College service facilities include but are not limited to student unions, health care facilities, recreational facilities, administrative facilities, security facilities, grounds, and parking lots. The fee may be used for any lawful purpose to enhance quality of student life or for any academic purpose or service as designated by Oklahoma City Community College.

Student Technology Fee:

\$5.00 per credit hour

The purpose of this fee is to ensure a source of dedicated revenue to provide all students access to computers, information processing, and telecommunications technology to enhance their potential for academic success and professional success. Revenue from this fee is expended to establish and maintain campus facilities for student use to include student computers, laboratory hardware and software, supplies, internal and external networks, replacement and updating technology capability.

Assessment Fee:

\$1.00 per credit hour

The fee supports the requirement by the Oklahoma State Regents for Higher Education to perform entry level and midlevel satisfaction and outcomes assessments for students and the costs of placement tests for entering students. The fee may be used to support service facilities that will enhance the administration of midlevel satisfaction and outcomes assessments for students and other testing and assessment as deemed appropriate by Oklahoma City Community College.

Library Fee:

\$2.00 per credit hour

This fee is to be used in the library and/or in support of the library to provide for the technology and other resources needed to educate students.

Security Fee:

\$5.00 per credit hour

The security fee will be used to hire police officers as well as maintain the current security on the OCCC main campus. The fee may also be used for any lawful purpose to enhance quality of student life including, but not limited to, security service facilities and costs of operating such facilities, purchasing security equipment, maintaining or acquiring technology for security purposes, or for any security purpose or service as designated by Oklahoma City Community College.

Total: \$135.29 per credit hour

Oklahoma Non-Residents:

Resident Tuition:

\$100.84 per credit hour

Non-Resident Tuition:

\$191.70 per credit hour

Student Activity Fee:

\$7.15 per credit hour

Facility Use Fee:

\$14.30 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

Security Fee:

5.00 per credit hour

Total: \$326.99 per credit hour

OCCC's Academic Fees

Some classes and programs require special fees. These include the following:

New Student Application/ Records Processing Fee:

\$30.00

Science Lab Fee:

\$20.00 per course

Child Development Lab Fee:

\$5.00 per credit hour

Digital Cinema Production program Lab Fee:

\$20.00 per credit hour

On-Campus Exam/Advanced Standing Testing Fee:

\$5.00 per credit hour

Applied Music Lessons Fee:

\$150.00 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:

\$263.00 per credit hour

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

International Student Status Maintenance Fee:

8 week terms

\$15.00 per term

No Fee for 16 weeks

: \$0

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 assessed to online classes to offset the cost of offering this type of instruction.

Selective Admissions Application Fee: \$20.00 per program applicant

- Nursing
- Physical Therapist Assistant
- Occupational Therapy Assistant,
- Speech-Language Pathology Assistant programs

Student Liability Insurance Fee: \$30.00 per academic year

- Health Professions
- Automotive Program
- Child Development Program

Health Professions Additional Program Fees

NUR 1415

- **Lab Fee:**
\$155.00 per course
- **Medical Equipment Fee CLP:**
\$5.00 per credit hour
- **ATI Testing – CLP:**
\$211.00 per course
- **Drug Screening – CLP:**
\$40.00 at admission

NUR 1519

- **Lab Fee:**
\$175.00 per course
- **Medical Equipment Fee - Traditional:**
\$5.00 per credit hour
- **ATI Testing – Traditional:**
\$172.00 per course
- **Drug Screening – Traditional:**
\$40.00 at admission
- **Medical Equipment Fee - BADNAP:**
\$5.00 per credit hour
- **ATI Testing – BADNAP:**
\$172.00 per course
- **Drug Screening – BADNAP:**
\$40.00 at admission

NUR 1524

- **Lab Fee:**
\$28.00 per course
- **Medical Equipment Fee - Traditional:**
\$5.00 per credit hour
- **Medical Equipment Fee – BADNAP:**
\$5.00 per credit hour

NUR 1525

- **Medical Equipment Fee**
–
Traditional
: \$5.00 per credit hour
- **Lab Fee:**
\$157.00 per course
- **ATI Testing – Traditional:**
\$142.00 per course
- **Medical Equipment Fee – BADNAP:**
\$5.00 per credit hour
- **ATI Testing – BADNAP:**
\$142.00 per course

NUR 2534

- **ATI Testing – Traditional:**
\$142.00 per course
- **ATI Testing – CLP:**
\$181.00 per

- **ATI Testing – BADNAP:**
\$142.00 per course

NUR 2535

- **Lab Fee:**
\$105.00 per course
- **Medical Equipment Fee:**
\$5.00 per credit hour
- **Medical Equipment Fee – Traditional:**
\$5.00 per credit hour
- **Medical Equipment Fee – BADNAP:**
\$5.00 per credit hour

NUR 2549

- **Lab Fee:**
\$30.00 per course
- **Medical Equipment Fee – Traditional:**
\$5.00 per credit hour
- **ATI Testing – Traditional:**
\$142.00 per course
- **Medical Equipment Fee - CLP:**
\$5.00 per credit hour
- **ATI Testing – CLP:**
\$181.00 per year
- **Medical Equipment Fee – BADNAP:**
\$5.00 per credit hour
- **ATI Testing – BADNAP:**
\$142.00 per course

EMS 1019 EMT

- **Lab Fee:**
\$50.00 per course
- **Medical Equipment Fee:**
\$50.00 per course
- **FISDAP Exam Fee:**
\$21.00 per course
- **Clinical Scheduler/Skills Tracker Fee:**
\$63.00 per course
- **Drug Screening:**
\$40.00 at admission

EMS 1314

- **Medical Equipment Fee – Paramedic:**
\$5.00 per credit hour
- **Clinical Internship Tracking Fee – Paramedic:**
\$84.00 per course
- **Drug Screening – Paramedic:**
\$40.00 at admission
- **Lab Fee:**
\$125.00 per course

EMS 1324

- **Medical Equipment Fee – Paramedic:**
\$5.00 per credit hour
- **Lab Fee:**
\$125.00 per course

EMS 1334

- **Medical Equipment Fee – Paramedic:**
\$5.00 per credit hour

- **Lab Fee:**
\$75.00 per course

EMS 2044

- **Lab Fee:**
\$75.00 per course
- **Medical Equipment Fee – Paramedic:**
\$5.00 per credit hour

EMS 2054

- **Medical Equipment Fee – Paramedic:**
\$5.00 per credit hour
- **Paramedic Care V Lab Fee:**
\$75.00 per course

EMS 2064

- **Medical Equipment Fee – Paramedic:**
\$5.00 per credit hour
- **Paramedic Care VI Lab Fee:**
\$75.00 per course

EMS 2074

- **EMS Leadership Lab Fee:**
\$50.00 per course
- **Paramedic FISDAP Exam Fee:**
\$63.00 per course

OTA 1112 Lab Fee:
\$50.00 per course

**OTA 1123
OTA Drug Screening:**
\$40.00 at admission

OTA 1213 Lab Fee:
\$15.00 per course

**OTA 1233
Medical Equipment Fee:**
\$5.00 per credit hour

**OTA 1263
Medical Equipment Fee:**
\$5.00 per credit hour

OTA 2164 Lab Fee:
\$15.00 per course

PTA 1013

- **Drug screening:**
\$40.00 at admission
- **Lab Fee:**
\$125.00 per course

**PTA 2014
Medical Equipment Fee:**
\$5.00 per credit hour

PTA 2134 Scorebuilder's Online Advantage Testing:
\$35.00 per course

SLPA 1013

- **Clinical Tracking Package:**
\$72.50 per course
- **Drug Screening:**
\$40.00 at admission

SLPA 1053 Master's Clinician Fee:
\$35.00 per course

**ANES 1134
Medical Equipment Fee:**
\$25.00 per credit hour

ANES 1124

- **Medical Equipment Fee:**
\$25.00 per credit hour
- **Clinical Tracking Package:**
\$72.50 at admission
- **ATT Drug Screening:**
\$43.00 at admission
- **Lab Supply Fee:**
\$50.00 per course

ANES 1134 Lab Supply Fee:
\$100.00 per course

ANES 1155

- **Medical Equipment Fee:**
\$25.00 per credit hour
- **Lab Supply Fee:**
\$50.00 per course

ANES 2114

- **Medical Equipment Fee:**
\$25.00 per credit hour
- **Lab Supply Fee:**
\$100.00 per course

ANES 2125

- **Medical Equipment Fee:**
\$25.00 per credit hour
- **Lab Supply Fee:**
\$125.00 per course

**AHP 1222
American Heart Association: \$19.20**

Supplemental Fees

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. Tuition and fees are current as of publication; however, are subject to change effective July 1, 2020. See Bursar website for most current rates.

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 tuition waived.

Payment of tuition and fees

Students at Oklahoma City Community College will be charged tuition and fees for all classes in which they are enrolled as of the due date for the term. Due dates are located on the academic calendar and the Bursar webpage. Students who pay their tuition and fees in full on the date of enrollment or by the initial due date for the semester or term for which they are enrolled, will pay tuition and fees only. Students who choose to make monthly payments will be assessed a finance charge each month. Students enrolling after the initial due date must pay in full at the time of enrollment or go to the Bursar's Office to determine the minimum payment due on the current payment plan.

Students will not be cancelled from current classes due to non-payment of current tuition and fee by the due date.

Instead, students will be put on a payment plan (2 months for 8 week terms, 4 months for 16 week terms) and automatically billed on a monthly basis for all tuition and fees due (see below*). Students will only receive a refund for or not be charged for classes from which they withdraw from prior to or during the official refund period. See the academic calendar for exact semester/term 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 on their account preventing the release of their official records and preventing enrollment activity.

PAYMENT OPTION 1: Pay in Full by Due Date

Students may pay their tuition and fees by the published due date, or on their date of enrollment, and incur no finance charges. Students enrolling after the beginning of the term may pay their tuition and fees on their date of enrollment or go to the Bursar's Office to determine the minimum payment due on the current payment plan.

PAYMENT OPTION 2: Make Monthly Payments*

Students may choose to pay their fees on a monthly basis. The payment plan will include a 2% finance charge on the outstanding balance each month. A late payment charge of \$20 will be applied to any payment not received by the scheduled payment plan due date. Payment in full of all tuition and fees is required by the last monthly billing date for the term.

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

Oklahoma City Community College uses the services of a collection agency for collection of all past due accounts that remain unpaid after the end of the semester. Overdue account balances will be assessed 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.

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 portal.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 should indicate during their initial enrollment that they intend to "audit" a course, or a student may change their enrollment to an audit up until the withdrawal deadline for the course.

Standard credit hour fees will be assessed for audited courses. Financial aid cannot be applied to courses being audited. 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 Student Success Advising or use Self Service in the Student Portal 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 Student Success Advising or use Self Service in the Student Portal to withdrawal.

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 BankMobile Refund Selection Kit at www.bankmobilevibe.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.

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 a 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.

Student Withdrawal for Military Reasons

Students unable to complete courses due to military leave or deployment must provide documentation of their leave obligation. Students will then be released from their classes in the manner that most effectively accommodates their situation. Options may include total withdrawal or cancellation of semester, a reduction of course load, or change in class schedule. Students who do not make arrangements prior to their leave may request accommodations upon their return. These requests will be reviewed as long as they are made within a reasonable period of time after the students' return.

Late Enrollment

Any enrollment which occurs after the first class meeting of a semester is considered to be a late enrollment. Late enrollment may be allowed during the first week of a 16-week semester or the first 2 days of an 8-week term. Students who wish to enroll late must contact the course instructor for permission. 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 any coursework missed.

www.occc.edu/acs/
• (405) 682-7535

Never Attended – Non-Attendance

Students who do not attend the courses(s) for which they are enrolled will be reported by the individual faculty member as never attended and be subsequently administratively withdrawn from the courses(s).

Faculty members will be asked to submit a report of students who have never attended their class one week after the add and drop period for that term.

Students, regardless of whether or not they have made any payment or been approved for financial aid, will be administratively withdrawn from their courses(s).

Those approved for financial aid will not be awarded that aid if marked as never attended.

Never attended in online classes will be defined as having not engaged in course assignments or discussion and in face-to-face classes as having not had a physical presence in the classroom.

Students will have 90 days from the end of the term to appeal for a late administrative withdrawal and/or a reduction/elimination of charges. The appeal process will be administered on one form and managed by the Director of the Bursar Office and the Registrar or their designees.

Additionally, if a student does not begin attending any of their courses during the add/drop period, their pending financial aid disbursements will be cancelled. Funds disbursed prior to the start of the semester will be returned in full to financial aid programs and the student is responsible for reimbursing Oklahoma City Community College.

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 Records and Graduation Services. The petition is available via the Registrar Appeals on the Records website.

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. To request information contact

admissions@occc.edu

or to arrange a campus tour, please call (405) 682-7580. Please feel free to visit our website for further information:

www.occc.edu/admissions/index.html

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, HiSET, or TASC tests (the 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 other college placement, 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, or any lab science certified by the school district)
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, HiSET or TASC recipients) who are admitted into an Associate of Arts (AA) or Associate of Science (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. In addition, 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 Student Success 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 above.

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 in section I.

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 as specified in section I. Information on remediating deficiencies is available in the Office of Student Success 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. Any transfer probation student with curricular deficiencies must remove the deficiencies within the first 12 hours of enrollment. 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 may be accepted when appropriate to the student's degree program and when the appropriate personnel has had an opportunity to validate the courses or programs

Evaluation of Transfer Credit Earned

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

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

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

Graduate level transcripts will not be evaluated automatically. If undergraduate coursework was taken in a graduate program, students can request that their graduate transcript be evaluated for undergraduate coursework.

In some cases, OCCC will evaluate transcripts from unaccredited colleges. Students must contact the Office of Records and Graduation Services to determine whether an unaccredited college transcript can be evaluated.

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 are in the United States on a student VISA for the purpose of education 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. Because of time required for evaluating educational records and processing immigration forms, these documents, along with the application form, must be submitted in enough time to allow for embassy/travel procedures or for proper processing of transfer paperwork. Designated School Officials (DSO) in the Office of Recruitment and Admissions will work with students regarding these timelines. For detailed eligibility and admission information, email international@occc.edu

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 either the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) examination. 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 5.5 on the IELTS is required for admission.

Students whose TOEFL scores are below the minimum required for admission but within a range of 460 to 499 on the Institutional paper-based TOEFL, 140 to 172 on the International computer-based TOEFL, 48 to 60 on the International TOEFL iBT or 5.0 to 5.4 on the IELTS may be eligible for provisional admission.

The ESL Academic Bridge Program is a full-time schedule of advanced-level ESL courses which are designed for college-bound students. The goal of the Bridge Program is to prepare international students for academic success at the college level. Many students take the Bridge Program in order to satisfy OCCC's admission requirements for non-native English speaking students.

To be eligible for full admission to OCCC, non-native English speaking students must score at least 500 on the Institutional TOEFL test (61 on the International TOEFL test, the TOEFL iBT). Students whose TOEFL scores are too low for full admission need opportunities to improve. To serve these students, OCCC created the Bridge Program.

Students who have received a score of 460 or higher on the Institutional TOEFL test (48 on the International TOEFL test, the TOEFL iBT) are eligible to enroll in the Bridge Program. Students in the program take fifteen credit hours of advanced-level ESL. All Bridge Program students take the following five courses:

ESL 0413-Advanced Listening
ESL 0463-Advanced Speaking
ESL 0423-Advanced Reading
ESL 0443-Advanced Writing
ESL 0643-Advanced Grammar

In order to successfully complete the program, a student must earn a minimum grade of 2.0, which is the equivalent of a "C" or 70%, in each course. Students who successfully complete the Bridge Program are eligible for full admission to OCCC and are not required to retake the TOEFL test.

Intensive English Program (IEP)

Students whose TOEFL or IELTS scores are within the range for provisional admission listed in the Standardized Testing section above, may be admitted if after achieving the score and immediately prior to admission, they successfully complete a minimum of 12 weeks of study at an IEP approved by the State Regents. At least two-thirds of the 12 weeks must be instruction at an advanced level.

High School Performance

Students who have successfully completed the high school core requirements in 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 with a passing grade 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 Students

High school juniors and seniors meeting the requirements listed below may be admitted provisionally. Enrollment requirements for concurrent students differ from enrollment criteria for graduated students and is not based on the standardized composite test scores required for admission. Please contact the Office of Recruitment and Admissions for the current requirements.

Students from Accredited High Schools:

Juniors and Seniors:

ACT/PACT composite score 19

SAT/PSAT composite score 980 or 900 Prior to March 5, 2016

(If a student scores below 19, their Unweighted GPA should be 3.0 or higher for admission. However, admission does not guarantee enrollment/course placement eligibility.)

Home Schooled Students or Students Attending an Unaccredited High School

Juniors and Seniors:

Must have completed enough high school coursework to be equivalent to an individual who is classified as a junior or senior at an accredited high school

AND

ACT/PACT composite score 19

SAT/PSAT composite score 980 or 900 Prior to March 5, 2016

(If a student scores below 19, their Unweighted GPA should be 3.0 or higher for admission. However, admission does not guarantee enrollment/course placement eligibility.)

CONCURRENT ENROLLMENT REQUIREMENTS/COURSE PLACEMENT

ENGL 1113 English Composition I
ACT/PACT = English 19 or Reading 19

OR

SAT/PSAT = Reading-Writing 480

OR

Next Generation Accuplacer = Reading 71

OR

Writing 81

PSY 1113 General Psychology and SOC 1113 Introduction to Sociology

ACT/PACT = Reading 19

OR

SAT/PSAT = Reading-Writing 480

OR

Next Generation Accuplacer = Reading 71

POLSC 1113 American Federal Government

ACT/PACT = Reading 19

OR

SAT/PSAT = Reading-Writing 480

OR

Next Generation Accuplacer = Reading 71

HUM 1113 Music Appreciation and ART 1053 Art Appreciation

ACT/PACT = Reading 19

OR

SAT/PSAT = Reading-Writing 480

OR

Accuplacer = Reading 71

BIO 1113/1114 General Biology

ACT/PACT = Science 19

OR

SAT/PSAT = Reading-Writing 480

AND

MATH 530

OR

Next Generation Accuplacer = Reading 71

AND

MATH 70 on Part D

CS 1103 Introduction to Computers and Applications

ACT/PACT = Reading 19

OR

SAT/PSAT = Reading-Writing 480

OR

Next Generation Accuplacer = Reading 71

MATH 1513 College Algebra, MATH 1503 Contemporary Math, MATH 2013 Introduction to Statistics, and MATH 1533 Pre-Calculus

ACT/PACT = Math 19 for all Math listed

OR

SAT/PSAT = MATH 530 for all Math listed

OR

Accuplacer = Math 70 on part D for all Math listed

Seniors

In accordance with state policy, senior students will have their college tuition waived for up to a total of 18 credit hours of concurrent enrollment. (A student is considered to be a senior during the summer after their junior year.)

Additional requirements for all concurrent students

A concurrently enrolled student may enroll in a combined number of high school and college courses not to exceed a full-time college workload of 19 semester credit-hours per semester. A student may enroll in a maximum of nine semester-credit-hours during a summer semester. Non-academic high school units are excluded from the workload calculation.

Concurrently enrolled high school students enrolled in college courses may continue enrollment in subsequent semesters if they achieve a college grade point average of 2.0 or above on a 4.0 scale.

All concurrently enrolled high school students must submit a *High School Concurrent Enrollment Approval Form* for each semester of enrollment. The form must contain original signatures from the high school principal or high school counselor, parent or legal guardian, and the student.

Concurrent enrollment students shall be subject to OCCC's academic calendar.

VII. Non-Degree Seeking Students

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. The student will be required to submit all official credentials within the first semester of enrollment.

VIII. Opportunity Admissions

Applicants who have not yet graduated from high school and whose ACT composite score is at the 99 percentile (Oklahoma norms), or whose combined critical reading and mathematical score on the SAT places them at the 99 percentile using national norms, may be eligible for admission. Admissibility is determined by the Director of Recruitment and Admissions, or designee, and is not based solely on test scores.

IX. Submission of Academic Credentials

Recent high school graduates are required to submit official and complete high school transcripts and ACT or SAT scores (if either test has been completed). College transfer students in good academic standing, may submit unofficial transcripts at the time of admission, but will be required to submit all official and complete transcripts within the first semester of enrollment. College transfer students on academic probation or suspension are required to submit official and complete college transcripts 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.

X. 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.

XI. 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, Paramedic, Anesthesia Technology, and Respiratory Care Programs

Certain programs are restricted to a limited number of students and have special admission and enrollment procedures. These programs currently include: Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Speech-Language Pathology Assistant, Paramedic, Anesthesia Technology, 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 Nursing Career Ladder Pathway (LPN to RN), and for summer entry into the Baccalaureate to RN Program. Occupational Therapy Assistant and Paramedic program applications are accepted for fall and spring semesters. The Physical Therapist Assistant program accepts applications for the fall semester only. Respiratory Care applications will be available at 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. Application forms are available at www.occ.edu/admissions/health.html

Refunds for Credit Courses

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 BankMobile Refund Selection Kit at BankMobileVibe.com

Payments made by credit card will be refunded to the credit card.

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 10-days of a 16-week class, OR the first 5-days of a four, six or eight-week class, you will not be charged for your changes and will receive a refund of tuition/fees. See the academic calendar for exact withdrawal dates. No refunds will be made after this period.

All refunds for credit students, including financial aid, will be processed in accordance with preferences selected using your BankMobile Refund Preference at BankMobileVibe.com

Payments made by credit card will be refunded to the credit card.

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, fees and any school bookstore charges 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 the student account, finance and late charges will be reduced as appropriate and any remaining balance due will be paid by the financial aid funds credited to the student's account. Any excess financial aid funds will be refunded to the student.

Credit balance refunds will be processed in accordance with preferences selected using your BankMobile Refund Selection Kit at BankMobileVibe.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 awards are credited to their account. They will be billed monthly and incur finance and late charges calculated on the remaining balance.

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.

Student Success Advising

All degree seeking students are assigned to a Student Success Advisor for their academic career based on their chosen major when they are admitted to Oklahoma City Community College.

All students are encouraged to make use of the combined resources in the Office of Student Success Advising and meet with their assigned Student Success Advisor.

Responsibility for advising students is shared by twenty-seven (27) full time Student Success Advisors. Student Success Advisors serve new degree-seeking students, students who have not yet decided on a major, students seeking to make application to one of the health professions programs offered at OCCC and returning students working toward a degree in the first few semesters.

Student Success Advisors assist and academically coach students in the process of deciding on a major, career exploration and guidance, degree and transfer process advisement, academic planning, enrollment in appropriate coursework, preparing for application-based programs, and creating an academic plan.

Student Success Advisors provide major-specific information, field-related contacts, and coordination of major course sequencing. Student Success Advisors academically coach 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.

Certain programs have limited enrollment and a selective admissions process (e.g. Nursing). These students are assigned to a Student Success Advisor specializing in Health Professions.

Student Success Advising is located on the first floor of the Main Building, but also has Student Success Advisors located on the second floor of the Main Building, and within each academic division.

The Student Success Advising website has many resources for students including registration drop/add dates, career exploration information, and information on scheduling appointments, and convenient self-service information.

To schedule an appointment with a Student Success Advisor please call (405) 682- 7849 or visit us at <http://www.okcc.edu/acs/index.html>

Testing and Assessment

Test Center

The Test Center provides course-related, standardized and assessment testing in a secure and comfortable 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 okcc.edu/testing

Testing and Assessment Services

The Office of Testing and Assessment Services administers tests including, but not limited to, the following: PEARSON VUE Certification Exams, National and Residual ACT Exam, Test of English as a Foreign Language (TOEFL), Test of Essential Academic Skills (TEAS). Testing and Assessment also provides High School Equivalency testing in both GED and HiSET.

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 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 okcc.edu/testing

High School Equivalency Classes and Testing

Oklahoma City Community College offers Adult Basic Education (ABE)/High School Equivalency Exams (HSE). Individuals interested in taking classes to prepare for an HSE test should contact the Office of Community Outreach and Education at 682-7873 for enrollment information. Individuals who are ready to take an HSE test should go to okcc.edu/testing 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 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 occc.edu/testing/toefl

Financial Aid

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.

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 student aid 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 to OCCC Records Office official academic transcripts from all schools attended.

Verification

Federal Student Aid 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. Required documents are listed on the student's OCCC student portal.

Documents that may be required:

- 2018 Federal Tax Return *Transcript or signed Federal Tax Return with applicable Schedules 1, 2, and 3.
- Non-Tax Filers - *IRS Verification of Non-Filing Letter
- Non-Tax Filers 2018 *IRS Wage & Income Transcript

- *Tax Transcripts and Letters can be ordered online at <https://irs.gov>
- Verification Forms (Dependent or Independent)
- Proof of High school completion or the equivalent
- 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 or passport.
- Certifying Statement of Educational Purpose indicating that the 2020-2021 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.
- If a student or parent has been granted an IRS filing extension, submit copies of IRS form 4868, W-2 and/or 1099 forms and a signed statement of Adjusted Gross Income (AGI).

Verification Exclusions

FAFSA applicants who are selected for verification may be exempt from this requirement if certain documented circumstances exist, such as:

- Applicant only eligible for unsubsidized loans
- Parents unavailable or deceased
- Spouse unavailable or deceased
- Selected after student is no longer enrolled and all funds are disbursed

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 seldom considers cases of parent or spouse unavailability.

What happens next?

Award notifications are sent to students' OCCC email. Students review their financial aid awards on MyOCCC Portal Self-Service for Students:

<http://www.occc.edu/links/index.html>

The Financial Aid Office does not award or disburse Federal or State Student Aid funds until Verification is complete.

Federal Pell and Federal Direct Loan Disbursements

All financial aid sources (grants, scholarships, loans) disburse at various times throughout the semester as funds are received. Students are notified by email when funds disburse. Payment of current semester tuition/fee/book charges are paid by the first financial aid funds applied to your student account. For details, review your account activity. For Disbursement/Refund Dates visit: <http://www.occc.edu/financialaid/dates.html>
Dates are subject to change.

Important Disbursement Information

Federal grant and loan funds are awarded to a student under the assumption that the student will attend school for the entire award period. Class attendance is a requirement for Federal Student Aid eligibility. Students must attend and participate in class through the 10th week of 16-week courses or the 5th week for 8-week courses to earn all of their financial aid funds. Students should contact financialaidoffice@occc.edu or their Student Success Advisor before totally withdrawing from all courses in one term.

Refunds

OCCC issues refunds from excess loan/grant/ scholarship funds through a partnership with BankMobile Disbursements. If you are entitled to a refund, BankMobile will send an email notifying you when it has processed. Refunds process in accordance with your selected refund preference. If you have not selected a refund preference, log in to MyOCCC Portal click menu in upper left corner; MyMoney – Refund Preference. Contact bursar@occc.edu for assistance. For more information about BankMobile, visit <https://bankmobiledisbursements.com/refundchoicessso/>

Pell Grant Disbursements

Pell awards are assessed based on a student's enrollment at the close of the semester add/drop period. Students awarded prior to this date will be on the first scheduled Pell disbursement. After this date, expect a one-week processing time after being awarded for being on the next Pell disbursement.

Loans Disbursement

Students who have completed Entrance Counseling and Loan Agreement (MPN), are enrolled in at least 6-credit hours, and have accepted their loan by the week prior to disbursement can expect to be on the first scheduled loan disbursement. After this date, expect a one-week processing time after loan acceptance to be on the next scheduled loan disbursement.

First-Time Student-Borrowers

- in the first year of their degree program, initial loan disbursements are scheduled at least 30- days after the beginning of the loan period.

One-Term Loans

- students receiving a one-term loan for the current semester will receive loans in two disbursements. The second disbursement will be on or after the semester midpoint.

Pell Bookstore Charges

Bookstore charges begin one week prior to the semester begin date and continue through the first week of courses. Eligible students enrolled and awarded for the semester with excess Federal Pell Grant funds after all tuition and fee charges are paid may go directly to OCCC Bookstore with their OCCC Student ID to charge required books and supplies.

Student Loan Bookstore Charges

Eligible students with excess loan funds after tuition/fee charges, who are not scheduled to receive their loan disbursement, may request a loan bookstore voucher from the financial aid office to charge against their loan. An OCCC Student ID is required to charge at the OCCC Bookstore.

Federal Student Aid 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.

FStudents must attend 60% of the semester to earn all funds.

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 Student Success Advising in the Main Building. Students needing further assistance may call 682-7535. Audit courses are not eligible for Federal Student Aid. Students changing a course from credit to audit will be required to repay any funds paid for the course.

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. For an 8-week term, 60% is approximately five (5) 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
 $54 \text{ days} / 113 \text{ days} = 47.8\%$ 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
 $52.2\% = \$286.00$ 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 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 module. Calculations vary from students who are 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 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, no additional loan funds will be disbursed. In addition, the Pell Grant amount may be adjusted, 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. 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.

Our Pledge to Students and Families

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

Our mission is to provide financial assistance for students, enabling access to educational opportunity, and supporting persistence toward completion of their educational goals.

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 is based on the Cost of Attendance, enrollment status and the student's Expected Family Contribution (EFC). Eligible students' initial Pell Grant award will be based on full time status. The final Pell grant award each semester will be based on classes attended and enrolled credit hours at the close of the drop period for the semester:

12 or more credit hours = 100% of semester award>

9-11 hours = 75% of semester award

6-8 hours = 50% of semester award

5 or less hours = 25% of semester award

Credit hours will not include courses that the student Never Attended prior to the semester drop date.

Final Pell grant amount each semester/session is based on actual enrollment credit hours a student has at the close of the drop date or at the time the College receives the Student Aid Report (SAR) after the semester is underway. Students are paid each semester/session. Summer Pell is available for students who have available funds. Students who have earned a Bachelor's degree are not eligible for a Federal Pell Grant. 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

<https://studentaid.gov>

Login using your FAFSA User ID.

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 \$400 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). 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. Students must be pursuing 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. Apply online at:

www.occjobs.com

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

Oklahoma's 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 complete a FAFSA every year and Verification, if selected, maintain their eligibility by meeting Regent's grade point average requirements and Federal Student Aid academic progress standards. Oklahoma's Promise will not pay for non-credit remedial courses. 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 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 half-time (6-credit hours) 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. The OTAG program, based on the information reported in the FAFSA, determines eligibility. The OTAG deadline is February 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. 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.

Tuition Waivers and Scholarships

Oklahoma City Community College offers numerous scholarships for current and prospective Students. Some scholarships awarded by OCCC are tuition waivers which pay some of your tuition. Apply online at

<http://www.occ.edu/foundation/>

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 6 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. Subsidized Loans now have usage eligibility limits. Students may review their usage eligibility at <https://studentaid.gov>

Login using your FASA ID.

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.

Students must be enrolled in a minimum of six credit hours to receive loan funds.

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, 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 apportion of a loan is returned to the lender. Students must be pursuing certificate or degree in an eligible program and meet the same eligibility criteria required for all other Federal Student Aid.

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

www.StudentLoans.Gov

Bureau of Indian Affairs (BIA) Tribal Grants

BIA tribal grants are administered by the individual tribes and each tribe determines the amounts. 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 OCCC 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 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.

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. If Verification is required, students must complete verification within 10 days of their last date of enrollment to receive payment for attempted courses. Deadline exceptions may be considered for eligible students with extenuating circumstances.

How Financial Aid is Awarded

Financial Aid is awarded based on Federal and State eligibility regulations and available award funds. The College and the OCCC Foundation also awards Scholarships and Scholarship 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 statuses 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 excessive 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. Excessive 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.

Award packages are adjusted throughout the year to prevent over awards of federal funds.

Award notifications are emailed to students.

How to Apply for Financial Assistance

To apply for most types of financial aid, students must complete a Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa>

The FAFSA is available Oct 1st each year.

You will need your social security number or your alien registration number if you are an eligible non-U.S. citizen, prior-year 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 February 1st to be considered for state grants.

If possible, import your tax data directly into your FAFSA. Report accurate income and household size information to prevent delays in processing your financial aid.

After your FAFSA is processed FAFSA will send you 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 your OCCC email regularly. You may be required to submit documents to the financial aid office to complete your file review.

To ensure that your financial aid file is complete before classes begin submit your FAFSA by:

May 31st for fall semester

October 15th for spring semester

March 30th for summer semester

The Financial Aid Office processes FAFSAs throughout the year.

Please check your OCCC student email regularly for important notifications. OCCC student email is our primary form of communication with students. Login to MyOCCC Portal at: <http://www.occc.edu/links/index.html>, under the Self-Service tab to review your financial aid status.

The Financial Aid Office is located in the Main Building across from the Testing Center. If you have any questions about your financial aid, please contact us by email: financialaidoffice@occc.edu or in-person.

Login to your MyOCCC Portal Self-Service to view your financial aid status at:

<http://www.occc.edu/links/index.html>

Satisfactory Academic Progress Standards (SAP)

Each student receiving Federal Student Aid must maintain Satisfactory Academic Progress (SAP). The Financial Aid Office is required to review all college level credit hours that apply to any OCCC degree or certificate program when evaluating progress. SAP standards evaluated are cumulative and measure qualitative, quantitative and maximum attempted hours. SAP is evaluated at the close of each semester. Notifications are sent to all evaluated students.

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:

- 1-29 credit hours, cumulative GPA 1.7
- 30 or more credit hours, cumulative GPA 2.0.

Quantitative Evaluation - Completion Rate

Cumulative Completion Pace requires a minimum of 67% and is measured by the credit hours successfully completed divided by the credit hours attempted. Example: 9 completed hours/12 attempted hours = 75% Completion Pace.

Transfer credit hours that apply to any OCCC degree or certificate will be included in the evaluation. Grades 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 certificates 150 percent of the credit hours normally required to complete a degree or certificate program. Example: 60 hours * 1.5% = 90 hours max. Transfer credits that apply to any OCCC degree are counted.

All students who have completed degree requirements, graduated with an associate degree or transfer into OCCC with credit hours near the required hours to complete an associate's degree must appeal to be considered for continued eligibility.

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 semester of Warning status.

Suspension

After one semester of Warning, status students who fail to meet SAP standards for Completion Pace and/or GPA will be placed on Suspension status. Students on suspension status are not eligible to receive financial aid.

Regaining Eligibility

Students placed on financial aid suspension 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 Financial Aid Suspension Appeal explaining they have now met all SAP standards.

Students who have appealable circumstances may submit an online Financial Aid Suspension Appeal explaining the circumstance and the changes that have occurred that will allow successful completion of future coursework.

All students who have completed degree requirements, or graduated with an associate degree or higher, must submit a Continuing Eligibility (CE) appeal to establish their academic plan and credit hours requirements for any additional degree.

Students appealing must be accepted into the program for which they are appealing to be considered for continued 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. Students may be required to provide supporting documentation.

Probation

Students with approved appeals are placed on Probation for the next semester of enrollment. Students on Probation must meet all SAP standards each semester to remain on schedule to complete their degree plan. At the close of the Probation semester students who fail to meet SAP standards are again placed on financial aid suspension. Students on Probation status are eligible to receive financial aid.

Financial Aid Success Plans

Financial Aid Success Plans are required for students on probation who require more than one semester to meet SAP standards. Plans are designed to help move a student toward SAP in a specified timeframe and may include referral to support services, a reduced course load, and adjustments to financial assistance. Students who fail to meet SAP standards or to complete the Financial Aid Success Plan are again placed on financial aid suspension. Students on probation with success plans are eligible to receive financial aid.

Repeated Courses

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. For Federal Student Aid purposes a grade "D" or higher is considered passing.

Audited Courses

Audited courses are not eligible for Federal Student Aid. If a course is changed from Credit 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 official 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 associate's degree or higher must complete a Continued Eligibility appeal to establish their academic plan and the credit hours required for degree completion.

Remedial Non-Credit Coursework

Students may attempt up to 30 credit hours of developmental coursework and receive Federal Student Aid toward enrollment that is 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 requirements and earn passing grades in all developmental courses to meet qualitative criteria.

English as a Second Language (ESLP 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 Programs are funded through private donors, state agencies, endowments, foundations, etc. Students may qualify by demonstrating scholastic ability, leadership, academic promise and/or economic need. For more information, visit:

www.occc.edu/scholarships/index.html

Freshmen Scholarships

Academic Scholars Program, Freshmen Tuition Waiver and OKCGO Scholarship Tuition Waiver are available for recent high school graduates. Eligibility requirements for each scholarships can be viewed at

<http://www.occc.edu/scholarships/index.html>

For more information contact our Coordinator of Scholarships and Waivers at 405-682-7709 or financialaidoffice@occc.edu

Current OCCC Student Scholarships

OCCC Foundation offers many scholarships for current OCCC students. Complete the general application to determine the scholarships available for you at: <http://www.occc.edu/foundation/scholarships.html>

Additional scholarships can be found at:

<http://www.occc.edu/scholarships/index.html>

For more information, contact our Coordinator of Scholarships and Waivers at 405-682-7709 or financialaidoffice@occc.edu

External Scholarships

For scholarships offered from organizations and tribal agencies outside of OCCC, visit the External Scholarship Opportunities at <http://www.occc.edu/scholarships/index.html>

Contact the external organization or agency with any questions. OCCC Bursar Office's Coordinator of Scholarships manages the receipt and disbursement of external scholarship funds. For questions about your external scholarship funds contact bursar@occc.edu

Concurrent Enrollment Scholarships

High school seniors and juniors who meet institutional requirements for concurrent enrollment are eligible for up to 18 credit hours tuition waiver scholarship their senior and/or junior year. Tuition will be waived at the time of enrollment. For more information, contact the Office of Recruitment and Admissions, (405) 682-6222.

Scholars for Excellence in Child Care

Through the Oklahoma State Regents for Higher Education, Oklahoma Department of Human Services Child Care Services, scholarships are awarded to eligible childcare professionals to complete coursework in the area of child development. These scholarships enable child care providers in Oklahoma to improve their skills through education, receive an educational stipend and continue the availability of quality child care in local communities. The Scholars for Excellent in Child Care office is located in the Family and Community Education Center.

www.occc.edu/scholars/

• (405) 682-7561

Student Rights and Responsibilities for Financial Aid

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

Your Responsibilities

- Submit an accurate FASFA every year.
- Login to your MyOCCC Portal to review your financial aid status.
- Regularly check your student email for important notifications.
- Submit all requested documents to the Financial Aid Office.
- Report any financial aid you receive from other sources.
- Enroll in courses required for your degree plan.
- Attend all of your classes.
- Officially withdraw from courses rather than stop attending.
- Maintain Financial Aid Satisfactory Academic Progress.
- 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 of drug and alcohol use.
- Abide by College policies of unauthorized distribution of copyrighted material and peer-to-peer file sharing.

Your Right to Know

- Requirements to complete the Verification process.

- Cost of Attending OCCC.
- About the awards you have been offered and how to access your award offer.
- How the Financial Aid Office disburses funds by specific program requirements.
- The schedule of disbursement for Federal Student Aid.
- 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 officially 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 fail 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.

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 during the fall, spring and summer. 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 terms and 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 terms and semesters, 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.

Display and Distribution of Information

Title: [Administrative Procedure No. 5005](#)

Internal organizations of the Oklahoma City Community College (OCCC) and external organizations or individuals may distribute and display informational literature, materials, or banners on campus with the approval of the Director of Student Life or the designated administrator in the Office of Student Life. Contact the Director of Student Life or the designated administrator in the Office of Student Life and provide copies of materials or other pertinent information to seek written approval to display or distribute information. The Office of Student Life will designate which areas will be set-aside for display and distribution of information.

By serving as a Representative of an internal organization of OCCC or external organization for the display and distribution of information, the Representative(s) acknowledges and agrees to the following:

1. The Representative(s) of external organizations may not engage in commercial activities to solicit funds on campus.
2. The Representative(s) must provide proof of the written approval to display and distribute information if asked to do so by an OCCC official.
3. The Representative(s) must display or distribute information in English or have an accompanying English translation.
4. The Representative(s) may only display and distribute information at a table. All Representatives must be present at the table at all times and may not verbally or physically approach others with the information.
5. The Representative(s) must follow all OCCC policies.
6. The Representative(s) must request permission through the Office of Student Life at least 14 days prior to information being displayed and distributed.
7. The Representative(s) will be granted approval to display and distribute information no more than five days per month, for no more than five consecutive days.
8. The Representative(s) will be granted approval through the Office of Student Life for display of banners for no more than 30 days per year.
9. The Representative(s) must remove all information immediately following the distribution and display period.
10. The Office of Student Life has established bulletin boards for the use of individual students, student organizations and outside organizations or individuals. See Administrative Procedure No. 5006.

Bulletin Boards

Title: [Administrative Procedure No. 5006](#)

The Office of Student Life has maps available showing the locations of all bulletin boards on campus. Bulletin boards are available for use by internal and external organizations.

Bulletin boards labeled for the purpose of campus events and activities are used for posting of information regarding internal events and announcements. Permission to post information on these boards, located throughout the campus, must be given by the Director of Student Life or designee. Contact the Office of Student Life for permission and locations of these bulletin boards.

Bulletin boards labeled for general public use are available throughout campus. Items posted on these bulletin boards will be removed after the date of an advertised event or within approximately one month. Contact the Office of Student Life for the locations of these bulletin boards.

Bulletin boards are located throughout campus outside of individual offices and departments. Please check with appropriate department personnel for permission to display information on these bulletin

boards within the Oklahoma City Community College (OCCC) campus.

Items posted on campus bulletin boards that are found to be in violation of local, state or federal laws or in violation of OCCC policies may be removed immediately.

Bus Service

Embark Metro Transit (Buses 12 & 13) makes regular stops at the college, approximately one every 30 minutes. Brochures listing specific times and schedules are available by calling EMBARK at (405) 235- RIDE. Schedules are also available in the Office of Student Life and online at www.embarkok.com. Information regarding evening routes and EMBARK Link are also available in the Office of Student Life.

www.embarkok.com
• (405) 235-7433

Career Transitions

Career Transitions (CT), in cooperation with the Oklahoma State Regents for Higher Education and the Oklahoma Department of Human Services (OK DHS), assists OK DHS-referred participants in obtaining training for entry-level employment. CT provides participants with short-term vocational, educational and job readiness skills that lead to employment. Each CT participant follows an Individualized Education and Employment Plan (IEEP) and attends 35 hours of educational, professional, skills development and work-related activities each week. Core instruction areas include job readiness skills, computer literacy, professional management, and vocational training.

OCCC learning labs assist in providing support in academic classes. Vocational training programs, depending on student interest and background, include most college certificate programs, Associate degrees, and Pharmacy Technician training. Students are assisted in obtaining employment through the Career Transitions office. After employment, participants are supported through follow-up activities by CT staff and other community partners.

The Career Transitions office is located on the second floor of the Main Building in area 2R8.

www.occc.edu/career/
• (405) 682-7844 • Fax (405) 682-7824

Center for Learning and Teaching (CLT)

www.occc.edu/c4lt/
• (405) 682-7838

The Center for Learning and Teaching (CLT) is a resource center for all faculty and students at OCCC. Students are provided walk-in support for Moodle as well as assistance with setting up OCCC email on a smartphone. Students may take advantage of online student resources created to assist them as they navigate their course at OCCC at

www.occc.edu/onlineresources

. Students needing information about online classes may contact the CLT at 405-682-7838 or stop by SEM 2G3 on the second floor of the SEM Center (across from the Math Lab).

Civic Honors and Service Learning

Students participating in the Civic Honors program gain insight and experience about societal needs through civic involvement and develop leadership skills which can be used as a future leader in the community. The Civic Honors Program at OCCC recognizes students who demonstrate an outstanding commitment to both civic involvement and personal life skill development. Requirements:

1. Apply for the program with the Office of Student Life.
2. Complete and document a required number of hours of service at an approved agency.
3. Have one (1) Mentor Session with a Student Life staff member.
4. Create a portfolio with beneficial items for future educational and career endeavors.
5. Complete a reflective project over entire service-learning experience.
6. Submit completed portfolio and project and arrange and final review appointment with Student Life staff for an assessment of the program.

OCCC has partnerships with more than 140 designated non-profit agencies that have a continuous need for volunteers. Volunteering and Service-Learning are great opportunities to participate within the community and learn outside the classroom environment. Stop by the Office of Student Life for a service-learning guide containing descriptions of all the volunteer opportunities and contact information for each agency, timesheets for proof of service, and OCCC liability waivers for service learning. Student Life also plans numerous service days each semester. Register for scheduled service learning sessions through the Student Life website under Service Day Registration. Some classes require documentation of Service Learning, timesheets that provide documentation may be picked up in Student Life at our Service Learning Center.

www.occc.edu/studentlife/studentinformation
• (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 offers a variety of non-credit education classes including adult basic education, English as a second language, HSE (High School Equivalency prep, College for Kids (grades 1 through 8), ACT prep workshops and a variety of personal enrichment classes such as guitar, language, driver's safety and computer basics. Most classes meet at the Family and Community Education Center, 6500 South Land Ave, Oklahoma City, OK 73159.

www.occc.edu/coe
• (405) 686-OCCC (6222)

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

The Adult Learning Center provides free General Educational Development (GED), High School Equivalency Prep (HSE) 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 (CHC) is one of the few bilingual 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 CHC offers a variety of non-credit education classes including adult basic education, English as a second language, HSE (High School Equivalency) prep, College for Kids (grades 5 through 8), ACT prep workshops and a variety of personal enrichment classes such as basic and intermediate computer applications and job readiness. Instruction is offered in Spanish and English with some classes in Korean. The CHC also offers credit classes. Please check the OCCC Class Schedule for additional information. The CHC is located at 325 SW 25th, Oklahoma City, OK 73109.

www.occ.edu/capitolhill/
• (405) 272-5140

Community Services

Oklahoma City Community College Capitol Hill Center

Oklahoma City Community College Capitol Hill Center (CHC) is one of the few bilingual 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 CHC offers a variety of non-credit education classes including adult basic education, English as a second language, HSE (High School Equivalency) prep, College for Kids (grades 5 through 8), ACT prep workshops and a variety of personal enrichment classes such as basic and intermediate computer applications and job readiness. Instruction is offered in Spanish and English with some classes in Korean. The CHC also offers credit classes. Please check the OCCC Class Schedule for additional information. The CHC is located at 325 SW 25th, Oklahoma City, OK 73109.

www.occ.edu/capitolhill/
• (405) 272-5140

Cultural Programs

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; 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

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/VPACOCCC

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

www.occ.edu/cp/currentgallery.html

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.

www.occ.edu/cp/

• (405) 682-7576

Counseling Services

Student Support Services houses licensed mental health counselors, who offer short-term counseling and referrals to community agencies and resources. OCCC recognizes that students' academic success depends on their personal development and emotional health. Counselors provide a supportive environment to foster the intellectual, emotional and personal development of students.

If you have any questions, regarding counseling services or to schedule an appointment, please contact Student Support Services at (405) 682-7520.

www.occ.edu/support/Counseling.html

• (405) 682-7520

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 the student portal.

Drug Education

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

www.occc.edu/support/drugtreatment.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) 682-7513 or email admissions@occc.edu

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 the Office of Student Success 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 Student Success Advising at www.occc.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 and Transfer Information through Records and Graduation Services

The Office of Records and Graduation Services provides assistance to students in degree completion and future planning. Students can find more information at

www.occc.edu/get/
or calling (405) 682-7519.

Graduation Services

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

Transfer Services

Students planning to transfer to a four-year institution may visit Records and Graduation Services to receive information about the transfer process and requirements. This office 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

www.occc.edu/support/health.html

Keith Leftwich Memorial Library

Located on the first two floors within the clock tower building, the Library is accessible to Oklahoma City Community College students, staff, faculty and members of the community. The Library provides 80+ computers to access the online catalog and tens of thousands of online magazine and newspaper full text articles and citations through the Library website:

www.occc.edu/library

Also available are books, eBooks, DVDs, maps, streaming videos and many more electronic resources. Online instructional tutorials are also available in the help section of the website. Login is required for computer use. Students, faculty and staff must use their Moodle login. To check out materials faculty, staff and students use their OCCC ID cards.

The Library has small-group study rooms for groups of two or more, some reservable online and some first-come, first-served. Four study rooms include Huddle Stations for groups to work on projects utilizing technology with their mobile devices. Printing is available, as well as scanners and copy machines. A collection of most of the required textbooks is also available to students for two-hour, in-library use. Professional librarians are available to instruct students on research skills and information literacy. For more information stop by the Library Assistance Desk on the first floor of the Library or call (405) 682-1611 x7251.

Circulation Services

- The reserve collection provides access to some textbooks for in-library use.
- Circulation policies are accessible through the “About the Library” link on the library website. The checkout period for books is two weeks with up to two renewals, if the item is not on hold. Renewals may be made by phone or by clicking on “My Account” on the Library Catalog.

Faculty, staff and students may use libraries at other higher education institutions through the OK-Share program. Obtain an OK-Share card at the OCCC Library Circulation Desk. With the OK-Share card and your employee ID card you may go to any OK-Share participating library (most higher education institution libraries in the state) to utilize their facilities and borrow materials from their library. For more information please visit the Circulation Desk or call x7564.

Information/Reference Services

- From the Library’s web page, the OCCC Library Catalog allows you to search for books, E-Books, audio/visual materials and streaming videos owned by OCCC.
- Magazine and newspaper article databases are available under the “Find Articles” link. These provide access to thousands of full text articles in journals, magazines and current and historical newspapers. College and university catalogs, encyclopedias, a copyright free image database and more are available under the “Other Resources” link.
- Online tutorials, Library Research Help and other help guides are available on the.
- Students and community members at least 16 years of age may use the Library’s 80+ Internet workstations.
- Off-campus access to most online resources is accessible through the Library’s website. Log-in is the OCCC username and password.
- It may be possible to borrow materials from other libraries. Interlibrary loan (ILL) is a system linking libraries across the nation for resource sharing. Stop by or call the Library Assistance Desk (x7251) for additional information.
- Professional librarians are available to instruct students on research skills and information literacy. Please contact a librarian through the Library Assistance Desk, x7251

Lactation Room Guidelines

In support of students and employees who are nursing mothers, College Union Room 5 and Health Professions Room 148(A) offer secure and private places for lactating mothers.

1. These rooms are provided so that nursing mothers may have a comfortable and private place to express breast milk. Please do not use these rooms for any other purpose. Failure to comply with this rule can lead to a revocation of your access.

2. Each space is not scheduled but is offered on a first-come, first-served basis. The door can only be locked from the inside. Do not knock on or unlock the door when the sign reads Occupied
3. Please clean up after yourself and leave the rooms as clean as you found them. Violators may lose their access to these spaces.
4. Do not leave any items in the room. The college is not responsible for materials you leave behind intentionally or by accident.
5. Other individuals and acquaintances are not permitted to be in the room with you.
6. If you notice that any of the supplies are running low, please send an e-mail to sss@occc.edu so that replacements can be secured before items run out.

Learning Labs and Centers

Several learning labs and centers are available for use. Students must present their current student I.D. card to use the labs and centers. Some of the labs/centers require students to be enrolled in certain courses for use.

Absolute Lab - 2E4 (A) in Arts and Humanities Center

Absolute is the literary and artistic journal of Oklahoma City Community College. Absolute has been published by the Division of Arts and Humanities annually since 1972. The journal includes a variety of styles, including essays, fiction, poetry, photography, and art.

Student editors seek works of short fiction and nonfiction, poetry, photography, and art. No payment is offered. Contributors are invited to the April sessions for writers and artists.
<https://www.occc.edu/aeh/absolute.html>

Accounting Lab - (405) 682-1611, ext. 7286, Room 322 in Library

The Accounting Lab provides students enrolled in Accounting courses at the college with free services intended to assist them in their study of basic Accounting.
www.occc.edu/bit/accountinglab.html

Art Labs - 106 and 107 in Visual and Performing Arts Center

VPAC 106 is a well-furnished lab for all Drawing and Painting courses. Foundations I: 2D Design and Color, and Foundations II: 3D Design are taught in VPAC 107.
www.occc.edu/aeh/labs.html

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

The Biological Sciences 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.
www.occc.edu/sem/biologylab.html

Broadcasting Lab - 1F1 in Arts and Humanities Center

The Broadcast News Lab is the central hub of the Journalism, Broadcast and Public Relations programs. The lab provides all equipment and software needed for the programs' video and audio production courses as well as the programs' public relations and news writing and photojournalism courses.

<http://www.occc.edu/aeh/labs.html>

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

The Business Lab, located in Room 322 of the Library, provides students enrolled in Business courses at the college with free services intended to assist them in their study of a variety of our Business classes. Lab attendants are available during these hours. Tutoring will be available through your course faculty.

www.occc.edu/bit/business-lab.html

Ceramics/Mosaics Lab - 101 in Visual and Performing Arts Center

The Ceramics/ Mosaics lab offers students enrolled in either Ceramics or Mosaics to use the lab outside of regularly scheduled classes to complete their projects. There will be a lab tech available to answer questions and problem solve with the students. The lab tech will also oversee access to lockers.

www.occc.edu/aeh/labs.html

Child Development Workroom - 1H3 in Social Sciences Center

The Child Development Workroom is located in SSC 1H3, and may be accessed via SSC Entry 1 or Entry 2. The Child Development Workroom is for Child Development Academic Programs.

This workroom offers Child Development students the equipment to complete projects including Ellison die cuts, paper cutters, computers and a printer and supplies too numerous to enumerate. Some equipment may be checked-out for observation/laboratory/fieldwork use only from Social Sciences Division office staff. To access the workroom, visit with Social Sciences Division office staff located across the hall in SSC 1H4, 7:30-5:45 Monday-Thursday and 7:30-5:00 Fridays. Monday –Thursday evening access may be obtained by prior arrangement via the professor.

<http://www.occc.edu/socialscience/workroom.html>

Digital Media Lab - 1C1 and 1C2 in Arts and Humanities Center

The DMD computer labs provide the students access to MacIntosh computers and software for students enrolled in the DMD program to complete their projects and assignments.

www.occc.edu/aeh/labs.html

Editing Lab - 108 in Visual and Performing Arts Center

The Editing lab provides DCP students access to computers with Avid Media Composer and Protocols to complete required class projects. Lab assistance is given during posted hours.

www.occc.edu/aeh/labs.html

Engineering Lab - 1T1 in Science, Engineering and Math Center

The Engineering Lab is an interdisciplinary area designed to accommodate the independent study needs of students in the engineering classes. Within the Engineering Lab we have a Group Lab, Materials Lab, outdoor instructional area, Classroom 1R1, and a common study area. The study area provides computer access, whiteboards, free tutoring, and a convenient setting for students to work on projects or in groups.

www.occc.edu/sem/engineeringlab.html

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

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

www.occc.edu/sem/mathlab.html

Music Lab and Music Library - 147 and 160 in Visual and Performing Arts Center

The music lab offers OCCC music students an opportunity to hone their skills in music technology. Each of the twelve iMac stations features a recording interface, piano keyboard, and a suite of music software. Practice rooms, in the music hallway, are also available for use on a first-come, first-served basis.

www.occc.edu/aeh/labs.html

Newsriting Lab, Pioneer - 1F2 in Arts and Humanities Center

The Pioneer is a student publication of Oklahoma City Community College through the Division of Arts, English, and Humanities. It is published throughout the fall, spring, and summer terms.

<http://pioneer.occc.edu/>

Nursing Campus Clinical Laboratories - Health Professions

The Simulation and Nursing Campus Laboratories at Oklahoma City Community College provide a rich hands-on learning environment for the Nursing Program students.

www.occc.edu/nccl/

Photography Lab - 113 in Visual and Performing Arts Center

The DMD Photo Lab provides students access to MacIntosh computers, software, and lighting equipment for students enrolled in the DMD Photography program to complete projects and assignments.

www.occc.edu/aeh/labs.html

Physical Sciences Center - (405) 682-1611, ext. 7711, 1C2 in Science, Engineering and Math Center

Students in such courses as Chemistry and Physics are provided opportunities to view lab videos and complete lab activities. Free tutoring services are also available, see posted schedule.

www.occc.edu/sem/physicallab.html

Soundstage and Equipment Room - 136 and 114 in Visual and Performing Arts Center

Equipment room and Soundstage provide DCP students with cutting edge equipment and facilities for use on their student projects to include Camera, Lighting, Grip, and Sound equipment. Equipment room and soundstage are only available during posted hours.

www.occc.edu/ae/labs.html

Speech Lab - 1D4 in Arts and Humanities Center

The Speech Lab at Oklahoma City Community College offers students the opportunity to practice and record their speeches and view them immediately or take them home on a USB drive to critique themselves and make improvements to their public speaking for classes such as Introduction to Public Speaking.

www.occc.edu/ae/labs.html

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

The OCCC Student Computer Center, which can be found on the 3rd floor of the library, gives access to current students, to work on assignments with the latest software available for their classes.

www.occc.edu/bit/scc.html

Testing and Assessment Center - (405) 682-1611, ext. 7321

The Testing Center and Assessment at Oklahoma City Community College supports the student-centered mission of the college by providing a professional, safe, inclusive, and minimal distraction testing environment for test takers.

www.occc.edu/testing/

Virtual Learning Center - (405) 682-7838

The Virtual Learning Center (VLC) is an OCCC resource that provides support to students as they learn. This resource has many online components but we also have some on-campus resources as well.

www.occc.edu/vlc/

World Languages and Cultures Center - (405) 682-1611, ext. 7560

The World Languages and Cultures Center employs an array of resources and technologies in order to support students who are learning foreign languages and exploring cultures. Our state of the art resource center is equipped with Rosetta Stone in eleven languages, satellite television in eight languages, and over 150 foreign films. Students may choose to learn another language individually, in a group, or with help from tutors. In addition, lab visitors can practice language skills and enrich their global awareness by participating in language and culture events sponsored by the lab.

www.occc.edu/world/index.html

Writing Center - (405) 682-1611, ext. 7379

The Writing Center is available for students needing help with basic reading and writing skills and essay construction.

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

Learning Support

Student Success Advisors work with students seeking more individualized assistance to identify resources and strategies to improve course-specific or general academic success skills. The

types of skills that might be addressed include time management, study habits, self-care for academic success, navigating OCCC technologies, identifying appropriate internal and external academic resources, and establishing a balance between school and work.

The Student Success Advisors also respond to flags in the Starfish Early Alert System. This system allows faculty to express concerns about student performance in their classes. If a professor expresses a concern, a student will receive an automated email explaining why the alert was raised and steps that can be taken to address the concern. In addition, a Student Success Advisor will reach out to the student through a phone call and/or email to offer assistance. This program is in place to give faculty and Student Success Advisors an opportunity to help students identify potential barriers to success, and to explore strategies and resources to overcome them.

For more information, contact Student Success Advising at (405) 682-7535 or by visiting

www.occc.edu/advising

New Student Orientation (NSO)

NSO is an online program designed to on-board all new, first time registered students attending OCCC. NSO provides students with an introduction to educational resources and encourages student success. Student Success Advisors will register for NSO prior to beginning classes their first semester. To register for an NSO please go to

<http://www.occc.edu/nso/registration.html>

Students Connecting with Mentors for Success (SCMS)

The purpose of the SCMS program is to improve the academic achievement, retention, and graduation rates of our students, with the goal of preparing them to transfer to a four-year university or successfully enter the workforce. We achieve this by providing professionals from the community who serve as mentors and provide one-on-one supportive relationships to our students. Mentors offer advice, insight, and guidance to mentees regarding academic and professional pursuits and general life matters. The SCMS program is currently for any interested full- or part-time student who is African American, Native American, or Hispanic, and is in an academic program that results in an associate degree or certificate of mastery.

www.occc.edu/scms

- (405) 682-1611, ext. 7652

Campus Traffic and Parking Policies

Parking and Vehicle Permits

It is recommended for a student's vehicle to have an Oklahoma City Community College parking permit. Reserved parking areas are set aside for faculty/ staff and disabled students may park in handicap spaces with the proper permit. Special parking permits for vehicles transporting permanently or temporarily disabled persons may be obtained from the Oklahoma Department of Public Safety.

All other parking permits may be obtained in the Records and Registrar Office, which is located on the first floor of the Main Building. Violators will be ticketed and fined.

Automobiles parked in “No Parking” areas or fire lanes are subject to towing, fines, and impound fees. Vehicles and/ or equipment left on college property for three or more days will also be removed at the owner’s expense.

Disabled Parking

- Oklahoma City Community College has reserved parking for individuals with disabilities. These reserved parking spaces are located near accessible building entrances and exits. International handicapped signage is used on Campus.

Individuals parked in Handicapped Parking Areas must display a regular college parking permit and a valid state-issued handicapped parking permit or vehicle tag. The state-issued handicapped parking permits and vehicle tags are issued by the Oklahoma Department of Public Safety, Handicapped Parking Certificate Section. This office may be contacted at the following location:

Oklahoma Department of Public Safety
Handicapped Parking Certificates
3600 Martin Luther King Boulevard Oklahoma City, Oklahoma 73111
Telephone Number: (405) 425-2290
Monday through Friday—Office Hours: 8 a.m.–4:30 p.m.

Applications are also available through a local Oklahoma State Tag Agency. Website:
www.dps.state.ok.us

Traffic and Parking Enforcement

- The following regulations have been developed in order to ensure safety and efficient access for students, employees and visitors on OCCC properties. Traffic and parking regulations are in effect at all times. Questions about parking procedures should be directed to the Campus Police Department.

Enforcement

- The OCCC Main Campus and other properties are continuously patrolled 24 hours each day of the year. Campus Police Officers are charged with enforcing OCCC traffic and parking regulations. Parking enforcement is conducted according to the Oklahoma City Community College Traffic and Parking Regulations except for Section B offenses. Section B parking offenses and Section C moving violations are subject to enforcement under Title 47 of the State Statutes.

Violations

- The following are examples of traffic and parking violations:

Parking in

:

1. Unauthorized areas.
2. Handicapped parking without official State permit or license tag.*
3. Fire lanes.*

Moving Citations

:

1. Failure to stop at a “Stop” sign.
2. Speeding, and speed too fast for conditions.
3. Going the wrong way on a one-way street.
4. Failure to yield to a pedestrian.

5. Reckless driving.

The OCCC Campus Police Department has a no tolerance policy regarding driving without a license, driving under suspension or revocation and failure to have proof of liability insurance. These violations are referred to the Oklahoma County District Court for disposition.

Fine Payment

- College fines may be paid in the Bursar’s Office. When paid, the issued receipt should be taken to the Campus Police Department. Once verified the associated restrictions on the person’s records will be removed.

**Law Enforcement agencies other than OCCC Campus Police have jurisdiction and may also issue citations for similar offenses. Students and visitors will need to follow instructions provided on any District or Municipal Court violation issued on the OCCC campus. The Campus Police will assist with any questions you have regarding contact with these courts.*

Disciplinary Actions for Failure to Pay Campus Parking Fines -

Students who have not paid or appealed OCCC parking and traffic fines within 15 calendar days of the date of the citation will be sent a letter detailing if the fine is not paid on time. The student will be prevented from receiving a transcript and from registering for future classes. In order to be cleared and to have access to official transcripts, the student must pay the listed fine. Students receiving four citations within a calendar year may be referred to the Office of the Director of Student Life. Disciplinary action is possible and may include the suspension of parking and driving privileges on campus for the remainder of the calendar year.

STUDENT TRAFFIC AND PARKING APPEALS

1. Students with questions about a citation can informally discuss the matter with the Campus Police Department. Students should call 405-682-7872 to arrange an appointment.
2. If the issue is not resolved with a representative of the Campus Police Department, the student must pay the fine or file an appeal. To submit an appeal, the student must
3. complete a Student Traffic and Parking Appeal Form, available in the Office of the Vice President for Student Affairs. This form must be submitted to the Director of Student Relations within 15 calendar days after the citation was issued.
4. The Student Traffic and Parking Appeals Committee generally meets to hear appeals which have been submitted. The committee is comprised of three college students, one college staff member, and one college faculty member.

This committee meets at least once per semester. This committee will be randomly selected from a list of persons volunteering to serve in this capacity at the beginning of the fall semester of each school year. The Committee will be established at the beginning of the fall, spring and summer semesters for membership during that semester. In the event that it is impossible to gather the entire committee, a substitute committee member will be selected, in the appropriate classification.

Under no circumstances may a college student, staff or faculty member serve on the Committee if such person is directly involved with or personally knowledgeable of a particular incident to be discussed.

Recreation and Fitness

OCCC encourages healthy living through the college's Recreation and Fitness department. Recreation and Fitness provides noncredit wellness and fitness programs to students, staff, faculty and the community. Enjoy variety, flexibility, a fun in the Group Fitness classes with over 10 different classes to choose from including sets & reps, cardio kickboxing, cro raining, Tai Chi, yoga and TRX classes, to name a few! The classes are designed to furnish a balanced workout program by providing a mixture of cardio, strength and flex workouts. The cardio and weight rooms have been completely renovated and are currently equipped with over 50 new pieces of HOI fitness equipment. The new equipment consists of 23 cardio machines, including treadmills, elliptical, water rower, stepper and stationary bikes; the fitness room includes a Smith Machine, three squat racks, 15 Power-Lift free weight stations, 31 strength-circuit machines, incline and decline benches, a stretching/core area, a motion cage for HIIT/interval training and a full set of dumbbells. The fitness center also includes a functional training unit that is handicap accessible with ten attachments and 18 different exercise options. An air-conditioned two-court gymnasium is available for OCCC students, faculty, staff and the community to use during designated times. FREE access to the weight room, gymnasium, and fitness classes for all OCCC students, faculty and staff with valid ID! Contact the OCCC Office of Recreation and Fitness at (405) 682-1611, ext. 7442 or stop by the Recreation and Fitness office, located at WC-1, near parking lot E.

www.occc.edu/rf/

• (405) 682-1611, ext. 7442

Disability Services

Accommodations are available to students with disabilities as defined by the Rehabilitation Act of 1973 or the Americans with Disabilities Act as amended in 2008, if that disability substantially impairs the student's ability to participate in educational programs and activities. For additional information, contact or visit Student Support Services located on the first floor of the main building near SEM Entry 3, or visit our web site. For an accommodation grievance procedure contact the Coordinator of Disability Services at (405) 682-7520 or visit <http://www.occc.edu/support/disability/index.html>

www.occc.edu/support/

• (405) 682-7520

Single Parent Academic Resources Collaborative (SPARC)

Through a grant from the Women's Foundation of Oklahoma, the Single Parent Academic Resources Collaborative (SPARC) Program supports single parents realizing their educational dream. Parents who participate in the SPARC Program are empowered through information for available resources that provide emotional and educational support as they balance school, work and family schedules. Previously known as the SMART Program, the SPARC program is now incorporated in the Student Support Services Office and housed on the main campus, but also available to visit other OCCC locations as needed. If you have any questions about SPARC, please contact Student Support Services at (405) 682-7520.

www.occc.edu/sparc/

• (405) 682-7561

Student Clubs and Organizations

Participation in student clubs and organizations provides an excellent opportunity for individuals to get acquainted with faculty, staff and students; as well as make connections to the campus community. Clubs and organizations allow students to form connections with professionals in their field of study, experience new opportunities and develop important leadership and planning skills. A list of currently active clubs and organizations, along with information on how to get involved, can be found in the Office of Student Life. Student Life is located on the second floor of the main building, room MB-2N4, and can be reached at (405) 682-7523 and or you can use the Join a Club link online at

www.occc.edu/studentlife

www.occc.edu/studentlife/clubs.html

• (405) 682-7523

Student Assistance Programs

Food Pantry

OCCC students can visit the pantry once a week to select food for themselves and their family. Students must show a current OCCC student ID. Quantity of food will depend on current guidelines and family size.

For more information call 682-7860

Tuesday

: 10 am-2 pm, 5-7 pm

Wednesday

: 10 am-2 pm

Science, Engineering, and Mathematics (SEM) Building, Room 1N1
Hours of operation may change based on student demand.

Clothes Closet

OCCC has taken one more step in helping students by opening the OCCC Clothing Closet. The endeavor, which is in partnership with the Sharing Tree, serves as a complement to the OCCC Student Food Pantry.

OCCC students can visit the Clothes Closet once a week.

Students must show a current OCCC student ID.

[Sharing Tree](#)

Clothes Closet Hours

MONDAY

: 10 am-2 pm, 5-7 pm

THURSDAY

: 10 am-2 pm

Hours of operation may change based on student demand.

OCCC Clothes Closet is located in Social Science in room 1H12

WCD WIC PROGRAM

Located at the OCCC Family and Community Education Center, 6500 South Land Avenue, WIC provides healthy foods and nutritional education to women and children. Call 682-1611 x 7690 or more information.

www.wcdwic.org

Student Publications

The College publishes several student publications. These include a college newspaper, The Pioneer, available bi-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 Student Affairs.

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 student's first semester at OCCC.

TRiO Programs

TRiO Student Support Services

TRiO Student Support Services helps students graduate from OCCC and transfer to earn a bachelor's degree. TRiO SSS is a federally-funded, comprehensive program designed to promote student success and improve academic performance. TRiO SSS provides participants with academic and support services in a friendly environment that seeks to ensure their retention, successful transfer to another college or university, and completion of a baccalaureate degree. TRiO SSS students participate in individual meetings as well as workshops and events that help students increase academic skills, develop interpersonal skills, navigate the college transfer process, and encounter a wide range of cultural experiences.

TRiO SSS services include:

Academic

—recurring scheduled tutoring, study skills training, time management skills, academic advisement, financial aid and scholarship assistance, college transfer assistance

Personal

- Peer mentoring, personal coaching/advising, cultural awareness, career exploration, motivation and encouragement, civic engagement, and leadership development. ALL TRiO services are provided at no charge to eligible students. Applications are accepted year round however admittance is based on space available at time of application. TRiO will make every effort to accommodate applicants no matter what.

www.occc.edu/sss/

• (405) 682-7865

Trio Upward Bound

TRiO Upward Bound is a federally-funded program designed to encourage and support students grades 9 through 12 in their preparation for college entrance. Upward Bound currently serves students attending U.S. Grant High School, Capitol Hill High School, Southeast High School, Pathways Middle College, Moore High School, Southmoore high School, Santa Fe South High School and Westmoore High School. Upward Bound provides students with academic and support services through personal, financial aid, and career counseling and academic tutoring in a year-round program. Participants may earn a stipend for participation in all monthly activities. Each summer, Upward Bound students attend a six-week mini-college held at Oklahoma City Community College.

All TRiO Upward Bound services are provided at no cost to eligible students. For more information or to find out if you are eligible to receive services, call or stop by the office located on the first floor in the Main Building 1T7.

www.occc.edu/upwardbound/

• (405) 682-7865

Veterans Services

Oklahoma City Community College Veterans Services Office is the primary point of contact to assist veterans, service members and their family members with enrollment certification and referral to other available services.

Oklahoma City Community College's degree programs are approved for payment of benefits by the Veterans Administration. Apply for veteran education benefits online at:

www.va.gov

. Assistance in completing the education benefits application and certification of enrollment for VA benefits is available in the Veteran Services Office. In addition, special advising and referral services are available to individuals receiving veteran benefits.

Payment of VA Educational Benefits is made by the VA directly to the student once the College OCCC Veteran Services Office certifies the enrollment and number of credit hours. Payments are normally made on a monthly basis and prorated based on start and end dates of the term. Students must be actively pursuing a degree program and begin attendance in the courses for which benefits are certified each semester.

Veterans Education Benefits

Applications for Veteran Education Benefits are available online at:

www.va.gov

Assistance with the application is available at the OCCC Veteran Services Office.

Veterans are also encouraged to complete a FAFSA application to determine if they may be eligible for federal or state financial aid at: FAFSA.gov

For more information on GI Bill® Benefits, to include eligibility criteria, and pay charts please visit:

www.benefits.va.gov/gibill

Reporting to OCCC Veterans Services Office

If you are claiming Veterans Education Benefits for the first time, OCCC Veterans Services will need a copy of your Certificate of Eligibility letter (COE) and a copy of your DD form 214, all OFFICIAL

transcripts from any previously attended colleges, regardless if benefits were used. This includes your military transcript available through

<https://jst.doded.mil/jst/>

or airuniversity.af.edu/barnes/ccaf

If you are claiming benefits through the Veterans Vocational Rehabilitation program, OCCC Veterans Services will need a copy of your VA form 22-1905 from your Vocational Rehabilitation and Employment Counselor.

You must notify the OCCC Veterans Services of the following:

- Adds
- Drops
- Total withdrawals
- Canceled courses
- Degree changes
- Non-attendance

Late Finance Charges

OCCC will not access late/finance charges if the following requirements are met.

- Certificate of Eligibility (COE) submitted to OCCC veterans services before the first day of classes. In this case, a hold will be placed on the student's account; late/finance charges will not be accessed.
- If a student does not comply with this requirement, the student could be accessed late/finance charges.

Failure to notify the OCCC Veteran Services of changes could result in a delay of your payments from the VA or an overpayment, which will cause you to have a debt with VA. There is also potential for debt with OCCC for proration of tuition payments.

If you are claiming benefits as a dependent, OCCC Veterans Services will need a copy of your letter of eligibility from the eligible veteran's VA claim number/social security number, and all OFFICIAL transcripts from any previously attended colleges.

National Guard Tuition Waiver

The Oklahoma National Guard Tuition Waiver Program authorizes the waiver of tuition charges for up to 18 credit hours each semester for students who are members of an Oklahoma National Guard. National Guard members must complete the tuition waiver application form available from their unit. The National Guard member must be attending a state-supported college or university and have not yet earned a Bachelor's degree. The student must maintain a 2.00 Cumulative GPA each semester. The Oklahoma National Guard submits a roster of eligible students to OCCC each semester. For any other information regarding the National Guard Tuition Waiver, contact your National Guard Unit Administrator.

Assigned Student Success Advisors are available for course review each semester. OCCC Veteran Services will need you to complete a Certification Request Form. These forms are available in the Veteran Services Office. Courses must be approved through OCCC Veteran Services before a certification is sent to the VA Regional Office. Veterans are assigned to a Student Success Advisor specializing in Veteran Students while pursuing their degree with Oklahoma City Community College. To schedule an appointment with a Student Success Advisor contact the Office of Student Success Advising at (405) 682-7849.

For additional information on Veteran Services, contact the Veterans Certification Office at (405) 682-7694 or 7695, or visit our web page at

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

Virtual Learning Center

The Virtual Learning Center (VLC) is an OCCC resource that provides support to students as they learn. This resource has many online components but we also have some on-campus resources as well.

Why do I need the Virtual Learning Center?

The VLC has a variety of tips and study hacks to help you as you work to learn in your college courses.

The topics include:

- [Starting my Semester](#)
- [Strategies of Successful College Students](#)
- [Tackling the Tech in Your College Courses](#)
- [Study Help](#)
- [Testing](#)
- [Save My Semester](#)

What is a Personal Strategy Session?

This is a meeting with a member of the Virtual Learning Center team that focuses on the areas on which you would like to focus. You guide the conversation and the VLC staff will work to find the resources you need to allow you to be successful.

How Can I Access the VLC Resources?

- Online: www.occc.edu/vlc
- On-Campus: SEM 2G3
- Schedule a Personal Strategy Session
- Phone: 682-7838
- Email: vlc@occc.edu

STUDENT INFORMATION

Complaints of Discrimination, Sexual Harassment and Sexual Offences

Respectful Educational and Working Environment - Discrimination and Other Harassment

OCCC is committed to providing students, employees, and visitors and educational and working environment free from discrimination and harassment on the basis of race, color, national origin, religion, gender, gender stereotyping, disability, age, military and veteran status, sex, sexual orientation, gender identity, gender expression, ancestry, disability, genetic information. OCCC does not tolerate prohibited discrimination or harassment in any form. Employees, students, or visitors who believe they have been subjected to prohibited discrimination or harassment in violation of OCCC policy must report the incident to the Director of Equal Opportunity.

[College Policy No. 1013 - Respectful Educational and Working Environment - Discrimination and Other Harassment.](#)

Respectful Educational and Working Environment - Sexual misconduct, Discrimination, and Harassment

The College is committed to creating and maintaining a community where all persons who participate in College programs and activities can work and learn together in an atmosphere free from all forms of harassment, exploitation, or intimidation. The College condemns discrimination based on sex or gender, sexual harassment, sexual assault, sexual orientation discrimination, discrimination based on gender identity or expression, and sexual misconduct. Persons who have complaints alleging discrimination/harassment in violation of OCCC policy may file their complaints in writing with the College's Director of Equal Opportunity/Title IX Coordinator or any Deputy Title IX Coordinator. All students are required to complete Sexual Violence Prevention (Title IX) training annually.

