

OKLAHOMA CITY COMMUNITY COLLEGE

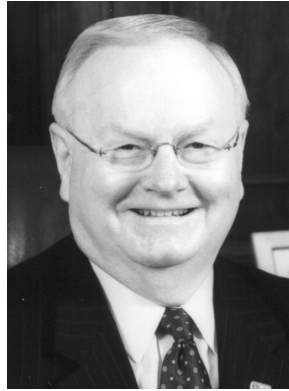
2005-2006 CATALOG

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Oklahoma City Community College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

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 and prohibits the use of alcohol and/or illicit drugs by students and employees on college property or as part of any college activity and also prohibits the use of tobacco inside College buildings.



Robert P. Todd, Ed.D.
President

MESSAGE FROM THE PRESIDENT

More and more students from virtually every walk of life are beginning their education at Oklahoma City Community College. Thanks to a dedicated faculty and staff, convenient class times and innovative programming, enrollment has increased by 40 percent over the past five years. We now have over 22,000 students on campus annually. The increase in enrollment is astounding. In fact, Oklahoma City Community College was recently named the sixth fastest-growing community college in the nation.

Oklahoma City Community College strives to make higher education accessible to everyone. With outreach programs such as the Oklahoma City Community College Capitol Hill Center and OKC-GO!, a tuition assistance plan that assists Oklahoma City Public School high school graduates, the College continues to draw in a diverse student body. In fact, we have one of the highest enrollments of Hispanic students in the state and have seen significant increases in the Asian, African American, and Native American populations.

We are constantly being presented with new challenges in addressing our increasing student population. One issue we face each semester is a lack of classroom space. The upcoming construction of the Arts Education Center, Health Professions Education Center and the Science Engineering and Math Center will assist in meeting the state's demand for qualified workers in those industries and enhance the quality of life for individuals in the Oklahoma City metro area.

Over the past 33 years many things have changed at the College, but as much as we have grown, we have not lost sight of the individual student. We know your needs are vast and our number one priority is making sure you reach your educational goals. I encourage you to visit the College and see for yourself what one of the fastest-growing community colleges looks like. It is truly amazing.

Best Regards,

TABLE OF CONTENTS

Message From The President	ii
Table of Contents.....	iii-v

ACADEMIC CALENDAR AND MAPS

2005-06 Academic Calendar	1-2
College Map	3
Inside College Map.....	4
Keith Leftwich Memorial Library Map	5
John Massey Center at OKCCC Driving Directions	6

GENERAL INFORMATION

History of the College	8
Vision	8
Mission	8
College Values.....	8
College Ends Statements	9
Accreditation	9
Location and Facilities	9
Criteria For Admission	10
Special Admission Procedures: Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Surgical Technology and Respiratory Care Programs.....	13
Admission Appeals Committee.....	13
Academic Advisement and Student Development.....	13
Enrollment	14
Late Enrollment	14
Resident Requirements	14
Auditing a Course.....	14
Course Withdrawal	14
Book and Supplies.....	15
Refunds (Credit Courses).....	15
FEE Payment	15
Educational Program Fees	17

STUDENT PROGRAMS AND SERVICES

Prospective Student Services.....	18
Student Financial Support Services	20
Scholarships	24
Educational and career Planning.....	25
New Student Orientation	25
Employment Services.....	25
Early College Awareness.....	26
Student Success Seminars	27
Academic Assessment	27
Program/Major Selection	27
Student Consumer Information.....	27
Transfer Information	27
Drug Education.....	28
Learning labs.....	28
Degree Check.....	28
ACT Testing	29
Test of English as a Foreign Language (TOEFL)	29
Student Activities and Other Services	29
Keith Leftwich Memorial Library	30
Recreation and Community Services	30
Oklahoma City Community College Capitol Hill Center.....	31
Test Center	32
Career Transitions Program	32
The Training Center.....	32
Honor Rolls.....	32
Student Conduct and Discipline	33
Services for Students with Disabilities.....	33
GED Classes and Testing.....	33

Health Services	34
Emergencies on Campus	34
Bloodborne Pathogens	34
Bookstore	35
Student Publications.....	35
College Union	35
Student Grievance Procedures	35
Safety and Security	35
Release of Academic Information	36
Change of Name, Address or Telephone Number	36
Educational Rights and Privacy.....	36

ACADEMIC INFORMATION

Educational Approach.....	39
Grading Systems	39
Academic Forgiveness	40
Academic Integrity	42
Entry-Level Assessment	43
Student Outcomes Assessment	43
Course Lengths	43
Grade Reporting	44
Appealing a Grade.....	44
Course Re-enrollment	44
Academic Workload.....	44
U.S. Military Concurrent Enrollment Programs (SOC, ConAP and SOCNAV)	44
Co-enrollments at Other Colleges	45
Distance Education.....	45
Downtown College Consortium	45
University of Oklahoma Partnership	46
University of Central Oklahoma Partnership	46
National Center for Employee Development (NCED) Partnership	46
Southeastern Oklahoma State University Partnership	46
Rose State College Partnership	46
Redlands Community College Partnership.....	47
Technology Center Partnerships	47
Academic Standards	47
Special Academic Programs.....	48
Advanced Standing Credit.....	49
Prior Learning Assessment (PLA)	49
Graduation Requirements	50
Disclosure of Graduation Rates.....	52
General Education Program Competencies	52
Computer Proficiency Requirement.....	53

DEGREE AND CERTIFICATE REQUIREMENTS

Programs of Study.....	58
University Parallel/Transfer Programs	58
Transfer to universities Articulation.....	60
Technical/Occupational Programs.....	60
Associate in Applied Science Graduate Educational Guarantee.....	61
Certificates of Mastery.....	62
Degree Requirements	63
General Education Requirements	63

COURSE PATTERNS

*Agriculture.....	69
Art.....	70
Curriculum Listing.....	70
Automotive Technology#	71-75
Aviation Maintenance Technology#.....	76-77
Bioinformatics	78
Biology.....	79

Biotechnology.....	80-81	Business.....	185
Broadcasting.....	82	Chemistry.....	185
Business.....	83-98	Child Development.....	186
Chemistry.....	99	Communications.....	187
Child Development.....	100-102	Computer-Aided Design.....	187
Computer-Aided Design#.....	103-104	Computer Science.....	188
Computer Science.....	105-112	Cyber/Information Security.....	190
Cyber/Information Security.....	113-115	Database Management.....	190
#Database Management.....	116	Developmental Studies.....	191
Diversified Studies.....	117	Economics.....	191
Electronics#.....	118-119	Electronics.....	191
Emergency Medical Sciences.....	120-122	Emergency Medical Sciences.....	193
Engineering.....	123	Engineering.....	194
Film and Video Production Technician*.....	124-126	English.....	194
French.....	127	English as a Second Language.....	196
Graphic Communications#.....	128	Film and Video Production.....	197
History.....	129	Finance.....	198
Humanities.....	130	French.....	198
International Studies.....	131-132	Geography.....	199
Journalism.....	133	Geology.....	199
Liberal Studies.....	134	German.....	199
Literature.....	135	Graphic Communications.....	199
Manufacturing Technology#.....	136-137	History.....	201
Mathematics.....	138	Humanities.....	202
Medical Assistant#.....	139	Insurance.....	203
Multimedia.....	140-142	International Studies.....	203
Music.....	143	Journalism & Broadcasting.....	204
#Network Technology.....	144	Learning Skills.....	204
Nursing++.....	145	Management.....	205
Nursing Program.....	146	Manufacturing Technology.....	205
Occupational Therapy Assistant++.....	147	Marketing.....	208
Orthotic and Prosthetic Technician#++.....	148	Mathematics.....	208
Philosophy.....	149	Medical Assistant.....	209
Photography.....	150	Music.....	210
Physics.....	151	Network Technology.....	213
Physical Therapist Assistant++.....	152	Nursing (Special Admissions Procedures Required).....	214
Political Science/Pre-Law.....	153	Occupational Therapy Assistant.....	215
Pre-Baccalaureate Nursing.....	154	Orthotic/Prosthetic Technician.....	215
Pre-Dentistry.....	155	Philosophy.....	216
Pre-Education.....	156-157	Physical Therapist Assistant.....	217
Pre-Medicine.....	158	Physics.....	218
Pre-Pharmacy.....	159	Political Science.....	219
Psychology.....	160	Psychology.....	219
Public Relations.....	161	Real Estate.....	220
Real Estate.....	162	Respiratory Care Therapist.....	220
Respiratory Care Therapist#++.....	163	Russian.....	221
Sociology.....	164	Science.....	222
Spanish.....	165-167	Sociology.....	222
Speech.....	168	Spanish.....	222
Surgical Technology#++.....	169	Surgical Technology.....	223
Technology.....	170-172	Technology.....	223
Theatre Arts.....	173	Theatre Arts.....	224

COURSE DESCRIPTIONS

Accounting.....	175
Administrative Office Technology.....	175
Allied Health.....	176
Applied Mathematics.....	176
Art.....	177
Astronomy.....	178
Automotive Technology.....	178
Aviation Maintenance.....	181
Aviation Management.....	182
Banking and Finance.....	182
Bioinformatics.....	183
Biological Science.....	183
Biotechnology.....	184

FACULTY AND STAFF

PRESIDENT'S OFFICE.....	226
PROVOST/ACADEMIC AFFAIRS.....	226
- Cooperative Technical Programs.....	226
- Division of Arts and Humanities.....	226
- Division of Business.....	227
- Division of Health Professions.....	227
- Division of Information Technology.....	228
- Division of Science and Mathematics.....	229
- Division of Social Sciences.....	230
- Division of Instructional Resources.....	231
- Library.....	231

INSTITUTIONAL EFFECTIVENESS.....	231
- Institutional Planning	232
- Technology	232
- Computer Systems Development.....	232
- Microcomputer Technology Support.....	232
- Network Administration.....	232
- Technology	232
BUSINESS & FINANCE.....	232
- Finance.....	232
- Accounts Payable.....	232
- Payroll	232
- Physical Plant.....	232
- Safety & Security.....	233
ECONOMIC & COMMUNITY DEVELOPMENT.....	233
- OKCCC Capitol Hill Center	233
- Career Transitions Program	233
- Cultural programs and community Development	233
- Downtown College Consortium	233
- Oklahoma Alliance for Manufacturing Excellence, INC.	234
- Recreation and Community Services	234
- The Training Center.....	234
EXTERNAL RELATIONS.....	234
GENERAL COUNSEL.....	234
HUMAN RESOURCES & SUPPORT SERVICES	234
- Bookstore	234
- Bursar.....	234
- Staff Development.....	235
INSTITUTIONAL ADVANCEMENT.....	235
- Marketing and Public Relations.....	235
- Printing Services	235
STUDENT SERVICES	235
- Admissions and Records.....	235
- Child Development Center	236
- Enrollment Management	236
- Gear Up.....	236
- Pathways Middle College	236
- Upward Bound.....	236
- Services to Students With Disabilities	236
- Student Development.....	237
- Student Financial Support Services	237
- Student Life	237
INDEX.....	238-240

2005-06 ACADEMIC CALENDAR

Summer/Fall 2005										
Session Dates	May Intercession	Summer Semester	August Intercession	Fall Semester (16 weeks)	Early Fall (1st 8 weeks)	Mid Fall (2nd 8 weeks)	Fall Fast Track Session 1	Fall Fast Track Session 2	Fall Fast Track Session 3	
Early Registration for previously admitted students - Online registration only	May 16 - Jun 3	Jun 6 - Jul 29	Aug 1 - 19	Aug 22 - Dec 17	Aug 22 - Oct 17	Oct 18 - Dec 17	Aug 26 - Oct 1	Oct 7 - Nov 5	Nov 11 - Dec 17	
Open Registration Begins	Mar 28	Mar 28	Mar 28	Mar 28	Mar 28	Mar 28	Mar 28	Mar 28	Mar 28	
Late Registration Ends	Apr 4	Apr 4	Apr 4	Apr 4	Apr 4	Apr 4	Apr 4	Apr 4	Apr 4	
Special Enrollment Hours	1st day of class	Jun 7	1st day of class	Aug 26	Aug 23	Oct 19	Aug 26	Oct 7	Nov 11	
	May 31 - Jun 2 (T - Th) 8a - 8p Jun 7 (T) 8a - 8p									
Classes Begin	May 16	Jun 6	Aug 1	Aug 22	Aug 22	Oct 18	Aug 26	Oct 7	Nov 11	
Weekend Classes Begin				Aug 26						
ID Cards Available	May 16	May 16	Aug 1	Aug 1	Aug 1	Aug 1	Aug 1	Aug 1	Aug 1	
Financial Aid Application and Supporting Documents Submission Deadline		Apr 29		May 27						
Tuition Fee Waiver Application Deadline	Apr 15					Apr 15				
Financial Aid Loan Disbursements (twice weekly after date listed)	May 24					Aug 12				
Financial Aid Pell Grant Disbursements (Every 2 weeks after date listed)	Jun 27					Sep 19				
Tuition and Fees Due ¹	May 27	May 27	Aug 12	Aug 12	Aug 12	Aug 12	Aug 12	Aug 12	Aug 12	
Last Day to Drop with refund ²	Prior to 3rd class	Jun 10	Prior to 3rd class	Sep 2	Aug 26	Oct 21	Sep 2	Oct 14	Nov 18	
Graduation Applications Due		Jun 24		Sep 9						
Last Day to Withdraw (no refund)		Jul 15		Nov 11	Sep 30	Dec 2	Sep 21	Oct 26	Dec 7	
Last Day of Classes	Jun 3	Jul 29	Aug 19	Dec 17	Oct 17	Dec 17	Oct 1	Nov 5	Dec 17	
Fall 2005 Graduation				Dec 17						
Student Holidays	May 30 (Memorial Day)	Jul 4 (Independ. Day)								
				Sep 3 - 5 (Labor Day Weekend), Nov 22 - 27 (Fall Vacation), Dec 19 - Jan 2 (Winter Break)						

Fall 2005 Application Deadlines		Spring 2006 Application Deadlines	
Applications are due by noon on the date indicated in Admissions and Records.		Applications are due by noon on the date indicated in Admissions and Records.	
Fall 2005 Nursing Application Deadline	Mar 25	Spring 2006 Nursing Applications Available	Jul 11
Fall 2005 Career Ladder Pathway Application Deadline	May 6	Spring 2006 Nursing Application Deadline	Sep 16
Fall 2005 OTA Application Deadline	Jun 24	Spring 2006 International Student Admissions Application Deadline	Dec 16
Fall 2005 International Student Admissions Application Deadline	Jul 25		

2005-06 ACADEMIC CALENDAR

Fall 2006 Application Deadlines	
Applications are due by noon on the date indicated in Admissions and Records.	
Fall 2006 PTA Application Available	Nov 7
Fall 2006 PTA Application Deadline	Mar 3
Fall 2006 All Nursing Application Deadline	Mar 24
Fall 2006 Career Ladder Pathway Application Deadline	May 6

¹ Students must pay their tuition and fees by the due date indicated above or at the time of enrollment in order to avoid billing and finance charges. Students will not be dropped for non-payment of tuition and fees but will be automatically billed on a monthly basis for all fees due. Students choosing to pay out their fees on a monthly basis will incur finance charges. A \$20 late payment charge will be applied to any payment not received by the 5th of the month. Students will be required to comply with the fee payment schedule in order to enroll or remain enrolled in any future semesters.

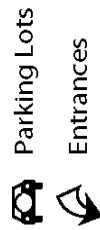
² Students must withdraw from any classes in which they no longer wish to remain enrolled prior to the fee due date in order to avoid billing, finance charges, and the potential posting of failing grades. **STUDENTS WILL NOT BE DROPPED FROM CLASSES FOR NON-PAYMENT OF FEES.** Students may withdraw from classes during the official refund period and be refunded for all tuition and fees paid.

