

**TECHNICAL-OCCUPATIONAL
DEGREE AND CERTIFICATE PROGRAMS
SELF-STUDY NETWORKING (143)**

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Self-Study Networking**

1. **Degree Requirements.** To award associate degree and certificate programs in technical-occupational areas, an institution must adhere to the minimum requirements for the associate in applied science technical-occupational degree and certificate programs as defined in section I.B. of the *Policy Statement on Undergraduate Degree Requirements and Articulation*. (Suggested documentation: college catalog, degree plan, transcripts.)

This sixty-one credit hour associate degree program is designed to meet the needs of an individual who wants to enter the job market following completion of the program. College credits earned may apply toward a bachelor's degree should the individual decide to continue studies at a four-year institution.

This program of study is offered through Cooperative Alliances with area technology centers. Cooperative Alliances are Oklahoma State Regents of Higher Education approved academic agreements providing technical and occupational education programs through a joint effort of a credit granting two-year institution and a technology center. Documentation provided for the support, assessment and marketing of the program is provided from both institutions.

Network Technology 61 Credit hours

Program Information: This program is offered through the cooperative alliance agreements with Francis Tuttle and Moore Norman Technology Centers. These partnerships allow the student to benefit from established strengths of both institutions to meet current and future employment needs. Major courses in this degree are offered at the technology centers. The Network Technology program features broad IT industry recognized curriculum and certification options that prepares the student for a wide range of careers in the IT field and related industries.

This emphasis is designed to allow students to develop the skills and abilities needed to work at the technician level in any IT operation. In the IT field and related industries, students may be involved in building and testing local and wide area networks, securing intra and inter network environments, equipment installation, equipment and network systems maintenance, and operation, technical writing, and sales. In addition to hands-on experiences, the student will gain a general knowledge of basic and advanced IT equipment that includes microcomputers, servers and routers. In the Network Technology program, the student will be taught using the latest technology used in industry today.

The program provides the student with a foundation in mathematics, science, communications, social studies, and specialized coursework in network technologies.

General Education	19 Credit Hours
ENGL 1113 English Composition	3
Three hours of OSRHE approved English or Communications credits to be taken from one of the following:	3
ENGL 1233 Report Writing	3
ENGL 1213 Composition and Literature	3
COM 1123 Interpersonal Communications	3
COM 2213 Public Address	3
HIST 1483 U.S. History to the Civil War (OR)	3
HIST 1493 U.S. History since the Civil War	3
PS 1113 American Government	3
SCL 1001 Life Skills	1
General Education Electives	6
Major Courses	27 Credit Hours
NT 1113 Operating Systems	3
NT 1114 Microcomputer Installation and Service	4
NT 1144 Introduction to Networking	4
NT 1164 MS Windows Professional Installation and Support	4
NT 2114 MS Windows Server Installation and Support	4
Faculty Approved Major Course Electives	8
Support Courses	12 Credit Hours
MATH Three credit hours of faculty approved Mathematics that meet OCCC's mathematics proficiency requirements.	3
Electives Nine credit hours of faculty approved support electives	9

2. **Graduates.** The crucial criterion for judging technical-occupational degree and certificate program(s) is whether it produces competent graduates who enter the occupation and perform effectively. A program committed to preparation for employment shall engage in systematic efforts to evaluate the occupational competence and success of its students and former students; to improve the efficiency of instruction; and to keep instruction relevant to occupational requirements and student interests and abilities. (*Suggested documentation: graduate surveys and data that*

includes the number of graduates; evidence of student interactions with employers, such as seminars, workshops, and internship experiences; industry job descriptions related to the program-anything program specific.)

The program:

- a. Produces competent graduates who enter the occupation and perform effectively;** There is an annual “Student Follow-Up Report” conducted for the Network Technology program. The results have been favorable with the program completer job placement meeting or exceeding the program review standard of 75%. A total of 22 have graduated with an associate in applied science degree in Network Technology since the programs inception in FY2005. Also, for FY06, the program had approximately 200 declared majors.

- b. Provides career assistance and formalized follow-up;** The students in a cooperative alliance program are not only able to access career information through Oklahoma City Community College, but they are also able to access placement services at the technology center. The Student Follow-Up Report is utilized for follow up placement information on the students. The most current Student Follow-Up Report (2005-2006) indicates the following information: the percentage of those placed in jobs in this career field averaged 96%. Of those not employed in the career field, approximately 1% joined the military, and the remainder was employed in non-related areas. The average salary for graduates from 2005-2006 being placed in careers in this area was \$18.00 per hour with a range of \$12.55-\$26.81 per hour. Examples of companies who have hired our graduates are Dell Computers, Cox Communications, SW Bell, Factory Direct Satellite, OG&E, York International, Ford Audio and Micron.

Students in the program also have options relating to job placement assistance and career assistance through workshops and Job Fairs.

Regular workshops are held to aid students in acquiring the skills necessary to successfully seek and maintain employment. Students may access a current listing of such workshops at <http://www.occc.edu/es/events.html>. See Appendix A and B for examples of the flyers also used to advertise these workshops to students. During fiscal year 2007, the following workshops were held:

Career Power in 25 Minutes! (Fall 2006)

Careers	09/13/06
DISCOVER	09/20/06
Job openings	09/27/06
Cover letter	10/11/06
Resume	10/18/06
Interviewing	10/25/06

Thank you letter	11/01/06
Work ethics	11/08/06
Balancing life	11/15/06
Work after college	11/29/06
<i>Career & Employment Power in 25 Minutes! (Spring 2007)</i>	
Self-Directed Search	01/29/07
Career Search	02/12/07
DISCOVER	02/19/07
Job applications	02/26/07
Success at a Job Fair	02/27/07
Job search	03/12/07
Cover letter	03/26/07
Resume	04/09/07
Ethics in the 21 st century	
workplace	04/23/07
Work, school balance	04/30/07

In addition, two general and one health profession related job fairs are held annually. A total of 185 employers attended these opportunities.

Brochures

Services to students regarding career and employment are advertised in hard copy brochures throughout campus. Access to these materials is also available at <http://www.occc.edu/es/Brochures.html>.

Online Information

Students may access a variety of information regarding career and employment services at <http://www.occc.edu/es/links.html>.

College Central Network Service

Students are given access, at no cost, to current job listings specifically targeting Oklahoma City Community College students and alumni. During fiscal year 2007, over 1,500 jobs were posted. The College Central Network can be accessed at <http://www.collegecentral.com/occc/>.