[College Policy No. 1012 - Respectful Educational and Working Environment – Sexual Misconduct, Discrimination, and Harassment.](#)

The complete policies, including complete definitions, reporting requirements, and investigation and appeal procedures can be found online at

<http://www.occc.edu/policy/index.html>

. The Title IX Coordinator, Deputy Title IX Coordinators, and Title IX Advocates are identified here.

If you would like more information than is contained in this Handbook regarding any process or procedure, or if you'd like to make a report, ask questions about the Sexual Misconduct Policy, or need to request an accommodation to your class(es) or working arrangements regardless of whether or not you chose to report the crime to law enforcement or campus police, contact the Title IX Coordinator, Regina Switzer, J.D., 7777 S. May Ave., Oklahoma City, Oklahoma, 73159, 405-682- 7540.

Rights of Complainants and Respondents

Throughout a Title IX Complaint process, both the complainant and the respondent have the following rights to:

- Appropriate support from the College.
- Privacy to the extent possible consistent with applicable law and College policy.
- Information about and receipt of the College's Sexual Misconduct Policy.
- The presence of an advisor throughout the process
- Participate or decline to participate in the investigation or any appeal process. However, a decision to refrain from participating in the process either wholly or in part will not prevent the process from proceeding with the information available.
- Prompt and thorough investigation of the allegations.
- Adequate time to review documents in the office of the Title IX Coordinator following the investigation.
- Adequate time to prepare
- An opportunity to challenge an investigator or hearing panel member for possible conflicts of interest.
- Refrain from making incriminating statements
- Be free from retaliation for filing or participating in the investigation of a complaint
- Appeal the decision made by the Title IX Coordinator
- Notification in writing of the case resolution, including the outcome of any appeal
- Report the incident to law enforcement at any time
- To understand that information collected in the process may be subpoenaed in criminal or civil proceedings

RELEVANT DEFINITIONS

Consent

: Under Oklahoma State law, Title 21 §113, The term "consent" means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time. Consent cannot be given by an individual who is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or is under duress, threat, coercion or force; or inferred under circumstances in which consent is not clear including, but not limited to the absence of an individual saying "no" or "stop", or the existence of a prior or current relationship or sexual activity.

Therefore, Consent is defined as the act of willingly agreeing to engage in sexual contact or conduct. Individuals who consent to sex must be able to understand what they are doing. Under the [OCCC Policy No. 1012](#)

, "No" always means "No," and the absence of "No" may not mean "Yes."

Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.

For a more thorough explanation of Consent, see

[College Policy No. 1012, Section 3.17](#)

Sexual Assault

: Means an offense classified as forcible or non- forcible sex offence under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual Assault is defined as any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Sexual activities that fall under this definition include forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

Domestic Violence

: Defined as a felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence

: Defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting

Under Oklahoma State law, Title 21§644, Domestic/Dating Violence is defined as domestic and dating violence as any person who commits an assault and battery against

- a current or former spouse,
- a present spouse of a former spouse,
- a former spouse of a present spouse,
- parents,
- a foster parent,
- a child,
- a person otherwise related by blood or marriage,
- a person with whom the defendant is or was in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes,
- an individual with whom the defendant has had a child,
- a person who formerly lived in the same household as the defendant, or
- a person living in the same household as the defendant.

Stalking

: Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.
- For the purposes of this definition:
- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Under Oklahoma State law, the definition of Stalking is: Any person who willfully, maliciously and repeatedly follows or harasses another person in a manner that:

- Would cause a reasonable person or a member of the immediate family of that person to feel frightened, intimidated, threatened, harassed, or molested; and
- Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

Bystander Intervention

: A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse. Examples of active bystander intervention include: not leaving an overly intoxicated person in a bar/party alone, walking a

classmate to his/her car after class, calling police when a potentially violent situation is unfolding, not leaving an unconscious person alone (alerting an Advisor, Advocate, campus police, etc.), or intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting others for help, like Counseling Center, Student Life, Dean).

What to do if you have been the victim of sexual assault, dating violence, domestic violence or stalking.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at the designated hospital offering PHYSICAL EVIDENCE RECOVERY KIT COLLECTION/ACCESS TO FORENSIC NURSE EXAMINERS/SEXUAL ASSAULT NURSE PRACTITIONERS. In Oklahoma City, information about the designated hospital offering these services may be obtained from the YWCA Sexual Assault Hotline, 405-943-RAPE (7273). In Oklahoma, evidence may be collected even if you chose not to make a report to law enforcement.

The Oklahoma City YWCA and OCCC have partnered to provide crisis assistance to our students. Help is available 24 hours a day, seven days a week. YWCA Sexual Assault Advocates are available to meet with you, in person, on or off-campus. Call (405) 943-7273. These Advocates and Sexual Assault Nurse Practitioners (SANE) nurses are specially trained to collect, preserve properly, and document evidence without re-traumatizing a victim during the process.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence, as may be necessary to the proof of criminal activity, may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to any OCCC investigators or Campus or local police. Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police.

To report a crime involving a sexual assault, domestic violence, stalking, and/or dating violence, contact the OCCC Campus Police Department at 405-682-7872. If you are not sure and need to talk to someone about what you are experiencing, you may contact the Title IX Coordinator, Regina Switzer, at 405-682-7540. The Title IX Coordinator or a Deputy Title IX Coordinator will discuss options and will assist any victim with notifying campus or local police if they so desire. The Oklahoma City Police Department may be reached by calling 911 for emergencies, or (405) 231-2121 for non-emergencies. Additional information about the OCCC Police department, including the College's Annual Security Report may be found online at: <http://www.occc.edu/police/>

DESIGNATION OF TITLE IX COORDINATORS

Any complaint of Sexual Misconduct or other Gender-based Misconduct, including sexual assault, may be directed to the Vice President of Human Resources/Title IX Coordinator:

Regina Switzer, J.D., Vice President for Human Resources

Oklahoma City Community College (107-JMC)
7777 S. May Avenue
Oklahoma City, OK 73159
regina.a.switzer@occc.edu
| (405) 682-7540

Any complaint of Sexual Misconduct or other Gender-based Misconduct, including sexual assault, may be directed to the Director Equity and Compliance/Senior Deputy Title IX Coordinator:

Cary Pirrong, J.D., Director of Equity and Compliance

Oklahoma City Community College (117-JMC)
7777 S. May Avenue
Oklahoma City, OK 73159
cary.m.pirrong@occc.edu
| (405) 682-7850

OCCC's Employment and Graduation Coordinator has been designated as a Deputy Title IX Coordinator for complaints against credit students:

Christina Atencio, M.H.R., Employment and Graduation Coordinator

Oklahoma City Community College (112C)
7777 S. May Avenue
Oklahoma City, OK 73159
christina.l.atencio@occc.edu
| (405) 682-7813

OCCC's Director of the Capitol Hill Center has been designated as a Deputy Title IX Coordinator for complaints related to the Capitol Hill Center Campus:

Gregory Myles, Director of the Capitol Hill Center

123 SW 25th Street, Suite 100
Oklahoma City, Oklahoma 73109
gregory.myles@occc.edu
| (405) 682-1611 ext. 7606

OCCC's Director of Community Outreach and Education has been designated as a Deputy Title IX Coordinator for complaints related to the Family and Community Education (FACE) Center Campus:

Doralicia Sandoval, M.M. Director of Community Outreach and Education

6500 S. Land Ave
Oklahoma City, Oklahoma 73159
dsandoval@occc.edu
| (405) 682-1611 ext. 7121

PREGNANT AND PARENTING STUDENTS

Oklahoma City Community College does not discriminate against any student on the basis of pregnancy, parenting, or related conditions. Pregnant or parenting students seeking accommodations should notify your professor immediately. For purposes of this notification, "parenting student" means a student who is pregnant or has recently been pregnant, or another student in a parenting role (regardless of gender), who is participating in a pregnancy-related or birth process.

Pregnancy-Related Absences

: When a doctor determines absence is necessary, absences will be excused for students who are pregnant or parenting for as long as the student's doctor determines. Reasonable time will be given to make up missed work.

Title IX Coordinators

: OCCC has designated a Title IX coordinator, Regina Switzer (405-682-7540), and a Deputy Title IX Coordinator, Christina Atencio, (405) 682-7813. Either may be contacted when a pregnant or parenting student needs assistance in understanding or protecting the students' rights under Title IX.

Drug, Alcohol, and Tobacco Free College

In accordance with the Drug-Free Schools and Campuses Act, Oklahoma City Community College would like to provide all Students and Employees with the information below.

The Oklahoma City Community College prohibits the possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and as part of any activities held by the institution. Oklahoma City Community College makes available to employees and to any enrolled or prospective student information regarding the potential health risks associated with the use or abuse of various categories of drugs, alcohol, and tobacco products in a brochure entitled, "Learning about Your Drug, Alcohol, and Tobacco-Free Campus." This brochure also lists possible consequences of possession or use of these substances on College property or at College-sponsored events. Copies of these brochures are made available to students at the Office of Recruitment and Admissions and to employees through an annual distribution within each department.

COLLEGE COMMITMENT

Administrative Policy No.1015

Oklahoma City Community College recognizes its responsibility to educate the College community about drug, alcohol, and tobacco abuse. In meeting this responsibility, the College provides not only educational opportunities but also assistance through support services. Crisis counseling, referral services, seminar offerings, and health information are available to students. Disciplinary actions will be taken against any student found to be possessing, using, or distributing illicit drugs or alcohol on College property or as part of any College activity. This document lists some of the federal, state and local penalties for drug use and alcohol abuse and the health risks associated with not only drug and alcohol but also tobacco use. College policies concerning penalties for on-campus use of alcohol, drugs, and tobacco may be found in the Student Handbook and in the College policies and procedures (College Policy 1014 and Policy 5001, as amended from time to time) which can be accessed through the OCCC website. The following information is provided in compliance with The Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226).

Penalties

Students and employees are reminded that local, state and federal laws provide for a variety of legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include but are not limited to, incarceration and monetary fines. The manufacturing, distributing, dispensing, or possession with intent to manufacture, distribute, or dispense carries different penalties depending upon the Schedule of the drug at issue.

For Schedule I (e.g., heroin, cocaine, PCP, LSD, fentanyl, marijuana, methamphetamine, "spice", and GHB) and Schedule II drugs (e.g., morphine, methadone, codeine, oxycodone, opiates and amphetamines), the penalty for the first offense is not less than 5 years nor more than 40 years in prison, with a fine of not more than \$2 million.

For Schedule III drugs (e.g., Tylenol #3 and codeine-based cough suppressants, Florinol, anabolic steroids), the penalty is not more than three years in prison, with a fine of not more than \$250,000.

For Schedule IV drugs (e.g., Valium, oxazepam, chlordiazepoxide, ethchlorvynol), the penalty is not more than five years in prison, with a fine of not more than \$250,000.

For Schedule V drugs, (e.g., Terpine Hydrate and Robitussin AC), the penalty is not more than one year in prison, with a fine of not more than \$100,000. Regardless of Schedule, enhanced penalties apply to second and later offenses, if death or serious injury results, and to trafficking within 1,000 feet of a school, including colleges and universities (21 U.S.C. §860).

In addition, persons convicted of a controlled substance violation may be denied Federal benefits, such as student loans, grants, contracts and professional and commercial licenses (21 U.S.C. §862(a)). Forfeiture of real and personal property may also apply (21 U.S.C. §853(a)(2) and §889). The offender may also be ineligible to receive or purchase a firearm (18 U.S.C. §922(g)). Oklahoma law provides that any person convicted of distributing, dispensing, or possessing with intent to manufacture, distribute, or dispense a controlled dangerous substance or a counterfeit substance shall be guilty of a felony.

The penalty varies depending upon the Schedule of the drugs at issue. Schedule I and II drugs, carry a penalty of not less than five years in prison, with a fine of not more than \$100,000. Schedule III and IV carry a penalty of not less than two years nor more than life in prison. Schedule V drugs carry a penalty of not more than five years in prison and with a fine of not more than \$20,000. The distribution of imitation controlled substances is a misdemeanor and can carry a penalty of not more than one year in prison with a fine of not more than \$1,000. Enhanced penalties apply to second and later offenses, if death or serious injury results, and to trafficking within 1,000 feet of a school, including colleges and universities or in the presence of a child under 12 years of age (63 O.S. §2-402).

It is unlawful for any person under 21 years of age to purchase or attempt to purchase alcohol. Violations are misdemeanors punishable by a fine not to exceed \$300 or community service of 30 hours or less, or both. In addition, if the convicted party has an Oklahoma driver's license, that license shall be revoked for a period of time. If the convicted party does not have an Oklahoma driver's license, he/she shall be ineligible to obtain a license for a period of time. Any person who provides an underage person with alcohol or allows an underage person to consume alcohol and such action causes great bodily injury or death of a person, shall in addition to any other penalty, be guilty of a felony punishable by prison of not more than 5 years, with a fine of not less than \$2,500.00 nor more than \$5,000. The local ordinances of Oklahoma City also provide for prohibitions relating to illicit drug use and alcohol. The local ordinances follow state law.

The section of the Student Handbook entitled "Drug, Alcohol, and Tobacco-Free College" specifies that students abusing drugs or alcohol and/or violating the Student Conduct Code will be referred to the Vice President for Student Affairs, or designated representative, for disciplinary action. College policies concerning alcohol and drug use on campus are found in the Student Handbook and in the College Policies and Procedures (College Policy No. 1014 and Policy 5001, as amended from time to time) which can be accessed through the OCCC website. The College will impose sanctions on employees consistent with federal, state and local law. Additional employee and student sanctions for illicit drug use or alcohol use range from a verbal warning up to and including expulsion, termination from employment, and referral for prosecution for violations of the law.

Currently, state law prohibits smoking in state-owned or operated buildings and vehicles, and within 25 feet of the entrance to any state-owned or operated building. Knowing violation is a misdemeanor punishable by fine. State law as amended in 2010 provides that all property owned and operated by colleges and universities may be designated as tobacco-free, including smoking and smokeless tobacco, with knowing less than \$10.00 nor more than \$100.00. All tobacco use will be prohibited on property owned or operated by OCCC effective August 1, 2011 as stated in Administrative Policy No. 1015. OCCC will impose disciplinary sanctions on students and employees.

HEALTH RISKS

There are many health risks associated with drug, alcohol, and tobacco use. Some of these risks are:

ALCOHOL AND THE BODY

Mouth, Larynx, Esophagus

Alcohol irritates the lining of the throat and esophagus. Heavy use of alcohol is associated with cancer of the larynx (voice box).

Stomach and Intestines

Alcohol irritates the lining of the stomach and can result in gastric or duodenal ulcers. In the small intestine, alcohol blocks the absorption of vitamins and minerals essential for good nutrition.

Bloodstream

Most alcohol (95%) is absorbed through the lining of the stomach and small intestines causing irritation to the linings of these organs, slowing circulation, which deprives tissues of oxygen, slowing the ability of white blood cells to destroy bacteria and slowing the clotting ability of blood platelets.

Pancreas, Liver, Heart

Alcohol irritates the cells of the pancreas and can lead to hemorrhagic pancreatitis. Pancreatitis can destroy the pancreas and create a lack of insulin. Alcohol inflames and destroys the cells of the liver and causes inflammation of the heart muscle.

Bladder and Kidneys

Alcohol inflames the linings of the bladder. In the kidneys, alcohol causes an increased loss of fluids.

Sex Glands

Swelling of the prostate gland interferes with the ability of the male to perform sexually. It also interferes with the ability of the partners in a sexual relationship to achieve full satisfaction.

Reproduction

Alcohol consumption is the third leading cause of mental retardation in infants. Medical experts now recommend that NO alcohol be consumed during pregnancy.

Brain and Central Nervous System

Alcohol may produce lack of coordination, confusion, disorientation, stupor, anesthesia, coma, and finally death. Even in small amounts, alcohol is especially dangerous when combined with barbiturates, tranquilizers, muscle relaxants, sleeping pills, or narcotics. It should not be consumed when taking antihistamines, motion sickness pills, and many other over-the-counter and prescription medications.

TOBACCO AND THE BODY

Mouth, Larynx, Esophagus

Smokers have three times as many cavities as nonsmokers. Tobacco, both smoked and smokeless, is the leading cause of cancers of the cheeks, gums, palate, tongue, and lips. Smokers lose their teeth at a rate three times greater than nonsmokers. A one-pack-a-day smoker increases his/her chances of cancer of the esophagus by as much as 500%.

Stomach, Heart

Peptic ulcers are twice as high in smokers as nonsmokers. Nicotine from any source causes secretion of excessive amounts of gastric acids and delays healing of ulcers. Nicotine is a powerful constrictor of small arteries leading to insufficient oxygen supply to the heart and possible heart attacks.

Pancreas, Bladder, Kidneys

Smokers have a 100% increased risk of developing cancer of the pancreas, three times the risk of bladder cancer, and a 50% greater rate of kidney cancer. Carcinogens absorbed from cigarette smoke and smokeless tobacco are concentrated and excreted in the urine. The bladder and the kidneys are in constant contact with these cancer-causing chemicals.

Bronchioles, Lungs

Smoking causes the lungs and bronchioles to be inflamed and congested. Chronic bronchitis predisposes smokers to emphysema, an incurable lung disease. Emphysema is characterized by stretching and breaking of the tiny air sacs of the lungs, making them useless for breathing. Cigarette smokers are ten times more likely to die of lung cancer than nonsmokers.

Reproduction

Smoking more than half of a pack of cigarettes daily is associated with higher incidence of infertility in women. Babies born to women who smoke are lighter and smaller than those born to nonsmokers. This is important because birth weight is a predictor of infant health. Women who take birth control pills and who smoke are at a greater risk for cancer.

Brain

Strokes are generally caused by a combination of high blood pressure and smoking and are the third leading cause of death in the U.S. Nicotine from any source constricts blood vessels and restricts oxygen supply.

Prescription Medications

A growing trend among recreational drug users is the use and abuse of prescription drugs. Many of these drugs are designed to release small doses of their active ingredients over an extended period of time. Abusers try to find ways to circumvent this time-release process so that they get a massive dose all at once. They may also combine various drugs to get an intense combination of reactions (the "Skittles" method). The danger is that these medications are highly toxic and may be lethal if used inappropriately. Abusers often believe that these drugs are not dangerous because doctors prescribe them. However, when taken in too high a dose or in combination with other drugs, they may be more dangerous than some illegal drugs. Prescription medications should only be used by the person for whom they were prescribed and according to the directions on the package. Use by any other person or in any other manner, is illegal.

MARIJUANA, COCAINE, CRACK COCAINE, AND THE BODY

Eyes, Skin

Marijuana smokers may have inflamed watery eyes and develop wrinkled skin due to irritants present in smoke. Cocaine users have increased sensitivity to light, see fuzzily, see "floaters," have double vision or image distortion.

Mouth, Larynx, Esophagus

Marijuana contains 50% more tar than tobacco and 400 other identified chemicals. Using 3 - 5 marijuana joints a week equals smoking 16 cigarettes daily. Smoking is associated with gum disease, loss of teeth, cancer of the cheeks, gums, palate, tongue, lips, larynx, and esophagus.

Heart

Smoking one marijuana joint may cause increases in heart rate and blood pressure by as much as 50%. Cocaine increases heart rate and blood pressure. Temperature rises and arteries constrict, causing restricted blood flow to the heart and the possibility of a heart attack. Bladder, Kidneys The concentration of tars, carcinogens, and chemicals from marijuana in the kidneys and bladder is associated with cancers in these organs. Cocaine use causes inflammation and breakdown of small and medium arteries in the kidneys and gastrointestinal tract.

Bronchioles, Lungs

Marijuana is a respiratory irritant that causes sore throats and chronic coughs. Use of crack or cocaine may cause the respiratory system to fail.

Reproduction

The gonads, ovaries, and testicles are high-fat organs which absorb and hold more of the active ingredient in marijuana (THC) than most other cells of the body. Males experience lowered testosterone levels, levels essential for the development of secondary male characteristics. Users may experience impotency and infertility, pregnancy complications, and changes in sexual characteristics. Cocaine users have babies addicted at birth.

Brain/Central Nervous System

Marijuana use may result in poor transmission of nerve impulses. The result is impairment of speech, comprehension, memory, and sleep. Cocaine stimulates the central nervous system causing restlessness, tremors, and convulsions. Cocaine alters normal electrical activity of the brain, which can result in seizures or convulsions similar to epilepsy.

Club Drugs and The Body

The term "club drugs" refers to a wide variety of drugs often used at all-night dance parties (raves), nightclubs, and concerts. These drugs have gained popularity due to the misconception that they are less harmful and less addictive than mainstream drugs.

MDMA (3,4-methylenedioxymethamphetamine)

Street Names: Ecstasy, XTC, E, X, Adam, eccy, clarity, essence, doctor, insight

MDMA affects the brain by destroying serotonin-producing neurons and possibly by interfering with the brain's ability to use serotonin.

This interferes with the brain's ability to regulate aggression, moods, sexual activity, sleep, and pain sensitivity. MDMA can destroy the brain cells that use dopamine, resulting in motor disturbances similar to those seen in Parkinson's disease. The drug has stimulant and mildly hallucinogenic effects on users and creates a hyperthermic condition, which may be fatal if left untreated.

Ketamine

Street Names: K, Special K, and Cat Valium

Ketamine produces physical effects similar to phencyclidine (PCP). Use of the drug can cause delirium, amnesia, depression, long-term memory and cognitive difficulties, and fatal respiratory problems. Due to its disassociated effect, it may be used as a date- rape drug.

GHB (Gamma Hydroxybutyrate)

Street Names: Liquid Ecstasy, Soap, Easy Lay, Georgia Home Boy, Grievous Bodily Harm, Liquid X, and Goop

GHB is a central nervous system depressant. Low doses may cause drowsiness, dizziness, nausea, and visual disturbances. Higher doses may cause unconsciousness, seizures, severe respiratory depression, and coma. Because it is easily concealed in drinks, GHB may be used in the commission of sexual assaults because it renders the victim incapable of resisting and may cause memory problems. GBL (Gamma-Butyrolactone)

GBL is synthesized by the body to produce GHB. Ingesting this drug, even in small quantities, may produce a severe physical reaction. GBL increases the effects of alcohol, often causing respiratory distress, seizures, coma, and death.

Rohypnol (Flunitrazepam)

Street Names: Roofies, Rophies, Roopies, Rope, Ropies, Ruffies, Roaches, Roche, Roach-2, Forget-me Pill, Circles, Mexican Valium, and Rib

Rohypnol is most commonly known as a date-rape drug because one of the significant effects of the drug is anterograde amnesia. In addition, Rohypnol often causes decreased blood pressure, drowsiness, visual disturbances, dizziness, confusion, gastrointestinal disturbances, and urinary retention.

LSD (d-lysergic acid diethylamide)

Street Names: Acid, Boomers, Yellow Sunshines, Cid, Doses, Trips, Blotter, and Window Panes

Use of LSD produces hallucinations, generalized panic and anxiety, confusion, and suspicion. Flashbacks can occur even after the user has stopped taking the drug.

Methamphetamine

Street Names: Speed, Ice, Chalk, Meth, Crystal, Crank, Fire, and Glass

Methamphetamine, the "poor man's" cocaine, is a central nervous system stimulant. Use can lead to memory loss, aggressive behavior, violence, psychotic and paranoid behavior, and potential cardiac and neurological damage. Users may suffer a significant loss in the brain's ability to use dopamine. Injection of the drug can lead to a higher risk of infectious diseases, especially hepatitis, HIV, and AIDS.

PCP (Phencyclidine)

Street Names: Angel Dust, Crystal, Hog, Supergrass, Killer Joints, Ozone, Wack, Embalming Fluid, and Rocket Fuel

PCP is a highly addictive hallucinogen that has anesthetic properties. Users often become agitated, delusional, and irrational while recovering from the drug's anesthetic effects. Users may become violent and/or suicidal and should not be left alone.

At low to moderate doses, physiological effects of PCP include a slight increase in breathing rate and a more pronounced rise in blood pressure and pulse rate. Respiration becomes shallow, and flushing and profuse sweating occur. Generalized numbness of the extremities and muscular incoordination may also occur. Psychological effects include distinct changes in body awareness, similar to those associated with alcohol intoxication.

Use of PCP among adolescents may interfere with hormones related to normal growth and development as well as with the learning process. At high doses of PCP, there is a drop in blood pressure, pulse rate, and respiration. This may be accompanied by nausea, vomiting, blurred vision, flicking up and down of the eyes, drooling, loss of balance, and dizziness. High doses of PCP can also cause seizures, coma, and death (though death more often results from accidental injury or suicide during PCP intoxication). Psychological effects at high doses include illusions and hallucinations.

PCP can cause effects that mimic the full range of symptoms of schizophrenia, such as delusions, paranoia, disordered thinking, a sensation of distance from one's environment, and catatonia. Speech is often sparse and garbled. People who use PCP for long periods report memory loss, difficulties with speech and thinking, depression, weight loss, and mood disorders. These symptoms can persist up to a year after cessation of PCP use. PCP has sedative effects, and interactions with other central nervous system depressants, such as alcohol and benzodiazepines, can lead to coma or accidental overdose.

Use of any "club drug" in combination with other drugs, especially alcohol, may be fatal.

WHERE TO GO FOR HELP

Students in a crisis situation, who need personal counseling, or who need information about drug or alcohol-related problems may request help by contacting the Licensed Counselor in the Office of Student Support Services at 682-7520. This counselor will provide short-term assistance and referral services. Several agencies in the Oklahoma City area provide drug and alcohol counseling and assistance in overcoming chemical dependency.

HOTLINE

Reach Out Referral Hotline
* 1-800-522-9054
V/TDD for deaf or hearing-impaired

Drug and Alcohol Referral
* 271-2444

North Care Center
* 272-0660
V/TDD for deaf or hearing-impaired

Drug Recovery Community Health
* 424-4347

Norman Alcohol and Drug Treatment Center (NADTC)

* 321-4880, Ext. 6624

Oklahoma City/County Crisis Intervention Center
* 522-8100

The above agencies provide services on a sliding-scale basis.

HOSPITAL TREATMENT PROGRAMS

Veterans Administration Hospital
* 270-0501

Alcohol Treatment Program - services are provided on a sliding-scale or at no cost to eligible veterans

Norman Regional Hospital
* 307-1000, Ext. 5000

Chemical Dependency Unit - services provided for a fee. Variety of therapies

St. Anthony Hospital
* 272-7240

Care Unit - services provided for a fee. Inpatient, outpatient and aftercare program

Alcoholics Anonymous
* 524-1100

E-Mail for Students

Due to the increasing reliance and acceptance of electronic communication, e-mail is considered an official means for communication within the OCCC community. Information and Instructional Technology Services will assign each student an official OCCC e-mail address. It is to this official address that OCCC will send e-mail communications. This official assigned address will be the address recorded in the Student Information System. OCCC shall consider the official assigned OCCC student e-mail address as directory information. Because e-mail is an official means for communication within OCCC, OCCC has the right to send communications to students via e-mail and the right to expect that students shall open and read e-mails in a timely fashion.

A student may have official OCCC e-mail electronically redirected to another e-mail address at his or her own risk. If a student wishes to have e-mail redirected from his or her official address to another e-mail address (e.g., @aol.com, @hotmail.com, or other e-mail server), they may do so. However, OCCC will not be responsible for the handling of e-mail by outside vendors and compliance with educational privacy law no longer pertains. Redirecting e-mail does not release a student from the responsibilities associated with communication sent to his or her official e-mail address. Students are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with OCCC communications. OCCC recommends checking e-mail once a week at a minimum in recognition that certain communications may be time-critical.

email.occc.edu
• (405) 682-7509

Name and Address Changes

Name and address changes may be submitted in person or in writing to the Records and Graduation Office. Name changes require

verifying documentation, such as a marriage license, divorce decree or driver's license. Additionally, address changes may be requested through My OCCC student portal by going to the Address Change option listed. Please know that any communication from the college that is mailed to the name and address on record is considered to have been properly delivered and, therefore, it is the student's responsibility to ensure the most current name and address has been submitted to the Records and Graduation Office.

www.occc.edu/records/
• (405) 682-7512

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

Family Educational Rights and Privacy ACT (FERPA)

The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law that permits students certain rights with respect to their education records. A student's rights under FERPA include the following:

- 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. Students may authorize disclosure of educational records to a designated person, such as a spouse or family member, by submitting an Authorization to Release form to the office of the Records and Registrar.
- 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. Complaints must be submitted by written letter within 180 days of the date in which an alleged violation of

educational privacy rights occurred, or within 180 days in which the complainant knew or reasonably knew of the violation. Complaints should be sent to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

Definition of Educational Record

An “educational record” is defined as a record related to a student and that is maintained by an educational institution or a party acting for or on behalf of the institution. Educational records include but are not limited to grades, transcripts, class lists, scholarship application information, student course schedules, student financial information, and student discipline files.

Educational records do not include sole possession documents (such as personal notes created by individual faculty/staff as a memory aid); law enforcement records; employment records that exclusively relate to an individual’s employment capacity and not their student status; medical records; and records including information created after an individual is no longer a student at that institution (such as alumni records).

Disclosure of Educational Records Without Prior Consent

Subject to specific requirements of FERPA, OCCC may disclose student educational records without prior consent:

- To “School Officials” who have a “legitimate educational interest.” 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 Oklahoma State Board of Regents or the Oklahoma City Community College Board of Regents; or a designated volunteer, student, or non- employee designated to serve as a school official with a legitimate educational interest, such as in service to disciplinary or grievance committees, or in assisting other school officials in performing their tasks. School Officials are generally considered to have a “legitimate educational interest” if they need to review an education record in order to fulfill their professional responsibilities for the College.
- To transfer schools in which a student seeks or intends to enroll.
- To specified officials for audit or evaluation purposes
- To appropriate parties in connection with financial aid to a student.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.
- To other individuals and entities when specifically permitted by FERPA.

Directory Information

Oklahoma City Community College may provide “directory information” in accordance with the provisions of 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:

- Name
- Address (defined as City and State or Country of Residence)

- Phone number
- College email address
- Major field of study and degree program
- Dates of attendance (defined as first and last date of term)
- Enrollment status (full-time or part-time)
- Participation in officially recognized activities or sports, degrees, honors and awards received
- Educational institution most recently attended before admission to OCCC

Requests to Block Release of Directory Information

Students may block the public disclosure of directory information by notifying the Office of Records and Registrar in writing at any time. A non-disclosure block will require Oklahoma City Community College to refrain from releasing any or all directory information both while the student is active at OCCC and once the student has left the college until lifted. While a non-disclosure block is in effect, OCCC will consequently refuse requests for directory information.

Oklahoma City Community College accepts no responsibility to contact students regarding directory information requests and assumes no liability as a result of honoring a student’s instructions that directory information be withheld. The non-disclosure block will only be lifted when the student has submitted a written request to remove it from his or her record.

Student Complaint and Grievance

[Administrative Procedure No. 5035](#)

Conditions and Definition

- The purpose of the student complaint policy is to provide equitable and orderly processes to resolve complaints by students against College personnel.
- A student complaint is defined as a difference or dispute between a student and a member of the College staff related to services rendered.
- A student complaint may be raised to the level of grievance if both of the following conditions exist.
 - The complaint is unresolved at the informal level, and
 - The complaint involves an action that has been taken against a student by College personnel that misrepresents a policy or procedure.
- The student complaint policy does not cover matters covered through other college policies and procedures, including, but not limited to: sexual misconduct, discrimination, academic suspension, final course grades, late withdraw, academic dishonesty, student conduct and appeal of tuition and fees, late charges and finance charges.

Informal Student Complaint Resolution Process Step One

- The first step in the informal complaint resolution process is to directly contact the staff member with whom the student has a difference or dispute to arrange a mutually agreeable meeting time.
- The staff member, as they deem appropriate, may request the student provide a written summary of the complaint at or before the arranged meeting. It is at the discretion of the staff member what specific information must be contained in the written materials.
- If the complaint is not resolved during the first step in the informal complaint resolution process, the student may move to step two.
- If the complaint is of a nature that it cannot be reasonably discussed or resolved directly with the staff member alone, the student may move immediately to step two in the complaint resolution informal process.

Informal Student Complaint Resolution Process Step Two

- The second step in the informal complaint resolution process is to directly contact the staff member's direct supervisor or their designated personnel.
- If the student chose not to engage in the first step of the informal complaint resolution process, it is at the discretion of the staff member's supervisor whether to require the student complete the first step in the process before moving to step two.
- The supervisor or their designee must contact the student and arrange a mutually agreeable meeting time upon receipt of the complaint.
- The supervisor or designee may, as they deem appropriate, request the student provide a written summary of the complaint at or before the arranged meeting time. It is at the discretion of the supervisor as to what specific information must be contained in the written materials.
- If the difference or dispute is not resolved at the informal level, and the complaint involves an action that has been taken against a student by College personnel that misrepresents a policy or procedure, the student may move to step three, the formal grievance process.
- If the complaint does not meet both the above listed standards, the decision or resolution proposed by the supervisor will stand as the final decision on the difference or dispute.

Formal Grievance Process Step Three

- To initiate a formal grievance, the student must submit a formal, written grievance within 5 business days after the informal resolution meeting with the staff member's supervisor or designee.
- The formal, written grievance must include the following information.
 - Student Name
 - Student ID
 - Student Contact Information (telephone, email, address)
 - Dates and summaries of both step one and two in the informal student complaint resolution process.
 - Summary of complaint, to include information regarding the specific policy or process it is believed the staff member violated.
 - Supporting documentation as appropriate
- The student may seek assistance in completing the grievance form from the Director of Student Life or designee.
- The formal grievance form is submitted to the Director of Student Life or designee.
- The Director of Student Life or their designee will review the grievance materials and
 - Determine that information provided meets the definition required to submit a formal grievance and forward the grievance materials to the President's Cabinet member to which the staff member reports within 5 business days of receipt of the grievance materials, or
 - Determine that the information provided does not meet the definition required to submit a formal grievance and within 5 business days notify the student of the final decision regarding their grievance.
- If determined that the information provided meets the definition required to submit a formal grievance, the President's Cabinet member or designee will review and investigate the grievance.
- The President's Cabinet member will contact the student within 5 business days to arrange a formal meeting with the student. The meeting will be at a mutually agreeable time and date within normal business hours and within 10 days of contact with the student. At this time, it is at the President's Cabinet member's discretion to require additional information, documentation or specified supporting materials at or before the formal meeting with the student.

- Within 5 business days following the formal meeting, the President's Cabinet member will send the student a written decision.

Formal Grievance Process Appeal Step Four

- The student may appeal the decision of the President's Cabinet member if one of two conditions is met.
 - There is a concern with due process procedures, or
 - New information is provided that is substantively relevant to the grievance.
- If one of the above conditions is met, the student may submit a grievance appeal to the Director of Student Life or their designee within 5 business days of the President's Cabinet member's decision being sent.
- The written grievance appeal must contain the following.
 - Student Name
 - Student ID
 - Student Contact Information (telephone, email, address)
 - Dates and summaries of both step one and two in the informal student complaint resolution process.
 - Summary of complaint, to include information regarding the specific policy or process it is believed the staff member violated.
 - Supporting documentation as appropriate
 - Specific information regarding questions of due process or clearly outlined new information that is substantively relevant to the grievance.
- In collaboration with the Vice President for Enrollment and Student Services or their designee, the Director of Student Life will form an ad hoc committee to include two staff members, two faculty members and one student all with no previous knowledge of the grievance or complaint.
- The Director of Student Life or designee will serve as a nonvoting chair of the committee. Their purpose is solely to facilitate the process.
- The committee will be given the grievance materials within 5 business days of receipt of the grievance appeal and given 5 business days to review the materials and request additional information from the student.
- The student will be contacted within 5 business days of the committee's review of the materials to schedule a formal appeal meeting. The meeting will be at a mutually agreeable time and date within normal business hours and within 10 days of contact with the student.
- At the completion of the formal appeal meeting, the committee will have 5 days to deliberate and notify the Director of Student Life or their designee of the decision.
- Within 5 business days following receipt of the decision, the Director of Student Life will send the student a written decision. This decision will stand as the final institutional decision.

Additional Information

- The burden of proof rests with the complaining party, the student. The Director of Student Life will serve as a contact to aid the student in clarifying and facilitating the complaint and grievance process.
- In the event an extension of time is necessary or the rescheduling of a meeting is required on the part of College personnel, the student will be contacted and appropriate and timely arrangements made.
- In the event the rescheduling of a meeting is required on the part of the student, the student must contact the appropriate individual in advance of the meeting. If the student does not contact the appropriate decision making individual in advance of the scheduled meeting, a decision will be made on the difference or dispute and no further steps in the process may be sought.

- Oklahoma City Community College email will serve as the official form of communication throughout the process.
- In the event that the Director of Student Life is directly involved in a dispute or difference, the Vice President for Enrollment and Student Services will designate an alternative authority to serve in their stead.

Student Conduct

Administrative Procedure No. 5076

Delegation of Authority and Purpose

The purpose of the Student Conduct process is to promote, engage, and hold students accountable to the standards and core values of Oklahoma City Community College (OCCC).

The responsibility for the campus student conduct process is delegated from the Board of Regents for Oklahoma City Community College (OCCC) to the Vice President for Student Affairs through the College President. The Vice President for Student Affairs further delegates authority for the student conduct process to the Associate Vice President for Student Affairs.

- The Associate Vice President for Student Affairs assigns the daily management of the student conduct process to the Student Conduct Officer for the following purposes: policy interpretation, guidance, and policy application during consultations, case investigations and case adjudications. The Associate Vice President for Student Affairs may delegate case investigations and/or case adjudications to another staff member in matters of potential absence or bias of the Student Conduct Officer.
- The Associate Vice President for Student Affairs may investigate and/or adjudicate cases in matters of potential absence or bias of the Student Conduct Officer.
- The individual who makes the adjudicative decision of the case will be referred to as the Hearing Officer. The individual assigned to investigate the case will be referred to as the Investigator. Informal case resolutions are typically investigated and adjudicated by the Student Conduct Officer, who has authority to investigate and adjudicate. However, formal case resolutions will be investigated by an Investigator and separately adjudicated by a Hearing Officer.
- The student complaint policy does not cover matters covered through other college policies and procedures, including, but not limited to: sexual misconduct, discrimination, academic suspension, final course grades, late withdraw, academic dishonesty, student conduct and appeal of tuition and fees, late charges and finance charges.

Key Roles and Term Definitions

- **Active Student**
: A student who has been enrolled in a credit course within the past six (6) months or is enrolled in the forthcoming semester.
- **Adviser**
: An individual who has agreed to assist a complainant or respondent during the student conduct process. The adviser may be another student, a friend, family member, an OCCC faculty or staff member, or an attorney. The adviser is not an active participant in the hearing process. The primary role of the adviser is to help complainants and respondents understand and navigate the student conduct process and procedures. Students are only allowed one adviser during student conduct meetings.

- **Appellant Student**
: A student who has filed an appeal request to a student conduct case outcome decision, regarding the findings and/or issued sanctions.
- **Burden of Proof**
: The standard by which the designated Hearing Officer will determine whether the Respondent will be held responsible or not responsible for the alleged policy violation(s). OCCC utilizes the preponderance of the evidence standard to determine responsibility in student conduct cases. This burden of proof is sometimes referred to as “more likely than not” or “50% plus a feather.”
- **College**
: Oklahoma City Community College shall commonly be referred to as “College” or “OCCC” throughout this policy.
- **Complainant**
: Any person who has reportedly been the target, victim, or survivor of another student’s behavior which allegedly violates the Student Conduct Code.
- **Hearing**
: An opportunity to be heard and review the relevant and considered information involved in the case and ensuing findings and outcome. Hearings may be an informal or formal process.
- **Hearing Officer**
: The designated College official who makes the initial decision of responsibility after an investigation and hearing. The Hearing Officer conducts the investigation and facilitates the adjudication in the informal hearing process. This person or persons may also make the final determination at the conclusion of an appeal hearing.
- **Inactive Student**
: Any person possessing an OCCC ID number but not meeting the criteria of an active student, meaning the student has not been enrolled in the last six (6) months and is not currently enrolled in the next forthcoming semester.
- **Investigator**
: A designated College official assigned to gather and compare facts and supporting documentation about a reported incident of misconduct. During the formal hearing process, the Investigator is separate from the adjudicator of the case, which will be the Hearing Officer.
- **Reporting Party**
: Any person who reports an incident of an alleged violation of the Student Conduct Code. Whereas the Complainant is often the Reporting Party, the Complainant is not always the Reporting Party.
- **Respondent**
: The person or student against whom a complaint has been filed under the Student Conduct Code.
- **Student**
: Any person who has been admitted to OCCC and has been assigned an OCCC ID number.

- Witness
: Any person who provides testimony to a Hearing Officer about their observations of an incident under investigation.

Student Conduct Code Violations

This policy applies to all students and student clubs and organizations on campus, as well as those participating in off-campus OCCC activities, classes, programs or events. Student Clubs and Organizations are also responsible for adhering to the current Student Club and Organization Manual. The following misconduct is prohibited and is subject to disciplinary action.

- Academic Misconduct
: Cheating, plagiarism, unauthorized collaboration, alteration of academic materials or other academic misbehavior.
- Forgery or Unauthorized Use
: Forging or using without authorization College documents or records, financial aid documents, computers, electronic mail, telephones, identification or College property.
- Classroom Disruption
: Engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from the instruction.
- Information Technology Policies
: Violation of the terms of OCCC's Information Technology Resources Acceptable Use Policy, violation of the acceptable use policy for OneNet, the official telecommunications and information network for education and government, or illegal or unauthorized use of computer hardware, software, equipment or devices, either OCCC owned or privately owned, used on or off OCCC property.
- False Representation(s)
: Knowingly making false representation(s) to the College in any form, written or verbal. Submission of false information or withholding information at the time of admission or readmission may make an individual ineligible for admission to, or continuation at, OCCC.
- Failure to Comply
: Failing to comply with the lawful directions of any College employee acting within the scope of their official duties or failing to exhibit appropriate identification to OCCC officials, faculty, staff or security personnel when required to do so.
- Attempts and Complicity
: Attempting to or encouraging others to commit acts prohibited by this code or other published OCCC policies. Apathy or acquiescence in the presence of prohibited conduct may constitute a violation of this policy.
- Disruption or Obstruction
: Disrupting or obstructing normal College or College-sponsored activities in accordance with OCCC Policy.
- Animals
: Failing to properly leash, control or properly dispose of their waste.

- Disorderly Conduct
: Disorderly, lewd, indecent actions or breaching the peace on College property or at College-sponsored activities.
- Use of Tobacco
: Using tobacco in any form or using electronic cigarettes (vaping) in or on campus is strictly prohibited.
- Drugs and Alcohol
: Any violation of the OCCC Drug and Alcohol Policy.
- Weapons
: Possession or use of weapons in violation of OCCC Policy.
- Physical Violence
: Engaging in physical violence of any nature against any person, on or off campus. This includes fighting; assaulting; battering; using a knife, gun, or other weapon; physically abusing, restraining or transporting someone against his/her will; or acting in a manner that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm.
- Hazing
: Engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
- Harassment, Threats, and Bullying
: Engaging in subjectively and objectively offensive verbal abuse, threats, intimidation, harassment, coercion, bullying or other conduct that threatens or endangers the mental or physical health/safety any person or causes reasonable apprehension of such harm that is persistent, severe, or pervasive.
- Discrimination
: Discriminating on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, gender expression, religion, age, ancestry, disability, genetic information, military status or veteran status.
- Sexual Harassment, Sexual Misconduct, or Stalking.
 - Sexual Harassment is making unwelcomed sexual advances, requests for sexual favors and other verbal or physical contact or communication of a sexual nature.
 - Sexual Misconduct is engaging in non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior.
 - Stalking is willfully, maliciously, and repeatedly following or harassing a person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed or molested and actually causes the person being followed or harassed to feel frightened, intimidated, threatened, harassed or molested.
- Retaliation
: Retaliating against a person who, acting in good faith, brings a complaint forward or against an individual who has participated in an investigation or conduct process.
- False Reporting
: Intentionally making or contributing to a false report of a bomb, fire or other emergency, including the filing of knowingly false

police reports, or other false reporting through published reporting forms to the OCCC Behavioral Assessment Team (OBAT), Title IX coordinators or deputies, the Student Conduct Officer, or other College reporting entities.

- **Fire Safety**

: Engaging in misuse or unauthorized use of firefighting, fire sprinkling systems and other safety equipment or warning devices, and failure to evacuate when a fire alarm is activated.

- **Property Damage**

: Defacing, damaging or destroying property belonging to the College or other individuals or recognized groups on College property.

- **Theft**

: Engaging in theft, attempted theft or unauthorized possession of property belonging to the College or other individuals or recognized groups on College property or facilities on or near campus.

- **Unauthorized Entry**

: Entering into, or using without proper authorization, any College building, facility, vehicle, equipment room or area. This includes unauthorized possession or use of College keys, computers, lock combinations or other special access codes or passwords.

- **Violations of the Law**

: Any violation of federal, state or local law while on OCCC premises, while using OCCC property or equipment, or while engaged in any OCCC-sponsored activity.

- **Violations of OCCC Policy**

: Any violation of any published OCCC policies or procedures by a student or student club or organization, while on OCCC premises, while using OCCC property or equipment, or while engaged in any OCCC-sponsored activity.

Treatment of Violations

The possible student sanctions, per section 9.0, are possible sanctions that may be imposed, either singularly or in combination, if a violation of the Student Conduct Code is determined. In cases of repeated violations of the Student Conduct Code, the Hearing Officer may consider the student's conduct history and incorporate further sanctions, after the finding(s) of responsibility have been established, as appropriate.

Violations of the Student Conduct Code by any active student may result in one or more sanctions applied in accordance with section 9.0 of this policy.

Violations of the Student Conduct Code by any inactive student may result in penalties, including but not limited to a 6-month "Notice to Leave" issuance from the OCCC Campus Police and the placement of a student conduct hold on the student account preventing future enrollment in any credit or non-credit course for the duration of the Notice to Leave document period. In order for a student conduct hold to be removed from the student's account, a meeting must occur between the inactive student and the designated Hearing Officer. After an investigation of the circumstances surrounding the violation(s), the Hearing Officer may require that appropriate and reasonable safety and/or educational conditions be met prior to the removal of the hold (e.g. mental health assessments, anger management classes, completion of court-mandated requirements, etc.).

Complaints - Student Conduct

- Any member of the College community (faculty, staff or student) or any person who is unaffiliated with the College who has knowledge of an alleged violation of the Student Conduct Code may file a complaint against a student, alleging that a violation of the Student Conduct Code has occurred. The College may initiate a complaint, if such a need arises.
- Complaints must be submitted online at www.occc.edu/studentconduct. The complaint must include the date, time, place, name(s) of person(s) involved (e.g., the respondent, complainant, and witnesses) and sufficient detail to make a determination of whether an investigation and/or further safety precautions may be warranted. Questions and/or concerns about filing complaints may be posed or submitted to the Office of the Vice President for Student Affairs at (405) 682-7834.
- After an initial assessment of the complaint, the Associate Vice President for Student Affairs or designee will make the determination as to whether a full investigation or an optional resolution service is warranted. Complainants and Respondents may acquire more information about optional resolution services, such as mediation and restorative justice on the Student Conduct website at www.occc.edu/studentconduct or by calling the Office of the Vice President for Student Affairs at (405) 682-7834.
- The Associate Vice President for Student Affairs or designee may determine if a complaint may be dismissed based upon a lack of merit to the complaint. A lack of merit means there is no identified policy violation specified within the complaint or there is clear and apparent supporting documentation to immediately contradict a complaint during a preliminary inquiry of the complaint.
 - If initial meetings are needed, notification will be sent to the Complainants and/or Respondents, as outlined in section 6.0.
 - If initial meetings are not needed and a case dismissal is appropriate, a file will be created which outlines the rationale for the case dismissal.
 - If students who have been provided with notice, including a request to meet, do not appear before the designated Hearing Officer during the specified date and time, then the information in support of the Reporting Party shall be presented and considered in the absence of the notified students. A decision shall be made without the benefit of the students' input, unless a documented emergency can be verified to account for the students' absence(s).
- Complaints may be initiated for incidents where concurrent criminal charges are pending. The College may adjudicate incidents without regard to either pending civil litigation or criminal prosecution. College student conduct proceedings may proceed before, during or after court proceedings. Criminal and/or civil court proceedings are separate from the College student conduct proceedings.

Complaints - Academic and Discrimination Routes

Academic Integrity incident complaints are investigated and adjudicated by the Associate Vice President for Academic Affairs. The Associate Vice President for Academic Affairs may consult with the Office of the Vice President for Student Affairs, as the need arises during investigations or adjudications.

Sexual Misconduct and Discrimination or Harassment Based on Sex or Gender complaints are reported to, investigated by, and adjudicated by the Title IX Coordinator or designee. The Title IX Coordinator or designee may consult with the Office of the Vice President for Student Affairs, to determine conduct history and appropriate sanction(s) or responsive action(s), implementation, and prompt and effective actions to stop any harassment or discrimination, prevent its recurrence and remedy the effects of the discriminatory conduct.

Non-Title IX-Based Discrimination or Harassment complaints are reported to, investigated by, and adjudicated by the Director of Equity and Compliance or designee. The Director of Equity and Compliance or designee may consult with the Office of the Vice President for Student Affairs, to determine conduct history and appropriate sanction(s) or responsive action(s), implementation, and prompt and effective actions to stop any harassment or discrimination, prevent its recurrence and remedy the effects of the discriminatory conduct.

Notice of Allegations and Hearing Processes

When the Office of the Vice President for Student Affairs receives a complaint, the student against whom the complaint has been filed, the Respondent, shall be given written notification, which will be sent to his/her official student email account and/or delivered by hand and will include the following information:

- An explanation of the allegations, including the name of the Complainant, except where concerns of personal safety are involved. In such instances, the manner and timing of the dissemination of the Complainant's identity shall be determined by the Hearing Officer while assessing and minimizing immediate safety concerns and risks. Once the immediate safety concerns and risks have been addressed, the identity of the Complainant shall be disclosed.
 - Written notification of the specific Student Conduct Code violation(s) alleged to have been committed by the Respondent.
 - Written notification of the time, date, and place where the student will be given the opportunity to respond to the Hearing Officer regarding the allegations contained in the complaint. In most non-urgent circumstances, deference will be given to the students' current class schedule. In matters that involve temporary actions of safety, deference will not be given to the students' current class schedule, due to the urgent nature of the incident and safety concerns.
 - The Hearing Officer shall meet with the Complainant to clarify the specific nature and description of the complaint. In addition, in the initial meeting with the Complainant, the Hearing Officer shall review the following with the Complainant:
 - The conduct process steps and procedures;
 - The Complainants' rights, options, responsibilities, and resources available;
 - The allegations and implicated policies contained in the complaint; and
 - The possible remedies and/or sanctions that can be imposed if the Respondent is found responsible for the alleged policy violation(s).
 - The Complainant shall be requested to signify in writing that he/she has met with the Hearing Officer and received the opportunity to clarify the complaint and learn of his/her rights, options, available resources, possible remedies and sanctions which could be implemented, and their responsibilities under this policy.
 - The Complainant may be accompanied by an advisor throughout the hearing process, including meetings with the Hearing Officer. The advisor is limited to advising the student and may not present information, question relevant parties or make statements during the proceedings. Advisors may be dismissed from a hearing process, informal or formal, if their behavior or presence are deemed disruptive to the investigation and/or operations of the hearing process.
 - During the investigation process, the Complainant will be provided with the opportunity to do the following:
 - Request an alternate investigator, based upon a claim of bias, which must be requested in writing through the Associate Vice President for Student Affairs. If the claim of bias is unjustified, the request will be denied and the initial investigator will resume the investigation.
- the investigation. If the claim of bias is justified, the case will be investigated by the Associate Vice President for Student Affairs. In cases whereby the Associate Vice President for Student Affairs is potentially biased, the Vice President for Student Affairs will assign an appropriate faculty or staff member to serve as a proxy investigator and submit a findings report to the Vice President for Student Affairs at the conclusion of the investigation. The selection of a proxy volunteer shall be from a pool of volunteer faculty/staff which are annually trained in student conduct investigations, processes, and privacy policies.
- Students with a disability, who may assistance during the student conduct process, may request accommodations by contacting Disability Services at (405) 682-7520 or by email at disabilityservices@occc.edu.
 - Select either an informal or formal hearing process.
- The Hearing Officer shall meet with the Respondent to discuss the allegations contained in the complaint. At this meeting, the Hearing Officer shall review with the Respondent:
 - The conduct process steps and procedures;
 - The Respondents' rights, options, responsibilities, and resources available;
 - The allegations contained in the complaint; and
 - The possible remedies and/or sanctions that can be imposed if the Respondent is found responsible for the alleged policy violation(s).
 - The Respondent shall be requested to signify in writing that he/she has been notified of the allegations contained in the complaint, their rights, options, available resources, possible sanctions and their responsibilities under this policy.
 - At this meeting, the Respondent shall be afforded the opportunity to respond to the allegations and to present any evidence that he/she may desire to present regarding the complaint.
 - The Respondent may be accompanied by an advisor throughout the hearing process, including meetings with the Hearing Officer. The advisor is limited to advising the student and may not present information, question relevant parties or make statements during the proceedings. Advisors may be dismissed from a hearing process, informal or formal, if their behavior or presence are deemed disruptive to the investigation and/or operations of the hearing process.
 - During the investigation process, the Respondent will be provided with the opportunity to do the following:
 - Request an alternate investigator, based upon a claim of bias, which must be requested in writing through the Associate Vice President for Student Affairs. If the claim of bias is unjustified, the request will be denied and the initial investigator will resume the investigation. If the claim of bias is justified, the case will be investigated by the Associate Vice President for Student Affairs. In cases whereby the Associate Vice President for Student Affairs is potentially biased, the Vice President for Student Affairs will assign an appropriate faculty or staff member to serve as a proxy investigator and submit a findings report to the Vice President for Student Affairs at the conclusion of the investigation. The selection of a proxy volunteer shall be from a pool of volunteer faculty/staff which are annually trained in student conduct investigations, processes, and privacy policies.
 - Students with a disability, who may need assistance during the student conduct process, may request accommodations by contacting Disability Services at (405) 682-7520 or by email at disabilityservices@occc.edu.
 - Accept or deny responsibility for each of the alleged policy violations.
 - Select either an informal or formal hearing process.
 - The informal hearing process is facilitated by the designated Hearing Officer, typically the Student Conduct Officer, which would consist of the investigation and adjudication of the case.

Specifically, the Hearing Officer conducts the investigation and makes the final determination of responsibility and sanction assignments, if any, pending the appropriate appeal procedures, as specified in section 10.0 of this policy.

- In the event that the Respondent accepts responsibility for the allegation(s) filed against him/her, the Hearing Officer shall find the student responsible for the policy violations, determine what sanctions will be imposed upon the Respondent, if any, and shall notify the Complainant and Respondent, in writing, which will be sent to his/her official student email account. The Complainant will only be notified of the applicable sanctions that directly impact the Complainant.
- In the event that the Respondent denies the allegation(s) filed against him/her, the Hearing Officer shall make a determination regarding the veracity of the allegations, statements, supporting documentation, and shall notify the Respondent and Complainant in writing, which will be sent to his/her official student email account, of that determination and the sanctions that will be assigned, if any. The Complainant will only be notified of the applicable sanctions that directly impact the Complainant.
- In the event that the Complainant or the Respondent neglects or refuses to respond to notifications and/or appear for their scheduled meetings, the process shall continue without the benefit of their input. In such cases, the Hearing Officer shall proceed with the informal hearing process without input from the Complainant or Respondent and impose the appropriate sanctions, if the Respondent is found responsible. Notification of the outcome will be sent to the Complainant's and Respondent's official student email accounts. The Complainant will only be notified of the applicable sanctions that directly impact the Complainant or as otherwise may be required by law.
- The formal hearing process consists of the Hearing Officer, typically the Student Conduct Officer, facilitating the investigation only. At the conclusion of the investigation, the Hearing Officer shall compose an investigation and findings report. The investigation and findings report draft shall be made accessible to the Complainant and Respondent for review and rebuttal. The review and rebuttal period allows for five (5) College business days to review and submittal of any rebuttal statements from the Complainant and Respondent to the Hearing Officer.
- After any addendums or revisions have been added at the conclusion of the review and rebuttal period, the Hearing Officer shall submit the final investigations and findings report to the Associate Vice President for Student Affairs for review and decision. The final investigations and findings report shall be submitted to the Associate Vice President for Student Affairs no later than five (5) College business days after the conclusion of the review and rebuttal period.
- During formal hearings, the Associate Vice President for Student Affairs shall render the final determination of responsibility and sanction assignments, if any, within five (5) College business days after receiving the final investigations and findings report, pending the appropriate appeal procedures, as specified in section 10.0 of this policy. The Associate Vice President for Student Affairs shall notify the Complainant and Respondent in writing, which will be sent to their official student email accounts. The Complainant will only be notified of the applicable sanctions that directly impact the Complainant or as otherwise may be required by law.
- In order for a student to be found responsible, the information must support a determination that it is more likely than not, or the preponderance of the evidence, that one (1) or more violations of the Student Conduct Code occurred.
- In cases of repeated violations of the Student Conduct Code, the Hearing Officer may consider the student's previous conduct

history and assign a more rigorous sanction load than would be assigned for those without a previous conduct history.

Temporary Actions

Temporary Remedies or Temporary Sanctions may be imposed to ensure the safety and well-being of College community members, to preserve College property, to ensure student physical or emotional safety, or if the student poses a threat to, disruption of or interference with the educational environment or operations of the College. Temporary remedies and sanctions will be effective immediately to ensure the following:

- the safety and well-being of College community members and/or the preservation of College property;
- protection against an ongoing threat of disruption or interference with, the normal operations of the College; and/or
- the preservation of the current academic status and pursuits of the parties involved.
- Students directly impacted by implemented temporary remedies or sanctions will be notified of this action, in writing, and the rationale for such action upon implementation.
- Temporary remedies are reasonable adjustments that may be made to provide an interim means of assistance for students prior to or during an investigation of alleged disruptive and/or threatening behaviors. Temporary remedies may be requested through the Hearing Officer by the student or a partnering campus department who may be assisting the student in other areas of his/her academic or social life. Some examples of temporary remedies include, but are not limited to, an academic class section change, a No Contact Order, realignment of academic class groups, adjustments to class attendance or participation requirements, student club or organization attendance, and class or student club or organization participation guideline adjustments or exceptions. Note: The Associate Vice President for Student Affairs or designee will consult with the Associate Vice President for Academic Affairs and/or appropriate faculty to request classroom adjustments or exceptions for attendance and possibilities for assignment make – ups as instructors of record control their own classroom attendance policies.
- Temporary sanctions are timely, precautionary safety measures, which may be utilized as a means to address reasonable and supported concerns of alleged disruptive and/or threatening behaviors. Temporary sanctions issued to Respondents will not be more restrictive than necessary to minimize the potential negative impact upon academic success of College community members involved. Some examples of temporary sanctions which may be implemented include, but are not limited to, a loss of privileges, conduct holds on a student account, mental health or anger assessments/evaluations, No Contact Orders, discretionary or educational sanctions, withholding of diplomas, classroom adjustments based upon assessed safety needs, and temporary suspensions.
 - Temporary Suspension, a type of temporary sanction, is an immediate and temporary separation between a student and the College campus during an initial assessment of a reported violation of this policy and/or during the duration of an investigation, due to the nature of the report, the initial identified patterns of risk or disruptive behavior(s), and/or current danger of presence on the College campus. In instances when a student has been temporarily suspended, a meeting to review the matter shall be scheduled by the Hearing Officer.
- Temporary remedies and/or temporary sanctions do not replace the regular student conduct process, as described in sections 7.0, and are not final. The designated Investigator or Hearing Officer will inform the involved parties of the next steps in the student

conduct process. The Complainant(s) and Respondent(s), shall be notified of this action and the rationale for the issued temporary remedies and/or sanction(s) in writing. Only one hearing process, informal or formal, will operate in the manner described in sections 7.0 of this policy. Temporary Actions shall remain in place until the student(s) is otherwise notified by the designated Investigator or Hearing Officer or until the findings of the investigation and decision are rendered and issued.

Sanctions

The following descriptions are possible sanctions which may be assigned, either singularly or in combination. The following sanctions may be assigned for a student or student club or organization, if one (1) or more violations of the Student Conduct Code are determined. While individual sanctions will be managed by the appropriate Hearing Officer, Student Club and Organization sanctions may be primarily managed by Student Life in accordance with the current Club and Organization Manual. Additionally, the following sanction descriptions may be temporarily assigned, in a timely manner, if one (1) or more criteria listed in 8.1.1. – 8.1.3. are identified as an immediate necessity.

- **Written Warning:** An official written notice that the student has violated College policies and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the College.
- **Apology Letter:** A typed and signed apology letter by the Respondent(s) acknowledging responsibility for the College violation(s). This letter provides a sincere expression of remorse to the Complainant(s) and/or stakeholder(s) of the community who experienced or endured the misconduct.
- **Loss of Privileges:** A limitation on a student's privileges for a period of time and may include, but is not limited to the denial of entry or usage of certain facilities or specific parts of campus, denial of opportunities to represent the College (in participation or leadership capacity), denial of participation in co-curricular activities indirectly associated with academics (i.e. attending campus programs/events, or participation in student organizations/clubs).
- **Conduct Hold:** A disciplinary hold will be placed on the student account preventing enrollment in future semesters until the matter is resolved. Holds may also limit access to campus, require special arrangements for records requests, and be utilized as a method of requiring the student to meet with the designated Hearing Officer prior to conducting normal College business.
- **Educational and Behavioral Change Requirements:** Assigned opportunities for assisted personal reflection, assessment, and development. These assigned opportunities include, but are not limited to, attending an alcohol education class/workshop, attending a drug education class/workshop, attending an anti-discrimination class/workshop, writing a reflection essay, attending and participating in a mental health assessment (and following the resulting recommendations), acquiring student success advisement, attending and participating in a civility or decision-making class/workshop, and/or other relevant educational opportunities.
- **Class Removal:** The student shall be administratively dropped from a class or moved to another section of a class. Faculty members, in consultation with the designated Hearing Officer, reserve the right to interim suspend a student from class pending the outcome a hearing for the student and the normal appeal process. Students who are suspended or expelled from the College will not be allowed to return to the class unless written authorization has been granted by the Associate Vice President for Student Affairs or designee. Note: The Associate Vice President for Student Affairs or designee will consult with the Associate Vice President for

Academic Affairs and/or appropriate faculty to request classroom adjustments or exceptions for attendance and possibilities for assignment make-ups as instructors of record control their own classroom attendance policies.

- **Assessments/Evaluations:** A directive to attend and actively participate in as many appointments or sessions as necessary or recommended that will aid in the direction of the appropriate resolution of a case and/or the most effective sanction learning outcome. Outside Assessments by a third party health provider may be required by the Respondent(s), as deemed necessary for specific threats to campus, including self and/or others. Outside assessments will be the financial responsibility of the Respondent. Outside assessments will require documentation to be submitted to the Hearing Officer and/or designated licensed counselor, prior to resuming normal student participation.
- **No Contact Order:** An absolute prohibition from contact with specified person or persons in any form whatsoever, including, but not limited to contact in person, by phone, electronically, social media, or through another person. A No Contact Order may be implemented as an interim measure for issues regarding sexual violence or other Title IX issues. Violating a No Contact Order may result in suspension from the College.
- **Temporary Suspension:** A type of temporary sanction, is an immediate and temporary separation between a student and the College campus during an initial assessment of a reported violation of this policy and/or during the duration of an investigation, due to the nature of the report, the initial identified patterns of risk or disruptive behavior(s), and/or current danger of presence on the College campus. In instances when a student has been temporarily suspended, a meeting to review the matter shall be scheduled by the Hearing Officer.
- **Restitution:** Compensation for the damage caused to the College or any person's property on campus. This is not a fine but rather a repayment for labor costs and/or value of property destroyed, damaged, consumed, or stolen.
- **Probation:** A specified period of time during which the student is placed on formal notice that he/she is not in good standing with the College and that further violations of College regulations will subject him/her to suspension or expulsion from the College.
- **Suspension:** The exclusion from enrollment in classes and other student privileges or activities for a definite period of time not to exceed five (5) years and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended from the College are not permitted on campus at any time for any reason during the period of suspension, unless otherwise permitted, in writing, by the Associate Vice President for Student Affairs or the designated Hearing Officer. A notation on the transcript is not made; however, a record of the action is maintained in the student's record in the Registrar's Office. (Note: The Registrar does not have access to conduct files, but does provide verification letters/background check information. When conduct history is properly requested, the Registrar or designee communicates with the Office of the Vice President for Student Affairs for conduct information/history then conveys this information on any properly requested letters or forms. The Conduct records request form may be found on the OCCC Records website, <http://www.occc.edu/records/forms.html>). Any refund of tuition or fees will be subject to the College's normal withdrawal policy.
- **At the conclusion of a suspension period,** persons who desire to re-enroll will be required to participate in the Student Conduct Re-entry process, which consists of one or more follow up meetings with the designated Hearing Officer, Student Success Advisement for each semester of the remaining semesters at the College, composing a structured plan to overcome previous

and current barriers to academic success, and assessment of other College resource needs.

- Persons who have violated further policies and/or local, state, or federal laws during their suspension period may not be allowed to re-enroll at the College.
- Expulsion: Expulsion is the termination of the relationship between the student and the College on an immediate and permanent basis. When a student is expelled, record of this action will be made a part of the student's permanent record and will be noted on the student's transcript. A student who is expelled will not be allowed to re-enroll at the College. Students who are expelled from the College are not permitted on campus at any time for any reason.
- Assigned sanctions, not including Temporary Sanctions, shall not be implemented until the deadlines for relevant appeal processes have expired, until the entire appeal process is completed, or until Complainant and Respondent voluntarily waive their rights to appeal in writing.

Student Conduct Committee Composition

A Student Conduct Committee shall be selected within five (5) College business days of the receipt of a granted Appeal Request Form regarding a suspension or expulsion decision. The Committee shall be comprised of the following:

- Two (2) College staff members selected by random draw from a voluntary staff Student Conduct Committee Pool.
- Two (2) College faculty members selected by random draw from a voluntary faculty Student Conduct Committee Pool.
- Two (2) College students selected by random draw from a voluntary active Student Conduct Committee Pool.
- One non-voting chairperson selected by random draw from the pool of all voluntary Faculty and Staff members.
- Quorum for a Student Conduct Committee shall exist when 51% of the total seven (7) committee members are present for an appeal hearing.
- Under no circumstances may a College student, staff, faculty member or academic dean serve on the Committee if such person is a complainant, respondent, witness to the incident, or has a prior or existing academic, co-curricular, or personal relationship with the Complainant or Respondent of the incident.

Pre-appeal Hearing Procedures

The Hearing Officer shall provide to the Student Appellant:

- A copy of the original Student Conduct Code violation complaint form;
- A summary of the facts of the incident(s) which formed the allegations against the student;
- The names of all witnesses who will be called to testify against the Appellant Student and a brief summary of the expected testimony of each witness;
- A copy of any affidavit, statement or other document the Hearing Officer plans to introduce as an exhibit, as well as a copy of any such document not previously provided to the Appellant Student;
- The time, date and location of the appeal hearing; and
- The procedures to be followed at the hearing.
- The Appellant Student shall provide to the Hearing Officer:
 - The names of all witnesses who will be called to testify for the student, and a brief summary of the expected testimony of each witness.
 - A copy of any affidavit, statement or other document the Appellant plans to introduce as an exhibit, as well as a copy

of any such document not previously provided to the Hearing Officer.

Rights of the Appellant Student

The Appellant Student has the right to be advised by a person, an advisor, of their choice. Any expenses must be borne by the student.

- This person may be an attorney. The advisor is limited to advising the student and may not present information, question parties or make statements during the proceedings. Advisors may be dismissed from a hearing process, informal or formal, if their behavior or presence are deemed disruptive to the investigation and/or operations of the hearing process.
- If the student chooses to be advised by another person, he/she must notify the Office of the Vice President for Student Affairs, in writing, and identify the advisor by name and provide the advisor's email address and phone number no less than three (3) College business days prior to the appeal hearing.
- Advisors may not serve as a witness for the same incident.
- The Appellant Student has the right to present witnesses, affidavits, statements, and other forms of documentary evidence. The Student Conduct Committee Chairperson shall make the decisions regarding the admissibility of presented evidence.
- The student has the right to challenge and pose questions of witnesses who give oral testimony at the appeal hearing, through the Student Conduct Committee Chairperson.
- The Student Conduct Committee Chairperson has the authority to limit incompetent, repetitious or irrelevant exhibits and testimony.

Rights of the Hearing Officer

The Hearing Officer has the right to request an advisor, who may be an attorney. The advisor is limited to advising the student and may not present information, question parties or make statements during the proceedings. Advisors may be dismissed from a hearing process, informal or formal, if their behavior or presence are deemed disruptive to the investigation and/or operations of the hearing process.

- The advisor may be employed by the College, provided the selected advisor shall not be represented or advised by the direct supervisor of any member of the Student Conduct Committee.
- The advisor may not be the College's legal counsel if such counsel has been authorized by the College President to assist the Committee.
- If specifically authorized by the College President, the Hearing Officer may be represented and advised by outside counsel.
- Advisors may not serve as a witness for the same incident.
- The Hearing Officer has the right to present witnesses, affidavits, statements and other forms of documentary evidence. The Student Conduct Committee Chairperson shall make the decisions regarding the admissibility of presented evidence.
- The Hearing Officer has the right to challenge and pose questions of witnesses who give oral testimony at the appeal hearing, through the Student Conduct Committee Chairperson.
- The Chairperson of the Committee has the authority to limit incompetent, repetitious or irrelevant exhibits and testimony.

Role of the Vice President for Student Affairs

The Vice President for Student Affairs shall present opening remarks, behavioral ground rules, and procedural instructions to the committee, student(s) and the Hearing Officer. The Vice President for Student Affairs may choose to withdraw from this role and defer to another Presidential Cabinet Member, as needed, in matters of potential bias or leave of absence.

The Vice President for Student Affairs may choose to observe and take notes during the appeal hearing proceedings.

Appeal Hearing Process Outline

- There shall be no less than 51% of a Student Conduct Committee members present prior to the commencement of an appeal hearing.
- There shall be a late arrival grace period of no more than fifteen (15) minutes for the Appellant Student prior to the commencement of an appeal hearing unless a verifiable emergency is presented to the Student Conduct Committee Chairperson.
- OCCC Legal Counsel may be present to provide guidance or interpretation of policy for the Student Conduct Committee during the proceeding.
- The designated Hearing Officer shall represent the College in the appeal hearing. In the case that the designated Hearing Officer is unable to appropriately serve in this role, due to a conflict of interest or a leave of absence, the Associate Vice President for Student Affairs or designee shall represent the College.
- Appeal Hearings before the Student Conduct Committee shall be conducted in substantial compliance with the following procedure:
 - opening statements of no more than five (5) minutes in length to the Student Conduct Committee, with the Appellant Student speaking first, followed by the Hearing Officer.
 - The Appellant Student will have the opportunity to present evidence first, followed by the Hearing Officer.
 - Each party will be permitted to pose questions to one another through the Student Conduct Committee Chairperson. The Appellant Student shall have the opportunity to pose questions first, followed by the Hearing Officer.
 - Each party will be permitted to pose questions through the Student Conduct Committee Chairperson to any witness giving oral testimony on behalf of the other party after the witness has testified.
- Decisions as to the admissibility of evidence will be made by the Student Conduct Committee Chairperson.
- The Student Conduct Committee Chairperson has the authority to limit incompetent, repetitious or irrelevant exhibits and testimony.
- Each party will be afforded the opportunity to present closing arguments of not more than five (5) minutes in length to the Student Conduct Committee at the conclusion of the appeal hearing, with the Appellant Student speaking first, followed by the Hearing Officer.
- Proceedings before the Student Conduct Committee will be voice recorded. The Appellant Student may request a copy of the recording through the Office of the Vice President for Student Affairs after the case has been resolved, per guidelines established in the Family Educational Rights and Privacy Act of 1974.
- All Student Conduct Committee Hearings will be closed meetings.

Evidence and Burden of Proof

The burden of proving one (1) or more of the appeal request criteria occurred rests with the Appellant Student(s). In order for the original determination and/or sanctions to be modified or overturned, the information must support a determination that it is more likely than not that one (1) of the following occurred:

- The Investigator or Hearing Officer committed a procedural error, which substantially impacted the outcome of the findings and/or sanctions.
- There is new information to consider, which was not available during the original hearing process, which would have substantially impacted the outcome of the findings and/or sanctions; or
- The Hearing Officer imposed sanctions which were significantly disproportionate (too harsh) for the determined policy violations;

- The Student Conduct Committee may make a determination to either
 - Uphold the original decision and sanctions, if any;
 - Modify the original decision and/or sanctions; or
 - Overturn the original decision and/or sanctions.
- The Student Conduct Committee shall base its findings and recommendation solely on the evidence presented or submitted during the hearing.
- Courtroom rules of evidence are not applicable to these appeal hearings conducted by the Student Conduct Committee.

Student Conduct Committee Findings and Recommendation

- At the conclusion of the appeal hearing, during closed deliberations, the Student Conduct Committee shall review and discuss the documentation submitted and presented during the appeal hearing. Based upon the appeal request, the Student Conduct Committee shall conduct a majority vote to determine whether or not the Appellant Student sufficiently demonstrated that one (1) or more of the appeal request criteria, as stated in sections 18.1.1. – 18.1.3. more than likely occurred. The Student Conduct Committee shall also consider the defense of the original decision by the designated Hearing Officer.
- Committee votes and decision results shall be documented and supplemented by a summary rationale for the decision and a recommendation based upon the criteria listed in section 18.1. The votes, rationale, and recommendation shall be communicated to the Vice President for Student Affairs or selected Presidential Cabinet Member, in writing, of its findings and recommendation(s) regarding the sanctions, if applicable, within three (3) College business days.
- After considering the Committee voting results, recommendation of the Committee, and the evidence presented and submitted during the Hearing, the Vice President for Student Affairs shall determine the final resolution and compose the final outcome letter.
- The Vice President for Student Affairs shall inform the Appellant Student and the Hearing Officer, in writing, of the findings, recommendations of the Committee, and the final resolution within fifteen (15) College business days after receipt of the Committee's findings and recommendations. There are no further routes of appeal. The issued decision of the Vice President for Student Affairs or selected Presidential Cabinet member is the final step in the appeal process.
- The Vice President for Student Affairs may elect to withdraw from this role and defer to another Presidential Cabinet Member in matters of potential bias or leave of absence.

Final Oversight of the Vice President for Student Affairs

Upon any identification of any errors of the College, the Vice President for Student Affairs reserves the right to intervene into any case investigation or outcome.

Delegation of Authority and Purpose

The purpose of the Student Conduct process is to promote, engage, and hold students accountable to the standards and core values of Oklahoma City Community College (OCCC).

The responsibility for the campus student conduct process is delegated from the Board of Regents for Oklahoma City Community College (OCCC) to the Vice President for Student Affairs through the College President. The Vice President for Student Affairs further delegates authority for the student conduct process to the Associate Vice President for Student Affairs.

- The Associate Vice President for Student Affairs assigns the daily management of the student conduct process to the Student

Conduct Officer for the following purposes: policy interpretation, guidance, and policy application during consultations, case investigations and case adjudications. The Associate Vice President for Student Affairs may delegate case investigations and/or case adjudications to another staff member in matters of potential absence or bias of the Student Conduct Officer.

- The Associate Vice President for Student Affairs may investigate and/or adjudicate cases in matters of potential absence or bias of the Student Conduct Officer.
- The individual who makes the adjudicative decision of the case will be referred to as the Hearing Officer. The individual assigned to investigate the case will be referred to as the Investigator. Informal case resolutions are typically investigated and adjudicated by the Student Conduct Officer, who has authority to investigate and adjudicate. However, formal case resolutions will be investigated by an Investigator and separately adjudicated by a Hearing Officer.