Spring 2006		January Intersession	Spring Semester	Early Spring (1st 8 weeks)	Mid Spring (2nd 8 weeks)	Spring Fast Track Session 1	Spring Fast Track Session 2	Spring Fast Track Session 3
Session Dates		Jan 3 - 13	Jan 17 - May 13	Jan 17 - Mar 11	Mar 20 - May 13	Jan 20 - Feb 18	Feb 24 - Mar 31	Apr 7 - May 6
Early Registration for previously admitted students - Online registration only		Oct 10	Oct 10	Oct 10	Oct 10	Oct 10	Oct 10	Oct 10
Open Registration Begins		Oct 17	Oct 17	Oct 17	Oct 17	Oct 17	Oct 17	Oct 17
Late Registration Ends		1st day of class	Jan 20	Jan 18	Mar 21			
Special Enrollment Hours		Oct 18(T) 8a - 8p ; Jan 3 - 19 (M - Th) 8a - 8p; Jan 13 (F) 8a - 8p; Jan 14 (S) 9a - 4p; Jan 20 (F) 8a - 8p; Mar 21 (T) 8a - 8p						
Classes Begin		Jan 3	Jan 17	Jan 17	Mar 20	Jan 20	Feb 24	Apr 7
ID Cards Available		Dec 19	Dec 19	Dec 19	Dec 19	Dec 19	Dec 19	Dec 19
Financial Aid Application and Supporting Documents Submission Deadline			Oct 28					
Tuition Fee Waiver Application Deadline					Nov 15			
Financial Aid Loan Disbursements (twice weekly after date listed)					Jan 5			
Financial Aid Pell Grant Disbursements (Every 2 weeks after date listed)					Feb 13			
Tuition and Fees Due ¹		Jan 6	Jan 6	Jan 6	Jan 6	Jan 6	Jan 6	Jan 6
Last Day to Drop with refund ²		Prior to 3rd class	Jan 27	Jan 20	Mar 24	Jan 27	Mar 3	Apr 14
Graduation Applications Due			Feb 3					
Commencement Caps and gowns available in Bookstore			Mar 1 - Apr 22					
Last Day to Withdraw (no refund)			Apr 14	Feb 24	Apr 28	Feb 8	Mar 22	Apr 26
Student Holidays			Mar 13 - 19 (Spring Break), Apr 16 (Easter Sunday)					
Last Day of Classes		Jan 13	May 14	Mar 11	May 13	Feb 18	Mar 31	May 6
Commencement			May 13					
Spring Graduation Date			May 14					

COLLEGE MAP

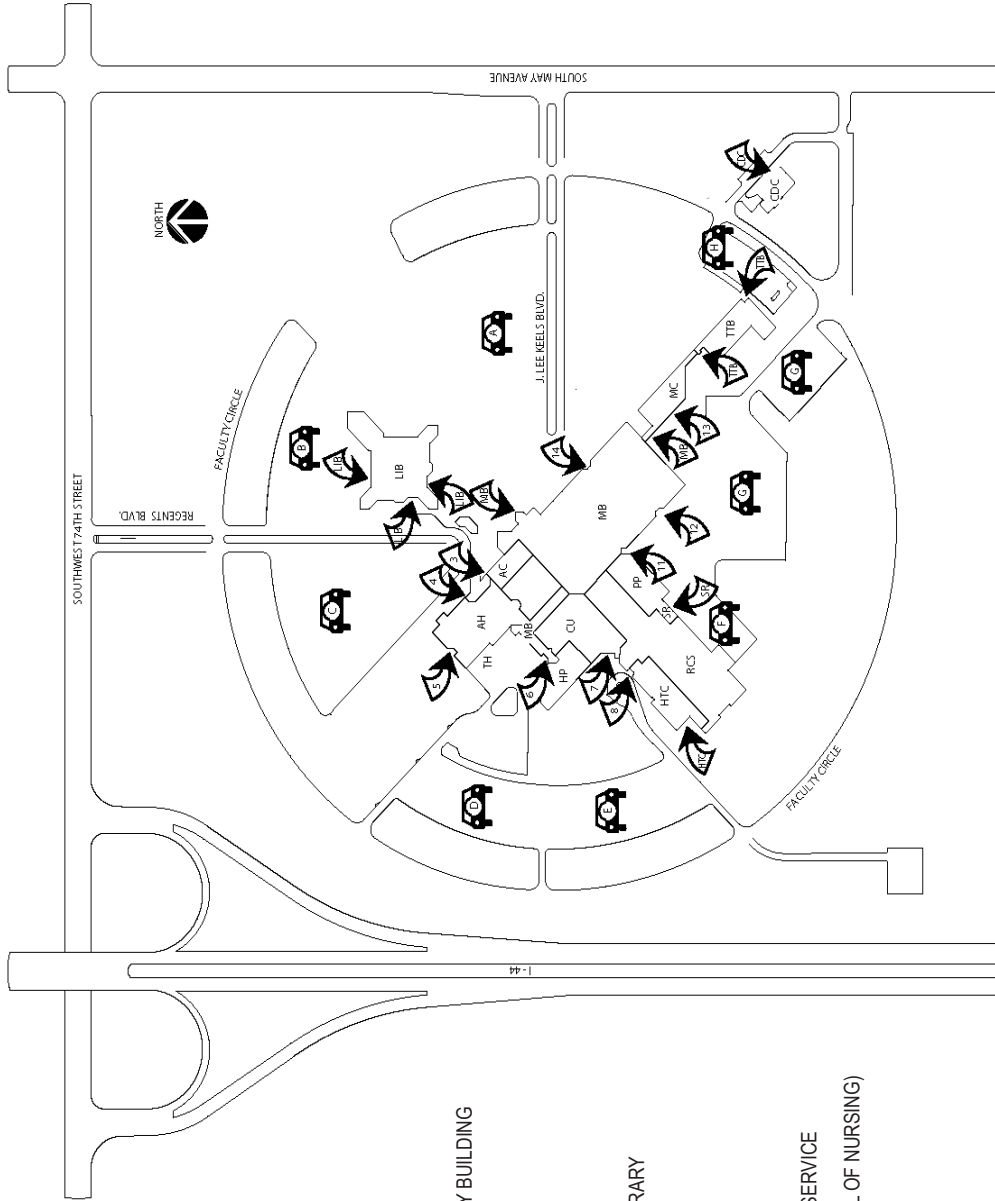


Oklahoma City Community College



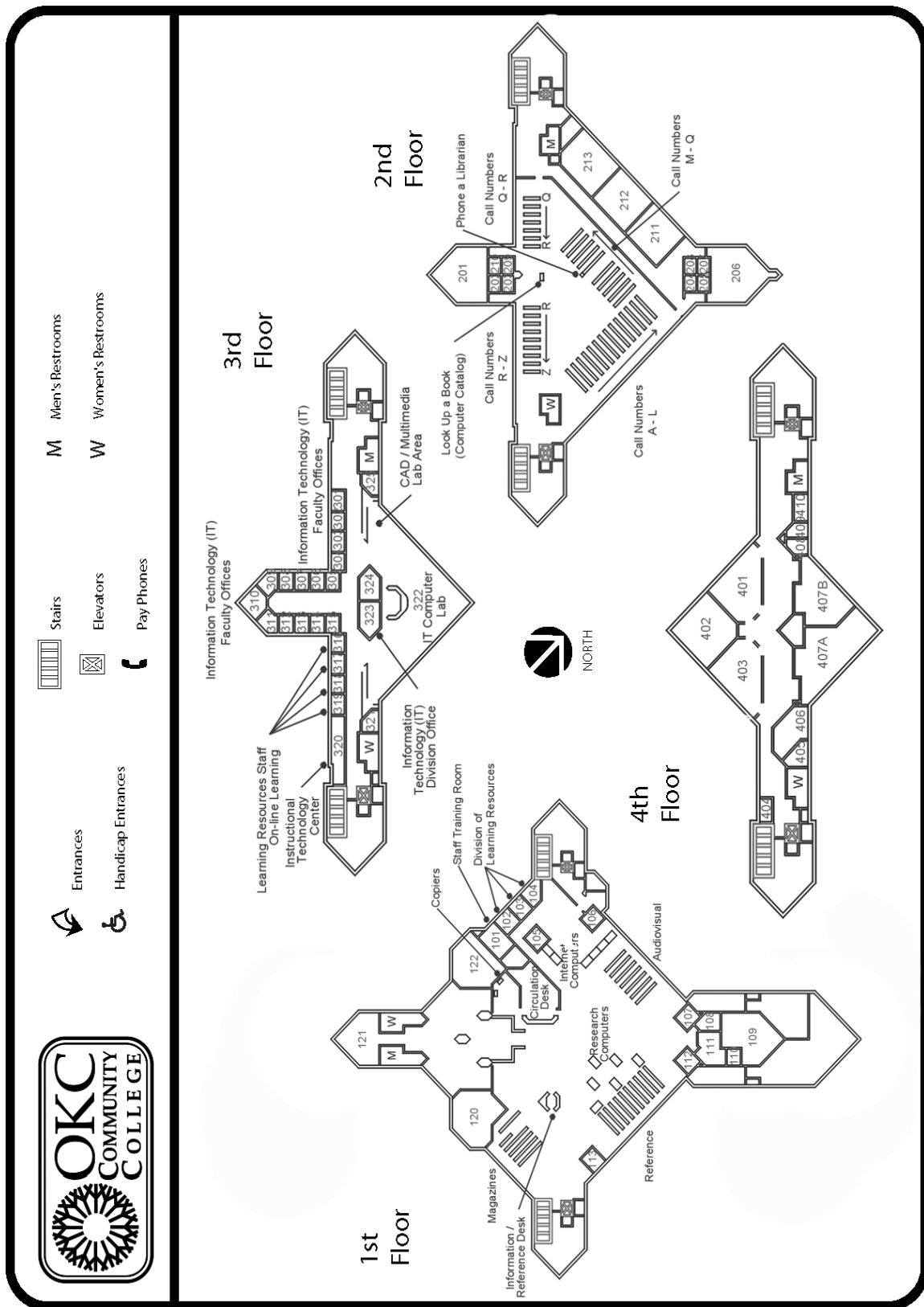
Buildings / Areas

AH	ARTS AND HUMANITIES
AC	ADMINISTRATIVE CONNECTOR
TTB	TRANSPORTATION TECHNOLOGY BUILDING
CDC	CHILD DEVELOPMENT CENTER
CU	COLLEGE UNION
HTC	HEALTH TECHNOLOGY CENTER
LIB	KEITH LEFTWICH MEMORIAL LIBRARY
MB	MAIN BUILDING CONNECTOR
MC	MATH CENTER
PP	PHYSICAL PLANT
RCS	RECREATION AND COMMUNITY SERVICE
HP	HEALTH PROFESSIONS (SCHOOL OF NURSING)
SR	SHIPPING AND RECEIVING
TH	THEATRE

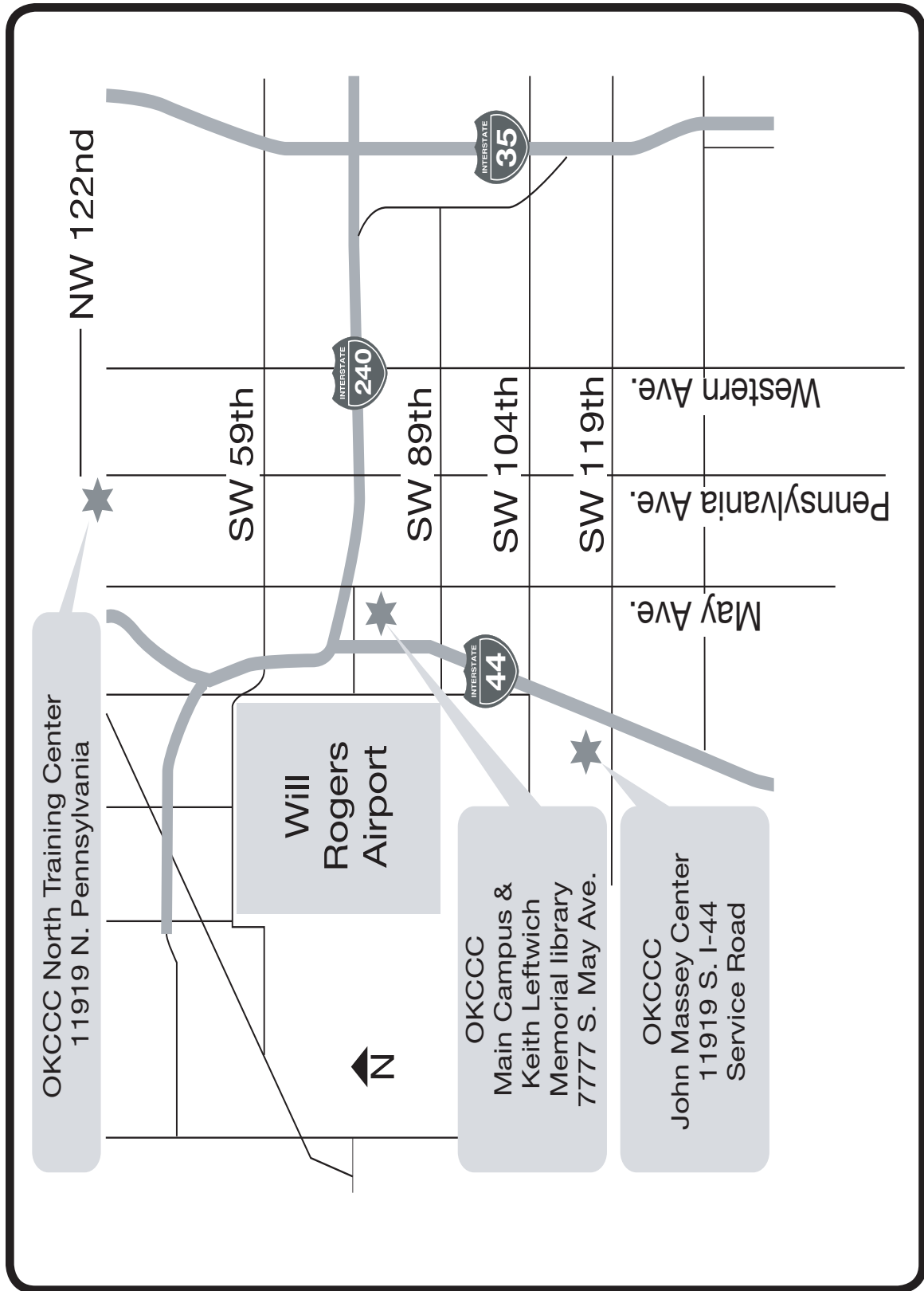


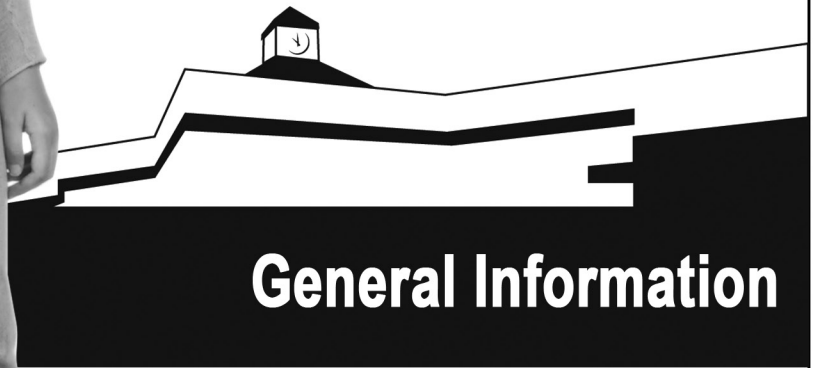


KEITH LEFTWICH MEMORIAL LIBRARY MAP



JOHN MASSEY CENTER AT OKLAHOMA CITY COMMUNITY COLLEGE/DRIVING DIRECTIONS





General Information

HISTORY OF THE COLLEGE

Oklahoma City Community College traces its beginning to March 20, 1969. At that time, a committee of the South Oklahoma City Chamber of Commerce was organized to circulate petitions asking the Oklahoma State Regents for Higher Education to take action to establish a junior college in the area. As a direct result of the interest and initiative of these citizens, a junior college district was formed, and a board of trustees was appointed a year later.

Extensive planning and ground-breaking for the College took place in 1971. Construction began in January 1972 and South Oklahoma City Junior College opened for classes on September 25, 1972, with an enrollment of 1,049 students. On October 8, 1972, the College was formally dedicated.

In the spring of 1974, the College became part of the state system for higher education and a new Board of Regents was appointed as the governing unit for the school. In 1983 the name of the College was changed to Oklahoma City Community College.

The College has grown to serve more than 22,000 people each year. It offers a full range of associate degree programs which prepare students to transfer to baccalaureate institutions. Other degree and certificate programs are designed to prepare students for immediate employment in a variety of fields. Additionally, Oklahoma City Community College offers a wide range of community and continuing education courses, workshops, conferences, and seminars.

VISION

Oklahoma City Community College shall be recognized as one of the premier community colleges in the United States.

MISSION

Oklahoma City Community College exists to enhance and improve the productivity and quality of life for individuals and the community as a whole by being:

- the recognized leader in central Oklahoma for health technologies and pre-health professional programs.
- the premier center for developing skills in using high-tech communications systems and accessing worldwide information.
- known for its quality educational programs that prepare and challenge Oklahomans to participate in an increasing global society.
- the primary educational partner in economic development, brokering educational and training services throughout central Oklahoma.
- known for flexibility and adaptability in coping with ever-changing needs in education, economic, and social issues.

COLLEGE VALUES

- Student success
- Human and economic development
- Efficient use of available resources
- Enhancement of state and local resources
- Learning and quality instruction
- Enhancement of scholarships
- Intellectual honesty and ethical behavior

COLLEGE ENDS STATEMENTS

The College is an integral part of the future of this community, providing extraordinary educational and cultural opportunities to central Oklahoma.

- Community - Oklahoma City Community College responds to the needs of its community.
- Developmental Education - Oklahoma City Community College students are prepared to succeed in college-level courses.
- General Education - Oklahoma City Community College students demonstrate competency in general education skills and knowledge.
- Student Success - Oklahoma City Community College students succeed in achieving their individual educational goals.
- Transfer Preparation - Oklahoma City Community College students are prepared to transfer to baccalaureate granting colleges and universities.
- Workforce Preparation - Oklahoma City Community College students are prepared to enter the workforce.

ACCREDITATION

Oklahoma City Community College is accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, which is located at 30 North La Salle Street, Suite 2400, Chicago, Illinois 60602-2504, Telephone 800-621-7440. 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.

LOCATION AND FACILITIES

The dark red buildings of Oklahoma City Community College have become a landmark in the southwestern section of Oklahoma City. Situated on a 143-acre site just south of Interstate 240 on South May Avenue, the College is easily accessible to the entire metropolitan Oklahoma City area.

The distinctive architectural design of the buildings creates a positive environment for quality education.

The facility provides open access and is essentially free of barriers. Automatic door openers are provided at seven entrances to the main campus building and all entrances to the Keith Leftwich Memorial Library, as are elevators and access ramps.

The Administrative Connector houses the President's Office, the General Counsel, Office of External Relations and conference rooms.