- Program Objectives.** The objectives of the technical-occupational degree and certificate program(s) must be well defined, clearly stated, and achieved. Specifically, the program objectives must include attracting people in need of occupational skills, graduating students who are occupationally competent, and maintaining satisfactory job placement rates. *(Suggested documentation: program goals and objectives; explanation of how goals and objectives are achieved; summary account of advisory committee input into the goals and objectives; progress reports on meeting goals and objectives.)*

OCCC and the Alliances Partners strive to provide accurate and relevant program information in order to recruit and retain a student body of diverse backgrounds and educational preparedness. All materials provided to students are thoroughly reviewed by appropriate personnel to ensure they are factual and accurate. In addition, appropriate personnel review all recruiting and advertising activities to ensure they meet acceptable standards of ethics. College information is provided to students through traditional means such as class schedules, catalogs, student handbooks, College view books, and new student orientation as well as through the College website. Recruitment practices and activities are planned and reviewed by appropriate personnel to ensure the institution's mission, vision, goals and objectives are met.

In addition to what Oklahoma City Community College provides in recruitment and advertising, each technology center also provides information about the Network Technology program. The technology center and College's public information officers meet regularly to discuss marketing strategies. Also, the technology centers request that a representative from the Cooperative Alliances Department review advertising materials for accuracy before they are printed. An Oklahoma City Community College advisor is available on-site at prearranged times to discuss college programs with both adult and high school students.

Advisory Committee Activities and Functions:

One of the highest priorities of a program is to train students for related employment. Each program has a goal to achieve 100% student job placement for program completers. It is essential that each Advisory Committee member actively support this goal. The following is a list of ways in which members individually or as a committee may choose to contribute. It is important to note that this list attempts to identify only some of the ways members may contribute.

- Assist the instructor in identifying new content areas and/or specific competencies in which the program may expand.
- Define competencies for certified program completers.
- Participate as a guest speaker to augment the instructor's curricula.
- Serve as mock interviewers to train our students in interviewing skills.
- Provide insights for training and employment opportunities of disadvantaged or handicapped students.
- Provide formal internships or workplace learning opportunities for our current students.
- Assist placing students in suitable jobs.
- Identify methods and provide assistance in recruiting appropriate students into our programs.
- Establish and participate in an awards program for outstanding students.

4. Institutional Ethics. The institution will demonstrate through institutional and program practices that it adheres to clear standards of ethics as it relates to recruiting, advertising, transcripts, fair and equitable student tuition refunds, and student placement services. Ethical practices are demonstrated in ways that include, but are not limited to:

a. Publishing and widely disseminating materials that are factual, clear, accurate, and reflect the needs of its clientele. Published materials must include the following items:

- (1) Admission policies and requirements for technical-occupational education programs;**
- (2) Licensing regulations and other factors that may affect employability;**
- (3) Expenses associated with the programs; and**
- (4) Disclosure of the institution's complete accreditation status in a manner that draws the attention of the reader.**

(Suggested documentation: all published materials including college catalog, brochures, policies and procedures, and student handbooks.)

Admissions policies are published in the Student Handbook and the Catalog. Also, educational program fees are listed prominently in the first section of the Catalog. This information is updated annually so that students have accurate, reliable information.

An accreditation table is printed in the Catalog. This table provides students with the name and contact information for all accrediting bodies that accredits programs offered at Oklahoma City Community College.

b. Administering fair and equitable refund policies for all students. Confirmation that institutions administer fair and equitable refunds includes providing information to consumers regarding refund policies and procedures and complying with state and federal policies as described below:

- (1) Consumer information. The institution will publish refund policies and procedures for all current and prospective students. The policies and procedures must include details and examples of how refunds will be calculated and distributed. Communication of the policies may be in the form of the college catalog, semester class schedule, or included in a schedule of fees.**

Additionally, institutions must advise current and prospective students of changes in the refund policies or procedures.

- (2) State Policy. Changes in schedules and complete withdrawals from the institution during the defined add/drop period will result in full charges for courses added and full credit for courses dropped. The add/drop period will be printed in the college catalog, semester class schedule, or in a schedule of fees. No refunds will be made after the add/drop period for that session.**
- (3) Federal Policy. Students receiving federal financial aid assistance who withdraw from all classes will be subject to the Return of Title IV fund calculations as specified in federal regulations.**

(Suggested documentation: policies and procedures manual; description of how/when the refund is disclosed; copy of the disclosure; list of publications where refund policy appears.)

Consumer information regarding educational program fees and refund policies is contained in both the Catalog and the Student Handbook.

Specifically, sections III and IV of the Student Handbook clearly communicate how refunds, including Title IV refunds, are calculated.

The Catalog also provides this information in the sections entitled “Educational Program Fees” and “Student Financial Support Services”.

- c. Following federal Student-Right-To-Know and the American Disabilities Act regulations (suggested documentation: all published materials including *the college catalog, brochures, and student handbooks; student services strategy plan, plan of study, individual career plan, or accommodation*);**

Student-Right-To-Know information is printed in Section II of the Student Handbook. Additionally, the Director of Campus Safety and Security compiles an annual Student-Right-To-Know document. This document is available online at <http://www.occ.edu/Security/>.

ADA information, information on how to access services for the disabled, and information about filing ADA grievances are printed in the Student Handbook and the Catalog.

- d. Complying with the Federal Right to Privacy Act of 1974 and any other state or local policies concerning the confidentiality of records (suggested documentation: all published materials including college catalog, brochures, policies and procedures, and student handbooks);**

Institutional policy is in full compliance with FERPA requirements regarding the confidentiality of student records. Students are notified of their FERPA rights in the college catalog and the student handbook.

- e. Maintaining a cumulative educational record for each student that contains such information as student identification, grades, prerequisites for admission, course of study, and graduation and withdrawal date (suggested documentation: transcripts; degree plan; student service strategy plan, plan of study, individual career plan, or accommodation plan);**

Each student has a permanent record containing a cumulative account of their educational experience at OCCC. Students may track their progress toward program completion through the online degree audit program. As courses are completed, they are posted toward degree requirements. Upon completion of program requirements a final degree audit is conducted and degree completion posted. The official transcript lists all degrees completed.

- f. Protecting student records against use by unauthorized persons and against loss from improper handling, fire, and vandalism (suggested documentation: policies and procedures manual; student handbook);**

Faculty and staff are provided information on FERPA requirements regarding the access and handling of student records. Additionally, access to student information is restricted to only those data elements required within an individual's job description. Records are archived within the student system, with hard copy images also stored electronically. Backups of both systems are created and stored on a separate server.

- g. Issuing transcripts for a reasonable fee upon student request (suggested documentation: college catalog, policies and procedures manual; student handbook);**

Students may view and print an unofficial transcript from their MineOnline account. Official transcripts are available upon request at no additional cost to the student.