- The student complaint policy does not cover matters covered through other college policies and procedures, including, but not limited to: sexual misconduct, discrimination, academic suspension, final course grades, late withdraw, academic dishonesty, student conduct and appeal of tuition and fees, late charges and finance charges.

Key Roles and Term Definitions

- Active Student: A student who has been enrolled in a credit course within the past six (6) months or is enrolled in the forthcoming semester.
- Advisor: An individual who has agreed to assist a complainant or respondent during the student conduct process. The advisor may be another student, a friend, family member, an OCCC faculty or staff member, or an attorney. The advisor is not an active participant in the hearing process. The primary role of the advisor is to help complainants and respondents understand and navigate the student conduct process and procedures. Students are only allowed one advisor during student conduct meetings.
- Appellant Student: A student who has filed an appeal request to a student conduct case outcome decision, regarding the findings and/or issued sanctions.
- Burden of Proof: The standard by which the designated Hearing Officer will determine whether the Respondent will be held responsible or not responsible for the alleged policy violation(s). OCCC utilizes the preponderance of the evidence standard to determine responsibility in student conduct cases. This burden of proof is sometimes referred to as "more likely than not" or "50% plus a feather."
- College: Oklahoma City Community College shall commonly be referred to as "College" or "OCCC" throughout this policy.
- Complainant: Any person who has reportedly been the target, victim, or survivor of another student's behavior which allegedly violates the Student Conduct Code.
- Hearing: An opportunity to be heard and review the relevant and considered information involved in the case and ensuing findings and outcome. Hearings may be an informal or formal process.
- Hearing Officer: The designated College official who makes the initial decision of responsibility after an investigation and hearing. The Hearing Officer conducts the investigation and facilitates the adjudication in the informal hearing process. This person or persons may also make the final determination at the conclusion of an appeal hearing.
- Inactive Student: Any person possessing an OCCC ID number but not meeting the criteria of an active student, meaning the student has not been enrolled in the last six (6) months and is not currently enrolled in the next forthcoming semester.
- Investigator: A designated College official assigned to gather and compare facts and supporting documentation about a reported

incident of misconduct. During the formal hearing process, the Investigator is separate from the adjudicator of the case, which will be the Hearing Officer.

- Reporting Party: Any person who reports an incident of an alleged violation of the Student Conduct Code. Whereas the Complainant is often the Reporting Party, the Complainant is not always the Reporting Party.
- Respondent: The person or student against whom a complaint has been filed under the Student Conduct Code.
- Student: Any person who has been admitted to OCCC and has been assigned an OCCC ID number.
- Witness: Any person who provides testimony to a Hearing Officer about their observations of an incident under investigation.

Student Conduct Code Violations

- This policy applies to all students and student clubs and organizations on campus, as well as those participating in off-campus OCCC activities, classes, programs or events. Student Clubs and Organizations are also responsible for adhering to the current Student Club and Organization Manual. The following misconduct is prohibited and is subject to disciplinary action.
 - Academic Misconduct
 - : Cheating, plagiarism, unauthorized collaboration, alteration of academic materials or other academic misbehavior.
 - Forgery or Unauthorized Use
 - : Forging or using without authorization College documents or records, financial aid documents, computers, electronic mail, telephones, identification or College property.
 - Classroom Disruption
 - : Engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from the instruction.
 - Information Technology Policies
 - : Violation of the terms of OCCC's Information Technology Resources Acceptable Use Policy, violation of the acceptable use policy for OneNet, the official telecommunications and information network for education and government, or illegal or unauthorized use of computer hardware, software, equipment or devices, either OCCC owned or privately owned, used on or off OCCC property.
 - False Representation(s)
 - : Knowingly making false representation(s) to the College in any form, written or verbal. Submission of false information or withholding information at the time of admission or readmission may make an individual ineligible for admission to, or continuation at, OCCC.
 - Failure to Comply
 - : Failing to comply with the lawful directions of any College employee acting within the scope of their official duties or failing to exhibit appropriate identification to OCCC officials, faculty, staff or security personnel when required to do so.
 - Attempts and Complicity
 - : Attempting to or encouraging others to commit acts prohibited by this code or other published OCCC policies. Apathy or

acquiescence in the presence of prohibited conduct may constitute a violation of this policy.

- **Disruption or Obstruction**
: Disrupting or obstructing normal College or College-sponsored activities in accordance with OCCC Policy.
- **Animals**
: Failing to properly leash, control or properly dispose of their waste.
- **Disorderly Conduct**
: Disorderly, lewd, indecent actions or breaching the peace on College property or at College-sponsored activities.
- **Use of Tobacco**
: Using tobacco in any form or using electronic cigarettes (vaping) in or on campus is strictly prohibited.
- **Drugs and Alcohol**
: Any violation of the OCCC Drug and Alcohol Policy.
- **Weapons**
: Possession or use of weapons in violation of OCCC Policy.
- **Physical Violence**
: Engaging in physical violence of any nature against any person, on or off campus. This includes fighting; assaulting; battering; using a knife, gun, or other weapon; physically abusing, restraining or transporting someone against his/her will; or acting in a manner that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm.
- **Hazing**
: Engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
- **Harassment, Threats, and Bullying**
: Engaging in subjectively and objectively offensive verbal abuse, threats, intimidation, harassment, coercion, bullying or other conduct that threatens or endangers the mental or physical health/safety any person or causes reasonable apprehension of such harm that is persistent, severe, or pervasive.
- **Discrimination**
: Discriminating on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, gender expression, religion, age, ancestry, disability, genetic information, military status or veteran status.
- **Sexual Harassment, Sexual Misconduct, or Stalking.**
 - Sexual Harassment is making unwelcomed sexual advances, requests for sexual favors and other verbal or physical contact or communication of a sexual nature.
 - Sexual Misconduct is engaging in non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior.
 - Stalking is willfully, maliciously, and repeatedly following or harassing a person in a manner that would cause

a reasonable person to feel frightened, intimidated, threatened, harassed or molested and actually causes the person being followed or harassed to feel frightened, intimidated, threatened, harassed or molested.

- **Retaliation**
: Retaliating against a person who, acting in good faith, brings a complaint forward or against an individual who has participated in an investigation or conduct process.
- **False Reporting**
: Intentionally making or contributing to a false report of a bomb, fire or other emergency, including the filing of knowingly false police reports, or other false reporting through published reporting forms to the OCCC Behavioral Assessment Team (OBAT), Title IX coordinators or deputies, the Student Conduct Officer, or other College reporting entities.
- **Fire Safety**
: Engaging in misuse or unauthorized use of firefighting, fire sprinkling systems and other safety equipment or warning devices, and failure to evacuate when a fire alarm is activated.
- **Property Damage**
: Defacing, damaging or destroying property belonging to the College or other individuals or recognized groups on College property.
- **Theft**
: Engaging in theft, attempted theft or unauthorized possession of property belonging to the College or other individuals or recognized groups on College property or facilities on or near campus.
- **Unauthorized Entry**
: Entering into, or using without proper authorization, any College building, facility, vehicle, equipment room or area. This includes unauthorized possession or use of College keys, computers, lock combinations or other special access codes or passwords.
- **Violations of the Law**
: Any violation of federal, state or local law while on OCCC premises, while using OCCC property or equipment, or while engaged in any OCCC-sponsored activity.
- **Violations of OCCC Policy**
: Any violation of any published OCCC policies or procedures by a student or student club or organization, while on OCCC premises, while using OCCC property or equipment, or while engaged in any OCCC-sponsored activity.

Treatment of Violations

The possible student sanctions, per section 9.0, are possible sanctions that may be imposed, either singularly or in combination, if a violation of the Student Conduct Code is determined. In cases of repeated violations of the Student Conduct Code, the Hearing Officer may consider the student's conduct history and incorporate further sanctions, after the finding(s) of responsibility have been established, as appropriate.

Violations of the Student Conduct Code by any active student may result in one or more sanctions applied in accordance with section 9.0 of this policy.

Violations of the Student Conduct Code by any inactive student may result in penalties, including but not limited to a 6-month "Notice to Leave" issuance from the OCCC Campus Police and the placement of a student conduct hold on the student account preventing future enrollment in any credit or non-credit course for the duration of the Notice to Leave document period. In order for a student conduct hold to be removed from the student's account, a meeting must occur between the inactive student and the designated Hearing Officer. After an investigation of the circumstances surrounding the violation(s), the Hearing Officer may require that appropriate and reasonable safety and/or educational conditions be met prior to the removal of the hold (e.g. mental health assessments, anger management classes, completion of court-mandated requirements, etc.).

Complaints - Student Conduct

- Any member of the College community (faculty, staff or student) or any person who is unaffiliated with the College who has knowledge of an alleged violation of the Student Conduct Code may file a complaint against a student, alleging that a violation of the Student Conduct Code has occurred. The College may initiate a complaint, if such a need arises.
- Complaints must be submitted online at www.occc.edu/studentconduct. The complaint must include the date, time, place, name(s) of person(s) involved (e.g., the respondent, complainant, and witnesses) and sufficient detail to make a determination of whether an investigation and/or further safety precautions may be warranted. Questions and/or concerns about filing complaints may be posed or submitted to the Office of the Vice President for Student Affairs at (405) 682-7834.
- After an initial assessment of the complaint, the Associate Vice President for Student Affairs or designee will make the determination as to whether a full investigation or an optional resolution service is warranted. Complainants and Respondents may acquire more information about optional resolution services, such as mediation and restorative justice on the Student Conduct website at www.occc.edu/studentconduct or by calling the Office of the Vice President for Student Affairs at (405) 682-7834.
- The Associate Vice President for Student Affairs or designee may determine if a complaint may be dismissed based upon a lack of merit to the complaint. A lack of merit means there is no identified policy violation specified within the complaint or there is clear and apparent supporting documentation to immediately contradict a complaint during a preliminary inquiry of the complaint.
 - If initial meetings are needed, notification will be sent to the Complainants and/or Respondents, as outlined in section 6.0.
 - If initial meetings are not needed and a case dismissal is appropriate, a file will be created which outlines the rationale for the case dismissal.
 - If students who have been provided with notice, including a request to meet, do not appear before the designated Hearing Officer during the specified date and time, then the information in support of the Reporting Party shall be presented and considered in the absence of the notified students. A decision shall be made without the benefit of the students' input, unless a documented emergency can be verified to account for the students' absence(s).
- Complaints may be initiated for incidents where concurrent criminal charges are pending. The College may adjudicate incidents without regard to either pending civil litigation or criminal prosecution. College student conduct proceedings may proceed before, during or after court proceedings. Criminal and/or civil court proceedings are separate from the College student conduct proceedings.

Complaints - Academic and Discrimination Routes

Academic Integrity incident complaints are investigated and adjudicated by the Associate Vice President for Academic Affairs. The Associate Vice President for Academic Affairs may consult with the Office of the Vice President for Student Affairs, as the need arises during investigations or adjudications.

Sexual Misconduct and Discrimination or Harassment Based on Sex or Gender complaints are reported to, investigated by, and adjudicated by the Title IX Coordinator or designee. The Title IX Coordinator or designee may consult with the Office of the Vice President for Student Affairs, to determine conduct history and appropriate sanction(s) or responsive action(s), implementation, and prompt and effective actions to stop any harassment or discrimination, prevent its recurrence and remedy the effects of the discriminatory conduct.

Non-Title IX-Based Discrimination or Harassment complaints are reported to, investigated by, and adjudicated by the Director of Equity and Compliance or designee. The Director of Equity and Compliance or designee may consult with the Office of the Vice President for Student Affairs, to determine conduct history and appropriate sanction(s) or responsive action(s), implementation, and prompt and effective actions to stop any harassment or discrimination, prevent its recurrence and remedy the effects of the discriminatory conduct.

Notice of Allegations and Hearing Processes

When the Office of the Vice President for Student Affairs receives a complaint, the student against whom the complaint has been filed, the Respondent, shall be given written notification, which will be sent to his/her official student email account and/or delivered by hand and will include the following information:

- An explanation of the allegations, including the name of the Complainant, except where concerns of personal safety are involved. In such instances, the manner and timing of the dissemination of the Complainant's identity shall be determined by the Hearing Officer while assessing and minimizing immediate safety concerns and risks. Once the immediate safety concerns and risks have been addressed, the identity of the Complainant shall be disclosed.
- Written notification of the specific Student Conduct Code violation(s) alleged to have been committed by the Respondent.
- Written notification of the time, date, and place where the student will be given the opportunity to respond to the Hearing Officer regarding the allegations contained in the complaint. In most non-urgent circumstances, deference will be given to the students' current class schedule. In matters that involve temporary actions of safety, deference will not be given to the students' current class schedule, due to the urgent nature of the incident and safety concerns.
- The Hearing Officer shall meet with the Complainant to clarify the specific nature and description of the complaint. In addition, in the initial meeting with the Complainant, the Hearing Officer shall review the following with the Complainant:
 - The conduct process steps and procedures;
 - The Complainants' rights, options, responsibilities, and resources available;
 - The allegations and implicated policies contained in the complaint; and
 - The possible remedies and/or sanctions that can be imposed if the Respondent is found responsible for the alleged policy violation(s).
- The Complainant shall be requested to signify in writing that he/she has met with the Hearing Officer and received the opportunity to

clarify the complaint and learn of his/her rights, options, available resources, possible remedies and sanctions which could be implemented, and their responsibilities under this policy.

- The Complainant may be accompanied by an advisor throughout the hearing process, including meetings with the Hearing Officer. The advisor is limited to advising the student and may not present information, question relevant parties or make statements during the proceedings. Advisors may be dismissed from a hearing process, informal or formal, if their behavior or presence are deemed disruptive to the investigation and/or operations of the hearing process.
- During the investigation process, the Complainant will be provided with the opportunity to do the following:
 - Request an alternate investigator, based upon a claim of bias, which must be requested in writing through the Associate Vice President for Student Affairs. If the claim of bias is unjustified, the request will be denied and the initial investigator will resume the investigation. If the claim of bias is justified, the case will be investigated by the Associate Vice President for Student Affairs. In cases whereby the Associate Vice President for Student Affairs is potentially biased, the Vice President for Student Affairs will assign an appropriate faculty or staff member to serve as a proxy investigator and submit a findings report to the Vice President for Student Affairs at the conclusion of the investigation. The selection of a proxy volunteer shall be from a pool of volunteer faculty/staff which are annually trained in student conduct investigations, processes, and privacy policies.
 - Students with a disability, who may assistance during the student conduct process, may request accommodations by contacting Disability Services at (405) 682-7520 or by email at disabilityservices@occc.edu.
 - Select either an informal or formal hearing process.
- The Hearing Officer shall meet with the Respondent to discuss the allegations contained in the complaint. At this meeting, the Hearing Officer shall review with the Respondent:
 - The conduct process steps and procedures;
 - The Respondents' rights, options, responsibilities, and resources available;
 - The allegations contained in the complaint; and
 - The possible remedies and/or sanctions that can be imposed if the Respondent is found responsible for the alleged policy violation(s).
- The Respondent shall be requested to signify in writing that he/she has been notified of the allegations contained in the complaint, their rights, options, available resources, possible sanctions and their responsibilities under this policy.
- At this meeting, the Respondent shall be afforded the opportunity to respond to the allegations and to present any evidence that he/she may desire to present regarding the complaint.
- The Respondent may be accompanied by an advisor throughout the hearing process, including meetings with the Hearing Officer. The advisor is limited to advising the student and may not present information, question relevant parties or make statements during the proceedings. Advisors may be dismissed from a hearing process, informal or formal, if their behavior or presence are deemed disruptive to the investigation and/or operations of the hearing process.
- During the investigation process, the Respondent will be provided with the opportunity to do the following:
 - Request an alternate investigator, based upon a claim of bias, which must be requested in writing through the Associate Vice President for Student Affairs. If the claim of bias is unjustified, the request will be denied and the initial investigator will resume the investigation. If the claim of bias is justified, the case will be investigated by the Associate Vice President for Student Affairs. In cases whereby the Associate Vice President for Student

Affairs is potentially biased, the Vice President for Student Affairs will assign an appropriate faculty or staff member to serve as a proxy investigator and submit a findings report to the Vice President for Student Affairs at the conclusion of the investigation. The selection of a proxy volunteer shall be from a pool of volunteer faculty/staff which are annually trained in student conduct investigations, processes, and privacy policies.

- Students with a disability, who may need assistance during the student conduct process, may request accommodations by contacting Disability Services at (405) 682-7520 or by email at disabilityservices@occc.edu.
- Accept or deny responsibility for each of the alleged policy violations.
- Select either an informal or formal hearing process.
- The informal hearing process is facilitated by the designated Hearing Officer, typically the Student Conduct Officer, which would consist of the investigation and adjudication of the case. Specifically, the Hearing Officer conducts the investigation and makes the final determination of responsibility and sanction assignments, if any, pending the appropriate appeal procedures, as specified in section 10.0 of this policy.
 - In the event that the Respondent accepts responsibility for the allegation(s) filed against him/her, the Hearing Officer shall find the student responsible for the policy violations, determine what sanctions will be imposed upon the Respondent, if any, and shall notify the Complainant and Respondent, in writing, which will be sent to his/her official student email account. The Complainant will only be notified of the applicable sanctions that directly impact the Complainant.
 - In the event that the Respondent denies the allegation(s) filed against him/her, the Hearing Officer shall make a determination regarding the veracity of the allegations, statements, supporting documentation, and shall notify the Respondent and Complainant in writing, which will be sent to his/her official student email account, of that determination and the sanctions that will be assigned, if any. The Complainant will only be notified of the applicable sanctions that directly impact the Complainant.
 - In the event that the Complainant or the Respondent neglects or refuses to respond to notifications and/or appear for their scheduled meetings, the process shall continue without the benefit of their input. In such cases, the Hearing Officer shall proceed with the informal hearing process without input from the Complainant or Respondent and impose the appropriate sanctions, if the Respondent is found responsible. Notification of the outcome will be sent to the Complainant's and Respondent's official student email accounts. The Complainant will only be notified of the applicable sanctions that directly impact the Complainant or as otherwise may be required by law.
- The formal hearing process consists of the Hearing Officer, typically the Student Conduct Officer, facilitating the investigation only. At the conclusion of the investigation, the Hearing Officer shall compose an investigation and findings report. The investigation and findings report draft shall be made accessible to the Complainant and Respondent for review and rebuttal. The review and rebuttal period allows for five (5) College business days to review and submittal of any rebuttal statements from the Complainant and Respondent to the Hearing Officer.
- After any addendums or revisions have been added at the conclusion of the review and rebuttal period, the Hearing Officer shall submit the final investigations and findings report to the Associate Vice President for Student Affairs for review and decision. The final investigations and findings report shall be submitted to the Associate Vice President for Student Affairs no

later than five (5) College business days after the conclusion of the review and rebuttal period.

- During formal hearings, the Associate Vice President for Student Affairs shall render the final determination of responsibility and sanction assignments, if any, within five (5) College business days after receiving the final investigations and findings report, pending the appropriate appeal procedures, as specified in section 10.0 of this policy. The Associate Vice President for Student Affairs shall notify the Complainant and Respondent in writing, which will be sent to their official student email accounts. The Complainant will only be notified of the applicable sanctions that directly impact the Complainant or as otherwise may be required by law.
- In order for a student to be found responsible, the information must support a determination that it is more likely than not, or the preponderance of the evidence, that one (1) or more violations of the Student Conduct Code occurred.
- In cases of repeated violations of the Student Conduct Code, the Hearing Officer may consider the student's previous conduct history and assign a more rigorous sanction load than would be assigned for those without a previous conduct history.

Temporary Actions

Temporary Remedies or Temporary Sanctions may be imposed to ensure the safety and well-being of College community members, to preserve College property, to ensure student physical or emotional safety, or if the student poses a threat to, disruption of or interference with the educational environment or operations of the College.

Temporary remedies and sanctions will be effective immediately to ensure the following:

- the safety and well-being of College community members and/or the preservation of College property;
- protection against an ongoing threat of disruption or interference with, the normal operations of the College; and/or
- the preservation of the current academic status and pursuits of the parties involved.
- Students directly impacted by implemented temporary remedies or sanctions will be notified of this action, in writing, and the rationale for such action upon implementation.
- Temporary remedies are reasonable adjustments that may be made to provide an interim means of assistance for students prior to or during an investigation of alleged disruptive and/or threatening behaviors. Temporary remedies may be requested through the Hearing Officer by the student or a partnering campus department who may be assisting the student in other areas of his/her academic or social life. Some examples of temporary remedies include, but are not limited to, an academic class section change, a No Contact Order, realignment of academic class groups, adjustments to class attendance or participation requirements, student club or organization attendance, and class or student club or organization participation guideline adjustments or exceptions. Note: The Associate Vice President for Student Affairs or designee will consult with the Associate Vice President for Academic Affairs and/or appropriate faculty to request classroom adjustments or exceptions for attendance and possibilities for assignment make – ups as instructors of record control their own classroom attendance policies.
- Temporary sanctions are timely, precautionary safety measures, which may be utilized as a means to address reasonable and supported concerns of alleged disruptive and/or threatening behaviors. Temporary sanctions issued to Respondents will not be more restrictive than necessary to minimize the potential negative impact upon academic success of College community members involved. Some examples of temporary sanctions which may be implemented include, but are not limited to, a loss of

privileges, conduct holds on a student account, mental health or anger assessments/evaluations, No Contact Orders, discretionary or educational sanctions, withholding of diplomas, classroom adjustments based upon assessed safety needs, and temporary suspensions.

- Temporary Suspension, a type of temporary sanction, is an immediate and temporary separation between a student and the College campus during an initial assessment of a reported violation of this policy and/or during the duration of an investigation, due to the nature of the report, the initial identified patterns of risk or disruptive behavior(s), and/or current danger of presence on the College campus. In instances when a student has been temporarily suspended, a meeting to review the matter shall be scheduled by the Hearing Officer.
- Temporary remedies and/or temporary sanctions do not replace the regular student conduct process, as described in sections 7.0, and are not final. The designated Investigator or Hearing Officer will inform the involved parties of the next steps in the student conduct process. The Complainant(s) and Respondent(s), shall be notified of this action and the rationale for the issued temporary remedies and/or sanction(s) in writing. Only one hearing process, informal or formal, will operate in the manner described in sections 7.0 of this policy. Temporary Actions shall remain in place until the student(s) is otherwise notified by the designated Investigator or Hearing Officer or until the findings of the investigation and decision are rendered and issued.

Sanctions

The following descriptions are possible sanctions which may be assigned, either singularly or in combination. The following sanctions may be assigned for a student or student club or organization, if one (1) or more violations of the Student Conduct Code are determined. While individual sanctions will be managed by the appropriate Hearing Officer, Student Club and Organization sanctions may be primarily managed by Student Life in accordance with the current Club and Organization Manual. Additionally, the following sanction descriptions may be temporarily assigned, in a timely manner, if one (1) or more criteria listed in 8.1.1. – 8.1.3. are identified as an immediate necessity.

- **Written Warning:** An official written notice that the student has violated College policies and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the College.
- **Apology Letter:** A typed and signed apology letter by the Respondent(s) acknowledging responsibility for the College violation(s). This letter provides a sincere expression of remorse to the Complainant(s) and/or stakeholder(s) of the community who experienced or endured the misconduct.
- **Loss of Privileges:** A limitation on a student's privileges for a period of time and may include, but is not limited to the denial of entry or usage of certain facilities or specific parts of campus, denial of opportunities to represent the College (in participation or leadership capacity), denial of participation in co-curricular activities indirectly associated with academics (i.e. attending campus programs/events, or participation in student organizations/clubs).
- **Conduct Hold:** A disciplinary hold will be placed on the student account preventing enrollment in future semesters until the matter is resolved. Holds may also limit access to campus, require special arrangements for records requests, and be utilized as a method of requiring the student to meet with the designated Hearing Officer prior to conducting normal College business.
- **Educational and Behavioral Change Requirements:** Assigned opportunities for assisted personal reflection, assessment, and development. These assigned opportunities include, but are

not limited to, attending an alcohol education class/workshop, attending a drug education class/workshop, attending an anti-discrimination class/workshop, writing a reflection essay, attending and participating in a mental health assessment (and following the resulting recommendations), acquiring student success advisement, attending and participating in a civility or decision-making class/workshop, and/or other relevant educational opportunities.

- **Class Removal:** The student shall be administratively dropped from a class or moved to another section of a class. Faculty members, in consultation with the designated Hearing Officer, reserve the right to interim suspend a student from class pending the outcome a hearing for the student and the normal appeal process. Students who are suspended or expelled from the College will not be allowed to return to the class unless written authorization has been granted by the Associate Vice President for Student Affairs or designee. Note: The Associate Vice President for Student Affairs or designee will consult with the Associate Vice President for Academic Affairs and/or appropriate faculty to request classroom adjustments or exceptions for attendance and possibilities for assignment make-ups as instructors of record control their own classroom attendance policies.
- **Assessments/Evaluations:** A directive to attend and actively participate in as many appointments or sessions as necessary or recommended that will aid in the direction of the appropriate resolution of a case and/or the most effective sanction learning outcome. Outside Assessments by a third party health provider may be required by the Respondent(s), as deemed necessary for specific threats to campus, including self and/or others. Outside assessments will be the financial responsibility of the Respondent. Outside assessments will require documentation to be submitted to the Hearing Officer and/or designated licensed counselor, prior to resuming normal student participation.
- **No Contact Order:** An absolute prohibition from contact with specified person or persons in any form whatsoever, including, but not limited to contact in person, by phone, electronically, social media, or through another person. A No Contact Order may be implemented as an interim measure for issues regarding sexual violence or other Title IX issues. Violating a No Contact Order may result in suspension from the College.
- **Temporary Suspension:** A type of temporary sanction, is an immediate and temporary separation between a student and the College campus during an initial assessment of a reported violation of this policy and/or during the duration of an investigation, due to the nature of the report, the initial identified patterns of risk or disruptive behavior(s), and/or current danger of presence on the College campus. In instances when a student has been temporarily suspended, a meeting to review the matter shall be scheduled by the Hearing Officer.
- **Restitution:** Compensation for the damage caused to the College or any person's property on campus. This is not a fine but rather a repayment for labor costs and/or value of property destroyed, damaged, consumed, or stolen.
- **Probation:** A specified period of time during which the student is placed on formal notice that he/she is not in good standing with the College and that further violations of College regulations will subject him/her to suspension or expulsion from the College.
- **Suspension:** The exclusion from enrollment in classes and other student privileges or activities for a definite period of time not to exceed five (5) years and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended from the College are not permitted on campus at any time for any reason during the period of suspension, unless otherwise permitted, in writing, by the Associate Vice President for Student Affairs or the designated Hearing Officer. A notation on the transcript is not made; however, a record of the action is

maintained in the student's record in the Registrar's Office. (Note: The Registrar does not have access to conduct files, but does provide verification letters/background check information. When conduct history is properly requested, the Registrar or designee communicates with the Office of the Vice President for Student Affairs for conduct information/history then conveys this information on any properly requested letters or forms. The Conduct records request form may be found on the OCCC Records website, <http://www.occc.edu/records/forms.html>

). Any refund of tuition or fees will be subject to the College's normal withdrawal policy.

- At the conclusion of a suspension period, persons who desire to re-enroll will be required to participate in the Student Conduct Re-entry process, which consists of one or more follow up meetings with the designated Hearing Officer, Student Success Advisement for each semester of the remaining semesters at the College, composing a structured plan to overcome previous and current barriers to academic success, and assessment of other College resource needs.
- Persons who have violated further policies and/or local, state, or federal laws during their suspension period may not be allowed to re-enroll at the College.
- **Expulsion:** Expulsion is the termination of the relationship between the student and the College on an immediate and permanent basis. When a student is expelled, record of this action will be made a part of the student's permanent record and will be noted on the student's transcript. A student who is expelled will not be allowed to re-enroll at the College. Students who are expelled from the College are not permitted on campus at any time for any reason.

Assigned sanctions, not including Temporary Sanctions, shall not be implemented until the deadlines for relevant appeal processes have expired, until the entire appeal process is completed, or until Complainant and Respondent voluntarily waive their rights to appeal in writing.

Appeal Requests and Reviews

When case outcome decisions are delivered, Complainants and Respondents may request an appeal review of the decision and/or the assigned sanctions. Complainants and Respondents may request that the finding of responsibility and/or sanction(s) assigned, if any, be reviewed, according to the appeal request review process described below.

Complainants and Respondents may request an appeal review to determine whether one (1) or more of the following occurred:

- **Procedural Error:** to determine if there was a procedural error committed by the Investigator or Hearing Officer during the investigation and/or assignment of sanctions;
- **New Information:** to determine if there is new information to consider, which was not available during the time of the original investigation that could substantially impact the original finding and/or sanction assignments (A summary of the new documentation, date acquired, reason why it was not available during the original investigation, and its potential impact must be included); and
- **Disproportionate Sanctions:** to determine if the assigned sanctions were significantly disproportionate for the severity of the violation (Simple dissatisfaction with a sanction is not grounds for overturning or modification of a sanction assignment under this provision.)
- All appeal requests must be completed and submitted within five (5) College business days after the case findings and sanctions, if any, have been assigned and issued. All appeal requests

must be submitted through the online Student Conduct appeal request form at www.occc.edu/studentconduct with any supporting documentation, as described in the individual case decision outcome letters. Failure to check or claim notice of the decision by email, US Postal Service, or direct pick-up will not constitute an acceptable reason for non-receipt of the original decision. The official communication method by which case outcome decision notices will be sent is through the student's official College email. However, extenuating circumstances may require the Hearing Officer to communicate through the US Postal Service or hand delivery/pick-up methods.

- When an appeal request form is completed and submitted, the Associate Vice President for Student Affairs will review the appeal request to determine if the appeal request was submitted within the five (5) College business days and directly articulates one (1) or more of the aforementioned appeal merits, as stated in 10.1.1. If either of these appeal request requirements are not met, the appeal request will be denied.
 - If the appeal request is not completed and submitted within five (5) College business days and/or the appeal request does not articulate one (1) or more of the appeal merits described in section 10.1.1., the Associate Vice President for Student Affairs will notify the appealing party that the appeal request is denied.
 - If the appeal request is completed and submitted within five (5) College business days and the appeal request does directly articulate at least one (1) of the appeal merits, then the Associate Vice President for Student Affairs will notify the Appellant Student that the appeal request is granted and will notify each party (Complainant(s) and Respondent(s)) that an appeal hearing or appeal review will be forthcoming based upon dates of upcoming availability.
- If an appeal request is granted, the assigned sanctions shall not be implemented until the entire appeal process is completed. However, any temporary actions imposed, during the investigation, shall remain in effect unless the Vice President for Student Affairs or designee gives written authorization for any necessary modifications during the appeal procedures.
- When cases are resolved through the formal hearing process and the Associate Vice President for Student Affairs adjudicates the case, as the Hearing Officer, the Vice President for Student Affairs will review appeal request submissions to determine if the appeal requests meet the appeal request requirements, per section 10.1.1.
- The Vice President for Student Affairs shall review all granted appeal requests for case decisions and sanctions other than those resulting in a suspension or expulsion. If additional information is needed during the appeal review process, students or other involved parties may be contacted by the Office of the Vice President for Student Affairs for clarification of relevant information. The Vice President for Student Affairs shall make a determination of whether it is more likely than not that one of the following occurred:
 - a procedural error was committed by the Investigator or Hearing Officer;
 - there is new information to consider that was not available during the time of the original investigation; and/or
 - if the assigned sanctions, if any, were significantly disproportionate to the determined violation.
- The Vice President for Student Affairs will make a determination and issue a decision to either:
 - uphold the original decision and sanctions, if any;
 - modify the original decision and/or sanctions; or
 - overturn the original decision and/or sanctions.

In the case that the Vice President for Student Affairs is unable to appropriately serve in this capacity to make the final decision, due

absence or potential conflict of interest, another Presidential Cabinet Member shall be selected to fulfill this role.

The decision of the Vice President for Student Affairs or alternate Presidential Cabinet member shall be final upon the conclusion of the granted appeal review.

The Student Conduct Committee shall review all granted appeal requests for case decisions and sanctions resulting in suspension or expulsion. The Student Conduct Committee shall make a determination of whether it is more likely than not that one of the following occurred:

- a procedural error was committed by the Investigator or Hearing Officer;
- there is new information to consider that was not available during the time of the original investigation; and/or
- if the assigned sanctions, if any, were significantly disproportionate to the determined violation.
- The Student Conduct Committee will make a determination and offer a recommendation to the Vice President for Student Affairs, which will suggest to do either of the following:
 - uphold the original decision and sanctions, if any;
 - modify the original decision and/or sanctions; or
 - overturn the original decision and/or sanctions.

The appeal hearing to consider the appeal request of the Complainant or Respondent will be set at a date not more than fifteen (15) College business days from the date of the formation of the Committee.

Student Conduct Committee Composition

A Student Conduct Committee shall be selected within five (5) College business days of the receipt of a granted Appeal Request Form regarding a suspension or expulsion decision. The Committee shall be comprised of the following:

- Two (2) College staff members selected by random draw from a voluntary staff Student Conduct Committee Pool.
- Two (2) College faculty members selected by random draw from a voluntary faculty Student Conduct Committee Pool.
- Two (2) College students selected by random draw from a voluntary active Student Conduct Committee Pool.
- One non-voting chairperson selected by random draw from the pool of all voluntary Faculty and Staff members.
- Quorum for a Student Conduct Committee shall exist when 51% of the total seven (7) committee members are present for an appeal hearing.
- Under no circumstances may a College student, staff, faculty member or academic dean serve on the Committee if such person is a complainant, respondent, witness to the incident, or has a prior or existing academic, co-curricular, or personal relationship with the Complainant or Respondent of the incident.

Pre-appeal Hearing Procedures

The Hearing Officer shall provide to the Student Appellant:

- A copy of the original Student Conduct Code violation complaint form;
- A summary of the facts of the incident(s) which formed the allegations against the student;
- The names of all witnesses who will be called to testify against the Appellant Student and a brief summary of the expected testimony of each witness;
- A copy of any affidavit, statement or other document the Hearing Officer plans to introduce as an exhibit, as well as a copy of any such document not previously provided to the Appellant Student;

- The time, date and location of the appeal hearing; and
- The procedures to be followed at the hearing.
- The Appellant Student shall provide to the Hearing Officer:
 - The names of all witnesses who will be called to testify for the student, and a brief summary of the expected testimony of each witness.
 - A copy of any affidavit, statement or other document the Appellant plans to introduce as an exhibit, as well as a copy of any such document not previously provided to the Hearing Officer.

Rights of the Appellant Student

The Appellant Student has the right to be advised by a person, an advisor, of their choice. Any expenses must be borne by the student.

- This person may be an attorney. The advisor is limited to advising the student and may not present information, question parties or make statements during the proceedings. Advisors may be dismissed from a hearing process, informal or formal, if their behavior or presence are deemed disruptive to the investigation and/or operations of the hearing process.
- If the student chooses to be advised by another person, he/she must notify the Office of the Vice President for Student Affairs, in writing, and identify the advisor by name and provide the advisor's email address and phone number no less than three (3) College business days prior to the appeal hearing.
- Advisors may not serve as a witness for the same incident.
- The Appellant Student has the right to present witnesses, affidavits, statements, and other forms of documentary evidence. The Student Conduct Committee Chairperson shall make the decisions regarding the admissibility of presented evidence.
- The student has the right to challenge and pose questions of witnesses who give oral testimony at the appeal hearing, through the Student Conduct Committee Chairperson.
- The Student Conduct Committee Chairperson has the authority to limit incompetent, repetitious or irrelevant exhibits and testimony.

Rights of the Hearing Officer

The Hearing Officer has the right to request an advisor, who may be an attorney. The advisor is limited to advising the student and may not present information, question parties or make statements during the proceedings. Advisors may be dismissed from a hearing process, informal or formal, if their behavior or presence are deemed disruptive to the investigation and/or operations of the hearing process.

- The advisor may be employed by the College, provided the selected advisor shall not be represented or advised by the direct supervisor of any member of the Student Conduct Committee.
- The advisor may not be the College's legal counsel if such counsel has been authorized by the College President to assist the Committee.
- If specifically authorized by the College President, the Hearing Officer may be represented and advised by outside counsel.
- Advisors may not serve as a witness for the same incident
- The Hearing Officer has the right to present witnesses, affidavits, statements and other forms of documentary evidence. The Student Conduct Committee Chairperson shall make the decisions regarding the admissibility of presented evidence.
- The Hearing Officer has the right to challenge and pose questions of witnesses who give oral testimony at the appeal hearing, through the Student Conduct Committee Chairperson.
- The Chairperson of the Committee has the authority to limit incompetent, repetitious or irrelevant exhibits and testimony.

Role of the Vice President for Student Affairs

The Vice President for Student Affairs shall present opening remarks, behavioral ground rules, and procedural instructions to the committee, student(s) and the Hearing Officer. The Vice President for Student Affairs may choose to withdraw from this role and defer to another Presidential Cabinet Member, as needed, in matters of potential bias or leave of absence.

The Vice President for Student Affairs may choose to observe and take notes during the appeal hearing proceedings.

Appeal Hearing Process Outline

- There shall be no less than 51% of a Student Conduct Committee members present prior to the commencement of an appeal hearing.
- There shall be a late arrival grace period of no more than fifteen (15) minutes for the Appellant Student prior to the commencement of an appeal hearing unless a verifiable emergency is presented to the Student Conduct Committee Chairperson.
- OCCC Legal Counsel may be present to provide guidance or interpretation of policy for the Student Conduct Committee during the proceeding.
- The designated Hearing Officer shall represent the College in the appeal hearing. In the case that the designated Hearing Officer is unable to appropriately serve in this role, due to a conflict of interest or a leave of absence, the Associate Vice President for Student Affairs or designee shall represent the College.
- Appeal Hearings before the Student Conduct Committee shall be conducted in substantial compliance with the following procedure:
 - opening statements of no more than five (5) minutes in length to the Student Conduct Committee, with the Appellant Student speaking first, followed by the Hearing Officer.
 - The Appellant Student will have the opportunity to present evidence first, followed by the Hearing Officer.
 - Each party will be permitted to pose questions to one another through the Student Conduct Committee Chairperson. The Appellant Student shall have the opportunity to pose questions first, followed by the Hearing Officer.
 - Each party will be permitted to pose questions through the Student Conduct Committee Chairperson to any witness giving oral testimony on behalf of the other party after the witness has testified.
 - Decisions as to the admissibility of evidence will be made by the Student Conduct Committee Chairperson.
 - The Student Conduct Committee Chairperson has the authority to limit incompetent, repetitious or irrelevant exhibits and testimony.
 - Each party will be afforded the opportunity to present closing arguments of not more than five (5) minutes in length to the Student Conduct Committee at the conclusion of the appeal hearing, with the Appellant Student speaking first, followed by the Hearing Officer.
 - Proceedings before the Student Conduct Committee will be voice recorded. The Appellant Student may request a copy of the recording through the Office of the Vice President of Student Affairs after the case has been resolved, per guidelines established in the Family Educational Rights and Privacy Act of 1974.
 - All Student Conduct Committee Hearings will be closed meetings.

Evidence and Burden of Proof

The burden of proving one (1) or more of the appeal request criteria occurred rests with the Appellant Student(s). In order for the original determination and/or sanctions to be modified or overturned, the information must support a determination that it is more likely than not that one (1) of the following occurred:

- The Investigator or Hearing Officer committed a procedural error, which substantially impacted the outcome of the findings and/or sanctions.
- There is new information to consider, which was not available during the original hearing process, which would have substantially impacted the outcome of the findings and/or sanctions; or
- The Hearing Officer imposed sanctions which were significantly disproportionate (too harsh) for the determined policy violations;
- The Student Conduct Committee may make a determination to either
 - Uphold the original decision and sanctions, if any;
 - Modify the original decision and/or sanctions; or
 - Overturn the original decision and/or sanctions.
- The Student Conduct Committee shall base its findings and recommendation solely on the evidence presented or submitted during the hearing.
- Courtroom rules of evidence are not applicable to these appeal hearings conducted by the Student Conduct Committee.

Student Conduct Committee Findings and Recommendation

At the conclusion of the appeal hearing, during closed deliberations, the Student Conduct Committee shall review and discuss the documentation submitted and presented during the appeal hearing. Based upon the appeal request, the Student Conduct Committee shall conduct a majority vote to determine whether or not the Appellant Student sufficiently demonstrated that one (1) or more of the appeal request criteria, as stated in sections 18.1.1. – 18.1.3. more than likely occurred. The Student Conduct Committee shall also consider the defense of the original decision by the designated Hearing Officer.

Committee votes and decision results shall be documented and supplemented by a summary rationale for the decision and a recommendation based upon the criteria listed in section 18.1. The votes, rationale, and recommendation shall be communicated to the Vice President for Student Affairs or selected Presidential Cabinet Member, in writing, of its findings and recommendation(s) regarding the sanctions, if applicable, within three (3) College business days.

After considering the Committee voting results, recommendation of the Committee, and the evidence presented and submitted during the Hearing, the Vice President for Student Affairs shall determine the final resolution and compose the final outcome letter.

The Vice President for Student Affairs shall inform the Appellant Student and the Hearing Officer, in writing, of the findings, recommendations of the Committee, and the final resolution within fifteen (15) College business days after receipt of the Committee's findings and recommendations. There are no further routes of appeal. The issued decision of the Vice President for Student Affairs or selected Presidential Cabinet member is the final step in the appeal process.

The Vice President for Student Affairs may elect to withdraw from this role and defer to another Presidential Cabinet Member in matters of potential bias or leave of absence.

Final Oversight of the Vice President for Student Affairs

Upon any identification of any errors of the College, the Vice President for Student Affairs reserves the right to intervene into any case investigation or outcome.

Federal Work-Study Program (FWS)

Federal

Work Study (FWS) is a need-based award that allows students to earn wages to help pay for college expenses. FWS is awarded, based on the Free Application for Federal Student Aid (FAFSA). Most work study positions enable students to develop or enhance work experience in a variety of positions. Some positions allow for direct service to the general public and Oklahoma City Community College students. Typical positions include, receptionist, clerk, tutor, lab assistant.

Contact the Student Life Office for assistance with applying for student jobs. Apply online at www.occcjobs.com

Employment applications will be reviewed by Human Resources and selected students will be contacted for an interview process. Hired students should provide the hiring supervisor with a copy of the award letter to include with the Personnel Action Form (PAF). The Financial Aid Office reviews all PAFs for FWS eligibility determination. Human Resources will assist students with the necessary forms to enable students to begin work.

All candidates for student employment are required to complete a background check. Instructions for completing a background check will be sent to the student's college email.

Continued eligibility and departmental authorization to work are evaluated each semester. FWS award amounts may be adjusted, based upon increased or decreased amount of need.

Student employees may work a maximum of 25 hours per week. Student employees are paid biweekly, at a starting wage of \$8.40 per hour. Continued employment will depend on funds available, performance, and Financial Aid Satisfactory Academic Progress. A limited number of off-campus public and/or private non-profit organizations offer employment to eligible students for off-campus tutoring and other community service positions. Students interested in off-campus positions in non-profit organizations should contact the Financial Aid Office.

www.occc.edu/financialaid/FCWS.html

- (405) 682-7525

Student Temporary Employment Program

Human Resources offers program oversight and assistance to currently enrolled students in securing jobs to meet financial needs and to provide job experience. Campus-based job opportunities include Student non-Work Study and Federal Work Study. Student employees serve in many departments and perform a myriad of duties vital to the success of OCCC. Even more important, research shows that employment is a primary factor in student retention and success. Part-time work experience can also be a significant factor in development of work ethics and career choice. To apply for positions, students should logon to www.occcjobs.com

. For more information or assistance, contact Human Resources at 682-7542.

www.occcjobs.com

- (405) 682-7542

Supplemental Instruction

Supplemental Instruction (SI) is a program that provides academic support to students through the use of students who have demonstrated excellence in a particular course. SI student leaders are employed by the college to sit in on a class with their former professor and then to hold structured study sessions at other times during the week.

www.occc.edu/Sl/

• (405) 682-7389

Student I.D. Cards

All new students enrolled in credit classes must have a photo identification card made at no additional cost in the Records and Graduation Office, located in the lobby of the Main Building. The I.D. card is needed for admission to the Test Center, the Academic Support Labs, the Library, and other student facilities and activities. It is a permanent card. If it is lost, stolen or intentionally damaged, there will be a \$10 replacement charge.

ALL STUDENTS MUST PROVIDE APPROPRIATE IDENTIFICATION TO SCHOOL OFFICIALS, FACULTY, STAFF OR CAMPUS POLICE PERSONNEL UPON REQUEST.

www.occc.edu/records/decals.html

• (405) 682-7512

Student Safety

Campus Police Department

The Campus Police Department is located southeast of the Main Building near the intersection of SW 81 Street and South May Avenue, and staffed continuously twenty-four (24) hours a day, every day of the year. 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.

The Campus Security Act of 1990 and the Student Right-to-Know Act (PL 101-542) was signed into law by President George Bush on November 8, 1990. This federal legislation requires colleges and universities to collect statistics on specific crimes occurring on college and university campuses. The Clery Annual Security Report is easily located on the Campus Police web page (www.occc.edu/police/). If desired, a printed copy of the Annual Safety Report is available upon request in the Campus Police Department.

Accidents

www.occc.edu/police/

• (405) 682-7872

All accidents on campus should be reported to the Campus Police Department. Campus Police Department personnel will dispatch Emergency Medical Services if necessary and completes a report on all vehicle accidents. The Campus Police Department will also assist involved parties in exchanging driver, vehicle and insurance information. Instances of leaving the scene of an accident without complying with state requirements are investigated by the Campus Police. Proof of Financial Responsibility is required for all drivers operating a vehicle on campus property.

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.

Emergencies on Campus

Any emergency should be handled by dialing College extension 7872 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. The OCCC Shield smartphone application is available for iOS and android devices and can also be used to contact the Campus Police Department. 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 Messages to Students (Individual Specific)

www.occc.edu/can/

• (405) 682-7872

Oklahoma City Community College has no central paging system or any other way to easily deliver messages to students. Emergency messages, however, will be delivered by staff from the Campus Police Department. "Emergency messages" are defined as those having to do with the health or safety of a student or a student's family member. In order to request the delivery of such a message, the requester should contact the Campus Police Department Office. Once the staff member has determined the nature of the emergency, the message will be taken in written form. The staff person will then determine the student's schedule and deliver the message to the appropriate class. If the student is not on campus and the message is not delivered, the staff member will attempt to make a return call to the requester with information that the message was not delivered. The Welcome Center may be contacted by dialing 682-7553.

Emergency Evacuation Procedures for Persons with Disabilities

www.occc.edu/support/EmergencyProcedures.html

• (405) 682-7872

1. Persons in wheelchairs on the buildings' upper levels that have no direct exit other than stairs will evacuate to a stairwell marked "safe refuge." An emergency phone is at each location to contact the Campus Police Department. Campus Police personnel and/or Oklahoma City Fire or Police personnel will provide safe departure from those locations.
2. Students with a visual impairment should be escorted to the exit or safe refuge.
3. Students with a hearing loss should respond to visual alerts and exit if no interpreter is present.

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 7872 or by pressing the emergency button on any college phone or call box and notify the police dispatcher of the location and severity of the fire.
- Evacuate the building.

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 7872, utilize the OCCC Shield smart phone application or press the emergency button on any college phone or call box, 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.

Lost and Found

www.occc.edu/police/Crimeprevention.html

• (405) 682-7872

The Campus Police Department is the designated holder of lost and found property. Found items should be immediately turned over to an OCCC employee, reported to the Campus Police Department or brought to the Campus Police Department. Unclaimed lost and found items will be disposed of after six (6) months as authorized by State Statute. Lunch boxes and water bottles are only held for 24 hours before disposal. Any unclaimed property held for a period of six (6) months will be disposed of as allowed by State Statute.

Reporting Crimes

Crime victims are encouraged to report all incidents of criminal behavior to the Campus Police immediately. To report a crime, a victim or witness should depress the emergency button on any campus phone, dial 682-7872 from any phone, use emergency phones inside most building entrances, or the emergency call boxes located in the parking lots. Any OCCC employee is available to assist you in contacting the Campus Police Department. An officer will be dispatched to meet the victim or witness to complete an incident report. The victim may request a copy of the report 24 hours after the incident.

Campus Crime

- The Campus Police Department continuously works to reduce crime and prevent criminal activity on campus. Some of the more notable efforts are:

- 24-hour preventive security patrol of college facilities and grounds.
- Crime prevention tips discussed with students at New Student Orientation.
- Surveillance video employed in high risk areas to help prevent incidents before they occur.
- Motorist assistance is provided on campus
- Individual escort to or from vehicles is available on request.

Campus Police Department

- The Campus Police Department offers the following tips for personal safety and property security on the college campus:

- Report all incidents and losses to Campus Police Department.
- Do not trust individuals unknown to you.
- Avoid giving personal information to any person on campus, especially a solicitor.
- Allowing a strange person to use your cell phone may compromise your personal information.
- Do not hesitate to call Campus Police Department if confronted by suspicious persons or find yourself in an uncomfortable situation.
- At night, when possible, walk in groups of at least two in the college parking lots
- Be aware of your surroundings and of what is occurring around you; walk with confidence.
- When parked on campus, remove valuables from plain sight; lock your vehicle.
- Do not leave personal items such as books, book bags, brief cases, etc., unattended on campus.
- Make copies of credit cards and other valuables in your billfold or wallet.
- Write your name and student identification number in several places in textbooks.
- Lock your bicycle in the bicycle rack.
- Use a working lock on lockers in the gym and pool areas.
- Obey all traffic laws when entering or leaving campus.

Smoking Policy

Title:

[Administrative Procedure No. 1015](#)

Oklahoma City Community College maintains a "Tobacco Free" campus.

The use of tobacco in any form is prohibited by Policy 1015 "Tobacco Free Environment" in all campus buildings and on all campus grounds. The use of tobacco on campus is also a violation of State Law (Title 21 Ch. 50 Sec. 1247) and subject to a fine upon conviction of \$10.00 to \$100.00. The use of vaporizers or E-Cigarettes are also prohibited on all campus property.

Storm Shelter Warning

Title:

[Administrative Procedure No. 3048](#)

The Board of Regents of Oklahoma City Community College does not approve the college buildings as a shelter against a tornado or high winds. However, plans are in place to provide maximum possible protection for persons in the building during school hours. The Campus Police Department staff monitors weather conditions and will notify college administrative personnel of hazardous weather conditions.

Weapon Free Campus

Title:
[Administrative Procedure No. 1016](#)

Oklahoma City Community College maintains a “Weapon Free” campus. The possession (except as specifically authorized or as otherwise required by the Oklahoma Self-Defense Act), use and display of weapons of all types at all times on OCCC property and during OCCC activities, trips or events is prohibited by Policy No. 1016 “Weapon-Free Environment.” This Policy applies to all OCCC employees, students and visitors, except authorized peace officers, regardless of whether an individual has a valid license to carry a Firearm under the Oklahoma Self-Defense Act.

Anyone who suspects another individual of possessing, using or displaying a Weapon in violation of this Policy should immediately notify the Campus Police Department. Anyone who violates this Policy will be subject to discipline, up to and including separation from employment, dismissal, expulsion, or immediate removal from OCCC Property. Discipline authorized by this Policy is independent of and in addition to any criminal or civil sanctions which may be sought pursuant to the Oklahoma Self-Defense Act and other statutes.

Weather Delays or Cancellations

www.occc.edu/can/procedures.html
 • (405) 682-1611

During inclement weather, a decision to delay or cancel classes will be made as soon as practical but generally no later than 6 a.m. for day classes and 2 p.m. for evening classes. Area radio and television stations will be notified when classes are cancelled. Closings will also be posted on the college website (

www.occc.edu
), Facebook (www.facebook.com/OTripleC
), Twitter (www.twitter.com/OTripleC

) and the campus alerts Twitter account (www.twitter.com/OCCCAAlerts). The college will also use the newly implemented Emergency Notification System. Information about this system may be found at [www. occc.edu/can/](http://www.occc.edu/can/)

Supervision of Children

Title:
[Administrative Procedure No. 5029](#)

Persons who are too young to be admitted to Oklahoma City Community College are required to be under the supervision of a responsible adult at all times while on campus. Students are not allowed to bring children to class. The officer on duty should be notified if unattended children are observed or if poorly supervised children interfere with the educational process. Adult students who are responsible for disruptive children may be subject to disciplinary procedures.

ACADEMIC INFORMATION

Integrity Policy

Students of Oklahoma City Community College are expected to meet the highest ethical standards in their academic pursuits. Faculty and staff share in this responsibility with students to maintain academic integrity. Any form of academic dishonesty is subject to disciplinary action by the college as outlined in the OCCC

[Academic Integrity Policy No. 4016](#)

. The absence of academic integrity is described as cheating, generally defined as the deception about one's work to others. Such acts may include but are not limited to the following:

- Submitting another's work as one's own or allowing another to submit one's work as though it were his or hers;
- Several people completing an assignment and turning in multiple copies all represented either implicitly or explicitly as individual work;
- Failing to contribute an equal share in group assignments or projects while claiming equal credit for the work;
- Using a textbook, notes, or technology tools during an examination without permission of the faculty member;
- Receiving or giving unauthorized help on assignment or examinations;
- Stealing a problem solution or assessment answers from a professor, a student or other sources;
- Tampering with experimental data to obtain “desired” results, or creating results for experiments not done;
- Creating results for observations or interviews that were not done;
- Obtaining an unfair advantage by gaining or providing access to examination materials prior to the time authorized by the faculty member;
- Tampering with or destroying the work of others;
- Submitting substantial portions of the same academic work for credit or honors more than once without permission of the faculty member;
- Lying about these or other academic matters;
- Falsifying college records, forms or other document;
- Accessing computer systems or files without authorization;
- Plagiarizing (Plagiarism is generally defined as the use in one's writing of specific words, phrases, and/or ideas of another without giving proper credit). Any person with a good faith suspicion that a violation of academic integrity had occurred shall report the suspected misconduct to the appropriate faculty member or immediate supervisor in whose area the suspected misconduct occurred. Should a faculty member determine that a student violation of academic integrity has occurred; the following actions shall be taken:
 - The faculty member may record a reduced grade no lower than zero for the assignment, require the student to redo the assignment and/or assign additional work, assign a failing grade in the class, or recommend other appropriate action.
 - The faculty member shall present in writing (electronic documents are not acceptable) a description of the specific occurrence, any supporting documentation, and the action

taken to the appropriate Dean within ten (10) working days of the determination that a violation has occurred.

- The Dean shall review and forward all supporting documentation and his/her recommendations to the Associate Vice President for Academic Affairs within three (3) working days.
- The Associate Vice President for Academic Affairs shall send the student a certified letter within three (3) working days of receipt of the documentation that verifies that a report of the incident and the faculty member's actions is on file in the office of the Associate vice President for Academic Affairs, and notifies the student of the student's right to appeal the determination that misconduct has occurred.
- Should a student disagree with the determination of the faculty member, the student may file an appeal in accordance with the Student Appeal of a Grade procedure within five (5) working days of the receipt of the certified letter (Student Appeal of a Grade No. 4030).
- The Associate Vice President for Academic Affairs may file an official complaint of a Student Conduct Code violation.
- The Student Conduct Code is published each year in the OCCC Student Handbook.

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 retention 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

Transfer students are required to provide official transcripts from all previously attended institutions at the time of admission. Any student transferring to Oklahoma City Community College who has been placed on academic probation or academic suspension by another institution or who does not meet the Oklahoma City Community College retention standards will be admitted on probation.

Academic Suspension

Students on academic probation not meeting the requirements of that probation will be suspended for the next 16-week semester. Students suspended for the first time may apply for readmission after meeting the terms of their suspension. They will be encouraged to meet with

their Student Success Advisor to further identify areas of academic difficulty, schedule mandatory participation in appropriate college support services (developmental studies courses, study skills and/or tutoring sessions) and schedule follow-up meetings. The student will be admitted on a probationary basis and will be expected to meet all terms of that probation. If probationary terms are not met again, the student will be suspended for a second time and not allowed readmission until his/ her retention GPA meets institutional standards through courses completed at another institution.

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 Records and Graduation Office.

*Committee Approval is required for approval.

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 coursework.
4. The renewal will be for all courses completed before the date specified in any approved renewal. Students who are granted a

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

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

Academic Reprieve

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

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

Academic Workload

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

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 access the resources available to support academic success. If a student should have questions or would like to speak with an Student Success Advisor to discuss their academic workload, please call 682-7535 or email

academicadvisor@occc.edu

In order to avoid delaying your registration processes using the OCCC Portal, be sure to complete and confirm drop course transactions prior to adding course transactions.

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

Following are resources to support your success in any of your OCCC courses.

- Make sure you know the add and drop dates for the term(s) you are registered for courses:
www.occc.edu/registration/add-drop-dates.html and "Calendar Events" on the Main OCCC Website also has important academic dates identified.
- Student Success Advising offers walk-in advising during regular business hours Monday – Wednesday 8 – 6pm, Thursday 11:30 – 6pm, and Friday 8 – 5pm or call 682-7535 to request an appointment.
- Access free academic support services for the courses you are enrolled -

www.occc.edu/academics/labs-and-centers.html

- For any writing and literacy skills assistance, visit the Writing Center:

www.occc.edu/writingcenter/

- Make an appointment with a Licensed Counselor in Student Support Services at 405-682-7520.
- Access support for Online courses:
www.occc.edu/onlineresources/
- Don't be afraid to ask your professor for help.

Advanced Standing Credit through Prior Learning Assessment

Oklahoma City Community College supports the concept of lifelong learning and knows that learning takes place in many environments and in many different ways. Prior Learning Assessment (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. All PLA credit is awarded with a grade of "S."

Exam-based PLA Credit (CLEP, AP, DSST)

OCCC will award credit for learning demonstrated by passing scores on formal exams including, but not limited to, CLEP, AP, and DSST. Minimum passing scores are determined by OCCC Academic Affairs. To receive credit, students must submit an official score report to the Office of Records and Graduation Services. Credit will only be granted for equivalent courses offered at OCCC. Credit will be posted after the student has successfully completed twelve college-level credit hours at OCCC.

Military-based PLA

OCCC will award credit for learning demonstrated by military training and experience. Credit will be granted for military activity that 1) has a credit recommendation outlined by the American Council on Education and 2) has an equivalence to a course offered at OCCC. To receive credit, students must submit an official transcript from their military branch to the Office of Records and Graduation Services. Credit will be posted after the student has successfully completed twelve college-level credit hours at OCCC.

Other Forms of PLA

In some cases, students may be able to receive college credit for life and work experience. Students may be asked to complete institutional exams or develop a portfolio to illustrate their competencies. Students interested in learning more about this option should contact the Office of Records and Graduation Services for a referral to the appropriate process.

Attendance and Responsibility for Learning

Policy # 4023 On Campus Student Attendance

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 encourages 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.

Never Attended Policy

- Students who do not attend the course(s) for which they are enrolled will be reported by the individual faculty member as never attended and be subsequently administratively withdrawn from the course(s).
- Faculty members will be asked to electronically (Moodle) identify these students who have never attended their class after the add and drop period for that term.
- Students, regardless of whether or not they have made any payment or been approved for financial aid, will be administratively withdrawn from their course(s).

- Those approved for financial aid will not be awarded that aid if marked as never attended.
- Never attended in online classes will be defined as having not engaged in course assignments or discussion and in face-to-face classes as having not had a physical presence in the classroom.
- Students will have 90 days from the end of the term to appeal for a late administrative withdraw and/or a reduction/ elimination of charges. The appeal process will be administered on one form and managed by the Director of the Bursar Office and the Registrar or their designees.
- Additionally, if a student does not begin attending any of their courses during the add/drop period, their pending financial aid disbursements will be cancelled. Funds disbursed prior to the start of the semester will be returned in full to financial aid programs and the student is responsible for reimbursing Oklahoma City Community College.

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 compute their academic workload (see Academic Workload).

Course Lengths

Oklahoma City Community College offers courses of varying lengths. Students should take into consideration the number of weeks a course meets when planning their academic workloads.

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, 3-credit course meets 3 class hours each week. An 8-week, 3-credit course meets 6 class hours each week. Additionally, the length of the add/drop period aligns with the number of weeks in a course. Students should consult the academic calendar for the add/drop period dates in a semester.

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 Student Success 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.

Course Sections

Reading Course Codes:

Subject Category (Example: HIST)
Course Number (Example: 1493)
Section Number (Example: TR01S)

Subject Category:

The subject category is a 2-5 letter abbreviation for the subject.

Course Number:

The course number is a 4 number code that distinguishes the courses from each other. The last number in the course number represents the number of credit hours in the course.

Section Number:

The course section number is a 5 digit code that distinguishes each course from the other courses being offered that semester.

How to read a Section Number:

The first spot is a letter.

This letter represents the entry point for the course:

E= Early 8 week or Early 4 week (for summer)

M= Mid/Late 8 week or 4 week (for summer)

F=A course held on 5 consecutive Saturdays, 3 fast track sessions are held each Fall and Spring term.

T=Traditional 8 week summer term or 16 week fall or spring term

I= Intersession, Classes that meet between regularly scheduled semesters

The second spot will contain a letter.

This letter represents what type of course it will be:

C= A face to face course in which computers will be used at least 50% during the course meeting time

R= Face to face courses meeting in a traditional classroom setting

T= Courses taught at a technology center

H= Concurrent course taught at a High School

W= A class is 100% online, including testing

X= Proctored exam(s) required

Y= Hybrid course offered partially online and partially face to face

B= Courses grouped together in convenient blocks of time, requiring enrollment in all courses within a specific block

P= Courses paired together in convenient blocks of time, requiring enrollment in all courses within a specific pair

The third and fourth spots will be numbers.

These numbers are used to delineate course sections with similar entry points, types, and terms.

The last spot will be a letter.

This letter represents the term of the course:

F= Fall

S= Spring

U= Summer

Educational Approach and Grading

Oklahoma City Community College subscribes to an outcomes-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.

Outcomes-based instruction is characterized by predetermined outcomes 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 outcome 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.

Policy # 4030 Student Appeal of a Grade

1.0 A student who believes a final grade in a course was incorrectly administered may appeal that grade.

2.0 DEFINITION: Working Day means any day, excluding Saturday and Sunday, on which the College is open for business, even if classes are not in session.

3.0 PROCEDURE FOR STUDENT APPEAL OF A FINAL GRADE:

3.1 The student must meet with the instructor who assigned the final grade and attempt to resolve the matter. The initial meeting with the instructor should occur as soon as possible and must occur within 90 calendar days after the final grade in question was placed on the student's permanent record. The student may obtain help in establishing an appointment with the instructor from the appropriate academic division office. If the instructor is no longer available, the student must meet with the appropriate Department Director, Department Chair, or Program Director, who will act on behalf of the instructor.

3.2 APPEAL TO DIVISION DEAN: Within ten (10) Working Days following the meeting with the instructor, if the student continues to believe the final grade is incorrect, the student may submit a fully completed "Student Appeal of a Grade" form to the appropriate academic Division office. The appeal must contain the student's name, student identification number, current address, and telephone number; the instructor's name; the course number, section number, and semester involved; the specific issue in question; the student's position on the issue; and pertinent documentation relating to the issue. The Division Dean will request relevant information from the instructor and arrange a meeting with the student. The instructor may be present during the meeting. After meeting with the student and reviewing the appeal and any other available information, the Division Dean will make a recommendation to the instructor. Within ten (10) Working Days of the Division's receipt of the Student Appeal of Grade form, the Division Dean will notify the student in writing by certified mail of the instructor's decision.

3.3 APPEAL TO GRADE APPEAL COMMITTEE: If the student continues to believe the final grade is incorrect, the student may appeal the instructor's decision by requesting an appeal hearing before a Grade Appeal Committee. The student's appeal must be in writing directed to the Associate Vice President for Academic Affairs and must be received by the Associate Vice President for Academic Affairs within five (5) Working Days of the student's receipt of written notification from the Division Dean. If the student fails to submit the written request for an appeal hearing within this five (5) Working Day time period, the student loses all rights to appeal the instructor's decision.

3.3.1 Within ten (10) Working Days of Associate Vice President for Academic Affairs' receipt of the student's request for an appeal hearing, the Grade Appeal Committee shall be activated. The Grade Appeal Committee will be composed of faculty from each of the academic divisions, who have been elected by the faculty in the respective divisions, not to include the instructor involved in the case. The Grade Appeal Committee will also include three (3) students selected by the Vice President for Student Affairs.

3.3.2 The hearing to consider the appeal of the student will be scheduled for a date not more than 15 Working Days from the date the Associate Vice President for Academic Affairs receives the student's request for an appeal hearing. If, during the Summer Session, the Vice President for Academic Affairs determines that there are insufficient faculty for an appeal hearing, this time frame may be extended to September 1. All Grade Appeal Committee Hearings will be closed meetings.

3.3.3 At the hearing, the Committee shall evaluate the request and allow the student and the instructor to present their positions and any supporting information. The student and the instructor shall have no more than one hour each to present their positions and any supporting information or evidence. The student shall present first, followed by the instructor. The student shall then have 15 minutes to rebut the instructor's evidence. The burden of proving that the assigned final grade is incorrect rests at all times with the student. Neither the student nor the instructor shall be represented by an attorney at the hearing.

3.3.4 The Grade Appeal Committee shall consider all information and documents presented by the student and the instructor, and the recommendation of the relevant Division Dean. The Grade Appeal Committee may also consider other documents the Committee deems relevant to the proceedings, and the instructor and the relevant Division Dean shall provide the Committee access to such documents.

3.3.5 Extenuating circumstances involving sequential and prerequisite courses offered in less than 16-week formats will follow an accelerated procedure permitting student to provisionally enroll in next course until appeal process concludes. Certified mail and official College email will be used for official communication with the student.

3.4 COMMITTEE DETERMINATION: At the end of the Grade Appeal hearing, the Committee will meet privately to discuss the case and make a determination. If the Committee determines by unanimous vote that it is highly probable that the assigned final grade is incorrect, then the final grade will be changed. If the vote is not unanimous, the assigned final grade will stand. The Committee will provide its determination in writing (not electronically) to the Associate Vice President for Academic Affairs within three (3) working days of the Committee's reaching its determination. The Associate Vice President for Academic Affairs will notify the instructor and student by certified mail of the Committee's determination within five (5) Working Days of the Associate Vice President's receipt of that determination.

4.0 ADMINISTRATIVE ACTION: The Associate Vice President for Academic Affairs shall be responsible for the administrative action required to make any necessary final grade changes on the student's record resulting from the Committee's determination.

5.0 RECORD RETENTION: A record of the committee's results and supporting documents submitted by all involved parties will be archived in the Vice President for Academic Affairs' office indefinitely.

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 Student Affairs. 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 coursework 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 coursework 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 OCCC Portal.

On-campus PCs 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 coursework (this coursework 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 the Office of Student Success 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 the Office of Student Success Advising.

*The college prep courses may be found under English (ENGL) and Mathematics (MATH). Tutorial services are also available in the Writing Center, Math Lab, Biological Sciences Center, Physical Science Center, Computer Science Lab, Accounting Tutorial Center, and on an individual basis.

Educational Partnerships

Oklahoma Baptist University

Oklahoma City Community College and Oklahoma Baptist University have participated in articulated transfer agreements for the success and degree completion of students. For transfer agreements with Oklahoma Baptist University, please visit the following link: www.occc.edu/ca/articulation.html

Oklahoma Christian University

Oklahoma City Community College and Oklahoma Christian University have participated in articulated transfer agreements for the success and degree completion of students. For transfer agreements with Oklahoma Christian University, please visit the following link: www.occc.edu/ca/articulation.html

Oklahoma City University Teaching Scholars Program

The goal of this program is to serve the Oklahoma City community by preparing excellent teachers for our public schools who have been educated at both Oklahoma City Community College and Oklahoma City University. For more information, see the program information at the following link: www.occc.edu/ca/articulation.html

Oklahoma City University Transfer Scholarship Opportunities

For information about Oklahoma City University's scholarship opportunities for transfer students, see the program information at the following link: www.occc.edu/ca/articulation.html

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, English, 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

or the Division of Business and Information Technology at Oklahoma City Community College, (405) 682-7550.

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 opportunities 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.

University of Central Oklahoma Partnership

Both institutions are committed to the partnership and the success of students in pursuit of degree programs. Both parties will work toward ensuring that students have the opportunity to complete their degree programs effectively and efficiently. For transfer agreements with the University of Central Oklahoma, please visit the following link:

www.occc.edu/ca/articulation.html

University of Oklahoma's College of Professional and Continuing Studies

Oklahoma City Community College and the University of Oklahoma's College of Professional and Continuing Studies have participated in articulated transfer agreements for the success and degree completion of students. For transfer agreements with the University of Oklahoma's College of Professional and Continuing Studies, please visit the following link:

www.occc.edu/ca/articulation.html

More information is available at the following link:

<https://pacs.ou.edu/>

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

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 the Office of Student Success 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 the Office of Student Success Advising at (405) 682-7535.

University of Science and Arts of Oklahoma

Oklahoma City Community College and the University of Science and Arts of Oklahoma have participated in articulated transfer agreements for the success and degree completion of students. For transfer agreements with the University of Science and Arts of Oklahoma, please visit the following link:

www.occc.edu/ca/articulation.html

Faculty English Language Proficiency

In accordance with State Law, Oklahoma City Community College hires faculty members who are proficient in both written and spoken English. Student complaints regarding proficiency in written or spoken English of faculty should be filed with the President's Office.

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. Students placed on the President's Honor Roll are recommended to the President by the Vice President for Academic Affairs.

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 a 3.50 while carrying 12 credit hours or more of college-level courses. Part-time students are also eligible for the Vice President's Honor Roll if they have maintained at least a 3.50 GPA during two consecutive semesters while enrolled in six credit hours or more of college-level courses each semester. Students placed on the Vice President's Honor Roll are recommended to the Vice President for Academic Affairs by the Academic Deans.

Honors Program

The Honors Program at Oklahoma City Community College invites eligible students to develop a deeper understanding of academic material through individually designed Honors Projects. Honors Projects present students and instructors with a unique opportunity to work collaboratively on a variety of creative and in-depth intellectual endeavors.

Eligibility

- 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 3.25.
- Continuing Oklahoma City Community College students, including transfer students, must have the following: 12 or more completed college level, credit hours and a cumulative or retention college GPA of at least 3.25.

Application Process

The application process includes an application form, personal essay and an interview with the Honors Program Coordinator. Visit www.occc.edu/honors for a link to the online application.

To Graduate With Honors, Students Must:

1. Complete an Honors Project Contract
2. Complete the Honors Project
3. Notify the Honors Program Coordinator of the Completed Project
4. Honors Credit Documented

Program Benefits

- One-on-one mentoring interaction with Oklahoma City Community College faculty members.
- Unique academic work that will prepare students for the next levels of academic pursuit.
- Enhanced scholarship opportunities.
- Academic distinction noted on official transcript.

For more information regarding the Oklahoma City Community College Honors Program or to make an appointment to discuss Honors Program opportunities, please contact Dr. Liz Largent, Professor of Leadership and Critical Thinking and Honors Program, at liz.a.largent@occc.edu

Hybrid Courses

OCCC Hybrid:

- 50% instruction face-to-face and 50% instruction online.
- Flipped classroom teaching methodology used.

- Face-to-face meetings must be regularly scheduled on a weekly basis for the duration of the term and are at a minimum once per week on regularly scheduled dates and times as listed in the course schedule and section enrollment information. For example, class will meet on-campus either Tuesday or Thursday for 1 hour 20 mins for a 3 hour T/TH course offering.
- Online instruction consists of course requirements to be assigned and discussed during class meetings and completed outside of class (flipped model) using OCCC LMS (Moodle).
- Online assignments are due on regularly scheduled dates and outlined in the course schedule/syllabus and in the learning management system (Moodle).
- Face-to-face course time consists of learning activities, applications of material, critical thinking, peer interaction, etc.
- All class resources and lecture materials are identified in the LMS (Moodle).

Online Courses

Oklahoma City Community College offers online courses via our LMS: Moodle. You can access your online courses at online.occc.edu

OCCC online courses have:

- Regular class schedule with due dates
- Expectations for student interaction and completion of work
- Flexible times of the day for students to work
- Course content is available to students 48 hours prior to the beginning of the scheduled beginning of the class
- You can learn to navigate Moodle before your class begins! After you have logged into Moodle in your My Courses area, you will find the Moodle Orientation. This course will help you learn how the Moodle system works.
[Moodle Login](#)
- The Moodle orientation may be required by some instructors as well as an on-campus orientation with the instructor.
- 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.
- 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.

Moodle Tech Support is available at online@occc.edu or 682.7574.

For further information about online courses, please 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

The English as a Second Language Program (ESL) at OCCC teaches everyday life skills to immigrants living in the Oklahoma City Metro community. We give students the skills they need to help their children with school, get a job or keep their job, study for a high school equivalency diploma, become a citizen, or enter college. Courses are offered all over the metro in two sixteen-week sessions.

Classes are conveniently located throughout the Oklahoma City Metro from Moore to Edmond, Bethany to Midwest City. We do our best to place you in a class as close to your home or work as possible.

To make our classes as accessible to as many as possible, we offer them on a Monday/Wednesday or Tuesday/Thursday schedule, both of which are available in the morning (9:00 a.m. - 11:30 a.m.) or evening (6:00 p.m. - 8:30 p.m.).

Students take a brief assessment when enrolling to help us target their greatest areas of need. This allows us to place students in an appropriate class according to their literacy level.

Courses

ESL: Literacy

Students in this level cannot speak or understand English. They may not be able to write more than a few words in English at this level.

ESL: Beginning

At this level, students can understand greetings and very common conversation if spoken slowly. They may be able to speak about everyday activities and read simple texts or write simple sentences.

ESL: Intermediate

In the Intermediate level, students are able to have more complex conversations and speak about familiar topics. They will try to use more vocabulary, can read more complex texts, and begin to define words from context. Students can write simple paragraphs to express their thoughts on something.

ESL: Advanced

Students in the Advanced class can have conversations on a wide variety of topics and are able to clarify their meaning by rewording their statement. Students are able to read and make inferences, predictions, and summaries. They can also write multiple paragraphs on a central topic.

TOEFL

In the TOEFL (Test of English as a Foreign Language) class, students learn specific skills and strategies to successfully prepare for and pass the TOEFL. This test is a requirement for college admission for English as a Second Language student.

Citizenship:

The Citizenship class allows students to practice the knowledge and skills necessary to apply for and pass the Naturalization Interview

Process such as the Civics Test, Reading Test, Writing Test, and Form N400.

Enrollment

Due to the popularity of our outstanding ESL program, enrollment sessions are very limited. Please reserve your spot by calling 405.682.7873.

Community Outreach and Education (405) 682-7873
Family and Community Education Center
6500 S. Land Avenue
Oklahoma City, OK 73159

Student Appeal of Grade

[Administrative Procedure No. 4030](#)

A student who believes a final grade in a course was incorrectly administered may appeal that grade.

DEFINITION

: Working Day means any day, excluding Saturday and Sunday, on which the College is open for business, even if classes are not in session.

Procedure for student appeal of a final grade:

- - Step 1
: The student must meet with the instructor who assigned the final grade and attempt to resolve the matter. The initial meeting with the instructor should occur as soon as possible and must occur within 90 calendar days after the final grade in question was placed on the student's permanent record. The student may obtain help in establishing an appointment with the instructor from the appropriate academic division office.
If the instructor is no longer available, the student must meet with the appropriate Department Director, Department Chair, or Program Director, who will act on behalf of the instructor.
- - Step 2
: Within ten (10) Working Days following the meeting with the instructor, if the student continues to believe the final grade is incorrect, the student may submit a fully completed "Student Appeal of a Grade" form to the appropriate academic Division office.
The appeal must contain the student's name, student identification number, current address, and telephone number; the instructor's name; the course number, section number, and semester involved; the specific issue in question; the student's position on the issue; and pertinent documentation relating to the issue.
The Division Dean will request relevant information from the instructor and arrange a meeting with the student. The instructor may be present during the meeting. After meeting with the student and reviewing the appeal and any other available information, the Division Dean will make a recommendation to the instructor. Within ten (10) Working Days of the Division's receipt of the Student Appeal of a Grade form, the Division Dean will notify the student in writing by certified mail of the instructor's decision.
- - Step 3
: If the student continues to believe the final grade is incorrect, the student may appeal the instructor's decision by requesting an appeal hearing before a Grade Appeal Committee. The student's

appeal must be in writing directed to the Associate Vice President for Academic Affairs and must be received by the Associate Vice President for Academic Affairs within five (5) Working Days of the student's receipt of written notification from the Division Dean. If the student fails to submit the written request for an appeal hearing within this five (5) Working Day time period, the student loses all rights to appeal the instructor's decision.