Many administrative offices are located in the College's Main Building, as are the offices and classrooms for the Divisions of Science and Mathematics, and Business. Also located here are science laboratories, Bookstore, Testing Center, Science Center, Communications Lab, Student Financial Aid Center, Bursar's Office, Office of Admissions and Records, Center for Student Development, Office of Student Life, Office of Services to Students with Disabilities, Office of Prospective Student Services, Office of Campus Safety and Security, Physical Plant, and Office of the Vice President for Student Services.

The Keith Leftwich Memorial Library, which is located northeast of the Main Building, is a four-story structure. On the first and second floors, the Keith Leftwich Memorial Library offers information services and computing resources for students and the community. The third floor is the location of the Division of Information Technology and a computer-aided design laboratory and computer laboratory. The fourth floor houses offices of Economic and Community Development.

The Arts and Humanities Building contains classrooms and offices for the Provost/Vice President for Academic Affairs, Associate Vice President for Academic Affairs, Executive Director of Institutional Advancement, Global Education and Cultural Programming, and the Division of Arts and Humanities. Also located in the Arts and Humanities Building are the College's 300-seat theater, art studios, and music rooms.

The Division of Health Professions includes the School of Nursing, classrooms, faculty offices, and a simulated hospital area.

The Career Learning Center contains the Mathematics Center, classrooms, faculty offices, and technical education laboratories.

The College Union houses a variety of meeting and conference rooms, food service facilities, and dining areas. Adjoining the College Union is the Wellness Center, which houses a gymnasium, cardiovascular center, weight room, and aerobics room.

The Health Technologies Center contains the Division of Social Sciences, classrooms, faculty offices, and laboratories for Emergency Medical Sciences, Physical Therapy and Occupational Therapy. Adjoining the Health Technology Center is the Aquatic Center, home of the 1989 U.S. Olympic Festival aquatic events. This aquatic facility is an eight-lane, fifty-meter swimming pool with a separate diving well and diving towers. The Aquatic Center enhances educational, wellness, and recreational activities for students as well as members of the community.

The John Massey Center at Oklahoma City Community College, located at S.E. 119th Street and Interstate 44, contains the College's Human Resources and Support Services, Finance, Institutional Planning, Institutional Effectiveness, and The Training Center. The John Massey Center also contains the offices and classrooms for the College's aviation partnership with Southeastern Oklahoma State University.

CRITERIA FOR ADMISSION

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

I. Regular Admission

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

High school curricular requirements:

- 4 units English (grammar, composition, literature)
- 2 units Lab Science (from biology, chemistry or physics)
- 3 units Mathematics (from algebra, geometry, trigonometry, math analysis or calculus)
- 2 units History (including one unit of American History)
- 1 unit Citizenship (from economics, geography, government or non-western culture)
- 3 additional units from subjects previously listed or from computer science or foreign language

15 *Recommended 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 *Recommended Units*

Individuals admitted as regular Associate in Arts or Associate in Science degree-seeking students who do not meet the high school curricular requirements must make up deficiencies within their first 24 credit hours of college level work, or have all subsequent enrollments restricted to deficiency removal courses until the deficiencies are removed. ALL students must remove curricular deficiencies in a discipline area before taking college level work

in that discipline. All curricular deficiencies must be met prior to graduation. 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 Center for Student Development.

Submission of Academic Credentials

Applicants must submit official and complete high school and college transcripts, test scores, and other credentials during the admission process. Failure to list all previously attended colleges or the submission of false information is grounds for denial of admission or immediate suspension.

All credentials submitted become the property of Oklahoma City Community College and a part of the student's academic record. They will not be returned or released. Students wishing to obtain such documents must contact the original issuing institution. Returning students who have had no enrollment activity at Oklahoma City Community College for a period of five years or more will be required to resubmit academic records from previous institutions attended.

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 used as a placement instrument to foster the academic success of students enrolling at Oklahoma City Community College.

II. Special Admission Categories

The following groups of students may be admitted to the College upon completion of skill level assessment and receipt of appropriate documentation.

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

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

2. Adult Students

- a. 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 institution.
- b. Applicants who have not graduated from high school but whose high school class has graduated, and who have participated in the ACT, the SAT or a similar battery of tests, are eligible for admission. Students admitted under this category must meet high school curricular requirements as specified under the Regular Admission Policy.

3. Home Study or Unaccredited High Schools

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

4. Opportunity Admission

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

5. International Students

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

educational records and processing immigration forms, these documents, along with the application form, must be submitted before the international student admission deadline. Applications that are not complete by the deadline will not be considered. Application deadlines for each semester are listed in the academic calendar at the front of this catalog. For detailed eligibility and admission information, contact the Office of Admissions and Records.

6. Students for Whom English is a Second Language

Students for whom English is a second language shall be required to present evidence of proficiency in the English language prior to admission. Proficiency in English is determined by the student's score on the Test of English as a Foreign Language (TOEFL). A minimum score of 500 on the paper-based international TOEFL (or the Institutional TOEFL taken at Oklahoma City Community College) or a score of 173 on the computer-based International TOEFL is required for admission.

Students whose TOEFL scores are below the minimum but within a range of 460 to 499 on the paper-based International TOEFL (or the Institutional TOEFL taken at Oklahoma City Community College) or a score of 140 to 172 on the computer-based International TOEFL may be eligible for provisional admission. The College offers the ESL Academic Bridge Program for students in this category. Students who successfully complete the ESL Academic Bridge Program become eligible for full admission to the College without having to retake the TOEFL. More information about the ESL Academic Bridge Program and about the College's English as a Second Language program in general can be found under the "Special Academic Programs" section of this catalog.

7. Concurrently Enrolled High School Students

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

- a. Graduating seniors who are enrolled at an accredited high school and who have achieved a composite ACT score at or above the 42nd percentile using Oklahoma norms (19 or above) or an equivalent SAT score may be admitted provisionally. Students scoring below a 19 composite on the ACT may use a high school grade point average of 3.0 or above for admission purposes.
- b. Juniors who are enrolled at an accredited high school and who have achieved a composite ACT score at or above the 58th percentile using Oklahoma norms (21 or above), or who have achieved a combined verbal and mathematical score on the SAT at or above the 58th percentile using national norms, may be admitted provisionally. Students scoring below a 21 composite on the ACT may use a high school grade point average of 3.5 or above for admissions purposes.
- c. Home study students or students from unaccredited high schools who are 17 years of age or older and who have achieved a composite ACT score at or above the 42nd percentile using Oklahoma norms (19 or above) or an equivalent SAT may be admitted provisionally.
- d. Home study students or students from unaccredited high schools who are 16 years of age and who have achieved a composite ACT score at or above the 58th percentile using Oklahoma norms (21 or above), or who have achieved a combined verbal and mathematical score on the SAT at or above the 58th percentile using national norms, may be admitted provisionally.

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

8. Transfer Students

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

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

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 degree 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 Admissions and Records. Once these documents have been submitted, they become a permanent part of the student's official 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.

Credit earned from an unaccredited institution generally will qualify the student to take Advanced Standing examinations in specific subject areas.

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.

SPECIAL ADMISSION PROCEDURES: NURSING, OCCUPATIONAL THERAPY ASSISTANT, PHYSICAL THERAPIST ASSISTANT, SURGICAL TECHNOLOGY AND RESPIRATORY CARE PROGRAMS

Certain programs have restricted admission and enrollment procedures. These programs currently include Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Surgical Technology, and Respiratory Care. Special applications are available for these programs and must be completed and submitted by the deadlines listed on the individual application form which can be obtained in the Admissions Office. Only completed applications will be accepted. Applications are accepted for Fall and Spring programs in Nursing. The Nursing-LPN Track, Occupational Therapy Assistant, Physical Therapist Assistant, and Surgical Technology programs accept applications for the fall semester only. Respiratory Care applications for the full-time option are accepted for the fall, with applications for the part-time option accepted for fall, spring, and summer semesters.

Classes will be selected from eligible applicants, ranked according to preference points. Remaining applicants will be placed on an alternate list.

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

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

ADMISSION APPEALS COMMITTEE

The Admissions Appeals Committee is established to review all appeals from students who wish to be admitted or re-admitted but do not meet stated criteria. The Committee also reviews petitions for Academic Forgiveness. Students may file appeals or petitions in the Office of Admissions and Records.

ACADEMIC ADVISEMENT AND STUDENT DEVELOPMENT

New degree-seeking students are assisted by a Student Development Counselor in the Center for Student Development. The student's previous educational training, experience, college entrance exams, and other

relevant test results will be used to assist in placement and the selection of courses. Entry-level abilities in reading, writing, and mathematics are required to enroll in credit courses. Students who do not meet required entry-level skills, certain course prerequisites, or high school curricular requirements will be placed in courses to develop these skills before enrolling in higher-level courses.

It is important for students to meet with a Student Development Counselor to establish an Individual Education Plan (IEP). Returning students who are familiar with their degree requirements and those not seeking a degree or certificate may self-advise. Students have sole responsibility for following their selected degree program requirements.

Students are also encouraged to work concurrently with their faculty advisor in the academic discipline of their degree choice. A faculty advisor can help ensure that major specific educational objectives are met in an efficient, orderly fashion. If you have questions on course selection, entry-level skills required, or general academic information contact the Center for Student Development at okccc.edu/advisement or call (405) 682-7535.

ENROLLMENT

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

- Enroll on campus
- Enroll using the Oklahoma City Community College Web site at okccc.edu.

LATE ENROLLMENT

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

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

RESIDENT REQUIREMENTS

An initial determination 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 and will be made when the student is admitted.

Students who wish to petition for a change in their residence classification must submit the Application for Residence Reclassification along with all appropriate support documentation to the Office of Admissions and Records. For additional residency information, contact the Office of Admissions and Records.

AUDITING A COURSE

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

- A student must note on the enrollment form that the course is being audited.
- Regular credit hour fees will be assessed for audited courses.
- A mark of "AU" will be posted on the official college transcript for each course audited (see Grading System).

COURSE WITHDRAWAL

Students may officially withdraw from classes 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). To do so, students must

complete and submit an add/drop form in the Office of Admissions and Records or withdraw through the Internet at okccc.edu. On-campus computers may be used to access the Internet option.

Officially withdrawing from a course will not negatively affect academic standing with respect to the College's Academic Retention Policy. Withdrawals processed after the add/drop period, however, may adversely affect financial aid status. Withdrawals processed after the refund period will not qualify for a refund.

A student-initiated withdrawal after the drop/add period will result in a grade of "W" on the official transcript.

BOOKS AND SUPPLIES

Most courses have required books & supplies. As an estimate, budget \$100 per course for books & supplies.

REFUNDS (CREDIT COURSES)

Schedule Changes/Withdrawals

Students adjusting their schedules or completely withdrawing from all classes during the first two weeks of the semester or the first week of a four-, five-, six- or eight-week class will be charged 100% fees for any courses added and will receive a 100% refund of any courses dropped. No refunds will be made after this period except as stipulated for first time enrollment of Title IV recipients.

Complete Withdrawal of Students Who Are Title IV Recipients

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

Non-Credit Recreation and Community Services Classes

Full refunds will be granted to non-credit students who officially withdraw prior to the end of the first class meeting. Students who withdraw after the first class meeting and before the start of the second class meeting will receive an 80% refund. Students who withdraw after the start of the second class meeting will not qualify for a refund. To officially withdraw, a non-credit student must withdraw in the Office of Admissions and Records or the Office of Recreation and Community Services (405) 682-7560, or they will be billed for the class.

Non-Credit Training Center Classes

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

FEE PAYMENT

Fee Payment due date

Students at Oklahoma City Community College will be charged tuition and fees for all classes in which they are enrolled as of the fee due date for the semester/term. Fee due dates are listed in the College Class Schedule and the College Catalog. Students who pay on their date of enrollment or by the fee due date for the semester/term will pay tuition and fees only. Students who choose to make monthly payments will be assessed a finance charge.

STUDENTS WILL NOT BE CANCELLED FROM CLASSES DUE TO NON PAYMENT OF FEES BY THE FEE DUE DATE. Instead, students will be automatically billed on a monthly basis for all tuition and fees due (see below). Students should withdraw from any classes in which they do not wish to be enrolled prior to the

due date in order to avoid billing, finance charges, and the potential posting of punitive grades. Students will receive a refund only for classes from which they withdraw prior to or during the official refund period.

Fee Payment options

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

OPTION 1: Pay Fees by Due Date

Students may pay their tuition and fees prior to the beginning of the semester (see published fee due date) by the published fee due date, or on their date of enrollment, and incur no additional finance charges. Students enrolling after the beginning of the semester may pay their tuition and fees on their date of enrollment or prior to the next monthly payment date and incur no additional finance charges.

OPTION 2: Make Monthly Payments*

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

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

Payment in full will be required by the last monthly billing date for the semester.

Refunds for Schedule Changes or Complete Withdrawals

If you choose to make changes to your schedule or completely withdraw from all your classes during the first two weeks of a 16-week semester, OR the first week of a four, six or eight-week semester, you will not be charged for your changes and will receive a refund if you drop your classes.

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

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

Fees Are Subject to Change

In the event that the Oklahoma State Regents for Higher Education assess a fee change, you will be assessed accordingly.

Financial Aid Applicants

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

Students who are not awarded by the published fee due date and have not paid their tuition and fees will automatically be billed on a monthly basis and incur finance and late charges consistent with College policy. When federal aid is awarded and applied to their account, finance and late charges will be paid along with any remaining balance due.

Students who are awarded state, College and/or federal aid insufficient to cover their charges in full are responsible for the remaining balance due after their award (s) are credited to their account. They will be billed monthly and incur appropriate finance and late charges calculated on the remaining balance.

Students must withdraw from any classes in which they no longer wish to remain enrolled prior to the fee due date in order to avoid billing, finance charges, and the potential posting of failing grades. STUDENTS WILL NOT BE DROPPED FROM CLASSES FOR NON-PAYMENT OF FEES. Students may withdraw from classes during the official refund period and be refunded for all tuition and fees paid.

EDUCATIONAL PROGRAM FEES

Oklahoma City Community College wants students to be aware of its fees and to recognize that they are similar to fees that are assessed at the majority of colleges and universities in Oklahoma. We encourage students to take full advantage of the variety of services available.

Oklahoma Residents:

Enrollment Fee\$45.05 per credit hour

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

Student Activity Fee.....\$5.15 per credit hour

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

Facility Use Fee.....\$7.30 per credit hour

The funds generated by this fee go toward paying the debt on the Wellness Center, College Union, Aquatic Center and the SEM Center. It also supports the maintenance and upkeep of those facilities, in addition to supplementing the budgets for security staff and parking lots.

Student Technology Fee.....\$4.00 per credit hour

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

Assessment Fee.....\$1.00 per credit hour

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

Library Fee\$2.00 per credit hour

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

Total\$64.50 per credit hour

Non-Residents of Oklahoma:

Enrollment Fee\$45.05 per credit hour

Non-Resident Tuition.....\$104.10 per credit hour

Student Activity Fee.....\$5.15 per credit hour

Facility Use Fee.....\$7.30 per credit hour

Student Technology Fee.....\$4.00 per credit hour

Assessment Fee.....1.00 per credit hour

Library Fee2.00 per credit hour

Total\$168.60 per credit hour

Additional Fees and Special Fees

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

- On-campus Exam/Advanced Standing Fee\$5.00 per credit hour
- Applied Music Lessons Fee\$50.00 per credit hour

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

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

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

- American College Testing (Local).....\$27.00
- New Student Application/Records Processing Fee.....\$25.00
- International Student Status Maintenance Fee
- Fall/Spring\$15.00 per semester
- Summer\$10.00 per semester

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

- Electronic Media Fee\$12.00 per credit hour
- This fee is charged to online, web-enhanced and telecourse students to offset the cost of offering this type of instruction.
- Cooperative Agreement Credit Fee.....\$6.00 per credit hour

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

- Science Lab Fee\$15.00 per course

Supplemental Fees

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

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

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

- Off-campus Courses\$18.50 per credit hour

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.

Audit 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 wish to audit a course may request to have the enrollment fee waived.

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 do not have to apply for regular admission to the college.

PROSPECTIVE STUDENT SERVICES

Prospective students may access information about the college and its programs through the Office of Prospective Student Services. Services provided by this office include campus tours, community and high school outreach, information sessions, scholarship programs and corporate recruiting. For more information, please visit our Web site at okccc.edu. To receive more information by mail, or to arrange a campus tour, please call (405) 682-7580 or e-mail psst@okccc.edu.



Student Programs and Services

STUDENT FINANCIAL SUPPORT SERVICES

Oklahoma City Community College pledges to assist students and families who may need help in meeting the cost of attending college. Formulas for determining a family's ability to finance college expenses are based on 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.

The role of Student Financial Support Services (SFSS) is to assist students financially so they can benefit from the advantages of an education at Oklahoma City Community College. Financial aid information and counseling is provided to assist students in determining financial need and identifying resources to effectively meet those needs.

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

Financial assistance is available to degree-seeking students and students seeking certain certificates of mastery. Students auditing coursework, taking non-credit classes, enrolling in college classes while still in high school, or merely taking classes, but not pursuing a degree or certificate are not eligible for federal student financial assistance programs.

How to Apply for Financial Assistance

1. Complete a Free Application for Federal Student Aid (FAFSA) form, which is available at Student Financial Support Services.
2. The FAFSA may be completed on the World Wide Web at www.fafsa.ed.gov. Student Financial Support Services has computers designated for student use to assist those wishing to apply through the FAFSA on the Web. To access the FAFSA on the Web through Oklahoma City Community College's home page, use the following: okccc.edu/financialaid; click on "Apply for Financial Aid"; click on "FAFSA" on the Web.
3. The FAFSA serves as the application for all federal student financial assistance programs. Data supplied by the applicant on the FAFSA is evaluated to assess a family's ability to contribute to the cost of attending college. It should be completed and submitted as soon as possible after January 1 each year to apply for the next academic year, which begins with the Fall Semester.