- h. Ensuring that each technical-occupational education student has a**

career objective and the school identifies the potential for employment in various occupational fields (*suggested documentation: placement report; counseling and guidance procedures; program advisory committee; employer job descriptions*);

Career & Major Assistance

Career and Employment Services strives to help students obtain information about various majors so they may know what careers are associated with those majors. Students may access a website <http://www.occc.edu/es/jobs.html> that connects the majors with careers.

Job Opportunities

Career and Employment Services also connects students with jobs that meet the degree they have acquired. See Appendix C for an Employment Services job description example.

- i. Providing counselors/advisors who are active in placement efforts** (*suggested documentation: policies and procedures manual; student handbook*); and

Through the Cooperative Alliance Programs, Oklahoma City Community College provides on-site academic advisement to ensure students make positive progress towards the completion of their intended educational goals.

Student Handbook

Oklahoma City Community College offers students a Student Handbook to provide them with vital information on policies and services offered. This handbook is offered in hardcopy form and online at <http://www.occc.edu/handbook.html>

- j. Ensuring that the student knows the full cost of the program, licensing regulations, and other factors that may affect employability** (*suggested documentation: fee booklet; state/occupational job licensing information; employer surveys*);

Students pursuing the Network Technology program of study are provided a Program Information Guide detailing the cost of the program, program/course objectives, companies and certification prep processes.

- 5. Advisory Committee. An advisory committee composed of faculty, staff, employers, and practitioners assists in developing curriculum content, in keeping the curriculum current, and in maintaining contact with the occupational community** (*suggested documentation: list of committee members; minutes of meetings; examples of keeping the curriculum*

current; membership solicitation materials; copies of reports and recommendations);

One of the highest priorities of a program is to train students for related employment. Each program has a goal to achieve 100% student job placement for program completers. It is essential that each Advisory Committee member actively support this goal. The following is a list of ways in which members individually or as a committee may choose to contribute. It is important to note that this list attempts to identify only some of the ways members may contribute.

- Assist the instructor in identifying new content areas and/or specific competencies in which the program may expand.
- Define competencies for certified program completers.
- Participate as a guest speaker to augment the instructor's curricula.
- Serve as mock interviewers to train our students in interviewing skills.
- Provide insights for training and employment opportunities of disadvantaged or handicapped students.
- Provide formal internships or workplace learning opportunities for our current students.
- Assist placing students in suitable jobs.
- Identify methods and provide assistance in recruiting appropriate students into our programs.
- Establish and participate in an awards program for outstanding students.

The Network Technology program advisory committee meets a minimum of twice a year. Its current membership consists of business and industry representatives and their input has resulted in several changes to the program.

Examples of the changes are:

- a. Faculty Approved Electives were added to the major to provide the student with more options in order to enhance their program and meet their individual needs based on intended occupational goals of the student.
- b. New course offerings dealing with securing a local and wide area network were created and offered as electives in the program.
- c. An additional English/Communications course options were added to give students additional options to improve writing/communications skills.
- d. A new course, NT 1113 Operating Systems, was added in order to meet the needs of the workforce and provide students with targeted certification education in order to enhance their pass rates of the A+ software certification exam.
- e. The course content and description for the A+ certification courses,

Operating Systems and Microcomputer Installation and Service were updated so that it will be more appropriate for job preparation.

Please refer to the resource room for complete documentation of program advisory meeting minutes for the Network Technology program and program modification forms based on this input.

6. **Staffing.** The program must be staffed, administered, supplied, and conducted to meet the objectives of the program, develop the occupational competence of students, and contribute to the development of the student's citizenship and social conscience (*suggested documentation: organizational chart; credentials/certificate documents; job descriptions and resumes of administrative staff; student handbook*);

The students have adequate support personnel available to them providing academic advisement, career advisement, and instructional support to assist the student to meet their individual educational goals.

Students are encouraged to join student organizations at Oklahoma City Community College. In addition, students also join Skills USA through the technology centers' Student Leadership program. Organizations such as Skills USA provide students with an avenue to develop leadership, communication skills, citizenship, and ethical skills.

7. **Media and Materials.** Instructional media and materials must be current, appropriate, useful, and sufficiently comprehensive to serve the needs of students in the program (*suggested documentation: library resource inventory that includes program related material; evidence of computer labs and access media materials*);

The Network Technology program utilizes state-of-the-art equipment. In addition, students use a variety of instructional media materials in the delivery of educational experiences.

Please refer to the Resource materials for complete listing of instructional materials relating to the Network Technology Program.

8. **Supplies and Equipment.** There must be adequate and appropriate supplies and equipment to enable the program to achieve its stated objectives (*suggested documentation: list a description of program supplies and equipment; software or integrated learning system used*);

The Network Technology program utilizes state-of-the-art equipment. In addition, students use a variety of instructional media materials in the delivery of educational experiences.

Please refer to the Resource materials for complete listing of instructional materials relating to the Network Technology Program.

9. **Instructional Space and Facilities.** There must be adequate instructional space and facilities to allow the program to achieve its stated objectives (*suggested documentation: program equipment inventory that includes a description and year purchased; description of facilities assigned to the program*);

The Network Technology program utilizes state-of-the-art equipment. In addition, students use a variety of instructional media materials in the delivery of educational experiences.

Please refer to the Resource materials for complete listing of instructional materials relating to the Network Technology Program.

10. **Faculty.** There must be adequate and qualified faculty for the program, given the institution's mission and the character of the program. The number of faculty will meet external standards where appropriate. The qualifications of faculty must support the objectives and curriculum of the program. Faculty qualifications such as educational background, non-collegiate and collegiate experience, and research and service interests and contributions which relate to the proposed program will be summarized. The institution must demonstrate that core program faculty possess the appropriate credentials to support the program (*suggested documentation: credentials, certificates, or special training documentation; resumes; professional development plan; examples of research papers or reports in the program area*);

In accordance with OCCC Administrative Procedure No.4002 Faculty Qualifications- Faculty teaching as a part of the degree programs offered cooperatively with Francis Tuttle and Moore Norman Technology Centers adhere to the same qualifications as other Oklahoma City Community College faculty.

All instructors hold program related industry recognized certifications.

11. **Internal Program Evaluation.** The institution must set forth program evaluation procedures for the program. These procedures may include evaluation of courses and faculty by students, administrators, and departmental personnel as appropriate. Plans to implement program review and program outcomes-level student assessment requirements as established by State Regents' policies must be detailed. Program review procedures shall include standards and guidelines for the assessment of

student outcomes implied by the program objectives and be consistent with the institutional mission (*suggested documentation: a copy of the student assessment plan that includes measures, indicators, tools, outcomes, and standards; a copy of the program objectives and outcomes plan; copies of program evaluation results; student, faculty, administrators, and departmental personnel survey instruments and reports*);

The Network Technology program conducts annual program/student outcome assessment measures that are consistent with program objectives and the institutional mission. Outcome measurements deal with positive placement of program completers, employer satisfaction and successful program capstone course completion rates.