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Step 4

: Within ten (10) Working Days of Associate Vice President for Academic Affairs' receipt of the student's request for an appeal hearing, the Grade Appeal Committee shall be activated. The Grade Appeal Committee will be composed of six (6) faculty, one from each of the academic divisions, who have been elected by the faculty in the respective divisions, not to include the instructor involved in the case. The Grade Appeal Committee will also include three (3) students selected by the Vice President for Student Affairs.

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Step 5

: The hearing to consider the appeal of the student will be scheduled for a date not more than 15 Working Days from the date the Associate Vice President for Academic Affairs receives the student's request for an appeal hearing. If, during the Summer Session, the Vice President for Academic Affairs determines that there are insufficient faculty for an appeal hearing, this time frame may be extended to September 1. All Grade Appeal Committee Hearings will be closed meetings.

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Step 6

: At the hearing, the Committee shall evaluate the request and allow the student and the instructor to present their positions and any supporting information. The student and the instructor shall have no more than one hour each to present their positions and any supporting information or evidence. The student shall present first, followed by the instructor. The student shall then have 15 minutes to rebut the instructor's evidence. The burden of proving that the assigned final grade is incorrect rests at all times with the student. Neither the student nor the instructor shall be represented by an attorney at the hearing.

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Step 7

: The Grade Appeal Committee shall consider all information and documents presented by the student and the instructor, and the recommendation of the relevant Division Dean. The Grade Appeal Committee may also consider other documents the Committee deems relevant to the proceedings, and the instructor and the relevant Division Dean shall provide the Committee access to such documents.

Committee Determination

At the end of the Grade Appeal hearing, the Committee will meet privately to discuss the case and make a determination. If the Committee determines by unanimous vote that it is highly probable that the assigned final grade is incorrect, then the final grade will be changed. If the vote is not unanimous, the assigned final grade will stand. The Committee will provide its determination in writing (not electronically) to The Associate Vice President for Academic Affairs within three (3) working days of the Committee's reaching its determination. The Associate Vice President for Academic Affairs will notify the instructor and student by certified mail of the Committee's determination within five (5) working days of the Associate Vice President's receipt of that determination.

Administrative Action

The Associate Vice President for Academic Affairs shall be responsible for the administrative action required to make any necessary final grade changes on the student's record resulting from the Committee's determination.

Record Retention

A record of the Committee's results and supporting documents submitted by all involved parties will be archived in the Vice President for Academic Affairs' office indefinitely.

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.

Spring and Summer graduation applicants must submit their application no later than the Friday of Spring Break to ensure their name is included in the 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:

1. 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);
2. validation of computer-related academic or work experience; or
3. successful completion of a computer proficiency assessment.

In the course schedule:
A section number of

C
=

A face to face course in which computers will be used at least 50% during the course meeting time.
A section number of

W

= A class is 100% online, including testing.
A section number of

X

= Online course, with proctored exams.
A section number of

Y

= Hybrid course with 50% instruction face-to-face and 50% instruction online.

Courses which satisfy the computer proficiency requirement:

Any online course, hybrid course, web enhanced course

ACCT 2213 Accounting in Quickbooks
ANES 1112 Introduction to Anesthesia Technology
ANES 1124 Fundamentals I
ANES 1134 Instrumentation I
ANES 1143 Pharmacology
ANES 1155 Fundamentals II

ANES 2114 Instrumentation II
ANES 2125 Fundamentals III
ANES 2133 Professional Aspects of Anesthesia Technology
APPM 1313 Mathematics for Health Careers
ART 1183 Computer Drawing: Illustrator
ART 1363 Multimedia
ART 2533 3D Rendering and Design Visualization
ART 2573 Digital Painting
ART 2633 3D Animation and Special Effects
ASTR 1504 General Astronomy
ASTR 1514 General Astronomy with Lab
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 1713 Beginning Word Processing
BUS 2033 Business Communication
BUS 2473 Business Spreadsheet Applications
BUS 2493 Advanced Excel
CAT 1043 Engineering Principles
CAT 1053 Manufacturing Materials and Processes
CAT 1214 Computer-Aided Design (CAD)
CAT 1253 Parametric Modeling
CAT 1313 Introduction to Geographic Information System (GIS)
CAT 1413 CAD Hardware and Software
CAT 1513 Digital Imaging
CAT 2023 Design Mechanics
CAT 2113 CAD Management and Standards
CAT 2123 Digital Fabrication
CAT 2163 CAD Programming and Automation
CAT 2313 Introduction to Spatial Analysis
CAT 2334 Plane Surveying
CAT 2540 Applications in CAD
CAT 2703 Practicum

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 Computer Operating Systems
 CS 1363 Digital Media Development
 CS 1413 Computer Hardware
 CS 1543 Introduction to Scripting
 CS 2113 Computer-Based Information Systems
 CS 2123 Assembly
 CS 2143 Digital Video Editing
 CS 2153 Cloud Computing
 CS 2163 Java
 CS 2173 Oracle
 CS 2183 Linux
 CS 2193 Supporting Desktop Applications
 CS 2223 Systems Analysis and Design
 CS 2283 Introduction to Virtualization
 CS 2303 Networking Technologies
 CS 2363 C++
 CS 2373 iOS Programming
 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 1013 Creativity and Design
 DMD 1033 Principles of Animation
 DMD 1043 3D I

 DMD 1053 Electronic Publishing: InDesign I
 DMD 1063 Evolution of Video Game Design Technology

 DMD 1133 Introduction to Macintosh

 DMD 1153 Digital Photography

 DMD 1183 Computer Drawing: Illustrator
 DMD 1223 3D II
 DMD 1233 2D Computer Animation

 DMD 2053 Electronic Publishing: InDesign II
 DMD 2143 Digital Video Editing
 DMD 2223 3D III

 DMD 2323 Publication Design

 DMD 2353 Applied Graphic Design

 DMD 2633 3D Animation and Special Effects
 DMD 2733 3D Character Design and Animation

 DMD 2773 Image Editing: Photoshop I

 DMD 2783 Image Editing: Photoshop II
 DCP 2323 Film Editing and Digital Effects I
 DCP 2423 Film Editing and Digital Effects II
 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 Technical Writing for the Workplace
 ENGL 2003 Creative Writing (when listed in the class schedule as a "Computer-Assisted Writing" offering)

 ENGR 1113 Introduction to Engineering

 ENGR 1213 Engineering Graphics & Design

 ENGR 2103 Interactive Engineering Design Graphics
 ENGR 2214 Introduction to Digital Design
 ENGR 2623 Circuits and Sensors

 ENGR 2713 Digital Signals and Filtering
 HIST 2133 Survey of Women's History (when listed in the class schedule as an online offering)
 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 1524 Nursing Processing-Nursing Care of the Childbearing Family
 NUR 1525- Nursing Process II-Medical Surgical Nursing II
 NUR 2534 Nursing Process III- Mental Health Nursing
 NUR 2535 Nursing Process III- Medical Surgical Nursing III
 NUR 2549 Nursing Process IV
 OTA 2143 Professional Development and Support
 PHYS 1504 General Astronomy
 PHYS 1514 General Astronomy with Lab
 PTA 1213 PT Procedures I
 PTA 2113 PTA Systems/Problems
 SLPA 1013 Foundations of Speech-Language
 SLPA 1023 Phonetics
 SLPA 1033 Professional Issues for Speech-Language Pathology Assistants
 SLPA 1053 Language Disorders in the Exceptional Child
 SLPA 1063 Anatomy and Physiology of the Speech and Hearing Mechanism
 SLPA 1073 School Issues for the Speech-Language Pathology Assistant
 SLPA 1083 Instructional Procedures in Communication Disorders
 SLPA 2013 Medical Issues for the Speech-Language Pathology Assistant
 SLPA 2023 Autism
 SLPA 2043 Adult Neurogenic Communication Disorders and Treatment
 SLPA 2053 Augmentative Communication

Course Substitutions

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

All students should apply for graduation immediately after enrolling in the final semester of classes needed for their degree. If transfer hours have been earned at another institution the student must submit official transcripts to the Records and Graduation Office before a degree can be conferred. At least 15 of the semester credit hours presented for a degree must be earned at Oklahoma City Community College. For a second degree, at least 15 additional OCCC credit hours that were not applied to the first degree and are applicable to the second degree must have been earned. Applications are available on the college website or in the Records and Graduation Office during regular office hours.

Students are responsible for purchasing their caps and gowns through the Bookstore and will be available for purchase beginning in March.. The previous summer and fall graduates, along with spring candidates, are eligible to participate in the ceremony. Students who will complete degree requirements by the end of the following summer may also be allowed to participate. In order for a student to have their name included in the Commencement Program, a graduation

application must have been submitted to the Records and Graduation office no later than the Friday of Spring Break, no exceptions.

[Administrative Policy No. 5014](#)

www.occc.edu/GET

• (405) 682-7519

Graduation Requirements

Students wishing to graduate must complete all degree requirements and apply for graduation by completing an application in the Office of Records and Graduation Services, or by filling out the application online at the Records and Graduation Services webpage:

www.occc.edu/GET

Application deadlines are published on the Records and Graduation Services Website and on the Academic Calendar. Graduation occurs at the end of the three major semesters: Fall, Spring, and Summer.

Options Within a Major

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

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

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

Residency Requirements for a Degree or Certificate

Certain residency hours are required for a student to earn a degree or certificate from Oklahoma City Community College. Students applying for an Associate 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.

DEGREES AND CERTIFICATES

PROGRAMS OF STUDY

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

Associate in Applied Science Graduate

- Educational Guarantee
- Technical Education Guarantee

If an Associate in Applied Science (A.A.S.) graduate is judged by the initial employer to be lacking in either academic or technical job skills identified as exit competencies by Oklahoma City Community College for the specific degree program, the graduate will be provided up to nine credit hours of additional education at and by Oklahoma City Community College.

Special conditions that apply to the guarantee are as follows:

1. The graduate must have earned the A.A.S. degree from Oklahoma City Community College after Fall 1995 in a technical program identified in the current College catalog.
2. The graduate must have completed the A.A.S. degree from Oklahoma City Community College with a majority of the credits for the degree being earned at Oklahoma City Community College. The graduate must have completed the degree within a four-year time span from the date the first coursework applicable to the degree earned was completed through the date degree requirements were completed.
3. The graduate must be employed full-time in an area directly related to the program of concentration as certified by Oklahoma City Community College.
4. Employment must commence within twelve months of graduation.

5. The employer must identify deficiencies and certify in writing, within 90 days of the graduate's initial employment, that the employee is lacking specific entry-level skills guaranteed by Oklahoma City Community College as part of the degree program.
6. The employer, graduate, dean, and the appropriate faculty will develop a written educational development plan for the needed education.
7. Education provided will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the educational plan.
8. All education must be completed within three semesters from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, room and board, tools, and other course-related expenses other than the enrollment fee.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. Oklahoma City Community College's sole responsibility for skill deficiencies shall be limited to nine credit hours of education under the conditions described above.
12. The guarantee process can be initiated by written notification from the employer to Oklahoma City Community College, Vice President for Academic Affairs, 7777 South May Avenue, Oklahoma City, OK 73159.

Certificates of Mastery

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

Certificate Curriculum Patterns:

Automotive Technology
 Business
 -Bilingual Banking and Finance
 -Vehicle Service Advisor
 Child Development
 Clinical Research Coordinator
 Computer Science
 -Computer Networking Support
 -Computer Systems Support
 -Cyber/Information Security
 -Web Design
 -Web Development
 Computer-Aided Technology
 -Computer-Aided Design
 -Unmanned Aerial Systems
 Digital Cinema Production
 Digital Media Design
 -Graphic Design
 -Photography/Digital Imaging
 Emergency Medical Sciences
 -Advanced Emergency Technician
 -Emergency Medical Technician (Basic EMT)
 -Paramedic
 Modern Languages
 -Spanish Emphasis
 Writing and Workplace Communications

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

Anesthesia Technology
 Automotive Technology
 -Automotive Technology Internship Program
 -GM Automotive Service Educational Program+
 Business
 -Accounting/Finance Support Specialist
 -Business Management
 -General Business
 -Vehicle Service Management
 Child Development
 -Administrator Option
 Clinical Research Coordinator
 Computer Science
 -Computer Programming
 -Computer Systems Support
 -Cyber/Information Security
 -Web Design and Development
 Computer-Aided Technology
 -Computer Aided Design
 -Geographic Information System
 -Unmanned Vehicle System
 Digital Cinema Production
 Digital Media Design
 -Graphic Design
 -Photography/Digital Imaging
 Emergency Medical Sciences +
 Engineering Technology*
 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/

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 the Office of Student Success 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.

Articulated transfer agreements between Oklahoma City Community College and four-year institutions are available at the following link: <http://www.okcc.edu/ca/articulation.html>

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.)
 Community/Public Health (A.S.)
 Computer Science, (A.S.)
 -Management Information Systems, (A.S.)
 -Software Development, (A.S.)
 -Computer Science, (A.S.)
 Digital Cinema Production, (A.A.)
 Diversified Studies, (A.A.)
 Diversified Studies, (A.S.)
 Pre-Education, (A.S.)
 Engineering, (A.S.)
 Enterprise Development, (A.A.) or (A.S.)
 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.)
- Music, (A.A.)
- Modern Languages (A.A.)
- French, (A.A.)
- Spanish, (A.A.)
- Physics, (A.S.)
- Political Science/Pre-Law, (A.A.)
- Psychology, (A.A.)
- 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 REQUIREMENTS

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. Communications6 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. Government6 hours I & III

- c. General Education Electives6 hours

Technical-Occupational Specialty27 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 reprieved 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)

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 (AA or AS) must complete at least one course from each of the following areas, indicating a general understanding of that area.

OCCC's General Education core adheres to the guidelines of the Oklahoma State Regents for Higher Education regarding General Education (3.15.6 General Education Framework).

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.

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:

- I. Human Heritage, Culture, Values and Beliefs
- II. Communication and Symbols
- III. Social, Political, and Economic Institutions
- IV. Relationships in Nature and Science

English Composition (6 hours)

ENGL 1113 English Composition I (II)

ENGL 1213 English Composition II (II)

American History (3 hours)

HIST 1483 U.S. History to 1877 or (I)

HIST 1493 U.S. History 1877 to Present (I)

US Government (3 hours)

POLSC 1113 American Federal Government (III)

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

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 Introductory Nutrition (IV)

BIO 1113 General Biology (IV)

BIO 1114 General Biology (IV)

BIO 1124 General Biology I (Majors) (IV)

BIO 1134 General Biology II (Majors) (IV)

BIO 1204 History of Life on Earth (IV)

BIO 2114 General Botany (IV)

BIO 2125 Microbiology (IV)

BIO 2215 General Zoology (IV)

BIO 2343 Genetics and Man (IV)

BIO 2403 Ecology and Environmental Issues (IV)

BIO 2404 Ecology and Environmental Issues (IV)

CHEM 1103 Chemistry Around Us (IV)

CHEM 1115 General Chemistry I (IV)

CHEM 1123 Survey of General, Organic, and Biochemistry (IV)

CHEM 1131 Laboratory for Survey of General, Organic, and Biochemistry (IV)

CHEM 1215 General Chemistry II (IV)

GEOL 1063 Earth Science (IV)

GEOL 1064 Earth Science (IV)

GEOL 1114 General Geology (IV)

PHYS 1013 Physical Science (IV)

PHYS 1014 Physical Science (IV)

PHYS 1034 General Geology (IV)

PHYS 1063 Earth Science (IV)

PHYS 1064 Earth Science (IV)

PHYS 1114 College Physics I (IV)

PHYS 1214 College Physics II (IV)

PHYS 1504 General Astronomy (IV)

PHYS 1514 General Astronomy w/Lab (IV)

PHYS 2014 Engineering Physics I (IV)

PHYS 2114 Engineering Physics II (IV)

Humanities (6 hours)

(Chosen from the following)

ART 1013 Art History: Prehistoric to Early Renaissance (I)

ART 1023 Art History: Early Renaissance to Contemporary (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 (I)

HIST 1723 Survey of World Civilizations Since 1600 (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)

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 2163 Leadership Development (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 1123 Critical Thinking (II)

PHIL 1213 Introduction to Ethics (I)

PHIL 1603 Introduction to Logic (II)

PHIL 2133 Comparative Religions (I)

PHIL 2153 Introduction to Eastern Thought (I)

PHIL 2223 Philosophy of Religion (I)

TA 1103 Introduction to Theatre (I)

Mathematics (3 hours)

MATH 1483 Functions and Modeling (II)

MATH 1503 Contemporary Math (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 1483 or MATH 1533 as a prerequisite

Additional Requirements (3 hours)

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

General Education Electives (to meet the minimum total of 37 hours)

Students will need additional general education electives to meet the minimum total of 37 hours.

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

The additional courses may be chosen from those listed in the History, Science, Humanities, or Mathematics categories (above) or from the list below:

AHP 1013 Medical Terminology (II)
 BUS 2033 Business Communication (II)
 BUS 2043 Business Ethics (I)
 CD 2113 Introduction to Child Development (IV)
 CD 2213 Child and Family in Society (III)
 COM 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 1225 Elementary German II (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)
 PSY 1113 General 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 2233 Ethics in Health and Human Services (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)
 SOC 2913 Social Inequality (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)

Institutional Assessment of General Education Outcomes

OCCC adheres to the General Education guidelines outlined by the Oklahoma State Regents for Higher Education: "All institutions in the State System will require a general education component in each undergraduate degree program. Faculty should provide the oversight for general education and each institution should regularly assess the effectiveness of its general education program. Institutions should clearly and publicly articulate the purposes, content, and intended learning outcomes of the general education provided to students" (OSRHE Policy for Academic Affairs, 3.15.6 A. General Education Framework).

The four areas that constitute the General Education Core at OCCC 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 and reported across the institution.

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 Student Success Advising or their designee or the Professor of Student Success.

** Wellness Courses: Volleyball, 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.

Division of Business and Information Technology

John Claybon, Dean

Tsugi Coleman, Division Assistant

Donita Graves, Division Secretary

A variety of educational opportunities for certifications, an Associate in Science (A.S.) or an Associate in Applied Science (A.A.S.) degree are available for students interested in the business or information technology fields. Students may study programs in accounting and finance, automotive management, business, computer-aided technology, computer science, and management.

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
- Business - (Associate in Applied Science) Accounting/ Finance Support Specialist Option
- Business - (Associate in Applied Science) Business Management Option*
- Business - (Associate in Applied Science) General Business 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) Vehicle Service Advisor
- Computer Science - Computer Networking Support (Certificate of Mastery)
- Computer Science - Computer Programming (Associate in Applied Science)
- Computer Science - Computer Science Software Development Transferring to OU (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 (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 – Unmanned Vehicle System (Associate in Applied Science)
- Computer-Aided Technology – Unmanned Aerial Systems (Certificate of Mastery)

Faculty and Lab Supervisors

- Gyanendra Baral, Professor of Business/Economics
- Haining Chen, Professor of Computer Science
- Gary Dominguez, Student Computer Center Supervisor
- John Goulden, Professor of Computer Science
- John Helton, Department Chair and Professor of Computer-Aided Technology
- Haifeng Ji, Professor of Computer Science
- Melissa Leon Guerrero, Professor of Business
- Sara Mathew, Professor of Computer Science
- Jon McHenry, Professor of Cyber Security
- Russell McLaughlin, Professor of Automotive Technology
- Charles Wayne Myrick, Professor of Business/Economics
- Germain Pichop, Department Chair/Professor of Business and Economics
- Kamille Soutee, Professor of Accounting
- Ramachandran Vijayan, Department Chair/Professor of Business
- Brad Walker, Department Chair/Professor of Automotive Technology
- Matthew Wickham, Professor of Automotive Technology
- Tamala Zolicoffer, Coordinator/Professor of Accounting

Division of Arts, English and Humanities

Dr. Thomas Harrison, Dean of Arts, English, and Humanities

Patricia Pixler, Division Secretary

M. Rochelle Mosby, Division Assistant

The growing recognition of the importance of quality of life issues in Oklahoma City's economic development has generated a greater appreciation for the importance of the arts and humanities. The creative aspect of higher education offered by the Division of Arts, English, 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.

The Division of Arts, English, and 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.

Curriculum Programs

- [Art - Visual Arts \(Associate in Arts\)](#)
- [Broadcasting - Journalism and Broadcasting/Broadcasting Emphasis \(Associate in Arts\)](#)
- [Digital Cinema Production Technician \(Associate in Arts\)](#)
- [Digital Cinema Production Technician \(Associate in Applied Science\)](#)
- [Digital Cinema Production Technician \(Certificate of Mastery\)](#)
- [Digital Media Design - Graphic Design Option \(Associate in Applied Science\)](#)
- [Digital Media Design - Photography/Digital Imaging Option \(Associate in Applied Science\)](#)
- [Digital Media Design - Graphic Design \(Certificate of Mastery\)](#)
- [Digital Media Design - Photography/Digital Imaging \(Certificate of Mastery\)](#)
- [Diversified Studies \(Associate in Arts\)](#)
- [Diversified Studies \(Associate in Science\)](#)
- [French - Modern Languages \(Associate in Arts\)](#)
- [Humanities \(Associate of Arts\)](#)
- [Journalism - Journalism and Broadcasting/Journalism Emphasis \(Associate in Arts\)](#)
- [Liberal Studies \(Associate in Arts\)](#)
- [Music \(Associate in Arts\)](#)
- [Pre-Education \(Associate in Science\)](#)
- [Public Relations - Journalism and Broadcasting/Public Relations Emphasis \(Associate in Arts\)](#)
- [Spanish - Modern Languages \(Associate in Arts\)](#)
- [Spanish - Modern Languages \(Certificate of Mastery\)](#)
- [Speech - Speech and Theatre \(Associate in Arts\)](#)
- [Theatre - Speech and Theatre \(Associate in Arts\)](#)
- [Workplace Writing and Communications \(Certificate of Mastery\)](#)

Faculty and Lab Supervisors

- [Randy Anderson, Professor of Digital Media Design](#)

- [Michael Boyle, Professor of Music](#)
- [Wendy Brunner, Professor of Mass Communications](#)
- [Dr. Chaya Chandrasekhar, Professor of Student Success](#)
- [Julie Corff, Professor of Speech Communications](#)
- [Dr. Angela Cotner, Professor of English](#)
- [Greg Daubenspeck, Professor of English](#)
- [Lori Farr, Professor of English](#)
- [Abra Figueroa, Professor of Modern Languages](#)
- [Jeremy Fineman, Professor of Visual Art](#)
- [Michael Franco, Professor of English](#)
- [Gray Frederickson, Artist-in-Residence/Studio Coordinator](#)
- [Jessica Goodman, Professor of English](#)
- [Thomas Mathews Horne, Professor of English](#)
- [Jon Inglett, Professor of English](#)
- [Jennifer Jenson, Professor of English](#)
- [Dr. Liz Largent, Professor of Leadership and Critical Thinking](#)
- [Sean Lynch, Digital Cinema Production Instructor](#)
- [Marybeth McCauley, Professor of English](#)
- [Dr. Candie McKee, Professor of English](#)
- [Greg Mellott, Professor of Digital Cinema Production](#)
- [Stephen Morrow, Professor of English](#)
- [Jacob Nelson, Professor of English](#)
- [Dana Passek, Professor of English](#)
- [Jeffrey Provine, Professor of English](#)
- [Dean Reusser, Professor of English](#)
- [Dr. Ginnett Rollins, Professor of Modern Languages](#)
- [Don Russell, Professor of Theatre](#)
- [Pamela Stout, Professor of English](#)
- [Chiaki Troutman, WLCC Lab Coordinator](#)
- [Hilde Votaw, Professor of Modern Languages](#)
- [Stacie Warner, Professor of English](#)
- [Mark A. Zindelo, Professor of English](#)

Division of Health Professions

Dr. Vince Bridges, Dean of Health Professions
Susan Anderson, Division Assistant

Loni Calloway, Division Secretary

The Division of Health Professions at OCCC provides students with a quality education for careers in Anesthesia Technology, Emergency Medical Sciences (EMT and Paramedic), Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Respiratory Care 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" within a program curriculum pattern must be completed with a grade of "C" or better by students majoring in that program.

Curriculum Programs

- Anesthesia Technology (Associate in Applied Science)
- Emergency Medical Sciences (Associate in Applied Science)
- Emergency Medical Sciences - Emergency Medical Technician (Certificate of Mastery)
- Emergency Medical Science - Advanced Emergency Medical Technician (Certificate of Mastery)
- Emergency Medical Sciences - Paramedic Certificate (Certificate of Mastery)
- 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 - Flex Track (Associate in Applied Science)
- Occupational Therapy Assistant - Traditional Track (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)

Faculty and Lab Supervisors

- Sarah Baker, Professor of Speech-Language Pathology Assistant/Program Director
- Jennifer M. Ball, Program Director/Professor of Physical Therapist Assistant
- Traci Boren, Professor of Nursing
- Deanne Branch, Professor of Nursing
- Cheryl Bristol, Professor of Nursing
- Sarah Brown, Professor of Nursing
- Jennifer Brumley, Professor of Nursing
- Sharla Cannon, Professor of Nursing
- Donna Chambers, Nursing Program Associate Director
- Michael Cole, Professor of Nursing
- Kelia Crabbe, Professor of Nursing
- Merette Dean, Professor of Nursing
- Ron Feller, Program Director, Emergency Medical Sciences
- Jacqueline Frock, Professor of Nursing
- Susan Fryrear, Professor of Nursing
- Bryan Fulton, Anesthesia Technology Program Director
- Joyce Geb, Professor of Nursing
- Tiffany Jackson, Professor of Nursing
- Dyanna Johnston, Professor of Nursing
- Teresa Luper, Professor of Nursing
- Michael McGrail, Professor of Emergency Medical Sciences
- Robin McMurry, Professor of Nursing
- Katherine Milam, HP Simulation/Lab Director

- Shelley Miller, Nursing Program Director
- Clyde Moss, Professor of Respiratory Care/Program Director
- Peggy Newman, Professor of Physical Therapist Assistant
- Jennifer Peters, Professor of Nursing
- Crystal Reynolds, Professor of Emergency Medical Sciences
- Beverly Schaeffer, Professor of Nursing
- Lori Schwab, Professor of Occupational Therapy Assistant
- Fonda Scott, Professor of Occupational Therapy Assistant
- Shelly Troxel-Tevis, Clinical Affiliation Compliance Administrator
- Stephanie Wallace, Professor of Nursing
- Kay Wetmore, Professor of Nursing
- Mary White, 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 pre-placement 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 pre-placement drug tests may be performed as necessary. Any break in continuous enrollment will require an additional pre-placement test. AUAs and LPNs with a positive drug screen result must be reported to the Oklahoma Board of Nursing.

Division of Science, Engineering, and Mathematics

Max Simmons, Ph.D., Dean

Elizabeth Eustice, Division Assistant

Brittney Meeks, Division Secretary

Our society is growing ever more dependent on science, engineering and mathematics to solve its problems. Knowledge of mathematics, science and engineering is power to affect the future. The Division of Science, Engineering and Mathematics offers high quality courses in the fields of biology, chemistry, clinical research coordination, astronomy, geology, physics, physical science, engineering and mathematics. We emphasize an understanding of modern scientific and engineering methodologies and strive to provide access to up-to-date equipment and techniques. 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 comprehensive general education courses 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.

Science, Engineering and Mathematics

Curriculum Programs

- Allied Health - Science with Biology Concentration, Pre-Baccalaureate Allied Health Emphasis (Associate in Science)
- Biology (Associate in Science)
- Chemistry (Associate in Science)
- Clinical Research Program - (Associate in Applied Science)
- Clinical Research Program - Certificate of Mastery
- Engineering (Associate in Science)
- Engineering Technology (Associate in Applied Science)
- Mathematics - General Emphasis (Associate in Science)
- Physics (Associate in Science)
- 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)

- Gail Malmstrom, Professor of Mathematics
- Jay A. Malmstrom, Professor of Mathematics
- Alexander Matveev, Professor of Biology
- John McMurray, Professor of Biology
- Janet Mitchell, Professor of Mathematics
- Charles Nunley, Professor of Mathematics
- Christopher Oehrlein, Professor of Mathematics
- Ivana Pavic, Professor of Physics
- Christine Peck, Mathematics Lab Supervisor
- Raul Ramirez, Professor of Biology
- Sherry Ray, Professor of Mathematics
- George Risinger, Professor of Biology
- Robyn Senter, Professor of Biology
- Steven Shore, Professor of Chemistry
- Tad Thurston, Professor of Physics
- Brandon Tomson, Professor of Mathematics
- Courtney Vahlberg, Professor of Chemistry
- Changjiang Zhu, Professor of Chemistry

Faculty and Lab Supervisors

- Sherri Arthur, Professor of Biology
- Morgan Ashworth, Professor of Biology
- Zach Austin, Developmental Mathematics Lab Instructor
- Bruce Bailey, III, Professor of Chemistry
- Kristy Bailey, Professor of Chemistry
- Daniel Bakewell, Professor of Mathematics
- Daniel Benton, Professor of Mathematics
- Lisa Buckelew, Professor of Mathematics
- Paul Buckelew, Professor of Mathematics
- Michelle Cole, Professor of Biology
- Betty Coleman, Professor of Mathematics
- Mia DeBruyne, Professor of Engineering and Physical Science
- Dale Duke, Professor of Mathematics
- Ernest Gobert, Professor of Mathematics
- Ken Harrelson, Professor of Mathematics
- Betty J. Higgins, Chemistry/Physical Science Lab Supervisor
- Julian Hilliard, Professor of Biology
- Gregory Holland, Professor of Engineering
- Melody Johnson, Developmental Mathematics Lab Instructor
- Steve Kash, Professor of Biology
- Kimberly Kyker, Professor of Biology/Chemistry
- Michael Low, Professor of Physics

Division of Social Sciences

[Makenna Green Garrison, Interim Dean of Social Sciences](#)
[Kristyn Hatfield, 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 (Associate in Arts) and Child Development (Associate in Applied Science) 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 \(Certificate of Mastery\)](#)
- [Community/Public Health \(Associate in Science\)](#)
- [History \(Associate in Arts\)](#)
- [Political Science/Pre-Law \(Associate in Arts\)](#)
- [Psychology \(Associate in Arts\)](#)
- [Sociology \(Associate in Arts\)](#)

Child Development (Associate in Arts) and Child development (Associate in Applied Science) programs have been accredited by the National Association for the Education of Young Children (NAEYC).

Faculty and Lab Supervisors

- [Jennifer Allen, Professor of Psychology/Psychology Department Chair](#)
- [Jeff Anderson, Professor of Psychology](#)
- [Betsy Borseth, Professor of Political Science](#)
- [Jeff Carlisle, Professor of History/History Department Chair](#)
- [Bruce Cook, Professor of Psychology](#)
- [John Ehrhardt, Professor of History](#)
- [Dana Glencross, Professor of Political Science](#)
- [Stephanie Hayes, Professor of Psychology](#)
- [Leslie Jones, Professor of History](#)
- [Yuthika Kim, Professor of Psychology](#)
- [Dawn Ladiski, Professor of Child Development/Child Development Department Chair](#)
- [Jerry W. Ludlow, Professor of Sociology](#)
- [Ray McCullar, Professor of History](#)
- [Shanna Padgham, Professor of Political Science/Political Science Department Chair](#)
- [Gregory Parks, Professor of Psychology](#)
- [LiErin Probasco, Professor of Sociology/Sociology Department Chair](#)
- [Julie Rice-Rollins, Professor of Geography](#)
- [Markus Smith, Professor of Political Science](#)
- [Bonita Spinner, Scholars for Excellence in Child Care Coordinator](#)

Cooperative Alliance Programs

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 the Office of Records and Graduation Services at 682-7512.

Curriculum Programs

- [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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
MATH 1483	Functions and Modeling	3	Gen Ed	
BIO 1124	General Biology I (Majors)	4	Major	
Term 2				
CHEM 1115	General Chemistry I	5	Major	
ENGL 1113	English Composition I	3	Gen Ed	
Term 3				
BIO AH SUPP ELEC	Pre-Bacc Allied Health (Biology) Support Electives	3	Support	
ENGL 1213	English Composition II	3	Gen Ed	
Term 4				
GEN ED SCI ELEC	General Education Science Electives	4	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 5				
BIO AH SUPP ELEC	Pre-Bacc Allied Health (Biology) Support Electives	3	Support	
POLSC 1113	American Federal Government	3	Gen Ed	
Term 6				
GEN ED SCI ELEC	General Education Science Electives	4	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 7				
BIO AH SUPP ELEC	Pre-Bacc Allied Health (Biology) Support Electives	3	Support	
PSY 1113	General Psychology	3	Gen Ed	
Term 8				
BIO 2234	Human Physiology	4	Major	
SOC 1113	Introduction to Sociology	OR	Gen Ed	
PSY 2403	Developmental Psychology	3	Gen Ed	
Term 9				
CS 1103	Introduction to Computers and Applications	3	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	

Course Grouping

Major Courses: (13 credit hours) Biology Core: BIO 1124; BIO 2234; CHEM 1115

General Education Courses: (38 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Humanities: Six credit hours*; Social Science: PSY 1113; SOC 1113* or PSY 2403*; Mathematics: MATH 1483; Computer Science: CS 1103; 8 hours of general education science chosen from the following: BIO 2125, BIO 1134, BIO 2215, CHEM 1215, PHYS 1114.

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

Support Courses: (9 credit hours): 9 credit hours of support electives from the following*: AHP 1013, ACCT 2113, BIO 1023, BIO 2114, BIO 2203, BIO 2215, BIO 2255, BIO 2404, CHEM 2114, CHEM 2111, COM 2213, MATH 1613, MATH 1743, MATH 2013, PHYS 1114, PHYS 1214, or any 5 credit hour GRMN, FREN, or SPAN course.

*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 0313 or adequate math placement.

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 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 AH SUPP ELEC - Pre-Bacc Allied Health (Biology) Support Electives

9 Credits 9 credit hours of support electives from the following: AHP 1013, ACCT 2113, BIO 1023, BIO 2114, BIO 2203, BIO 2215, BIO 2255, BIO 2404, CHEM 2114, CHEM 2111, COM 2213, MATH 1613, MATH 1743, MATH 2013, PHYS 1114, PHYS 1214, or any 5 credit hour GRMN, FREN, or SPAN course.

CHEM 1115 - General Chemistry I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH

1533, or both MATH 0313 and High School Chemistry or CHEM 1123.

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; 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. This course satisfies the computer proficiency requirement.

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 SCI ELEC - General Education Science Electives

8 Credits 8 hours of general education science chosen from the following: BIO 2125 Microbiology; BIO 1134 General Biology II (Majors); BIO 2215 General Zoology; CHEM 1215 General Chemistry II; PHYS 1114 College Physics I

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

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 - General 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.

Anesthesia Technology Program++

Associate in Applied Science

Minimum of 64-66 credit hours

Oklahoma City Community College offers the first and only anesthesia technology program in Oklahoma. As an integral member of the anesthesia care team, certified anesthesia technologists focus on fundamental and advanced clinical procedures that assist licensed anesthesia providers in the safe and efficient care of patients receiving anesthesia. Anesthesia technologists are trained to anticipate the needs of the patient and the provider, as determined by the surgical requirements, procedure or circumstance. Upon successful completion of the associate degree in anesthesia technology, the graduate will be eligible to sit for the American Society of Anesthesia Technologists and Technicians (ASATT) national certification examination. Certified anesthesia technologists may work in a variety of clinical settings including hospital operating rooms, interventional and diagnostic radiology, labor and delivery suites, intensive care units, emergency rooms, outpatient procedure suites, and ambulatory surgery centers. Courses identified by "C" within a program curriculum pattern must be completed with a grade of "C" or better by students majoring in this program.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	C
ENGL 1113	English Composition I	3	Gen Ed	C
BIO 1314	Human Anatomy and Physiology I	OR	Support	C
BIO 2255	Human Anatomy	4-5	Support	C
Term 2				
ENGL 1213	English Composition II	3	Gen Ed	C
BIO 1414	Human Anatomy and Physiology II	OR	Support	C
BIO 2234	Human Physiology	4	Support	C
Term 3				
AHP 1013	Medical Terminology	3	Gen Ed	C
GEN ED MATH	Gen Ed Math	3^	Gen Ed	C
Term 4				
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	4-5	Gen Ed	C
GEN ED	Gen Ed Elective	3^	Gen Ed	C
Term 5				
ANES 1112	Introduction to Anesthesia Technology	2	Major	C
ANES 1124	Fundamentals I	4	Major	C
Term 6				
ANES 1134	Instrumentation I	4*	Major	C
ANES 1143	Pharmacology	3*	Major	C
ANES 1155	Fundamentals II	5*	Major	C
Term 7				
ANES 1134	Instrumentation I	*	Major	C
ANES 1143	Pharmacology	*	Major	C
ANES 1155	Fundamentals II	*	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
Term 8				
ANES 2114	Instrumentation II	4*	Major	C
ANES 2125	Fundamentals III	5*	Major	C
ANES 2133	Professional Aspects of Anesthesia Technology	3*	Major	C
Term 9				
ANES 2114	Instrumentation II	*	Major	C
ANES 2125	Fundamentals III	*	Major	C
ANES 2133	Professional Aspects of Anesthesia Technology	*	Major	C
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
*16-week course offered during two 8-week terms				

Course Grouping

Major Courses: (30 credit hours) Anesthesia Technology: (C)ANES 1112; (C)ANES 1124; (C)ANES 1134; (C)ANES 1143; (C)ANES 1155; (C)ANES 2114; (C)ANES 2125; (C)ANES 2133 (All Anesthesia 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 pre-placement drug testing, purchase of liability insurance, immunizations and health records, a clinical uniform, extensive background checks and transportation to clinical sites).

General Education Courses: (25-26 credit hours) Allied Health: (C)AHP 1013; Chemistry: (C)CHEM 1123, and (C)CHEM 1131, or (C)CHEM 1115; English: (C)ENGL 1113; (C)ENGL 1213; History: HIST 1483 or HIST 1493; ^Gen Ed: (C)3 hours of Gen Ed Elective; ^Math: (C)MATH 1483 or (C)#higher Gen Ed Math; Political Science: POLSC 1113

Support Courses: (8-9 credit hours): Biological Science: (C)BIO 1314 or +(C)BIO 2255; (C)BIO 1414 or +(C)BIO 2234

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

A grade of "C" must be achieved in all courses required for this degree with the exception of POLSC 1113 and HIST 1483 or HIST 1493 (a grade of "D" is minimum for these courses).

+BIO 2255 requires prerequisite of BIO 1124; BIO 2234 requires prerequisite of BIO 1124 and one college-level chemistry course

#Gen Ed Math:

MATH 1483 Functions and Modeling, MATH 1503 Contemporary Math, MATH 1533 Pre-Calculus and Analytic Geometry, MATH 2013 Introduction to Statistics, PSY 2123 Behavioral Statistics, OR any course with a MATH prefix having MATH 1483 or MATH 1533 as a prerequisite

^Pending OSRHE approval

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:

All Health Professions students are required to submit a nationwide background check and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.

Degree Program Course Descriptions

AHP 1013 - Medical Terminology

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

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

ANES 1112 - Introduction to Anesthesia Technology

Prerequisites: Co-requisite: ANES 1124

2 Credits This course is an introduction to the role of the Anesthesia Technologist and their relationship to other Healthcare Professionals. In addition, the student will be introduced to the theory and concepts of functioning in a surgical environment including a fundamental understanding of a variety of anesthesia equipment/supplies and basic case set-up. This course satisfies the computer proficiency requirement.

ANES 1124 - Fundamentals I

Prerequisites: Co-requisite: ANES 1112

4 Credits This course introduces the student to management of patients undergoing general, regional, or sedation anesthesia. The dependence of medical diagnostics and the analogous relationship of the human body to the sciences are emphasized. Didactic and laboratory instruction as well as clinical preceptorships are provided to prepare the student with cognitive, psychomotor, and affective learning related to anesthesia technology fundamentals. This course satisfies the computer proficiency requirement.

ANES 1134 - Instrumentation I

Prerequisites: ANES 1124; Co-requisites: ANES 1143; ANES 1155

4 Credits This course focuses on the equipment and instrumentation utilized in providing anesthesia. Topics to be covered include the anesthesia machine, airway equipment and basic set-up. In addition, ancillary equipment including but not limited to gas cylinders, hospital gas supply lines, ventilators, absorbers, and pulse oximetry will be covered. Set-up, calibration, operation, basic troubleshooting, maintenance, and safety checks will be examined. Didactic and laboratory instruction are provided to prepare the student with cognitive, psychomotor, and affective learning related to anesthesia technology basic instrumentation. This course satisfies the computer proficiency requirement.

ANES 1143 - Pharmacology

Prerequisites: ANES 1124; Co-requisites: ANES 1134; ANES 1155

3 Credits This course focuses on the pharmacokinetics and pharmacodynamics of drugs used in the administration of anesthesia and analgesia. Topics covered include dosage calculation, physics gas laws, routes of administration, drug interactions, and the various classes of anesthetic agents. Safe practices of delivery and storage of medication as well as assisting anesthesia care providers in the preparation of medications will be introduced. This course satisfies the computer proficiency requirement.

ANES 1155 - Fundamentals II

Prerequisites: ANES 1124; Co-requisites: ANES 1134; ANES 1143

5 Credits This course provides didactic, laboratory, and clinical instruction to prepare the student with the cognitive, psychomotor, and affective learning skills related to anesthesia technology fundamentals. Topics include: human pathophysiology, surgical procedures, positioning, special equipment needs, and anesthesia technology care plan development. Additional topics include an introduction to anesthesia emergencies, e.g., difficult airway algorithms, malignant hyperthermia, fire in the operating room, cardiac arrest, anaphylaxis, and local anesthesia toxicity. Clinical settings will include adult and pediatric hospital operating rooms, interventional and diagnostic radiology, outpatient procedure suites, labor and delivery suites, and ambulatory surgery centers. All clinical experiences will be under direct supervision with a clinical preceptor. By the end of the semester, students will independently set-up equipment, anticipate the anesthesia provider's needs during routine and emergency procedures, and recognize the patient's response to medications and treatments administered by the anesthesia provider. This course satisfies the computer proficiency requirement.

ANES 2114 - Instrumentation II

Prerequisites: Prerequisites: ANES 1134; Co-requisites: ANES 2125, ANES 2133

4 Credits This course provides instruction and lab application to the theories and concepts of advanced anesthesia equipment used in complex anesthesia situations. Topics include Point of Care Technology, Invasive monitoring and transducers, thromboelastograph, cell saver, rapid volume infuser, IABP's transport monitoring, NMB assessment, VADS, defibrillators, pacemakers and implantable defibrillators. This course satisfies the computer proficiency requirement.

ANES 2125 - Fundamentals III

Prerequisites: ANES 1155; Co-requisites: ANES 2114; ANES 2133

5 Credits This course provides didactic, laboratory and clinical instruction to prepare the student with the cognitive, psychomotor, and affective learning skills related to anesthesia technology advanced fundamentals. Topics include ACLS certification, IV therapy, pediatric, obstetric and emergency anesthesia. This course satisfies the computer proficiency requirement.

ANES 2133 - Professional Aspects of Anesthesia Technology

Prerequisites: ANES 1155; Co-requisites: ANES 2114; ANES 2125

3 Credits This course serves as a capstone course for the anesthesia technology program. Topics include supply chain fundamentals, including budget limitations and cost effectiveness; ethics and law related to anesthesia technology, policies and standards for quality assurance, process improvement, regulatory associations, and credentialing. Students will prepare for the national technologist credentialing exam, review career opportunities and discuss present and future technologies. This course satisfies the computer proficiency requirement.

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. 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 with a grade of "C" or higher

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 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.

CHEM 1115 - General Chemistry I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.

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 0313 or adequate math placement.

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 0313 or adequate math placement. 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.

GEN ED - Gen Ed Elective

3 Credits General Education elective

GEN ED MATH - Gen Ed Math

3 Credits MATH 1483 Functions and Modeling, MATH 1503 Contemporary Math, MATH 1533 Pre-Calculus and Analytic Geometry, MATH 2013 Introduction to Statistics, PSY 2123 Behavioral Statistics, OR any course with a MATH prefix having MATH 1483 or MATH 1533 as a prerequisite

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

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.

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. 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.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
ART 1213	Foundations I: Design and Color	3*	Major	
ENGL 1113	English Composition I	3	Gen Ed	
Term 2				
ART 1013	Art History: Prehistoric to Early Renaissance	3	Gen Ed	
ART 1123	Drawing I	3	Major	
ART 1213	Foundations I: Design and Color	*	Major	
Term 3				
PHYS	Any Physical Science	3-4	Gen Ed	
ART 1023	Art History: Early Renaissance to Contemporary	3	Gen Ed	
ART 1243	Foundations II: 3D Design	3*	Major	
Term 4				
GEN ED	Gen Ed Elective	3	Gen Ed	
ART 1203	Figure Drawing	OR	Major	
ART 1233	Drawing II	3	Major	
ART 1243	Foundations II: 3D Design	*	Major	
Term 5				
ENGL 1213	English Composition II	3	Gen Ed	
SUPP	Guided Support Elective	3	Support	
Term 6				
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
ART 2013	Painting I	3*	Major	
Term 7				
HUM	Humanities Elective	3	Gen Ed	
ART 2013	Painting I	*	Major	
BIO	Biological Science	3-4	Gen Ed	
Term 8				
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
SUPP	Guided Support Elective	1	Support	
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 9				
POLSC 1113	American Federal Government	3	Gen Ed	
ART 2821	Portfolio Development and Presentation	1	Major	
SUPP	Guided Support Elective	3	Support	
*16-week course offered during two 8-week terms				

Course Grouping

Major Courses: (16 credit Hours) Visual Arts: ART 1123; ART 1213; ART 1203 or 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 of general education 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 1483 or MATH 1503 or MATH 2013; Six hours of General Education Electives.

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

Support Courses: (7 Credit Hours) Guided Support Courses: Any course with ART (not previously used for major requirements) or DMD 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

ART 1013 - Art History: Prehistoric to Early Renaissance

Prerequisites: ENGL 1113

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

ART 1023 - Art History: Early Renaissance to Contemporary

Prerequisites: ENGL 1113

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

ART 1123 - Drawing I

Prerequisites: ENGL 0106 or adequate placement score

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

ART 1203 - Figure Drawing

Prerequisites: ART 1123

3 Credits Figure Drawing includes study in gesture and finished drawings of the draped and undraped model. Emphasis will be placed on pose, composition and a variety of media. The students' drawings will demonstrate the movement, rhythm, simplicity, gesture and unique character of each model through a series of basic methods of construction ranging from quick sketches to completed drawings.

ART 1213 - Foundations I: Design and Color

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

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

ART 1233 - Drawing II

Prerequisites: ART 1123

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

ART 1243 - Foundations II: 3D Design

Prerequisites: ART 1213

3 Credits The student will compare, evaluate, and analyze three-dimensional visual art forms. By using a variety of materials and processes, the student will complete a series of studio assignments to demonstrate basic technical ability and an understanding and appreciation of the interaction of form in space and ways to manipulate it. Readings, writings, and participation in a coursework exhibition are required.

ART 2013 - Painting I

Prerequisites: ENGL 0106 or adequate placement score

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

ART 2821 - Portfolio Development and Presentation

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

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

BIO - Biological Science

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

3 Credits Guided Support elective

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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.

SUPP - 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 and NATEF certified.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
AT 2224	A.S.E. Electrical Systems	4	Major	
AT 1153	Basic Automotive Fundamentals	3	Major	
Term 2				
AT 1244	A.S.E. Brakes	4	Major	
AT 2001	Career Experience	1	Support	
Term 3				
AT 1224	A.S.E. Suspension and Steering	4	Major	
AT 2001	Career Experience	1	Support	
Term 4				
AT 2234	A.S.E. Heating and Air Conditioning Systems	4	Major	

Course Grouping

Major Courses: (19 credit hours) AT 1224; AT 1244; AT 2224; AT 2234; AT 1153

General Education Courses: NONE

Life Skills Courses: NONE

Support Courses: (2 credit hours) Automotive Technology: AT 2001

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Degree Program Course Descriptions

AT 1153 - Basic Automotive Fundamentals

3 Credits This course is an application of specific competencies in the operation and service repair of vehicles in the areas of: maintenance and minor vehicle service. Usage of service manuals, manufacturers procedures, tools, and safety are stressed. The student will discuss nomenclature and operating principles of basic automotive fundamentals. Also, the student will discuss and perform diagnostic and service procedures used to maintain these specific systems. The student will show competency in the areas of changing fluids, flush equipment, tire repair, tire balance, vehicle vibration diagnosis, and scan tool usage. This course satisfies the computer proficiency requirement.

AT 1224 - A.S.E. Suspension and Steering

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

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

AT 1244 - A.S.E. Brakes

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

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

AT 2001 - Career Experience

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

1 Credit The student will demonstrate the ability to work effectively as a full-time employee at a sponsoring dealership and will demonstrate specified competencies and develop service skills by working and performing service and repair operations in areas related to coursework completed the

preceding term. Enrollment may be repeated with a change in work emphasis. This course satisfies the computer proficiency requirement.

AT 2224 - A.S.E. Electrical Systems

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

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

AT 2234 - A.S.E. Heating and Air Conditioning Systems

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

4 Credits The student will apply competencies in air conditioning system diagnosis and repair as well as diagnosis and repair of refrigeration system components, heating and engine cooling systems and control units. This course satisfies the computer proficiency requirement.

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 Education Foundation (NATEF) and is ASE preparatory.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
AT 1013	Automotive Student Success Initiative	3	Life Skills	
AT 2224	A.S.E. Electrical Systems	4	Major	
FA SUPPORT	Faculty Approved Support Electives	3	Support	
Term 2				
AT 1244	A.S.E. Brakes	4	Major	
AT 2001	Career Experience	1	Major	
ENGL 1113	English Composition I	3	Gen Ed	
Term 3				
AT 1224	A.S.E. Suspension and Steering	4	Major	
AT 2001	Career Experience	1	Major	
AT 2101	A.S.E. Certification	1	Major	
Term 4				
AT 2234	A.S.E. Heating and Air Conditioning Systems	4	Major	
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
Term 5				
AT 2001	Career Experience	1	Major	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
POLSC 1113	American Federal Government	3	Gen Ed	
Term 6				
AT 1214	A.S.E. Engine Repair	4	Major	
AT 2001	Career Experience	1	Major	
Term 7				
AT 2204	A.S.E. Manual Drive Trains	4	Major	
BUS 2033	Business Communication	3	Gen Ed	
Term 8				
AT 1204	A.S.E. Engine Performance	4	Major	
AT 2001	Career Experience	1	Major	
FA AT	Faculty Approved Automotive Elective	4	Major	
Term 9				
AT 2214	A.S.E. Automatic Transmissions/transaxles	4	Major	
ENGL 1233	Technical Writing for the Workplace	OR	Gen Ed	
COM 1123	Interpersonal Communications	OR	Gen Ed	
COM 2213	Intro to Public Speaking	3	Gen Ed	

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; ENGL 1233, COM 1123, or COM 2213; History: HIST 1483 or HIST 1493;

Political Science: POLSC 1113; Business Communication: BUS 2033; MATH 1483, MATH 1503, or MATH 2013.

Life Skills Courses: (3 credit hours) AT 1013

Support Courses: (3 credit hours) Among possible courses, students might choose to select: MGMT 2053 or AT 1153

Program Notes

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

Degree Program Course Descriptions

AT 1013 - Automotive Student Success Initiative

Prerequisites: None

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

AT 1204 - A.S.E. Engine Performance

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

4 Credits The student will discuss and demonstrate general engine diagnostic procedures. Additionally, the student will demonstrate specific competencies in the diagnosis and repair of ignition systems, fuel, air induction systems, and exhaust systems, emission control systems, and engine electronic systems. This course satisfies the computer proficiency requirement.

AT 1214 - A.S.E. Engine Repair

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

4 Credits The student will discuss and demonstrate competencies in general engine diagnosis and in cylinder head, valve train, engine block diagnosis and repair, as well as lubrication, cooling, fuel, exhaust, ignition, battery and starting system diagnostic and repair procedures. This course satisfies the computer proficiency requirement.

AT 1224 - A.S.E. Suspension and Steering

Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate

math placement test score, or by meeting determined placement measures.

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

AT 1244 - A.S.E. Brakes

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

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

AT 2001 - Career Experience

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

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

AT 2101 - A.S.E. Certification

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

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

AT 2204 - A.S.E. Manual Drive Trains

Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate

placement score, or by meeting determined placement measures.

4 Credits The student will apply specific competencies in general transmission and transaxle diagnosis. Additionally, the student will demonstrate competencies in transmission/transaxle maintenance, adjustment and in and off vehicle repair. This course satisfies the computer proficiency requirement.

AT 2214 - A.S.E. Automatic Transmissions/transaxles

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

4 Credits The student will apply specific competencies in general transmission and transaxle diagnosis. Additionally, the student will demonstrate competencies in transmission/transaxle maintenance, adjustment and in and off vehicle repair. This course satisfies the computer proficiency requirement.

AT 2224 - A.S.E. Electrical Systems

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

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

AT 2234 - A.S.E. Heating and Air Conditioning Systems

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

4 Credits The student will apply competencies in air conditioning system diagnosis and repair as well as diagnosis and repair of refrigeration system components, heating and engine cooling systems and control units. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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 - Technical Writing for the Workplace

Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score

3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents

appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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 Education Foundation (NATEF) and is ASE preparatory.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
AT 1013	Automotive Student Success Initiative	3	Life Skills	
AT 1314	GM Electrical Systems	4	Major	
AT 1153	Basic Automotive Fundamentals	OR	Support	
MGMT 2053	Principles of Management	3	Support	
Term 2				
AT 1334	GM Brakes	4	Major	
AT 2001	Career Experience	1	Major	
ENGL 1113	English Composition I	3	Gen Ed	
Term 3				
AT 1304	GM Engine Repair	4	Major	
AT 2001	Career Experience	1	Major	
AT 2101	A.S.E. Certification	1	Major	
Term 4				
AT 1324	GM Engine Performance	4	Major	
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
Term 5				
AT 2001	Career Experience	1	Major	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
POLSC 1113	American Federal Government	3	Gen Ed	
Term 6				
AT 2314	GM Manual Drive Trains	4	Major	
AT 2001	Career Experience	1	Major	
AT 1422	GM New Products I	2	Major	
Term 7				
AT 2304	GM Suspension and Steering	4	Major	
BUS 2033	Business Communication	3	Gen Ed	
Term 8				
AT 2334	GM Heating and Air Conditioning Systems	4	Major	
AT 2001	Career Experience	1	Major	
AT 2422	GM New Products II	2	Major	
Term 9				
AT 2324	GM Automatic Transmissions and Transaxles	4	Major	
ENGL 1233	Technical Writing for the Workplace	OR	Gen Ed	
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 1483, or MATH 1503, or MATH 2013; English: ENGL 1113; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; English/Communications Elective: ENGL 1233, or COM 1123, or COM 2213; Business Communication: BUS 2033

Life Skills Courses: (3 credit hours) AT 1013

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

Program Notes

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

Degree Program Course Descriptions

AT 1013 - Automotive Student Success Initiative

Prerequisites: None

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

AT 1153 - Basic Automotive Fundamentals

3 Credits This course is an application of specific competencies in the operation and service repair of vehicles in the areas of: maintenance and minor vehicle service. Usage of service manuals, manufacturers procedures, tools, and safety are stressed. The student will discuss nomenclature and operating principles of basic automotive fundamentals. Also, the student will discuss and perform diagnostic and service procedures used to maintain these specific systems. The student will show competency in the areas of changing fluids, flush equipment, tire repair, tire balance, vehicle vibration diagnosis, and scan tool usage. This course satisfies the computer proficiency requirement.

AT 1304 - GM Engine Repair

Prerequisites: MATH 0103 or adequate math placement, ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

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

vehicles. This course satisfies the computer proficiency requirement.

AT 1314 - GM Electrical Systems

Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 Credits The student will apply competencies in battery, starting, charging, lighting, driver information, horn, wiper/washer, and accessory systems. Additionally, the student will demonstrate principles of electricity, magnetism, voltage and current regulation and basic circuitry as applied in automotive electrical systems to aid in general diagnosis of automotive electrical problems on current General Motors vehicles. This course satisfies the computer proficiency requirement.

AT 1324 - GM Engine Performance

Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 Credits The student will discuss and demonstrate general engine diagnostic procedures. Additionally, the student will demonstrate specific competencies in the diagnosis and repair of ignition systems, fuel, air induction systems, and exhaust systems, emission control systems, and engine electronic systems on current General Motors vehicles. This course satisfies the computer proficiency requirement.

AT 1334 - GM Brakes

Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 Credits This course is an application of specific competencies in hydraulic system, drum brake system, disc brake system diagnosis and repair procedures. Also, the student will discuss and demonstrate competencies in power assist unit diagnosis and repair as well as wheel bearing, parking brake circuit and associated electrical circuit diagnosis and repair, which includes ABS systems on current General Motors vehicles. This course satisfies the computer proficiency requirement.

AT 1422 - GM New Products I

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

for evaluation is in division office. Special admission procedures required.

2 Credits The student will discuss and demonstrate specific competencies in subject not included in other ASEP automotive courses, which subjects will benefit students needing additional General Motors product service training in new technology and specialized areas. A specific topic is announced for each offering. This course satisfies the computer proficiency requirement.

AT 2001 - Career Experience

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

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

AT 2101 - A.S.E. Certification

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

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

AT 2304 - GM Suspension and Steering

Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 Credits This course is an application of basic competencies in steering systems, suspension systems and wheel alignment diagnosis, adjustment and repair. The student will further discuss and demonstrate an understanding of wheel and tire diagnosis and repair on current General Motors vehicles. This course satisfies the computer proficiency requirement.

AT 2314 - GM Manual Drive Trains

Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate

placement score, or by meeting determined placement measures. Special admission procedures required.

4 Credits This course is an application of specific competencies in clutch, standard transmission and transaxle, drive (half) shaft and universal joint, rear axle and four- and/ or all-wheel drive component diagnosis and repair procedures on current General Motors vehicles. This course satisfies the computer proficiency requirement.

AT 2324 - GM Automatic Transmissions and Transaxles

Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 Credits The student will apply specific competencies in general transmission and transaxle diagnosis. Additionally, the student will demonstrate competencies in transmission/transaxle maintenance, adjustment and in and off vehicle repair on current General Motors vehicles. This course satisfies the computer proficiency requirement.

AT 2334 - GM Heating and Air Conditioning Systems

Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 Credits The student will apply specific competencies in air conditioning system diagnosis and repair as well as diagnosis and repair of refrigeration system components, heating and engine cooling systems and control units on current General Motors vehicles. This course satisfies the computer proficiency requirement.

AT 2422 - GM New Products II

Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

2 Credits The student will discuss and demonstrate specific competencies in subjects not included in other ASEP automotive courses, which subjects will benefit students needing additional General Motors product service training in new technology and specialized areas. A specific topic is announced for each offering. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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 - Technical Writing for the Workplace

Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score

3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents

appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

**MATH 1503 - Contemporary
Mathematics**

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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 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.

**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.

Biology

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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
MATH 1483	Functions and Modeling	3	Gen Ed	
BIO 1124	General Biology I (Majors)	4	Major	
Term 2				
BIO 1134	General Biology II (Majors)	4	Gen Ed	
ENGL 1113	English Composition I	3	Gen Ed	
Term 3				
CHEM 1115	General Chemistry I	5	Major	
ENGL 1213	English Composition II	3	Gen Ed	
Term 4				
CHEM 1215	General Chemistry II	5	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 5				
PHYS 1114	College Physics I	4	Gen Ed	
Term 6				
BIO SUPP ELEC	Biology Support Electives	3	Support	
HUM	Humanities Elective	3	Gen Ed	
Term 7				
BIO MAJ ELEC	Biological Science Major Elective	4-5	Major	
PSY 1113	General Psychology	OR	Gen Ed	
SOC 1113	Introduction to Sociology	3	Gen Ed	
Term 8				
BIO SUPP ELEC	Biology Support Electives	3	Support	
HUM	Humanities Elective	3	Gen Ed	
Term 9				
BIO SUPP ELEC	Biology Support Electives	4	Support	
POLSC 1113	American Federal Government	3	Gen Ed	

Course Grouping

Major Courses: (13 credit hours); Biology Core: BIO 1124; CHEM 1115; *4-5 credits chosen from the following major electives: BIO 2114, BIO 2125, BIO 2234, BIO 2404, and CHEM 2114

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: PSY 1113 or SOC 1113; Mathematics: MATH 1483

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

*Support Courses: (10 credit hours) AHP 1013, ACCT 2113, BIO 1023, BIO 2203, BIO 2215, BIO 2404, CHEM 2114, CHEM 2111, COM 2213, CS 1103, MATH 1613, MATH 1743, MATH 2013, PHYS 1214, PSY 2403, or any 5 credit hour GRMN, FREN, or SPAN course.

*Course choice depends on the specific program for which the student is applying. See 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 0313 or adequate math placement.

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 MAJ ELEC - Biological Science Major Elective

3 Credits Biological Science major elective

BIO SUPP ELEC - Biology Support Electives

10 Credits 10 credit hours of support electives from the following: AHP 1013, ACCT 2113, BIO 1023, BIO 2203, BIO 2215, BIO 2404, CHEM 2114, CHEM 2111, COM 2213,

CS 1103, MATH 1613, MATH 1743, MATH 2013, PHYS 1214, PSY 2403, or any 5 credit hour GRMN, FREN, or SPAN course.

CHEM 1115 - General Chemistry I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.

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 1483 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.

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

PHYS 1114 - College Physics I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 1483 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 - General 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.

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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
JB BRDC ELEC	J&B Broadcasting Major Elective	3	Major	
JB 1133	News Writing	3	Major	
Term 2				
ENGL 1113	English Composition I	3	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 3				
JB 2643	Video Production	3*	Major	
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
Term 4				
JB 2643	Video Production	*	Major	
HUM	Humanities Elective	3	Gen Ed	
COM 1123	Interpersonal Communications	OR	Gen Ed	
COM 2213	Intro to Public Speaking	3	Gen Ed	
ENGL 1213	English Composition II	3	Gen Ed	
Term 5				
BIO	Biological Science	3-4	Gen Ed	
TA 1133	Voice and Speech Improvement	OR	Support	
TA 2233	Acting for The Camera	3	Support	
Term 6				
DMD	Digital Media Design	3	Support	
JB 1103	Audio Production	3	Major	
PHYS	Any Physical Science	3-4	Gen Ed	
Term 7				
ECON 1013	Introduction to Economics	OR	Gen Ed	
ECON 2123	Principles of Microeconomics	OR	Gen Ed	
ECON 2143	Principles of Macroeconomics	3^	Gen Ed	
JB BRDC SUPP ELEC	J&B Broadcasting Support Elective	2	Support	
Term 8				
JB BRDC SUPP ELEC	J&B Broadcasting Support Elective	3	Support	
PSY 1113	General Psychology	OR	Gen Ed	
SOC 1113	Introduction to Sociology	3	Gen Ed	
Term 9				
POLSC 1113	American Federal Government	3	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
*16-week course offered during two 8-week terms				

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 or ECON 2143^ or ECON 1013; History: HIST 1483 or HIST 1493; Mathematics: MATH 1483 or MATH 1503 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 of general education Physical Science; **One of the science courses must have a lab component.

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

Support Courses: (11 Credit Hours) TA 1133 or TA 2233; 3 credit hours of any DMD course; 5 credit hours of any course or courses of the student's choosing - a modern language is recommended.

^Requires a prerequisite: ECON 2123

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 1013 - Introduction to Economics

Prerequisites: MATH 0203 or adequate math placement 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 2123 - Principles of Microeconomics

Prerequisites: MATH 0313 or adequate math placement 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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns

of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

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. This course satisfies the computer proficiency requirement.

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.

JB BRDC ELEC - J&B Broadcasting Major Elective

3 Credits Major Elective: Choose from JB 1013, JB 2113, JB 2303, or JB 2413

JB BRDC SUPP ELEC - J&B Broadcasting Support Elective

5 Credits Support Electives: any course or courses of the student's choosing - a modern language is recommended.

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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 - General 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
Term 1				
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	
Term 2				
MATH 1483	Functions and Modeling	3	Gen Ed	
ENGL 1213	English Composition II	3	Gen Ed	
Term 3				
MATH 1743	Calculus I for Business, Life Sciences, and Social Sciences	3	Gen Ed	
COM 2213	Intro to Public Speaking	3	Gen Ed	
Term 4				
ECON 2123	Principles of Microeconomics	3	Major	
POLSC 1113	American Federal Government	3	Gen Ed	
Term 5				
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 6				
ACCT 2113	Accounting I/Financial	3	Major	C
ECON 2143	Principles of Macroeconomics	3	Major	
Term 7				
ECON 2023	Statistics for Business and Economics	3	Major	
ACCT 2123	Accounting II/Managerial	3	Major	
FA GEN	Faculty Approved General Education Elective	3	Gen Ed	
Term 8				
BUS 2033	Business Communication	3	Major	
FA SUPPORT	Faculty Approved Support Electives	3	Support	
PHYS	Any Physical Science	3-4	Gen Ed	
Term 9				
HUM	Humanities Elective	3	Gen Ed	
FA SUPPORT	Faculty Approved Support Electives	3	Support	

Course Grouping

Major Courses: (18 credit hours) Business: BUS 2033; Accounting: ACCT 2113 (C); 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 of general education Physical Science - one of the science courses must include a lab component.; Humanities: Six credit hours of Humanities; Mathematics: MATH 1483; 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

ACCT 2113 - Accounting I/Financial

Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 Credits Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

ACCT 2123 - Accounting II/Managerial

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

3 Credits A continuation of ACCT 2113. Students will demonstrate an understanding of managerial accounting concepts by properly classifying basic cost elements, allocating these costs to the manufacturing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

BIO - Biological Science

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. This course satisfies the computer proficiency requirement.

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 0313 or adequate math placement 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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve

practical problems using algebraic and digital techniques.

MATH 1743 - Calculus I for Business, Life Sciences, and Social Sciences

Prerequisites: MATH 1483 or adequate math placement

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
Term 1				
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	
Term 2				
MATH 1483	Functions and Modeling	3	Gen Ed	
ENGL 1213	English Composition II	3	Gen Ed	
Term 3				
MATH 1743	Calculus I for Business, Life Sciences, and Social Sciences	3	Gen Ed	
COM 2213	Intro to Public Speaking	3	Gen Ed	
Term 4				
ECON 2123	Principles of Microeconomics	3	Major	
POLSC 1113	American Federal Government	3	Gen Ed	
Term 5				
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 6				
ACCT 2113	Accounting I/Financial	3	Major	C
ECON 2143	Principles of Macroeconomics	3	Major	
Term 7				
ECON 2023	Statistics for Business and Economics	3	Major	
ACCT 2123	Accounting II/Managerial	3	Major	
OCU GEN ED	Ocu General Education Elective	3	Gen Ed	
Term 8				
BUS 2033	Business Communication	3	Major	
OCU SUPP	Ocu Support Elective	3	Support	
PHYS	Any Physical Science	3-4	Gen Ed	
Term 9				
HUM	Humanities Elective	3	Gen Ed	
OCU SUPP	Ocu Support Elective	3	Support	

Course Grouping

Major Courses: (18 credit hours) Business: BUS 2033; Accounting: ACCT 2113 (C); 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 of general education Physical Science; One of the science courses must include a lab component; Humanities: Six credit hours of Humanities; Mathematics: MATH 1483; MATH 1743;

***Three credit hours of General Education Elective (*Recommended to be chosen from BUS 2043, ENGL 2423, PSY 1113, SOC 1113, or foreign language; however, any general education course will apply. See catalog for general education information.)**

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

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

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

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.

Degree Program Course Descriptions

ACCT 2113 - Accounting I/Financial

Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 Credits Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

ACCT 2123 - Accounting II/Managerial

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

3 Credits A continuation of ACCT 2113. Students will demonstrate an understanding of managerial accounting concepts by properly classifying basic cost elements, allocating these costs to the manufacturing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

BIO - Biological Science

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. This course satisfies the computer proficiency requirement.

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 0313 or adequate math placement 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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1743 - Calculus I for Business, Life Sciences, and Social Sciences

Prerequisites: MATH 1483 or adequate math placement

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
Term 1				
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	
Term 2				
MATH 1483	Functions and Modeling	3	Gen Ed	
ENGL 1213	English Composition II	3	Gen Ed	
Term 3				
MATH 1743	Calculus I for Business, Life Sciences, and Social Sciences	3	Gen Ed	
BUS 2033	Business Communication	3	Major	
COM 2213	Intro to Public Speaking	3	Gen Ed	
Term 4				
MATH 2123	Calculus II for Business, Life Sciences and Social Sciences	3	Gen Ed	
ECON 2123	Principles of Microeconomics	3	Major	
Term 5				
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 6				
ACCT 2113	Accounting I/Financial	3	Major	C
ECON 2143	Principles of Macroeconomics	3	Major	
Term 7				
ECON 2023	Statistics for Business and Economics	3	Major	
ACCT 2123	Accounting II/Managerial	3	Major	
CS 2113	Computer Based Information Systems	3	Support	
Term 8				
POLSC 1113	American Federal Government	3	Gen Ed	
PHYS	Any Physical Science	3-4	Gen Ed	
Term 9				
HUM	Humanities Elective	3	Gen Ed	
PSY 1113	General Psychology	OR	Support	
SOC 1113	Introduction to Sociology	3	Support	

Course Grouping

Major Courses: (18 credit hours) Business: BUS 2033; Accounting: *ACCT 2113 (C); 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 of general education Physical Science; One of the science courses must include a lab component; Humanities: Six credit hours of Humanities; Mathematics: MATH 1483; 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.)

***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.**

^Energy Management majors should take GEOL 1114 for Physical Science.

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.

Degree Program Course Descriptions

ACCT 2113 - Accounting I/Financial

Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 Credits Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

ACCT 2123 - Accounting II/Managerial

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

3 Credits A continuation of ACCT 2113. Students will demonstrate an understanding of managerial accounting concepts by properly classifying basic cost elements, allocating these costs to the manufacturing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

BIO - Biological Science

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. This course satisfies the computer proficiency requirement.

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.

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. This course satisfies the computer proficiency requirement.

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 0313 or adequate math placement 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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1743 - Calculus I for Business, Life Sciences, and Social Sciences

Prerequisites: MATH 1483 or adequate math placement

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 - General 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
Term 1				
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	
Term 2				
MATH 1483	Functions and Modeling	3	Gen Ed	
ENGL 1213	English Composition II	3	Gen Ed	
Term 3				
MATH 1743	Calculus I for Business, Life Sciences, and Social Sciences	3	Gen Ed	
COM 2213	Intro to Public Speaking	3	Gen Ed	
Term 4				
ECON 2123	Principles of Microeconomics	3	Major	
POLSC 1113	American Federal Government	3	Gen Ed	
Term 5				
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 6				
ACCT 2113	Accounting I/Financial	3	Major	C
ECON 2143	Principles of Macroeconomics	3	Major	
Term 7				
ECON 2023	Statistics for Business and Economics	3	Major	
ACCT 2123	Accounting II/Managerial	3	Major	
UCO GEN ED	Uco General Education Elective	3	Gen Ed	
Term 8				
BUS 2033	Business Communication	3	Major	
UCO SUPP	Uco Support Elective	3	Support	
PHYS	Any Physical Science	3-4	Gen Ed	
Term 9				
HUM	Humanities Elective	3	Gen Ed	
UCO SUPP	Uco Support Elective	3	Support	

Course Grouping

****Major Courses:** (18 credit hours) Business: BUS 2033; Accounting: ACCT 2113 (C); 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 of general education Physical Science; One of the science courses must include a lab component; Humanities: Six credit hours of Humanities; Mathematics: MATH 1483; MATH 1743;

Approved 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.)

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

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.

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

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.

Degree Program Course Descriptions

ACCT 2113 - Accounting I/Financial

Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 Credits Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

ACCT 2123 - Accounting II/Managerial

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

3 Credits A continuation of ACCT 2113. Students will demonstrate an understanding of managerial accounting concepts by properly classifying basic cost elements, allocating these costs to the manufacturing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

BIO - Biological Science

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. This course satisfies the computer proficiency requirement.

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 0313 or adequate math placement 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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1743 - Calculus I for Business, Life Sciences, and Social Sciences

Prerequisites: MATH 1483 or adequate math placement

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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
ENGL 1113	English Composition I	3	Gen Ed	
BUS 1323	Mathematics for Business Careers	3	Support	C
Term 2				
BUS 1013	Introduction to Business	3	Major	C
ENGL 1213	English Composition II	OR	Gen Ed	
ENGL 1233	Technical Writing for the Workplace	OR	Gen Ed	
COM 1123	Interpersonal Communications	OR	Gen Ed	
COM 2213	Intro to Public Speaking	3	Gen Ed	
Term 3				
POLSC 1113	American Federal Government	3	Gen Ed	
FIN 1013	Personal Finance	3	Major	C
Term 4				
BUS 1713	Beginning Word Processing	3	Support	C
FIN 2023	Introduction to Business Finance	3	Support	C
Term 5				
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
FA GEN	Faculty Approved General Education Elective	3	Gen Ed	
Term 6				
ACCT 2113	Accounting I/Financial	3	Major	C
ECON 2123	Principles of Microeconomics	3	Major	C
BUS 2473	Business Spreadsheet Applications	3	Major	C
Term 7				
ACCT 2123	Accounting II/Managerial	3	Major	C
BUS 2033	Business Communication	3	Major	C
Term 8				
BUS 2493	Advanced Excel	3	Support	C
FA SUPPORT	Faculty Approved Support Electives	3	Support	C
ACCT 2213	Accounting in Quickbooks	3	Major	C
Term 9				
BUS 2123	Administrative Office Systems	OR	Support	C
CS 2113	Computer Based Information Systems	3	Support	C
BUS 2043	Business Ethics	3	Gen Ed	

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

ACCT 2113 - Accounting I/Financial

Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 Credits Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

ACCT 2123 - Accounting II/Managerial

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

3 Credits A continuation of ACCT 2113. Students will demonstrate an understanding of managerial accounting concepts by properly classifying basic cost elements, allocating these costs to the manufacturing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

ACCT 2213 - Accounting in Quickbooks

Prerequisites: ACCT 2113

3 Credits This course is designed for students who are seeking an Associate in Applied Science - Business Degree. It generally will not transfer to four-year public colleges or universities. Students will demonstrate the use of the computer to complete accounting problems utilizing QuickBooks. This course satisfies the computer proficiency requirement.

BUS 1013 - Introduction to Business

Prerequisites: MATH 0103 or adequate math placement 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 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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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.

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. This course satisfies the computer proficiency requirement.

ECON 2123 - Principles of Microeconomics

Prerequisites: MATH 0313 or adequate math placement 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 - Technical Writing for the Workplace

Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score

3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing

reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

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 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 0313 or adequate math placement, 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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental

operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

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
Term 1				
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	
BF 1303	Introduction to Financial Institutions	3	Support	C
Term 2				
SPAN 1115	Elementary Spanish I	5	Gen Ed	
CS 1103	Introduction to Computers and Applications	3	Support	
Term 3				
BUS 1083	Employment Transitions	3	Support	
BUS 1323	Mathematics for Business Careers	3	Major	C
BUS 2033	Business Communication	3	Support	C
Term 4				
SPAN 1010		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 2503

General Education Courses: (11 credit hours) English: ENGL 1103 or ENGL 1113; Spanish: SPAN 1013; 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

BF 1303 - Introduction to Financial Institutions

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

3 Credits The student will trace the history, the organization and the operations of the commercial financial industry and explain the impact of these fundamental financial concepts on today's economy. (This course is generally offered in the fall semester only.)

BUS 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 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. This course satisfies the computer proficiency requirement.

CS 1103 - Introduction to Computers and Applications

Prerequisites: MATH 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

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, FIN 1013 or BF 1303, and 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 1115 - Elementary Spanish I

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

5 Credits The beginning student will learn essential vocabulary and grammar and will develop basic novice proficiency in understanding, speaking, reading, and writing. The student will explore significant cultural aspects of the Spanish-speaking world.