All students who apply for and receive financial assistance must be making satisfactory academic progress as determined by Student Financial Support Services. See the Student Handbook for a copy of the College's Financial Aid Satisfactory Academic Progress Policy, or you may obtain a copy from Student Financial Support Services.

To ensure a student's financial assistance offer will be ready prior to the beginning of classes, all necessary documents must be submitted to Student Financial Support Services by the following dates:

Fall Semester	The Last Friday in May
Spring Semester.....	The Last Friday in October
Summer Semester.....	The Last Friday in April

The process of reviewing student applications for the academic year usually begins in February. The entire process from the time SFSS begins the review of applicant data, requests any additional documents, makes any necessary corrections, and awards financial assistance will usually take five to six weeks. For more information, call Student Financial Support Services at (405) 682-7525 or access the Web page at okccc.edu/financialaid.

Financial Assistance Programs:

Oklahoma City Community College participates in the following Federal/State Student Financial Assistance Programs:

Programs	Need-Based	Non-Need Based	How To Apply
Federal Pell Grant	X		FAFSA
Federal Supplemental Educational Opportunity Grant (SEOG)	X		FAFSA
Federal College Work Study	X		FAFSA
Federal Family Education Loan Programs			
-Subsidized Guaranteed Student Loan (GSLE)	X		FAFSA
-Unsubsidized Guaranteed Student Loan (USTE)		X	FAFSA
-Parents Loan For Undergraduate Students (PLUS)		X	FAFSA FAFSA
Oklahoma Tuition Aid Grant (OTAG)	X		FAFSA
Tuition Waiver			
-National Guard	X		National Guard Unit
-Academic And Talent		X	College Tuition
-Need Based	X		Waiver Application
Oklahoma Higher Learning Access Program (OHLAP)		X	Enroll During Middle School or High School by 10th Grade
Veterans Benefits		X	Earned through Military Service

Financial Assistance Average Costs Of Attendance:

Financial assistance average costs of attendance figures are reviewed annually and updated as appropriate. Tuition and fee costs are subject to legislative and College adjustments that may occur subsequent to publication of this catalog. General costs figures for academic year 2005-2006 are listed below and are estimated for full-time tuition and fees.

<u>Dependent Students</u>		<u>Independent Students</u>	
Tuition	\$1081	Tuition	\$1,081
Fees	\$467	Fees	\$467
Books/Supplies	800	Books/Supplies	800
Room/Board	2,566	Room/Board	6,616
Transportation	1,128	Transportation	1,128
Personal/Miscellaneous	<u>1,184</u>	Personal/Miscellaneous	<u>1,184</u>
	\$7,226		\$11,276

Basic Eligibility

Eligibility for student financial assistance is dependent upon federal criteria established for each program. Completing the FAFSA and submitting it to the Federal Central Processing System initiates the determination of your eligibility by analyzing the data your family has provided. The outcome of the analysis is the Expected

Family Contribution (EFC) which is a measure of your family's ability to pay for college. Once the EFC is determined, the student and the schools you listed on the FAFSA will receive the results called a Student Aid Report (SAR). Student Financial Support Services can then evaluate your eligibility for various assistance programs. Other eligibility criteria include being a U.S. citizen or eligible non-citizen, i.e., a permanent resident, acceptance for admission to college to pursue an eligible program of study (major) and enrollment in a sufficient number of credit hours (usually half-time). Eligible programs at Oklahoma City Community College include associate degree and one-year certificate programs (30 credit hours). Certificate programs of at least 16 credit hours may be eligible if all courses in the program apply to an associate degree at OKCCC. Students applying for and receiving financial assistance must be making satisfactory academic progress as defined by Student Financial Support Services and based on federal regulations. Your academic history at Oklahoma City Community College and other post high school academic and technical programs will be evaluated in determining satisfactory academic progress. You must submit academic transcripts from all schools attended. Students are expected to read and understand the basic policies and procedures which apply to the application for and receipt of financial aid.

Federal Pell Grant

The largest federal grant program is the Federal Pell Grant Program. Eligibility is based on financial need. The amount a student can receive depends on the cost of attendance determined by the College, whether the student is full-time, part-time or less than half-time, and the student's Expected Family Contribution (EFC) number on the Student Aid Report (SAR). To renew a Federal Pell Grant, a student must be making satisfactory academic progress and reapply each academic year to have their eligibility assessed. Students who have earned a bachelor's degree are not eligible for a Federal Pell Grant at Oklahoma City Community College.

Federal Supplemental Educational Opportunity Grant (SEOG)

The Federal SEOG is a federal grant program limited to students who have exceptional financial need. It 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 Federal SEOG funds, and the amount of other assistance the student is receiving. The usual offer to Oklahoma City Community College students is \$300 for the academic year. Due to limited funding, these offers are made to at least half-time students. This program is also limited to students who have not yet earned a bachelor's degree.

Federal Guaranteed Student Loan (GSLE)

This is a low-interest, need-based loan made to the student by a lender such as a bank, credit union, or savings and loan association to help pay for the student's education. These loans are guaranteed by the Oklahoma State Regents for Higher Education and are insured by the federal government. The federal government pays the interest on the loan while the student is enrolled at least half-time or during other deferment periods. The current annual interest rate is variable but not greater than 8.25%. The student must begin repayment within six months after leaving school or after falling below half-time enrollment status. A minimum enrollment of and attendance in six credit hours throughout the loan period is required. First-year students who are first-time borrowers will have the first disbursement of their student loan delayed until 30 days of their first semester have elapsed. All loans must be released in at least two disbursements. This is required even when the loan is borrowed for one semester. The second disbursement must be after the midpoint of the payment period for which the loan was borrowed (semester or academic year). If the first disbursement occurs after the midpoint of the payment period, the lender may send the total amount in one disbursement. Information on amounts students may borrow is available from Student Financial Support Services. If you borrow, you must receive entrance counseling about borrowing. You must also receive exit materials when you leave the College or fall below half-time enrollment status. Delivery of loan funds to eligible students who have been awarded and complete all necessary paperwork before the start of a semester is scheduled to begin during the week before each semester. Once a semester is underway, loan refunds are usually ready to mail to students within ten working days after the lender disburses the funds to the College. Students may cancel their loan at any time during the process including up to 60 days after loan funds are applied to the student's account.

Federal Unsubsidized Guaranteed Student Loan (USTE)

The Federal USTE is a low interest loan that is non-need based. The federal government does not pay the interest on the loan while the student is in school or during other deferment periods. These loans are guaranteed by the Oklahoma State Regents for Higher Education and insured by the federal government. The student must begin repayment of interest within 60 days of final disbursement of funds for the loan period unless the lender agrees to allow interest to accrue. Principal and interest payments must begin within six months after you graduate or fall below half-time enrollment status. A minimum enrollment of and attendance in six credit hours throughout the loan period is required. Information on amounts a student may borrow is available from Student Financial Support Services. The same rules for disbursement, release of funds, and cancellation which apply to the GSLE also apply to the USTE Stafford Loan.

Federal Parent Loan for Undergraduate Students (PLUS)

Federal PLUS are for parent borrowers of dependent students. The Loan provides additional funds for educational expenses and, like Guaranteed Loans, are made by a lender such as a bank, credit union, or savings and loan association. The annual interest rate for the Loan is variable but current law caps the interest at 9%. Repayment of Federal PLUS begins 60 days after receiving the last disbursement of the loan period or as agreed upon by the borrower and lender. A minimum enrollment of six credit hours is required of the student throughout each loan period. Information on parent borrowing is available from Student Financial Support Services. Parent eligibility for a PLUS is based on the student's eligibility for federal aid and on the parent meeting certain eligibility criteria. The same rules for disbursement, release of funds, and cancellation which apply to both GSLE and USTE loans apply to PLUS. The family must file the FAFSA on an annual basis.

Federal College Work-Study (CWS) Employment

Funded by the federal government. This is a program that provides jobs for students who are eligible for need-based financial assistance. The amount of the offer depends on the student's need, the availability of funds for the program, and the amount of assistance the student receives from other programs. Students generally work 10 to 20 hours per week during each semester. Offers are made to those individuals enrolled at least half-time. Amounts range from \$750 to \$3,040. If remaining need exists and funds are available, the amount may be increased to allow a student to continue a job. The College provides a limited number of opportunities for students to work community service jobs including reading and math tutoring. Interested students should contact Student Financial Support Services.

Oklahoma Tuition Aid Grant (OTAG) Program

The source of funds is the Oklahoma State Regents for Higher Education. A student must be an Oklahoma resident, meet financial need criteria and be making financial aid satisfactory academic progress. To apply, use the Free Application for Federal Student Aid (FAFSA). Students must be enrolled in a minimum of six credit hours. This is a first-come, first-served, need-based program. Early application is essential. Initial eligibility is determined by the OTAG Program, not Oklahoma City Community College, and varies with the level of enrollment (part-time or full-time). The usual deadline for the Federal Processing System to receive your FAFSA data is April 30th. Student Financial Support Services must review and verify all eligibility criteria before final awards are made. Before funds are released, Student Financial Support Services will review your final eligibility including attendance.

Bureau of Indian Affairs (BIA) Tribal Grants

The source of funding is the BIA and the amounts are determined by each tribe. To apply, a student must complete the Free Application for Federal Student Aid (FAFSA) and appropriate applications 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.

Oklahoma Higher Learning Access Program (OHLAP)

OHLAP is a financial assistance program offered by the State of Oklahoma. The Oklahoma Higher Learning Access Program pays for tuition costs for qualified students. Individuals may begin participation in this program

in the eight grade, but must do so by the start of the tenth grade. Participants must meet specific criteria to maintain eligibility. When the individual begins attending college, the college will bill the State of Oklahoma for actual tuition each semester. As with other types of student financial assistance, students must maintain their eligibility by meeting college academic progress standards. Students who receive additional types of student financial assistance, covering tuition can receive a cash disbursement once OHLAP funds are paid to the college by the State of Oklahoma. OHLAP eligible students should notify Student Financial Support Services as early as possible before they begin attendance.

National Guard Tuition Waiver Program

The Oklahoma National Guard Tuition Waiver Program authorizes the waiver of full tuition charges up to 18 credit hours each semester for Oklahoma residents who are members of an Oklahoma National Guard Unit. National Guard members should obtain the proper application form from their unit and submit the completed form along with the proper Military I.D. to Student Financial Support Services. The National Guard member must be attending a state-supported college or university and have not yet earned a baccalaureate degree. Benefits continue for six years from the date of the first application for the tuition waiver.

Veterans Services

Oklahoma City Community College's associate degree programs of education and training are approved for payment of benefits by the Veterans Administration. Assistance in completing VA paperwork, and certification of enrollment for VA benefits is available. In addition, special advising and referral services are available to individuals receiving veterans benefits. For additional information on Veterans Services, contact the Veterans Certification Office at (405) 682-7694 or visit our Web page at okccc.edu/financialaid/veterans.htm.

Study Abroad Programs

Students enrolled and attending study abroad courses through Oklahoma City Community College may be eligible for Federal Title IV Student Financial Assistance as long as the course(s) are accepted for credit in the students' degree program at Oklahoma City Community College. Students should check with Student Financial Support Services to establish their eligibility well in advance of the need for funds to assist with their attendance in a study abroad course. Otherwise funds will not be ready when needed.

Special Requirements

To qualify for any financial assistance, students must apply each year. Although SFSS staff cannot fill out your FAFSA, they are available to clarify any questions you have. Students are also required to maintain financial aid satisfactory academic progress to retain their eligibility for subsequent semesters and must maintain sufficient enrollment to qualify for funds.

Special Topics

Students, prospective students and/or parents seeking information on the following topics may access the Student Financial Aid Web page at okccc.edu/financialaid to review a variety of student financial assistance FACT SHEETS including these special topics:

- Financial aid costs of attendance
- Refund policies and procedures for withdrawing students
- Student Financial Support Services policy for awarding student financial assistance
- Requirements for return of Federal Title IV Aid for withdrawn students
- Eligibility requirements for students wishing to study abroad and receive Federal Title IV Aid
- Deferment and cancellation provisions for student loan borrowers

SCHOLARSHIPS

Oklahoma City Community College's Scholarship Program is funded through private donors, state agencies, endowments, foundations, etc. Students may qualify by demonstrating scholastic ability, leadership, academic promise and/or economic need. Some scholarships may have requirements as specified by the donor or fund source. For more information, visit our Web site at okccc.edu or contact the Office of Prospective Student Services at (405) 682-7580.

High School Scholarships

The Regent's Scholars Program, a two-year scholarship (tuition and book allowance); the Presidential Scholarship Program, a two-year scholarship (tuition and book allowance); and the Freshman Scholarship, a one-year scholarship (tuition only) are available for recent high school graduates. Eligibility requirements may vary for these competitive scholarships. For more information and scholarship application forms, contact the Office of Prospective Student Services at (405) 682-7580, or visit our website at www.okccc.edu.

Career Development Scholarship

The Career Development Scholar is available to new and current adult students who wish to further their career through education. This scholarship may provide six credit hours of waived tuition or a book allowance in the student store. For more information or scholarship application forms, please contact the Office of Prospective Student Services at (405) 682-7580, e-mail psst@okccc.edu, or visit our website at www.okccc.edu.

Tuition Waiver Scholarships

Tuition Waiver Scholarships are available to new and current students. Tuition Waivers are awarded based on financial need, academic achievement and talent. Interested students may contact Student Financial Support Services (SFSS) for more information. Need-based waivers are generally awarded by SFSS while academic and talent waivers are awarded by the various academic departments of the College and by the Administration. Applications are available at SFSS based on a calendar published in the student newspaper. Students should watch for these notices. For more information, call (405) 682-7525.

External Scholarships

The Office of Prospective Student Services assists students in searching for and applying for externally funded scholarships. Students may register with this office and will be notified as external or private scholarship funds come available. For more information, call the Office of Prospective Student Services at (405) 682-7580, or visit our Web site at okccc.edu.

Concurrent Enrollment Scholarships

Students who meet the Oklahoma State Department of Education and Oklahoma State Regents for Higher Education requirements for concurrent enrollment may be eligible for a limited number of privately funded scholarships available to students from some Oklahoma City area schools. Both scholarships are awarded based on economic need and applicants must be recommended by their high school counselors. Call the Office of Early College Awareness, (405) 682-7533, or the Office of Prospective Student Services, (405) 682-7580, for more information.

EDUCATIONAL AND CAREER PLANNING

Individuals who need assistance selecting a college program/major or career goal or want up-to-date information, can get help in the Center for Student Development. Career assistance is available for students who are just beginning the college experience, as well as those who are in transition or experiencing uncertainty after selecting a program/major. For more information go to okccc.edu/advisement or call (405) 682-7531.

NEW STUDENT ORIENTATION

New Student Orientation is designed to introduce new students to educational opportunities, foster student development and encourage student success. Students may access orientation activities in any of the following formats: a one-credit hour class titled, Foundations for Success (PSY 1001), a one-day, non-credit event consisting of seminars and activities, or a three-credit hour Study Skills class (LS 0133).

EMPLOYMENT SERVICES

Oklahoma City Community College provides assistance to all students and graduates seeking employment. Listings for full-time, part-time, temporary, and permanent positions are available. Students may access employment information free of charge.

- To assist with the successful transition from the classroom to the workplace, Oklahoma City Community College also provides resume and cover letter writing assistance, interview preparation, and job search tips for students and graduates. In addition, the College has two employment events per year, the Fall Employment Expo and the Spring Job Fair, and periodically hosts recruiting employers on campus.
- For more information about any of these services, please call (405) 682-7519.

EARLY COLLEGE AWARENESS

The goals of the College's Early College Awareness program are to:

- Increase community awareness of the value of post-secondary education.
- Help inform parents and young people about college and careers.
- Encourage and assist parents and students as they set and plan for education and career goals.

These goals are achieved through the combined and integrated efforts of faculty, staff, and students as well as education, community, and business partners involved in several programs that are described below.

America Counts and America Reads

America Counts/America Reads is a national initiative whose goal is to ensure that every child in the United States reads well independently and can perform basic math tasks. Students receiving financial aid, who meet math and reading skill requirements and are Work-Study eligible, can tutor students in kindergarten through 9th grade in reading and math. For more information contact (405) 682-7533.

Concurrent Enrollment

Students who wish to concurrently enroll can receive assistance with the paperwork and process through the Office of Early College Awareness as well as through Prospective Student Services. On-site concurrent enrollment at the high schools is coordinated from the Office of Early College Awareness as well. Call (405) 682-7533 for more information.

Gear Up

Gear Up (Gaining Early Awareness and Readiness for Undergraduate Programs) is a state and federally funded grant program intended to encourage young people to have high expectations, stay in school, study hard and prepare for post-secondary education. The program serves and follows cohorts of 6th and 7th graders from middle school all the way through graduation from high school, accomplishing systemic reforms such as curriculum realignment and ongoing, sustainable partnerships. For more information contact (405) 682-1611, extension 7654.

Upward Bound Program

Upward Bound is a grant program funded by the U.S. Department of Education. The goal of Upward Bound is to encourage students in grades 9 through 12 to further their education in a post-secondary institution. The project currently serves youth at Capitol Hill, Douglass, Emerson, Moore, Southeast, U.S. Grant, and Westmoore high schools. The program provides support through personal, financial aid and career counseling, as well as through tutoring participants. Each summer, participants attend a six-week mini-college held at Oklahoma City Community College. Contact Upward Bound staff at (405) 682-1611, extension 7625 for more information.