12. Recruitment and Admission. Policies and practices must contribute to fulfilling the institution's technical-occupational education purpose and objectives and to making technical-occupational degree and certificate program education available to qualified applicants. Qualified students are admitted regardless of sex, race, ethnic background, handicap, or any disadvantage (*suggested documentation: recruitment policies and procedures; college catalog; program marketing materials; brochures and any other publications/materials used for recruiting*);

Oklahoma City Community College maintains an open door admission policy. Students seeking regular admission to Oklahoma City Community College should meet the following admissions requirements:

- completed high school or a GED;
- completed an academic assessment battery; and
- completed all high school curricular requirements.

Students who do not meet the above criteria may be admitted under one of seven Special Admission Categories outlined in the Catalog. All students who meet the above requirements or who fall into one of the special admissions categories are admitted without regard to sex, race, ethnic background, disability or disadvantage.

Recruitment practices and activities are planned and reviewed by appropriate personnel to ensure the Institution's Vision, Mission, and ENDS are met. Every effort is made to ensure that all qualified prospective students are contacted and provided with opportunities to be informed about College programs, services and courses and are provided with the opportunity for admission to the College.

13. Research and Evaluation. These activities must be conducted on a continuing systematic basis as integral parts of technical-occupational degree and certificate programs. All aspects of

technical-occupational education must be evaluated and the results used to improve services to the clientele (*suggested documentation: employer, student, faculty, and administrator survey instruments and results; evaluation or program evaluation plan; reports on internal retention, remediation, and assessment; examples of ways clientele services were improved*);

The Network Technology program conducts annual program/student outcome assessment measures that are consistent with program objectives and the institutional mission. Outcome measurements deal with positive placement of program completers, employer satisfaction and successful program capstone course completion rates.

Oklahoma City Community College conducts an annual formal evaluation by the students for the cooperative programs through Student Input on Instruction (SII) assessments. The results are given to appropriate personnel. Also, the technology center partnership sites conduct evaluations of programs and faculty annually. Another mechanism in place for course evaluation is the utilization of the advisory committee members. In addition to these evaluations, the Oklahoma Department of Career Technology evaluates this program through the Student Follow-up Survey program. The last evaluation was 2005-2006.

According to the annual Student Follow-up Survey data gathered indicates the program completers achieved minimums of:

- •seventy-five percent of program completers are employed in the field of study after one year of completion of the program.
- •The advisory committee, consisting of industry, student and academic representatives will meet a minimum of twice annually. (Input from the committee is solicited regarding curriculum, equipment, and other factors related to the program and students' performance.)
- •Seventy-five percent of the students who have declared their major in this area will be retained for program completion achieve program completion or achieve occupational completion after the first year of entering the program.

14. Guidance and Counseling. An organized, coordinated program of guidance and counseling must exist. It should foster maximal development of individual potential by providing institution-wide assistance in the choices, decisions, and adjustments that individuals must make to move through a technical-occupational degree or certificate program and into gainful employment (*suggested documentation: academic advisor job description; policies and procedures regarding student achievement, aptitude, and interest assessment tools; student service strategy plan, plan of study, or individual career plans; enrollment documentation*);

Each student in the Network Technology program is encouraged to have a

counselor from Student Development as well as a faculty advisor.

Degree information sheets are available in the Advising and Career Services as well as in faculty advisors' offices. Faculty advisors work closely with Advisors to minimize the number of hours unable to be counted when a student transfers to a four-year institution.

The general philosophy and objectives of the Advising and Career Services includes informational, relational and conceptual processing of educational planning and student goal achievement, including degree completion, articulation or personal development and apply to all students.

The functions of Advising and Career Services are stated in the College's Policies and Procedures Manuals and in the Catalog for the benefit of all students, faculty, and staff. Advising objectives are also outlined in the above mentioned documents.

Counselors follow guidelines listed below in working with students. After admission to the College, a student is evaluated for placement. After the evaluation is complete, the student meets with a counselor to determine enrollment. Course selections are based on test scores, anticipated program and required courses, workload, possible transfer and past academic history. If the student expresses indecision over goals, especially for career or program choice, they explore them with a counselor in Advising and Career Services and may be referred to the Assessment office for evaluation.

When a student indicates a desire to pursue a specific program, they are referred to the appropriate faculty advisor or program director. An individual strategy is built for each student, designating courses to be enrolled in for each semester.

Advisors in the Department of Advising and Career Services are available to discuss career objectives and degree programs with each student.

Information about potential employment is maintained by the Career and Employment Specialists and is available to students and staff. Faculty for each program also gathers information about employment and shares that information with students and counseling staff.

The staff of Advising and Career Services assists all students with educational planning, career decisions, and occupational choices. Further assistance is available in conjunction with the Discovery Program and the other resources of the department.

Cooperatively enrolled students have access to all of the College's guidance and counseling services. In addition, an Oklahoma City Community College

academic advisor is available on-site at the Technology Centers for students.

Individual Education Plan (IEP)

Each degree seeking student is offered an Individual Education Plan (IEP) associated with their chosen degree. The IEP informs the student of the required classes and even suggests the order they should be taken. We offer these in hardcopy form and online at

http://www.occc.edu/ACS/DegreePrograms/Computer%20Aided%20Technology_Multimedia%20Emphasis.AAS.doc

Anticipated Outline of Classes

Along with the IEP, an Anticipated Outline of Classes sheet is given to the student to fill out and discuss the schedule of classes with an advisor. These are offered in hardcopy form and online at

http://www.occc.edu/ACS/Anticipated_Outline.pdf

General Education Requirements

Students are aware they must complete General Education Requirements and a list was created for easy access. It explains the General Education Requirements and lists the classes that can be chosen for the three degree types offered by Oklahoma City Community College. This listing is offered in hardcopy form and online at

http://www.occc.edu/ACS/General_Degree_Requirements.pdf

Brochures

Services to students regarding career and employment are advertised in hard copy brochures throughout campus. Access to these materials is also available at <http://www.occc.edu/es/Brochures.html>.

MineOnline

MineOnline is the online student website that gives students access to the student records and the ability to view and change their class schedule. Advising and Career Services developed a handout for students to help them better understand MineOnline's capabilities. See Appendix D for a MineOnline Handout example.

Registration Form

All students enrolling on campus must complete a Registration Form, have it signed by an advisor, and take the form to Records and Graduation Services. See Appendix E for a Registration Form example.