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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
ENGL 1113	English Composition I	3	Gen Ed	
BUS 1013	Introduction to Business	3	Major	C
Term 2				
MGMT 2053	Principles of Management	3	Major	C
ENGL 1213	English Composition II	OR	Gen Ed	
ENGL 1233	Technical Writing for the Workplace	OR	Gen Ed	
COM 1123	Interpersonal Communications	OR	Gen Ed	
COM 2213	Intro to Public Speaking	3	Gen Ed	
Term 3				
MKT 2043	Principles of Marketing	OR	Support	C
MKT 2343	Advertising	3	Support	C
BUS 2473	Business Spreadsheet Applications	3	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
Term 4				
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
BUS 2033	Business Communication	3	Major	C
Term 5				
ACCT 2113	Accounting I/Financial	3	Major	C
ECON 2123	Principles of Microeconomics	3	Major	C
Term 6				
ACCT 2123	Accounting II/Managerial	3	Support	C
MGMT 2013	Small Business Management	3	Major	C
Term 7				
MGMT 2023	Introduction to Entrepreneurship	3	Support	C
FIN 1013	Personal Finance	OR	Gen Ed	
ECON 1013	Introduction to Economics	OR	Gen Ed	
ECON 2143	Principles of Macroeconomics	3	Gen Ed	
FIN 2023	Introduction to Business Finance	3	Support	C
Term 8				
MATH 2013	Introduction to Statistics	OR	Support	C
ECON 2023	Statistics for Business and Economics	3	Support	C
MGMT 2953	Supervisory Training	3	Support	C
Term 9				
BUS 2043	Business Ethics	3	Gen Ed	
MGMT 2453	Management Capstone	3	Major	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; 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)MATH 2013 or ECON 2023; Finance: (C)FIN 2023; Management: (C)MGMT 2023; (C)MGMT 2953; Marketing: (C)MKT 2043 OR (C)MKT 2343

(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

ACCT 2113 - Accounting I/Financial

Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 Credits Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

ACCT 2123 - Accounting II/Managerial

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

3 Credits A continuation of ACCT 2113. Students will demonstrate an understanding of managerial accounting concepts by properly classifying basic cost elements, allocating these costs to the manufacturing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

BUS 1013 - Introduction to Business

Prerequisites: MATH 0103 or adequate math placement 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. This course satisfies the computer proficiency requirement.

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.

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. This course satisfies the computer proficiency requirement.

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 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 0313 or adequate math placement 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 - Technical Writing for the Workplace

Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score

3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

FIN 1013 - Personal Finance

Prerequisites: MATH 0203 or adequate math placement 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 0313 or adequate math placement, 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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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; 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 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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
ENGL 1113	English Composition I	3	Gen Ed	
BUS 1013	Introduction to Business	3	Major	C
Term 2				
BUS SUPP ELEC	Business (general option) Support Electives	3	Support	C
ENGL 1213	English Composition II	OR	Gen Ed	
ENGL 1233	Technical Writing for the Workplace	OR	Gen Ed	
COM 1123	Interpersonal Communications	OR	Gen Ed	
COM 2213	Intro to Public Speaking	3	Gen Ed	
Term 3				
BUS MAJ ELEC	Business (general option) Major Electives	3	Major	C
BUS SUPP ELEC	Business (general option) Support Electives	3	Support	C
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 4				
ECON 2123	Principles of Microeconomics	3	Major	C
BUS 2033	Business Communication	3	Major	C
Term 5				
ACCT 2113	Accounting I/Financial	3	Major	C
BUS MAJ ELEC	Business (general option) Major Electives	3	Major	C
Term 6				
BUS SUPP ELEC	Business (general option) Support Electives	3	Support	C
BUS MAJ ELEC	Business (general option) Major Electives	3	Major	C
Term 7				
BUS 2043	Business Ethics	3	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
BUS SUPP ELEC	Business (general option) Support Electives	3	Support	C
Term 8				
BUS 2473	Business Spreadsheet Applications	3	Major	C
BUS SUPP ELEC	Business (general option) Support Electives	3	Support	C
Term 9				
POLSC 1113	American Federal Government	3	Gen Ed	
BUS SUPP ELEC	Business (general option) 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: ACCT 2003, ACCT 2123, ACCT 2403, BUS 1113, BUS 1713, BUS 2313, BF 1303, BUS 1323, BUS 2003, BUS 2073, ECON 2023, FIN 1013, FIN 2023, FIN 2503, MGMT 1533, MGMT 2003, MGMT 2013, MGMT 2023, MGMT 2053, MATH 2013, MKT 2043, BUS 2493 or any other ACCT, BUS, ECON, FIN, MGMT, MKT course.

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:

ACCT 2003, ACCT 2123, ACCT 2403, BUS 1113, BUS 1713, BUS 2313, BF 1303, BUS 1323, BUS 1083, BUS 2003, BUS 2073, CS 1103, ECON 2023, FIN 1013, FIN 2023, FIN 2503, MGMT 1533, MGMT 2003, MGMT 2013, MGMT 2023, MGMT 2053, MATH 2013, MKT 2043, BUS 2493, SPAN 1115, SPAN 1013, or any other ACCT, BUS, ECON, FIN, MGMT, MKT course.

(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

ACCT 2113 - Accounting I/Financial

Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 Credits Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

BUS 1013 - Introduction to Business

Prerequisites: MATH 0103 or adequate math placement 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. This course satisfies the computer proficiency requirement.

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.

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. This course satisfies the computer proficiency requirement.

BUS MAJ ELEC - Business (general option) Major Electives

9 Credits 9 credit hours of Faculty Pre-Approved Major Electives: ACCT 2003, ACCT 2123, ACCT 2403, BUS 1113, BUS 1713, BUS 2313, BF 1303, BUS 1323, BUS 2003, BUS 2073, ECON 2023, FIN 1013, FIN 2023, FIN 2503, MGMT 1533, MGMT 2003, MGMT 2013, MGMT 2023, MGMT 2053, MATH 2013, MKT 2043, BUS 2493 or any other ACCT, BUS, ECON, FIN, MGMT, MKT course.

BUS SUPP ELEC - Business (general option) Support Electives

18 Credits 18 credit hours of Faculty Pre-Approved Electives: ACCT 2003, ACCT 2123, ACCT 2403, BUS 1113, BUS 1713, BUS 2313, BF 1303, BUS 1323, BUS 1083, BUS 2003, BUS 2073, CS 1103, ECON 2023, FIN 1013, FIN 2023, FIN 2503, MGMT 1533, MGMT 2003, MGMT 2013, MGMT 2023, MGMT 2053, MATH 2013, MKT 2043, BUS 2493, SPAN 1115, SPAN 1013, or any other ACCT, BUS, ECON, FIN, MGMT, MKT 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.

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 0313 or adequate math placement 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 - Technical Writing for the Workplace

Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score

3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological

platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

work at Oklahoma City Community College and is a required course in degree plans to satisfy the Life Skills requirement.

GEN ED - Gen Ed Elective

3 Credits General Education elective

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

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

Business - 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
Term 1				
AT 1153	Basic Automotive Fundamentals	3	Major	C
ENGL 1113	English Composition I	3	Gen Ed	
BUS 1013	Introduction to Business	3	Major	C
Term 2				
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 1013; (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

AT 1153 - Basic Automotive Fundamentals

3 Credits This course is an application of specific competencies in the operation and service repair of vehicles in the areas of: maintenance and minor vehicle service. Usage of service manuals, manufacturers procedures, tools, and safety are stressed. The student will discuss nomenclature and operating principles of basic automotive fundamentals. Also, the student will discuss and perform diagnostic and service procedures used to maintain these specific systems. The student will show competency in the areas of changing fluids, flush equipment, tire repair, tire balance, vehicle vibration diagnosis, and scan tool usage. This course satisfies the computer proficiency requirement.

BUS 1013 - Introduction to Business

Prerequisites: MATH 0103 or adequate math placement 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. This course satisfies the computer proficiency requirement.

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.

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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
ENGL 1113	English Composition I	3	Gen Ed	
BUS 1013	Introduction to Business	3	Major	C
Term 2				
MGMT 2053	Principles of Management	3	Major	C
ENGL 1213	English Composition II	OR	Gen Ed	
ENGL 1233	Technical Writing for the Workplace	OR	Gen Ed	
COM 1123	Interpersonal Communications	OR	Gen Ed	
COM 2213	Intro to Public Speaking	3	Gen Ed	
Term 3				
MGMT 1533	Introduction to Service Management	3	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
Term 4				
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
BUS 2033	Business Communication	3	Major	C
Term 5				
ACCT 2113	Accounting I/Financial	3	Major	C
ECON 2123	Principles of Microeconomics	3	Major	C
Term 6				
ACCT 2123	Accounting II/Managerial	3	Support	C
BUS VSM SUPP	Business (Vehicle Service) Support Electives	3	Support	C
Term 7				
BUS 2073	Legal Environment of The Workplace	3	Major	C
MGMT 2013	Small Business Management	3	Major	C
BUS VSM SUPP	Business (Vehicle Service) Support Electives	3	Support	C
Term 8				
BUS VSM GE	Business (Vehicle Service) Gen Ed Elective	3	Gen Ed	
MGMT 2953	Supervisory Training	3	Support	C
BUS VSM SUPP	Business (Vehicle Service) Support Electives	3	Support	C
Term 9				
BUS 2043	Business Ethics	3	Gen Ed	
MGMT 2453	Management Capstone	3	Support	C

Course Grouping

Major Courses: (24 credit hours) Accounting: ACCT 2113 (C); Business: BUS 1013 (C); BUS 2033 (C); BUS 2073 (C); Economics: ECON 2123 (C); Management: MGMT 1533* (C); MGMT 2013* (C); MGMT 2053* (C)

*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: ACCT 2123 (C); Choose 3 of the following Automotive Technology courses: AT 1153 (C) or AT 1733 (C) or AT 1753 (C) or AT 1773 (C); Management: MGMT 2953 (C), MGMT 2453 (C)

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

ACCT 2113 - Accounting I/Financial

Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 Credits Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

ACCT 2123 - Accounting II/Managerial

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

3 Credits A continuation of ACCT 2113. Students will demonstrate an understanding of managerial accounting concepts by properly classifying basic cost elements, allocating these costs to the manufacturing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

BUS 1013 - Introduction to Business

Prerequisites: MATH 0103 or adequate math placement 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. This course satisfies the computer proficiency requirement.

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 VSM GE - Business (Vehicle Service) Gen Ed Elective

Prerequisites: None

3 Credits Student should select one course from this list: ECON 1013 or ECON 2143 or FIN 1013.

BUS VSM SUPP - Business (Vehicle Service) Support Electives

Prerequisites: None

9 Credits Select 9 hours from the following faculty approved support electives: (C) AT 1153, (C) AT 1733 (C) AT 1753, or (C) AT 1773).

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 0313 or adequate math placement 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 - Technical Writing for the Workplace

Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score

3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and

composing instructions. This course satisfies the computer proficiency requirement.

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

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 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.

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

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
Term 1				
ENGL 1113	English Composition I	3	Gen Ed	
MATH 1483	Functions and Modeling	OR	Gen Ed	C
MATH 1533	Pre Calculus and Analytic Geometry	OR	Gen Ed	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	OR	Gen Ed	
MATH 2104	Calculus and Analytic Geometry I	3-4	Gen Ed	
Term 2				
SCL 1001	Success in College and Life	1	Life Skills	
CHEM 1115	General Chemistry I	5	Gen Ed	C
Term 3				
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	OR	Gen Ed	
MATH 2104	Calculus and Analytic Geometry I	OR	Gen Ed	
MATH 2214	Calculus and Analytic Geometry II	3-4	Gen Ed	
Term 4				
BIO 1124	General Biology I (Majors)	4	Gen Ed	
ENGL 1213	English Composition II	3	Gen Ed	
Term 5				
PHYS 1114	College Physics I	OR	Gen Ed	
PHYS 2014	Engineering Physics I	4	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 6				
CHEM 2114	Organic Chemistry I	4	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
Term 7				
CHEM 2111	Organic Chemistry I Laboratory	1	Major	C
PSY 1113	General Psychology	OR		
SOC 1113	Introduction to Sociology	3	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 8				
CHEM 2124	Organic Chemistry II	4	Major	C
HUM	Humanities Elective	3	Gen Ed	
Term 9				
CHEM 2121	Organic Chemistry II Laboratory	1	Major	C
CH SUPP ELEC	Chemistry Support Electives	5-8	Support	

Course Grouping

Major Courses: (15 credit hours) CHEM 1215 (C); CHEM 2114 (C); CHEM 2111 (C); CHEM 2124 (C); CHEM 2121 (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; PSY 1113 or SOC 1113; Mathematics: Six to eight credit hours chosen from MATH 1483 (C); MATH 1533 (C); 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) Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125, BIO 2215, BIO 2203, BIO 2234, BIO 2255, CHEM 2990, COM 2213, CS 1143, CS 2163, CS 2363, ECON 2123, ECON 2143, ENGL 1233, ENGL 2143, any ENGR, MATH 2013, MATH 2123, MATH 2314, MATH 2413, PHYS 1114, PHYS 1214***, PHYS 2014***, or PHYS 2114.

(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 0313 or adequate math placement.

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.

CH SUPP ELEC - Chemistry Support Electives

5-8 Credits Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125, BIO 2215, BIO 2203, BIO 2234, BIO 2255, CHEM 2990, COM 2213, CS 1143, CS 2163, CS 2363, ECON 2123, ECON 2143, ENGL 1233, ENGL 2143, any ENGR, MATH 2013, MATH 2123, MATH 2314, MATH 2413, PHYS 1114, PHYS 1214, PHYS 2014, or PHYS 2114.

CHEM 1115 - General Chemistry I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.

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 1483 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 2111 - Organic Chemistry I Laboratory

Prerequisites: Concurrent enrollment in CHEM 2114 or completion of CHEM 2114 with a "C" or better

1 Credit Designed to accompany Organic Chemistry I lecture, this lab course emphasizes techniques used for purifying and characterizing organic compounds, including infrared spectroscopy. Writing lab reports 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 2121 - Organic Chemistry II Laboratory

Prerequisites: CHEM 2111 with a "C" or better and either concurrent enrollment in CHEM 2124 or completion of CHEM 2124 with a "C" or better

1 Credit Designed to accompany Organic Chemistry II lecture, this lab course emphasizes organic synthesis and structure analysis methods such as proton NMR. Writing lab reports is an integral part of the course.

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.

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1533 - Pre Calculus and Analytic Geometry

Prerequisites: Adequate math placement OR co-enrollment in MATH 0531 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 1483 or MATH 1533 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits The student will evaluate trigonometric functions and their inverses using both degree and radian measure; graph trigonometric functions and their transformations; identify properties of trigonometric functions; verify and apply trigonometric identities; solve trigonometric equations; solve problems involving right and oblique triangles, vectors, and indirect measurement; and identify and graph polar curves.

MATH 1743 - Calculus I for Business, Life Sciences, and Social Sciences

Prerequisites: MATH 1483 or adequate math placement

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 0313 or adequate math placement; 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.

4 Credits The student will compute, interpret, and apply the basic concepts of limits, differentiation, and integration to algebraic and transcendental functions and will solve applied problems that include rates of change, optimization, area, and total change in a function. This course satisfies the computer proficiency requirement.

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, use integrals to solve problems from geometry and physics, use vectors to solve problems in higher dimensions, test infinite series for convergence, approximate functions by using series, solve elementary first-order differential equations, and analyze functions of three variables and their contour plots. This course satisfies the computer proficiency requirement.

PHYS 1114 - College Physics I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 1483 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.

PSY 1113 - General 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 (AA)

Associate in Arts

Minimum of 61 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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
CD 2113	Introduction to Child Development	3	Gen Ed	C
ENGL 1113	English Composition I	3	Gen Ed	
Term 2				
CD 2443	Language Literacy for Young Children	OR	Major	C
CD 2153	Introduction to Early Childhood Education	3	Major	C
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 3				
COM 2213	Intro to Public Speaking	OR	Gen Ed	
FIN 1013	Personal Finance	3	Gen Ed	
CD 2353	Child Health, Safety and Nutrition	3	Major	C
Term 4				
CD 2333	Curriculum and Play	3	Major	C
ENGL 1213	English Composition II	3	Gen Ed	
Term 5				
CD 2213	Child and Family in Society	3	Gen Ed	
BIO	Biological Science	3-4	Gen Ed	
Term 6				
CD 2363	Guidance of Young Children	3	Major	C
HUM	Humanities Elective	3	Gen Ed	
PHYS	Any Physical Science	3-4	Gen Ed	
Term 7				
CD 2223	Marriage	3	Major	
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
Term 8				
CD 2713	Infant/toddler Development and Educational Program	3	Major	
CD 2641	Curriculum Development and Application - Preschool	1	Major	
POLSC 1113	American Federal Government	3	Gen Ed	
Term 9				
HUM	Humanities Elective	3	Gen Ed	
CD 2503	Human Sexuality	3	Major	
CD 2631	Curriculum Development and Application - Infant and Toddler	1	Major	

Course Grouping

Major Courses: (23 credit hours) Child Development: CD 2443 (C) OR CD 2153 (C), CD 2333 (C), CD 2353 (C), CD 2363 (C), CD 2713, CD 2631, CD 2641, CD 2223, CD 2503

General Education Courses: (37-38 credit hours) ENGL 1113; ENGL 1213; HIST 1483 OR HIST 1493; 3-4 hours of General Education Biological Science and 3-4 hours of General Education Physical Science-one of which must include a lab component; COM 2213 OR FIN 1013; 6 hours of General Education Humanities (Suggested: PHIL 1123, PHIL 1013, HUM 2213, HUM 2223); MATH 1483 OR MATH 1503 OR MATH 2013; POLSC 1113; CD 2113 (C); CD 2213

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, CD 2631, and CD 2641 have a clinical component that requires purchase of liability insurance and a student name tag. Child Development Lab fees are associated with these courses in the amount of \$5.00 per credit hour.

Degree Program Course Descriptions

BIO - Biological Science

3 Credits Biological Science

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 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 2223 - Marriage*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits Students will explore the roles of dating, intimate relationships and marriage in present day society.

CD 2333 - Curriculum and Play*Prerequisites: Earned at least a "C" in CD 2113*

3 Credits This course discusses how to create, evaluate, and select developmentally appropriate materials, equipment, and environments that support children's early learning. It provides the opportunity to plan, implement, and evaluate an integrated curriculum that focuses on children's needs and interests and takes into account culturally valued content and children's home experiences. The laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2353 - Child Health, Safety and Nutrition*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.*

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

CD 2363 - Guidance of Young Children*Prerequisites: Earned at least a "C" in CD 2113*

3 Credits This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving children. The laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2443 - Language Literacy for Young Children*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.*

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 2503 - Human Sexuality*Prerequisites: PSY 1113 OR CD 2113*

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.

CD 2631 - Curriculum Development and Application - Infant and Toddler*Prerequisites: ENGL 1113; Earned at least a "C" in CD 2333 and CD 2353*

1 Credit Students will demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. Students will also demonstrate skill in guiding infants and/or toddlers and providing for their health and safety in a group setting. A minimum of twenty-eight contact hours is required, which must be completed in approved off-campus early care and education facilities at discretion of instructor. Students must meet pre-laboratory requirements. AAS majors must document a minimum of fifty

clock observation and contact hours with children in a variety of settings, including the workplace.

CD 2641 - Curriculum Development and Application - Preschool*Prerequisites: ENGL 1113; Earned at least a "C" in CD 2333 and CD 2353*

1 Credit Students will demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. Students will also demonstrate skill in guiding preschoolers and providing for their health and safety in a group setting. A minimum of twenty-eight contact hours is required, which must be completed in approved off-campus early care and education facilities at discretion of instructor. Students must meet pre-laboratory requirements. AAS majors must document a minimum of fifty 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*

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 laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

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.

FIN 1013 - Personal Finance

Prerequisites: MATH 0203 or adequate math placement 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.

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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 60 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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
CD 2113	Introduction to Child Development	3	Major	C
ENGL 1113	English Composition I	3	Gen Ed	
Term 2				
CD 2443	Language Literacy for Young Children	OR	Major	C
CD 2153	Introduction to Early Childhood Education	3	Major	C
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 3				
PSY 1113	General Psychology	OR	Gen Ed	
SOC 1113	Introduction to Sociology	3	Gen Ed	
CD 2333	Curriculum and Play	3	Major	C
Term 4				
CD 2353	Child Health, Safety and Nutrition	3	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
Term 5				
ENGL 1213	English Composition II	3	Gen Ed	
BIO 1023	Introductory Nutrition	3	Gen Ed	
Term 6				
CD 2213	Child and Family in Society	3	Major	
CD 2363	Guidance of Young Children	3	Major	C
MATH 1503	Contemporary Mathematics	3	Gen Ed	
Term 7				
CD 2713	Infant/toddler Development and Educational Program	3	Major	
CD 2503	Human Sexuality	3	Major	
CD 2641	Curriculum Development and Application - Preschool	1	Major	
Term 8				
CD 2623	Supervised Laboratory	OR	Support	
FA SUPPORT	Faculty Approved Support Electives	3	Support	
PHIL 1123	Critical Thinking	3	Gen Ed	
Term 9				
CD 2223	Marriage	3	Major	
ART 1013	Art History: Prehistoric to Early Renaissance	OR	Gen Ed	
ART 1023	Art History: Early Renaissance to Contemporary	OR	Gen Ed	
ART 1053	Art Appreciation	3	Gen Ed	
CD 2631	Curriculum Development and Application - Infant and Toddler	1	Major	

Course Grouping

Major Courses: (29 credit hours) Child Development: CD 2113 (C), CD 2443 (C) OR CD 2153 (C), CD 2333 (C), CD 2353 (C), CD 2213, CD 2363 (C), CD 2631, CD 2641, CD 2713, CD 2223, CD 2503

General Education Courses: (27 credit hours) ENGL 1113, ENGL 1213, HIST 1483 OR HIST 1493, POLSC 1113, PSY 1113 OR SOC 1113, BIO 1023, PHIL 1123, ART 1013 OR ART 1023 OR ART 1053, MATH 1503

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

^Support Courses: (3 credit hours) CD 2623 Supervised Laboratory OR 3 hours Faculty Approved Support Elective, upon Advisor evaluation.

(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 2631, and CD 2641 have a clinical component that requires purchase of liability insurance and a student name tag. Child Development Lab fees are associated with these courses in the amount of \$5.00 per credit hour.

Degree Program Course Descriptions

ART 1013 - Art History: Prehistoric to Early Renaissance

Prerequisites: ENGL 1113

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

ART 1023 - Art History: Early Renaissance to Contemporary

Prerequisites: ENGL 1113

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

ART 1053 - Art Appreciation

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

3 Credits The study of art from a variety of different backgrounds and cultures as both product and process. Aesthetic judgement making in evaluation of art from different times and places is stressed. Periods of art history with relevant concepts and terminology are included.

BIO 1023 - Introductory Nutrition

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

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.

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 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 2223 - Marriage

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

3 Credits Students will explore the roles of dating, intimate relationships and marriage in present day society.

CD 2333 - Curriculum and Play

Prerequisites: Earned at least a "C" in CD 2113

3 Credits This course discusses how to create, evaluate, and select developmentally appropriate materials, equipment, and environments that support children's early learning. It provides the opportunity to plan, implement, and evaluate an integrated curriculum that focuses on children's needs and interests and takes into account culturally valued content and children's home experiences. The laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2353 - Child Health, Safety and Nutrition

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

3 Credits This course explores the identification and implementation of best practices for health, safety, and nutrition of young children in a variety of early childhood settings. The laboratory component of the course must be completed at off-campus

approved sites. Students must meet pre-laboratory requirements.

CD 2363 - Guidance of Young Children

Prerequisites: Earned at least a "C" in CD 2113

3 Credits This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving children. The laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2443 - Language Literacy for Young Children

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

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 2503 - Human Sexuality

Prerequisites: PSY 1113 OR CD 2113

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.

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 a laboratory location to be approved by the instructor. 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 2631 - Curriculum Development and Application - Infant and Toddler

Prerequisites: ENGL 1113; Earned at least a "C" in CD 2333 and CD 2353

1 Credit Students will demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. Students will also demonstrate skill in guiding infants and/or toddlers and providing for their health and safety in a group setting. A minimum of twenty-eight contact hours is required, which must be completed in approved off-campus early care and education facilities at discretion of instructor. Students

must meet pre-laboratory requirements. AAS majors must document a minimum of fifty clock observation and contact hours with children in a variety of settings, including the workplace.

CD 2641 - Curriculum Development and Application - Preschool

Prerequisites: ENGL 1113; Earned at least a "C" in CD 2333 and CD 2353

1 Credit Students will demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. Students will also demonstrate skill in guiding preschoolers and providing for their health and safety in a group setting. A minimum of twenty-eight contact hours is required, which must be completed in approved off-campus early care and education facilities at discretion of instructor. Students must meet pre-laboratory requirements. AAS majors must document a minimum of fifty 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

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 laboratory component of the course must be completed at off-campus approved sites. 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.

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

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.

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 - General 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 60 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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
CD 2113	Introduction to Child Development	3	Major	C
ENGL 1113	English Composition I	3	Gen Ed	
Term 2				
CD 2443	Language Literacy for Young Children	OR	Major	C
CD 2153	Introduction to Early Childhood Education	3	Major	C
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 3				
PSY 1113	General Psychology	OR	Gen Ed	
SOC 1113	Introduction to Sociology	3	Gen Ed	
CD 2333	Curriculum and Play	3	Major	C
Term 4				
CD 2353	Child Health, Safety and Nutrition	3	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
Term 5				
ENGL 1213	English Composition II	3	Gen Ed	
BIO 1023	Introductory Nutrition	3	Gen Ed	
Term 6				
CD 2813	Early Childhood Center Personnel Development Management	3	Major	
CD 2363	Guidance of Young Children	3	Major	C
MATH 1503	Contemporary Mathematics	3	Gen Ed	
Term 7				
CD 2713	Infant/toddler Development and Educational Program	3	Major	
CD 2503	Human Sexuality	3	Major	
CD 2641	Curriculum Development and Application - Preschool	1	Major	
Term 8				
CD 2623	Supervised Laboratory	OR	Support	
CD 2213	Child and Family in Society	3	Support	
HUM 2163	Leadership Development	OR	Gen Ed	
PHIL 1123	Critical Thinking	3	Gen Ed	
Term 9				
CD 2223	Marriage	3	Major	
CD 2833	Early Childhood Center Financial Planning and Management	3	Major	
CD 2631	Curriculum Development and Application - Infant and Toddler	1	Major	

Course Grouping

Major Courses: (32 credit hours) Child Development: CD 2113 (C), CD 2443 (C) OR CD 2153 (C), CD 2333 (C), CD 2353 (C), CD 2363 (C), CD 2631, CD 2641, CD 2713, CD 2813, CD 2833, CD 2223, CD 2503

General Education Courses: (24 credit hours) Gen Ed: ENGL 1113, ENGL 1213, HIST 1483 OR HIST 1493, POLSC 1113, PSY 1113 OR SOC 1113, BIO 1023, PHIL 1123 OR HUM 2163, MATH 1503

Support Courses: (3 credit hours) CD 2623 OR CD 2213

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

Program Notes

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

CD 2153, CD 2333, CD 2353, CD 2363, CD 2631, and CD 2641 have a clinical component that requires purchase of liability insurance and a student name tag. Child Development Lab fees are associated with these courses in the amount of \$5.00 per credit hour.

Degree Program Course Descriptions

BIO 1023 - Introductory Nutrition

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

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.

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 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 2223 - Marriage

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

3 Credits Students will explore the roles of dating, intimate relationships and marriage in present day society.

CD 2333 - Curriculum and Play

Prerequisites: Earned at least a "C" in CD 2113

3 Credits This course discusses how to create, evaluate, and select developmentally appropriate materials, equipment, and

environments that support children's early learning. It provides the opportunity to plan, implement, and evaluate an integrated curriculum that focuses on children's needs and interests and takes into account culturally valued content and children's home experiences. The laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2353 - Child Health, Safety and Nutrition

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

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

CD 2363 - Guidance of Young Children

Prerequisites: Earned at least a "C" in CD 2113

3 Credits This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving children. The laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2443 - Language Literacy for Young Children

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

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 2503 - Human Sexuality

Prerequisites: PSY 1113 OR CD 2113

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.

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 a laboratory location to

be approved by the instructor. 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 2631 - Curriculum Development and Application - Infant and Toddler

Prerequisites: ENGL 1113; Earned at least a "C" in CD 2333 and CD 2353

1 Credit Students will demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. Students will also demonstrate skill in guiding infants and/or toddlers and providing for their health and safety in a group setting. A minimum of twenty-eight contact hours is required, which must be completed in approved off-campus early care and education facilities at discretion of instructor. Students must meet pre-laboratory requirements. AAS majors must document a minimum of fifty clock observation and contact hours with children in a variety of settings, including the workplace.

CD 2641 - Curriculum Development and Application - Preschool

Prerequisites: ENGL 1113; Earned at least a "C" in CD 2333 and CD 2353

1 Credit Students will demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. Students will also demonstrate skill in guiding preschoolers and providing for their health and safety in a group setting. A minimum of twenty-eight contact hours is required, which must be completed in approved off-campus early care and education facilities at discretion of instructor. Students must meet pre-laboratory requirements. AAS majors must document a minimum of fifty 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

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 laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2813 - Early Childhood Center Personnel Development Management

Prerequisites: ENGL 1113; Earned at least a "C" in CD 2113

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: ENGL 1113; Earned at least a "C" in CD 2113

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.

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

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.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

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.

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 - General 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 18 credit hours

Knowing you play a role in shaping a child's imagination and education is priceless. That's why Oklahoma City Community College offers four programs for students who are interested in pursuing careers in child development. You can earn an associate degree in arts in child development, an associate degree in applied science in child development, a certificate of mastery in child development, or a child development associate (CDA). Consult a faculty advisor to find out which program is best for you. The certificate program allows you to study courses in the field of child development without taking the general education classes that are required for an associate degree. In this program, you can learn the skills you need quickly so you can enter the job market. Another good thing about this option is that the college credits you earn will apply toward the associate in applied science or associate in arts degrees, so you can always come back to OCCC and further your education.

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
Term 1				
CD 2113	Introduction to Child Development	3	Major	C
CD 2443	Language Literacy for Young Children	OR	Major	C
CD 2153	Introduction to Early Childhood Education	3	Major	C
Term 2				
ENGL 1113	English Composition I	3	Gen Ed	
CD 2363	Guidance of Young Children	3	Major	C
Term 3				
CD 2333	Curriculum and Play	3	Major	C
CD 2353	Child Health, Safety and Nutrition	3	Major	C

Course Grouping

Major Courses: (15 credit hours) Child Development: CD 2113 (C), CD 2443 (C) OR CD 2153 (C), CD 2333 (C), CD 2353 (C), CD 2363 (C)

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, CD 2631, and CD 2641 have a clinical component that requires purchase of liability insurance and a student name tag. Child Development Lab fees are associated with these courses in the amount of \$5.00 per credit hour.

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

www.occc.edu/certificates/

 Degree Program Course Descriptions

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 off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2333 - Curriculum and Play

Prerequisites: Earned at least a "C" in CD 2113

3 Credits This course discusses how to create, evaluate, and select developmentally appropriate materials, equipment, and environments that support children's early learning. It provides the opportunity to plan, implement, and evaluate an integrated curriculum that focuses on children's needs and interests and takes into account culturally valued content and children's home experiences. The laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2353 - Child Health, Safety and Nutrition

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

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

CD 2363 - Guidance of Young Children

Prerequisites: Earned at least a "C" in CD 2113

3 Credits This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in

programs serving children. The laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2443 - Language Literacy for Young Children

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

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.

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. *This program operates on a cohort-based model. The General Education, Support, and Life Skills courses may be taken at any time, but the cohort will complete the Clinical Research Coordinator courses at the same time. Contact the Division of Science, Engineering and Mathematics for more information: 405-682-7508.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
BIO 1314	Human Anatomy and Physiology I	4	Support	
CRC 1103	Introduction to Clinical Research	3	Major	
Term 2				
ENGL 1113	English Composition I	3	Gen Ed	
AHP 1013	Medical Terminology	3	Support	
Term 3				
CRC 1203	Medical Ethics and Client Care	3	Major	
BIO 1414	Human Anatomy and Physiology II	4	Support	
Term 4				
CRC 1303	Clinical Trials and Research Regulations	3	Major	
ENGL 1233	Technical Writing for the Workplace	3	Gen Ed	
Term 5				
CHEM 1123	Survey of General, Organic, and Biochemistry	3	Support	
CRC 1503	Clinical Trials and Research Internship I	3	Major	
Term 6				
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
CRC 1112	Vital Signs and Venipuncture	2	Major	
CRC 2103	Clinical Research Design	3	Major	
Term 7				
CRC 2203	Pathophysiology	3	Major	
CRC 2003	Clinical Database Applications	3	Major	
MATH 2013	Introduction to Statistics	3	Gen Ed	
Term 8				
POLSC 1113	American Federal Government	3	Gen Ed	
CRC 2113	Clinical Research Site Management	3	Major	
COM 1123	Interpersonal Communications	3	Gen Ed	
Term 9				
CRC 2313	Clinical Protocol Design	3	Major	
CRC 2213	Pharmacology for Clinical Research	3	Major	

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.

++Special Admission Procedures

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.

*This program operates on a cohort-based model. The General Education, Support, and Life Skills courses may be taken at any time, but the cohort will complete the Clinical Research Coordinator courses at the same time. Clinical Research Coordinator courses will be offered when at least twelve students are identified from individuals in the industry or those interested in working in the industry. Individuals wishing to enroll in

the program will be on a waiting list until the time when the cohort number is met. Once the number is met, these students will move through the program together, completing the core program courses at the same time. Contact the Division of Science, Engineering and Mathematics for more information: 405-682-7508.

Degree Program Course Descriptions

AHP 1013 - Medical Terminology

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

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

BIO 1314 - Human Anatomy and Physiology I

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement. 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 with a grade of "C" or higher

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 0313 or adequate math placement.

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; Admission to the CRC Program

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; Admission to the CRC Program

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; Admission to the CRC Program

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; Admission to the CRC Program

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; Admission to the CRC Program

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; Admission to the CRC Program

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; Admission to the CRC Program

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; Admission to the CRC Program

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; Admission to the CRC Program

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; Admission to the CRC Program

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; Admission to the CRC Program

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 - Technical Writing for the Workplace

Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score

3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information

and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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. *This program operates on a cohort-based model. Contact the Division of Science, Engineering and Mathematics for more information: 405-682-7508.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
CRC 1103	Introduction to Clinical Research	3	Major	
Term 2				
CRC 1303	Clinical Trials and Research Regulations	3	Major	
CRC 1203	Medical Ethics and Client Care	3	Major	
Term 3				
CRC 2003	Clinical Database Applications	3	Major	
CRC 2103	Clinical Research Design	3	Major	
Term 4				
CRC 2113	Clinical Research Site Management	3	Major	
Term 5				
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.

++Special Admission Procedures

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.

*This program operates on a cohort-based model. Clinical Research Coordinator courses will be offered when at least twelve students are identified from individuals in the industry or those interested in working in the industry. Individuals wishing to enroll in the program will be on a waiting list until the time when the cohort number is met. Once the number is met, these students will move through the program together, completing the core program courses at the same time. Contact the Division of Science, Engineering and Mathematics for more information: 405-682-7508.

 Degree Program Course Descriptions

CRC 1103 - Introduction to Clinical Research

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; Admission to the CRC Program

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 1203 - Medical Ethics and Client Care

Prerequisites: CRC 1103; Admission to the CRC Program

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; Admission to the CRC Program

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 2003 - Clinical Database Applications

Prerequisites: CRC 1103; Admission to the CRC Program

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; Admission to the CRC Program

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; Admission to the CRC Program

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 2313 - Clinical Protocol Design

Prerequisites: CRC 2103; CRC 2113;

Admission to the CRC Program

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.

Community/Public Health

Associate in Science

Minimum of 61 credit hours

Public Health is a broad, multi-disciplinary field, and most professionals specialize at the graduate level. Other specialties within public health include maternal and child health, nutrition, health disparities, and veterinary public health. Additionally, some professionals choose interdisciplinary career paths that involve public health, such as MPH/RN, MPH/JD, MPH,MD, etc. A bachelor's degree opens the door for entry level opportunities in areas such as health education and promotion and environmental health. A master's degree is typically required for management, administration, research, policy development, biostatistics, and epidemiology.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
ENGL 1113	English Composition I	3	Gen Ed	
PSY 1113	General Psychology	3	Gen Ed	
Term 2				
ENGL 1213	English Composition II	3	Gen Ed	
SOC 1113	Introduction to Sociology	3	Major	
Term 3				
PHIL 1123	Critical Thinking	3	Gen Ed	
SOC 2143	Race and Ethnicity in the U.S.	3	Major	
Term 4				
COM 2213	Intro to Public Speaking	3	Gen Ed	
PSY 2403	Developmental Psychology	3	Major	
Term 5				
HUM 2223	Humanities Modern	3	Gen Ed	
AHP 1013	Medical Terminology	3	Major	
Term 6				
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
MATH 2013	Introduction to Statistics	3	Major	
Term 7				
BIO 1114	General Biology (Non Majors)	4	Gen Ed	
GEOG 2603	World Regional Geography	3	Gen Ed	
Term 8				
CHEM 1103	Chemistry Around Us	3	Gen Ed	
AHP 1222	First Aid and CPR	2	Major	
POLSC 1113	American Federal Government	3	Gen Ed	
Term 9				
BIO 1314	Human Anatomy and Physiology I	4	Major	
LEIS 1602	Total Wellness	2	Major	
SOC 2023	Social Problems	3	Gen Ed	

Course Grouping

Major Courses: (23 Credit Hours): AHP 1222; SOC 1113; LEIS 1602; BIO 1314; SOC 2143; PSY 2403; MATH 2013; AHP 1013

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; POLSC 1113; History: HIST 1483 or HIST 1493; PHIL 1123; HUM 2223; SOC 2023; PSY 1113; GEOG 2603; COM 2213; CHEM 1103; BIO 1114

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

AHP 1013 - Medical Terminology

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

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

AHP 1222 - First Aid and CPR

2 Credits This course provides knowledge and practical experience in the emergency care of injuries and sudden illness, including cardiopulmonary resuscitation. This course includes content of the American Heart Association (AHA), Basic Life Support (BLS), and First Aid which meets the National Emergency Cardiovascular (ECC) standards. Students will receive AHA, BLS, and First Aid certifications upon satisfactorily completing this course.

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.

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 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. 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.

CHEM 1103 - Chemistry Around Us

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

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.

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.

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

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.

LEIS 1602 - Total Wellness

Prerequisites: None

3 Credits Students will learn the different aspects of health including physical, mental, and emotional aspects. They will develop an understanding of health and be able to identify a healthy lifestyle. Students will also learn the different levels of physical fitness appropriate for different levels of development: childhood, adolescence, adulthood and older adulthood.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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 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.

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 - General 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.

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 2143 - Race and Ethnicity in the U.S.

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

3 Credits This course examines sociological theories of contact between minority and majority groups in a multicultural society, including topics such as prejudice, discrimination, acculturation, and pluralism.

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
Term 1				
CS 1103	Introduction to Computers and Applications	3	Major	C
CS 1153	Introduction to Computing Technologies	3	Major	C
Term 2				
CS 1353	Computer Operating Systems	3	Major	C
CS 1413	Computer Hardware	3	Major	C
Term 3				
CS 2153	Cloud Computing	3	Major	C
CS 2713	Principles of Information Security	3	Major	C
Term 4				
CS 2303	Networking Technologies	3	Major	C
CS 2503	Network Administration	3	Major	C
Term 5				
CS 2763	Network Security	3	Major	C

Course Grouping

Major Courses: (27 credit hours) Computer Science: CS 1103 (C), CS 1153 (C), CS 1353 (C), CS 1413 (C), CS 2153 (C), CS 2303 (C), CS 2503 (C), CS 2713 (C), CS 2763 (C)

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; 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. This course satisfies the computer proficiency requirement.

CS 1153 - Introduction to Computing Technologies

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

3 Credits Students will learn fundamental concepts of computing technologies. Topics will include computer hardware, operating systems, application software, networking, information security and privacy, information systems, program development, database management systems, social aspect of computing technologies, and cloud computing. This course satisfies the computer proficiency requirement.

CS 1353 - Computer Operating Systems

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 1413 - Computer Hardware

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 2153 - Cloud Computing

Prerequisites: CS 1353

3 Credits Students will demonstrate their understanding of planning, configuring, implementing, and maintaining cloud computing infrastructure, as well as the services it supports such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS). This course satisfies the computer proficiency requirement.

CS 2303 - Networking Technologies

Prerequisites: MATH 0203 or adequate math placement; CS 1103

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CS 2713 - Principles of Information Security

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; CS 1353

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. This course satisfies the computer proficiency requirement.

CS 2763 - Network Security

Prerequisites: CS 1353

3 Credits Students will learn topics related to network vulnerabilities and defense. Topics include network and computer attacks, ethical hacking, penetrating testing, desktop and server vulnerabilities, securing embedded systems, web server security, wireless security, cryptography, and network protection systems. This course satisfies the computer proficiency requirement.

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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
CS 1103	Introduction to Computers and Applications	3	Gen Ed	C
ENGL 1113	English Composition I	3	Gen Ed	
Term 2				
CS 1143	Beginning Programming	3	Major	C
CS 2413	Web Site Development	3	Major	C
Term 3				
ENGL 1213	English Composition II	OR	Gen Ed	
ENGL 1233	Technical Writing for the Workplace	OR	Gen Ed	
COM 1123	Interpersonal Communications	OR	Gen Ed	
COM 2213	Intro to Public Speaking	3	Gen Ed	
CS 2163	Java	3	Major	C
Term 4				
CS 2173	Oracle	OR	Major	C
CS 2443	SQL Server	3	Major	C
CS 2463	Advanced Java	3	Major	C
Term 5				
CS 2113	Computer Based Information Systems	3	Major	C
CS 2453	Visual Basic	3	Major	C
CS	Computer Science Elective	3	Support	C
Term 6				
CS 2513	Client-Side Programming	3	Major	C
CS 2563	C#	3	Major	C
Term 7				
MATH 1483	Functions and Modeling	3	Gen Ed	
CS 2363	C++	3	Major	C
Term 8				
POLSC 1113	American Federal Government	3	Gen Ed	
CS 2183	Linux	3	Major	C
CS 2373	iOS Programming	3*	Major	C
Term 9				
CS 2623	Server-Side Programming	3	Major	C
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	

Course Grouping

Major Courses (39 credit hours) Computer Science: CS 1143 (C), CS 2113 (C), CS 2163 (C), CS 2173 (C) or CS 2443 (C), CS 2363 (C), CS 2413 (C), CS 2453 (C), CS 2463 (C), CS 2513 (C), CS 2563 (C), CS 2623 (C), CS 2183 (C), *CS 2373 (C)

General Education Courses: (18 credit hours)

Communications: ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213

Computer Science: CS 1103 (C)

English: ENGL 1113

History: HIST 1483 or HIST 1493

Mathematics: MATH 1483

Political Science: POLSC 1113

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

Support Courses: (3 credit hours) Computer Science electives (C)

*Pending OSRHE approval

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; 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. This course satisfies the computer proficiency requirement.

CS 1143 - Beginning Programming

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement 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. This course satisfies the computer proficiency requirement.

CS 2113 - Computer Based Information Systems

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

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. This course satisfies the computer proficiency requirement.

CS 2163 - Java

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2173 - Oracle

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2183 - Linux

Prerequisites: MATH 0203 or adequate math placement, 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. Linux+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CS 2373 - iOS Programming

Prerequisites: CS 1543 or CS 1143

3 Credits Students will learn the skills to develop mobile applications on Apple mobile devices. Topics covered include Swift programming language, mobile app software architecture, Apple Integrated Development Environment Xcode, Interface Builder, and other related Apple software development kit frameworks. This course satisfies the computer proficiency requirement.

CS 2413 - Web Site Development

Prerequisites: MATH 0203 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

CS 2443 - SQL Server

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2453 - Visual Basic

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

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). This course satisfies the computer proficiency requirement.

CS 2513 - Client-Side Programming

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CS 2623 - Server-Side Programming

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

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 - Technical Writing for the Workplace

Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score

3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information

and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

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
Term 1				
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	
Term 2				
CS 2453	Visual Basic	3	Major	C
ENGL 1213	English Composition II	3	Gen Ed	
Term 3				
MATH 1533	Pre Calculus and Analytic Geometry	3	Gen Ed	
CS 2163	Java	3	Major	C
Term 4				
CS 2463	Advanced Java	OR*	Major	C
CS 2553	Advanced Visual Basic	OR*	Major	C
CS 2563	C#	3*	Major	C
MATH 1613	Trigonometry	3	Gen Ed	
Term 5				
CS 2463	Advanced Java	OR*	Major	C
CS 2553	Advanced Visual Basic	OR*	Major	C
CS 2563	C#	*	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 6				
CS 2363	C++	3*	Major	C
PSY 1113	General Psychology	3	Gen Ed	
MATH 2104	Calculus and Analytic Geometry I	4	Gen Ed	
Term 7				
CS 2363	C++	*	Major	C
BIO	Biological Science	3-4	Gen Ed	
COM 2213	Intro to Public Speaking	3	Gen Ed	
Term 8				
MATH 2214	Calculus and Analytic Geometry II	4	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 9				
PHYS	Any Physical Science	3-4	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
ELEC	Elective	1	Support	
*16-week course offered during two 8-week terms				

Course Grouping

Major Courses: (15 credit hours)

Computer Science: CS 1143 (C), CS 2163 (C), CS 2363 (C), CS 2453 (C), CS 2463 (C) or CS 2553 (C) or CS 2563 (C)

General Education Courses: (45 credit hours)

Communications: COM 2213

English: ENGL 1113, ENGL 1213

History: HIST 1483 or HIST 1493

Humanities: 6 credit hours of Humanities electives

Mathematics: MATH 1533, MATH 1613, MATH 2104, MATH 2214

Political Science: POLSC 1113

Social Sciences: PSY 1113

Biological Science: *Any general education BIO except BIO 1023; Any general education 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 0313 or adequate math placement 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. This course satisfies the computer proficiency requirement.

CS 2163 - Java*Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CS 2453 - Visual Basic*Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

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). This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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 1877*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1533 - Pre Calculus and Analytic Geometry*Prerequisites: Adequate math placement OR co-enrollment in MATH 0531 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 1483 or MATH 1533 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits The student will evaluate trigonometric functions and their inverses using both degree and radian measure; graph trigonometric functions and their transformations; identify properties of trigonometric functions; verify and apply trigonometric identities; solve trigonometric equations; solve problems involving right and oblique triangles, vectors, and indirect measurement; and identify and graph polar curves.

MATH 2104 - Calculus and Analytic Geometry I

Prerequisites: MATH 1533 and MATH 1613 or adequate math placement.

4 Credits The student will compute, interpret, and apply the basic concepts of limits, differentiation, and integration to algebraic and transcendental functions and will solve applied problems that include rates of change, optimization, area, and total change in a function. This course satisfies the computer proficiency requirement.

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, use integrals to solve problems from geometry and physics, use vectors to solve problems in higher dimensions, test infinite series for convergence, approximate functions by using series, solve elementary first-order differential equations, and analyze functions of three variables and their contour plots. This course satisfies the computer proficiency requirement.

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 - General 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 Systems 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
Term 1				
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
Term 2				
CS 1353	Computer Operating Systems	3	Major	C
CS 1413	Computer Hardware	3	Major	C
Term 3				
ENGL 1113	English Composition I	3	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 4				
ENGL 1213	English Composition II	OR	Gen Ed	
ENGL 1233	Technical Writing for the Workplace	OR	Gen Ed	
COM 1123	Interpersonal Communications	OR	Gen Ed	
COM 2213	Intro to Public Speaking	3	Gen Ed	
POLSC 1113	American Federal Government	3	Gen Ed	
CS 2713	Principles of Information Security	3	Major	C
Term 5				
CS 2303	Networking Technologies	3	Major	C
CS 2503	Network Administration	3	Major	C
Term 6				
CS 2153	Cloud Computing	3	Major	C
CS 2763	Network Security	3	Major	C
Term 7				
CS 1333	Database Management Applications	3	Major	C
CS 2283	Introduction to Virtualization	3	Major	C
Term 8				
MATH 1503	Contemporary Mathematics	3	Gen Ed	
CS 1543	Introduction to Scripting	3*	Major	C
CS 2183	Linux	3	Major	C
Term 9				
CS 2403	Computer Support Services	3	Major	C
CS	Computer Science Elective	3	Support	C

Course Grouping

Major Courses: (39 credit hours):

Computer Science: CS 1153 (C), CS 1333 (C), CS 1353 (C), CS 1413 (C), *CS 1543 (C), CS 2153 (C), CS 2183 (C), CS 2283 (C), CS 2303 (C), CS 2403 (C), CS 2503 (C), CS 2713 (C), CS 2763 (C)

General Education Courses: (18 credit hours)

Communications: ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213

Computer Science: CS 1103 (C)

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: (3 credit hours) Computer Science electives (C)

*Pending OSRHE approval

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; 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. This course satisfies the computer proficiency requirement.

CS 1153 - Introduction to Computing Technologies

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

3 Credits Students will learn fundamental concepts of computing technologies. Topics will include computer hardware, operating systems, application software, networking, information security and privacy, information

systems, program development, database management systems, social aspect of computing technologies, and cloud computing. This course satisfies the computer proficiency requirement.

CS 1333 - Database Management Applications

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

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. This course satisfies the computer proficiency requirement.

CS 1353 - Computer Operating Systems

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 1413 - Computer Hardware

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 1543 - Introduction to Scripting

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement

3 Credits Students will learn to use a scripting language to create scripts to automate the execution of tasks. They will learn to design, code, and test applications using the scripts. Topics include basic data types, control structures, regular expressions, input/output handling, and textual analysis. This course satisfies the computer proficiency requirement.

CS 2153 - Cloud Computing

Prerequisites: CS 1353

3 Credits Students will demonstrate their understanding of planning, configuring, implementing, and maintaining cloud computing infrastructure, as well as the services it supports such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS). This course satisfies the computer proficiency requirement.

CS 2183 - Linux

Prerequisites: MATH 0203 or adequate math placement, 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. Linux+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CS 2303 - Networking Technologies

Prerequisites: MATH 0203 or adequate math placement; CS 1103

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. This course satisfies the computer proficiency requirement.

CS 2403 - Computer Support Services

Prerequisites: ENGL 1113; MATH 0203 or adequate math placement 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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CS 2713 - Principles of Information Security

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; CS 1353

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. This course satisfies the computer proficiency requirement.

CS 2763 - Network Security

Prerequisites: CS 1353

3 Credits Students will learn topics related to network vulnerabilities and defense. Topics include network and computer attacks, ethical hacking, penetrating testing, desktop and server vulnerabilities, securing embedded systems, web server security, wireless security, cryptography, and network protection systems. This course satisfies the computer proficiency requirement.

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 - Technical Writing for the Workplace

Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score

3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and

composing instructions. This course satisfies the computer proficiency requirement.

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

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 Systems 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
Term 1				
CS 1103	Introduction to Computers and Applications	3	Major	C
CS 1153	Introduction to Computing Technologies	3	Major	C
Term 2				
CS 1353	Computer Operating Systems	3	Major	C
CS 1413	Computer Hardware	3	Major	C
Term 3				
CS 2153	Cloud Computing	3	Major	C
CS 2713	Principles of Information Security	3	Major	C

Course Grouping

Major Courses: (18 credit hours) Computer Science: CS 1103 (C); CS 1153 (C); CS 1353 (C); CS 1413 (C); CS 2153 (C); CS 2713 (C)

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; 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. This course satisfies the computer proficiency requirement.

CS 1153 - Introduction to Computing Technologies

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

3 Credits Students will learn fundamental concepts of computing technologies. Topics will include computer hardware, operating systems, application software, networking, information security and privacy, information systems, program development, database management systems, social aspect of computing technologies, and cloud computing. This course satisfies the computer proficiency requirement.

CS 1353 - Computer Operating Systems

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 1413 - Computer Hardware

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 2153 - Cloud Computing

Prerequisites: CS 1353

3 Credits Students will demonstrate their understanding of planning, configuring, implementing, and maintaining cloud computing infrastructure, as well as the services it supports such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS). This course satisfies the computer proficiency requirement.

CS 2713 - Principles of Information Security

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; CS 1353

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. This course satisfies the computer proficiency requirement.

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
Term 1				
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
Term 2				
CS 1353	Computer Operating Systems	3	Major	C
CS 1413	Computer Hardware	3	Major	C
Term 3				
ENGL 1113	English Composition I	3	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 4				
ENGL 1213	English Composition II	OR	Gen Ed	
COM 1123	Interpersonal Communications	OR	Gen Ed	
COM 2213	Intro to Public Speaking	3	Gen Ed	
CS 2713	Principles of Information Security	3	Major	C
CS 1143	Beginning Programming	3	Major	C
Term 5				
CS 2503	Network Administration	3	Major	C
CS 2303	Networking Technologies	3	Major	C
Term 6				
CS 2153	Cloud Computing	3	Major	C
CS 2763	Network Security	3	Major	C
Term 7				
CS 2183	Linux	3	Major	C
CS 1333	Database Management Applications	OR	Major	C
CS 2173	Oracle	OR	Major	C
CS 2443	SQL Server	3	Major	C
Term 8				
CS 2723	Secure Electronic Commerce	3	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
MATH 1483	Functions and Modeling	3	Gen Ed	
Term 9				
CS 2783	Cyber Forensics	3	Major	C
CS 2743	Enterprise Security Management	3	Major	C

Course Grouping

Major Courses: (42 credit hours) Computer Science: CS 1143 (C), CS 1153 (C), CS 1353 (C), CS 1413 (C), CS 2153 (C), CS 2183 (C), CS 2303 (C), CS 1333 (C) or CS 2173 (C) or CS 2443 (C), CS 2503 (C), CS 2713 (C), CS 2723 (C), CS 2743 (C), CS 2763 (C), CS 2783 (C)

General Education Courses: (18 credit hours)

Communications: ENGL 1213 or COM 1123 or COM 2213

Computer Science: CS 1103 (C)

English: ENGL 1113

Mathematics: MATH 1483

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 1103 - Introduction to Computers and Applications

Prerequisites: MATH 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 1143 - Beginning Programming

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement 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. This course satisfies the computer proficiency requirement.

CS 1153 - Introduction to Computing Technologies

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

3 Credits Students will learn fundamental concepts of computing technologies. Topics will include computer hardware, operating systems, application software, networking, information security and privacy, information systems, program development, database management systems, social aspect of computing technologies, and cloud computing. This course satisfies the computer proficiency requirement.

CS 1333 - Database Management Applications

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

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. This course satisfies the computer proficiency requirement.

CS 1353 - Computer Operating Systems

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 1413 - Computer Hardware

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 2153 - Cloud Computing

Prerequisites: CS 1353

3 Credits Students will demonstrate their understanding of planning, configuring, implementing, and maintaining cloud computing infrastructure, as well as the services it supports such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS). This course satisfies the computer proficiency requirement.

CS 2173 - Oracle

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2183 - Linux

Prerequisites: MATH 0203 or adequate math placement, 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. Linux+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2303 - Networking Technologies

Prerequisites: MATH 0203 or adequate math placement; CS 1103

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. This course satisfies the computer proficiency requirement.

CS 2443 - SQL Server

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CS 2713 - Principles of Information Security

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; CS 1353

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. This course satisfies the computer proficiency requirement.

CS 2723 - Secure Electronic Commerce

Prerequisites: MATH 0203 or adequate math placement; CS 1103

3 Credits Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and hands-on labs for secure electronic commerce. These include securing web sites and web applications, maintaining PCI DSS Compliance for E-commerce websites, performing web site vulnerability and security assessments, securing mobile communications, and securing personal and business communications. Legal and national policy issues related to secure electronic commerce are included. This course satisfies the computer proficiency requirement.

CS 2743 - Enterprise Security Management

Prerequisites: CS 1353

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. This course satisfies the computer proficiency requirement.

CS 2763 - Network Security

Prerequisites: CS 1353

3 Credits Students will learn topics related to network vulnerabilities and defense. Topics include network and computer attacks, ethical hacking, penetrating testing, desktop and server vulnerabilities, securing embedded systems, web server security, wireless security, cryptography, and network protection systems. This course satisfies the computer proficiency requirement.

CS 2783 - Cyber Forensics

Prerequisites: MATH 0203 or adequate math placement, CS 1353 and (CS 2713 or 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. This course satisfies the computer proficiency requirement.

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve

practical problems using algebraic and digital techniques.

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 45 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
Term 1				
CS 1103	Introduction to Computers and Applications	3	Major	C
CS 1153	Introduction to Computing Technologies	3	Major	C
Term 2				
CS 1353	Computer Operating Systems	3	Major	C
CS 1413	Computer Hardware	3	Major	C
Term 3				
CS 2713	Principles of Information Security	3	Major	C
CS 1143	Beginning Programming	3	Major	C
Term 4				
CS 2503	Network Administration	3	Major	C
CS 2303	Networking Technologies	3	Major	C
Term 5				
CS 2153	Cloud Computing	3	Major	C
CS 2763	Network Security	3	Major	C
Term 6				
CS 2183	Linux	3	Major	C
CS 2443	SQL Server	3	Major	C
Term 7				
CS 2723	Secure Electronic Commerce	3	Major	C
CS 2743	Enterprise Security Management	3	Major	C
Term 8				
CS 2783	Cyber Forensics	3	Major	C

Course Grouping

Major Courses: (45 credit hours) Computer Science: CS 1103 (C), CS 1143 (C), CS 1153 (C), CS 1353 (C), CS 1413 (C), CS 2153 (C), CS 2183 (C), CS 2303 (C), CS 2443 (C), CS 2503 (C), CS 2713 (C), CS 2723 (C), CS 2743 (C), CS 2763 (C), CS 2783 (C)

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; 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. This course satisfies the computer proficiency requirement.

CS 1143 - Beginning Programming

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement 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. This course satisfies the computer proficiency requirement.

CS 1153 - Introduction to Computing Technologies

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

3 Credits Students will learn fundamental concepts of computing technologies. Topics will include computer hardware, operating systems, application software, networking, information security and privacy, information systems, program development, database management systems, social aspect of computing technologies, and cloud computing. This course satisfies the computer proficiency requirement.

CS 1353 - Computer Operating Systems

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 1413 - Computer Hardware

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 2153 - Cloud Computing

Prerequisites: CS 1353

3 Credits Students will demonstrate their understanding of planning, configuring, implementing, and maintaining cloud computing infrastructure, as well as the services it supports such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS). This course satisfies the computer proficiency requirement.

CS 2183 - Linux

Prerequisites: MATH 0203 or adequate math placement, 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. Linux+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2303 - Networking Technologies

Prerequisites: MATH 0203 or adequate math placement; CS 1103

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. This course satisfies the computer proficiency requirement.

CS 2443 - SQL Server

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CS 2713 - Principles of Information Security

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; CS 1353

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. This course satisfies the computer proficiency requirement.

CS 2723 - Secure Electronic Commerce

Prerequisites: MATH 0203 or adequate math placement; CS 1103

3 Credits Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and hands-on labs for secure electronic commerce. These include securing web sites and web applications, maintaining PCI DSS Compliance for E-commerce websites, performing web site vulnerability and security assessments, securing mobile communications, and securing personal and business communications. Legal and national policy issues related to secure electronic commerce are included. This course satisfies the computer proficiency requirement.

CS 2743 - Enterprise Security Management

Prerequisites: CS 1353

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. This course satisfies the computer proficiency requirement.

CS 2763 - Network Security

Prerequisites: CS 1353

3 Credits Students will learn topics related to network vulnerabilities and defense. Topics include network and computer attacks, ethical hacking, penetrating testing, desktop and server vulnerabilities, securing embedded systems, web server security, wireless security, cryptography, and network protection systems. This course satisfies the computer proficiency requirement.

CS 2783 - Cyber Forensics

Prerequisites: MATH 0203 or adequate math placement, CS 1353 and (CS 2713 or 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. This course satisfies the computer proficiency requirement.

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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
CS 1103	Introduction to Computers and Applications	3	Gen Ed	C
ENGL 1113	English Composition I	3	Gen Ed	
Term 2				
ENGL 1213	English Composition II	3	Gen Ed	
CS 1143	Beginning Programming	3	Major	C
Term 3				
CS 2163	Java	OR	Major	C
CS 2453	Visual Basic	3	Major	C
MATH 1483	Functions and Modeling	3	Gen Ed	
Term 4				
PHYS	Any Physical Science	3-4	Gen Ed	
BIO	Biological Science	3-4	Gen Ed	
Term 5				
CS 2113	Computer Based Information Systems	3	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
MATH 1743	Calculus I for Business, Life Sciences, and Social Sciences	3	Gen Ed	
Term 6				
MATH 2123	Calculus II for Business, Life Sciences and Social Sciences	OR	Support	
ECON 2023	Statistics for Business and Economics	3	Support	
PSY 1113	General Psychology	OR	Gen Ed	
SOC 1113	Introduction to Sociology	3	Gen Ed	
Term 7				
ACCT 2113	Accounting I/Financial	3	Support	
ECON 2123	Principles of Microeconomics	3	Support	
Term 8				
ACCT 2123	Accounting II/Managerial	3	Support	
ECON 2143	Principles of Macroeconomics	3	Support	
Term 9				
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
HUM	Humanities Elective	6	Gen Ed	

Course Grouping

Major Courses: (9 credit hours)

Computer Science: CS 2113 (C), CS 1143 (C), *CS 2163 (C) or *CS 2453 (C)

*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 general education biological science except BIO 1023

**The University of Central Oklahoma requires a four credit hour Biological Science with a lab

Computer Science: CS 1103 (C)

English: ENGL 1113, ENGL 1213

History: HIST 1483 or HIST 1493

Humanities: 6 credit hours of Humanities electives

Mathematics: ***MATH 1483, MATH 1743

***Recommended to check with an advisor at university to which students plans to transfer regarding Math.

Political Science: POLSC 1113

Social Sciences: PSY 1113 or SOC 1113

Any general education 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 ECON 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

ACCT 2113 - Accounting I/Financial

Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 Credits Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

ACCT 2123 - Accounting II/Managerial

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

3 Credits A continuation of ACCT 2113. Students will demonstrate an understanding of managerial accounting concepts by properly classifying basic cost elements, allocating these costs to the manufacturing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

BIO - Biological Science

3 Credits Biological Science

CS 1103 - Introduction to Computers and Applications

Prerequisites: MATH 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 1143 - Beginning Programming

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement 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. This course satisfies the computer proficiency requirement.

CS 2113 - Computer Based Information Systems

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

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. This course satisfies the computer proficiency requirement.

CS 2163 - Java

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2453 - Visual Basic

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

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 0313 or adequate math placement 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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns

of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1743 - Calculus I for Business, Life Sciences, and Social Sciences

Prerequisites: MATH 1483 or adequate math placement

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 - General 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 Transferring to OU (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
Term 1				
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	
Term 2				
ENGL 1213	English Composition II	3	Gen Ed	
CS 2163	Java	3	Major	C
Term 3				
CS 2463	Advanced Java	3*	Major	C
MATH 1533	Pre Calculus and Analytic Geometry	3	Gen Ed	
Term 4				
CS 2463	Advanced Java	*	Major	C
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
MATH 1613	Trigonometry	3	Gen Ed	
Term 5				
MATH 2104	Calculus and Analytic Geometry I	4	Gen Ed	
CS 2563	C#	3*	Major	C
Term 6				
POLSC 1113	American Federal Government	3	Gen Ed	
BIO 1114	General Biology (Non Majors)	OR	Gen Ed	
BIO 1204	History of Life On Earth	4	Gen Ed	
CS 2563	C#	*	Major	C
Term 7				
BUS 2033	Business Communication	OR	Gen Ed	
COM 2213	Intro to Public Speaking	3	Gen Ed	
MATH 2214	Calculus and Analytic Geometry II	4	Gen Ed	
Term 8				
PHYS 2014	Engineering Physics I	4	Gen Ed	
SUPP ELEC	Support Elective	2	Support	
HUM	Humanities Elective	3	Gen Ed	
Term 9				
CHEM 1115	General Chemistry I	OR	Gen Ed	
GEOL 1114	General Geology	OR	Gen Ed	
ASTR 1514	General Astronomy with Lab	4-5	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
*16-week course offered during two 8-week terms				

Course Grouping

Major Courses: (12 credit hours) Computer Science: CS 1143 (C), CS 2163 (C), CS 2463 (C), CS 2563 (C)

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: 6 credit hours of Humanities electives

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

ASTR 1514 - General Astronomy with Lab

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

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. This course satisfies the computer proficiency requirement.

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.

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.

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. This course satisfies the computer proficiency requirement.

CHEM 1115 - General Chemistry I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.

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 0313 or adequate math placement 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. This course satisfies the computer proficiency requirement.

CS 2163 - Java

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

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). This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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.

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1533 - Pre Calculus and Analytic Geometry

Prerequisites: Adequate math placement OR co-enrollment in MATH 0531 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 1483 or MATH 1533 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits The student will evaluate trigonometric functions and their inverses using both degree and radian measure; graph trigonometric functions and their transformations; identify properties of trigonometric functions; verify and apply trigonometric identities; solve trigonometric equations; solve problems involving right and oblique triangles, vectors, and indirect measurement; and identify and graph polar curves.

MATH 2104 - Calculus and Analytic Geometry I

Prerequisites: MATH 1533 and MATH 1613 or adequate math placement.

4 Credits The student will compute, interpret, and apply the basic concepts of limits, differentiation, and integration to algebraic and transcendental functions and will solve applied problems that include rates of change, optimization, area, and total change in a function. This course satisfies the computer proficiency requirement.

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, use integrals to solve problems from geometry and physics, use vectors to solve problems in higher dimensions, test infinite series for convergence, approximate functions by using series, solve elementary first-order differential equations, and analyze functions of three variables and their contour plots. This course satisfies the computer proficiency requirement.

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 ELEC - Support Elective

3 Credits Support elective

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
Term 1				
CS 1103	Introduction to Computers and Applications	3	Major	C
CS 1143	Beginning Programming	3	Major	C
Term 2				
CS 1363	Digital Media Development	3	Major	C
CS 2413	Web Site Development	3	Major	C
Term 3				
CS 2513	Client-Side Programming	3	Major	C
CS 1543	Introduction to Scripting	3*	Major	C
Term 4				
CS 2373	iOS Programming	3*	Major	C
CS 2723	Secure Electronic Commerce	3	Major	C

Course Grouping

Major Courses: (24 credit hours) Computer Science: CS 1103 (C), CS 1143 (C), CS 1363 (C), CS 2413 (C), *CS 2373 (C), CS 2513 (C), CS 2723 (C); *CS 1543 (C)

General Education Courses: None

Life Skills Courses: None

Support Courses: None

*Pending OSRHE approval

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; 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. This course satisfies the computer proficiency requirement.

CS 1143 - Beginning Programming

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement 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. This course satisfies the computer proficiency requirement.

CS 1363 - Digital Media Development

Prerequisites: MATH 0203 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 1543 - Introduction to Scripting

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement

3 Credits Students will learn to use a scripting language to create scripts to automate the execution of tasks. They will learn to design, code, and test applications using the scripts. Topics include basic data types, control structures, regular expressions, input/output handling, and textual analysis. This course satisfies the computer proficiency requirement.

CS 2373 - iOS Programming

Prerequisites: CS 1543 or CS 1143

3 Credits Students will learn the skills to develop mobile applications on Apple mobile devices. Topics covered include Swift programming language, mobile app software architecture, Apple Integrated Development Environment Xcode, Interface Builder, and other related Apple software development kit frameworks. This course satisfies the computer proficiency requirement.

CS 2413 - Web Site Development

Prerequisites: MATH 0203 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

CS 2513 - Client-Side Programming

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2723 - Secure Electronic Commerce

Prerequisites: MATH 0203 or adequate math placement; CS 1103

3 Credits Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and hands-on labs for secure electronic commerce. These include securing web sites and web applications, maintaining PCI DSS Compliance for E-commerce websites, performing web site vulnerability and security assessments, securing mobile communications, and securing personal and

business communications. Legal and national policy issues related to secure electronic commerce are included. This course satisfies the computer proficiency requirement.

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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
CS 1103	Introduction to Computers and Applications	3	Gen Ed	C
ENGL 1113	English Composition I	3	Gen Ed	
Term 2				
CS 1143	Beginning Programming	3	Major	C
CS 2413	Web Site Development	3	Major	C
Term 3				
CS 1543	Introduction to Scripting	3*	Major	C
CS 2163	Java	OR	Major	C
CS 2453	Visual Basic	3	Major	C
Term 4				
CS 2513	Client-Side Programming	3	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
Term 5				
CS 2183	Linux	3	Major	C
CS 2623	Server-Side Programming	3	Major	C
Term 6				
ENGL 1213	English Composition II	OR	Gen Ed	
ENGL 1233	Technical Writing for the Workplace	OR	Gen Ed	
COM 1123	Interpersonal Communications	OR	Gen Ed	
COM 2213	Intro to Public Speaking	3	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
CS 1333	Database Management Applications	OR	Major	C
CS 2173	Oracle	OR	Major	C
CS 2443	SQL Server	3	Major	C
Term 7				
CS 1363	Digital Media Development	3	Major	C
CS 2373	iOS Programming	3*	Major	C
Term 8				
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	3	Gen Ed	
CS	Computer Science Elective	3	Major	C
CS 2723	Secure Electronic Commerce	3	Major	C
Term 9				
CS 2153	Cloud Computing	3*	Major	C
CS	Computer Science Elective	3	Major	C

Course Grouping

Major Courses: (42 Credit Hours)

Computer Science: CS 1143 (C), CS 1333 (C) or CS 2173 (C) or CS 2443 (C), CS 1363 (C), CS 2163 (C) or CS 2453 (C), CS 2183 (C), CS 2413 (C), *CS 2373 (C), CS 2513 (C), CS 2623 (C), CS 2723 (C), *CS 1543 (C), *CS 2153

(C) Six 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 (C)

Communications: ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213

English: ENGL 1113

History: HIST 1483 or HIST 1493

Mathematics: MATH 1483 or MATH 1503

Political Science: POLSC 1113

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

Support Courses: None

*Pending OSRHE approval

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; 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. This course satisfies the computer proficiency requirement.

CS 1143 - Beginning Programming

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement 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. This course satisfies the computer proficiency requirement.

CS 1333 - Database Management Applications

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

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. This course satisfies the computer proficiency requirement.

CS 1363 - Digital Media Development

Prerequisites: MATH 0203 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 1543 - Introduction to Scripting

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement

3 Credits Students will learn to use a scripting language to create scripts to automate the execution of tasks. They will learn to design, code, and test applications using the scripts. Topics include basic data types, control structures, regular expressions, input/output handling, and textual analysis. This course satisfies the computer proficiency requirement.

CS 2153 - Cloud Computing

Prerequisites: CS 1353

3 Credits Students will demonstrate their understanding of planning, configuring, implementing, and maintaining cloud computing infrastructure, as well as the services it supports such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS). This course satisfies the computer proficiency requirement.

CS 2163 - Java

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2173 - Oracle

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2183 - Linux

Prerequisites: MATH 0203 or adequate math placement, 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. Linux+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2373 - iOS Programming

Prerequisites: CS 1543 or CS 1143

3 Credits Students will learn the skills to develop mobile applications on Apple mobile devices. Topics covered include Swift programming language, mobile app software architecture, Apple Integrated Development Environment Xcode, Interface Builder, and other related Apple software development

kit frameworks. This course satisfies the computer proficiency requirement.

CS 2413 - Web Site Development

Prerequisites: MATH 0203 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

CS 2443 - SQL Server

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2453 - Visual Basic

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2513 - Client-Side Programming

Prerequisites: MATH 0313 or adequate math placement, 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.

This course satisfies the computer proficiency requirement.

CS 2623 - Server-Side Programming

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2723 - Secure Electronic Commerce

Prerequisites: MATH 0203 or adequate math placement; CS 1103

3 Credits Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and hands-on labs for secure electronic commerce. These include securing web sites and web applications, maintaining PCI DSS Compliance for E-commerce websites, performing web site vulnerability and security assessments, securing mobile communications, and securing personal and business communications. Legal and national policy issues related to secure electronic commerce are included. This course satisfies the computer proficiency requirement.

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 - Technical Writing for the Workplace

Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score

3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

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
Term 1				
CS 1103	Introduction to Computers and Applications	3	Major	C
CS 1143	Beginning Programming	3	Major	C
Term 2				
CS 2413	Web Site Development	3	Major	C
CS 2163	Java	OR	Major	C
CS 2453	Visual Basic	3	Major	C
Term 3				
CS 1333	Database Management Applications	OR	Major	C
CS 2173	Oracle	OR	Major	C
CS 2443	SQL Server	3	Major	C
CS 2513	Client-Side Programming	3	Major	C
Term 4				
CS 2183	Linux	3	Major	C
CS 2723	Secure Electronic Commerce	3	Major	C
Term 5				
CS 2623	Server-Side Programming	3	Major	C

Course Grouping

Major Courses: (27 Credit Hours) Computer Science: CS 1103 (C), CS 1143 (C), CS 1333 (C) or CS 2173 (C) or CS 2443 (C), CS 2163 (C) or CS 2453 (C), CS 2183 (C), CS 2413 (C), CS 2513 (C), CS 2623 (C), CS 2723 (C)

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; 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. This course satisfies the computer proficiency requirement.

CS 1143 - Beginning Programming

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement 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. This course satisfies the computer proficiency requirement.

CS 1333 - Database Management Applications

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

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. This course satisfies the computer proficiency requirement.

CS 2163 - Java

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2173 - Oracle

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2183 - Linux

Prerequisites: MATH 0203 or adequate math placement, 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. Linux+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2413 - Web Site Development

Prerequisites: MATH 0203 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

CS 2443 - SQL Server

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2453 - Visual Basic

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2513 - Client-Side Programming

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2623 - Server-Side Programming

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2723 - Secure Electronic Commerce

Prerequisites: MATH 0203 or adequate math placement; CS 1103

3 Credits Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and hands-on labs for secure electronic commerce. These include securing web sites and web applications, maintaining PCI DSS Compliance for E-commerce websites, performing web site vulnerability and security assessments, securing mobile communications, and securing personal and business communications. Legal and national policy issues related to secure electronic commerce are included. This course satisfies the computer proficiency requirement.

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
Term 1				
CS 1103	Introduction to Computers and Applications	3	Major	
SCL 1001	Success in College and Life	1	Life Skills	
CAT 1214	Computer Aided Design (CAD)	4	Major	
Term 2				
MATH 1483	Functions and Modeling	3	Gen Ed	
ENGL 1113	English Composition I	3	Gen Ed	
CAT 1043	Engineering Principles	3	Major	
Term 3				
CAT 1253	CAD 3D Parametric Modeling	3	Major	
CAT GEN COMM	OSRHE Approved Gen Ed Communications or English Course	3	Gen Ed	
Term 4				
CAT 1053	Manufacturing Materials and Processes	3	Major	
MATH 1613	Trigonometry	3	Support	
Term 5				
POLSC 1113	American Federal Government	3	Gen Ed	
CAT 2540	Applications in CAD	3	Major	
Term 6				
PHYS 1114	College Physics I	4	Gen Ed	
CAT 2123	Digital Fabrication	3	Major	
CAT 2540	Applications in CAD	OR^		
CAT 2703	Practicum	3*	Major	
Term 7				
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
CAT 2540	Applications in CAD	OR^		
CAT 2703	Practicum	*	Major	
Term 8				
CAT 2163	CAD Automation	3	Major	
CAT 2023	Design Mechanics	3	Major	
CAT 2924	Design Project	4*	Major	
Term 9				
CAT 2924	Design Project	*	Major	
FA ELEC	Faculty Approved Elective	2	Support	
*16-week course offered during two 8-week terms				
^Take CAT 2540 (8-week course) in Term 5 and again in Term 7 with a different project emphasis OR take CAT 2540 in Term 5 AND CAT 2703 (16-week course) over Terms 6-7				

Course Grouping

Major Courses: (35 credit hours) Computer-Aided Technology: CAT 1043, CAT 1053, CAT 1214, CAT 1253, CAT 2023, CAT 2123, CAT 2163, CAT 2540 (6 hrs: Take twice with different project emphasis) or CAT 2540 (3 hrs) & CAT 2703, CAT 2924, CS 1103

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 course (OSRHE: ENGL 1213, ENGL 1233, COM 1123, COM 2213)

History: HIST 1483 or HIST 1493

Mathematics: MATH 1483

Political Science: POLSC 1113

Physics: PHYS 1114

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

Support Courses: (5 credit hours)

Mathematics: MATH 1613

Electives: (2 Credits) Any CAT, CS or ENGR course, Also courses from DMD list: DMD 1513, DMD 1183, DMD 1053, DMD 2053, DMD 2143, DMD 2153, DMD 2533, DMD 2633, DMD 2733, DMD 2773, DMD 2783 or the following ART courses: ART 1123, ART 1183, ART 1203, ART 1213, ART 1233, or ART 1243. Other courses may be approved by the Program Faculty.