Pathways Middle College

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

STUDENT SUCCESS SEMINARS

Student Success Seminars provide students with information that will allow independence in the process of enrolling and pursuing their academic goals and also that will help them be as successful as possible in their academic endeavors.

Student Success Seminars are periodically offered each semester. Topics such as test-taking strategies, reducing anxiety, effective study strategies, time management, and so forth are presented on a rotating basis. For more information go to okccc.edu/advisement or call (405) 682-7535.

ACADEMIC ASSESSMENT

Academic assessment is provided for students at Oklahoma City Community College. Course placement is based on several factors including the ACT, institutional tests (COMPASS), previous college experience by review of transcript, and information shared in initial interview with a Student Development Counselor.

New degree-seeking students are required to meet with a Student Development Counselor to discuss educational and career plans and degree programs. The Student Development Counselor may arrange for testing to help students identify academic skills and interests. The amount of time required to complete testing will vary with the individual. Some students can complete testing in one to two hours, while others may take up to three hours. Long-range goals, work commitments, abilities and interests are all considered as the student and counselor create an Individual Educational Plan (IEP) and select an appropriate degree plan and courses.

Students who want to take a course(s) for personal enrichment or to improve job skills may enroll in the registration area of the Office of Admissions and Records, if advisement or assessment is not required.

For more information go to okccc.edu/advisement or call (405) 682-7535.

PROGRAM/MAJOR SELECTION

Students decide upon a program or major when they are first admitted to the college. After an initial meeting with a Student Development Counselor to clarify their degree selection, the student will be assigned a faculty advisor. The faculty advisor will work in concert with Student Development to guide the student through program curriculum and toward degree completion. Students wishing to change their program/major should contact a counselor in the Center for Student Development.

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

STUDENT CONSUMER INFORMATION

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

TRANSFER INFORMATION

Students who plan to transfer to another college or university after completing their courses or program of study at Oklahoma City Community College should consult regularly with a Student Development Counselor and their faculty advisor for current information on transfer requirements. Students are additionally advised to consult with the college or university where they plan to transfer to ensure that they have up-to-date information on program and degree requirements. Also, several area institutions maintain office hours in the College's University Transfer Center, located inside the Center for Student Development. For additional information, contact the Center for Student Development at (405) 682-7535 or go to okccc.edu/advisement.

DRUG EDUCATION

Drug information and referral services are provided through the Center for Student Development. Upon receiving or renewing their Student I.D., all students are provided a pamphlet that gives information regarding:

- 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.

This information is also available at okccc.edu/advisement/learning_about_your_drug.htm. Information, counseling and referrals to community programs and services are also available. For further information, contact the Center for Student Development at (405) 682-7535.

LEARNING LABS

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

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

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

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

Available for students needing help with basic reading and writing skills, foreign language, English as a Second Language, and essay construction.

Computer Lab - (405) 682-1611, ext. 7397

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

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

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

Science Lab - (405) 682-1611, ext. 7269

Available for students who need help with any of the biological or physical science classes offered on campus.

DEGREE CHECK

Students may request a degree check in the Center for Student Development. A degree check is done by a Student Development Counselor during the process of academic advisement. The counselor will compare the student's completed coursework and current enrollment to the required courses listed for a major program. The student will then know what coursework remains to be completed to fulfill the requirements for degree or certificate completion.

All degree or certificate-seeking students are encouraged to request a degree check when they have completed 20 credit hours of work in a declared major (including any intended transfer credit hours). Upon completing 45 credit hours in a declared major, students should apply for graduation by completing a graduation application, which is available in the Office of Admissions and Records and on the College's Web site at okccc.edu. Applications must be received by the end of the third week of a student's graduating semester.

ACT TESTING

Oklahoma City Community College is a residual ACT Assessment Test Center and administers the test on a regularly scheduled basis with results normally available on the next day. Residual testing is available to students planning to enroll at Oklahoma City Community College. Students considering other colleges must test on a national test date or residually at the school they plan to attend. Residual test scores cannot be transferred from one college to another. Registration packets for national testing and information about residual test schedules are available in the Center for Student Development.

For more information call Testing and Assessment Services in the Center for Student Development at (405) 682-7531 or go to okccc.edu/advisement.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

The Test of English as a Foreign Language (TOEFL) is an examination designed to show how well students for whom English is a second language read, write, and understand English. This test is used to determine admission to a college and/or to recommend placement in English as a Second Language Courses. 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 here. The scores cannot be transferred to another college. If students are unsure about their college plans or would like scores sent to another college, they should take the International Testing Program.

Registration information for the International tests is available at <http://www.toefl.org>.

For registration and fee information for the Institutional Test and a list of current test dates, contact Testing and Assessment Services in the Center for Student Development at (405) 682-7531 or go to okccc.edu/advisement.

STUDENT ACTIVITIES AND OTHER SERVICES

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

Student Activity fees fund the campus events offered through the Office of Student Life, and all students are encouraged to participate. Annual events include Crazy Olympics, the Family Halloween Party and the Student Leadership Retreat, plus a music series, lectures and special family activities. An activities calendar, giving specific information about student activities and other campus events, is available in the Office of Student Life or on the Student Life homepage.

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

Clubs and organizations at Oklahoma City Community College range from career-related to special interest groups. The Leadership Council, similar to a student government, includes representatives from the various student organizations and academic areas and serves as a liaison group between the student body and College administration.

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

Clubs and Organizations:

Abilities Galore

Alpha Omega

Baptist Collegiate Ministries (BCM)

Black Student Association (BSA)

Business Professionals of America (BPA)
 Campus Activities Board (CAB)
 Chi Alpha
 Child Development Club
 Christians on Campus
 College Republicans (CR)
 Computer-Aided Design Society of Oklahoma (CADS)
 Drama Club
 Engineering Club
 Student Oklahoma Education Association (SOEA)
 Gay and Lesbian Alliance (GALA)
 Health Professions Club
 Hispanic Organization to Promote Education (HOPE)
 International Association of Administrative Professionals
 International Student Association
 Native American Student Association (NASA)
 Oklahoma Biotechnology Association
 Oklahoma Nursing Students Association
 Literary Excursions
 Parenting as Single Students (PASS)
 Paintball Club
 Phi Theta Kappa (PTK) Honor Society
 Photography Club
 Psi Beta Honor Society
 Psychology/Sociology Club
 Scholar's League
 Student Art Guild
 Student Emergency Medical Technician Association (SEMTA)
 Student Occupational Therapy Association (SOTA)
 Student Physical Therapist Assistant Organization (SPTAO)
 The Leadership Council (TLC)
 Writing Club
 Young Democrats

KEITH LEFTWICH MEMORIAL LIBRARY

The Keith Leftwich Memorial Library is a comprehensive library and resource center allowing students access to a wide variety of materials including books, magazines, videotapes, electronic databases (including Web access to the Library's on-line catalog and full text magazine and newspaper articles) and Internet access. The address for the Library's Web site is library.okccc.edu. Professional librarians are available to assist students in locating and using information and materials for class assignments or pursuing personal interests. Services available include student copiers for print and non-print materials, daily newspapers, telephone directories from across the U.S., an audiotape copy machine, and individual group study rooms. The Library is also the location for the Division of Information Technology and The Training Center.

RECREATION AND COMMUNITY SERVICES

Recreation and Community Services is responsible for offering a large variety of non-credit classes, special events and activities on and off campus. The goal of RCS is to serve the College and community by providing

leisure and lifelong education that meets the needs of children, families, senior citizens, students, staff and faculty and adults.

Recreation and Community Services also manages Oklahoma City Community College's world class Aquatic Center, which hosts a number of national, regional and state swimming and diving events, as well as a variety of national and state aquatic conferences and training programs. The Aquatic Center is home to the Kerr McGee Swim Club, and the Oklahoma City United States Diving Regional Training Center, which is one of two Regional Training Centers for United States Diving, and as many as eight local high school swimming and diving teams. The pool was built in 1989 as a host site for the U.S. Olympic Festival, and since then has hosted some of the world's finest swimming and diving events.

Recreation

Non-credit recreational offerings include both land and water aerobics, swimming, diving, SCUBA and weight training. OKC Community College hosts a variety of water safety certification programs, and provides non-credit training in First Aid, CPR, blood borne pathogens and AED courses, many of which help to meet requirements for entrance into the EMT, Nursing, OT and PT curricula.

Recreation and Community Services also offers hundreds of classes and camps for children each year and specializes in offering quality youth sports programs such as Basketball, Soccer and T-ball. Students with children should look to OKCCC to meet all their children's activity and learning needs outside of school. Our adult basketball and volleyball leagues are open to the community. Open recreational times are available for students with current I.D. at no additional charge for use of the pool, gymnasium and weight room. Community members including families of students may access facilities with the purchase of a day pass, punch card or membership. Each of our facilities is available for rent including poolside birthday parties or group parties. Contact the Recreation office at (405) 682-7860.

Community Education

Recreation and Community Services provides hundreds of classes each year in self-enrichment areas such as dance, music, arts and crafts, self-defense, language skills and much more. Private music lessons are offered through the Arts and Humanities Division for students of all ages. The credit sections are designed for degree seeking students; the non-credit sections are designed for students who are seeking self-enrichment. If you have questions about the private music lessons, please call (405) 682-7558. Workshops and seminars are offered in such areas as health and safety (including first aid and CPR). College for Kids provides over 80 program offerings for school age children in the fall, spring, and summer. Contact the Office of Recreation and Community Services at (405) 682-7860 to put your name on our mailing list or for more information.

Intramurals

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

OKLAHOMA CITY COMMUNITY COLLEGE CAPITOL HILL CENTER

Oklahoma City Community College Capitol Hill Center is the one of the few bilingual computer centers in the State of Oklahoma. It opened in the fall of 2000 with a mission to provide access to education through computers and technology for all individuals living within the Capitol Hill area. The Center provides Internet access and computer training for community members of all ages. Classes are offered in basic and intermediate computer applications, English-as-a Second Language, Internet, PowerPoint, Office Skills, GED and job readiness. Instruction is offered in Spanish and English. The Center is located in the Capitol Hill Elementary School at 2727 S. Robinson, Room 128, Oklahoma City. For more information, call (405) 272-5140.

TEST CENTER

The Test Center provides course-related and assessment testing in a secure and comfortable environment. Staff members are available to acquaint students with testing procedures and to assure that students are taking the appropriate tests. Services are conveniently provided during most of the hours the College is open. For more information, contact Testing and Assessment Services at (405) 682-7531 or go to okccc.edu/advisement.

CAREER TRANSITIONS PROGRAM

The Career Transitions Program (CTP), in cooperation with the Oklahoma State Regents for Higher Education, and the Department of Human Services (DHS), assists DHS-referred participants in obtaining training for entry level employment. With collaborative support from the community, Oklahoma City Community College departments, businesses and industries, CTP provides participants with short-term vocational, educational, and job readiness skills that lead to employment.

Each CTP participant follows an Individual Employment Plan (IEP) and attends 40 hours of skills development activity and work-related activities each week. Core instruction areas include job readiness skills, computer literacy, personal management, and vocational training. The CTP Multimedia Classroom and Computer Lab provides individualized tutoring and assistance in exploring each student's personal interests. Students also receive assistance in meeting their individual computer literacy goals. Vocational training programs, depending on student interest and background, include: Child Development, Emergency Medical Technology, General Office and Computer Skills with Medical and Legal Office Options, Pharmacy Technician, and other college certificate programs or associate degrees. Student training programs are developed to address the special needs of individual employers. After employment, participants are supported through follow-up support activities by CTP staff and/or other community partners.

The Career Transitions Program office is located on the second floor of the Main Building in area 2P-8 and 2R-8 and can be contacted by telephone at (405) 682-7844, fax (405) 682-7824, or on the Web at www.okccc.edu/career.

THE TRAINING CENTER

The Training Center at Oklahoma City Community College, located at the John Massey Center at SW 119th and I-44 Service Rd., provides a broad range of customized training and educational programs to central Oklahoma business, industry, government agencies and non-profit organizations. These services are designed to strengthen organizational effectiveness, promote professional development, enhance technical competence, improve individual performance, increase productivity, and maximize profitability.

Services include workforce development, continuing professional education, licensure preparation, nationally recognized technical and administrative certification preparation, computer applications training, customized contract consulting and training, and online distance education. Our trainers, who bring practical work experience from business and industry to the classroom setting, are seasoned, experienced professionals. College credit may be earned for many of the services offered by The Training Center. For more information, call (405) 682-7562.

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 3.5 while carrying 12 credit hours or more of college-level courses. Part-time students are also eligible if they have maintained at least a 3.5 GPA during two consecutive semesters while enrolled in six credit hours or more of college-level courses each semester. Students placed on the Vice President's Honor Roll are recommended to the vice president for Academic Affairs by the academic deans.

STUDENT CONDUCT AND DISCIPLINE

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

SERVICES FOR STUDENTS WITH DISABILITIES

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

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

Student responsibilities may include:

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

Contact the Office of Services to Students with Disabilities for information on documentation needs and services available. Students are advised to make their request well in advance of the beginning of classes (especially advisable if the accommodation requires a textbook from Readers for the Blind and Dyslexic (RFB&D) or another alternative format). Inquiries about reasonable accommodations for persons with disabilities can be directed to Office of Services to Students with Disabilities at (405) 682-7520 (V/TTY). Students with disabilities wishing to appeal decisions regarding accommodations planned or provided may request an ADA grievance form from the office of the ADA coordinator. Call (405) 682-1611 to request that office.

GED CLASSES AND TESTING

Oklahoma City Community College offers Adult Basic Education (ABE)/General Educational Development (GED) classes and GED testing. Individuals interested in taking classes to prepare for the GED test should contact Testing and Assessment Services for enrollment information. ABE classes specifically designed for ESL (English as a Second Language) students are also available. Assessment is required prior to enrollment in ABE and GED classes.

Individuals who are ready to take the GED test may contact Testing and Assessment Services to complete an application for the test. Proper photo identification, proof of age, and proof of residency are required to apply for testing. Once the application is completed, it is submitted to the State Department of Education. A letter of authorization is forwarded to the applicant from the State Department of Education. Once the authorization

is received, the individual may take the letter of authorization to the Bursar's Office, pay required fees and follow the testing procedure.

For information on test dates, fees, and test registration, please contact Testing and Assessment Services in the Center for Student Development at (405) 682-7531 or go to okccc.edu/advisement.

HEALTH SERVICES

The College maintains health information and referral services in the Office of Student Life. Resources include information about specific health issues and problems and student health insurance companies. For further information, contact the Office of Student Life at (405) 682-7523.

EMERGENCIES ON CAMPUS

Any emergency should be handled by dialing College extension 7747 or using the emergency call boxes located in the parking lots for assistance.

Health Emergencies

The College's First Responder system is designed to provide immediate emergency medical care to persons on campus. Should a medical emergency arise, dial College extension 7747, give the location of the emergency and, if possible, the nature of the emergency. The College operator will then dispatch the College First Responders and contact appropriate emergency medical assistance.

Fire

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

- Activate the manual alarm system. Manual alarm stations are at most exits.
- Dial College extension 7747 and tell the operator the location and severity of the fire.
- Evacuate the building.

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 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.

The College 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, the College promotes and encourages the practice of "Universal Precautions," when applicable. Universal Precautions means treating everyone's blood and 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 the College's Bloodborne Pathogen Exposure Control Plan are available in the Office of Campus Safety and Security. The Exposure Control Plan provides detailed information on the prevention and control of exposure to bloodborne pathogens.

BOOKSTORE

The Bookstore makes available to students the textbooks, learning packets and other materials directly related to their courses. A complete selection of supplies and novelties is also available.

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

A "Book Buy Back" period will be held the last week of classes for Fall and Spring semesters and the last three days of classes for the Summer semester. Typically, limited quantities of current edition textbooks to be used in the next major semester will be bought, provided they are in clean condition and the Bookstore is not overstocked. The Bookstore does not buy old editions, books not selected for the next semester, books in poor condition, overstocked titles, books with software licenses or online passcodes, and learning packets.

The Bookstore reserves the right to: (1) determine the titles to be purchased; (2) determine the quantity to be purchased; and (3) determine the price to be offered.

STUDENT PUBLICATIONS

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

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.

STUDENT GRIEVANCE PROCEDURES

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

Any student who has a complaint of this nature should consult the Student Handbook to obtain the procedures to follow for filing a grievance. The first step of the process involves speaking with the faculty or staff person involved in an attempt to directly resolve the situation. If the matter is not resolved at that level, the second step includes making an appointment to speak to the faculty or staff person's supervisor. If further assistance is needed, please make an appointment to speak to the Director of Student Relations at (405) 682-7821. Efforts to resolve the concern should be done quickly because of deadlines specified in the procedure.

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

SAFETY AND SECURITY

The Department of Campus Safety and Security is located on the first floor of the Main Building, Room 1K8, and is staffed continuously during all building operating hours. The Campus Safety and Security Department has the responsibility to provide a college environment that is both safe and secure. The department officers are First Responder qualified and manage the College's traffic and parking program, which includes the issuance of citations for parking and traffic violations. Services provided by Campus Safety and Security include motorist assistance and parking lot escorts.

RELEASE OF ACADEMIC INFORMATION

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

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

CHANGE OF NAME, ADDRESS OR TELEPHONE NUMBER

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

EDUCATIONAL RIGHTS AND PRIVACY

The educational rights and privacy of students of Oklahoma City Community College are governed by the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. The Act ensures students certain rights with regard to their education records. Students are ensured:

- the right to inspect their education records;
- the right to request the amendment of those records if they believe they are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- the right to consent to the release of personally identifiable information, except to the extent that FERPA authorizes disclosure without consent, i.e., Directory Information;
- the right to file a complaint with the U.S. Department of Education concerning alleged failures by Oklahoma City Community College to comply with the requirements of FERPA.