Academic Advisor

The Academic Advisors in Advising and Career Services are trained to aid students to making decisions concerning their degree plan and provide resources that will assist the student in gaining employment with their chosen degree.

See Appendix F for an example of a job description for an Academic Advisor.

- 15. Placement.** A formalized procedure must be in operation which provides effective placement and follow-up services (*suggested documentation: student profiles; job placement plan and follow-up procedures; evidence of student contact beyond graduation; promotional materials for job fairs*);

Flyers

Career and Employment Services strives to provide students with up-to-date information concerning the job market, job searching, and gaining employment opportunities. One method they choose is Job Fairs to give students the opportunity to meet with a wide range of employers in one setting. They advertise these job fairs by posting flyers in various locations. In addition, two general and one health profession related job fairs are held annually. A total of 185 employers attended these opportunities.

An example of the flyer for the upcoming job fair can be found online at <http://www.occc.edu/es/JobFair.pdf>

- 16. Student Progress.** Accurate and complete cumulative records of educational accomplishment must be securely and permanently maintained for every student, and transcripts are issued upon student request. Records are confidential and are used to help students achieve their occupational objectives (*suggested documentation: policies and procedures for student achievement, aptitude, and interest assessment; transcripts; student service strategy plan, plan of study, or individual career plan; student handbook*);

Oklahoma City Community College complies with the Federal Rights to Privacy Act of 1974 as amended as well as all other state and federal regulations.

Confidentiality is of the highest concern. With the exceptions of usual protocols attached to the issue (personal safety, FERPA, supervision or case review), confidentiality of information is maintained for all students who are advised in the Student Development Center.

The office of Admission and Records is responsible for keeping the educational records of all students. This means that the office maintains a permanent record for each student of all enrollment and withdrawal activities, grades, and biographic data.

The Admissions and Records Office issues transcripts to students on request at no charge to the student. The office is also responsible for the processing of the admission and enrollment of students and for providing a fee statement.

17. Complaint Procedure. A formalized and effective process to address student complaints must be in place (*suggested documentation: policies and procedures manual; a summary of how the information is publicized*);

ADMINISTRATIVE PROCEDURE NO. 4030

A student who feels a final grade in a course was incorrectly administered may appeal that grade. Ultimately, only the instructor has authority to change a grade. However, both instructor and student are urged to give careful consideration to recommendations of the Division Dean and/or the Associate Vice President for Academic Affairs which result from a grade appeal.

Step 1.

The student must meet with the instructor who assigned the grade and attempt to resolve the matter. The initial meeting with the instructor should occur as soon as possible and must occur within 90 days after the 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 Chair or Program Director, who will act on behalf of the instructor.

Step 2.

Within two weeks following the meeting with the instructor, if the student continues to believe the grade is incorrect, the student may submit a signed written appeal to the appropriate Division Dean. 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. The Division Dean will notify the student by certified mail of the instructor's decision.

Step 3.

Within one week of receipt of written notification by the Division Dean, if the student continues to believe the grade is incorrect, the student shall request in writing to the Associate Vice President for Academic Affairs a hearing before a Grade Appeal Committee. The Grade Appeal Committee will be composed of three (3) faculty selected by the Associate Vice President for Academic Affairs and two (2) students selected by the Vice President for Student Services. The

Committee shall evaluate the request and allow the student and the instructor to present their positions and supporting information. The Grade Appeal Committee shall have access to all documents and recommendations relative to the issue. The Committee shall present its recommendations to the Associate Vice President for Academic Affairs.

Step 4.

The Associate Vice President for Academic Affairs will review the Grade Appeal Committee's recommendations, the written request and documentation submitted by the student, documentation provided by the instructor, and the recommendations by the Division Dean. The Associate Vice President for Academic Affairs will then make a recommendation to the instructor regarding the appeal.

Step 5.

The Associate Vice President for Academic Affairs will promptly notify the student by certified mail of the instructor's decision.

Publication of this policy: The Student, Faculty and Adjunct Faculty handbooks all contain the student grievance policy. This policy is also posted on the OCCC website.

Self-Analysis Of Program Strengths, Weaknesses, And Recommendations for Improvement.

Strengths of the program that have been identified through this review.

- A. Facilities provide up-to-date environment for student learning.
- B. A strong, well represented advisory committee.
- C. Adequate financial resources.
- D. Instructors not only have academic credentials and related certifications, but also strong business and industry experience.
- E. Curriculum is kept current for the current and future work force.
- F. Partnership between Oklahoma City Community College and Francis Tuttle and Moore Norman Technology Centers enables students to complete their associate in applied science degree with little financial resources required from the College.
- G. High percentage of job placement and starting salaries.

Challenges and recommendations identified through this review:

Challenge: Many courses have reached capacity and have waiting lists.

Recommendation: Offer courses at different times and days of the week

Since the last program review, the technology center partners have begun offering courses on Saturdays and have expanded their course offering in the evening. This has enabled all students interested in this program to be accommodated.

Challenge: Challenge with continuous maintenance of the program in accordance with rapidly changing networking technologies.

Recommendation: Continue to solicit industry input through positively placed students and advisory committee members.

Marketing is an ongoing process and both the College and the Technology Center partners continue to promote employment opportunities for all students in the technical/occupational programs.

Appendix A

WEDNESDAYS

- Let's Talk CAREERS SEPT-13
- "What do I want to be when I grow-up?"
- DISCOVER your "Individual" Career Interests SEPT-20
- through Self-Assessment Surveys
- How do I research JOB OPENINGS? SEPT-27
- Somebody help me write a JOB COVER LETTER! OCT-11
- Somebody help me write a JOB RESUME! OCT-18
- Yikes! I have a JOB INTERVIEW OCT-25
- How do I write a Post-Interview THANK YOU LETTER? NOV-01
- Work ETHICS in the 21st Century NOV-08
- BALANCING School, Work, Family & Career NOV-15
- Stress Management. STRESS Management! NOV-22
- Work after college, AKA-"The Real World" NOV-29

Appendix B

ADVISING & CAREER SERVICES

Presents:

**“CAREER POWER
in 25-Minutes!”**

A lunchtime series of workshops to

“Energize”

your career possibilities

LOCATION: Advising & Career Services Room 1F6

TIME: Noon-12:25 pm

Appendix C

Oklahoma City Community College

Job Title Career Office Manager with System

Apply



Job Detail Information

This job has been viewed 2 times by students/alumni.