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; 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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CAT 1214 - Computer Aided Design (CAD)

Prerequisites: Math 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CAT 1253 - CAD 3D Parametric Modeling

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

3 Credits This course is an introduction to 3D parametric modeling techniques and concepts. The student will create 3D models and assemblies from 2D sketches using

parametric dimensioning and constraints.

This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CAT 2123 - Digital Fabrication

Prerequisites: MATH 0203 or adequate math placement; CAT 1214 or CAT 1253 or CAT 2543.

3 Credits The course is an in-depth exploration of the world of digital fabrication. Students will create projects by utilizing fabrication equipment such as 3D scanning, 3D Printers, Computer Numerical Control (CNC) machines and metrology tools. This course satisfies the computer proficiency requirement.

CAT 2163 - CAD Automation

Prerequisites: CAT 1214; MATH 0203 or adequate math placement.

3 Credits The student will demonstrate the ability to manage and maintain a Computer-Aided Design System by customization, programming and automation. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CAT GEN COMM - OSRHE Approved Gen Ed Communications or English Course

3 Credits Students should select one 3 credit course: ENG 1213, ENG 1233, COM 1123, or COM 2213.

CS 1103 - Introduction to Computers and Applications

Prerequisites: MATH 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1613 - Trigonometry

Prerequisites: Pre or Corequisite: MATH 1483 or MATH 1533 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits The student will evaluate trigonometric functions and their inverses using both degree and radian measure; graph trigonometric functions and their transformations; identify properties of trigonometric functions; verify and apply

trigonometric identities; solve trigonometric equations; solve problems involving right and oblique triangles, vectors, and indirect measurement; and identify and graph polar curves.

PHYS 1114 - College Physics I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 1483 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
Term 1				
CAT 1043	Engineering Principles	3	Major	
CAT 1214	Computer Aided Design (CAD)	4	Major	
Term 2				
CAT 1253	CAD 3D Parametric Modeling	3	Major	
FA CAD CERT SUP ELEC	CAD Faculty Approved Support Electives	3	Major	
Term 3				
CAT 2540	Applications in CAD	3	Major	
CAT 2540	Applications in CAD	OR [^]	Major	
CAT 2703	Practicum	3 [*]	Major	
Term 4				
CAT 2540	Applications in CAD	OR [^]	Major	
CAT 2703	Practicum	*	Major	
*16-week course offered during two 8-week terms				
[^]Take CAT 2540 (8-week course) in Term 3 and again in Term 4 with a different project emphasis OR take CAT 2540 in Term 3 AND CAT 2703 (16-week course) over Terms 3-4				

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 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.

Degree Program Course Descriptions

CAT 1043 - Engineering Principles

Prerequisites: Math 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CAT 1214 - Computer Aided Design (CAD)

Prerequisites: Math 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CAT 1253 - CAD 3D Parametric Modeling

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

3 Credits This course is an introduction to 3D parametric modeling techniques and concepts. The student will create 3D models and assemblies from 2D sketches using parametric dimensioning and constraints. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

FA CAD CERT SUP ELEC - CAD Faculty Approved Support Electives

3 Credits Faculty approved electives: any 3 credits course with an ART, CAT, CS, ENGR or DMD prefix.

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, scientists, 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
Term 1				
CS 1103	Introduction to Computers and Applications	3	Major	
SCL 1001	Success in College and Life	1	Life Skills	
CAT 1313	Introduction to Geographic Information System (GIS)	3	Major	
Term 2				
MATH 1483	Functions and Modeling	3	Gen Ed	
ENGL 1113	English Composition I	3	Gen Ed	
CAT 1323	Introduction to Spatial Technology	3	Major	
Term 3				
CAT 1214	Computer Aided Design (CAD)	4	Major	
CAT GEN COMM	OSRHE Approved Gen Ed Communications or English Course	3	Gen Ed	
Term 4				
CS 1333	Database Management Applications	3	Major	
MATH 1613	Trigonometry	3	Support	
Term 5				
CS 1143	Beginning Programming	3	Major	
GEOG 2603	World Regional Geography	3	Gen Ed	
Term 6				
CAT 2313	Introduction to Spatial Analysis	3	Major	
FA GIS SUPP ELEC	GIS Faculty Approved Support Electives	3	Support	
Term 7				
FA GIS SUPP ELEC	GIS Faculty Approved Support Electives	3	Support	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 8				
CAT 2924	Design Project	4*	Major	
FA GIS SUPP ELEC	GIS Faculty Approved Support Electives	3	Support	
POLSC 1113	American Federal Government	3	Gen Ed	
Term 9				
CAT 2924	Design Project	*	Major	
FA GIS SUPP ELEC	GIS Faculty Approved Support Electives	3	Support	
*16-week course offered during two 8-week terms				

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 1483

Political Science: POLSC 1113

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

Support Courses: (15 credit hours)

Mathematics: MATH 1613; Any CAT, CS or ENGR course, Also the following GEOL courses: GEOL 1063, GEOL 1064, GEOL 1114; Other courses must be approved by the Program Faculty Advisor.

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; 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. This course satisfies the computer proficiency requirement.

CAT 1313 - Introduction to Geographic Information System (GIS)

Prerequisites: Math 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CAT 1323 - Introduction to Spatial Technology

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

3 Credits The course focuses on technologies being used to locate, inventory and analyze locations, Geographic Information Systems, Global Positioning Systems, telemetry and photogrammetry and a brief introduction to Satellite-Based Remote Sensing.

CAT 2313 - Introduction to Spatial Analysis

Prerequisites: Math 0203 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CAT GEN COMM - OSRHE Approved Gen Ed Communications or English Course

3 Credits Students should select one 3 credit course: ENG 1213, ENG 1233, COM 1123, or COM 2213.

CS 1103 - Introduction to Computers and Applications

Prerequisites: MATH 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 1143 - Beginning Programming

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement 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. This course satisfies the computer proficiency requirement.

CS 1333 - Database Management Applications

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

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. This course satisfies the computer proficiency requirement.

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 GIS SUPP ELEC - GIS Faculty Approved Support Electives

12 Credits Faculty approved electives: Any CAT, CS or ENGR Course. Also the following GEOL Courses: GEOL 1063, GEOL 1064, GEOL 1114 and other courses may be approved by the Program Faculty Advisor.

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1613 - Trigonometry

Prerequisites: Pre or Corequisite: MATH 1483 or MATH 1533 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits The student will evaluate trigonometric functions and their inverses using both degree and radian measure; graph trigonometric functions and their transformations; identify properties of trigonometric functions; verify and apply trigonometric identities; solve trigonometric equations; solve problems involving right and oblique triangles, vectors, and indirect measurement; and identify and graph polar curves.

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 - Unmanned Aerial Systems (Certificate)

Certificate of Mastery

Minimum of 18 credit hours

The Unmanned Aerial Systems (UAS) Certificate will equip students with the skillset required to operate aerial vehicles (drones) along with other types of unmanned vehicles. Students will receive hands-on experience in the classroom and in the field. Students will learn how to fly safely in the National Airspace while abiding by current regulations. The potential commercial uses of unmanned aerial vehicles are endless, to include aerial photography and video, search and rescue, disaster response, digital mapping, photogrammetry, remote sensing and many others.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
CAT 1113	Unmanned Vehicle Systems	3	Major	
CAT UAS SUPP ELEC	Unmanned Aerial Systems Support Electives	3	Support	
Term 2				
CAT 1133	Airspace and Regulations	3	Major	
CAT UAS SUPP ELEC	Unmanned Aerial Systems Support Electives	3	Support	
Term 3				
CAT 1123	UVS Operations	3	Major	
CAT UAS SUPP ELEC	Unmanned Aerial Systems Support Electives	3	Support	

Course Grouping

Major Courses: (18 credit hours)

Computer-Aided Technology: CAT 1113, CAT 1123, CAT 1133

Electives: (9 credit hours)

Any CAT, CS, DCP or ENGR course, Any courses from DMD list: DMD 1153, DMD 2143, DMD 2153, DMD 2163, DMD 2253, DMD 2533, DMD 2633, DMD 2733, DMD 2783. Other courses may be approved by the Program Faculty.

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Degree Program Course Descriptions

CAT 1113 - Unmanned Vehicle

Systems

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

3 Credits Students will be introduced to the history, missions, capabilities, types, configurations, subsystems, and the disciplines needed for UVS development and operation.

CAT 1123 - UVS Operations

Prerequisites: CAT 1113

3 Credits Students will demonstrate the proper way to operate Unmanned Vehicle Systems. This includes pre-mission check list, mission planning and logging, safety/liability consideration and emergency procedures. Students will be working in the field and in the classroom conducting simulated and real life missions.

CAT 1133 - Airspace and Regulations

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

3 Credits The course will examine the components and objectives of the National Airspace System. Emphasis will be placed on regulations pertaining to UAS flight operations.

CAT UAS SUPP ELEC - Unmanned Aerial Systems Support Electives

9 Credits Nine credit hours chosen from the following approved support courses: Any CAT, CS, DCP, or ENGR Course or choose from any of the following DMD courses: DMD-1153, DMD-2143, DMD-2153, DMD-2163, DMD-2253, DMD-2533, DMD-2633, DMD-2733, DMD-2783, or other courses may be approved by the program faculty advisor.

Computer-Aided Technology - Unmanned Vehicle System (AAS)

Associate in Applied Science

Minimum of 60 credit hours

The Unmanned Vehicle System (UVS) Option will equip students with the skillset required to operate ground, aerial, and marine vehicles. Students will receive hands-on experience in the classroom and in the field. Students will learn how to fly safely in the National Airspace while abiding by current regulations. With the use of 3D fabrication equipment, students will have the opportunity to design attachments and accessories for these systems. The potential commercial uses of unmanned vehicle systems are endless, to include aerial photography and video, search and rescue, disaster response, digital mapping, photogrammetry, remote sensing and many others.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
CS 1103	Introduction to Computers and Applications	3	Major	
SCL 1001	Success in College and Life	1	Life Skills	
CAT 1113	Unmanned Vehicle Systems	3	Major	
Term 2				
MATH 1483	Functions and Modeling	3	Gen Ed	
ENGL 1113	English Composition I	3	Gen Ed	
CAT 1133	Airspace and Regulations	3	Major	
Term 3				
MATH 1613	Trigonometry	3	Gen Ed	
CAT 1313	Introduction to Geographic Information System (GIS)	3	Major	
Term 4				
CAT 1123	UVS Operations	3	Major	
CAT GEN COMM	OSRHE Approved Gen Ed Communications or English Course	3	Gen Ed	
Term 5				
CS 1143	Beginning Programming	3	Major	
CAT 1214	Computer Aided Design (CAD)	4	Major	
Term 6				
POLSC 1113	American Federal Government	3	Gen Ed	
CAT 2123	Digital Fabrication	3	Major	
Term 7				
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
FA UVS SUPP ELEC	UVS Faculty Approved Support Electives	3	Support	
Term 8				
CAT 2924	Design Project	4*	Major	
FA UVS SUPP ELEC	UVS Faculty Approved Support Electives	3	Support	
CAT 1323	Introduction to Spatial Technology	3	Major	
Term 9				
CAT 2924	Design Project	*	Major	
FA UVS SUPP ELEC	UVS Faculty Approved Support Electives	3	Support	
*16-week course offered during two 8-week terms				

Course Grouping

Major Courses: (32 credit hours) Computer-Aided Technology: CAT 1113, CAT 1123, CAT 1133, CAT 1214, CAT 1313, CAT 1323, CAT 2123, CAT 2924, CS 1103, CS 1143

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; (OSRHE: ENGL 1213, ENGL 1233, COM 1123, COM 2213)

History: HIST 1483 or HIST 1493

Mathematics: MATH 1483, MATH 1613

Political Science: POLSC 1113

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

Support Courses: (9 credit hours)

Electives: Any CAT, CS, DCP or ENGR course, Any courses from DMD list: DMD 1153, DMD 2143, DMD 2153, DMD 2163, DMD 2253, DMD 2533, DMD 2633, DMD 2733, DMD 2783. Other courses may be approved by the Program Faculty.

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 1113 - Unmanned Vehicle Systems

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

3 Credits Students will be introduced to the history, missions, capabilities, types, configurations, subsystems, and the disciplines needed for UVS development and operation.

CAT 1123 - UVS Operations

Prerequisites: CAT 1113

3 Credits Students will demonstrate the proper way to operate Unmanned Vehicle Systems. This includes pre-mission check list, mission planning and logging, safety/liability consideration and emergency procedures. Students will be working in the field and in the classroom conducting simulated and real life missions.

CAT 1133 - Airspace and Regulations

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

3 Credits The course will examine the components and objectives of the National Airspace System. Emphasis will be placed on regulations pertaining to UAS flight operations.

CAT 1214 - Computer Aided Design (CAD)

Prerequisites: Math 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CAT 1313 - Introduction to Geographic Information System (GIS)

Prerequisites: Math 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CAT 1323 - Introduction to Spatial Technology

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

3 Credits The course focuses on technologies being used to locate, inventory and analyze locations, Geographic Information Systems, Global Positioning Systems, telemetry and photogrammetry and a brief introduction to Satellite-Based Remote Sensing.

CAT 2123 - Digital Fabrication

Prerequisites: MATH 0203 or adequate math placement; CAT 1214 or CAT 1253 or CAT 2543.

3 Credits The course is an in-depth exploration of the world of digital fabrication. Students will create projects by utilizing fabrication equipment such as 3D scanning, 3D Printers, Computer Numerical Control (CNC) machines and metrology tools. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CAT GEN COMM - OSRHE Approved Gen Ed Communications or English Course

3 Credits Students should select one 3 credit course: ENG 1213, ENG 1233, COM 1123, or COM 2213.

CS 1103 - Introduction to Computers and Applications

Prerequisites: MATH 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 1143 - Beginning Programming

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement 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. This course satisfies the computer proficiency requirement.

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 UVS SUPP ELEC - UVS Faculty Approved Support Electives

9 Credits Faculty approved electives: Any CAT, CS, DCP or ENGR course or any of the following DMD courses: DMD-1153, DMD-2143, DMD-2153, DMD-2163, DMD-2253, DMD-2533, DMD-2633, DMD-2733, DMD-2783, and other courses may be approved by the Program Faculty.

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns

of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1613 - Trigonometry

Prerequisites: Pre or Corequisite: MATH 1483 or MATH 1533 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits The student will evaluate trigonometric functions and their inverses using both degree and radian measure; graph trigonometric functions and their transformations; identify properties of trigonometric functions; verify and apply trigonometric identities; solve trigonometric equations; solve problems involving right and oblique triangles, vectors, and indirect measurement; and identify and graph polar curves.

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.

Digital Cinema 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
Term 1				
DCP 1214	Cinematography I	4*	Major	C
DCP 2323	Film Editing and Digital Effects I	3*	Major	C
ENGL 1113	English Composition I	3	Gen Ed	
Term 2				
DCP 1214	Cinematography I	*	Major	C
DCP 2323	Film Editing and Digital Effects I	*	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
SCL 1001	Success in College and Life	1	Life Skills	
Term 3				
DCP 2214	Cinematography II	4*	Major	C
DCP 2253	Film Sound	3*	Major	C
ENGL 1213	English Composition II	3	Gen Ed	
Term 4				
DCP 2214	Cinematography II	*	Major	C
DCP 2253	Film Sound	*	Major	C
PHYS	Any Physical Science	3-4	Gen Ed	
Term 5				
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 6				
DCP 1133	Production Design	3*	Major	C
DCP 1713	Screenwriting	OR^	Major	C
DCP 2273	Documentary Filmmaking	3*	Major	C
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 7				
DCP 1133	Production Design	*	Major	C
DCP 1713	Screenwriting	OR^	Major	C
DCP 2273	Documentary Filmmaking	*	Major	C
BIO	Biological Science	3-4	Gen Ed	
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 8				
DCP 2713	Capstone Project	3*	Major	C
DCP 2123	Film Production and Business	3	Major	C
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 9				
DCP 2713	Capstone Project	*	Major	C
HUM	Humanities Elective	6	Gen Ed	
*16-week course offered during two 8-week terms				
^Take DCP 1713 (8-week course) OR DCP 2273 (16-week course)				

Course Grouping

Major Courses: (26 credit hours) (C) Digital Cinema Production: DCP 1133; DCP 1214; DCP 2123; DCP 2214; DCP 2253; DCP 2273 or DCP 1713; DCP 2323; DCP 2713

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; Political Science: POLSC 1113; *Any general education Physical Science taken from ASTR, CHEM, GEOL, or PHYS subjects; *Any General Education Biology; History: HIST 1483 or HIST 1493; Mathematics: MATH 1483 or MATH 1503 or MATH 2013; 6 general education credit hours Humanities electives.

*One of these courses must have a lab component.

**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

(C) A grade of "C" or higher must be achieved in Major Courses.

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

DCP 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.

DCP 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.

DCP 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.

DCP 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.

DCP 2214 - Cinematography II*Prerequisites: DCP 1214 and DCP 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.

DCP 2253 - Film Sound*Prerequisites: DCP 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.

DCP 2273 - Documentary Filmmaking*Prerequisites: DCP 1214 and DCP 2323*

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.

DCP 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. This course satisfies the computer proficiency requirement.

DCP 2713 - Capstone Project*Prerequisites: Students are required to complete all required major DCP courses before taking DCP 2713. Prerequisite: DCP 2273 or DCP 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.

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 1877*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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.

Digital Cinema 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
Term 1				
DCP 1214	Cinematography I	4*	Major	C
DCP 2323	Film Editing and Digital Effects I	3*	Major	C
ENGL 1113	English Composition I	3	Gen Ed	
Term 2				
DCP 1214	Cinematography I	*	Major	C
DCP 2323	Film Editing and Digital Effects I	*	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
SCL 1001	Success in College and Life	1	Life Skills	
Term 3				
DCP 2214	Cinematography II	4*	Major	C
DCP 2253	Film Sound	3*	Major	C
ENGL 1213	English Composition II	OR	Gen Ed	
BUS 2033	Business Communication	OR	Gen Ed	
ENGL 1233	Technical Writing for the Workplace	OR	Gen Ed	
COM 2213	Intro to Public Speaking	3	Gen Ed	
Term 4				
DCP 2214	Cinematography II	*	Major	C
DCP 2253	Film Sound	*	Major	C
PHYS 1013	Physical Science	OR	Gen Ed	
PHYS 1014	Physical Science	3-4	Gen Ed	
Term 5				
BUS 1323	Mathematics for Business Careers	3	Support	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 6				
DCP 1133	Production Design	3*	Major	C
DCP 2273	Documentary Filmmaking	3*	Major	C
DCP 1713	Screenwriting	3	Major	C
DCP 2623	Directing	3*	Major	C
Term 7				
DCP 1133	Production Design	*	Major	C
DCP 2273	Documentary Filmmaking	*	Major	C
DCP 2123	Film Production and Business	3	Major	C
DCP 2623	Directing	*	Major	C
Term 8				
DCP 2713	Capstone Project	3*	Major	C
DCP 2453	Film Sound Editing	3*	Major	C
DCP ELEC	Digital Cinema Production Approved Elective	6-7	Support	
Term 9				
DCP 2713	Capstone Project	*	Major	C
DCP 2453	Film Sound Editing	*	Major	C
HUM	Humanities Elective	3	Gen Ed	
*16-week course offered during two 8-week terms				

Course Grouping

Major Courses: (35 credit hours) (C) Digital Cinema Production: DCP 1133; DCP 1214; DCP 1713; DCP 2214; DCP 2123; DCP 2253; DCP 2273; DCP 2323; DCP 2453; DCP 2623; DCP 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; 3 credit General Education Humanities Elective Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (9-10 credit hours) BUS 1323; Students may select 6-7 hours from the following: any DCP course or HUM 2243, HUM 2143, HUM 2233, HUM 2253, HUM 2273, HUM 2283.

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

Degree Program Course Descriptions

BUS 1323 - Mathematics for Business Careers

Prerequisites: MATH 0103 or adequate math placement 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. This course satisfies the computer proficiency requirement.

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.

DCP 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.

DCP 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.

DCP 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.

DCP 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.

DCP 2214 - Cinematography II

Prerequisites: DCP 1214 and DCP 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.

DCP 2253 - Film Sound

Prerequisites: DCP 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.

DCP 2273 - Documentary Filmmaking

Prerequisites: DCP 1214 and DCP 2323

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.

DCP 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. This course satisfies the computer proficiency requirement.

DCP 2453 - Film Sound Editing

Prerequisites: DCP 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.

DCP 2623 - Directing

Prerequisites: DCP 1214

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.

DCP 2713 - Capstone Project

Prerequisites: Students are required to complete all required major DCP courses before taking DCP 2713. Prerequisite: DCP 2273 or DCP 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.

DCP ELEC - Digital Cinema Production Approved Elective

6-7 Credits Students may select any DCP course or HUM 2243, HUM 2143, HUM 2233, HUM 2253, HUM 2273, or HUM 2283.

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 - Technical Writing for the Workplace

Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score

3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

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.

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.

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.

Digital Cinema 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 Digital Cinema 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
Term 1				
DCP 1214	Cinematography I	4*	Major	C
DCP 2323	Film Editing and Digital Effects I	3*	Major	C
DCP 2253	Film Sound	3*	Major	C
DCP 1133	Production Design	3*	Major	C
Term 2				
DCP 1214	Cinematography I	*	Major	C
DCP 2323	Film Editing and Digital Effects I	*	Major	C
DCP 2253	Film Sound	*	Major	C
DCP 1133	Production Design	*	Major	C
Term 3				
DCP 2214	Cinematography II	4*	Major	C
DCP 2613	Film Or Video Internship	3*	Major	C
DCP 2123	Film Production and Business	3	Major	C
DCP 1713	Screenwriting	OR^	Major	C
DCP 2273	Documentary Filmmaking	3*	Major	C
Term 4				
DCP 2214	Cinematography II	*	Major	C
DCP 2613	Film Or Video Internship	*	Major	C
DCP 1713	Screenwriting	OR^	Major	C
DCP 2273	Documentary Filmmaking	*	Major	C
Term 5				
DCP 2453	Film Sound Editing	3*	Major	C
DCP 2713	Capstone Project	3*	Major	C
Term 6				
DCP 2453	Film Sound Editing	*	Major	C
DCP 2713	Capstone Project	*	Major	C
*16-week course offered during two 8-week terms				
^Take DCP 1713 (8-week course) OR DCP 2273 (16-week course)				

Course Grouping

Major Courses: (32 credit hours) (C) Digital Cinema Production: DCP 1133; DCP 1214; DCP 2123; DCP 2214; DCP 2253; DCP 2273 or DCP 1713; DCP 2323; DCP 2453; DCP 2613; DCP 2713

General Education Courses: None

Life Skills Courses: None

Support Courses: None

(C) A grade of "C" or higher must be achieved in Major Courses.

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Degree Program Course Descriptions

DCP 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.

DCP 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.

DCP 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.

DCP 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.

DCP 2214 - Cinematography II*Prerequisites: DCP 1214 and DCP 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.

DCP 2253 - Film Sound*Prerequisites: DCP 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.

DCP 2273 - Documentary Filmmaking*Prerequisites: DCP 1214 and DCP 2323*

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.

DCP 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. This course satisfies the computer proficiency requirement.

DCP 2453 - Film Sound Editing*Prerequisites: DCP 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.

DCP 2613 - Film Or Video Internship*Prerequisites: 6 hours of Digital Cinema**Production courses*

3 Credits 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.

DCP 2713 - Capstone Project*Prerequisites: Students are required to complete all required major DCP courses before taking DCP 2713. Prerequisite: DCP 2273 or DCP 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.

Digital Media Design - Graphic Design (Certificate)

Certificate of Mastery

Minimum of 33 credit hours

Certificate of Mastery in Graphic Design

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, production artists, or digital photography editors. Graduates work for advertising agencies, individual companies, printing companies, service bureaus, newspapers, magazines, sign companies, 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 contact their

faculty advisor for more information.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
DMD 1053	Electronic Publishing: Indesign I	3	Major	C
DMD 2773	Image Editing: Photoshop I	3	Major	C
Term 2				
DMD 1013	Creativity and Design	3	Major	C
DMD 1023	Introduction to Graphic Design	3	Major	C
Term 3				
DMD 2783	Image Editing: Photoshop II	3	Major	C
DMD 1513	Graphic Design	3	Major	C
Term 4				
DMD 1183	Computer Drawing: Illustrator	3	Major	C
DMD 2053	Electronic Publishing: Indesign II	3	Major	C
Term 5				
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:

DMD 1013 (C); DMD 1023 (C); DMD 1053 (C); DMD 1183 (C); DMD 1513 (C); DMD 2053 (C); DMD 2323 (C); DMD 2353 (B); DMD 2773 (C); DMD 2783 (C); DMD 2803 (B)

General Education Courses:

None

Life Skills Courses:

None

Support Courses:

None

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

(B) A grade of "B" 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

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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 - Photography-Digital-Imaging (Certificate)

Certificate of Mastery

Minimum of 33 credit hours

Certificate of Mastery in Photography-Digital Imaging

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 Certificate of Mastery in Photography/Digital Imaging 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 advisor for more information.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
DMD 1013	Creativity and Design	3	Major	C
DMD 1153	Digital Photography	3	Major	C
Term 2				
DMD 1053	Electronic Publishing: Indesign I	3	Major	C
DMD 2773	Image Editing: Photoshop I	3	Major	C
Term 3				
DMD 2153	Digital Photography II	3	Major	C
DMD 2783	Image Editing: Photoshop II	3	Major	C
Term 4				
DMD 2363	Portrait Photography	3	Major	C
DMD 1183	Computer Drawing: Illustrator	3	Major	C
Term 5				
DMD 2163	Photojournalism	3	Major	C
DMD 2253	Advertising Photography	3	Major	C
DMD 2803	Portfolio Preparation and Presentation	3	Major	B

Course Grouping

Major Courses:

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 (C); DMD 2803 (B)

General Education Courses:

None

Life Skills Courses:

None

Support Courses:

None

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

(B) A grade of "B" 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

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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 Photography Imaging Option

Associate in Applied Science

Minimum of 61 credit hours

The student will learn the technology and techniques professionals use in photography and electronic imaging. Students work with digital cameras, computers, software and scanners used to produce and manipulate photographs and digital photographic images. A degree in Photography/Digital Imaging 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 advisor for more information.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
DMD 1013	Creativity and Design	3	Major	C
SCL 1001	Success in College and Life	1	Life Skills	
ENGL 1113	English Composition I	3	Gen Ed	
Term 2				
DMD 1153	Digital Photography	3	Major	C
DMD 2773	Image Editing: Photoshop I	3	Major	C
Term 3				
DMD 2153	Digital Photography II	3	Major	C
DMD 1053	Electronic Publishing: Indesign I	3	Major	C
ENGL 1213	English Composition II	3	Gen Ed	
Term 4				
DMD 2783	Image Editing: Photoshop II	3	Major	C
APPM 1223	Mathematics for Technical Careers I	OR	Support	
BUS 1323	Mathematics for Business Careers	OR	Support	
MATH	Any 1000 Level Math Course	3	Support	
Term 5				
POLSC 1113	American Federal Government	3	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 6				
DMD 2253	Advertising Photography	3	Major	C
SUPP	Guided Support Elective	3	Support	
Term 7				
DMD 1183	Computer Drawing: Illustrator	3	Major	C
DMD 2163	Photojournalism	3	Major	C
Term 8				
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
SUPP	Guided Support Elective	3	Support	
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 9				
DMD 2803	Portfolio Preparation and Presentation	3	Major	B
DMD 2363	Portrait Photography	3	Major	C

Course Grouping

Major Courses:

(33 credit hours) 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 (C); DMD 2803 (B)

General Education Courses:

(18 credit hours)

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:

(9 credit hours)

APPM 1223 or BUS 1323 or Any 1000 Level Math Course; 6 credit hours course chosen from ART, DMD, DCP, MU, or JB 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

APPM 1223 - Mathematics for Technical Careers I

Prerequisites: MATH 0103 or adequate math placement; Co-requisite: ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits The student will apply principles of basic algebra, equations, functions and graphs, factoring, and fractions in the solutions of technical problems.

BUS 1323 - Mathematics for Business Careers

Prerequisites: MATH 0103 or adequate math placement 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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

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

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, production artists, or digital photography editors. Graduates work for advertising agencies, individual companies, printing companies, service bureaus, newspapers, magazines, sign companies, 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 contact their faculty advisor for more information.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
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
Term 2				
POLSC 1113	American Federal Government	3	Gen Ed	
DMD 1053	Electronic Publishing: Indesign I	3	Major	C
Term 3				
ENGL 1213	English Composition II	3	Gen Ed	
DMD 1023	Introduction to Graphic Design	3	Major	C
DMD 2773	Image Editing: Photoshop I	3	Major	C
Term 4				
DMD 1183	Computer Drawing: Illustrator	3	Major	C
DMD 2053	Electronic Publishing: Indesign II	3	Major	C
Term 5				
HUM	Humanities Elective	3	Gen Ed	
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 6				
APPM 1223	Mathematics for Technical Careers I	OR	Support	
BUS 1323	Mathematics for Business Careers	OR	Support	
MATH	Any 1000 Level Math Course	3	Support	
DMD 2783	Image Editing: Photoshop II	3	Major	C
Term 7				
SUPP	Guided Support Elective	3	Support	
DMD 1513	Graphic Design	3	Major	C
Term 8				
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
SUPP	Guided Support Elective	3	Support	
DMD 2323	Publication Design	3	Major	C
Term 9				
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 (C); DMD 1023 (C); DMD 1053 (C); DMD 1183 (C); DMD 1513 (C); DMD 2053 (C); DMD 2323 (C); DMD 2353 (B); DMD 2773 (C); DMD 2783 (C); DMD 2803 (B)

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, DCP, 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

APPM 1223 - Mathematics for Technical Careers I

Prerequisites: MATH 0103 or adequate math placement; Co-requisite: ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits The student will apply principles of basic algebra, equations, functions and graphs, factoring, and fractions in the solutions of technical problems.

BUS 1323 - Mathematics for Business Careers

Prerequisites: MATH 0103 or adequate math placement 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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

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 (AA)

Associate in Arts

Minimum of 61 credit hours

Often used to meet specific academic needs, especially for adult college students or returning college students, Diversified Studies at Oklahoma City Community College gives you the chance to create your own major. Careers could include law enforcement, sales, retail workers, health professions, fashion marketing, industrial safety, administrative and organizational leadership, and many others. Students seeking this degree option are recommended to work with an advisor to plan the most optimal pathway. Prior to graduating with a Diversified Studies degree, a student should consult with the Records and Graduation Office.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
ENGL 1113	English Composition I	3	Gen Ed	
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 2				
ENGL 1213	English Composition II	3	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 3				
BIO	Biological Science	3-4	Gen Ed	
POLSC 1113	American Federal Government	3	Gen Ed	
Term 4				
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 5				
PHYS	Any Physical Science	3-4	Gen Ed	
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 6				
GEN ED	Gen Ed Elective	3	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 7				
SUPP ELEC	Support Elective	6	Support	
Term 8				
SUPP ELEC	Support Elective	9	Support	
Term 9				
SUPP ELEC	Support Elective	8	Support	

Course Grouping

Major Courses: None

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; Mathematics: MATH 1483 or MATH 1503 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 of general education 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) Support Electives: 23 credit hours

**The subject matter of the elective credit hours will determine whether the degree will be an Associate in Arts or an Associate in Science in Diversified Studies.

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict

in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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.

SUPP ELEC - Support Elective

3 Credits Support elective

Diversified Studies (AS)

Associate in Science

Minimum of 61 credit hours

Often used to meet specific academic needs, especially for adult college students or returning college students, Diversified Studies at Oklahoma City Community College gives you the chance to create your own major. Careers could include law enforcement, sales, retail workers, health professions, fashion marketing, industrial safety, administrative and organizational leadership, and many others. Students seeking this degree option are recommended to work with an advisor to plan the most optimal pathway. Prior to graduating with a Diversified Studies degree, a student should consult with the Records and Graduation Office.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
ENGL 1113	English Composition I	3	Gen Ed	
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 2				
ENGL 1213	English Composition II	3	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 3				
BIO	Biological Science	3-4	Gen Ed	
POLSC 1113	American Federal Government	3	Gen Ed	
Term 4				
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 5				
PHYS	Any Physical Science	3-4	Gen Ed	
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 6				
GEN ED	Gen Ed Elective	3	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 7				
SUPP ELEC	Support Elective	6	Support	
Term 8				
SUPP ELEC	Support Elective	9	Support	
Term 9				
SUPP ELEC	Support Elective	8	Support	

Course Grouping

Major Courses: None

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; Mathematics: MATH 1483 or MATH 1503 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 of general education 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) Support Electives: 23 credit hours

**The subject matter of the elective credit hours will determine whether the degree will be an Associate in Arts or an Associate in Science in Diversified Studies.

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict

in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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.

SUPP ELEC - Support Elective

3 Credits Support elective

EMS-Advanced Emergency Medical Technician Certification++

Certificate of Mastery

Minimum of 36 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" within a program curriculum pattern must be completed with a grade of "C" or better by students majoring in this program.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
EMS 1019	Emergency Medical Technology	9*	Major	C
BIO 1314	Human Anatomy and Physiology I	4	Support	C
Term 2				
EMS 1019	Emergency Medical Technology	*	Major	C
Term 3				
EMS 1314	Paramedic Care I, Introduction to Paramedicine	4	Major	C
BIO 1414	Human Anatomy and Physiology II	4	Support	C
Term 4				
EMS 1324	Paramedic Care II, Trauma Emergencies	4	Major	C
Term 5				
EMS 1334	Paramedic Care III, Medical Emergencies I	4	Major	C
EMS 1113	ECG Interpretation and Procedures	3	Major	C
Term 6				
EMS 2044	Paramedic Care IV, Medical Emergencies II	4	Major	C
*16-week course offered during two 8-week terms				

Course Grouping

Major Courses: (28 credit hours): **(C)EMS 1019; (C)EMS 1113; (C)EMS 1314; (C)EMS 1324; (C)EMS 1334; **(C)EMS 2044.

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.

**This course has a clinical component that requires purchase of liability insurance, a clinical uniform, drug testing and a National background check 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.

++Special Admissions Procedures:

All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.

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

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) 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

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. 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 with a grade of "C" or higher

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 1019 - Emergency Medical Technology

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

9 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. The student will summarize and interpret legal responsibilities of safe ambulance operations; evaluate psychological and physical factors affecting safe emergency vehicle operations, incident command, hazardous materials incidents, crime scene awareness, rescue awareness. The student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, and recognize and manage situations posing threats to patients, EMT's or bystanders. This course includes, principles of safely operating a ground ambulance, and current required

NIMS and Hazardous Materials training. 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 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 1314 - Paramedic Care I, Introduction to Paramedicine

Prerequisites: EMS 1019; or National Registry of EMT certification (EMT, AEMT or EMT-I); Pre or Corequisite: BIO 1314 Human Anatomy and Physiology I.

4 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 and Clinical Shifts.

EMS 1324 - Paramedic Care II, Trauma Emergencies

Prerequisites: Pre or Corequisite: EMS 1314 Paramedic Care I

4 Credits Paramedic Care II is a study of all age groups, of advanced assessment, pathophysiology, and management of

trauma emergencies. Course 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 circulatory support, hemorrhage, all etiologies of shock, resuscitation, chest, abdominal, genitourinary, orthopedic, soft tissue, head, neck, face, nervous system, environmental and multi system trauma, and to apply standards of paramedic practice. Includes Laboratory and Clinical Shifts.

EMS 1334 - Paramedic Care III, Medical Emergencies I

Prerequisites: EMS 1324 Paramedic Care II, Trauma Emergencies; Pre or Corequisite: BIO 1414 Human Anatomy and Physiology II, EMS 1113 ECG Interpretation.

4 Credits Paramedic Care III, Medical Emergencies I is a study of adult epidemiology, psychosocial impact, pathophysiology, presentation, prognosis, and management of medical emergencies. Course 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, renal, non-traumatic musculoskeletal, behavioral and psychiatric disorders; infectious diseases; and the application of standards of paramedic practice. Includes Laboratory and Clinical Shifts.

EMS 2044 - Paramedic Care IV, Medical Emergencies II

Prerequisites: EMS 1324 Paramedic Care II; Pre or Corequisite: BIO 1414 Human Anatomy and Physiology II, EMS 1113 ECG Interpretation.

4 Credits Paramedic Care IV is a study and practical application of adult epidemiology, psychosocial impact, pathophysiology, and management of respiratory and cardiovascular emergencies. Course 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, Laboratory and Clinical Shifts included.

Emergency Medical Sciences - Emergency Medical Technician++

Certificate of Mastery

Minimum of 9 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" within a program curriculum pattern must be completed with a grade of "C" or better by students majoring in this program.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
EMS 1019	Emergency Medical Technology	9	Major	C

Course Grouping

Major Courses: (9 credit hours): Emergency Medical Sciences/Emergency Medical Technology: **(C)EMS 1019

General Education Courses: None

Life Skills Courses: None

Support Courses: None

This course requires a minimum of a "C" grade to qualify as a course prerequisite and to qualify the student for licensure.

**This course has a clinical component that requires purchase of liability insurance, a clinical uniform, drug testing, 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.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at

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

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:

All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.

Degree Program Course Descriptions

EMS 1019 - Emergency Medical Technology

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

9 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. The student will summarize and interpret legal responsibilities of safe ambulance operations; evaluate psychological and physical factors affecting safe emergency vehicle operations, incident command, hazardous materials incidents, crime scene awareness, rescue awareness. The student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, and recognize and manage situations posing threats to patients, EMT's or bystanders. This course includes, principles of safely operating a ground ambulance, and current required NIMS and Hazardous Materials training. 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.

Emergency Medical Sciences - Paramedic Certification++

Certificate of Mastery

Minimum of 52 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. Entry into this program requires successful completion of EMS 1019 or equivalent or National Registry Certification as an EMT or Advanced EMT.

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

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
EMS 1019	Emergency Medical Technology	9*	Major	C
BIO 1314	Human Anatomy and Physiology I	4	Support	C
Term 2				
EMS 1019	Emergency Medical Technology	*	Major	C
Term 3				
EMS 1314	Paramedic Care I, Introduction to Paramedicine	4	Major	C
BIO 1414	Human Anatomy and Physiology II	4	Support	C
Term 4				
EMS 1324	Paramedic Care II, Trauma Emergencies	4	Major	C
Term 5				
EMS 1334	Paramedic Care III, Medical Emergencies I	4	Major	C
EMS 1113	ECG Interpretation and Procedures	3	Major	C
Term 6				
EMS 2044	Paramedic Care IV, Medical Emergencies II	4	Major	C
Term 7				
EMS 2054	Paramedic Care V, OB and Pediatric Emergencies	4	Major	C
Term 8				
EMS 2064	Paramedic Care VI, Special Populations	4	Major	C
Term 9				
EMS 2274	EMS Leadership	4	Major	C
EMS 2284	Paramedic Practicum	4*	Major	C
Term 10				
EMS 2284	Paramedic Practicum	*	Major	C
*16-week course offered during two 8-week terms				

Course Grouping

Major Courses: (44 credit hours) Emergency Medical Sciences/Paramedic Certificate: **(C)EMS 1019; (C)EMS 1113; (C)EMS 1314; (C)EMS 1324; (C)EMS 1334; **(C)EMS 2044; (C)EMS 2054; *(C) EMS 2064; *(C)EMS 2274; *(C)EMS 2284.

General Education Courses: None

Pre-requisites: EMS 1019 or equivalent or National Registry Certification as an EMT or Advanced EMT and BIO 1314 prior to entering Paramedic core courses.

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.

**This course has a clinical component that requires purchase of liability insurance, a clinical uniform, drug testing, and a National background check 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.

++Special Admissions Procedures:

All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.

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

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) 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, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727)-210-2350, 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. 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 with a grade of "C" or higher

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 1019 - Emergency Medical Technology

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

9 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. The student will summarize and interpret legal responsibilities of safe ambulance operations; evaluate psychological and physical factors affecting safe emergency vehicle operations, incident command, hazardous materials incidents, crime scene awareness, rescue awareness. The student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, and recognize and manage situations posing threats to patients, EMT's or bystanders. This course includes, principles of safely operating a ground ambulance, and current required

NIMS and Hazardous Materials training. 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 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 1314 - Paramedic Care I, Introduction to Paramedicine

Prerequisites: EMS 1019; or National Registry of EMT certification (EMT, AEMT or EMT-I); Pre or Corequisite: BIO 1314 Human Anatomy and Physiology I.

4 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 and Clinical Shifts.

EMS 1324 - Paramedic Care II, Trauma Emergencies

Prerequisites: Pre or Corequisite: EMS 1314 Paramedic Care I

4 Credits Paramedic Care II is a study of all age groups, of advanced assessment, pathophysiology, and management of

trauma emergencies. Course 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 circulatory support, hemorrhage, all etiologies of shock, resuscitation, chest, abdominal, genitourinary, orthopedic, soft tissue, head, neck, face, nervous system, environmental and multi system trauma, and to apply standards of paramedic practice. Includes Laboratory and Clinical Shifts.

EMS 1334 - Paramedic Care III, Medical Emergencies I

Prerequisites: EMS 1324 Paramedic Care II, Trauma Emergencies; Pre or Corequisite: BIO 1414 Human Anatomy and Physiology II, EMS 1113 ECG Interpretation.

4 Credits Paramedic Care III, Medical Emergencies I is a study of adult epidemiology, psychosocial impact, pathophysiology, presentation, prognosis, and management of medical emergencies. Course 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, renal, non-traumatic musculoskeletal, behavioral and psychiatric disorders; infectious diseases; and the application of standards of paramedic practice. Includes Laboratory and Clinical Shifts.

EMS 2044 - Paramedic Care IV, Medical Emergencies II

Prerequisites: EMS 1324 Paramedic Care II; Pre or Corequisite: BIO 1414 Human Anatomy and Physiology II, EMS 1113 ECG Interpretation.

4 Credits Paramedic Care IV is a study and practical application of adult epidemiology, psychosocial impact, pathophysiology, and management of respiratory and cardiovascular emergencies. Course 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, Laboratory and Clinical Shifts included.

EMS 2054 - Paramedic Care V, OB and Pediatric Emergencies

Prerequisites: EMS 2044 Paramedic Care IV, Medical Emergencies II; Corequisite: EMS 2064

4 Credits Paramedic Care V is a study of neonatal and pediatric conditions and emergencies including epidemiology, psychosocial impact, anatomy, physiology, pathophysiology, presentation, prognosis, and management. Course 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, chronic illness emergencies, abuse, neglect, and poverty using the application of standards of paramedic practice. Includes Pediatric Advanced Life Support certification, Laboratory and Clinical Shifts included.

EMS 2064 - Paramedic Care VI, Special Populations

Prerequisites: EMS 2044 Paramedic Care IV

4 Credits Paramedic Care VI 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. Course 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. Laboratory and Clinical Shifts included.

EMS 2274 - EMS Leadership

Prerequisites: EMS 2064 Paramedic Care VI, Co-requisite: EMS 2284 Paramedic Practicum

4 Credits 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 EMS Operations in which the student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement,

preparation for transport, recognition of situations posing threats to patients, paramedics 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 Hazardous Materials Awareness training.

EMS 2284 - Paramedic Practicum

Prerequisites: EMS 2064 Paramedic Care VI, Corequisite: EMS 2274 EMS Leadership

4 Credits The Paramedic Practicum is an essential part of the Paramedic Program. 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 the Paramedic Practicum 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 course.

Emergency Medical Sciences++

Associate in Applied Science

Minimum of 71 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. Entry into this program requires successful completion of EMS 1019 or equivalent or National Registry Certification as an EMT or Advanced EMT.

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

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
EMS 1019	Emergency Medical Technology	9*	Major	C
BIO 1314	Human Anatomy and Physiology I	4	Support	C
Term 2				
EMS 1019	Emergency Medical Technology	*	Major	C
SCL 1001	Success in College and Life	1	Life Skills	
Term 3				
EMS 1314	Paramedic Care I, Introduction to Paramedicine	4	Major	C
BIO 1414	Human Anatomy and Physiology II	4	Support	C
Term 4				
EMS 1324	Paramedic Care II, Trauma Emergencies	4	Major	C
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	3	Gen Ed	
Term 5				
EMS 1334	Paramedic Care III, Medical Emergencies I	4	Major	C
EMS 1113	ECG Interpretation and Procedures	3	Major	C
Term 6				
EMS 2044	Paramedic Care IV, Medical Emergencies II	4	Major	C
ENGL 1113	English Composition I	3	Gen Ed	
Term 7				
EMS 2054	Paramedic Care V, OB and Pediatric Emergencies	4	Major	C
ENGL 1213	English Composition II	3	Gen Ed	
Term 8				
EMS 2064	Paramedic Care VI, Special Populations	4	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
Term 9				
EMS 2274	EMS Leadership	4	Major	C
EMS 2284	Paramedic Practicum	4*	Major	C
PSY 1113	General Psychology	3	Gen Ed	
Term 10				
EMS 2284	Paramedic Practicum	*	Major	C
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
*16-week course offered during two 8-week terms				

Course Grouping

Major Courses: (44 credit hours) Emergency Medical Sciences: **(C)EMS 1019; (C)EMS 1113; (C)EMS 1314; (C)EMS 1324; (C)EMS 1334; (C)EMS 2044; (C)EMS 2054; (C)EMS 2064; (C)EMS 2274; (C)EMS 2284.

General Education Courses: (18 credit hours); Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; Psychology: PSY 1113; English: ENGL 1113; ENGL 1213; Math: MATH 1483 or MATH 1503.

Pre-requisites: EMS 1019 or equivalent or National Registry Certification as an EMT or Advanced EMT prior to entering Paramedic courses.

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 require a minimum of a "C" grade to qualify as a course prerequisite and to qualify the student for licensure.

**This course has a clinical component that requires purchase of medical liability insurance, clinical uniform, drug testing and a National background check 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.
++Special Admissions Procedures:

All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.

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) 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, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350, 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. 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 with a grade of "C" or higher

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 1019 - Emergency Medical Technology

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

9 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. The student will summarize and interpret legal responsibilities of safe ambulance operations; evaluate psychological and physical factors affecting safe emergency vehicle operations, incident command, hazardous materials incidents, crime scene awareness, rescue awareness. The student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, and recognize and manage situations posing threats to patients, EMT's or bystanders. This course includes, principles of safely operating a ground ambulance, and current required

NIMS and Hazardous Materials training. 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 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 1314 - Paramedic Care I, Introduction to Paramedicine

Prerequisites: EMS 1019; or National Registry of EMT certification (EMT, AEMT or EMT-I); Pre or Corequisite: BIO 1314 Human Anatomy and Physiology I.

4 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 and Clinical Shifts.

EMS 1324 - Paramedic Care II, Trauma Emergencies

Prerequisites: Pre or Corequisite: EMS 1314 Paramedic Care I

4 Credits Paramedic Care II is a study of all age groups, of advanced assessment, pathophysiology, and management of

trauma emergencies. Course 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 circulatory support, hemorrhage, all etiologies of shock, resuscitation, chest, abdominal, genitourinary, orthopedic, soft tissue, head, neck, face, nervous system, environmental and multi system trauma, and to apply standards of paramedic practice. Includes Laboratory and Clinical Shifts.

EMS 1334 - Paramedic Care III, Medical Emergencies I

Prerequisites: EMS 1324 Paramedic Care II, Trauma Emergencies; Pre or Corequisite: BIO 1414 Human Anatomy and Physiology II, EMS 1113 ECG Interpretation.

4 Credits Paramedic Care III, Medical Emergencies I is a study of adult epidemiology, psychosocial impact, pathophysiology, presentation, prognosis, and management of medical emergencies. Course 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, renal, non-traumatic musculoskeletal, behavioral and psychiatric disorders; infectious diseases; and the application of standards of paramedic practice. Includes Laboratory and Clinical Shifts.

EMS 2044 - Paramedic Care IV, Medical Emergencies II

Prerequisites: EMS 1324 Paramedic Care II; Pre or Corequisite: BIO 1414 Human Anatomy and Physiology II, EMS 1113 ECG Interpretation.

4 Credits Paramedic Care IV is a study and practical application of adult epidemiology, psychosocial impact, pathophysiology, and management of respiratory and cardiovascular emergencies. Course 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, Laboratory and Clinical Shifts included.

EMS 2054 - Paramedic Care V, OB and Pediatric Emergencies

Prerequisites: EMS 2044 Paramedic Care IV, Medical Emergencies II; Corequisite: EMS 2064

4 Credits Paramedic Care V is a study of neonatal and pediatric conditions and emergencies including epidemiology, psychosocial impact, anatomy, physiology, pathophysiology, presentation, prognosis, and management. Course 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, chronic illness emergencies, abuse, neglect, and poverty using the application of standards of paramedic practice. Includes Pediatric Advanced Life Support certification, Laboratory and Clinical Shifts included.

EMS 2064 - Paramedic Care VI, Special Populations

Prerequisites: EMS 2044 Paramedic Care IV

4 Credits Paramedic Care IV 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. Course 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. Laboratory and Clinical Shifts included.

EMS 2274 - EMS Leadership

Prerequisites: EMS 2064 Paramedic Care VI, Co-requisite: EMS 2284 Paramedic Practicum

4 Credits 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 EMS Operations in which the student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement,

preparation for transport, recognition of situations posing threats to patients, paramedics 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 Hazardous Materials Awareness training.

EMS 2284 - Paramedic Practicum

Prerequisites: EMS 2064 Paramedic Care VI, Corequisite: EMS 2274 EMS Leadership

4 Credits The Paramedic Practicum is an essential part of the Paramedic Program. 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 the Paramedic Practicum 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 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.

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict

in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

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 - General 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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
MATH 2104	Calculus and Analytic Geometry I	4	Gen Ed	C
ENGR 1113	Introduction to Engineering	3	Major	C
Term 2				
MATH 2214	Calculus and Analytic Geometry II	4	Gen Ed	C
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 3				
ENGL 1113	English Composition I	3	Gen Ed	
MATH 2314	Calculus and Analytic Geometry III	4	Support	C
Term 4				
CHEM 1115	General Chemistry I	OR	Support	C
CHEM 1415	Chemistry for Engineers	5	Support	C
ENGL 1213	English Composition II	3	Gen Ed	
Term 5				
PHYS 2014	Engineering Physics I	4	Gen Ed	C
HUM	Humanities Elective	3	Gen Ed	
Term 6				
ENGR SUPP ELEC	Engineering Support Electives	3-5	Support	C
ENGR 2133	Rigid Body Mechanics	OR	Major	C
ENGR 2243	Statics	3	Major	C
Term 7				
POLSC 1113	American Federal Government	3	Gen Ed	
PHYS 2114	Engineering Physics II	4	Gen Ed	C
Term 8				
HUM	Humanities Elective	3	Gen Ed	
ENGR MAJ ELEC	Engineering Major Electives	3	Major	C
Term 9				
PSY 1113	General Psychology	OR	Gen Ed	
SOC 1113	Introduction to Sociology	3	Gen Ed	
ENGR MAJ ELEC	Engineering Major Electives	3	Major	C

Course Grouping

Major Courses: (12-credit hours) Engineering: (C)ENGR 1113; (C)ENGR 2133* or (C)ENGR 2243*; and six hours of approved major electives selected from (C) ENGR 1000; (C) ENGR 2103; (C) ENGR 2143; (C) ENGR 2200; (C) ENGR 2214; (C) ENGR 2303; (C) ENGR 2313; (C) ENGR 2333; (C) ENGR 2343; (C) ENGR 2523; (C) ENGR 2613; (C) ENGR 2623; or (C) ENGR 2713

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Physics: (C) PHYS 2014; (C) PHYS 2114; Mathematics: (C) MATH 2104; (C) 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: (12-14 credit hours) Mathematics: (C) MATH 2314; (C) CHEM 1115 OR (C) CHEM 1415; and three to five hours of approved support hours selected from: (C) GEOL 1114; (C) PHYS 2223; (C) MATH 2013; (C) MATH 2413; (C) CAT 1214; (C) CS 1143; (C) CS 2163; (C) CS 2363; (C) CHEM 1215; (C) CHEM 2114; (C) CHEM 2111; (C) CHEM 2124; (C) CHEM 2121; (C) ENGR 2103; (C) ENGR 2143; (C) ENGR 2214; (C) ENGR 2313; (C) ENGR 2333; (C) ENGR 2343; (C) ENGR 2523; (C) ENGR 2613; (C) ENGR 2623; or (C) ENGR 2713

*Should Select Course Appropriate to the Student's Transfer Institution and Major

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 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.

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 1483 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 1113 - Introduction to Engineering

Prerequisites: Co-requisite: MATH 1613

3 Credits Students will develop familiarity with basic methods and techniques of engineering by analyzing a variety of engineering systems. Reporting methods will include written, graphical, and oral formats. Students will (1) utilize the engineering language, (2) learn computational techniques based on the calculator and computer, and (3) design engineering projects as part of a team.

ENGR 2133 - Rigid Body Mechanics

Prerequisites: PHYS 2014 with a grade of "C" or better

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 with a grade of "C" or better

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 MAJ ELEC - Engineering Major Electives

6 Credits 6 hours of approved major electives selective from: (C) ENGR 1000; (C) ENGR 2103; (C) ENGR 2143; (C) ENGR 2200; (C) ENGR 2214; (C) ENGR 2303; (C) ENGR 2313; (C) ENGR 2333; (C) ENGR 2343; (C) ENGR 2523; (C) ENGR 2613; (C) ENGR 2623; or (C) ENGR 2713.

ENGR SUPP ELEC - Engineering Support Electives

3-5 Credits 3-5 hours of approved support electives selected from: (C) GEOL 1114; (C) PHYS 2223; (C) MATH 2013; (C) MATH 2413; (C) CAT 1214; (C) CS 1143; (C) CS 2163; (C) CS 2363; (C) CHEM 1215; (C) CHEM 2114; (C) CHEM 2111; (C) CHEM 2124; (C) CHEM 2121; (C) ENGR 2103; (C) ENGR 2143; (C) ENGR 2214; (C) ENGR 2313; (C) ENGR 2333; (C) ENGR 2343; (C) ENGR 2523; (C) ENGR 2613; (C) ENGR 2623; or (C) ENGR 2713.

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 2104 - Calculus and Analytic Geometry I

Prerequisites: MATH 1533 and MATH 1613 or adequate math placement.

4 Credits The student will compute, interpret, and apply the basic concepts of limits, differentiation, and integration to algebraic and transcendental functions and will solve applied problems that include rates of change, optimization, area, and total change in a function. This course satisfies the computer proficiency requirement.

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, use integrals to solve problems from geometry and physics, use vectors to solve problems in higher dimensions, test infinite series for convergence, approximate functions by using series, solve elementary first-order differential equations, and analyze functions of three variables and their contour plots. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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 - General 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 63 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.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
CS 1103	Introduction to Computers and Applications	3	Gen Ed	
ENGL 1113	English Composition I	3	Gen Ed	
Term 2				
ENGR 1113	Introduction to Engineering	3	Major	
MATH 1483	Functions and Modeling	OR	Major	
MATH 1533	Pre Calculus and Analytic Geometry	3	Major	
Term 3				
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
POLSC 1113	American Federal Government	3	Gen Ed	
Term 4				
CAT 1043	Engineering Principles	3	Major	
ENGL 1213	English Composition II	OR	Gen Ed	
ENGL 1233	Technical Writing for the Workplace	3	Gen Ed	
Term 5				
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 6				
CAT 1214	Computer Aided Design (CAD)	4	Major	
MATH 1613	Trigonometry	3	Major	
Term 7				
PLA	Prior Learning Assessment	9	Support	
Term 8				
PLA	Prior Learning Assessment	9	Support	
Term 9				
PLA	Prior Learning Assessment	10	Support	

Course Grouping

Major Courses: 16 credit hours - CAT 1043, CAT 1214; ENGR 1113; MATH 1483 or MATH 1533; MATH 1613

General Education Courses: 18 credit hours- English: ENGL 1113; ENGL 1213 or ENGL 1233; 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 1043 - Engineering Principles

Prerequisites: Math 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CAT 1214 - Computer Aided Design (CAD)

Prerequisites: Math 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 1103 - Introduction to Computers and Applications

Prerequisites: MATH 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

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 - Technical Writing for the Workplace

Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score

3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

ENGR 1113 - Introduction to Engineering

Prerequisites: Co-requisite: MATH 1613

3 Credits Students will develop familiarity with basic methods and techniques of engineering by analyzing a variety of engineering systems. Reporting methods will include written, graphical, and oral formats. Students will (1) utilize the engineering language, (2) learn computational techniques based on the calculator and computer, and (3) design engineering projects as part of a team.

GEN ED - Gen Ed Elective

3 Credits General Education elective

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1533 - Pre Calculus and Analytic Geometry

Prerequisites: Adequate math placement OR co-enrollment in MATH 0531 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 1483 or MATH 1533 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits The student will evaluate trigonometric functions and their inverses using both degree and radian measure; graph trigonometric functions and their transformations; identify properties of trigonometric functions; verify and apply trigonometric identities; solve trigonometric equations; solve problems involving right and oblique triangles, vectors, and indirect measurement; 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.

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
Term 1				
FREN 1115	Elementary French I	5	Major	
SCL 1001	Success in College and Life	1	Life Skills	
Term 2				
ENGL 1113	English Composition I	3	Gen Ed	
BIO	Biological Science	3-4	Gen Ed	
Term 3				
FREN 1225	Elementary French II	5	Major	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 4				
ENGL 1213	English Composition II	3	Gen Ed	
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
Term 5				
FREN 2113	Intermediate French I	3	Major	
POLSC 1113	American Federal Government	3	Gen Ed	
Term 6				
PHYS	Any Physical Science	3-4	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 7				
FREN 2223	Intermediate French II	3	Major	
ENGL 2123	Introduction to Literature	3	Gen Ed	
Term 8				
SUPP	Guided Support Elective	3	Support	
HUM	Humanities Elective	3	Gen Ed	
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 9				
SUPP	Guided Support Elective	4	Support	
GEN ED	Gen Ed Elective	3	Gen Ed	

Course Grouping

Major Courses: (16 credit hours) French: FREN 1115; FREN 1225; FREN 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 of general education Physical Science -- one of the science courses must include a lab component; Literature: Any ENGL course 2123 or higher; Mathematics: MATH 1483 or MATH 1503 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.

FREN 1115 - Elementary French I*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

5 Credits The beginning student will learn essential vocabulary and grammar and will develop basic novice proficiency in understanding, speaking, reading, and writing. The student will explore significant cultural aspects of the French-speaking world.

FREN 1225 - Elementary French II*Prerequisites: FREN 1115*

5 Credits A continuation of FREN 1115. The student will acquire more complex vocabulary and grammar and will develop novice mid-to-high proficiency in understanding, speaking, reading, and writing. The student will continue to explore cultural aspects of the French-speaking world.

FREN 2113 - Intermediate French I*Prerequisites: FREN 1225*

3 Credits The student will develop language proficiency to the intermediate low-to-mid level and will increase knowledge of the cultures and cultural practices of the French-speaking world. Multimedia course materials--including text, audio, and video--are used as the basis for comprehension and communication.

FREN 2223 - Intermediate French II*Prerequisites: FREN 2113*

3 Credits A continuation of FREN 2113. The student will develop language proficiency to the intermediate mid-to-high level and will advance in understanding of the cultures and cultural practices of the French-speaking world. Multimedia course materials--including text, audio, and video--are used as the basis for comprehension and communication.

GEN ED - Gen Ed Elective

3 Credits General Education elective

HIST 1483 - U.S. History to 1877*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling*Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics*Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics*Prerequisites: MATH 0313 or adequate math placement; 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.

SUPP - Guided Support Elective

3 Credits Guided Support elective

History

Associate in Arts

Minimum of 61 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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
HIST 1483	U.S. History to 1877	3	Gen Ed	
ENGL 1113	English Composition I	3	Gen Ed	
Term 2				
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
ENGL 1213	English Composition II	3	Gen Ed	
Term 3				
GEOG 2603	World Regional Geography	3	Gen Ed	
HIST 1613	Early Western Civilization	3	Major	
Term 4				
HIST 1623	Modern Western Civilization	3	Major	
HIST SUPP ELEC	History Support Electives	5	Support	
Term 5				
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 6				
PHYS	Any Physical Science	3-4	Gen Ed	
HIST 1713	Survey of World Civilizations to 1600 C.E.	OR	Major	
HIST 1723	Survey of World Civilizations Since 1600 C.E.	3	Major	
Term 7				
HIST ELEC	History Elective	3	Major	
BIO	Biological Science	3-4	Gen Ed	
Term 8				
POLSC 1113	American Federal Government	3	Gen Ed	
HIST SS ELEC	History Social Science Electives	3	Gen Ed	
HIST ELEC	History Elective	3	Major	
Term 9				
HIST SS ELEC	History Social Science Electives	3	Gen Ed	
HIST 2303	Historical Research, Methods, and Writing	3	Major	

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: (37 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483; HIST 1493; GEOG 2603; Humanities Electives (3 credit hours); MATH 1483 or MATH 1503 or MATH 2013; POLSC 1113; *Sciences: (Three to four credit hours of general education Biological Science, three to four credit hours of general education 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 COM 1123; COM 2213; ECON 2123; ECON 2143; ECON 1013; SOC 1113; SOC 2143; SOC 2213; POLSC 2303; POLSC 2603; CS 1103; PSY 1113; PSY 2403; ART 1013; ART 1023; any history prefix and any foreign language course.

*One science course must have a lab component.

** 6 hours of Social Science General Education Electives chosen from: HIST-1000, HIST-1713, HIST-1723, HIST-2000, HIST-2013, HIST-2103, HIST-2203, CD-2113, CD-2213, ECON-1013, ECON-2123, ECON-2143, POLSC-1000, POLSC-2103, POLSC-2113, POLSC-2223, POLSC-2303, POLSC-2603, POLSC-2613, PSY-1113, PSY-2113, PSY-2123, PSY-2193, PSY-2213, PSY-2403, PSY-2743, SOC-1113, SOC-1203, SOC-2013, SOC-2023, SOC-2063, SOC-2143, or SOC-2213.

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.

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political

reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

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.

HIST ELEC - History Elective

3 Credits History elective

HIST SS ELEC - History Social Science Electives

6 Credits 6 hours of Social Science General Education Elective chosen from: HIST-1000, HIST-1713, HIST-1723, HIST-2000, HIST-2013, HIST-2103, HIST-2203, HIST-2213, CD-2113, CD-2213, ECON-1013, ECON-2123, ECON-2143, POLSC-1000, POLSC-2103, POLSC-2113, POLSC-2223, POLSC-2303, POLSC-2603, POLSC-2613, PSY-1113, PSY-2113, PSY-2123, PSY-2193, PSY-2213, PSY-2403, PSY-2743, SOC-1113, SOC-1203, SOC-2013, SOC-2023, SOC-2063, SOC-2143, or SOC-2213.

HIST SUPP ELEC - History Support Electives

5 Credits 5 Hours of Approved Electives Chosen From: ART 1013, ART 1023, COM 1123, COM 2213, CS 1103, ECON 1013, ECON 2123, ECON 2143, POLSC 2303, POLSC 2603, PSY 1113, PSY 2403, SOC 1113, SOC 2143, SOC 2213, Any History Prefix, or Any Foreign Language.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve

practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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.

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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
ENGL 1113	English Composition I	3	Gen Ed	
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
Term 2				
ENGL 1213	English Composition II	3	Gen Ed	
PSY 1113	General Psychology	OR	Gen Ed	
SOC 1113	Introduction to Sociology	3		
Term 3				
BIO	Biological Science	3-4	Gen Ed	
ENGL 2123	Introduction to Literature	3	Gen Ed	
Term 4				
HUM 2213	Humanities Classical and Medieval	3	Major	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 5				
POLSC 1113	American Federal Government	3	Gen Ed	
HUM 2223	Humanities Modern	3	Major	
Term 6				
PHYS	Any Physical Science	3-4	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 7				
PHIL 1123	Critical Thinking	3	Major	
HUM MAJOR	Any Courses Taken From Hum, Engl (2123 Or Above), Or Phil Prefixes	3	Major	
Term 8				
PHIL 1013	Introduction to Philosophy	3	Gen Ed	
HUM MAJOR	Any Courses Taken From Hum, Engl (2123 Or Above), Or Phil Prefixes	4	Major	
Term 9				
HUM MAJOR	Any Courses Taken From Hum, Engl (2123 Or Above), Or Phil Prefixes	3	Major	
HUM MAJOR	Any Courses Taken From Hum, Engl (2123 Or Above), Or Phil Prefixes	4	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 1483 or MATH 1503 or MATH 2013; *Sciences: Three to four credit hours of general education Biological Science; three to four credit hours of general education 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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

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 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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 - General 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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
JB ELEC	J&B Journalism Electives	3	Support	
ENGL 1113	English Composition I	3	Gen Ed	
Term 2				
HUM	Humanities Elective	3	Gen Ed	
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
Term 3				
JB 1133	News Writing	3	Major	
PHYS	Any Physical Science	3-4	Gen Ed	
Term 4				
COM 1123	Interpersonal Communications	OR	Gen Ed	
COM 2213	Intro to Public Speaking	3	Gen Ed	
ENGL 1213	English Composition II	3	Gen Ed	
Term 5				
BIO	Biological Science	3-4	Gen Ed	
DMD	Digital Media Design	3	Support	
Term 6				
JB 2303	Magazine Feature Writing	3	Major	
ECON 1013	Introduction to Economics	OR	Gen Ed	
ECON 2123	Principles of Microeconomics	OR	Gen Ed	
ECON 2143	Principles of Macroeconomics	3^	Gen Ed	
JB MAJ ELEC	J&B Journalism Major Elective	3	Major	
Term 7				
HUM	Humanities Elective	3	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 8				
JB 2643	Video Production	3*	Major	
PSY 1113	General Psychology	OR	Gen Ed	
SOC 1113	Introduction to Sociology	3	Gen Ed	
Term 9				
JB 2643	Video Production	*	Major	
JB ELEC	J&B Journalism Electives	5	Support	
POLSC 1113	American Federal Government	3	Gen Ed	
*16-week course offered during two 8-week terms				

Course Grouping

Major Courses: (12 Credit Hours) Journalism and Broadcasting: JB 1133; JB 2303; JB 2643; One course chosen from the following list: JB 1013 or JB 1103 or JB 2113 or JB 2413.

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; Communications: COM 1123 or COM 2213; Economics: ECON 2123 or ECON 2143* or ECON 1013; History: HIST 1483 or HIST 1493; Mathematics: MATH 1483 or MATH 1503 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 of general education Physical Science; **One of the science courses must include a lab component.

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

Support Courses: (11 Credit Hours) 3 credit hours of any DMD course; Support Electives: 8 credit hours of any courses of the student's choosing - a modern language is recommended.

*Requires Prerequisite ECON 2123

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 1013 - Introduction to Economics

Prerequisites: MATH 0203 or adequate math placement 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 2123 - Principles of Microeconomics

Prerequisites: MATH 0313 or adequate math placement 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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns

of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

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. This course satisfies the computer proficiency requirement.

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.

JB ELEC - J&B Journalism Electives

8 Credits Electives (any courses of the student's choosing; a modern language is recommended)

JB MAJ ELEC - J&B Journalism Major Elective

3 Credits Major Elective: Choose from JB 1013, JB 1103, JB 2113, or JB 2413

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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 - General 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
Term 1				
ENGL 1113	English Composition I	3	Gen Ed	
SCL 1001	Success in College and Life	1	Life Skills	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 2				
ENGL 1213	English Composition II	3	Gen Ed	
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
Term 3				
BIO	Biological Science	3-4	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 4				
POLSC 1113	American Federal Government	3	Gen Ed	
MAJOR	Major Elective	3	Major	
Term 5				
GEN ED	Gen Ed Elective	3	Gen Ed	
PHYS	Any Physical Science	3-4	Gen Ed	
Term 6				
GEN ED	Gen Ed Elective	3	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 7				
SOC SC	Social Science Elective	3	Gen Ed	
MAJOR	Major Elective	3	Major	
Term 8				
MAJOR	Major Elective	9	Major	
Term 9				
MAJOR	Major Elective	9	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 1483 or MATH 1503 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 Physical Science; *One of the science courses must include a lab component; Humanities: Six credit hours; Three credit hours general education Social Science; General Education Electives: 6 hours.

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.

GEN ED - Gen Ed Elective

3 Credits General Education elective

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict

in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MAJOR - Major Elective

3 Credits Major elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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

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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
SUPP	Guided Support Elective	3	Support	
ENGL 1113	English Composition I	3	Gen Ed	
Term 2				
ENGL 1213	English Composition II	3	Gen Ed	
SUPP	Guided Support Elective	3	Support	
Term 3				
BIO	Biological Science	3-4	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 4				
HUM	Humanities Elective	3	Gen Ed	
MATH 2104	Calculus and Analytic Geometry I	4	Gen Ed	C
Term 5				
GEN ED	Gen Ed Elective	3	Gen Ed	
POLSC 1113	American Federal Government	3	Gen Ed	
Term 6				
HUM	Humanities Elective	3	Gen Ed	
MATH 2214	Calculus and Analytic Geometry II	4	Major	C
Term 7				
PHYS 2014	Engineering Physics I	4	Gen Ed	
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 8				
MATH 2314	Calculus and Analytic Geometry III	4	Major	C
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 9				
SUPP	Guided Support Elective	5	Support	
GEN ED	Gen Ed 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 any 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

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 1877*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict

in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 2104 - Calculus and Analytic Geometry I*Prerequisites: MATH 1533 and MATH 1613 or adequate math placement.*

4 Credits The student will compute, interpret, and apply the basic concepts of limits, differentiation, and integration to algebraic and transcendental functions and will solve applied problems that include rates of change, optimization, area, and total change in a function. This course satisfies the computer proficiency requirement.

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, use integrals to solve problems from geometry and physics, use vectors to solve problems in higher dimensions, test infinite series for convergence, approximate functions by using series, solve elementary first-order differential equations, and analyze functions of three variables and their contour plots. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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

Medical Assistant++

Associate in Applied Science

Minimum of 64 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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
GEN ED	Gen Ed Elective	3	Gen Ed	
AHP 1013	Medical Terminology	3	Support	
Term 2				
ENGL 1113	English Composition I	3	Gen Ed	
BIO 1314	Human Anatomy and Physiology I	4	Support	
Term 3				
OSRHE	Osrhe Approved General Education Communications Course	3	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 4				
GEN ED	Gen Ed Elective	3	Gen Ed	
POLSC 1113	American Federal Government	3	Gen Ed	
Term 5				
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	General Psychology	3	Gen Ed	
Term 6				
PLA	Prior Learning Assessment	7	Major	
Term 7				
PLA	Prior Learning Assessment	7	Major	
Term 8				
PLA	Prior Learning Assessment	7	Major	
Term 9				
PLA	Prior Learning Assessment	7	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 OCCC's mathematics proficiency requirements.

Program Notes

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

Prior Learning Assessment (PLA) is contingent upon successful completion of the national CMA-AAMA, CCMA, NCMA, or RMA certification, and meeting resident credit hour requirements.

++Special admission procedures required.

Degree Program Course Descriptions

AHP 1013 - Medical Terminology

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

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

BIO 1314 - Human Anatomy and Physiology I

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement. 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 with a grade of "C" or higher

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

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 - General 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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
MU 1141	Individual Instruction	1*	Major	
MU 1151	Group Instruction	1*	Major	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 2				
MU 1141	Individual Instruction	*	Major	
MU 1151	Group Instruction	*	Major	
MU 1124	Music Theory I	4	Major	
ENGL 1113	English Composition I	3	Gen Ed	
Term 3				
MU 1241	Individual Instruction	1*	Major	
MU 1151	Group Instruction	1*	Major	
MU 1224	Music Theory II	4	Major	
ENGL 1213	English Composition II	3	Gen Ed	
Term 4				
MU 1241	Individual Instruction	*	Major	
MU 1151	Group Instruction	*	Major	
MU 2314	Music Theory III	4	Major	
BIO	Biological Science	3-4	Gen Ed	
Term 5				
PHYS	Any Physical Science	3-4	Gen Ed	
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
Term 6				
MU 2141	Individual Instruction	1*	Major	
MU 1151	Group Instruction	1*	Major	
MU 2414	Music Theory IV	4	Major	
Term 7				
MU 2141	Individual Instruction	*	Major	
MU 1151	Group Instruction	*	Major	
HUM 1113	Music Appreciation	3	Gen Ed	
POLSC 1113	American Federal Government	3	Gen Ed	
Term 8				
MU 2241	Individual Instruction	1*	Major	
MU 1151	Group Instruction	1*	Major	
HUM	Humanities Elective	3	Gen Ed	
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 9				
MU 2241	Individual Instruction	*	Major	
MU 1151	Group Instruction	*	Major	
GEN ED	Gen Ed Elective	6	Gen Ed	
*16 week course offered during two 8-week terms				

Course Grouping

Major Courses: (24 Credit Hours) Music: MU 1124; MU 1224; MU 2314; MU 2414; MU 1141; MU 1241; MU 2141; MU 2241; MU 1151 (Minimum four credit hours)

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 of general education Physical Science; three to four credit hours of general education Biological Science; one of the science courses must include a lab component; Mathematics: MATH 1483 or MATH 1503 or MATH 2013; Humanities: HUM 1113; three credit hours Humanities Gen Ed Electives; Electives: Nine credit hours General Education Electives^

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

Support Courses: None

^Pending OSRHE approval

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 1877*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict

in the American past. A general education requirement.

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 1483 - Functions and Modeling*Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics*Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics*Prerequisites: MATH 0313 or adequate math placement; 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.*

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 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 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 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 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 - 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.

Nursing - Traditional Nursing Pathway++

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

Applicants with certain felony convictions may not be eligible to test for licensure. An initial determination of eligibility for licensure petition from the Oklahoma Board of Nursing can be accessed for a fee at <http://nursing.ok.gov/initialdeterm.pdf>

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

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Entry Term (Term 1)				
BIO 1023	Introductory Nutrition	3	Life Skills	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	4-5	Gen Ed	C
Term 2				
BIO 1314	Human Anatomy and Physiology I	4	Support	C
ENGL 1113	English Composition I	3	Gen Ed	C
PSY 1113	General Psychology	3	Gen Ed	C
Term 3				
NUR 1519	Nursing Process I	9*	Major	C
ENGL 1213	English Composition II	3	Gen Ed	C
Term 4				
NUR 1519	Nursing Process I	*	Major	C
BIO 1414	Human Anatomy and Physiology II	4	Support	C
Term 5				
NUR 1525	Medical Surgical Nursing II	5	Major	C
Term 6				
NUR 1524	Nursing Care of the Childbearing Family	4	Major	C
BIO 2125	Microbiology	5	Support	C
Term 7				
NUR 2534	Mental Health Nursing	4	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
Term 8				
NUR 2535	Medical-Surgical Nursing III	5	Major	C
Term 9				
NUR 2549	Nursing Process IV	9*	Major	C
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 10				
NUR 2549	Nursing Process IV	*	Major	C
*16-week course offered during two 8-week terms				

Course Grouping

Major Courses: (36 credit hours) Nursing: NUR 1519; NUR 1524; NUR 1525; NUR 2534; NUR 2535; 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 myClinicalExchange, 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 CHEM 1123 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:

All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.
AUs 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 0203 or adequate math placement.