The educational rights and privacy procedure of Oklahoma City Community College is published in the institutional policies and procedures manual and is available upon request in the Office of the Dean of Admissions/Registrar.

Directory Information

Oklahoma City Community College has designated the following items as directory information: student name, major field of study, participation in officially recognized activities and sports, dates of attendance, enrollment status (full-time/part-time), degrees and awards received, previous high school attended, and photograph. The College may disclose any of those items without prior written consent, unless notified in writing to the contrary by the student. Students wishing to withhold directory information must notify the Admissions Office in writing prior to the first day of the semester and again prior to each semester.

Education Records

Education records are any record (handwritten, print, electronic, on tape, film, or other medium) maintained by Oklahoma City Community College or an agent of the College which is directly related to a student except for the following:

1. A personal record kept by a staff member as a sole possession which is not accessible or revealed to any other person except a temporary substitute for the maker of the record;
2. An employment record of an individual whose employment is not contingent on the fact that she/he is a student, provided the record is used only in relation to the individual's employment;
3. Records created and maintained by the Department of Campus Safety and Security for law enforcement purposes;

4. Medical or psychological records which are created, maintained or used only for treatment of a student. These records will be made available only to those persons providing the treatment. They may, however, be reviewed by a physician, psychiatrist, psychologist, or other appropriate professional of the student's choice;
5. Alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

Oklahoma City Community College will disclose personally identifiable information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. A school official with a legitimate educational interest is defined as any faculty, staff, regent or college-contracted person performing a task specified in their job description or contract which is related to a student's education or to the discipline of a student;
2. To officials of another school, upon request, in which a student seeks admission or intends to enroll;
3. To officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs;
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or condition of the financial aid, or to enforce the terms and conditions of the aid;
5. To organizations conducting certain studies for or on behalf of the College;
6. To accrediting organizations to carry out their functions;
7. To parents of an eligible student who claim the student as a dependent for income tax purposes;
8. To comply with a judicial order or lawfully issued subpoena;
9. To appropriate parties in a health or safety emergency; and,
10. To an alleged victim of any crime of violence as that term is defined in 18 U.S.C. 16). The results of an institutional disciplinary proceeding against the alleged perpetrator of the crime with respect to that crime may be released.

The following is a list of types of records that the College maintains, their locations, and their custodians:

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
Academic Progress Records	Academic Division Offices Faculty Offices	Academic Division Deans Instructors
ADA Accommodation Records	Services to Students with Disabilities Office	Director of Services to Students with Disabilities
Admission Records	Admissions & Records Office	Dean of Admissions/Registrar
Cumulative Academic Transcripts & Academic Histories	Admissions & Records Office	Dean of Admissions/Registrar
Disciplinary Records	Vice President for Student Services	Vice President for Student Services Office
Financial Aid Records	Student Financial Support Services Support Services	Dean of Student Financial
Finance Records	Finance Office	Director of Finance
Placement Records Services	Employment Services	Director of Employment Services
Vocational and Skills Testing Records	Center for Student Development	Director of Career and Assessment Services

Students may inspect and review their education records upon request to the appropriate record custodian.



Academic Information

EDUCATIONAL APPROACH

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

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

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.

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. A 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. Faculty may assign a grade of AW for reasons of academic dishonesty. An Administrative Withdrawal for disciplinary or financial reasons

requires approval by the Vice President for Students Services. An AW grade is not used in computing grade point averages.

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

CUMULATIVE GPA—Includes all course work attempted.

RETENTION GPA—Includes all course work attempted with the exception of hours which have been forgiven through the Repeat or Reprieve provision. Neither activity nor performance courses can be used to raise a retention GPA during a semester in which a student is on probation.

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

ACADEMIC FORGIVENESS

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

Repeated Courses

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

1. A student may repeat up to four (4) courses, totaling no more than 18 credit hours, in which grades of “D” or “F” were originally earned, and petition to have only the second grade used in the calculation of the retention/graduation grade point average.
2. Once a petition is submitted, the first four courses of repeated coursework will count in the sequence in which those courses were repeated.
3. In the event such a petition is presented for a course that is repeated more than once, all grades earned with the exception of the first will be used to calculate the retention/graduation grade point average.
4. 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 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 Admissions and Records 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 "Academic Reprieve Granted." 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 pre-existing graduation GPA will not be adjusted.

Academic Renewal

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

1. At least five years must have elapsed between the last semester being renewed and the time the renewal is being requested.
2. The semester(s) in question must be of an unsatisfactory nature.
3. Prior to requesting Academic Renewal, the student must have earned a minimum of twelve credit hours (excluding activity or performance courses) with a grade point average of 2.0 or higher. During this period, no grade lower than a "C" may have been earned in any regularly-graded course work.
4. The renewal will be for all courses completed before the date specified in any approved renewal. Students who are granted a renewal will not receive credit for any courses passed or for any proficiencies earned during the renewed semesters.
5. A student may receive only one Academic Renewal or one Academic Reprieve during his/her academic career.
6. Semesters or terms reprieved will continue to appear on the official college transcript, but will be noted with "Academic Renewal." 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 pre-existing graduation GPA will not be adjusted.

Attendance and Responsibility for Learning

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

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

Attendance Requirements

Oklahoma City Community College expects students to attend class on a regular and punctual basis. If a student is absent from class, regardless of the cause, it is the responsibility of the student to communicate with the instructor to discuss work missed. The instructor will determine whether or not the student will be

permitted to make up work and will decide on the time and nature of the make-up. If a student does not appear at a pre-arranged time for make-up work, he/she forfeits the right to make up the work.

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

ACADEMIC INTEGRITY

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.

Violations of academic integrity are viewed very seriously. Any form of academic dishonesty is subject to disciplinary action by the college.

The absence of academic integrity is described as cheating, often defined as “the deception of others about one’s work.” Such acts may include but are not limited to the following list compiled by the Oklahoma State Regents for Higher Education Advisory Council:

- 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 instructor.
- 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 professor.
- 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 present professor.
- Lying about these or other academic matters.
- Falsifying college records, forms or other documents.
- 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 violation of academic integrity by a student that is detected by a college staff member shall be reported by the staff member to the appropriate professor or College administrator.

Should a professor determine that a student violation of academic integrity has occurred, the following actions shall be taken.

- The professor may record a zero for the assignment, require the student to redo the assignment, assign a failing grade in the class, or recommend other appropriate action.
- The professor shall present in writing to the appropriate Dean and to the Associate Vice President for Academic Affairs a description of the specific occurrence, supporting documentation and action taken.

- The Associate Vice President for Academic Affairs shall send the student a certified letter that verifies that a report of the incident and the professor's actions is on file in the office of the Associate Vice President for Academic Affairs. The student may file an appeal in accordance with the Student Appeal of a Grade Procedure if he/she believes that an erroneous or unfair accusation has been made.
- The Associate Vice President for Academic Affairs may file an official complaint of a Student Conduct Code Violation if a) the incident is an extreme violation or b) if there are repeated instances of violations on file. The Student Conduct Code is published each year in the Student Handbook.

ENTRY-LEVEL ASSESSMENT

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

Reading and Reasoning (R)*

The ability to read and comprehend at the college entry level and to understand and interpret information to solve problems. (Required for all college-level courses.)

Writing (W)*

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

Mathematics (M)*

The ability to exhibit competency in performing computations in addition, subtraction, multiplication and division with whole numbers, fractions, and decimals and to use those skills to solve percentage and practical problems. (Required in courses where entry-level math skills are needed.)

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 Center for Student Development.

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

STUDENT OUTCOMES ASSESSMENT

Because of the commitment to provide quality educational experiences, Oklahoma City Community College uses information from and about students to improve programs and services.

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.

COURSE LENGTHS

Oklahoma City Community College offers courses of varying lengths. Most policies and procedures of the College relate to 16-week courses since that is the standard course length. Policies and procedures will be prorated for courses of non-standard class lengths. Students should realize that, although the number

of weeks a class meets can vary, all credit classes must meet a certain total number of hours to fulfill the requirements for their credit value. For example, a 16-week, three-credit course will meet three class-hours each week. A four-week, three-credit course will meet 12 class-hours each week.

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

GRADE REPORTING

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

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

APPEALING A GRADE

A student may appeal a final grade, provided a solution cannot be reached through consultation with the instructor. An appeal for this purpose must be initiated within 90 days after the grade in question appears on the permanent record. Information concerning procedures to be followed is available in the academic division offices.

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, however, or will be allowed only after certain conditions are met. In all cases, approval from the Dean of Student Development 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.

ACADEMIC WORKLOAD

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

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

Weeks of Instruction	Normal Academic Load	Appropriate Faculty Advisor or Counselor Approval Required	Dean of Student Development Approval Required
<u>Instruction</u>	<u>(Credit Hours)</u>	<u>(Credit Hours)</u>	<u>(Credit Hours)</u>
4 weeks	3-4	5	6
6 weeks	6-8	9-10	11-12
8 weeks	6-8	9-10	11-12
12 weeks	9-12	13-14	15-18
16 weeks	12-16	17-19	20-24

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

Approval for overload must be obtained in the Center for Student Development.

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 Admissions and Records for advisement regarding enrollment

CO-ENROLLMENTS AT OTHER COLLEGES

Students wishing to concurrently enroll at another college while enrolled at Oklahoma City Community College must obtain permission from the Dean of Admissions/Registrar of this College. The total credit-hour enrollment at both institutions must be used to compute the student's academic workload (see Academic Workload).

DISTANCE EDUCATION

Oklahoma City Community College is committed to providing quality education at times and places most convenient to students. To accomplish this, the College has developed distance education courses and programs that offer several options to students who cannot attend traditional on-campus courses. Those options are telecourses, online courses (computer based/Internet) and interactive television courses.

Telecourses

Oklahoma City Community College offers telecourses as an alternative to on-campus courses. Telecourses are videobased courses that combine related readings and assignments. Students have the option of viewing the video lessons over Oklahoma City Cox Cable Channel 18, Oklahoma Educational Television Authority (OETA), streaming video or in the College Library. Students are required to attend an on-campus orientation session with the instructor teaching the course. The course instructor is available during office hours or through voice mail and e-mail to assist students. Students may also be required to test on-campus several times during the semester.

For further information, call the TeleLearning Office at (405) 682-7838 or visit their Web site at <http://www.okccc.edu/telelearning>.

Online Courses

Oklahoma City Community College offers online courses (computer-based/Internet) that allow students to schedule class time at their convenience. Using a computer and the Internet, students will receive lessons and assignments and send course work to campus and communicate with their instructor and other class members through e-mail and/or a listserv from their home, college computer lab, or workplace. Students are required to complete an online orientation OR attend an on-campus orientation with the faculty member teaching the course. Students may also be required to test on campus several times during the semester.

For further information, call the Online Learning Office at (405) 682-7574 or visit their Web site at <http://www.okccc.edu/distanced>.

Interactive Television

Oklahoma City Community College offers interactive television courses and programs. The College utilizes H.323 video conferencing technologies to send and receive courses and programs to multiple sites throughout the state. This technology allows remote students to simultaneously receive live instruction with the students at the originating site. Students communicate with the instructor and participate with each other during class discussions and activities.

For further information, call the TeleLearning Office at (405) 682-7838 or visit their Web site at <http://www.okccc.edu/telelearning>.

DOWNTOWN COLLEGE CONSORTIUM

The Downtown College Consortium was developed by Oklahoma City Community College, Oklahoma State University-Oklahoma City, Redlands Community College, Rose State College, and the University of Central Oklahoma to deliver higher education services to the metropolitan area. Credit and non-credit classes are offered each semester, along with customized training for business and industry. Both daytime and evening classes are available.

The Downtown College Consortium is located in the Ronald J. Norick Library/Learning Center at 300 Park Avenue in the Downtown Oklahoma City Business District. It is open Monday through Friday. Call (405) 232-3382 for information or visit www.downtowncollege.com.

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 University of Oklahoma are available in the Transfer Center in the Center for Student Development 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 University of Oklahoma Transfer Center at (405) 682-7569 or the College's Center for Student Development at (405) 682-7535.

UNIVERSITY OF CENTRAL OKLAHOMA PARTNERSHIP

The University of Central Oklahoma offers a variety of courses on the Oklahoma City Community College campus. For assistance, contact the University of Central Oklahoma or the College's Center for Student Development at (405) 682-7535.

Special 2+2 articulation agreements allow Oklahoma City Community College students to apply associate degrees in a number of technical and business fields toward bachelor's degrees in Training and Development, Technology Education, Business and Management at the University of Central Oklahoma.

NATIONAL CENTER FOR EMPLOYEE DEVELOPMENT (NCED) PARTNERSHIP

Oklahoma City Community College has partnered with the National Center for Employee Development (NCED) to offer specialized degree plans for the United States Postal Service and other NCED customers. NCED students, upon meeting residency requirements, can earn college credits that can be used to complete an associate's degree and then apply credits toward a bachelor's degree at the University of Oklahoma through the College of Liberal Studies and Continuing Education. For additional information, call the Division of Information Technology at 682-7884 or visit <http://www.okccc.edu/NCED/index.html>.

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, (580) 745-2717, (580) 924-6886, or dconway@sosu.edu or the Division of Business at Oklahoma City Community College, (405) 682-7550 or jschwark@okccc.edu.

ROSE STATE COLLEGE PARTNERSHIP

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

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.

TECHNOLOGY CENTER PARTNERSHIPS

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

For more information on the specific programs available through cooperative agreements, call the Francis Tuttle Career Services Center at (405) 717-4732, Moore Norman Technology Center at (405) 364-5763, Metro Tech at (405) 605-4487, or Oklahoma City Community College at (405) 682-7822.

ACADEMIC STANDARDS

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

Academic Notice

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

Academic Probation

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

Credit Hours Attempted	Cumulative GPA Requirement
Zero through 30 semester credit hours	1.7
Greater than 30 semester credit hours	2.0

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

Academic Suspension

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

Transfer Probation Students

Any student transferring to Oklahoma City Community College who is on academic probation or academic suspension at another state institution or who does not meet the Oklahoma City Community College retention standards must petition to the Director of Admissions and Graduation for admission. If admitted, the student will be placed on probationary status and be expected to meet the terms of that status or to meet the regular institutional retention standards in order to continue as a student.

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.

The Honors Program offers intellectual and cultural enrichment opportunities for academically talented full-time and part-time students and for the entire College community.

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

English as a Second Language

Oklahoma City Community College offers English as a Second Language (ESL) courses at a range of levels to help students improve their speaking, listening, reading, and writing skills in English. Courses teach conversation, grammar, vocabulary, and pronunciation, as well as help students adjust culturally to life in the United States.

Students whose TOEFL scores are within a range of 460 to 499 on the paper-based International TOEFL (or the Institutional TOEFL taken at Oklahoma City Community College) or a score of 140 to 172 on the computer-based International TOEFL may be eligible to enroll in the ESL Academic Bridge Program. The ESL Academic Bridge Program is comprised of ESL courses at the high intermediate/advanced levels which are designed to prepare students specifically for study in an American college or university. The program is full-time and is available in the spring and fall semesters.

For Specific information about admission to the ESL program at Oklahoma City Community College, see the "Criteria for Admission" section of this catalog. For further information about the study of ESL at Oklahoma City Community College, contact the Department of Languages and the Arts 682-1611, extension 7326.

Honors Program

The Oklahoma City Community College Honors Program provides intellectual and cultural enrichment for academically talented full-time and part-time students and for the College community as a whole. Components of the program include special topics courses, honors sections of regular courses, honors credit by contract, special seminars, guest lectures, and special recognition for honors students. The program features small classes, excellent faculty, innovative learning techniques, and personalized advising.

To enroll in honors courses or seminars, students with fewer than 12 college credit hours must have a composite ACT score of at least 22 or a high school grade point average of at least 3.5. Students with 12 or more credit hours must have a cumulative college GPA of at least 3.5. Students must apply for admission to the Honors Program in order to pursue a degree "with Honors" prior to enrolling in the final 30 credit hours. Requirements for graduation with honors include: a minimum of 15 credit hours earned in honors courses or seminars at Oklahoma City Community College with grades of "A" or "B" and a cumulative grade point average of 3.5, no "F" grades, and completion of 75% of all Oklahoma City Community College class enrollments. For more information, contact Melinda Bergin, Honors coordinator, at (405) 682-1611, extension 7171, or (405) 682-7580.

Career Experience

Some programs at the College have cooperative arrangements with business and industry which give students a chance to experience work-related activities early in their academic careers. Academic credit can be earned in certain areas if learning objectives are accomplished during a given work period.

ADVANCED STANDING CREDIT

Credit for Experiential Learning

Students with experience, training, or by other academic learning, which occurred outside the formal classroom, may be eligible for advanced standing credit. Students interested in earning such credit must be able to validate their prior knowledge by one of the following methods: through successful completion of a campus-developed advanced standing examination; through documentation of professional, business, or military training; or through career experiences which have been evaluated by an Oklahoma State Regents for Higher Education approved agency. Official results of standardized national tests such as the College Level Examination Program (CLEP) subject examination only and the Advanced Placement (AP) Program of the College Entrance Examination Board may also be submitted for evaluation.

Conditions which apply to advanced standing credit are:

1. The student must be enrolled or eligible to re-enroll at the College.
2. The student must submit official records or documentation of the training, experience, or tests for which credit is being requested. Training or tests must be judged to be equivalent to courses offered at Oklahoma City Community College in order for credit to be awarded.
3. Students seeking credit through an institutionally prepared advanced standing exam must make payment in advance of the assigned fee. No refund will be given if the examination is not successfully completed.
4. The student must successfully complete 12 or more credit hours at the College before advanced standing credit will be posted to the transcript. Advanced standing credit will be posted with a grade of "S".