Job Information

Job ID 1196315
Job Title Field Service Engineer
Job Description As a Field Service Engineer, you will be responsible for installing, maintaining and troubleshooting medical diagnostic equipment. You will work from your home office and travel to different hospital sites.
To compensate for your talent, our employer has provided a competitive base salary and an excellent benefits package
Type of Job Full Time
Job Location Oklahoma City, Oklahoma
Posting Date 07/18/2007
Expiration Date 08/17/2007

Job Requirements

Degrees Wanted Associates
Majors Wanted Engineering
Job Targets Wanted Engineering - Electrical/Electronics
Special Skills Wanted An Associate's Degree in electronics or equivalent military education. Electrical/mechanical troubleshooting and a proficiency with Microsoft
Other Job Requirements Office needed.
A good driving record and ability to pass a drug test are necessary

Company Information

Company Name NS Charney & Associates
Employer Web Site <http://www.nscharney.com>
Company Description NS Charney & Associates is a nationwide recruiting firm specializing in the placement of personnel in the medical industry.

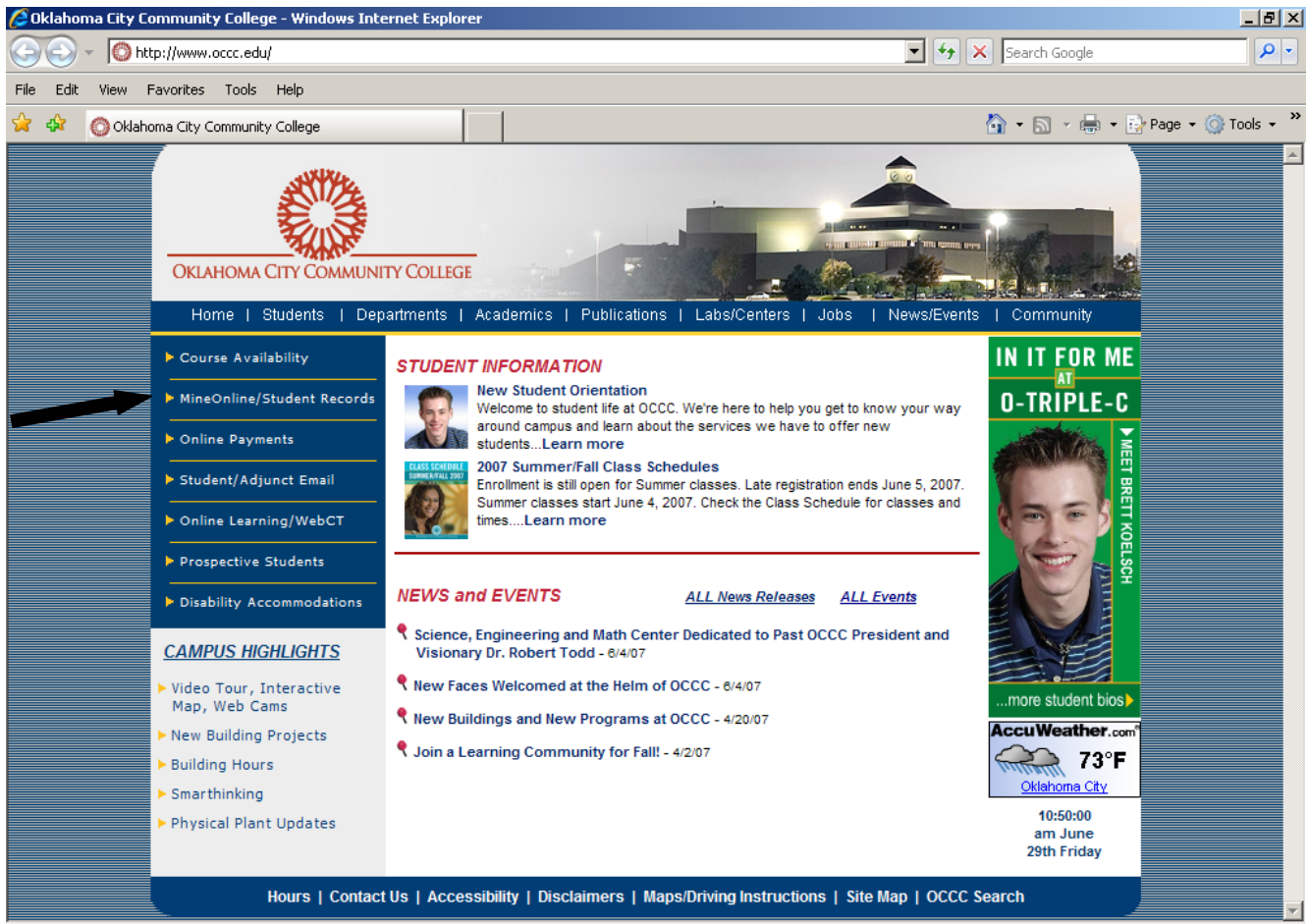
Contact Information

Name: Nancy S.Charney
Address: 19111 Detroit Rd.
Cleveland, OH 44116
Contact **Phone:** 800-827-9753
Fax: 440-331-0772
E-mail: nsc@nscharney.com
Apply Online
If you qualify and are interested in more information, please call or send resume to:
Application Instructions Nancy S. Charney
NS Charney & Associates
800-827-9753
Resume@nscharney.com
check out our website www.nscharney.com

<http://www.careerservicescentral.com/CCNEngine/JobSDetl.CFM?SecTag=ycjpwW3za&J...> 8/6/2007