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. 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 with a grade of "C" or higher

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, 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 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.

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 0313 or adequate math placement.

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 0313 or adequate math placement. 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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

NUR 1519 - Nursing Process I

Prerequisites: 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. 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 1519 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 1524 - Nursing Care of the Childbearing Family

Prerequisites: NUR 1519, BIO 1414, ENG 1213. *Co-requisites:* BIO 2125, *Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP):* NUR 1519
4 Credits NUR 1524 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. NUR 1524 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 1524 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 1525 - Medical Surgical Nursing II

Prerequisites: NUR 1519, NUR 1524, BIO 1414, ENG 1213. *Co-requisites:* BIO 2125, *Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP):* NUR 1519, *Co-requisite:* NUR 1524
5 Credits NUR 1525 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. NUR 1525 focuses on safe, quality nursing care of clients with common medical-surgical health alterations. 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 1525 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 2534 - Mental Health Nursing

Prerequisites: NUR 1519, NUR 1524, NUR 1525, BIO 2125, *Co-requisites:* POLSC 1113, *Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP):* NUR 1519, NUR 1524, NUR 1525, *Co-requisite:* NUR 2535, *Prerequisites for Career Ladder Pathway (CLP) are:* NUR 1415, BIO 2125, ENGL 1213, *co-requisite:* POLSC 1113
4 Credits NUR 2534 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. NUR 2534 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 2534 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 2535 - Medical-Surgical Nursing III

Prerequisites: NUR 1524, NUR 1525, BIO 2125, *Co-requisites:* POLSC 1113, *Pre-requisite for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP):* NUR 1524, NUR 1525, *Co-requisite:* NUR 2534, *Prerequisites for Career Ladder Pathway (CLP) are:* NUR 1415, NUR 2534, BIO 2125, ENGL 1213. *Co-requisites:* POLSC 1113
5 Credits NUR 2535 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. NUR 2535 focuses on safe, quality nursing care of clients with more complex medical-surgical 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 2535 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 2549 - Nursing Process IV

Prerequisites: NUR 2534, NUR 2535, POLS 1113. *Co-requisites:* HIST 1483 or HIST 1493. *Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP):* NUR 2534, NUR 2535. *Co-requisite:* POLSC 1113 *Prerequisites for Career Ladder Pathway (CLP):* NUR 2534, NUR 2535, 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. NUR 2549 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components 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 - General 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

Applicants with certain felony convictions may not be eligible to test for licensure. An initial determination of eligibility for licensure petition from the Oklahoma Board of Nursing can be accessed for a fee at

<http://nursing.ok.gov/initialdeterm.pdf>

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

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
PSY 1113	General Psychology	3	Gen Ed	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	4-5	Gen Ed	C
Term 2				
BIO 1314	Human Anatomy and Physiology I	4	Support	C
ENGL 1113	English Composition I	3	Gen Ed	C
BIO 1023	Introductory Nutrition	3	Life Skills	C
Term 3				
BIO 1414	Human Anatomy and Physiology II	4	Support	C
ENGL 1213	English Composition II	3	Gen Ed	C
Term 4				
BIO 2125	Microbiology	5	Support	C
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 5				
NUR 1519	Nursing Process I	9	Major	C
Term 6				
NUR 1524	Nursing Care of the Childbearing Family	4	Major	C
NUR 1525	Medical Surgical Nursing II	5	Major	C
Term 7				
NUR 2534	Mental Health Nursing	4	Major	C
NUR 2535	Medical-Surgical Nursing III	5	Major	C
Term 8				
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 1524, NUR 1525, NUR 2534, NUR 2535, 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 myClinicalExchange, 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:

All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.

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 0203 or adequate math placement.

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. 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 with a grade of "C" or higher

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, 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 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.

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 0313 or adequate math placement.

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 0313 or adequate math placement. *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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

NUR 1519 - Nursing Process I

Prerequisites: 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. *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 1519 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 1524 - Nursing Care of the Childbearing Family

Prerequisites: NUR 1519, BIO 1414, ENG 1213. *Co-requisites:* BIO 2125, *Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP):* NUR 1519
4 Credits NUR 1524 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. NUR 1524 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 1524 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 1525 - Medical Surgical Nursing II

Prerequisites: NUR 1519, NUR 1524, BIO 1414, ENG 1213. *Co-requisites:* BIO 2125, *Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP):* NUR 1519, *Co-requisite:* NUR 1524
5 Credits NUR 1525 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. NUR 1525 focuses on safe, quality nursing care of clients with common medical-surgical health alterations. 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 1525 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 2534 - Mental Health Nursing

Prerequisites: NUR 1519, NUR 1524, NUR 1525, BIO 2125, *Co-requisites:* POLSC 1113, *Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP):* NUR 1519, NUR 1524, NUR 1525, *Co-requisite:* NUR 2535, *Prerequisites for Career Ladder Pathway (CLP) are:* NUR 1415, BIO 2125, ENGL 1213, *co-requisite:* POLSC 1113
4 Credits NUR 2534 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. NUR 2534 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 2534 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 2535 - Medical-Surgical Nursing III

Prerequisites: NUR 1524, NUR 1525, BIO 2125, *Co-requisites:* POLSC 1113, *Pre-requisite for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP):* NUR 1524, NUR 1525, *Co-requisite:* NUR 2534, *Prerequisites for Career Ladder Pathway (CLP) are:* NUR 1415, NUR 2534, BIO 2125, ENGL 1213. *Co-requisites:* POLSC 1113
5 Credits NUR 2535 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. NUR 2535 focuses on safe, quality nursing care of clients with more complex medical-surgical 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 2535 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 2549 - Nursing Process IV

Prerequisites: NUR 2534, NUR 2535, POLS 1113. *Co-requisites:* HIST 1483 or HIST 1493. *Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP):* NUR 2534, NUR 2535. *Co-requisite:* POLSC 1113 *Prerequisites for Career Ladder Pathway (CLP):* NUR 2534, NUR 2535, 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. NUR 2549 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components 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 - General 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" within a program curriculum pattern must be completed with a grade of "C" or better by students majoring in this program. Applicants with certain felony convictions may not be eligible to test for licensure. An initial determination of eligibility for licensure petition from the Oklahoma Board of Nursing can be accessed for a fee at <http://nursing.ok.gov/initialdeterm.pdf>.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
BIO 1023	Introductory Nutrition	3	Life Skills	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	4-5	Gen Ed	C
Term 2				
BIO 1314	Human Anatomy and Physiology I	4	Support	C
ENGL 1113	English Composition I	3	Gen Ed	C
PSY 1113	General Psychology	3	Gen Ed	C
Term 3				
ENGL 1213	English Composition II	3	Gen Ed	C
BIO 1414	Human Anatomy and Physiology II	4	Support	C
Term 4				
NUR 1415	Nursing Role Transition	5*	Major	C
Term 5				
NUR 1415	Nursing Role Transition	*	Major	C
BIO 2125	Microbiology	5	Support	C
Term 6				
NUR 2534	Mental Health Nursing	4	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
AS	Advanced Standing	13	Major	C
Term 7				
NUR 2535	Medical-Surgical Nursing III	5	Major	C
Term 8				
NUR 2549	Nursing Process IV	9*	Major	C
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 9				
NUR 2549	Nursing Process IV	*	Major	C

*16-week course offered during two 8-week terms

Course Grouping

Major Courses: (36 credit hours) Nursing: NUR 1415; NUR 2534; NUR 2535; NUR 2549; Advanced Standing requirements include completion of 13 credit hours for NUR 1519 (9 credit hours) and NUR 1524 (1 credit hour), and NUR 1525 (3 credit hours). 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 myClinicalExchange, 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:

All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.

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

AS - Advanced Standing*Prerequisites: None*

VARIABLE Credits

BIO 1023 - Introductory Nutrition*Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0203 or adequate math placement.*

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. 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 with a grade of "C" or higher*

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, 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 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.*

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 0313 or adequate math placement.*

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 0313 or adequate math placement. 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 1877*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

NUR 1415 - Nursing Role Transition*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 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 1524 and NUR 1525 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 2534 - Mental Health Nursing

Prerequisites: NUR 1519, NUR 1524, NUR 1525, BIO 2125, *Co-requisites:* POLSC 1113, *Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP):* NUR 1519, NUR 1524, NUR 1525, *Co-requisite:* NUR 2535, *Prerequisites for Career Ladder Pathway (CLP) are* NUR 1415, BIO 2125, ENGL 1213, *co-requisite:* POLSC 1113

4 Credits NUR 2534 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. NUR 2534 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 2534 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 2535 - Medical-Surgical Nursing III

Prerequisites: NUR 1524, NUR 1525, BIO 2125, *Co-requisites:* POLSC 1113, *Pre-requisite for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP):* NUR 1524, NUR 1525, *Co-requisite:* NUR 2534, *Prerequisites for Career Ladder Pathway (CLP) are:* NUR 1415, NUR 2534, BIO 2125, ENGL 1213. *Co-requisites:* POLSC 1113

5 Credits NUR 2535 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. NUR 2535 focuses on safe, quality nursing care of clients with more complex medical-surgical 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 2535 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 2549 - Nursing Process IV

Prerequisites: NUR 2534, NUR 2535, POLS 1113. *Co-requisites:* HIST 1483 or HIST 1493. *Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP):* NUR 2534, NUR 2535. *Co-requisite:* POLSC 1113 *Prerequisites for Career Ladder Pathway (CLP):* NUR 2534, NUR 2535, 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. NUR 2549 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components 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 - General 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 - Flex Track ++

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

<http://www.acoteonline.org>

NBCOT

12 South Summit Avenue, Suite 100

Gaithersburg, MD, 20877-4150

(301) 990-7979

Fax (301) 869-8492

<http://www.nbcot.org>

Oklahoma State Board of Medical Licensure and Supervision

P.O. Box 18256

Oklahoma City, OK 73154-0256

(405) 962-1400

<http://www.okmedicalboard.org/>

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

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
BIO 1314	Human Anatomy and Physiology I	4	Support	C
OTA 1123	Historical and Contemporary Foundations in Occupational Therapy	3	Major	C
SCL 1001	Success in College and Life	1	Life Skills	
Term 2				
OTA 1223	Human Conditions Impacting Occupation	3	Major	C
ENGL 1113	English Composition I	3	Gen Ed	
Term 3				
OTA 1112	Application of Leisure Occupation	2	Major	C
BIO 1414	Human Anatomy and Physiology II	4	Support	C
Term 4				
PSY 1113	General Psychology	3	Gen Ed	
OTA 1213	Movement and Therapeutic Interventions	3	Major	C
Term 5				
OTA 1122	Performance in Activities of Daily Living	2	Major	C
SOC 2143	Race and Ethnicity in the U.S.	OR	Gen Ed	
SOC 1113	Introduction to Sociology	3	Gen Ed	
Term 6				
PSY 2403	Developmental Psychology	3	Support	C
OTA 1233	Occupational Performance Birth Through Adolescence	3	Major	C
Term 7				
OTA 1252	Group Dynamics	2	Major	C
ENGL 1233	Technical Writing for the Workplace	3	Gen Ed	
Term 8				
OTA 1242	Occupational Therapy Service Skills	2	Major	C
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 9				
OTA 1263	Occupational Performance Adult Lifespan	3	Major	C
Term 10				

Course ID	Course Name	Credits	Type	Min Gd
OTA 2153	Occupational Therapy for Psychosocial Conditions	3	Major	C
MATH 1503	Contemporary Mathematics	3	Support	C
Term 11				
OTA 2164	Occupational Therapy for Physical Conditions	4*	Major	C
Term 12				
OTA 2164	Occupational Therapy for Physical Conditions	*	Major	C
OTA 2141	Special Topics and Fieldwork	1	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
Term 13				
OTA 2253	Fieldwork II A	3	Major	S
Term 14				
OTA 2263	Fieldwork II B	3	Major	S
OTA 2143	Professional Development and Support	3	Major	C
*16-week course offered during two 8-week terms				

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 OR SOC 1113; Political Science: POLSC 1113

Life Skills Courses: Life Skills: SCL 1001

**Support Courses: (14 credit hours) Biology: BIO 1314; BIO 1414; Psychology: PSY 2403; Mathematics: MATH 1503

*All major courses require a minimum of a "C" grade with the exception of OTA 2253 and OTA 2263. OTA 2253 and OTA 2263 require a grade of "S."

**Support 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.

For application procedures please see our web page at:

www.occc.edu/academics/programs/occupational-therapy-assistant.html

++Special Admissions Procedures: All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.

All major courses have a clinical component that requires purchase of medical liability insurance, a clinical uniform and a 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. 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 with a grade of "C" or higher

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 - Technical Writing for the Workplace

Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score

3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication

skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

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) develop an understanding of the history and philosophy of Occupational Therapy with major emphases on contemporary roles, practice and functions and (4) 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. The student will also develop a basic understanding of medical terminology.

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. This

course satisfies the computer proficiency requirement.

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 - General 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.

SOC 2143 - Race and Ethnicity in the U.S.

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

3 Credits This course examines sociological theories of contact between minority and majority groups in a multicultural society, including topics such as prejudice, discrimination, acculturation, and pluralism.

Occupational Therapy Assistant - Traditional Track++

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

<http://www.acoteonline.org>

NBCOT

12 South Summit Avenue, Suite 100

Gaithersburg, MD, 20877-4150

(301) 990-7979

Fax (301) 869-8492

<http://www.nbcot.org>

Oklahoma State Board of Medical Licensure and Supervision

P.O. Box 18256

Oklahoma City, OK 73154-0256

(405) 962-1400

<http://www.okmedicalboard.org/>

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

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
OTA 1123	Historical and Contemporary Foundations in Occupational Therapy	3	Major	C
OTA 1223	Human Conditions Impacting Occupation	3	Major	C
BIO 1314	Human Anatomy and Physiology I	4	Support	C
Term 2				
ENGL 1113	English Composition I	3	Gen Ed	
OTA 1112	Application of Leisure Occupation	2	Major	C
SOC 2143	Race and Ethnicity in the U.S.	OR	Gen Ed	
SOC 1113	Introduction to Sociology	3	Gen Ed	
SCL 1001	Success in College and Life	1	Life Skills	
Term 3				
OTA 1252	Group Dynamics	2	Major	C
OTA 1213	Movement and Therapeutic Interventions	3	Major	C
PSY 1113	General Psychology	3	Gen Ed	
Term 4				
OTA 1233	Occupational Performance Birth Through Adolescence	3	Major	C
OTA 1122	Performance in Activities of Daily Living	2	Major	C
ENGL 1233	Technical Writing for the Workplace	3	Gen Ed	
Term 5				
OTA 1242	Occupational Therapy Service Skills	2	Major	C
OTA 1263	Occupational Performance Adult Lifespan	3	Major	C
PSY 2403	Developmental Psychology	3	Support	C
Term 6				
OTA 2153	Occupational Therapy for Psychosocial Conditions	3	Major	C
BIO 1414	Human Anatomy and Physiology II	4	Support	C
OTA 2164	Occupational Therapy for Physical Conditions	4*	Major	C
Term 7				
OTA 2164	Occupational Therapy for Physical Conditions	*	Major	C
OTA 2141	Special Topics and Fieldwork	1	Major	C

Course ID	Course Name	Credits	Type	Min Gd
MATH 1503	Contemporary Mathematics	3	Support	C
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 8				
OTA 2143	Professional Development and Support	3	Major	C
OTA 2253	Fieldwork II A	3	Major	S
Term 9				
OTA 2263	Fieldwork II B	3	Major	S
POLSC 1113	American Federal Government	3	Gen Ed	
*16-week course offered during two 8-week terms				

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 OR SOC 1113; Political Science: POLSC 1113

Life Skills Courses: SCL 1001

**Support Courses: (14 credit hours) Biology: BIO 1314; BIO 1414; Psychology: PSY 2403; Mathematics: MATH 1503

*All major courses require a minimum of a "C" grade with the exception of OTA 2253 and OTA 2263. OTA 2253 and OTA 2263 require a grade of "S."

**Support 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.

For application procedures please see our web page at:

www.occc.edu/academics/programs/occupational-therapy-assistant.html

++Special Admissions Procedures: All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.

All major courses have a clinical component that requires purchase of medical liability insurance, a clinical uniform and a 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. 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 with a grade of "C" or higher

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 - Technical Writing for the Workplace

Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score

3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication

skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

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) develop an understanding of the history and philosophy of Occupational Therapy with major emphases on contemporary roles, practice and functions and (4) 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. The student will also develop a basic understanding of medical terminology.

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. This

course satisfies the computer proficiency requirement.

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 - General 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.

SOC 2143 - Race and Ethnicity in the U.S.

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

3 Credits This course examines sociological theories of contact between minority and majority groups in a multicultural society, including topics such as prejudice, discrimination, acculturation, and pluralism.

^General Education Courses: (18 credit hours) English: ENGL 1113; ENGL 1213 or 1233; History: HIST 1483 or HIST 1493; Psychology: PSY 1113; Political Science: POLSC 1113

; Communication: COM 1123 or COM 2213 or Sociology: SOC 2143

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

^Support Courses: (10-11 credit hours) Biological Science: BIO 1314 OR BIO 2255; BIO 1414 OR BIO 2234; BIO 2102

^Pending OSRHE approval:

Major: Removal of PTA 1202; addition of PTA 1201 and PTA 1211

Gen Ed: Removal of PSY 2403 from Gen Ed; addition of COM 1123 OR COM 2213 OR SOC 2143

Support: Removal of COM 1123 OR COM 2213 OR SOC 2143; addition of choices for BIO (BIO 1314 OR BIO 2255; BIO 1414 OR BIO 2234)

#All PTA and BIO courses (including any PTA Special Topics courses) require a minimum of a "C" grade except the Practicum courses, which require an S grade. Additionally, PTA students must maintain a program GPA of 2.5 to remain in good standing.

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: All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.

The application link is located in lower right corner on our web page

www.occc.edu/health/pta.html

Students must achieve 70 percent or greater on College Math Placement IV or a score of 10 on the CMP3 testing, score of 77 in reading on the Accuplacer or score of 250 on Next. Gen Accuplacer and a 2.5 College GPA, in order to apply to the PTA program. Exam scores are accepted for 2 years after exam date. (Classic Accuplacer scores are no longer accepted after 2020 application.)

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. 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 with a grade of "C" or higher

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, 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 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.

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 - Technical Writing for the Workplace

Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score

3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war,

students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

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 - General 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.

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 Credit 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 1201 - Pediatric Development, Conditions and Treatment

Prerequisites: PTA 1312; Corequisites: PTA 2021, PTA 2024, and PTA 2113

1 Credit The student will be introduced to basic terminology and the theoretical frameworks that guide the study of the human lifespan, specifically birth to adolescence. The student will review the physiological function of different body systems, their interrelationships, and how changes occur over the course of a lifetime, focusing on birth to adolescence. The student will correlate these changes with age appropriate motor, cognitive and social-emotional development, and demonstrate awareness and appropriate therapeutic intervention for specific issues/conditions that impact infants, children and adolescents.

PTA 1211 - Geriatric Conditions and Treatment

Prerequisites: PTA 1312; Corequisites: PTA 2021, PTA 2024, and PTA 2113

1 Credit The student will be introduced to basic terminology and the theoretical frameworks that guide the study of the human lifespan, specifically adulthood to senescence. The student will review the physiological function of different body systems, their interrelationships, and how changes occur over the course of a lifetime, focusing on adulthood to senescence. The student will correlate these changes with age appropriate motor, cognitive and social-emotional development, and demonstrate awareness and appropriate therapeutic intervention for specific issues/conditions that impact adults and elders.

PTA 1213 - PT Procedures I

Prerequisites: BIO 1314; Corequisite: PTA 1013, PTA 1023, BIO 1414

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. This course satisfies the computer proficiency requirement.

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 and maintain a Program GPA of 2.5 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 2014 - PT Procedures II

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 treatment techniques: electrical stimulation, kinesiotape, wound management, respiratory treatments, and edema management. 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 the 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 Credit 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 & various debilitating conditions including ones resulting from trauma and/or amputation; to monitor the effectiveness of the exercise/functional activity and to identify the need to contact the therapist of record due to a change in the patient/client's status. 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 and a Program GPA of 2.5 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 within the context of the physical therapy profession and health care delivery system. 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. This course satisfies the computer proficiency requirement.

PTA 2134 - Practicum II

Prerequisites: PTA 2034

4 Credits 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 - Race and Ethnicity in the U.S.

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

3 Credits This course examines sociological theories of contact between minority and majority groups in a multicultural society, including topics such as prejudice, discrimination, acculturation, and pluralism.

Physics

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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
MATH 2104	Calculus and Analytic Geometry I	4	Gen Ed	
ENGL 1113	English Composition I	3	Gen Ed	
Term 2				
CHEM 1115	General Chemistry I	5	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 3				
MATH 2214	Calculus and Analytic Geometry II	4	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 4				
PHYS 2014	Engineering Physics I	4	Major	B
ENGL 1213	English Composition II	3	Gen Ed	
Term 5				
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 6				
POLSC 1113	American Federal Government	3	Gen Ed	
MATH 2314	Calculus and Analytic Geometry III	4	Major	
Term 7				
CHEM 1215	General Chemistry II	5	Support	
PHYS 2114	Engineering Physics II	4	Major	B
Term 8				
HUM	Humanities Elective	3	Gen Ed	
BIO	Biological Science	3-4	Gen Ed	
Term 9				
SOC SC	Social Science Elective	3	Gen Ed	
CS 1143	Beginning Programming	OR	Support	
FA SUPPORT	Faculty Approved Support Electives	3	Support	

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 Biological Science; 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 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.

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 1483 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 0313 or adequate math placement 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. This course satisfies the computer proficiency requirement.

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 2104 - Calculus and Analytic Geometry I

Prerequisites: MATH 1533 and MATH 1613 or adequate math placement.

4 Credits The student will compute, interpret, and apply the basic concepts of limits,

differentiation, and integration to algebraic and transcendental functions and will solve applied problems that include rates of change, optimization, area, and total change in a function. This course satisfies the computer proficiency requirement.

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, use integrals to solve problems from geometry and physics, use vectors to solve problems in higher dimensions, test infinite series for convergence, approximate functions by using series, solve elementary first-order differential equations, and analyze functions of three variables and their contour plots. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. 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
Term 1				
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	
Term 2				
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
COM 2213	Intro to Public Speaking	3	Gen Ed	
Term 3				
ENGL 1213	English Composition II	3	Gen Ed	
GEOG 2603	World Regional Geography	3	Gen Ed	
POL SCI	Political Science Elective	3*	Major	
Term 4				
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
POL SCI	Political Science Elective	3*	Major	
Term 5				
BIO	Biological Science	3-4	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 6				
POL SCI	Political Science Elective	3*	Major	
ECON 1013	Introduction to Economics	3	Gen Ed	
Term 7				
PHYS	Any Physical Science	3-4	Gen Ed	
POL SCI	Political Science Elective	3*	Major	
Term 8				
HUM	Humanities Elective	3	Gen Ed	
SUPP	Guided Support Elective	5	Support	
Term 9				
SUPP	Guided Support Elective	6	Support	
*Students may choose 12 hours of POLSC electives. POLSC 2103 Public Administration is a 16-week course for presidential election years (fall 2020; fall 2024). If taken as one of the electives, POLSC 2103 would be a 16-week course offered during two 8-week terms.				

Course Grouping

Major Courses: (12 Credit Hours) Political Science: Twelve credit hours Political Science Electives

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or 1493; COM 2213; Political Science: POLSC 1113; Science: Three to four credit hours of general education Biological Science; three to four credit hours general education Physical Science. One of the science courses must include a lab component.; Humanities: Six credit hours Humanities; Mathematics: MATH 1483 or MATH 1503 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 Electives (Approved electives are any courses in the following areas:

Accounting, Banking and Finance, Business, Computer Science, Journalism and Broadcasting, Economics, History, Psychology, and Sociology.)

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 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 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.

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 1877*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling*Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics*Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics*Prerequisites: MATH 0313 or adequate math placement; 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.

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

Pre-Baccalaureate Nursing - Science with Biology Concentration Program

Associate in Science

Minimum of 61 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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
BIO 1124	General Biology I (Majors)	4	Major	
Term 2				
CHEM 1115	General Chemistry I	5	Major	
ENGL 1113	English Composition I	3	Gen Ed	
Term 3				
BIO 1023	Introductory Nutrition	3	Gen Ed	
ENGL 1213	English Composition II	3	Gen Ed	
Term 4				
BIO PB SUPP ELEC	Pre-Bacc (Biology) Support Electives	3	Support	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 5				
BIO 2234	Human Physiology	4	Major	
POLSC 1113	American Federal Government	3	Gen Ed	
Term 6				
BIO 2125	Microbiology	5	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 7				
BIO PB SUPP ELEC	Pre-Bacc (Biology) Support Electives	3	Support	
PSY 1113	General Psychology	3	Gen Ed	
Term 8				
BIO PB SUPP ELEC	Pre-Bacc (Biology) Support Electives	3	Support	
SOC 1113	Introduction to Sociology	OR	Gen Ed	
PSY 2403	Developmental Psychology	3	Gen Ed	
Term 9				
CS 1103	Introduction to Computers and Applications	3	Gen Ed	
HUM	Humanities 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: PSY 1113; PSY 2403 or SOC 1113*; Mathematics: MATH 1483 or MATH 2013; Computer Science: CS 1103

*Support Courses: (9 credit hours); 9 credit hours of support electives from the following: AHP 1013, ACCT 2113, BIO 1134, BIO 2114, BIO 2203, BIO 2215, BIO 2255, BIO 2404, CHEM 1215, CHEM 2114, CHEM 2111, COM 2213, CS 1103, MATH 1613, MATH 1743, PHYS 1114, PHYS 1214, PSY 2403, 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 0203 or adequate math placement.

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 0313 or adequate math placement.

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, 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.

BIO PB SUPP ELEC - Pre-Bacc (Biology) Support Electives

9 Credits 9 credit hours of support electives from the following: AHP 1013, ACCT 2113, BIO 1134, BIO 2114, BIO 2203, BIO 2215, BIO 2255, BIO 2404, CHEM 2114, CHEM 2111, CHEM 1215, COM 2213, CS 1103, MATH 1613, MATH 1743, PHYS 1114, PHYS 1214, PSY 2403, or any 5 credit hour GRMN, FREN, or SPAN course.

CHEM 1115 - General Chemistry I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.

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; 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. This course satisfies the computer proficiency requirement.

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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.

PSY 1113 - General 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.

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
Term 1				
ENGL 1113	English Composition I	3	Gen Ed	
MATH 1483	Functions and Modeling	OR	Gen Ed	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	
Term 2				
SCL 1001	Success in College and Life	1	Life Skills	
CHEM 1115	General Chemistry I	5	Gen Ed	C
Term 3				
CHEM 1215	General Chemistry II	5	Major	C
MATH 1483	Functions and Modeling	OR	Gen Ed	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	
Term 4				
BIO 1124	General Biology I (Majors)	4	Gen Ed	
ENGL 1213	English Composition II	3	Gen Ed	
Term 5				
PHYS 1114	College Physics I	4	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 6				
CHEM 2114	Organic Chemistry I	4	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
Term 7				
CHEM 2111	Organic Chemistry I Laboratory	1	Major	C
HUM	Humanities Elective	3	Gen Ed	
CH PD SUPP ELEC	Pre-Dentistry Support Electives	3-4	Support	
Term 8				
CHEM 2124	Organic Chemistry II	4	Major	C
HUM	Humanities Elective	3	Gen Ed	
Term 9				
CHEM 2121	Organic Chemistry II Laboratory	1	Major	C
PSY 1113	General Psychology	3	Gen Ed	
CH PD SUPP ELEC	Pre-Dentistry Support Electives	2-4	Support	

Course Grouping

Major Courses: (15 credit hours) CHEM 1215 (C); CHEM 2114 (C); CHEM 2111 (C); CHEM 2124 (C); CHEM 2121 (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: 6 credit hours of MATH 1483 (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) Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125, BIO 2215, BIO 2203, BIO 2234, BIO 2255, CHEM 2990, COM 2213, CS 1143, CS 2163, CS 2363, ECON 2123, ECON 2143, ENGL 1233, ENGL 2143, ANY ENGR, MATH 1533 (C), MATH 2013, MATH 2123, MATH 2104, MATH 2214, MATH 2314, MATH 2413, PHYS 1214, PHYS 2014, PHYS 2114, or SOC 1113.

(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.

Degree Program Course Descriptions

BIO 1124 - General Biology I (Majors)

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0313 or adequate math placement.

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.

CH PD SUPP ELEC - Pre-Dentistry Support Electives

5-8 Credits Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125, BIO 2215, BIO 2203, BIO 2234, BIO 2255, CHEM 2990, COM 2213, ENGL 1233, CS 1143, CS 2163, CS 2363, MATH 1533 (C), MATH 2013, MATH 2123, MATH 2314, MATH 2413, MATH 2104, MATH 2214, ECON 2123, ECON 2143, ANY ENGR, PHYS 1214, PHYS 2014, PHYS 2114, SOC 1113, or ENGL 2143.

CHEM 1115 - General Chemistry I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.

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 1483 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 2111 - Organic Chemistry I Laboratory

Prerequisites: Concurrent enrollment in CHEM 2114 or completion of CHEM 2114 with a "C" or better

1 Credit Designed to accompany Organic Chemistry I lecture, this lab course emphasizes techniques used for purifying and characterizing organic compounds, including infrared spectroscopy. Writing lab reports 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 2121 - Organic Chemistry II Laboratory

Prerequisites: CHEM 2111 with a "C" or better and either concurrent enrollment in CHEM 2124 or completion of CHEM 2124 with a "C" or better

1 Credit Designed to accompany Organic Chemistry II lecture, this lab course emphasizes organic synthesis and structure analysis methods such as proton NMR. Writing lab reports is an integral part of the course.

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.

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1613 - Trigonometry

Prerequisites: Pre or Corequisite: MATH 1483 or MATH 1533 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits The student will evaluate trigonometric functions and their inverses using both degree and radian measure; graph trigonometric functions and their transformations; identify properties of trigonometric functions; verify and apply trigonometric identities; solve trigonometric equations; solve problems involving right and oblique triangles, vectors, and indirect measurement; and identify and graph polar curves.

MATH 1743 - Calculus I for Business, Life Sciences, and Social Sciences

Prerequisites: MATH 1483 or adequate math placement

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 0313 or adequate math placement; 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 1483 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 - General 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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
ENGL 1113	English Composition I	3	Gen Ed	C
HIST 1483	U.S. History to 1877	OR	Gen Ed	C
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	C
Term 2				
ENGL 1213	English Composition II	3	Gen Ed	C
MATH 1483	Functions and Modeling	OR	Gen Ed	C
MATH 1503	Contemporary Mathematics	OR	Gen Ed	C
MATH 2013	Introduction to Statistics	3	Gen Ed	C
Term 3				
BIO 1114	General Biology (Non Majors)	4	Gen Ed	C
POLSC 1113	American Federal Government	3	Gen Ed	C
Term 4				
PHYS 1014	Physical Science	OR	Gen Ed	C
GEOL 1064	Earth Science	OR	Gen Ed	C
ASTR 1514	General Astronomy with Lab	OR	Gen Ed	C
CHEM 1115	General Chemistry I	4-5	Gen Ed	C
HUM	Humanities Elective	3	Gen Ed	C
Term 5				
MATH 1483	Functions and Modeling	OR	Support	C
MATH 1503	Contemporary Mathematics	OR	Support	C
MATH 2013	Introduction to Statistics	3	Support	C
PSY 1113	General Psychology	OR	Gen Ed	C
SOC 1113	Introduction to Sociology	3	Gen Ed	C
Term 6				
COM 2213	Intro to Public Speaking	3	Gen Ed	C
ENGL 2123	Introduction to Literature	3	Support	C
Term 7				
GEOG 2603	World Regional Geography	3	Gen Ed	C
PREED ELEC	Pre-Education Electives	5	Support	C
Term 8				
HUM	Humanities Elective	3	Gen Ed	C
PREED ELEC	Pre-Education Electives	4	Support	C
Term 9				
PREED ELEC	Pre-Education Electives	6-7	Support	C

Course Grouping

Major Courses: None

General Education Courses: (38-39 credits) ENGL 1113; ENGL 1213; POLSC 1113; HIST 1483 or HIST 1493; BIO 1114 (must include lab); **PHYS 1014 or GEOL 1064 or ASTR 1514 or CHEM 1115; **PSY 1113 or SOC 1113; Humanities (6 credit hours); COM 2213; GEOG 2603; **MATH 1483 or MATH 1503 or MATH 2013

Support Courses: (6 Credits): +MATH 1483 or MATH 1503 or MATH 2013; ENGL 2123

Pre-Education Electives: (15-16 Credits) Choose from the following list: MATH 2023; MATH 2213; GEOL 1064; PHYS 1114; CHEM 1115; ASTR 1514; +HIST 1483/1493; SPAN 1115; SPAN 1225; FREN 1115; FREN 1225; GRMN 1115; GRMN 1225; PSY 2403; PSY 1113; SOC 1113; BIO 1023

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

**Check with an advisor regarding physical science selection, social sciences selection, and math selection based on university student plans to transfer to.

+Must be different from the course used to fulfill the general education requirement.

Recommendations for Transferring to OU (Always check with an advisor.)

General Education (38-39 hours): ENGL 1113; ENGL 1213; POLSC 1113; HIST 1483 or HIST 1493; BIO 1114; PHYS 1014 or CHEM 1115; *PSY 1113 or SOC 1113; Humanities (6 credit hours); COM 2213; GEOG 2603; MATH 1483 or MATH 1503 or MATH 2013
Support Courses (6 hours): +MATH 1483 or MATH 1503 or MATH 2013 (Check with advisor on Math selection appropriate for OU); ENGL 2123.
Pre-Education Electives (15-16 hours): MATH 2023; MATH 2213; +HIST 1483/1493; SPAN 1115; SPAN 1225; FREN 1115; FREN 1225; GRMN 1115; GRMN 1225

Life Skills Courses (1 credit hour): SCL 1001

*Check OU program requirements with an advisor. Early Childhood = either SOC 1113 or PSY 1113; Elementary Ed = SOC 1113; Special Ed = PSY 1113

Recommend course selections for UCO (Always check with an advisor)

General Education (38-39 hours): ENGL 1113; ENGL 1213; POLSC 1113; HIST 1483 or HIST 1493; BIO 1114; PHYS 1014 or CHEM 1115; PSY 1113 or SOC 1113; Humanities (6 credit hours); COM 2213; GEOG 2603; MATH 1483 or MATH 2013

Support Courses (6 hours): +MATH 1483 or MATH 2013

(Check with advisor on Math selection appropriate for UCO)

; ENGL 2123

Pre-Education Electives (15-16 hours): MATH 2023; MATH 2213; GEOL 1064; +HIST 1483/1493; *SPAN 1115; SPAN 1225; FREN 1115; FREN 1225; GRMN 1115

*(UCO) Recommended reverse transfer available if foreign language competency attained through HS or Competency Test. See faculty advisor for additional information.

Recommended course selections for USAO (Always check with an advisor)

General Education (38-39 hours): ENGL 1113; ENGL 1213; POLSC 1113; HIST 1483; BIO 1114; PHYS 1014 or CHEM 1115; PSY 1113 or SOC 1113; Humanities (6 credit hours); COM 2213; GEOG 2603; MATH 1483 or MATH 1503 or MATH 2013

Support Courses (6 hours): +MATH 1483 or MATH 1503 or MATH 2013

(Check with advisor on Math selection appropriate for USAO)

; ENGL 2123

Pre-Education Electives (15-16 hours): MATH 2023; MATH 2213; GEOL 1064; PHYS 1114; CHEM 1115; ASTR 1514; +HIST 1483/1493; *SPAN 1115; SPAN 1225; FREN 1115; FREN 1225; GRMN 1115

*(USAO) Additional courses may be substituted for USAO if foreign language competency is attained through HS or Competency Test. See faculty advisor for additional information.

Recommended course selections for ECU (Always check with an advisor)

General Education (38-39 hours): ENGL 1113; ENGL 1213; POLSC 1113; HIST 1483 or HIST 1493; BIO 1114; PHYS 1014 or CHEM 1115; PSY 1113; Humanities (HIST 1613 or HIST 1623 recommended for ECU) (6 credit hours); COM 2213; GEOG 2603; MATH 1483 or MATH 1503 or MATH 2013

Support Courses (6 hours): +MATH 1483 or MATH 1503 or MATH 2013

(Check with advisor on Math selection appropriate for ECU)

; ENGL 2123

Pre-Education Electives (15-16 hours): GEOL 1064; SPAN 1115; SPAN 1225; FREN 1115; FREN 1225; GRMN 1115; BIO 1023; PSY 2403; SOC 1113

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

ASTR 1514 - General Astronomy with Lab

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

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. This course satisfies the computer proficiency requirement.

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.

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.

CHEM 1115 - General Chemistry I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.

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.

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.

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.

GEOL 1064 - Earth Science

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

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.

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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.

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.

PREED ELEC - Pre-Education Electives

15-16 Credits Students should choose 15-16 hours from the Pre-Education electives to be chosen based on university student plans to transfer to; students need to meet with advisor regarding selection of electives: MATH 2023; MATH 2213; GEOL 1064; PHYS 1114; CHEM 1115; ASTR 1514; HIST 1483/1493; SPAN 1115; SPAN 1225; FREN 1115; FREN 1225; GRMN 1115; GRMN 1225; PSY 2403; PSY 1113; SOC 1113; BIO 1023

PSY 1113 - General 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 61-64 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
Term 1				
ENGL 1113	English Composition I	3	Gen Ed	
MATH 1483	Functions and Modeling	OR	Gen Ed	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	
Term 2				
SCL 1001	Success in College and Life	1	Life Skills	
CHEM 1115	General Chemistry I	5	Gen Ed	C
Term 3				
CHEM 1215	General Chemistry II	5	Major	C
MATH 1483	Functions and Modeling	OR	Gen Ed	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	
Term 4				
BIO 1124	General Biology I (Majors)	4	Gen Ed	
ENGL 1213	English Composition II	3	Gen Ed	
Term 5				
PHYS 1114	College Physics I	4	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 6				
CHEM 2114	Organic Chemistry I	4	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
Term 7				
CHEM 2111	Organic Chemistry I Laboratory	1	Major	C
CH PM SUPP ELEC	Pre-Med Support Electives	3-4	Support	
HUM	Humanities Elective	3	Gen Ed	
Term 8				
CHEM 2124	Organic Chemistry II	4	Major	C
HUM	Humanities Elective	3	Gen Ed	
Term 9				
CHEM 2121	Organic Chemistry II Laboratory	1	Major	C
PSY 1113	General Psychology	OR	Gen Ed	
SOC 1113	Introduction to Sociology	3	Gen Ed	
CH PM SUPP ELEC	Pre-Med Support Electives	2-4	Support	

Course Grouping

Major Courses: (15 credit hours) CHEM 1215 (C); CHEM 2114 (C); CHEM 2111 (C); CHEM 2124 (C); CHEM 2121 (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: 6 credit hours of MATH 1483 (C); MATH 1613; MATH 1743; MATH 2013

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

Support Courses: (5-8 credit hours) Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125, BIO 2215, BIO 2203, BIO 2234, BIO 2255, CHEM 2990, COM 2213, CS 1143, CS 2163, CS 2363, ECON 2123, ECON 2143, ENGL 1233, ENGL 2143, ANY ENGR, MATH 1533 (C), MATH 2013, MATH 2123, MATH 2104, MATH 2214, MATH 2314, MATH 2413, PHYS 1214, PHYS 2014, or PHYS 2114.

(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.

Degree Program Course Descriptions

BIO 1124 - General Biology I (Majors)

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0313 or adequate math placement.

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.

CH PM SUPP ELEC - Pre-Med Support Electives

5-8 Credits Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125, BIO 2215, BIO 2203, BIO 2234, BIO 2255, CHEM 2990, COM 2213, CS 1143, CS 2163, CS 2363, ECON 2123, ECON 2143, ENGL 1233, ANY ENGR, MATH 2013, MATH 2123, MATH 2314, MATH 2413, MATH 1533 (C), MATH 2104, MATH 2214, PHYS 1214, PHYS 2014, PHYS 2114, or ENGL 2143.

CHEM 1115 - General Chemistry I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.

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 1483 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 2111 - Organic Chemistry I Laboratory

Prerequisites: Concurrent enrollment in CHEM 2114 or completion of CHEM 2114 with a "C" or better

1 Credit Designed to accompany Organic Chemistry I lecture, this lab course emphasizes techniques used for purifying and characterizing organic compounds, including infrared spectroscopy. Writing lab reports 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 2121 - Organic Chemistry II Laboratory

Prerequisites: CHEM 2111 with a "C" or better and either concurrent enrollment in CHEM 2124 or completion of CHEM 2124 with a "C" or better

1 Credit Designed to accompany Organic Chemistry II lecture, this lab course emphasizes organic synthesis and structure analysis methods such as proton NMR. Writing lab reports is an integral part of the course.

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.

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1613 - Trigonometry

Prerequisites: Pre or Corequisite: MATH 1483 or MATH 1533 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits The student will evaluate trigonometric functions and their inverses using both degree and radian measure; graph trigonometric functions and their transformations; identify properties of trigonometric functions; verify and apply trigonometric identities; solve trigonometric equations; solve problems involving right and oblique triangles, vectors, and indirect measurement; and identify and graph polar curves.

MATH 1743 - Calculus I for Business, Life Sciences, and Social Sciences

Prerequisites: MATH 1483 or adequate math placement

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 0313 or adequate math placement; 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 1483 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 - General 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 61-64 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
Term 1				
ENGL 1113	English Composition I	3	Gen Ed	
MATH 1483	Functions and Modeling	3	Gen Ed	C
Term 2				
SCL 1001	Success in College and Life	1	Life Skills	
CHEM 1115	General Chemistry I	5	Gen Ed	C
Term 3				
CHEM 1215	General Chemistry II	5	Major	C
MATH 1743	Calculus I for Business, Life Sciences, and Social Sciences	3	Gen Ed	
Term 4				
BIO 1124	General Biology I (Majors)	4	Gen Ed	
ENGL 1213	English Composition II	3	Gen Ed	
Term 5				
CH PP SUPP ELEC	Pre-Pharmacy Support Electives	5-8	Support	
Term 6				
CHEM 2114	Organic Chemistry I	4	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
Term 7				
CHEM 2111	Organic Chemistry I Laboratory	1	Major	C
PHYS 1114	College Physics I	4	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 8				
CHEM 2124	Organic Chemistry II	4	Major	C
HUM	Humanities Elective	3	Gen Ed	
Suggested Sophomore 2nd Semester				
CHEM 2121	Organic Chemistry II Laboratory	1	Major	C
PSY 1113	General Psychology	3	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	

Course Grouping

Major Courses: (15 credit hours) CHEM 1215 (C); CHEM 2114 (C); CHEM 2111 (C); CHEM 2124 (C); CHEM 2121 (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 1483 (C); MATH 1743

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

Support Courses: (5-8 credit hours) Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125**, BIO 2203, BIO 2215, BIO 2234, BIO 2255, CHEM 2990, COM 2213, CS 1143, CS 2163, CS 2363, ECON 2123, ECON 2143, ENGL 1233, ENGL 2143, Any ENGR, MATH 1533 (C), MATH 1613, MATH 2013, MATH 2123, MATH 2104, MATH 2214, MATH 2314, MATH 2413, PHYS 1214, PHYS 2014, PHYS 2114, or SOC 1113.

(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 0313 or adequate math placement.

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.

CH PP SUPP ELEC - Pre-Pharmacy Support Electives

5-8 Credits Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125, BIO 2203, BIO 2215, BIO 2234, BIO 2255, CHEM 2990, COM 2213, CS 1143, CS 2163, CS 2363, ECON 2123, ECON 2143, ENGL 1233, Any ENGR, MATH 1533 (C), MATH 1613, MATH 2013, MATH 2104, MATH 2123, MATH 2214, MATH 2314, MATH 2413, PHYS 1214, PHYS 2014, PHYS 2114, SOC 1113, or ENGL 2143.

CHEM 1115 - General Chemistry I

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.

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 1483 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 2111 - Organic Chemistry I Laboratory

Prerequisites: Concurrent enrollment in CHEM 2114 or completion of CHEM 2114 with a "C" or better

1 Credit Designed to accompany Organic Chemistry I lecture, this lab course emphasizes techniques used for purifying and characterizing organic compounds, including infrared spectroscopy. Writing lab reports 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 2121 - Organic Chemistry II Laboratory

Prerequisites: CHEM 2111 with a "C" or better and either concurrent enrollment in CHEM 2124 or completion of CHEM 2124 with a "C" or better

1 Credit Designed to accompany Organic Chemistry II lecture, this lab course emphasizes organic synthesis and structure analysis methods such as proton NMR. Writing lab reports is an integral part of the course.

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.

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1743 - Calculus I for Business, Life Sciences, and Social Sciences

Prerequisites: MATH 1483 or adequate math placement

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 1483 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 - General 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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
ENGL 1113	English Composition I	3	Gen Ed	
PSY 1113	General Psychology	3	Major	
Term 2				
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 3				
ENGL 1213	English Composition II	3	Gen Ed	
PSY 2403	Developmental Psychology	3	Major	
Term 4				
BIO	Biological Science	3-4	Gen Ed	
SOC 1113	Introduction to Sociology	3	Gen Ed	
Term 5				
HUM	Humanities Elective	3	Gen Ed	
PHYS	Any Physical Science	3-4	Gen Ed	
Term 6				
PSY 2123	Behavioral Statistics	OR	Major	
PSY 2193	Personality Theories	OR	Major	
PSY 2743	Social Psychology	3	Major	
POLSC 1113	American Federal Government	3	Gen Ed	
Term 7				
HUM	Humanities Elective	3	Gen Ed	
PSY 2123	Behavioral Statistics	OR	Major	
PSY 2193	Personality Theories	OR	Major	
PSY 2743	Social Psychology	3	Major	
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 8				
SOC SC	Social Science Elective	3	Gen Ed	
PSYCH	Psychology Elective	3	Major	
Term 9				
SUPP	Guided Support Elective	8	Support	

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 1483 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.

GEN ED - Gen Ed Elective

3 Credits General Education elective

HIST 1483 - U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict

in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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 - General 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 2123 - Behavioral Statistics

Prerequisites: PSY 1113 and MATH 0313 or adequate math placement.

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 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 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 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.

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

SUPP - Guided Support Elective

3 Credits Guided Support 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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
JB 1133	News Writing	3	Major	
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
Term 2				
ENGL 1113	English Composition I	3	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 3				
JB 2643	Video Production	3*	Major	
PHYS	Any Physical Science	3-4	Gen Ed	
Term 4				
JB 2643	Video Production	*	Major	
COM 1123	Interpersonal Communications	3	Gen Ed	
ENGL 1213	English Composition II	3	Gen Ed	
Term 5				
BIO	Biological Science	3-4	Gen Ed	
DMD	Digital Media Design	3	Support	
Term 6				
JB 1103	Audio Production	3*	Major	
ECON 1013	Introduction to Economics	OR	Gen Ed	
ECON 2123	Principles of Microeconomics	OR	Gen Ed	
ECON 2143	Principles of Macroeconomics	3^	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 7				
JB 1103	Audio Production	*	Major	
COM 2213	Intro to Public Speaking	3	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 8				
JB 2413	Principles of Public Relations	3	Major	
PSY 1113	General Psychology	OR	Gen Ed	
SOC 1113	Introduction to Sociology	3	Gen Ed	
Term 9				
JB PR ELEC	J&B Public Relations Electives	5	Support	
POLSC 1113	American Federal Government	3	Gen Ed	
*16-week course offered during two 8-week terms				

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 2123, ECON 2143* or ECON 1013; History: HIST 1483 or HIST 1493; Mathematics: MATH 1483 or MATH 1503 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 of general education Physical Science; **One of the science courses must include a lab component.

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

Support Courses: (8 Credit Hours) 3 credit hours of any DMD course; Support Electives: 5 credit hours of any course or courses of the student's choosing - a modern language is recommended.

*Requires Prerequisite ECON 2123

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 1013 - Introduction to Economics

Prerequisites: MATH 0203 or adequate math placement 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 2123 - Principles of Microeconomics

Prerequisites: MATH 0313 or adequate math placement 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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns

of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

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. This course satisfies the computer proficiency requirement.

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.

JB PR ELEC - J&B Public Relations Electives

5 Credits Elective (any course or courses of the student's choosing --a modern language is recommended)

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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 - General 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.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
ENGL 1113	English Composition I	3	Gen Ed	
BIO 1314	Human Anatomy and Physiology I	4	Support	
Term 2				
CHEM 1103	Chemistry Around Us	3	Gen Ed	
SCL 1001	Success in College and Life	1	Life Skills	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 3				
BIO 1414	Human Anatomy and Physiology II	4	Support	
OSRHE1	Osche Approved General Education Communications Or English Course	3	Gen Ed	
Term 4				
MATH 1483	Functions and Modeling	OR	Support	
MATH 1503	Contemporary Mathematics	3	Support	
PSY 2233	Ethics in Health and Human Services	3	Gen Ed	
RC 1343	Cardiopulmonary Anatomy and Physiology	3*	Support	
Term 5				
POLSC 1113	American Federal Government	3	Gen Ed	
RC 1132	Introduction to Respiratory Care	2	Major	
RC 1343	Cardiopulmonary Anatomy and Physiology	*	Support	
SOC 2143	Race and Ethnicity in the U.S.	3	Gen Ed	
Term 6				
RC 2114	Basic Respiratory Therapy Procedures	4	Major	
RC 2222	Respiratory Therapy Pathology and Pharmacology	2	Major	
Term 7				
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	
Term 8				
RC 2364	Clinical Application of Respiratory Therapeutics I	4	Major	
RC 2124	Critical Care Respiratory Therapy	4	Major	
Term 9				
RC 2524	Respiratory Care Advanced Practice	4	Major	
RC 2534	Clinical Application of Respiratory Therapeutics II	4	Major	
*16-week course offered during two 8-week terms				

Course Grouping

Major Courses: (32 credit hours) RC 1132, 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: (14 credit hours) Biological Sciences: BIO 1314, BIO 1414; Mathematics: MATH 1483 or MATH 1503; Respiratory Care: RC 1343

**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.

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. 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 with a grade of "C" or higher

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.

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

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 1132 - Introduction to Respiratory Care

Prerequisites: ENGL 0106 or adequate placement score

2 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 1343 - Cardiopulmonary Anatomy and Physiology

Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: BIO 1314, BIO 1414

3 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 1483; 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 - Race and Ethnicity in the U.S.

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

3 Credits This course examines sociological theories of contact between minority and majority groups in a multicultural society, including topics such as prejudice, discrimination, acculturation, and pluralism.

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
Term 1				
SOC 1113	Introduction to Sociology	3	Major	
ENGL 1113	English Composition I	3	Gen Ed	
SCL 1001	Success in College and Life	1	Life Skills	
Term 2				
SOC	Sociology Elective	3	Major	
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
Term 3				
ENGL 1213	English Composition II	3	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 4				
BIO	Biological Science	3-4	Gen Ed	
SOC 2023	Social Problems	3	Major	
Term 5				
PSY 1113	General Psychology	3	Gen Ed	
SUPP	Guided Support Elective	3	Support	
Term 6				
PHYS	Any Physical Science	3-4	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 7				
GEN ED	Gen Ed Elective	3	Gen Ed	
POLSC 1113	American Federal Government	3	Gen Ed	
SUPP	Guided Support Elective	3	Support	
Term 8				
SOC	Sociology Elective	3	Major	
HUM	Humanities Elective	3	Gen Ed	
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 9				
SOC	Sociology Elective	3	Major	
SUPP	Guided Support Elective	3	Support	

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 1483 or MATH 1503 or MATH 2013; Psychology: PSY 1113; Sciences: Three or four credit hours of general education biological sciences; three or four credit hours of general education 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, CS, 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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict

in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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 - General 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

Certificate of Mastery

Minimum of 16 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. 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 advisor.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
SPAN 1115	Elementary Spanish I	5	Major	C
Term 2				
SPAN 1225	Elementary Spanish II	5	Major	C
Term 3				
SPAN 2113	Intermediate Spanish I	3	Major	C
Term 4				
SPAN 2223	Intermediate Spanish II	3	Major	C

Course Grouping

Major Courses: (16 credit hours): SPAN 1115 (C), SPAN 1225 (C), SPAN 2113 (C), SPAN 2223 (C)

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 learn essential vocabulary and grammar and will develop basic novice proficiency in understanding, speaking, reading, and writing. The student will explore significant cultural aspects of the Spanish-speaking world.

SPAN 1225 - Elementary Spanish II

Prerequisites: SPAN 1115

5 Credits A continuation of SPAN 1115. The student will acquire more complex vocabulary and grammar and will develop novice mid-to-high proficiency in understanding, speaking, reading, and writing. The student will continue to explore cultural aspects of the Spanish-speaking world.

SPAN 2113 - Intermediate Spanish I

Prerequisites: SPAN 1225

3 Credits The student will develop language proficiency to the intermediate low-to-mid level and will increase knowledge of the cultures and cultural practices of Spain and Latin America. Multimedia course materials--including text, audio, and video--are used as the basis for comprehension and communication.

SPAN 2223 - Intermediate Spanish II

Prerequisites: SPAN 2113

3 Credits A continuation of SPAN 2113. The student will develop language proficiency to the intermediate mid-to-high level and will advance in understanding of the cultures and cultural practices of Spain and Latin America. Multimedia course materials--including text, audio, and video--are used as the basis for comprehension and communication.

Spanish - Modern Languages: Spanish Emphasis (AA)

Associate in Arts

Minimum of 61 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 an 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
Term 1				
SPAN 1115	Elementary Spanish I	5	Major	
SCL 1001	Success in College and Life	1	Life Skills	
Term 2				
ENGL 1113	English Composition I	3	Gen Ed	
BIO	Biological Science	3-4	Gen Ed	
Term 3				
SPAN 1225	Elementary Spanish II	5	Major	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 4				
ENGL 1213	English Composition II	3	Gen Ed	
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
Term 5				
SPAN 2113	Intermediate Spanish I	3	Major	
POLSC 1113	American Federal Government	3	Gen Ed	
Term 6				
PHYS	Any Physical Science	3-4	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 7				
SPAN 2223	Intermediate Spanish II	3	Major	
ENGL 2123	Introduction to Literature	3	Gen Ed	
Term 8				
SUPP	Guided Support Elective	3	Support	
HUM	Humanities Elective	3	Gen Ed	
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 9				
SUPP	Guided Support Elective	4	Support	
GEN ED	Gen Ed Elective	3	Gen Ed	

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 of general education Biological Science; three to four credit hours of general education Physical Science; *One of the science courses must include a lab component; Literature: Any ENGL course 2123 or higher; Mathematics: MATH 1483 or MATH 1503 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 1877*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling*Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics*Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics*Prerequisites: MATH 0313 or adequate math placement; 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.

SPAN 1115 - Elementary Spanish I*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

5 Credits The beginning student will learn essential vocabulary and grammar and will develop basic novice proficiency in understanding, speaking, reading, and writing. The student will explore significant cultural aspects of the Spanish-speaking world.

SPAN 1225 - Elementary Spanish II*Prerequisites: SPAN 1115*

5 Credits A continuation of SPAN 1115. The student will acquire more complex vocabulary and grammar and will develop novice mid-to-high proficiency in understanding, speaking, reading, and writing. The student will continue to explore cultural aspects of the Spanish-speaking world.

SPAN 2113 - Intermediate Spanish I*Prerequisites: SPAN 1225*

3 Credits The student will develop language proficiency to the intermediate low-to-mid level and will increase knowledge of the cultures and cultural practices of Spain and Latin America. Multimedia course materials--including text, audio, and video--are used as the basis for comprehension and communication.

SPAN 2223 - Intermediate Spanish II*Prerequisites: SPAN 2113*

3 Credits A continuation of SPAN 2113. The student will develop language proficiency to

the intermediate mid-to-high level and will advance in understanding of the cultures and cultural practices of Spain and Latin America. Multimedia course materials--including text, audio, and video--are used as the basis for comprehension and communication.

SUPP - Guided Support Elective

3 Credits Guided Support elective

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
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
ENGL 1113	English Composition I	3	Gen Ed	
TA 1513	Acting I	3	Major	
Term 2				
COM 2213	Intro to Public Speaking	3	Major	
PSY 1113	General Psychology	OR	Gen Ed	
SOC 1113	Introduction to Sociology	3	Gen Ed	
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 3				
TA 1103	Introduction to Theatre	3	Major	
ENGL 1213	English Composition II	3	Gen Ed	
Term 4				
BIO	Biological Science	3-4	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 5				
PHYS	Any Physical Science	3-4	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 6				
TA 1133	Voice and Speech Improvement	3	Major	
COM 1123	Interpersonal Communications	3	Major	
Term 7				
POLSC 1113	American Federal Government	3	Gen Ed	
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
SUPP	Guided Support Elective	3	Support	
Term 8				
PHIL 1013	Introduction to Philosophy	3	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 9				
TA 2233	Acting for The Camera	3	Major	
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 1483 or MATH 1503 or MATH 2013;
 Humanities: Six credit hours Humanities Electives; History: HIST 1483 or HIST 1493; Philosophy: PHIL 1013; *Sciences: Three to four credit hours of general education Biological Science; three to four credit hours of general education 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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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 - General 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.

SUPP - Guided Support Elective

3 Credits Guided 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 and methodology of acting in the media of film and video.

Speech and Theatre Arts - Theatre Option

Associate in Arts

Minimum of 62 credit hours

The Speech and Theatre program uses classroom and hands-on experiences on stage to develop student performance skills. Classes in acting and make-up teach students about the theories, techniques and elements of theatre. Courses cover subjects such as role preparation, diction, and auditioning. Additional experience can be gained by participating in any of the College's stage productions during the year. Associate degrees in theatre give students the background needed to continue their education at a four-year college or university. Graduating students may find career opportunities performing, directing, producing, writing, critiquing or teaching. Other program option also available is speech.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
ENGL 1113	English Composition I	3	Gen Ed	
TA 1513	Acting I	3	Major	
Term 2				
PSY 1113	General Psychology	OR	Gen Ed	
SOC 1113	Introduction to Sociology	3	Gen Ed	
TA 1103	Introduction to Theatre	3	Major	
GEN ED	Gen Ed Elective	3	Gen Ed	
Term 3				
COM 2213	Intro to Public Speaking	3	Major	
TA 2203	Acting II	3	Support	
ENGL 1213	English Composition II	3	Gen Ed	
Term 4				
BIO	Biological Science	3-4	Gen Ed	
PHIL 1013	Introduction to Philosophy	3	Gen Ed	
Term 5				
PHYS	Any Physical Science	3-4	Gen Ed	
HUM	Humanities Elective	3	Gen Ed	
Term 6				
TA 1133	Voice and Speech Improvement	3	Major	
COM 1123	Interpersonal Communications	3	Major	
Term 7				
POLSC 1113	American Federal Government	3	Gen Ed	
MATH 1483	Functions and Modeling	OR	Gen Ed	
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3		
Term 8				
TA 1223	Make Up for The Stage	3	Support	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 9				
TA 2233	Acting for The Camera	3	Major	
HUM	Humanities Elective	3	Gen Ed	

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 1483 or MATH 1503 or MATH 2013; *Sciences: Three to four credit hours of general education Biological Science; three to four
 credit hours of general education 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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits Humanities elective

MATH 1483 - Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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 - General 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.

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 clients 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 the Oklahoma Board of Examiners for Speech-Language Pathology and Audiology (OBESPA) and a teaching credential for practice from the Oklahoma State Department of Education (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 must apply to the SLPA program. Applications may be found online and are available February 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. Students who are accepted into the program are selected based on a preferential point system.

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

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
SLPA 1013	Foundations of Speech-Language	3	Major	C
SLPA 1033	Professional Issues for Speech-Language Pathology Assistants	3	Major	C
SCL 1001	Success in College and Life	1	Life Skills	
Term 2				
SLPA 1063	Anatomy and Physiology of the Speech and Hearing Mechanism	3	Major	C
ENGL 1113	English Composition I	3	Gen Ed	
Term 3				
SLPA 1023	Phonetics	3	Major	C
SLPA 1053	Language Disorders in the Exceptional Child	3	Major	C
Term 4				
SLPA 1043	Introduction to Speech Sound Disorders	3	Major	C
ENGL 1213	English Composition II	3	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 5				
SLPA 1073	School Issues for the Speech-Language Pathology Assistant	3	Major	C
SLPA 1083	Instructional Procedures in Communication Disorders	3	Major	C
Term 6				
SLPA 2043	Adult Neurogenic Communication Disorders and Treatment	3	Major	C
SLPA 2033	Clinical Experience I	3*	Major	C
PSY 1113	General Psychology	3	Gen Ed	
Term 7				
SLPA 2023	Autism	3	Major	C
SLPA 2033	Clinical Experience I	*	Major	C
MATH 1503	Contemporary Mathematics	OR	Gen Ed	
MATH 2013	Introduction to Statistics	3	Gen Ed	
Term 8				
SLPA 2053	Augmentative Communication	3	Major	C
SLPA 2063	Clinical Experience II	3*	Major	C
Term 9				
SLPA 2013	Medical Issues for the Speech-Language Pathology Assistant	3	Major	C
SLPA 2063	Clinical Experience II	*	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
*16-week course offered during two 8-week terms				

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 OR MATH 2013; 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 offered online only. An on-campus two (2) day orientation prior to the first semester of the program is required. Students are obligated to meet a minimum of 25 observation hours and 100 direct clinical hours that will require clinical site participation. Other on-campus hands-on clinical activities will be offered periodically throughout the program sequence.

For the application procedure please see our web page:

<http://www.okcc.edu/health/slpa.html>

++Special Admissions Procedures: All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1503 - Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics

Prerequisites: MATH 0313 or adequate math placement; 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.

PSY 1113 - General 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. This course satisfies the computer proficiency requirement.

SLPA 1023 - Phonetics

Prerequisites: SLPA 1063

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

SLPA 1043 - Introduction to Speech Sound Disorders

Prerequisites: SLPA 1013, SLPA 1023

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 1033

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

SLPA 1073 - School Issues for the Speech-Language Pathology Assistant

Prerequisites: SLPA 1043, SLPA 1053

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. This course satisfies the computer proficiency requirement.

SLPA 1083 - Instructional Procedures in Communication Disorders

Prerequisites: SLPA 1043, SLPA 1053

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. This course satisfies the computer proficiency requirement.

SLPA 2013 - Medical Issues for the Speech-Language Pathology Assistant

Prerequisites: SLPA 2043

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. This course satisfies the computer proficiency requirement.

SLPA 2023 - Autism

Prerequisites: 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. This course satisfies the computer proficiency requirement.

SLPA 2033 - Clinical Experience I

Prerequisites: 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 1013, SLPA 1033, SLPA 1063

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. This course satisfies the computer proficiency requirement.

SLPA 2053 - Augmentative Communication

Prerequisites: SLPA 2023

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. This course satisfies the computer proficiency requirement.

SLPA 2063 - Clinical Experience II

Prerequisites: 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.

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 are obtained through successful completion of the CST (Certified Surgical Technologist) Prior Learning Assessment licensure.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
SCL 1001	Success in College and Life	1	Life Skills	
CS 1103	Introduction to Computers and Applications	3	Gen Ed	
AHP 1013	Medical Terminology	3	Support	
Term 2				
ENGL 1113	English Composition I	3	Gen Ed	
BIO 1314	Human Anatomy and Physiology I	4	Support	
Term 3				
OSRHE	Osrhe Approved General Education Communications Course	3	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
Term 4				
GEN ED	Gen Ed Elective	3	Gen Ed	
POLSC 1113	American Federal Government	3	Gen Ed	
Term 5				
BIO 1414	Human Anatomy and Physiology II	4	Support	
PSY 1113	General Psychology	3	Gen Ed	
MATH1	Mathematics That Meet Occc's Mathematics Proficiency	3	Support	
Term 6				
PLA	Prior Learning Assessment	7	Major	
Term 7				
PLA	Prior Learning Assessment	7	Major	
Term 8				
PLA	Prior Learning Assessment	7	Major	
Term 9				
PLA	Prior Learning Assessment	9	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

AHP 1013 - Medical Terminology

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

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

BIO 1314 - Human Anatomy and Physiology I

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement. 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 with a grade of "C" or higher

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; 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. This course satisfies the computer proficiency requirement.

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 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

MATH1 - Mathematics That Meet Occc's Mathematics Proficiency

3 Credits Mathematics that meet OCCC's Mathematics proficiency requirement

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 - General 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.

Workplace Writing and Communications

Certificate of Mastery

30 credit hours

The Certificate of Mastery in Workplace Writing and Communications offers a focus on effective writing, communication, critical thinking, and reading skills for the workplace. The course concentration is designed to provide skills to increase marketability in the workplace, both in the United States and internationally. Students successfully completing the Certificate earn credentials showing proof of mastery in English workplace communication skills with an emphasis on written and verbal communication skills specific to the workplace. Students earning the Certificate of Mastery in Workplace Writing and Communications will have earned 30 hours toward a Diversified Studies Associate's degree.

Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
Term 1				
ENGL 1113	English Composition I	OR	Gen Ed	
ENGL 1103	Multicultural English Composition I	3	Gen Ed	
CS 1103	Introduction to Computers and Applications	3	Gen Ed	
Term 2				
ENGL 1213	English Composition II	OR	Gen Ed	
ENGL 1123	Multicultural English Composition II	3	Gen Ed	
ENGL 1133	Critical and Efficient Reading	3	Major	
Term 3				
BUS 2033	Business Communication	OR	Major	
ENGL 2143	Introduction to Grant Proposal Development	3	Major	
COM 2213	Intro to Public Speaking	OR	Major	
COM 1123	Interpersonal Communications	3	Major	
Term 4				
ENGL 1203	Business English	3	Major	
PHIL 1123	Critical Thinking	3	Major	
Term 5				
ENGL 1233	Technical Writing for the Workplace	3	Major	
PSY 1113	General Psychology	OR	Gen Ed	
SOC 1113	Introduction to Sociology	3	Gen Ed	

Course Grouping

Major Courses: (18 credit hours) BUS 2033 or ENGL 2143; ENGL 1203; ENGL 1233; COM 2213 or COM 1123; PHIL 1123; ENGL 1133

General Education Courses: (12 credit hours) English: ENGL 1113 or ENGL 1103; ENGL 1213 or ENGL 1123; CS 1103; PSY 1113 or SOC 1113

Life Skills Courses: None

Support Courses: None

Program Notes

Notes: This is a certificate of mastery.

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. This course satisfies the computer proficiency requirement.

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 1103 - Introduction to Computers and Applications

Prerequisites: MATH 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

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 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 - Technical Writing for the Workplace

Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score

3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

ENGL 2143 - Introduction to Grant Proposal 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 This course prepares students in the fundamentals of writing grant proposals for nonprofit organizations, tax-exempt institutions or for other purposes. Students will examine effective grants, as well as explore and demonstrate understanding of all essential aspects of grant writing including the proposal narrative and budget. Students will also practice developing grants that answer private, state and federal Requests for Proposals (RFPs).

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.

PSY 1113 - General 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.

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.

Course Descriptions

Accounting

ACCT 2000 Special Topics

Prerequisites: ACCT 2113 and 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 accounting courses, but which are beneficial in providing a better understanding of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change in subject matter.

ACCT 2113 Accounting I/Financial

Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 Credits Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

ACCT 2123 Accounting II/Managerial

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

3 Credits A continuation of ACCT 2113. Students will demonstrate an understanding of managerial accounting concepts by properly classifying basic cost elements, allocating these costs to the manufacturing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

ACCT 2213 Accounting in Quickbooks

Prerequisites: ACCT 2113

3 Credits This course is designed for students who are seeking an Associate in Applied Science - Business Degree. It generally will not transfer to four-year public colleges or universities. Students will demonstrate the use of the computer to complete accounting problems utilizing QuickBooks. This course satisfies the computer proficiency requirement.

ACCT 2403 Income Tax Accounting

Prerequisites: ACCT 2113

3 Credits This course is designed for students seeking an Associate in Applied Science in Business-Accounting Option. It generally will not transfer to four-year public colleges or universities. Students will demonstrate their understanding of concepts of federal income taxation of individuals by (1) determining gross income, (2) identifying and computing allowable deductions for and from adjusted gross income, and (3) computing the tax liability.

Allied Health

AHP 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 Allied Health courses, but which are beneficial in providing a better understanding of health. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

AHP 1013 Medical Terminology

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

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

AHP 1222 First Aid and CPR

Prerequisites:

2 Credits This course provides knowledge and practical experience in the emergency care of injuries and sudden illness, including cardiopulmonary resuscitation. This course includes content of the American Heart Association (AHA), Basic Life Support (BLS), and First Aid which meets the National Emergency Cardiovascular (ECC) standards. Students will receive AHA, BLS, and First Aid certifications upon satisfactorily completing this course.

AHP 2000 Special Topics

Prerequisites: None

VARIABLE 1-4 Credits The student will demonstrate specified competencies in subject areas not covered in other Allied Health courses, but which are beneficial in providing a better understanding of health or health care. A specific subject will be announced for each offering. Enrollment may be repeated with a change of topic.

Anesthesia Technology

ANES 1112 Introduction to Anesthesia Technology

Prerequisites: Co-requisite: ANES 1124

2 Credits This course is an introduction to the role of the Anesthesia Technologist and their relationship to other Healthcare Professionals. In addition, the student will be introduced to the theory and concepts of functioning in a surgical environment including a fundamental understanding of a variety of anesthesia equipment/supplies and basic case set-up. This course satisfies the computer proficiency requirement.

ANES 1124 Fundamentals I

Prerequisites: Co-requisite: ANES 1112

4 Credits This course introduces the student to management of patients undergoing general, regional, or sedation anesthesia. The dependence of medical diagnostics and the analogous relationship of the human body to the sciences are emphasized. Didactic and laboratory instruction as well as clinical preceptorships are provided to prepare the student with cognitive, psychomotor, and affective learning related to anesthesia technology fundamentals. This course satisfies the computer proficiency requirement.

ANES 1134 Instrumentation I

Prerequisites: ANES 1124; Co-requisites: ANES 1143; ANES 1155

4 Credits This course focuses on the equipment and instrumentation utilized in providing anesthesia. Topics to be covered include the anesthesia machine, airway equipment and basic set-up. In addition, ancillary equipment including but not limited to gas cylinders, hospital gas supply lines, ventilators, absorbers, and pulse oximetry will be covered. Set-up, calibration, operation, basic troubleshooting, maintenance, and safety checks will be examined. Didactic and laboratory instruction are provided to prepare the student with cognitive, psychomotor, and affective learning related to anesthesia technology basic instrumentation. This course satisfies the computer proficiency requirement.

ANES 1143 Pharmacology

Prerequisites: ANES 1124; Co-requisites: ANES 1134; ANES 1155

3 Credits This course focuses on the pharmacokinetics and pharmacodynamics of drugs used in the administration of anesthesia and analgesia. Topics covered include dosage calculation, physics gas laws, routes of administration, drug interactions, and the various classes of anesthetic agents. Safe practices of delivery and storage of medication as well as assisting anesthesia care providers in the preparation of medications will be introduced. This course satisfies the computer proficiency requirement.

ANES 1155 Fundamentals II

Prerequisites: ANES 1124; Co-requisites: ANES 1134; ANES 1143

5 Credits This course provides didactic, laboratory, and clinical instruction to prepare the student with the cognitive, psychomotor, and affective learning skills related to anesthesia technology fundamentals. Topics include: human pathophysiology, surgical procedures, positioning, special equipment needs, and anesthesia technology care plan development. Additional topics include an introduction to anesthesia emergencies, e.g., difficult airway algorithms, malignant hyperthermia, fire in the operating room, cardiac arrest, anaphylaxis, and local anesthesia toxicity. Clinical settings will include adult and pediatric hospital operating rooms, interventional and diagnostic radiology, outpatient procedure suites, labor and delivery suites, and ambulatory surgery centers. All clinical experiences will be under direct supervision with a clinical preceptor. By the end of the semester, students will independently set-up equipment, anticipate the anesthesia provider's needs during routine and emergency procedures, and recognize the patient's response to medications and treatments administered by the anesthesia provider. This course satisfies the computer proficiency requirement.

ANES 2114 Instrumentation II

Prerequisites: Prerequisites: ANES 1134; Co-requisites: ANES 2125, ANES 2133

4 Credits This course provides instruction and lab application to the theories and concepts of advanced anesthesia equipment used in complex anesthesia situations. Topics include Point of Care Technology, Invasive monitoring and transducers, thromboelastograph, cell saver, rapid volume infuser, IABP's transport monitoring, NMB assessment, VADs, defibrillators, pacemakers and implantable defibrillators. This course satisfies the computer proficiency requirement.

ANES 2125 Fundamentals III

Prerequisites: ANES 1155; Co-requisites: ANES 2114; ANES 2133

5 Credits This course provides didactic, laboratory and clinical instruction to prepare the student with the cognitive, psychomotor, and affective learning skills related to anesthesia technology advanced fundamentals. Topics include ACLS certification, IV therapy, pediatric, obstetric and emergency anesthesia. This course satisfies the computer proficiency requirement.

ANES 2133 Professional Aspects of Anesthesia Technology

Prerequisites: ANES 1155; Co-requisites: ANES 2114; ANES 2125

3 Credits This course serves as a capstone course for the anesthesia technology program. Topics include supply chain fundamentals, including budget limitations and cost effectiveness; ethics and law related to anesthesia technology, policies and standards for quality assurance, process improvement, regulatory associations, and credentialing. Students will prepare for the national technologist credentialing exam, review career opportunities and discuss present and future technologies. This course satisfies the computer proficiency requirement.

Applied Mathematics

APPM 1223 Mathematics for Technical Careers I

Prerequisites: MATH 0103 or adequate math placement; Co-requisite: ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits The student will apply principles of basic algebra, equations, functions and graphs, factoring, and fractions in the solutions of technical problems.

APPM 1233 Mathematics for Technical Careers II

Prerequisites: APPM 1223

3 Credits The student will apply the systems of equations, exponents and radicals, quadratic equations, ratio and proportion, exponential and logarithmic functions, and trigonometry and geometry in the solution of technical problems.

APPM 1313 Mathematics for Health Careers

Prerequisites: MATH 0103 or adequate math placement; Co-requisite: ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits The student will convert units of measure within and among the metric, apothecary, and avoirdupois systems of measurement; solve pharmacology problems; apply algebraic concepts to signed numbers, formulas, and graphs; and use statistical software to analyze data with descriptive statistics and linear regression. This course satisfies the computer proficiency requirement.

Art

ART Hands On Fine Arts (Art, Mus, Jb, Or Engl 2003)

Prerequisites:

3 Credits Hands on Fine Arts (ART, MUS, JB, or ENGL 2003)

ART 1000 Special Topics in Visual Art

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

VARIABLE 1-6 Credits The student will produce examples of the specific topic in art with which the course content is concerned. A specific topic beyond the topics offered in other art courses will be designated for each offering. Examples of topics include Basic Watercolor, Calligraphy, and Weaving. This course may be repeated with a change in subject matter.

ART 1013 Art History: Prehistoric to Early Renaissance

Prerequisites: ENGL 1113

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

ART 1023 Art History: Early Renaissance to Contemporary

Prerequisites: ENGL 1113

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

ART 1053 Art Appreciation

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

3 Credits The study of art from a variety of different backgrounds and cultures as both product and process. Aesthetic judgement making in evaluation of art from different times and places is stressed. Periods of art history with relevant concepts and terminology are included.

ART 1123 Drawing I

Prerequisites: ENGL 0106 or adequate placement score

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

ART 1183 Computer Drawing: Illustrator

Prerequisites: ENGL 0106 or adequate placement score

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. This course satisfies the computer proficiency requirement.

ART 1190 Mosaics

Prerequisites: None

VARIABLE 1-3 Credits The student will demonstrate understanding of basic design and proficiency in techniques for creating mosaics, consistent with materials to be used. The student also will select proper materials, cut materials, position and adhere materials, transfer designs, produce porcelain tile and proper mortar mixes for interior and exterior mosaics. Course may be repeated for up to three credit hours.