PRIOR LEARNING ASSESSMENT (PLA)

Oklahoma City Community College supports the concept of life long learning and knows that learning takes place in many environments and in many different ways. PLA is 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.

OKCCC has provided for some forms of PLA in the past such as course substitutions or evaluations, CLEP, and on-campus testing/evaluation for credit. This document does not change any of the already established procedures.

The PLA process requires that learning can be demonstrated. The demonstration of learning can be done by testing, achieving specific certifications, evaluation of a non-credit course or training program, observation and evaluation, the development of a portfolio, and so forth.

Ways such learning may occur include examples on the following list, as well as other alternatives.

Non-credit training or course work

On the job work experience

Volunteer experiences with civic groups, not for profit organizations, etc.

Internships, externships, etc.

Military service

Documentation of performance

Personal experience (travel, individual study, etc.)

Information about PLA will be provided during new student orientation, on the College Web Page, in the Catalog, and in the OKCCC Student Handbook.

Benefits of PLA

Benefits to students

1. Provides the opportunity to procure college credit based on learning from work and life experiences.
2. Has the potential to decrease the amount of time required to earn a degree or certificate.
3. Educational costs may be reduced by the differences in tuition and fees, books, etc.
4. Allows for increased flexibility in achieving the goal of earning a certificate or degree.

General Guidelines and Procedures

Applicants will follow all written guidelines. Paying the required fees and going through the process does not guarantee that the application will be approved or college credit awarded. PLA hours will be entered on the official transcript when the student has completed 12 credit hours at OKCCC (traditional, distance learning, web, web enhanced, etc.).

- Students must complete a minimum of 15 credit hours at OKCCC in order to earn a degree from the institution.
- Generally, up to 50 % of the semester credit hours required for a degree or certificate may be earned by PLA.
- Only credit for courses that will count toward the OKCCC degree or certificate sought by the applicant can be earned by PLA. This could include discipline specific electives or general electives. If the elective is NOT currently offered by the College special approval by the appropriate Division Dean and Associate Vice President for Academic Affairs is required.
- Oklahoma City Community College provides educational opportunities for a diverse student population. To this end, the College has adopted an admissions policy that makes its programs available to as many people as possible.
- 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/or science. This test is used as a placement instrument to foster the academic success of students enrolling at Oklahoma City Community College.
- When approved, transcription of PLA hours will be completed by the deadline listed on the approval documentation.

More information on the PLA process, how to apply, and required fees can be found through new student orientation offerings, on the College Web Page, in the Catalog, from Counselors in Student Development, and/or in the OKCCC Student Handbook.

GRADUATION REQUIREMENTS

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

Graduation Application Procedure

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

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

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

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

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

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.

Commencement

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

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 College Catalog, at the time they apply for graduation.

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 Request for Course Substitution form available in the Office of Admissions and Records 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 Dean of Admissions/Registrar.

Residency Requirements for a Degree or Certificate

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

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

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 Admissions and Records.

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.

Second Associate Degree

A second associate degree may be awarded provided the following requirements are met:

1. Completion of the general and specific requirements for both degrees.
2. Selection of a major different from that studied for the first degree.
3. 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.

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 the Dean of Admissions/Registrar.

GENERAL EDUCATION PROGRAM COMPETENCIES

General education program competencies were approved by the College Executive Council in February 1993 and revised in March 1998.

All associate degree graduates from Oklahoma City Community College must possess the following competencies:

- Demonstrate reading comprehension at the college level.
- Write well-developed essays in standard American English which demonstrate unity, coherence, and organization.
- Demonstrate critical thinking, that is, the ability to carefully and deliberately determine whether to accept, reject, or suspend judgment about a claim.
- Demonstrate an understanding of the structure of American federal government and its impact on social, political, and economic issues.
- Demonstrate an understanding of the ideas, events, and values that have shaped American history.
- Demonstrate oral and nonverbal communication skills in an effective and contextually appropriate manner.
- Display an understanding of the interconnections of people and systems, a general knowledge of history and world events, and an acknowledgment of differing cultural values and attitudes.
- Use analytical reason and appropriate methods and tools to solve applied problems in the major field of study and in additional situations in which mathematical solutions are applicable.

In addition, university parallel associate degree graduates must possess the following competencies:

- Use scientific methods of inquiry.
- Demonstrate an understanding of physical and biological processes.

COMPUTER PROFICIENCY REQUIREMENT

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

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

A student may satisfy the computer proficiency requirement by:

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

Courses which satisfy the computer proficiency requirement

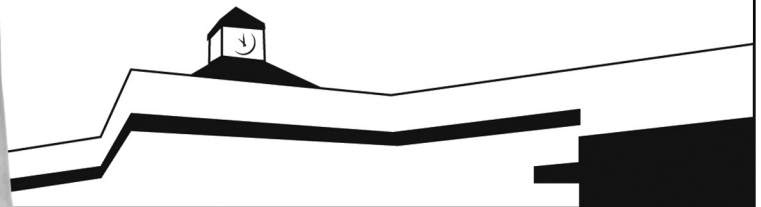
Any online course or web enhanced course

ACCT	2213	Computerized Accounting
AOT	1113	Computer Keyboarding
AOT	1713	Beginning Word Processing Applications
AOT	2013	Legal Billing
AOT	2133	Automated Records Management
AOT	2313	Intermediate Word Processing and Applications
AOT	2323	Legal Terminology and Machine Transcription
AOT	2453	Office Information Processing
AOT	2463	Applied Graphics with Desktop Publishing
AOT	2473	Office/Accounting Spreadsheet Applications
APPM	1313	Mathematics for Health Careers
ART	1173	Computer Drawing
ART	1363	Multimedia
ART	2533	3D Rendering and Design Visualization
ART	2573	Digital Painting
ART	2583	Digital Video & Sound Editing I
ART	2633	3D Animation and Special Effects
BIO	2902	Science Capstone
BIOT	2816	Biotechnology Laboratory I
BIOT	2914	Biotechnology Laboratory II
BUS	2033	Business Communications
CAD	1214	Computer-Aided Design
CAD	1253	CAD 3D Modeling
CAD	1413	CAD Hardware and Software
CAD	2113	CAD Management and Standards
CAD	2163	CAD Programming and Automation
CAD	2533	3D Rendering and Design Visualization

CAD	2543	Applications in CAD
CAD	2633	3D Animation and Special Effects
CAD	2924	Design Project
CHEM	2902	Science Capstone
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	Microcomputer Operating Systems
CS	1363	Multimedia
CS	1413	Microcomputer Technology
CS	2113	Computer-Based Information Systems
CS	2123	Assembly
CS	2143	Digital Media Editing
CS	2153	Windows Support
CS	2163	Java
CS	2173	Oracle
CS	2183	Linux
CS	2213	COBOL
CS	2223	Systems Analysis and Design
CS	2233	Advanced COBOL
CS	2303	Local Area Networking
CS	2363	C/C++
CS	2403	Microcomputer Support Services
CS	2413	Web Site Development
CS	2433	Multimedia Authoring
CS	2453	Visual Basic
CS	2463	Advanced Java
CS	2503	Network Administration
CS	2513	Advanced Web Site Development
CS	2553	Advanced Visual Basic
CS	2610	Internship
DBM	1000	Special Topics 1-4 Credit Hours
DBM	1101	Database Theory
DBM	1314	Introduction to SQL
DBM	1334	Database Administration
DBM	2000	Special Topics 1-4 Credit Hours
DBM	2313	Database Back Up and Recovery
DBM	2322	Database Networking
DBM	2334	Database Performance Tuning
DBM	2353	Database Administration with SQL Server
DBM	2363	Unix for Database Administrators
DBM	2373	Database and Application Design Using CASE
ECS	1000	Special Topics
ECS	1022	Introduction to Enterprise Communications Systems

ECS	1054	Basic Web Design Elements
ECS	1214	PC Hardware and Software
ECS	1233	Operating Systems
ECS	1253	Beginning Solaris
ECS	1273	Basic JAVA Elements
ECS	1314	Networking Fundamentals
ECS	1334	Routing Technologies
ECS	2000	Speical Topics
ECS	2224	Network Operating Systems
ECS	2272	Advanced JAVA Elements
ECS	2334	Advanced Routing/Switching
ECS	2354	Advanced Solaris
ECS	2364	Advanced Network and Design Management
ECS	2414	Building Scalable Networks
ECS	2434	Building Remote Access Networking
ECS	2454	Building Multi-Layer Switched Networks
ECS	2474	Inter-Network Troubleshooting
ECS	2514	Fundamentals of Network Router Security
ECS	2534	Fundamentals of Network Security for PIX FW
ECS	2554	Fundamentals of Wireless LANs
ET	1124	Digital Logic Fundamentals
ET	1604	Introduction to Electronics
ET	2414	Microcomputer Systems
ENGR	1113	Introduction to Engineering/FORTRAN
ENGR	1213	Engineering Graphics & Design
ENGR	2103	Interactive Engineering Design Graphics
ENGL	1113	English Composition I (when listed in the class schedule as a "Computer-Assisted Writing" offering)
ENGL	1213	English Composition II (when listed in the class schedule as a "Computer-Assisted Writing" offering)
ENGL	1233	Report Writing
ENGL	2003	Creative Writing (when listed in the class schedule as a "Computer-Assisted Writing" offering)
GCOM	1043	Electronic Publishing: QuarkXpress I
GCOM	1053	Electronic Publishing: InDesign I
GCOM	1133	Introduction to Macintosh
GCOM	1153	Digital Photography
GCOM	1173	Computer Drawing
GCOM	1183	Computer Drawing: Illustrator
GCOM	1223	Advertising Layout
GCOM	1353	Introduction to Multimedia Design
GCOM	2043	Electronic Publishing: QuarkXpress II
GCOM	2053	Electronic Publishing: InDesign II
GCOM	2323	Publication Design
GCOM	2353	Applied Graphic Art
GCOM	2583	Digital Video & Sound Editing

GCOM	2593	Digital Video & Sound Editing II
GCOM	2773	Image Editing: Photoshop I
GCOM	2783	Image Editing: Photoshop II
GCOM	2793	Web Page Design I
GCOM	2843	Web Page Animation II
HIST	2303	Historical Research, Methods, and Writing
HIST	2363	World History: Sub-Saharan Africa
HIST	2353	World History: Latin America
JB	1133	Newswriting I
LS	0023	College Writing I (when listed in the Class Schedule as a "Computer-Assisted Writing" offering)
LS	0033	College Writing II (when listed in the Class Schedule as a "Computer-Assisted Writing" offering)
MA	2234	Administrative Medical Office Procedures
MATH	2902	Mathematics Capstone
MET	1143	Computer Numerical Control Operation
PRDT	1223	Introduction to Computer-Aided Manufacturing
PRDT	2222	Statistical Process Control
MATH	1503	Contemporary Mathematics
MATH	2225	Calculus and Analytic Geometry I
MATH	2235	Calculus and Analytic Geometry II
MATH	2243	Calculus and Analytic Geometry III
NT	1000	Special Topics 1-4 Credit Hours
NT	1114	Microcomputer Installation and Service
NT	1124	Computer Network Connections: Copper
NT	1134	Configuring and Troubleshooting Desktop Applications
NT	1144	Introduction to Networking
NT	1154	Internetwork Theory and Design
NT	1164	MS Windows Professional Installation and Support
NT	1184	Linux Installation and Administration
NT	1194	Novell NetWare Installation and Administration
NT	1224	MS Office Installation and Support
NT	1233	Network Routing Systems
NT	2000	Special Topics 1-4 Credit Hours
NT	2114	MS Windows Server Installation and Support
NT	2124	Network Switching Systems
NT	2144	Network Services
NT	2154	Directory Services
NT	2164	WAN Systems and Design
NT	2324	Network Planning and Design
NT	2344	Proxy Server Installation and Administration
NT	2374	Computer Network Connections: Fiber
NT	2394	Network Administration
PHYS	2902	Science Capstone



Degree and Certificate Requirements

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.

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 website at <http://www.okhighered.org/student-center/transfer-students>. This site will assist a student in determining which course or courses will transfer to another Oklahoma college and university.

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

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

University Parallel/Transfer Curriculum Patterns

Agriculture*

Art, Visual Arts, (AA)

Aviation Maintenance Technology, (A.S.)

-General Emphasis

Aviation Management

Biology, (A.S.)

Broadcasting, (A.A.)

Business, (A.S.)

-General Emphasis

-Management Emphasis

Chemistry, (A.S.)
 Child Development, (A.A.)
 Computer Science, (A.S.)
 -Computer Information Systems Emphasis
 -Computer Science Emphasis (OU)
 -Computer Science Emphasis (UCO)
 Pre-Dentistry, (A.S.)
 Diversified Studies, (A.A.) or (A.S.)
 Pre-Education, (A.S.)
 -Early Childhood—Elementary and Special Education (OU)
 -Early Childhood—Elementary and Special Education (UCO)
 Pre-Engineering, (A.S.)
 Film and Video Production (A.A.)
 History, (A.A.)
 Humanities, (A.A.)
 International Studies, (A.A.)
 Journalism, (A.A.)
 Liberal Studies, (A.A.)
 Literature, (A.A.)
 Mathematics, (A.S.)
 -General Emphasis
 -Pre-Teaching Emphasis **
 Modern Languages (A.A.)
 -French Emphasis
 -Spanish Emphasis
 Pre-Medicine, (A.S.)
 Music, (A.A.)
 Pre-Baccalaureate Nursing, (A.S.)
 Pre-Pharmacy, (A.S.)
 Philosophy, (A.A.)
 Physics, (A.S.)
 Political Science/Pre-Law, (A.A.)
 Psychology, (A.A.)
 Public Relations, (A.A.)
 Science: Pre-Teaching Emphasis (A.S.) **
 Sociology, (A.A.)
 Speech, (A.A.)
 Technology, (A.S.)
 Theatre Arts, (A.A.)

**Pending Regents Approval

*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.

TRANSFER TO UNIVERSITIES ARTICULATION

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 a 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 website at <http://www.okhighered.org/student-center/transfer-students>. This site will assist a student in determining which course or courses will transfer to another Oklahoma college and university. By using the appropriate transfer resources, the student can be assured that courses in the student’s major will transfer directly toward the bachelor’s degree.

TECHNICAL/OCCUPATIONAL PROGRAMS

A technical/occupational program is designed to prepare a student to enter the world of work after successfully completing the curriculum. After fulfilling the degree requirements, the student is awarded an Associate in Applied Science.

Technical/Occupational Curriculum Patterns

Automotive Technology

- Automotive Technology Internship Program Emphasis
- ACDelco Technician Service Education Program (TSEP)
- GM Automotive Service Educational Program Emphasis*
- GM Body Service Education Program (BSEP)
- Non-Structural Repair Emphasis*
- Painting and Refinishing Emphasis*

Aviation Maintenance Technology

Bioinformatics

Biotechnology Research Technician

Business

- Accounting
- Administrative Office Technology/Administrative Office Specialist Emphasis
- Administrative Office Technology/Legal Secretary Emphasis
- Automotive Management Emphasis **
- Automotive Service Management Emphasis **
- Business Management
- Finance/Banking
- Finance/General

Child Development

Computer-Aided Design

-Manufacturing/Architectural Emphasis

-Multimedia Emphasis

Computer Science

-Computer Programming Emphasis

-Microcomputer Specialist Emphasis

-Web Emphasis

Database Management

Electronics

-General Emphasis

-Instrumentation and Control Emphasis

Emergency Medical Sciences

Enterprise Communications Emphasis **

Film and Video Production Technician

Graphic Communications

-Print Media Emphasis

-Multimedia Emphasis

-Photography/Digital Imaging Emphasis

Manufacturing Technology

-Robotics/Computer Integrated Manufacturing Emphasis

-Computer Numerical Control Emphasis

-Semiconductor Manufacturing Technology Emphasis

Medical Assistant

Network Technology

Nursing*

Occupational Therapy Assistant*

Orthotic and Prosthetic Technician*

Physical Therapist Assistant*

Respiratory Care Therapist*

Surgical Technology*

Technology

* Special Admissions Procedures Required.

** Pending Regents Approved

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, Provost/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 Center for Student Development.

Certificate Curriculum Patterns

Accounting Office Assistant

Accounting Technician

Administrative Office Technology

-Legal Office Procedures

Banking and Finance

Biotechnology Research Assistant

Child Development

Computer-Aided Design

-Manufacturing/Architectural Emphasis

-Multimedia Emphasis

Computer Science

-Microcomputer Technician

-Network Technician

Emergency Medical Sciences

-Basic EMT

-Paramedic

Film and Video Production Technician
 General Office Technology
 Insurance
 International Studies
 Legal Office Procedures
 Medical Transcriptionist
 Modern Languages
 -Spanish Emphasis
 Real Estate
 Technology

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 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 of the Computer Proficiency Requirement (see page 57).
- The completion, as part of the overall 60 semester credit hours, of major and support courses listed by major in the Curriculum Patterns section of this catalog.
- The completion, as part of the overall 60 semester credit hours, of a basic general education core of a minimum of 37 semester credit hours which shall include the following:

GENERAL EDUCATION REQUIREMENTS

(For the AA and AS Degrees)

The Oklahoma City Community College Courses listed below will meet the General Education requirements for completion of a degree. This is not a comprehensive list. Since degree programs determine whether or not a course qualifies as meeting a general education requirement, you should consult the particular course requirements for your degree program. If you have questions or concerns be sure to meet with a student development counselor or a faculty advisor.