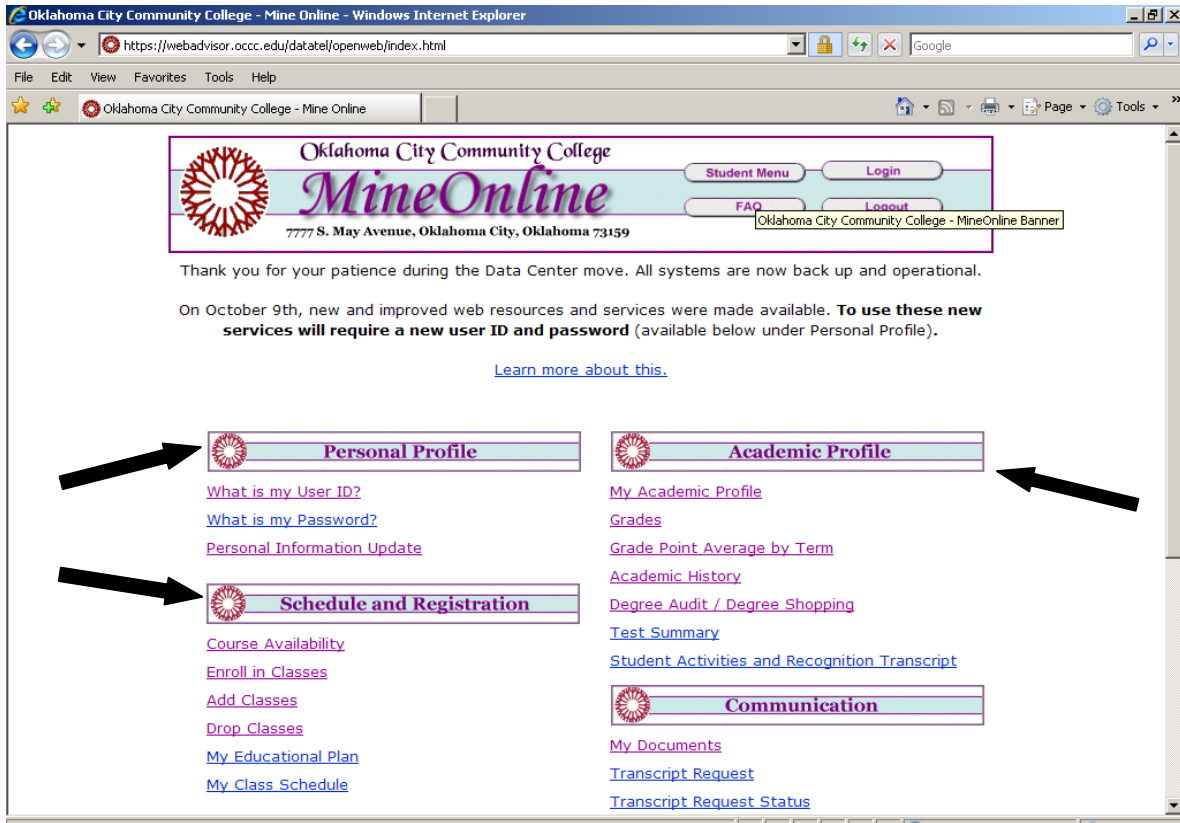
Appendix D

1. Go to www.occc.edu



2. Select MineOnline /Student Records
3. Click on “I have read the information – take me to MineOnline.”
4. Select Login at the top right-hand corner
5. Enter your user ID. Your user ID is your first name, middle initial and last name all lower case. Ex: susan.m.williams.
6. Enter password. Your password is the last six digits of your social security number.

Once you have entered your user ID and password you will then be directed to the Student Menu.



Personal Profile

- ***What is my User ID?*** allows you to retrieve your logon ID.
- ***What is my Password?*** contains information about the password.
- ***Personal Information Update*** - allows you to update your personal information such as address changes, phone numbers, etc.

Academic Profile

- ***My Academic Profile*** - displays your name, address, email address, and displays your faculty advisor and academic program.
- ***Grades*** - displays your final grades for courses you have taken.
- ***Grade Point Average by Term*** - displays your GPA by term.
- ***Academic History*** - displays transcripts.
- ***Degree Audit / Degree Shopping*** - displays the classes that you have taken towards your degree and the classes you still need to take towards your degree.

Schedule and Registration

- ***Course Availability*** - allows you to see if a course is available. You will need the category and course number of the class you are wanting,

which can be found in the college catalog or class schedule. Input the information in the appropriate section and click submit.


- ***Enroll in Classes*** - allows you to enroll in classes. Make sure to have a college catalog and schedule when you enroll on Mine Online.
 1. Click on **Enroll in Classes**
 2. Go to **Search and register for classes**
 3. Select the term
 4. Go to **Subject** and select the category Ex. (Hist, Math)
 5. Input course number
 6. Input section number (if applicable)
 7. Click submit
 8. Use the scroll down bar to scroll until you find the section you want and check the
 box on the left.
 9. Click submit
 10. Under Action, click RG-register
 11. Click submit
 12. Once you have clicked submit, you should be enrolled in those classes.

Oklahoma City Community College - Mine Online - Windows Internet Explorer

https://webadvisor.occc.edu/servlet/com.datatel.server.servlets.webadvisor.WebAdvisor?MENU=st&MNEMONIC=WR

File Edit View Favorites Tools Help

Oklahoma City Community College - Mine Online



Oklahoma City Community College
MineOnline
7777 S. May Avenue, Oklahoma City, Oklahoma 73159

[Student Menu](#) [Login](#)
[FAQ](#) [Logout](#)

[Still Need Help?](#)

Co-requisite classes that do not meet your selection criteria may be displayed.

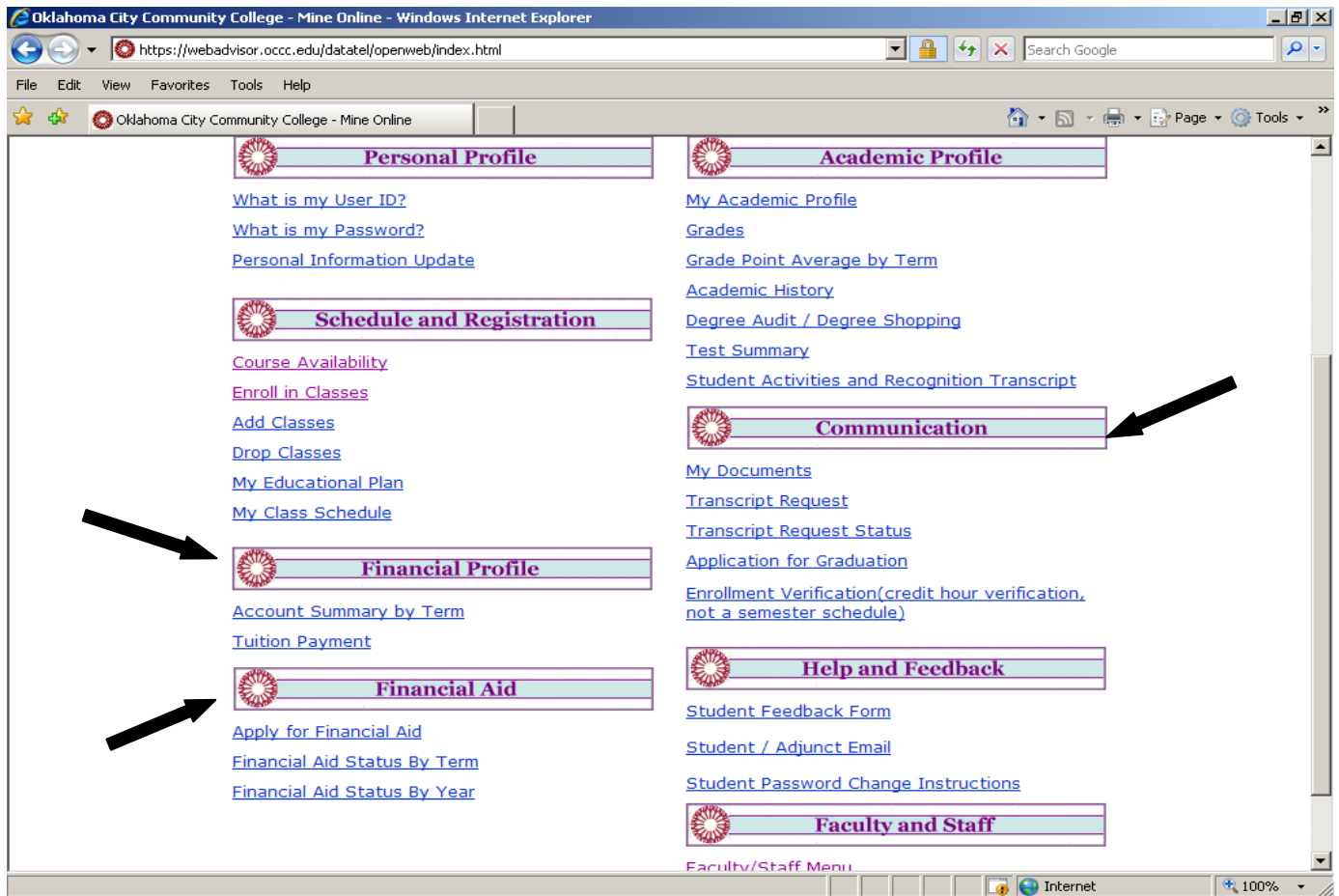
Too many results have been found - only the first 25 can be displayed. You can check the Narrow my search box and click Submit to reduce the list of sections displayed.