ART 1203 Figure Drawing

Prerequisites: ART 1123

3 Credits Figure Drawing includes study in gesture and finished drawings of the draped and undraped model. Emphasis will be placed on pose, composition and a variety of media. The students' drawings will demonstrate the movement, rhythm, simplicity, gesture and unique character of each model through a series of basic methods of construction ranging from quick sketches to completed drawings.

ART 1213 Foundations I: Design and Color

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

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

ART 1233 Drawing II

Prerequisites: ART 1123

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

ART 1243 Foundations II: 3D Design

Prerequisites: ART 1213

3 Credits The student will compare, evaluate, and analyze three-dimensional visual art forms. By using a variety of materials and processes, the student will complete a series of studio assignments to demonstrate basic technical ability and an understanding and appreciation of the interaction of form in space and ways to manipulate it. Readings, writings, and participation in a coursework exhibition are required.

ART 1363 Multimedia

Prerequisites: Math 0203 or adequate math placement, CS 1103 or by evaluation. § Criteria for evaluation is in division office.

3 Credits Students will use selected application software to develop presentation graphics. This will include the creation, importation, modification, and sequencing of still and motion graphics. Digital audio will be created, edited and synchronized to the presentations. This course satisfies the computer proficiency requirement.

ART 2000 Special Topics in Visual Art

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

VARIABLE 1-6 Credits The student will demonstrate specified competencies in subjects not included in other Visual Arts courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change in topic.

ART 2013 Painting I

Prerequisites: ENGL 0106 or adequate placement score

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

ART 2133 Serigraphy I (Silk Screen Printing)

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

3 Credits Serigraphy I introduces the student to both hand and photo stencil and screen print methods. Each student will produce a body of work exploring the image-making potential of screen printing techniques on paper and T-shirts. Strong emphasis will be placed on exploring color, design, and personal creativity.

ART 2143 Ceramics I

Prerequisites: None

3 Credits Ceramics I covers a variety of building techniques, glazing and ceramics terminology. The student will construct pieces of clay-formed pottery using slab, coil, wheel and other methods of construction.

ART 2183 Painting II

Prerequisites: ART 2013

3 Credits Painting II will continue to develop the students' skills in opaque painting. The course will continue to stress form and content, visual appreciation and individual expression.

ART 2190 Advanced Mosaics

Prerequisites: ART 1190

VARIABLE 1-3 Credits The student will demonstrate understanding of advanced mosaic design and proficiency in techniques for creating mosaics. The advanced student will assist the instructor with firing tile, rendering drawings (enlarging cartoons), and assisting with mosaics projects. Course may be repeated for up to three credit hours.

ART 2233 Serigraphy II (Advanced Silk Screenprinting)

Prerequisites: ART 2133

3 Credits Serigraphy II involves advanced studies in utilizing screen-printing techniques. Students will produce a body of work that emphasizes the exploration of color, design, and personal creativity.

ART 2263 Ceramics II

Prerequisites: ART 2143

3 Credits Ceramics II continues to develop the students' skills in a variety of ceramic techniques. Students will continue to develop their glazing and knowledge of ceramics and its terminology. They will mix their own clay and construct clay pieces using the coil, pinch, wheel, slab and mold methods of construction. They will demonstrate various firing techniques such as raku, sawdust and dung. They will test various pottery glazes and assist in firing pottery in a kiln.

ART 2373 Graphic Arts Illustration

Prerequisites: ART 1123 or by evaluation. § Criteria for evaluation is in division office.

3 Credits The student will learn about and produce illustrations using a variety of techniques and media. Types of illustrations produced include pencil, ink, markers, scratchboard, colored pencil and mixed media. Work will be accomplished to conform to professional standards in the graphic arts industry

ART 2533 3D Rendering and Design Visualization

Prerequisites: Math 0103 or adequate math placement and 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. This course satisfies the computer proficiency requirement.

ART 2573 Digital Painting

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

3 Credits The student will be introduced to the art media and form of digital imaging. Students will use raster and vector based drawing, painting, and image-editing software applications to create expressive images. Participants will use digital drawing tables, scan their sketches and photographs into a variety of computer programs and manipulate them digitally to create works of art. They will blend colors using digital and traditional color theory. This course satisfies the computer proficiency requirement.

ART 2633 3D Animation and Special Effects

Prerequisites: Math 0103 or adequate math placement, ART 2533 or by evaluation. § Criteria for evaluation is in division office.

3 Credits The student will be able to use professional techniques to create photo realistic renderings, advanced physical based and character animations, interactive Media and Web development, 3D gaming and 3D virtual environments. This course will enhance the abilities of artists, designers and other professionals using 3D computer created, generated, or integrated graphics. Emphasis will be on the development of professional techniques in the area of 3D computer graphics. This course is the second course in the field of 3D computer graphics for technical design, fine art or applied art professionals. This course satisfies the computer proficiency requirement.

ART 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. This course satisfies the computer proficiency requirement.

ART 2700 Internship

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

VARIABLE 1-3 Credits The student will work with professional practitioners in areas such as art galleries and museums, art libraries, fine arts studios, film/video studios, art therapy practices, animation studios, photography studios, etc. The internship course is designed to help students explore their interests, obtain practical experience, and prepare for a career in Visual Arts.

ART 2821 Portfolio Development and Presentation

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

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

Astronomy

ASTR 1501 General Astronomy Laboratory

Prerequisites: ASTR 1504

This class fulfills the laboratory requirement for a general physical science course. Students having already taken ASTR 1504 will perform laboratory experiments in general physics, the behavior of light and analysis of spectral lines, as well as observational projects involving telescopes and on-line databases of astronomical deep-space objects.

ASTR 1504 General Astronomy

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

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. This course satisfies the computer proficiency requirement.

ASTR 1514 General Astronomy with Lab

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

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. This course satisfies the computer proficiency requirement.

Automotive Technology

AT 1000 Special Topics

Prerequisites: None

VARIABLE 1-3 Credits The student will demonstrate specified competencies in subjects not included in other automotive courses, but which benefit students wanting additional training in the field or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic. This course satisfies the computer proficiency requirement.

AT 1013 Automotive Student Success Initiative

Prerequisites: None

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

AT 1153 Basic Automotive Fundamentals

Prerequisites:

3 Credits This course is an application of specific competencies in the operation and service repair of vehicles in the areas of: maintenance and minor vehicle service. Usage of service manuals, manufacturers procedures, tools, and safety are stressed. The student will discuss nomenclature and operating principles of basic automotive fundamentals. Also, the student will discuss and perform diagnostic and service procedures used to maintain these specific systems. The student will show competency in the areas of changing fluids, flush equipment, tire repair, tire balance, vehicle vibration diagnosis, and scan tool usage. This course satisfies the computer proficiency requirement.

AT 1204 A.S.E. Engine Performance

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

4 Credits The student will discuss and demonstrate general engine diagnostic procedures. Additionally, the student will demonstrate specific competencies in the diagnosis and repair of ignition systems, fuel, air induction systems, and exhaust systems, emission control systems, and engine electronic systems. This course satisfies the computer proficiency requirement.

AT 1214 A.S.E. Engine Repair

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

4 Credits The student will discuss and demonstrate competencies in general engine diagnosis and in cylinder head, valve train, engine block diagnosis and repair, as well as lubrication, cooling, fuel, exhaust, ignition, battery and starting system diagnostic and repair procedures. This course satisfies the computer proficiency requirement.

AT 1224 A.S.E. Suspension and Steering

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

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

AT 1244 A.S.E. Brakes

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

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

AT 1304 GM Engine Repair

Prerequisites: MATH 0103 or adequate math placement, ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 Credits The student will discuss and demonstrate competencies in general engine diagnosis and in cylinder head, valve train, engine block diagnosis and repair, as well as lubrication, cooling, fuel, exhaust, ignition, battery and starting system diagnostic and repair procedures on current General Motors vehicles. This course satisfies the computer proficiency requirement.

AT 1314 GM Electrical Systems

Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 Credits The student will apply competencies in battery, starting, charging, lighting, driver information, horn, wiper/washer, and accessory systems. Additionally, the student will demonstrate principles of electricity, magnetism, voltage and current regulation and basic circuitry as applied in automotive electrical systems to aid in general diagnosis of automotive electrical problems on current General Motors vehicles. This course satisfies the computer proficiency requirement.

AT 1324 GM Engine Performance

Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 Credits The student will discuss and demonstrate general engine diagnostic procedures. Additionally, the student will demonstrate specific competencies in the diagnosis and repair of ignition systems, fuel, air induction systems, and exhaust systems, emission control systems, and engine electronic systems on current General Motors vehicles. This course satisfies the computer proficiency requirement.

AT 1334 GM Brakes

Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 Credits This course is an application of specific competencies in hydraulic system, drum brake system, disc brake system diagnosis and repair procedures. Also, the student will discuss and demonstrate competencies in power assist unit diagnosis and repair as well as wheel bearing, parking brake circuit and associated electrical circuit diagnosis and repair, which includes ABS systems on current General Motors vehicles. This course satisfies the computer proficiency requirement.

AT 1422 GM New Products I

Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. § Criteria for evaluation is in division office. Special admission procedures required.

2 Credits The student will discuss and demonstrate specific competencies in subject not included in other ASEP automotive courses, which subjects will benefit students needing additional General Motors product service training in new technology and specialized areas. A specific topic is announced for each offering. This course satisfies the computer proficiency requirement.

AT 1612 A.S.E. Engine Performance

Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. § Criteria for evaluation is in division office.

2 Credits This is an individual-paced (IP) course. The student will discuss and demonstrate general engine diagnostic procedures. Additionally, the student will demonstrate specific competencies in the diagnosis and repair of ignition systems, fuel, air induction systems, and exhaust systems, emission control systems and engine electric systems. This course satisfies the computer proficiency requirement.

AT 1622 A.S.E. Engine Repair

Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. § Criteria for evaluation is in division office.

2 Credits This is an individual-paced (IP) course. The student will discuss and demonstrate competencies in general engine diagnosis and in cylinder head, valve train, engine block diagnosis and repair, as well as lubrication, cooling, fuel, exhaust, ignition, battery and starting system diagnostic and repair procedures. This course satisfies the computer proficiency requirement.

AT 1632 A.S.E. Suspension and Steering

Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. § Criteria for evaluation is in division office.

2 Credits This is an individual-paced (IP) course. This course is an application of basic competencies in steering systems, suspension systems and wheel alignment diagnosis, adjustment and repair. The student will further discuss and demonstrate an understanding of wheel and tire diagnosis and repair. This course satisfies the computer proficiency requirement.

AT 1642 A.S.E. Brakes

Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. § Criteria for evaluation is in division office.

2 Credits This is an individual-paced (IP) course. This course is an application of specific competencies in hydraulic system, drum brake system, disc brake system diagnosis and repair procedures. Also, the student will discuss and demonstrate competencies in power assist unit diagnosis and repair as well as wheel bearing, parking brake circuit and associated electrical circuit diagnosis and repair, which includes ABS systems. This course satisfies the computer proficiency requirement.

AT 1652 A.S.E. Automotive Electives I

Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. § Criteria for evaluation is in division office.

2 Credits This is an individual-paced (IP) course. The student will discuss and demonstrate specific competencies in subjects not included in another ATIP automotive courses, which will benefit those needing additional automotive training in new technology and specialized areas. A specific topic is announced for each offering. This course satisfies the computer proficiency requirement.

AT 1733 Body and Electrical Service

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

3 Credits The student will demonstrate competencies in electrical theory and automotive heat and air conditioning theory, general body accessory and electrical service including automotive air conditioning/heating systems repair and diagnosis, battery charging, lighting and repair. This course satisfies the computer proficiency requirement.

AT 1753 Under Vehicle Service

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

3 Credits The student will demonstrate competencies in vehicle brake systems, steering systems and suspension systems. These competencies will include brake system repair and diagnosis, anti-lock brake system diagnosis, alignment procedures and theory, and suspension diagnosis. This course satisfies the computer proficiency requirement.

AT 1773 Powertrain Service

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

3 Credits The student will demonstrate competencies in engine repair and engine performance that will include general engine diagnosis, engine repair, valve train design, cooling system diagnosis, ignition system diagnosis, emission control system diagnosis and engine control diagnosis. This course satisfies the computer proficiency requirement.

AT 2001 Career Experience

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

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

AT 2101 A.S.E. Certification

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

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

AT 2204 A.S.E. Manual Drive Trains

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

4 Credits The student will apply specific competencies in general transmission and transaxle diagnosis. Additionally, the student will demonstrate competencies in transmission/transaxle maintenance, adjustment and in and off vehicle repair. This course satisfies the computer proficiency requirement.

AT 2214 A.S.E. Automatic Transmissions/transaxles

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

4 Credits The student will apply specific competencies in general transmission and transaxle diagnosis. Additionally, the student will demonstrate competencies in transmission/transaxle maintenance, adjustment and in and off vehicle repair. This course satisfies the computer proficiency requirement.

AT 2224 A.S.E. Electrical Systems

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

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

AT 2234 A.S.E. Heating and Air Conditioning Systems

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

4 Credits The student will apply competencies in air conditioning system diagnosis and repair as well as diagnosis and repair of refrigeration system components, heating and engine cooling systems and control units. This course satisfies the computer proficiency requirement.

AT 2304 GM Suspension and Steering

Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 Credits This course is an application of basic competencies in steering systems, suspension systems and wheel alignment diagnosis, adjustment and repair. The student will further discuss and demonstrate an understanding of wheel and tire diagnosis and repair on current General Motors vehicles. This course satisfies the computer proficiency requirement.

AT 2314 GM Manual Drive Trains

Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 Credits This course is an application of specific competencies in clutch, standard transmission and transaxle, drive (half) shaft and universal joint, rear axle and four- and/or all-wheel drive component diagnosis and repair procedures on current General Motors vehicles. This course satisfies the computer proficiency requirement.

AT 2324 GM Automatic Transmissions and Transaxles

Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 Credits The student will apply specific competencies in general transmission and transaxle diagnosis. Additionally, the student will demonstrate competencies in transmission/transaxle maintenance, adjustment and in and off vehicle repair on current General Motors vehicles. This course satisfies the computer proficiency requirement.

AT 2334 GM Heating and Air Conditioning Systems

Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

4 Credits The student will apply competencies in air conditioning system diagnosis and repair as well as diagnosis and repair of refrigeration system components, heating and engine cooling systems and control units on current General Motors vehicles. This course satisfies the computer proficiency requirement.

AT 2422 GM New Products II

Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Special admission procedures required.

2 Credits The student will discuss and demonstrate specific competencies in subjects not included in other ASEP automotive courses, which subjects will benefit students needing additional General Motors product service training in new technology and specialized areas. A specific topic is announced for each offering. This course satisfies the computer proficiency requirement.

AT 2612 A.S.E. Manual Drive Trains

Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. § Criteria for evaluation is in division office.

2 Credits This is an individual-paced (IP) course. This course is an application of specific competencies in clutch, standard transmission and transaxle, drive (half) shaft and universal joint, rear axle and four- and/or all-wheel drive component diagnosis and repair procedures. This course satisfies the computer proficiency requirement.

AT 2622 A.S.E. Automatic Transmissions/transaxles

Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. § Criteria for evaluation is in division office.

2 Credits This is an individual-paced (IP) course. The student will apply specific competencies in general transmission and transaxle diagnosis. Additionally, the student will demonstrate competencies in transmission/transaxle maintenance and adjustments. This course satisfies the computer proficiency requirement.

AT 2632 A.S.E. Electrical Systems

Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. § Criteria for evaluation is in division office.

2 Credits This is an individual-paced (IP) course. The student will apply competencies in battery, starting, charging, lighting, drive information, horn, wiper washer, and accessory systems. Additionally, the student will demonstrate principles of electricity, magnetism, voltage and current regulation and basic circuitry as applied in automotive electrical systems to aid in general diagnosis of automotive electrical problems. This course satisfies the computer proficiency requirement.

AT 2642 A.S.E. Heating and Air Conditioning Systems

Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. § Criteria for evaluation is in division office.

2 Credits This is an individual-paced (IP) course. The student will apply competencies in air conditioning system diagnosis and repair as well as diagnosis and repair of refrigeration system components, heating and engine cooling systems and control units. This course satisfies the computer proficiency requirement.

AT 2652 A.S.E. Automotive Electives II

Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. § Criteria for evaluation is in division office.

2 Credits This is an individual-paced (IP) course. The student will discuss and demonstrate specific competencies in subjects not included in other ATIP automotive courses, which will benefit those needing additional automotive training in new technology and specialized areas. A specific topic is announced for each offering. This course satisfies the computer proficiency requirement.

Banking and Finance

BF 1000 Special Topics

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

1-4 Credits The student will demonstrate competencies in subjects not covered in other banking courses, but which are beneficial to students wanting a greater understanding of banking functions. A specific topic is announced for each offering. May be repeated with a change of topic.

BF 1303 Introduction to Financial Institutions

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

3 Credits The student will trace the history, the organization and the operations of the commercial financial industry and explain the impact of these fundamental financial concepts on today's economy. (This course is generally offered in the fall semester only.)

BF 2000 Special Topics

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

1-4 Credits The student will demonstrate competencies in selected topics related to the operational management of financial institutions not covered in other courses, but which are beneficial to students wanting a greater understanding of these functions. A specific topic is announced for each offering. May be repeated with a change of topic.

Biological Science

BIO Biological Science

Prerequisites:

3 Credits Biological Science

BIO 0123 Concepts in Science (Biology Emphasis)

Prerequisites: Enrollment in BIO 0123 is based upon the student's performance on the appropriate placement test.

3 Credits This course is designed to satisfy the College entrance requirement for those students who did not take a life science course in high school. The course will help the student develop an understanding of basic biological concepts from the cell to the Scientific Method. Laboratory work is an integral part of the course. This course is also designed to prepare the student for a college level biology course.

BIO 1011 General Biology Lab

Prerequisites: Any BIO non-laboratory course except BIO 1023

1 Credit This course is designed for students needing laboratory experience to complete their General Education biology requirements. It is not open to science majors or those who have completed a laboratory based biology course. Students will complete the same lab exercises that are in the General Biology course, BIO 1114.

BIO 1023 Introductory Nutrition

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

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.

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.

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 0313 or adequate math placement.

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.

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 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.

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 with a grade of "C" or higher

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.

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, 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: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0103 College Prep Math I or adequate math placement

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, 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, 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: meeting determined placement measures; MATH 0203 or adequate math placement.

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. 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. 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.

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 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 1323 Mathematics for Business Careers

Prerequisites: MATH 0103 or adequate math placement 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. This course satisfies the computer proficiency requirement.

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 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. This course satisfies the computer proficiency requirement.

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 2473 Business Spreadsheet Applications

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

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

Chemistry

CHEM 1103 Chemistry Around Us

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

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 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.

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 0313 or adequate math placement.

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 0313 or adequate math placement.

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 1483 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 1483 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 2111 Organic Chemistry I Laboratory

Prerequisites: Concurrent enrollment in CHEM 2114 or completion of CHEM 2114 with a "C" or better

1 Credit Designed to accompany Organic Chemistry I lecture, this lab course emphasizes techniques used for purifying and characterizing organic compounds, including infrared spectroscopy. Writing lab reports 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 2121 Organic Chemistry II Laboratory

Prerequisites: CHEM 2111 with a "C" or better and either concurrent enrollment in CHEM 2124 or completion of CHEM 2124 with a "C" or better

1 Credit Designed to accompany Organic Chemistry II lecture, this lab course emphasizes organic synthesis and structure analysis methods such as proton NMR. Writing lab reports is an integral part of the course.

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 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 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 2223 Marriage

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

3 Credits Students will explore the roles of dating, intimate relationships and marriage in present day society.

CD 2333 Curriculum and Play

Prerequisites: Earned at least a "C" in CD 2113

3 Credits This course discusses how to create, evaluate, and select developmentally appropriate materials, equipment, and environments that support children's early learning. It provides the opportunity to plan, implement, and evaluate an integrated curriculum that focuses on children's needs and interests and takes into account culturally valued content and children's home experiences. The laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2353 Child Health, Safety and Nutrition

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

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

CD 2363 Guidance of Young Children

Prerequisites: Earned at least a "C" in CD 2113

3 Credits This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving children. The laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2443 Language Literacy for Young Children

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

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 2503 Human Sexuality

Prerequisites: PSY 1113 OR CD 2113

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.

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 a laboratory location to be approved by the instructor. 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 2631 Curriculum Development and Application - Infant and Toddler

Prerequisites: ENGL 1113; Earned at least a "C" in CD 2333 and CD 2353

1 Credit Students will demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. Students will also demonstrate skill in guiding infants and/or toddlers and providing for their health and safety in a group setting. A minimum of twenty-eight contact hours is required, which must be completed in approved off-campus early care and education facilities at discretion of instructor. Students must meet pre-laboratory requirements. AAS majors must document a minimum of fifty clock observation and contact hours with children in a variety of settings, including the workplace.

CD 2641 Curriculum Development and Application - Preschool

Prerequisites: ENGL 1113; Earned at least a "C" in CD 2333 and CD 2353

1 Credit Students will demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. Students will also demonstrate skill in guiding preschoolers and providing for their health and safety in a group setting. A minimum of twenty-eight contact hours is required, which must be completed in approved off-campus early care and education facilities at discretion of instructor. Students must meet pre-laboratory requirements. AAS majors must document a minimum of fifty 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

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 laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2813 Early Childhood Center Personnel Development Management

Prerequisites: ENGL 1113; Earned at least a "C" in CD 2113

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: ENGL 1113; Earned at least a "C" in CD 2113

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; Admission to the CRC Program

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; Admission to the CRC Program

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; Admission to the CRC Program

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; Admission to the CRC Program

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; Admission to the CRC Program

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; Admission to the CRC Program

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; Admission to the CRC Program

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; Admission to the CRC Program

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; Admission to the CRC Program

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; Admission to the CRC Program

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; Admission to the CRC Program

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; 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. This course satisfies the computer proficiency requirement.

CS 1103 Introduction to Computers and Applications

Prerequisites: MATH 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 1143 Beginning Programming

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement 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. This course satisfies the computer proficiency requirement.

CS 1153 Introduction to Computing Technologies

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

3 Credits Students will learn fundamental concepts of computing technologies. Topics will include computer hardware, operating systems, application software, networking, information security and privacy, information systems, program development, database management systems, social aspect of computing technologies, and cloud computing. This course satisfies the computer proficiency requirement.

CS 1333 Database Management Applications

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

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. This course satisfies the computer proficiency requirement.

CS 1343 Spreadsheet Applications

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement.

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. This course satisfies the computer proficiency requirement.

CS 1353 Computer Operating Systems

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 1363 Digital Media Development

Prerequisites: MATH 0203 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 1413 Computer Hardware

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CS 1543 Introduction to Scripting

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement

3 Credits Students will learn to use a scripting language to create scripts to automate the execution of tasks. They will learn to design, code, and test applications using the scripts. Topics include basic data types, control structures, regular expressions, input/output handling, and textual analysis. This course satisfies the computer proficiency requirement.

CS 2000 Special Topics

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

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. This course satisfies the computer proficiency requirement.

CS 2113 Computer Based Information Systems

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

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. This course satisfies the computer proficiency requirement.

CS 2123 Assembly

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2143 Digital Video Editing

Prerequisites: MATH 0203 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2153 Cloud Computing

Prerequisites: CS 1353

3 Credits Students will demonstrate their understanding of planning, configuring, implementing, and maintaining cloud computing infrastructure, as well as the services it supports such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS). This course satisfies the computer proficiency requirement.

CS 2163 Java

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2173 Oracle

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2183 Linux

Prerequisites: MATH 0203 or adequate math placement, 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. Linux+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CS 2223 Systems Analysis and Design

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CS 2303 Networking Technologies

Prerequisites: MATH 0203 or adequate math placement; CS 1103

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CS 2373 iOS Programming

Prerequisites: CS 1543 or CS 1143

3 Credits Students will learn the skills to develop mobile applications on Apple mobile devices. Topics covered include Swift programming language, mobile app software architecture, Apple Integrated Development Environment Xcode, Interface Builder, and other related Apple software development kit frameworks. This course satisfies the computer proficiency requirement.

CS 2403 Computer Support Services

Prerequisites: ENGL 1113; MATH 0203 or adequate math placement 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. This course satisfies the computer proficiency requirement.

CS 2413 Web Site Development

Prerequisites: MATH 0203 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

CS 2433 Digital Media Scripting

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

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. This course satisfies the computer proficiency requirement.

CS 2443 SQL Server

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2453 Visual Basic

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

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). This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CS 2513 Client-Side Programming

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CS 2610 Internship**

Prerequisites: MATH 0203 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

CS 2623 Server-Side Programming

Prerequisites: MATH 0313 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

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.

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. This course satisfies the computer proficiency requirement.

CS 2713 Principles of Information Security

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; CS 1353

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. This course satisfies the computer proficiency requirement.

CS 2723 Secure Electronic Commerce

Prerequisites: MATH 0203 or adequate math placement; CS 1103

3 Credits Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and hands-on labs for secure electronic commerce. These include securing web sites and web applications, maintaining PCI DSS Compliance for E-commerce websites, performing web site vulnerability and security assessments, securing mobile communications, and securing personal and business communications. Legal and national policy issues related to secure electronic commerce are included. This course satisfies the computer proficiency requirement.

CS 2743 Enterprise Security Management

Prerequisites: CS 1353

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. This course satisfies the computer proficiency requirement.

CS 2753 Information System Assurance

Prerequisites: MATH 0203 or adequate math placement, (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. This course satisfies the computer proficiency requirement.

CS 2763 Network Security

Prerequisites: CS 1353

3 Credits Students will learn topics related to network vulnerabilities and defense. Topics include network and computer attacks, ethical hacking, penetrating testing, desktop and server vulnerabilities, securing embedded systems, web server security, wireless security, cryptography, and network protection systems. This course satisfies the computer proficiency requirement.

CS 2773 Secure System Administration and Certification

Prerequisites: MATH 0203 or adequate math placement, (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. This course satisfies the computer proficiency requirement.

CS 2783 Cyber Forensics

Prerequisites: MATH 0203 or adequate math placement, CS 1353 and (CS 2713 or 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. This course satisfies the computer proficiency requirement.

Computer-Aided Technology

CAT 1000 Special Topics

Prerequisites: Math 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CAT 1043 Engineering Principles

Prerequisites: Math 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CAT 1113 Unmanned Vehicle Systems

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

3 Credits Students will be introduced to the history, missions, capabilities, types, configurations, subsystems, and the disciplines needed for UVS development and operation.

CAT 1123 UVS Operations

Prerequisites: CAT 1113

3 Credits Students will demonstrate the proper way to operate Unmanned Vehicle Systems. This includes pre-mission check list, mission planning and logging, safety/liability consideration and emergency procedures. Students will be working in the field and in the classroom conducting simulated and real life missions.

CAT 1133 Airspace and Regulations

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

3 Credits The course will examine the components and objectives of the National Airspace System. Emphasis will be placed on regulations pertaining to UAS flight operations.

CAT 1214 Computer Aided Design (CAD)

Prerequisites: Math 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CAT 1253 CAD 3D Parametric Modeling

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

3 Credits This course is an introduction to 3D parametric modeling techniques and concepts. The student will create 3D models and assemblies from 2D sketches using parametric dimensioning and constraints. This course satisfies the computer proficiency requirement.

CAT 1313 Introduction to Geographic Information System (GIS)

Prerequisites: Math 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

CAT 1323 Introduction to Spatial Technology

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

3 Credits The course focuses on technologies being used to locate, inventory and analyze locations, Geographic Information Systems, Global Positioning Systems, telemetry and photogrammetry and a brief introduction to Satellite-Based Remote Sensing.

CAT 1413 CAD Hardware and Software

Prerequisites: Math 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CAT 2000 Special Topics

Prerequisites: MATH 0103 or adequate math placement; 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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

CAT 2123 Digital Fabrication

Prerequisites: MATH 0203 or adequate math placement; CAT 1214 or CAT 1253 or CAT 2543.

3 Credits The course is an in-depth exploration of the world of digital fabrication. Students will create projects by utilizing fabrication equipment such as 3D scanning, 3D Printers, Computer Numerical Control (CNC) machines and metrology tools. This course satisfies the computer proficiency requirement.

CAT 2163 CAD Automation

Prerequisites: CAT 1214; MATH 0203 or adequate math placement.

3 Credits The student will demonstrate the ability to manage and maintain a Computer-Aided Design System by customization, programming and automation. This course satisfies the computer proficiency requirement.

CAT 2313 Introduction to Spatial Analysis

Prerequisites: Math 0203 or adequate math placement, 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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

Digital Cinema Production

DCP 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.

DCP 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.

DCP 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.

DCP 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.

DCP 2000 Special Topics in Film Technology

Prerequisites: 6 hours of Digital Cinema Production courses

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.

DCP 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.

DCP 2214 Cinematography II

Prerequisites: DCP 1214 and DCP 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.

DCP 2253 Film Sound

Prerequisites: DCP 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.

DCP 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 become able to think and write critically about film and its role in American culture.

DCP 2273 Documentary Filmmaking

Prerequisites: DCP 1214 and DCP 2323

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.

DCP 2314 Cinematography III

Prerequisites: DCP 2214

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.

DCP 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. This course satisfies the computer proficiency requirement.

DCP 2423 Film Editing and Digital Effects II

Prerequisites: DCP 2323

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. This course satisfies the computer proficiency requirement.

DCP 2453 Film Sound Editing

Prerequisites: DCP 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.

DCP 2613 Film Or Video Internship

Prerequisites: 6 hours of Digital Cinema Production courses

3 Credits 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.

DCP 2623 Directing

Prerequisites: DCP 1214

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.

DCP 2713 Capstone Project

Prerequisites: Students are required to complete all required major DCP courses before taking DCP 2713. Prerequisite: DCP 2273 or DCP 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.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

DMD 1043 3D I

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

DMD 1223 3D II

Prerequisites: DMD 1043 or by evaluation

3 Credits This course will introduce students to the concepts and tools used to create 3D games. Using current 3D applications, students will build, texture, and sculpt models for use in movies and games that reflect the design mechanics of historical games. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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 3D III

Prerequisites: DMD 1223 or by evaluation

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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 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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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

3 Credits The student will examine and discuss the organization and evolution of the economic system of the United States as affected by agriculture, industry and commerce.

ECON 2023 Statistics for Business and Economics

Prerequisites: MATH 1743 and ENGL 0203 or adequate placement score, or by meeting determined placement measures.

3 Credits Basic statistics course for undergraduate business majors. Introductory statistical methods are presented employing statistical computer software and applications to typical business and economic problems. Topics include descriptive statistics, probability concepts, probability distribution, estimation, hypothesis testing, and introduction to econometric/regression analysis, and correlation.

ECON 2123 Principles of Microeconomics

Prerequisites: MATH 0313 or adequate math placement 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 0313 or adequate math placement 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

BIO AH SUPP ELEC Pre-Bacc Allied Health (Biology) Support Electives

Prerequisites:

9 Credits 9 credit hours of support electives from the following: AHP 1013, ACCT 2113, BIO 1023, BIO 2114, BIO 2203, BIO 2215, BIO 2255, BIO 2404, CHEM 2114, CHEM 2111, COM 2213, MATH 1613, MATH 1743, MATH 2013, PHYS 1114, PHYS 1214, or any 5 credit hour GRMN, FREN, or SPAN course.

BIO MAJ ELEC Biological Science Major Elective

Prerequisites:

3 Credits Biological Science major elective

BIO PB SUPP ELEC Pre-Bacc (Biology) Support Electives

Prerequisites:

9 Credits 9 credit hours of support electives from the following: AHP 1013, ACCT 2113, BIO 1134, BIO 2114, BIO 2203, BIO 2215, BIO 2255, BIO 2404, CHEM 2114, CHEM 2111, CHEM 1215, COM 2213, CS 1103, MATH 1613, MATH 1743, PHYS 1114, PHYS 1214, PSY 2403, or any 5 credit hour GRMN, FREN, or SPAN course.

BIO SUPP ELEC Biology Support Electives

Prerequisites:

10 Credits 10 credit hours of support electives from the following: AHP 1013, ACCT 2113, BIO 1023, BIO 2203, BIO 2215, BIO 2404, CHEM 2114, CHEM 2111, COM 2213, CS 1103, MATH 1613, MATH 1743, MATH 2013, PHYS 1214, PSY 2403, or any 5 credit hour GRMN, FREN, or SPAN course.

BUS MAJ ELEC Business (general option) Major Electives

Prerequisites:

9 Credits 9 credit hours of Faculty Pre-Approved Major Electives: ACCT 2003, ACCT 2123, ACCT 2403, BUS 1113, BUS 1713, BUS 2313, BF 1303, BUS 1323, BUS 2003, BUS 2073, ECON 2023, FIN 1013, FIN 2023, FIN 2503, MGMT 1533, MGMT 2003, MGMT 2013, MGMT 2023, MGMT 2053, MATH 2013, MKT 2043, BUS 2493 or any other ACCT, BUS, ECON, FIN, MGMT, MKT course.

BUS SUPP ELEC Business (general option) Support Electives

Prerequisites:

18 Credits 18 credit hours of Faculty Pre-Approved Electives: ACCT 2003, ACCT 2123, ACCT 2403, BUS 1113, BUS 1713, BUS 2313, BF 1303, BUS 1323, BUS 1083, BUS 2003, BUS 2073, CS 1103, ECON 2023, FIN 1013, FIN 2023, FIN 2503, MGMT 1533, MGMT 2003, MGMT 2013, MGMT 2023, MGMT 2053, MATH 2013, MKT 2043, BUS 2493, SPAN 1115, SPAN 1013, or any other ACCT, BUS, ECON, FIN, MGMT, MKT course.

BUS VSM GE Business (Vehicle Service) Gen Ed Elective

Prerequisites: None

3 Credits Student should select one course from this list: ECON 1013 or ECON 2143 or FIN 1013.

BUS VSM SUPP Business (Vehicle Service) Support Electives

Prerequisites: None

9 Credits Select 9 hours from the following faculty approved support electives: (C) AT 1153, (C) AT 1733 (C) AT 1753, or (C) AT 1773).

CAT GEN COMM OSRHE Approved Gen Ed Communications or English Course

Prerequisites:

3 Credits Students should select one 3 credit course: ENG 1213, ENG 1233, COM 1123, or COM 2213.

CAT UAS SUPP ELEC Unmanned Aerial Systems Support Electives

Prerequisites:

9 Credits Nine credit hours chosen from the following approved support courses: Any CAT, CS, DCP, or ENGR Course or choose from any of the following DMD courses: DMD-1153, DMD-2143, DMD-2153, DMD-2163, DMD-2253, DMD-2533, DMD-2633, DMD-2733, DMD-2783, or other courses may be approved by the program faculty advisor.

CH PD SUPP ELEC Pre-Dentistry Support Electives

Prerequisites:

5-8 Credits Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125, BIO 2215, BIO 2203, BIO 2234, BIO 2255, CHEM 2990, COM 2213, ENGL 1233, CS 1143, CS 2163, CS 2363, MATH 1533 (C), MATH 2013, MATH 2123, MATH 2314, MATH 2413, MATH 2104, MATH 2214, ECON 2123, ECON 2143, ANY ENGR, PHYS 1214, PHYS 2014, PHYS 2114, SOC 1113, or ENGL 2143.

CH PM SUPP ELEC Pre-Med Support Electives

Prerequisites:

5-8 Credits Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125, BIO 2215, BIO 2203, BIO 2234, BIO 2255, CHEM 2990, COM 2213, CS 1143, CS 2163, CS 2363, ECON 2123, ECON 2143, ENGL 1233, ANY ENGR, MATH 2013, MATH 2123, MATH 2314, MATH 2413, MATH 1533 (C), MATH 2104, MATH 2214, PHYS 1214, PHYS 2014, PHYS 2114, or ENGL 2143.

CH PP SUPP ELEC Pre-Pharmacy Support Electives

Prerequisites:

5-8 Credits Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125, BIO 2203, BIO 2215, BIO 2234, BIO 2255, CHEM 2990, COM 2213, CS 1143, CS 2163, CS 2363, ECON 2123, ECON 2143, ENGL 1233, Any ENGR, MATH 1533 (C), MATH 1613, MATH 2013, MATH 2104, MATH 2123, MATH 2214, MATH 2314, MATH 2413, PHYS 1214, PHYS 2014, PHYS 2114, SOC 1113, or ENGL 2143.

CH SUPP ELEC Chemistry Support Electives

Prerequisites:

5-8 Credits Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125, BIO 2215, BIO 2203, BIO 2234, BIO 2255, CHEM 2990, COM 2213, CS 1143, CS 2163, CS 2363, ECON 2123, ECON 2143, ENGL 1233, ENGL 2143, any ENGR, MATH 2013, MATH 2123, MATH 2314, MATH 2413, PHYS 1114, PHYS 1214, PHYS 2014, or PHYS 2114.

CS Computer Science Elective

Prerequisites:

3 Credits Computer Science elective

DCP ELEC Digital Cinema Production Approved Elective

Prerequisites:

6-7 Credits Students may select any DCP course or HUM 2243, HUM 2143, HUM 2233, HUM 2253, HUM 2273, or HUM 2283.

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)

ENGR MAJ ELEC Engineering Major Electives

Prerequisites:

6 Credits 6 hours of approved major electives selective from: (C) ENGR 1000; (C) ENGR 2103; (C) ENGR 2143; (C) ENGR 2200; (C) ENGR 2214; (C) ENGR 2303; (C) ENGR 2313; (C) ENGR 2333; (C) ENGR 2343; (C) ENGR 2523; (C) ENGR 2613; (C) ENGR 2623; or (C) ENGR 2713.

ENGR SUPP ELEC Engineering Support Electives

Prerequisites:

3-5 Credits 3-5 hours of approved support electives selected from: (C) GEOL 1114; (C) PHYS 2223; (C) MATH 2013; (C) MATH 2413; (C) CAT 1214; (C) CS 1143; (C) CS 2163; (C) CS 2363; (C) CHEM 1215; (C) CHEM 2114; (C) CHEM 2111; (C) CHEM 2124; (C) CHEM 2121; (C) ENGR 2103; (C) ENGR 2143; (C) ENGR 2214; (C) ENGR 2313; (C) ENGR 2333; (C) ENGR 2343; (C) ENGR 2523; (C) ENGR 2613; (C) ENGR 2623; or (C) ENGR 2713.

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 CAD CERT SUP ELEC CAD Faculty Approved Support Electives

Prerequisites:

3 Credits Faculty approved electives: any 3 credits course with an ART, CAT, CS, ENGR or DMD prefix.

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 GIS CERT ELEC GIS Faculty Approved Support Electives

Prerequisites:

6 Credits Faculty approved electives: Any CAT, CS or ENGR Course. Also the following GEOL Courses: GEOL 1063, GEOL 1064, GEOL 1114 and other courses may be approved by the Program Faculty Advisor.

FA GIS SUPP ELEC GIS Faculty Approved Support Electives

Prerequisites:

12 Credits Faculty approved electives: Any CAT, CS or ENGR Course. Also the following GEOL Courses: GEOL 1063, GEOL 1064, GEOL 1114 and other courses may be approved by the Program Faculty Advisor.

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

FA UVS SUPP ELEC UVS Faculty Approved Support Electives

Prerequisites:

9 Credits Faculty approved electives: Any CAT, CS, DCP or ENGR course or any of the following DMD courses: DMD-1153, DMD-2143, DMD-2153, DMD-2163, DMD-2253, DMD-2533, DMD-2633, DMD-2733, DMD-2783, and other courses may be approved by the Program Faculty.

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

GEN ED MATH Gen Ed Math

Prerequisites:

3 Credits MATH 1483 Functions and Modeling, MATH 1503 Contemporary Math, MATH 1533 Pre-Calculus and Analytic Geometry, MATH 2013 Introduction to Statistics, PSY 2123 Behavioral Statistics, OR any course with a MATH prefix having MATH 1483 or MATH 1533 as a prerequisite

GEN ED SCI ELEC General Education Science Electives

Prerequisites:

8 Credits 8 hours of general education science chosen from the following: BIO 2125 Microbiology; BIO 1134 General Biology II (Majors) ; BIO 2215 General Zoology; CHEM 1215 General Chemistry II; PHYS 1114 College Physics I

HIST ELEC History Elective

Prerequisites:

3 Credits History elective

HIST SS ELEC History Social Science Electives

Prerequisites:

6 Credits 6 hours of Social Science General Education Elective chosen from: HIST-1000, HIST-1713, HIST-1723, HIST-2000, HIST-2013, HIST-2103, HIST-2203, HIST-2213, CD-2113, CD-2213, ECON-1013, ECON-2123, ECON-2143, POLSC-1000, POLSC-2103, POLSC-2113, POLSC-2223, POLSC-2303, POLSC-2603, POLSC-2613, PSY-1113, PSY-2113, PSY-2123, PSY-2193, PSY-2213, PSY-2403, PSY-2743, SOC-1113, SOC-1203, SOC-2013, SOC-2023, SOC-2063, SOC-2143, or SOC-2213.

HIST SUPP ELEC History Support Electives

Prerequisites:

5 Credits 5 Hours of Approved Electives Chosen From: ART 1013, ART 1023, COM 1123, COM 2213, CS 1103, ECON 1013, ECON 2123, ECON 2143, POLSC 2303, POLSC 2603, PSY 1113, PSY 2403, SOC 1113, SOC 2143, SOC 2213, Any History Prefix, or Any Foreign Language.

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

JB BRDC ELEC J&B Broadcasting Major Elective

Prerequisites:

3 Credits Major Elective: Choose from JB 1013, JB 2113, JB 2303, or JB 2413

JB BRDC SUPP ELEC J&B Broadcasting Support Elective

Prerequisites:

5 Credits Support Electives: any course or courses of the student's choosing - a modern language is recommended.

JB ELEC J&B Journalism Electives

Prerequisites:

8 Credits Electives (any courses of the student's choosing; a modern language is recommended)

JB MAJ ELEC J&B Journalism Major Elective

Prerequisites:

3 Credits Major Elective: Choose from JB 1013, JB 1103, JB 2113, or JB 2413

JB PR ELEC J&B Public Relations Electives

Prerequisites:

5 Credits Elective (any course or courses of the student's choosing --a modern language is recommended)

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

PREED ELEC Pre-Education Electives

Prerequisites:

15-16 Credits Students should choose 15-16 hours from the Pre-Education electives to be chosen based on university student plans to transfer to; students need to meet with advisor regarding selection of electives: MATH 2023; MATH 2213; GEOL 1064; PHYS 1114; CHEM 1115; ASTR 1514; HIST 1483/1493; SPAN 1115; SPAN 1225; FREN 1115; FREN 1225; GRMN 1115; GRMN 1225; PSY 2403; PSY 1113; SOC 1113; BIO 1023

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 1019 Emergency Medical Technology

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

9 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. The student will summarize and interpret legal responsibilities of safe ambulance operations; evaluate psychological and physical factors affecting safe emergency vehicle operations, incident command, hazardous materials incidents, crime scene awareness, rescue awareness. The student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, and recognize and manage situations posing threats to patients, EMT's or bystanders. This course includes, principles of safely operating a ground ambulance, and current required NIMS and Hazardous Materials training. 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 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 1314 Paramedic Care I, Introduction to Paramedicine

Prerequisites: EMS 1019; or National Registry of EMT certification (EMT, AEMT or EMT-I); Pre or Corequisite: BIO 1314 Human Anatomy and Physiology I.

4 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 and Clinical Shifts.

EMS 1324 Paramedic Care II, Trauma Emergencies

Prerequisites: Pre or Corequisite: EMS 1314 Paramedic Care I

4 Credits Paramedic Care II is a study of all age groups, of advanced assessment, pathophysiology, and management of trauma emergencies. Course 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 circulatory support, hemorrhage, all etiologies of shock, resuscitation, chest, abdominal, genitourinary, orthopedic, soft tissue, head, neck, face, nervous system, environmental and multi system trauma, and to apply standards of paramedic practice. Includes Laboratory and Clinical Shifts.

EMS 1334 Paramedic Care III, Medical Emergencies I

Prerequisites: EMS 1324 Paramedic Care II, Trauma Emergencies; Pre or Corequisite: BIO 1414 Human Anatomy and Physiology II, EMS 1113 ECG Interpretation.

4 Credits Paramedic Care III, Medical Emergencies I is a study of adult epidemiology, psychosocial impact, pathophysiology, presentation, prognosis, and management of medical emergencies. Course 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, renal, non-traumatic musculoskeletal, behavioral and psychiatric disorders; infectious diseases; and the application of standards of paramedic practice. Includes Laboratory and Clinical Shifts.

EMS 2044 Paramedic Care IV, Medical Emergencies II

Prerequisites: EMS 1324 Paramedic Care II; Pre or Corequisite: BIO 1414 Human Anatomy and Physiology II, EMS 1113 ECG Interpretation.

4 Credits Paramedic Care IV is a study and practical application of adult epidemiology, psychosocial impact, pathophysiology, and management of respiratory and cardiovascular emergencies. Course 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, Laboratory and Clinical Shifts included.

EMS 2054 Paramedic Care V, OB and Pediatric Emergencies

Prerequisites: EMS 2044 Paramedic Care IV, Medical Emergencies II; Corequisite: EMS 2064

4 Credits Paramedic Care V is a study of neonatal and pediatric conditions and emergencies including epidemiology, psychosocial impact, anatomy, physiology, pathophysiology, presentation, prognosis, and management. Course 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, chronic illness emergencies, abuse, neglect, and poverty using the application of standards of paramedic practice. Includes Pediatric Advanced Life Support certification, Laboratory and Clinical Shifts included.

EMS 2064 Paramedic Care VI, Special Populations

Prerequisites: EMS 2044 Paramedic Care IV

4 Credits Paramedic Care IV 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. Course 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. Laboratory and Clinical Shifts included.

EMS 2274 EMS Leadership

Prerequisites: EMS 2064 Paramedic Care VI, Co-requisite: EMS 2284 Paramedic Practicum

4 Credits 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 EMS Operations in which the student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, preparation for transport, recognition of situations posing threats to patients, paramedics 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 Hazardous Materials Awareness training.

EMS 2284 Paramedic Practicum

Prerequisites: EMS 2064 Paramedic Care VI, Corequisite: EMS 2274 EMS Leadership

4 Credits The Paramedic Practicum is an essential part of the Paramedic Program. 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 the Paramedic Practicum 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 course.

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 1113 Introduction to Engineering

Prerequisites: Co-requisite: MATH 1613

3 Credits Students will develop familiarity with basic methods and techniques of engineering by analyzing a variety of engineering systems. Reporting methods will include written, graphical, and oral formats. Students will (1) utilize the engineering language, (2) learn computational techniques based on the calculator and computer, and (3) design engineering projects as part of a team.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

ENGR 2133 Rigid Body Mechanics

Prerequisites: PHYS 2014 with a grade of "C" or better

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 with a grade of "C" or better --OR-- ENGR 2243 with a grade of "C" or better

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 2214 Introduction to Digital Design

Prerequisites: "C" or better in MATH 2104

4 Credits Students will learn the fundamental principles of number systems, Boolean algebra, minimization procedures, combinational logic functions, introduction to sequential logic design, finite state machines and clocked (synchronous) sequential circuits. Analysis, synthesis and implementation are appropriately emphasized.

ENGR 2243 Statics

Prerequisites: PHYS 2014 with a grade of "C" or better

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 with a grade of "C" or better --OR-- ENGR 2243 with a grade of "C" or better; CHEM 1115 with a grade of "C" or better --OR-- CHEM 1415 with a grade of "C" or better

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: CHEM 1115 with a grade of "C" or better --OR-- CHEM 1415 with a grade of "C" or better

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 with a grade of "C" or better --OR-- ENGR 2243 with a grade of "C" or better; CHEM 1115 with a grade of "C" or better --OR-- CHEM 1415 with a grade of "C" or better

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 with a grade of "C" or better --OR-- ENGR 2243 with a grade of "C" or better

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 with a grade of "C" or better

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.

ENGR 2623 Circuits and Sensors

Prerequisites: "C" or better in PHYS 2114

3 Credits This course will cover analysis of DC circuits, first and second-order transient circuits, and AC circuits. Analysis techniques will include Kirchoff's laws, Thevenin's and Norton's theorems, and Laplace transforms. Quantitative analysis will incorporate methods from algebra, trigonometry, and calculus. This course is specifically intended for Aerospace Engineering majors at the University of Oklahoma.

ENGR 2713 Digital Signals and Filtering

Prerequisites: MATH 2214 with a grade of "C" or better; CS 1143 with a grade of "C" or better

3 Credits The student will solve problems related to an understanding of digital signals and filters, discrete Fourier A and Z transforms, and sampling. Quantitative analysis will incorporate methods of algebra and calculus where appropriate. This course satisfies the computer proficiency requirement.

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 0111 English Composition Companion

Prerequisites: N/A

1 Credit The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization. The student may locate materials and incorporate researched materials into compositions. This course will provide additional support and assistance in brainstorming, drafting, and formatting for the major essays. In addition, this companion includes: in class and online resources; reading reinforcement: comprehension activities; grammar review; how to locate and incorporate researched materials into compositions; and discussions about successful writing strategies. Use of on-line learning tutorial activities is also a requirement of the course.

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 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 Technical Writing for the Workplace

Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score

3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

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 2143 Introduction to Grant Proposal 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 This course prepares students in the fundamentals of writing grant proposals for nonprofit organizations, tax-exempt institutions or for other purposes. Students will examine effective grants, as well as explore and demonstrate understanding of all essential aspects of grant writing including the proposal narrative and budget. Students will also practice developing grants that answer private, state and federal Requests for Proposals (RFPs).

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.

Finance

FIN 1000 Special Topics

Prerequisites: MATH 0203 or adequate math placement 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 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 0313 or adequate math placement, 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 0313 or adequate math placement 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, FIN 1013 or BF 1303, and 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 1115 Elementary French I

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

5 Credits The beginning student will learn essential vocabulary and grammar and will develop basic novice proficiency in understanding, speaking, reading, and writing. The student will explore significant cultural aspects of the French-speaking world.

FREN 1225 Elementary French II

Prerequisites: FREN 1115

5 Credits A continuation of FREN 1115. The student will acquire more complex vocabulary and grammar and will develop novice mid-to-high proficiency in understanding, speaking, reading, and writing. The student will continue to explore cultural aspects of the French-speaking world.

FREN 2000 Special Topics in French

Prerequisites: FREN 1225

1-6 Credits The intermediate student will explore designated aspects of language and/or culture. May be repeated with a change in subject matter.

FREN 2113 Intermediate French I

Prerequisites: FREN 1225

3 Credits The student will develop language proficiency to the intermediate low-to-mid level and will increase knowledge of the cultures and cultural practices of the French-speaking world. Multimedia course materials--including text, audio, and video--are used as the basis for comprehension and communication.

FREN 2223 Intermediate French II

Prerequisites: FREN 2113

3 Credits A continuation of FREN 2113. The student will develop language proficiency to the intermediate mid-to-high level and will advance in understanding of the cultures and cultural practices of the French-speaking world. Multimedia course materials--including text, audio, and video--are used as the basis for comprehension and communication.

Geography

GEOG 1000 Special Topics in Geography

Prerequisites: None

1-3 Credits The student will demonstrate competencies in subjects not covered in other geography courses. Each course will relate to a specific issue and may be repeated with a change in topic.

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 2000 Geography Special Topics

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 geography courses. Each course will relate to a specific issue and may be repeated with a change in topic.

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

GEOL 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.

GEOL 1063 Earth Science

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

3 Credits Students will demonstrate their understanding of an overview of the earth sciences. The student will study the areas of astronomy, meteorology, climatology and oceanography, with the major concentration on the study of geologic principles.

GEOL 1064 Earth Science

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

4 Credits Students will demonstrate their understanding of an overview of the earth sciences. The student will study the areas of astronomy, meteorology, climatology and oceanography, with the major concentration on the study of geologic principles. Laboratory work is an integral part of the course.

GEOL 1114 General Geology

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

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 1115 Elementary German I

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

5 Credits The beginning student will learn essential vocabulary and grammar and will develop basic functional proficiency in understanding, speaking, reading, and writing. The student will explore significant cultural aspects of the German-speaking world.

GRMN 1225 Elementary German II

Prerequisites: GRMN 1115

5 Credits A continuation of GRMN 1115. The student will acquire more complex vocabulary and grammar and will develop novice mid-to-high proficiency in understanding, speaking, reading, and writing. The student will continue to explore cultural aspects of the German-speaking world.

GRMN 2000 Special Topics in German

Prerequisites: GRMN 1225

VARIABLE 1-3 Credits The intermediate student will explore designated aspects of language and/or culture. May be repeated with a change in subject matter.

GRMN 2113 Intermediate German I

Prerequisites: GRMN 1225

3 Credits The student will develop language proficiency to the intermediate low-to-mid level and will increase knowledge of the cultures and cultural practices of the German-speaking world. Multimedia course materials--including text, audio, and video--are used as the basis for comprehension and communication.

GRMN 2223 Intermediate German II

Prerequisites: GRMN 2113

3 Credits A continuation of GRMN 2113. The student will develop language proficiency to the intermediate mid-to-high level and will advance in understanding of the cultures and cultural practices of the German-speaking world. Multimedia course materials--including text, audio, and video--are used as the basis for comprehension and communication.

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 1483 U.S. History to 1877

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

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 U.S. History 1877 to Present

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

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

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 2133 Survey of Women's History

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

3 Credits Students will study the history of women, focusing on events from the American Colonial Period to the present. An emphasis will be placed on an array of viewpoints, including family and work life, politics, demographics, and sexuality.

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 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.

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. This course satisfies the computer proficiency requirement.

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.

Leisure

LEIS 1602 Total Wellness

Prerequisites: None

3 Credits Students will learn the different aspects of health including physical, mental, and emotional aspects. They will develop an understanding of health and be able to identify a healthy lifestyle. Students will also learn the different levels of physical fitness appropriate for different levels of development: childhood, adolescence, adulthood and older adulthood.

LEIS 2132 Care and Prevention of Athletic Injuries

Prerequisites: None

3 Credits This course is designed to provide the student with the basic knowledge to assist with the prevention, recognition, and care of athletic injuries. It is a basic introduction to the field of sports medicine. The student will learn basic skills in taping and bracing. He/she will also be able to implement a prevention program for athletic injuries which will include education in exercise, flexibility and nutrition.

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 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; 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 0313 or adequate math placement, 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 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 0203, adequate placement score, or by meeting determined placement measures.

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 0211 CPM II Workshop

Prerequisites: Invitation to take the course by OCCC based on approved placement test scores; ENGL 0203 College Prep English II or adequate Reading Placement Test score.

1 Credit 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. This is an Intersession only course with access granted by evaluation criteria being met.

MATH 0313 College Prep Math III

Prerequisites: MATH 0203 College Prep Math II or adequate math placement; Pre/Co-requisite: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 Credits The student will solve linear equations and inequalities, work with formulas, ratios, and proportions to solve applications, analyze, graph and write equations for linear and quadratic functions, use the rules of exponents, scientific notation, and calculation of square roots, solve equations with the quadratic formula, perform operations and identify factors of polynomials, and solve systems of linear equations by graphical and algebraic methods. Additionally, the student will apply math study skills throughout this course.

MATH 0333 Pilot College Prep Math

Prerequisites: Invitation to take the course by OCCC based on approved placement test scores; ENGL 0203 College Prep English II or adequate Reading Placement Test score.

3 Credits The student will solve linear equations and inequalities, work with formulas, ratios, and proportions to solve applications, analyze, graph and write equations for linear and quadratic functions, use the rules of exponents, scientific notation, and calculation of square roots, solve equations with the quadratic formula, perform operations and identify factors of polynomials, and solve systems of linear equations by graphical and algebraic methods. Additionally, the student will apply math study skills throughout this course.

MATH 0481 Functions and Modeling Companion Lab

Prerequisites: Appropriate placement test score, or minimum ACT (Math) subscore, or high school GPA and mathematics background; ENGL 0203, adequate placement score, or by meeting determined placement measures; Co-requisite: MATH 1483

1 Credit This course is designed for students who intend to enroll in Math 1483 but whose placement indicates a need to spend more time on the topics presented in the course. Topics include those that are in support of the material covered in Math 1483: general understanding and use of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. This is a co-requisite lab course designed with additional support and time for the topics presented in Math 1483.

MATH 0501 Math 0501 Statistics or Contemporary Mathematics Companion Lab

Prerequisites: Math 0203, or appropriate placement test score, or minimum ACT (Math) subscore, or high school GPA and mathematics background; ENGL 0203, adequate placement score, or by meeting determined placement measures; Co-requisite: MATH 2013 OR MATH 1503

1 Credit This course is designed for students who intend to enroll in MATH 2013 or 1503 but whose placement indicates a need to spend more time on the topics presented in those courses. Topics include those that are in support of the material covered in MATH 2013 or 1503: logic, critical appraisal of graphs and tables, use of simple mathematical models, elementary probability theory, concepts of random sampling, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

MATH 0531 Math 0531 Pre-calculus Companion Lab

Prerequisites: Math 0313, or appropriate placement test score or minimum ACT (Math) subscore, or high school GPA and mathematics background; ENGL 0203, adequate placement score, or by meeting determined placement measures; Co-requisite: MATH 1533

1 Credit This course is designed for students who intend to enroll in Math 1533 but whose placement indicates a need to spend more time on the topics presented in the course. Topics include those that are in support of the material covered in Math 1533 - conic sections, systems of equations (both linear and nonlinear), and a general discussion of functions with emphasis on polynomial, rational, exponential, and logarithmic functions. This is a co-requisite lab course designed with additional support and time for the topics presented in Math 1533.

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 1483 Functions and Modeling

Prerequisites: MATH 0313 or adequate math placement; 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, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques.

MATH 1503 Contemporary Mathematics

Prerequisites: MATH 0313 or adequate math placement. 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. This course satisfies the computer proficiency requirement.

MATH 1533 Pre Calculus and Analytic Geometry

Prerequisites: Adequate math placement OR co-enrollment in MATH 0531 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 1483 or MATH 1533 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits The student will evaluate trigonometric functions and their inverses using both degree and radian measure; graph trigonometric functions and their transformations; identify properties of trigonometric functions; verify and apply trigonometric identities; solve trigonometric equations; solve problems involving right and oblique triangles, vectors, and indirect measurement; and identify and graph polar curves.

MATH 1743 Calculus I for Business, Life Sciences, and Social Sciences

Prerequisites: MATH 1483 or adequate math placement

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 0313 or adequate math placement; 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 0313 or adequate math placement 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.

4 Credits The student will compute, interpret, and apply the basic concepts of limits, differentiation, and integration to algebraic and transcendental functions and will solve applied problems that include rates of change, optimization, area, and total change in a function. This course satisfies the computer proficiency requirement.

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 0313 or adequate math placement 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, use integrals to solve problems from geometry and physics, use vectors to solve problems in higher dimensions, test infinite series for convergence, approximate functions by using series, solve elementary first-order differential equations, and analyze functions of three variables and their contour plots. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

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.

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 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 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: 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 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 1524 and NUR 1525 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: 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. 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 1519 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 1524 Nursing Care of the Childbearing Family

Prerequisites: NUR 1519, BIO 1414, ENG 1213. Co-requisites: BIO 2125, Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 1519

4 Credits NUR 1524 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. NUR 1524 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 1524 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 1525 Medical Surgical Nursing II

Prerequisites: NUR 1519, NUR 1524, BIO 1414, ENG 1213. *Co-requisites:* BIO 2125, *Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP):* NUR 1519, *Co-requisite:* NUR 1524

5 Credits NUR 1525 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. NUR 1525 focuses on safe, quality nursing care of clients with common medical-surgical health alterations. 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 1525 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 2534 Mental Health Nursing

Prerequisites: NUR 1519, NUR 1524, NUR 1525, BIO 2125, *Co-requisites:* POLSC 1113, *Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP):* NUR 1519, NUR 1524, NUR 1525, *Co-requisite:* NUR 2535, *Prerequisites for Career Ladder Pathway (CLP) are:* NUR 1415, BIO 2125, ENGL 1213, *co-requisite:* POLSC 1113

4 Credits NUR 2534 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. NUR 2534 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 2534 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 2535 Medical-Surgical Nursing III

Prerequisites: NUR 1524, NUR 1525, BIO 2125, *Co-requisites:* POLSC 1113, *Pre-requisite for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP):* NUR 1524, NUR 1525, *Co-requisite:* NUR 2534, *Prerequisites for Career Ladder Pathway (CLP) are:* NUR 1415, NUR 2534, BIO 2125, ENGL 1213. *Co-requisites:* POLSC 1113

5 Credits NUR 2535 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. NUR 2535 focuses on safe, quality nursing care of clients with more complex medical-surgical 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 2535 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 2549 Nursing Process IV

Prerequisites: NUR 2534, NUR 2535, POLS 1113. *Co-requisites:* HIST 1483 or HIST 1493. *Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP):* NUR 2534, NUR 2535. *Co-requisite:* POLSC 1113 *Prerequisites for Career Ladder Pathway (CLP):* NUR 2534, NUR 2535, 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. NUR 2549 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

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) develop an understanding of the history and philosophy of Occupational Therapy with major emphases on contemporary roles, practice and functions and (4) 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. The student will also develop a basic understanding of medical terminology.

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. This course satisfies the computer proficiency requirement.

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 Credit 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 1201 Pediatric Development, Conditions and Treatment

Prerequisites: PTA 1312; Corequisites: PTA 2021, PTA 2024, and PTA 2113

1 Credit The student will be introduced to basic terminology and the theoretical frameworks that guide the study of the human lifespan, specifically birth to adolescence. The student will review the physiological function of different body systems, their interrelationships, and how changes occur over the course of a lifetime, focusing on birth to adolescence. The student will correlate these changes with age appropriate motor, cognitive and social-emotional development, and demonstrate awareness and appropriate therapeutic intervention for specific issues/conditions that impact infants, children and adolescents.

PTA 1211 Geriatric Conditions and Treatment

Prerequisites: PTA 1312; Corequisites: PTA 2021, PTA 2024, and PTA 2113

1 Credit The student will be introduced to basic terminology and the theoretical frameworks that guide the study of the human lifespan, specifically adulthood to senescence. The student will review the physiological function of different body systems, their interrelationships, and how changes occur over the course of a lifetime, focusing on adulthood to senescence. The student will correlate these changes with age appropriate motor, cognitive and social-emotional development, and demonstrate awareness and appropriate therapeutic intervention for specific issues/conditions that impact adults and elders.

PTA 1213 PT Procedures I

Prerequisites: BIO 1314; Corequisite: PTA 1013, PTA 1023, BIO 1414

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. This course satisfies the computer proficiency requirement.

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 and maintain a Program GPA of 2.5 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 PT Procedures II

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 treatment techniques: electrical stimulation, kinesiotape, wound management, respiratory treatments, and edema management. 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 the 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 Credit 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 & various debilitating conditions including ones resulting from trauma and/or amputation; to monitor the effectiveness of the exercise/functional activity and to identify the need to contact the therapist of record due to a change in the patient/client's status. 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 and a Program GPA of 2.5 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 within the context of the physical therapy profession and health care delivery system. 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. This course satisfies the computer proficiency requirement.

PTA 2134 Practicum II

Prerequisites: PTA 2034

4 Credits 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.

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.

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.

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.

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.

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 1483 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 0313 or adequate math placement 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.

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. This course satisfies the computer proficiency requirement.

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.

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. This course satisfies the computer proficiency requirement.

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 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 2623 Introduction to Political Theory

Prerequisites: POLSC 1113

3 Credits This course is an introduction to the history of political thought. We will study some of the most significant works in Western political theory. These works raise critical questions about human nature, individual rights, the source of government legitimacy, the conditions for legitimate revolution as well as the meaning of political ideas such as equality, justice, and liberty.

President's Leadership Class

PLC 2122 President's Leadership Class

Prerequisites: MATH 0313 or adequate math placement, 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

AS Advanced Standing

Prerequisites: None

VARIABLE Credits

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 General 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 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 0313 or adequate math placement.

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 OR CD 2113

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 2603 Psychology of Women

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

3 Credits This course examines the issues, theories, and research related to female development and the factors influencing that development from social science, historical, and biographical perspectives. Students will discuss research on sex roles, how gender is represented by media and language in our culture, and contemporary women's issues related to mental health, relationships, education, work, and family.

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 1132 Introduction to Respiratory Care

Prerequisites: ENGL 0106 or adequate placement score

2 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 1343 Cardiopulmonary Anatomy and Physiology

Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: BIO 1314, BIO 1414

3 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 1483; 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.

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 Sociology of the Family

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

3 Credits This course examines the family as a social institution. Students will study the cultural and structural forces that shape family life and explore changes in areas including role expectations, work patterns, courtship, marriage, divorce, and cohabitation over time. Gender, race, ethnicity, and class differences will also be addressed.

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, students will explore the sociological and psychological dimensions involved in the commission of criminal acts. National and international differences in crime rates across the major categories of crime and the effectiveness of sanctions will be analyzed.

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 Race and Ethnicity in the U.S.

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

3 Credits This course examines sociological theories of contact between minority and majority groups in a multicultural society, including topics such as prejudice, discrimination, acculturation, and pluralism.

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

3Credits 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 Students will learn and apply the theories and methods of anthropology to the identification of similarities and differences in human behavior across a variety of cultural groups. This course includes a field research component.

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 1115 Elementary Spanish I

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

5 Credits The beginning student will learn essential vocabulary and grammar and will develop basic novice proficiency in understanding, speaking, reading, and writing. The student will explore significant cultural aspects of the Spanish-speaking world.

SPAN 1225 Elementary Spanish II

Prerequisites: SPAN 1115

5 Credits A continuation of SPAN 1115. The student will acquire more complex vocabulary and grammar and will develop novice mid-to-high proficiency in understanding, speaking, reading, and writing. The student will continue to explore cultural aspects of the Spanish-speaking world.

SPAN 2000 Special Topics in Spanish

Prerequisites: SPAN 1225

VARIABLE 1-6 Credits The intermediate student will explore designated aspects of language and/or culture. May be repeated with a change in subject matter.

SPAN 2113 Intermediate Spanish I

Prerequisites: SPAN 1225

3 Credits The student will develop language proficiency to the intermediate low-to-mid level and will increase knowledge of the cultures and cultural practices of Spain and Latin America. Multimedia course materials--including text, audio, and video--are used as the basis for comprehension and communication.

SPAN 2223 Intermediate Spanish II

Prerequisites: SPAN 2113

3 Credits A continuation of SPAN 2113. The student will develop language proficiency to the intermediate mid-to-high level and will advance in understanding of the cultures and cultural practices of Spain and Latin America. Multimedia course materials--including text, audio, and video--are used as the basis for comprehension and communication.

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. This course satisfies the computer proficiency requirement.

SLPA 1023 Phonetics

Prerequisites: SLPA 1063

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

SLPA 1043 Introduction to Speech Sound Disorders

Prerequisites: SLPA 1013, SLPA 1023

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 1033

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. This course satisfies the computer proficiency requirement.

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. This course satisfies the computer proficiency requirement.

SLPA 1073 School Issues for the Speech-Language Pathology Assistant

Prerequisites: SLPA 1043, SLPA 1053

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. This course satisfies the computer proficiency requirement.

SLPA 1083 Instructional Procedures in Communication Disorders

Prerequisites: SLPA 1043, SLPA 1053

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. This course satisfies the computer proficiency requirement.

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 2043

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. This course satisfies the computer proficiency requirement.

SLPA 2023 Autism

Prerequisites: 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. This course satisfies the computer proficiency requirement.

SLPA 2033 Clinical Experience I

Prerequisites: 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 1013, SLPA 1033, SLPA 1063

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. This course satisfies the computer proficiency requirement.

SLPA 2053 Augmentative Communication

Prerequisites: SLPA 2023

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. This course satisfies the computer proficiency requirement.

SLPA 2063 Clinical Experience II

Prerequisites: 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 Stagecraft

Prerequisites: TA 1103

3 Credits This course will serve as an introduction to the principles of constructing, rigging, and assembling modern stage scenery and equipment. In addition, the course will serve as a general introduction to technical theatre concepts, technologies, and techniques. Students will gain a basic working knowledge of technical theatre through practical hands-on experience.

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 explore designated aspects of language and/or culture. May be repeated with a change in subject matter.

WL 2000 Special Topics in World Languages

Prerequisites: WL 1000 or by evaluation. § Criteria for evaluation is in division office.

1-6 Credits The intermediate student will explore designated aspects of language and/or culture. May be repeated with a change in subject matter.

Faculty & Staff

ACADEMIC AFFAIRS

Greg Gardner, Vice President for Academic Affairs

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B.S., Southwestern Oklahoma State University

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A.A., Redlands Community College

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M.S., Liberty University

Brandon Davis, Campus Police Officer

A.A., Oklahoma City Community College

Lakeisha Driskell, PT Campus Police Dispatcher

Bruce Funderburk, Campus Police Officer

FBI National Academy

Joseph Hagar, Campus Police Officer

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Penny Harland, PBX/Switchboard Operator

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M.S., Holy Apostles College and Seminary

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Charlese Murray, Acting Communications Supervisor

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David Shriver, Campus Police Officer

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Vacant, Campus Police Officer

Vacant, Campus Police Officer

Vacant, Campus Police Officer

Vacant, Campus Police Officer

Vacant, PT Campus Police Dispatcher

Vacant, Campus Police Dispatcher/ PBX Operator

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Vacant, Evening Receptionist

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Certificate of Mastery, Oklahoma City Community College

LMSW-P, Oklahoma State Board of Licensed Social Workers

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Registered Nurse
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B.S.N., University of Central Oklahoma
Registered Nurse
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B.S., University of Oklahoma
Physical Therapist
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B.S., Oklahoma City University
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Registered Nurse
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B.S.N., University of Central Oklahoma
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APPA: Leadership Academy Certification

APPA: Educational Facilities Professional (EFP)

APPA: Certified Educational Facilities Professional (CEFP)

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Canadian Valley Technology Center: Auto Body Program

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Certified Lean Six Sigma Black Belt
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Certified Scrum Master
Certified Agile Leader

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STUDENT LIFE

Randy Cassimus, Director of Student Engagement and Alumni Relations
 M.A., University of Florida
 B.S., University of Florida
Kristi Fields, Coordinator for Student Life
 B.S., Southern Nazarene University
 A.S., Oklahoma City Community College
Alexandra Comer, Program Assistant
 B.S., Oklahoma State University

STUDENT SUCCESS ADVISING

Stephanie Miller, Director of Student Success Advising, Testing/Assessment & New Student Orientation
 M.H.R., University of Oklahoma
 B.A., Northwest Nazarene University
Julio Barron, Student Success Advisor
 B.A., University of Oklahoma
Laura Beard, Student Success Advisor
 B.A., William Woods University
Alexi Bollwerk, Student Success Advisor
 B.A., Oklahoma State University
Lillian Booker, Student Success Advisor I
 M.P.H., University of Oklahoma
 B.S., University of Central Oklahoma
 B.S., Oklahoma City University
Chris Borthick, Student Success Advisor I
 M.A., University of Oklahoma
 B.A., University of Oklahoma
 A.A., Oklahoma City Community College
Samanta De la Rosa, Student Success Advisor
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Jason de Leon, Student Success Advisor
 M.H.R., University of Oklahoma
 B.A., University of Oklahoma
Claire Echols, Student Success Advisor II
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 B.A., East Central University
Kelli Frass, Student Success Advisor I
 M.S., University of Central Arkansas
 B.S., Louisiana State University
Daniel French, Student Success Advisor II
 M.B.A., Mid America Christian University
 B.S., University of Science and Arts of Oklahoma
Kyle Gardner, Assistant Director of Student Success Advising

M.S., East Central University
 B.S., East Central University
Courtney Harmoning, Student Success Advisor
 B.S., Eugene Bible College
Shara Hendriks, Student Success Advisor
 B.A., University of Central Oklahoma
Marcelene James, Student Success Advisor II
 M.Ed., University of Oklahoma
 B.S., University of Oklahoma
Lara Jernigan, Student Success Advisor
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 B.A., University of Science and Arts of Oklahoma
Tami Karinshak, Student Success Advisor
 M.Ed., East Central University
 B.A., Rutgers University
Teresa Kuhlman, Student Success Advisor I
 M.Ed., University of Oklahoma
 B.S., United States Air Force Academy
Michael Martinez, Student Success Advisor I
 B.S., University of Central Oklahoma

A.A., Oklahoma City Community College

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 B.A., University of Oklahoma
 A.A., Oklahoma City Community College
Samantha Olson, Coordinator of Training and Quality Assurance
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 M.A., University of Central Oklahoma
Javier Puebla, Student Success Advisor II
 M.B.A., University of Central Oklahoma
 B.A., University of Central Oklahoma
Lynn Reed, Student Success Advisor
 M.A., University of Denver
 B.A., University of California, Berkeley
Genia Shannon, Student Success Advisor
 B.S., Northeastern State University
JayJay Sheridan, Student Success Advisor
 M.Ed., University of Oklahoma
 B.S., University of Oklahoma
Jennifer Spears, Evening Advising Support Assistant
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Cristian Spellins, Student Success Advisor
 B.A., University of Central Oklahoma
Gerardo Thompson, Assistant to the Director of Student Success Advising
 B.A., University of Central Oklahoma
 A.S., Oklahoma City Community College
Stephanie Welch, Student Success Advisor
 B.S., Oklahoma State University
Ed Williams, Student Success Advisor II
 M.Ed., University of Central Oklahoma
 B.S., Langston University
Troy Williams, Student Success Advisor I
 M.S., Murray State University
 B.S., Eastern Illinois University

STUDENT SUPPORT SERVICES

Kevin Eddings, Director of Student Support Services
 M.Ed., University of Central Oklahoma
 B.M.E., University of Oklahoma
 Elementary 1-8 Teacher's Certification
Janis Armstrong, Coordinator of Veterans Services
 B.S., Mid-America Christian University
 A.A., Oklahoma City Community College
Jenny Berg-Williams, Part Time Student Support Assistant

B.A., University of Central Oklahoma

Brian Brown, Interpreter and Disabled Student Advisor

A.A.S. Interpreter Training Program Oklahoma State University-
Oklahoma City

Hannah Crehan-Richardson, Administrative Assistant/Captionist

A.S., Oklahoma City Community College

Jenna Howard, Counselor

LCSW, Oklahoma State Board of Licensed Social Workers

M.S.W., University of Oklahoma

B.A., Biola University

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B.S., University of Central Oklahoma

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B.Sc., Oklahoma State University

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B.S., Oklahoma State University

Lance Overdorff, Student Support Services Administrative Assistant

M.Ed., University of Central Oklahoma

B.S., Midwestern State University

Jennifer Privett, Assistant Director of TRIO Student Support Services

M.S.W., New York University

M.P.A., University of Oklahoma

B.A., California State University – Northridge

Todd Rudat, Coordinator of Disability Services

M.A., University of Northern Iowa

B.A., Northern Illinois University

Mary Turner, TRIO Student Support Services Advisor

M.S., University of Oklahoma

B.S., University of Oklahoma

Secondary Certification, Language Arts

Janey Wheeler, Counselor

LPC, Oklahoma State Board of Behavioral 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

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Jasmin Arredondo, Test Center Assistant

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Deartrous Conerly, Testing & Assessment Assistant

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A.A., Rose State College

Marycruz Frausto, Test Center Assistant

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Helra Han, Test Center Assistant

B.A., University of Oklahoma

Diane Hulseburg, Test Center Assistant

Judy Noor-Mohammadi, Test Center Assistant

B.S., University of Oklahoma

Paul Roudebush, Testing Specialist

Phillips University

C.J. Richards, Senior Test Center Assistant

B.S., Oklahoma State University

STUDENTS CONNECTING WITH MENTORS FOR SUCCESS

Bryon Dickens, Director of Students Connecting with Mentors for Success

M.Ed., University of Oklahoma

B.S., Northwestern University

Tammy Diaz, Students Connecting with Mentors For Success Administrative Assistant

Tracey Morales, Coordinator, Students Connecting with Mentors for Success

M.H.R., University of Oklahoma

B.A., University of Oklahoma

Jermaine Peterson, Coordinator, Students Connecting with Mentors for Success

M.Ed., University of Oklahoma

B.A., University of Oklahoma

TESTING AND ASSESSMENT

Stephanie Miller, Director of Student Success Advising, Testing/Assessment & New Student Orientation