Narrow my search

Re-sort my results TERM - Term, Section Name

Select Section (s)	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
1	Fall 2007 16 Weeks	Open	HIST-1483-100 (039082) U.S. History to	Main Campus	08/20/2007-12/14/2007 Lecture Monday, Wednesday, Friday 08:00AM	C. Ferguson	29 / 40	3.00	

- **Add Classes** - see **Enroll in Classes**
- **Drop Classes** - displays the classes you are enrolled in. You can then select the classes you wish to drop and click submit.



Communication

- *My Documents* - displays documents received.
- *Transcript Request* - requests transcript.
- *Transcript Request Status* - checks status of transcript.
- *Application for Graduation* - apply for graduation (after you have completed 45 hours).
- *Enrollment Verification*

Financial Profile

- *Account Summary by Term* - displays total charges and payments made.
- *Tuition Payment* - allows online payments.

Financial Aid

- *Apply for Financial Aid* - takes you to the FAFSA website where you can fill out the application online.

- *Financial Aid Status by Term* - select year to display amount awarded and whether or not you were accepted.
- *Financial Aid Status by Year* - shows the yearly amounts instead of the term/semester.

For password and login questions please call 405.682.7509
For questions about enrolling online please call 405.682.1611 ext. 7109

Appendix E



OKLAHOMA CITY COMMUNITY COLLEGE

REGISTRATION FORM (Please Print In Ink)

SEMESTER: (Select Below) YEAR: _____		
<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer

STUDENT INFORMATION

STUDENT ID: _____

NAME: _____
(Last) (First) (MI)

ADDRESS: _____ E-MAIL: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: () _____

CHECK HERE IF YOU HAVE HAD A RECENT ADDRESS CHANGE

EDUCATIONAL GOALS (Select one from the list below)

- | | |
|---|---|
| <input type="checkbox"/> 01 I plan to earn a degree at OKCCC | <input type="checkbox"/> 05 I am taking one or more courses for personal enrichment |
| <input type="checkbox"/> 02 I plan to earn a degree at a four-year college | <input type="checkbox"/> 06 I am taking one or more courses to build my job skills |
| <input type="checkbox"/> 03 I plan to earn a certificate at OKCCC | <input type="checkbox"/> 07 I am taking only a few courses to further explore my interests in college |
| <input type="checkbox"/> 04 I am a student at another college and taking courses to transfer back to that college | |

STUDENT SCHEDULE

ADD												
Category	Course Number	Section Number or Synonym	Course Title	Credit or Audit	Time	M	T	W	R	F	S	Instructor Permission (If Required)
SCL	1001		Success in Coll.&Life									

DROP												
Category	Course Number	Section Number or Synonym	Course Title	Credit or Audit	Time	M	T	W	R	F	S	Instructor Permission (If Required)

STUDENT SIGNATURE

Signature: _____ Date: _____
SIGNATURE INDICATES THAT YOU AGREE TO THE TERMS OF PAYMENT AS INDICATED ON THE BACK OF THIS PAGE

OFFICE USE ONLY			
Admit Type: RREG RTRAN RTRDG RSUS	Probation Enrollment Approved	Approved By: _____	Number of Hours: _____
Enrollment Authorization: _____	Counselor _____	Admissions Officer _____	Date: _____
	Faculty Advisor _____	Reg: _____	Date: _____

Appendix F

Advisement and Career Services

Academic Advisor

FY 2007

Job Function

Provide individual academic advising services to students via walk-in meetings, individual appointments, e-mail, and telephone. Assist undecided students in the development of appropriate educational goals and successfully choosing a major. Evaluate student's academic skills and aid in the development of an academic plan including providing study skill techniques, time management and related academic information to students. Assist students with the development and selection of course schedules consistent with the student's educational goals. Provide appropriate referrals to College services and resources as needed. Work is performed under the general supervision of the Director of Academic Advising.

Responsibilities

- 1. Assists students in defining and developing realistic educational and career goals.**
- 2. Aids students with course selection and scheduling, taking into consideration academic background, assessment testing results, and non-academic factors such as family and work commitments.**
- 3. Explains Oklahoma City Community College's academic policies and procedures.**
- 4. Supports students' progress toward individualized educational and career goals.**
- 5. Evaluates incoming student transfer credit and all relevant assessment data to assist the student with appropriate course-level assignment.**
- 6. Applies and interprets articulation agreements for students transferring to other institutions of higher education. Aids in the transfer process.**
- 7. Helps resolve academic difficulties to remove barriers to program completion.**
- 8. Provides official degree checks for students making continuing progress and those approaching graduation.**
- 9. Makes proper referrals to College support services when needed.**

Minimum Qualifications

(Unless otherwise stated, equivalent combination of education and related experience will be considered.)

Bachelor's degree in a relevant field from an accredited institution of higher learning

One year of applicable and/or related experience

Minimum Knowledge, Skills and Abilities

(The individual must possess these skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.)

Ability to work flexible and evening hours

Demonstrated positive human relations and communication skills

Basic computer literacy

Preferences

Some academic advising experience in a higher education setting

Some student services experience at a community college