English Composition..... 6 hours

ENGL 1113 English Composition I and ENGL 1213 English Composition II

American History..... 3 hours

HIST 1483 U.S. History to the Civil War or

HIST 1493 U.S. History from the Civil War to the Present

U.S. Government 3 hours

POLSC 1113 American Federal Government

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

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

ASTR 1504 General Astronomy

ASTR 1514 General Astronomy w/Lab

BIO 1113 General Biology

BIO 1114 General Biology

BIO 1023 Introduction to Nutrition

BIO 1203 History of Life on Earth

BIO 2114 General Botany

BIO 2125 Microbiology

BIO 2215 General Zoology

BIO 2343 Genetics and Man

BIO 2403 Ecology and Environmental Issues

BIO 2404 Ecology and Environmental Issues

CHEM 1103 Chemistry Around Us

CHEM 1115 General Chemistry I

CHEM 1123 Principles of Chemistry

CHEM 1131 Principles of Laboratory Chemistry

CHEM 1215 General Chemistry II

GEOL 1063 Earth Science

GEOL 1064 Earth Science

GEOL 1114 General Geology

PHYS 1013 Physical Science

PHYS 1014 Physical Science

PHYS 1034 General Geology

PHYS 1063 Earth Science

PHYS 1064 Earth Science

PHYS 1114 College Physics I

PHYS 1214 College Physics II

PHYS 1504 General Astronomy

PHYS 1514 General Astronomy w/Lab

PHYS 2014 Engineering Physics **

PHYS 2114 Engineering Physics II **

Humanities 6 hours

ART 1013 Art History Survey I

ART 1023 Art History Survey II

ART 1053 Art Appreciation

ENGL 2123 Introduction to Literature

ENGL 2423 World Literature to 1700

ENGL 2433 World Literature since 1700

ENGL 2543 English Literature to 1798

ENGL 2653 English Literature since 1798

ENGL 2773 American Literature to 1865

ENGL 2883 American Literature since 1865

GEOG 2603 World Regional Geography
 HIST 1000 Special Topics in History
 HIST 1613 Early Western Civilization
 HIST 1623 Modern Western Civilization
 HIST 2000 Special Topics in History
 HIST 2103 Oklahoma—Land of the Red Man
 HIST 2123 African-American History
 HIST 2203 The American Indian
 HIST 2213 Great American Biographies
 HUM 1113 Music Appreciation
 HUM 2000 Humanistic Studies
 HUM 2103 Music Masterpieces
 HUM 2120 Museum Studies
 HUM 2133 Comparative Religions
 HUM 2143 Mythology
 HUM 2153 Introduction to Eastern Thought
 HUM 2173 Beliefs and Believers
 HUM 2213 Humanities-Classical and Medieval
 HUM 2223 Humanities-Modern
 HUM 2243 Film Studies
 HUM 2253 Documentary Films
 HUM 2263 American Cinema
 HUM 2353 History of Science
 HUM 2373 Introduction to World Music
 HUM 2423 Advocates of Peace
 PHIL 1013 Introduction to Philosophy
 PHIL 1213 Introduction to Ethics
 PHIL 1603 Introduction to Logic
 PHIL 2173 Beliefs and Believers
 PHIL 2223 Philosophy of Religion
 TA 1103 Introduction to Theatre

Mathematics..... 3 hours

MATH 1503 Contemporary Math

MATH 1513 College Algebra

MATH 2013 Introduction to Statistics **OR** any course with a MATH prefix having MATH 1513 as a prerequisite

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 or from the list below.

BUS 2023 Business Statistics

BUS 2033 Business Communication

BUS 2043 Business Ethics

CD 1013 Introduction to Child Development

COM 1103 Effective Reading

COM 1123 Interpersonal Communications

COM 2213 Public Address
 CS 1103 Introduction to Computers and Applications
 ECON 2113 Principles of Macroeconomics
 ECON 2123 Principles of Microeconomics
 ENGL 2000 Creative Writing
 FREN 1115 Elementary French I
 FREN 1225 Elementary French II
 FREN 2113 Intermediate French I
 FREN 2223 Intermediate French II
 GRMN 1115 Elementary German I
 GRMN 1225 Elementary German II
 GRMN 2113 Intermediate German I
 GRMN 2223 Intermediate German II
 JB 1013 Introduction to Mass Communication
 POLSC 1000 Special Topics in Political Science
 POLSC 2103 Introduction to Public Administration
 POLSC 2113 Introduction to State and Local Government
 POLSC 2223 Introduction to Law
 POLSC 2303 Introduction to International Relations
 POLSC 2603 Introduction to Comparative Politics
 POLSC 2613 Introduction to Political Science
 PSY 1113 Introduction to Psychology
 PSY 2193 Personality Theories
 PSY 2403 Developmental Psychology
 PSY 2743 Social Psychology
 SOC 1113 Introduction to Sociology
 SOC 1203 Introduction to the Criminal Process
 SOC 2013 Marriage and Family Relationships
 SOC 2023 Social Problems
 SOC 2063 Crime and Delinquency
 SOC 2143 Minorities, Ethnicity and Cultural Diversity
 SOC 2213 Cultural Anthropology
 SPAN 1013 Conversational Spanish I
 SPAN 1115 Elementary Spanish I
 SPAN 1123 Conversational Spanish II
 SPAN 1225 Elementary Spanish II
 SPAN 2013 Conversational Spanish III
 SPAN 2113 Intermediate Spanish I
 SPAN 2223 Intermediate Spanish II

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.

General Requirements

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

a. Communications 6 hours

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

b. U.S. History and U.S. Government..... 6 hours

c. General Education Electives 6 hours

- Technical-Occupational Specialty 27 hours
- Support and Related Courses 0-15 hours¹ (to total a minimum of 60 hours)

** Pending Approval

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



Course Patterns

*Agriculture (Redlands Community College)



Program Information: Oklahoma City Community College and Redlands Community College are committed to addressing the academic needs of students in the most effective and efficient manner possible. Oklahoma City Community College and Redlands Community College have entered into an agreement that addresses the needs of students residing near Oklahoma City Community College who wish to pursue careers in agriculture. Oklahoma City Community College agrees to transmit appropriate student records and transcripts for the purpose of transferring credits to Redlands Community College without charge to the student.

See Redlands Community College catalog for Curriculum Listing and Suggested Course Sequence. Faculty advisement through Redlands Community College.

Art

Visual Arts



Associate in Arts—University-Parallel¹ (Minimum of 60 credits) 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, graphic design, fashion design, interior design, animation, art therapy, illustration, print making and graphic/visual communications.

Curriculum Listing

MAJOR COURSES (16 Credit Hours)

ART: ART 1123; ART 1213; ART 1233; ART 1243; ART 2013; ART 2821

GENERAL EDUCATION COURSES (37 Credit Hours)

English: ENGL 1113; ENGL 1213; **History:** HIST 1483 or HIST 1493; **Political Science:** POLSC 1113; **Sciences:** *Three to four credit hours of general education Biological Science; three to four credit hours Physical Science; one of the science courses must include a lab component.; **Humanities:** ART 1013; ART 1023; **Mathematics:** MATH 1503 or MATH 1513 or MATH 2013; **Electives:** Three credit hours Psychology, Social Science or Foreign Language; three credit hours Fine Arts Electives; 3 credit hours of General Education Electives.

SUPPORT COURSES (7 Credit Hours)

Seven credit hours of Support Electives

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ART	1013 Art History Survey I	3
ART	1123 Drawing I	3
ENGL	1113 English Composition I	3
ART	1213 Foundations I: Design and Color.....	3
	*Any Physical Science	3-4
		15-16

2nd Semester

Subjects		Credit Hrs.
ART	1023 Art History Survey II	3
ART	1233 Drawing II	3
ART	1243 Foundations II: 3D Design.....	3
MATH	1503 Contemporary Mathematics OR	
MATH	1513 College Algebra OR	
MATH	2013 Introduction to Statistics	3
	Guided Support Elective	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
ART	2013 Painting I	3
ENGL	1213 English Composition II	3
	Fine Art Elective	3
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
	Guided Support Elective	3
		15

2nd Semester

Subjects		Credit Hrs.
	Psychology, Sociology or Foreign Language	3
POLSC	1113 American Federal Government	3
	*Any Biological Science	3-4
	Guided Support Electives.....	4
ART	2821 Portfolio Development and Presentation.....	1
		14-15

*See page 63 for General Education Requirements

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

*At least one science course must include a laboratory component.

Guided Support Electives: Any course with the ART prefix; ENGL 2000; GCOM 1033; GCOM 1043; GCOM 1133; GCOM 1223; GCOM 1353; GCOM 2123; GCOM 2313; GCOM 2323; GCOM 2663; GCOM 2773; GCOM 2783; GCOM 2793; GCOM 2823; HUM 2143; HUM 2213; HUM 2223; JB 2643; PHIL 1013; PSY 1103; PSY 2403

Automotive Technology[#]

Automotive Technology Internship Program



Associate in Applied Science—Technical and Occupational²
(Minimum of 63 Credits) Students interested in automotive technology may choose the Automotive Technology Internship Program emphasis. While studying at Oklahoma City Community College, students become familiar with current automotive technology, as well as diagnostic and trouble-shooting techniques.

Curriculum Listing

MAJOR COURSE (42 credit hours)

Automotive Technology/Automotive Apprentice Emphasis:
 AT 1204; AT 1214; AT 1224; AT 1244; *AT 1612; *AT 1622; *AT 1632;
 *AT 1642; Five hours of AT 2001; AT 2101; AT 2204; AT 2214; AT
 2224; AT 2234; *AT 2612; *AT 2622; *AT 2632; *AT 2642. Four credit
 hours of approved electives.

GENERAL EDUCATION COURSES (18 Credit hours)

Computer Science: CS 1103; English: ENGL 1113; History: HIST
 1483 or HIST 1493; Political Science: POLSC 1113; Oklahoma
 States Regents for Higher Education approved General Education
 Communications course: 3 credit hours; Faculty Approved General
 Education Electives: 3 credit hours

SUPPORT COURSES (3 credit hours)

Faculty Approved Mathematics that meets OKCCC's Math Proficiency
 requirements

Suggested Course Sequence

Freshman Year

1st Semester

Subjects	Credit Hrs.
AT 1204 A.S.E. Engine Performance OR	
*AT 1612 A.S.E. Eng. Perform. plus A.S.E. Advan. Standing Credit ..	4
AT 1214 A.S.E. Engine Repair OR	
*AT 1622 A.S.E. Eng. Repair plus A.S.E. Advan. Standing Credit.....	4
CS 1103 Introduction to Computers/Applications	3
AT 2001 Career Experience	1
	12

2nd Semester

Subjects	Credit Hrs.
AT 1224 A.S.E. Suspension and Steering OR	
*AT 1632 A.S.E. Suspen. & Steer. plus	
A.S.E. Advanced Standing Credit	4
AT 1244 A.S.E. Brakes OR	
*AT 1642 A.S.E. Brakes plus A.S.E. Advanced Standing Credit.....	4
AT 2001 Career Experience	1
POLSC 1113 American Federal Government	3
	12

Freshman Year Summer

Subjects	Credit Hrs.
ENGL 1113 English Composition I	3
AT 2001 Career Experience	1
Faculty approved General Educations Electives.....	3
	7

Sophomore Year

1st Semester

Subjects	Credit Hrs.
AT 2204 A.S.E. Manual Drive Trains OR	
*AT 2612 A.S.E. Man. Drive Trains plus	
A.S.E. Advan. Standing Credit	4
AT 2214 A.S.E. Auto Transmissions and Transaxles OR	
*AT 2622 A.S.E. Auto Trans. & Tranaxles plus	
A.S.E. Advan. Stand. Credit	4
AT 2001 Career Experience	1
Oklahoma States Regents for Higher Education Approved	
General Education Communications Course	3
	12

2nd Semester

Subjects	Credit Hrs.
AT 2224 A.S.E. Electrical Systems OR	
*AT 2632 A.S.E. Elect. Systems plus A.S.E. Advan. Stand. Credit.....	4
AT 2234 A.S.E. Heating & Air Conditioning OR	
*AT 2642 A.S.E. Heat & Air Condition. plus	
A.S.E. Advanced Standing Credit	4
AT 2001 Career Experience	1
Faculty App. Math. that meets OKCCC's Math Prof.....	3
	12

Sophomore Year Summer

Subjects	Credit Hrs.
HIST 1483 American History to Civil War OR	
HIST 1493 American History from Civil War to Present	3
AT 2101 A.S.E. Certification	1
Faculty Approved Automotive Elective	4
	8

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

[#]Cooperative agreements have been established with Francis Tuttle, Metro Tech, and Moore-Norman Technology Centers.

^{*}A student may present advanced standing ASE certification in this area and receive two credit hours. They may then take the corresponding two-credit-hour course instead of the four-credit-hour course.

Automotive Technology

GM Automotive Service Educational Program



Associate in Applied Science—Technical and Occupational²
(Minimum of 63 Credits) Students interested in automotive technology can choose the Automotive Service Educational Program (ASEP) emphasis. ASEP students are each sponsored by a General Motors dealership. The students develop expertise in the latest technological advances in GM automotive engineering and service procedures. Students are guaranteed employment with their sponsors after graduating. Students are responsible for providing their own hand tools.

Curriculum Listing

MAJOR COURSES (42 credit hours)

Automotive Technology/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

English: ENGL 1113; History: HIST 1483 or HIST 1493; Political
 Science: POLSC 1113; Computer Science: CS 1103; Any Oklahoma
 States Regents for Higher Education approved general education
 communications course; Faculty Approved General Education
 Electives

SUPPORT COURSES (3 credit hours)

Faculty Approved mathematics that meets OKCCC's Math proficiency
 requirements

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
AT	1314 GM Electrical Systems	4
AT	1304 GM Engine Repair	4
CS	1103 Introduction to Computer/Applications	3
AT	2001 Career Experience	1
		12

2nd Semester

Subjects		Credit Hrs
AT	1334 GM Brakes	4
AT	1324 GM Engine Performance.....	4
AT	1422 GM New Products I.....	2
POLSC	1113 American Federal Government	3
AT	2001 Career Experience	1
		14

Summer

Subjects		Credit Hrs.
AT	2101 A.S.E. Certification	1
ENGL	1113 English Composition I	3
HIST	1483 American History to the Civil War OR	
HIST	1493 American History from Civil War to Present	3
AT	2001 Career Experience	1
		8

Sophomore Year 1st Semester

Subjects		Credit Hrs.
AT	2001 Career Experience	1
AT	2314 GM Manual Drive Trains	4
AT	2304 GM Suspension/Steering	4
AT	2422 GM New Products II	2
		Three credit hours of Faculty Approved Mathematics.....3
		Oklahoma State Regents for Higher Education
		Approved General Education Communication Course
		17

2nd Semester

Subjects		Credit Hrs
AT	2001 Career Experience	1
AT	2324 GM Automatic Transmission/Transaxles	4
AT	2334 GM Heating and Air Conditioning Systems	4
		Faculty Approved General Education Electives
		12

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

Automotive Technology[#]

GM Body Service Education Program



Associate in Applied Science — Technical and Occupational²
(Minimum of 63 credits) GMBSEP is a two-year cooperative auto collision repair training program offered as a cooperative program through OKCCC, Francis Tuttle, and General Motors. Coursework is created by GM and GM BSEP affiliates. It includes precision analysis and measurement of wrecked vehicles; repair and replacement of damaged vehicles, repair and replacement of damaged body and structural components to include the latest composite materials used; refinishing and color matching of vehicles using most current chemicals, paint materials, and application technology. The student will be trained to work as a professional in the auto body service and repair industry. In addition, students will receive preparation to be a body shop manager or to work in the insurance industry. This is a part of a cooperative agreement with Francis Tuttle Technology Center. All major courses are taught at Francis Tuttle Technology Center.

Curriculum Listing

MAJOR COURSES (42 credit hours)

Automotive: AT 1632, AT 1642, AT 1713, AT 1723, AT 1733, AT 1763, Five hours of AT 2001, AT 2101, AT 2632, AT 2642, AT 2713, AT 2733, , AT 2753, AT 2783; Major Electives: Four credit hours of faculty approved automotive electives

GENERAL EDUCATION COURSES (18 credit hours)

Computer Science: CS 1103; English: ENGL 1113 and any Oklahoma State Regents for Higher Education approved general education three credit hour English or communications course.*; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives: Three credit hours

SUPPORT COURSES (3 credit hours)

Mathematics: Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
AT	1723 GM BSEP Introduction to Body Repair and Refinishing.....	3
AT	1713 GM BSEP Automotive Collision Program Basics	3
AT	1632 ASE Suspension and Steering.....	2
AT	2001 Career Experience	1
CS	1103 Introduction to Computers and Applications.....	3
		12

2nd Semester

Subjects		Credit Hrs.
AT	1763 GM BSEP Auto Refinishing Systems and Preparation	3
AT	1773 GM BSEP Non-structural Trim and Panel Alignment	3
AT	1642 ASE Brakes.....	2
AT	2001 Career Experience	1
ENGL	1113 English Composition I	3
POLSC	1113 American Federal Government.....	3
		15

Freshman Summer

Subjects		Credit Hrs.
AT	2001 Career Experience	1
HIST	1483 U.S. History to Civil War OR	
HIST	1493 U.S. History since the Civil War	3
		4

Sophomore Year 1st Semester

Subjects		Credit Hrs.
AT	2753 GM BSEP Minor Body Repair	3
AT	2783 GM BSEP Door and Quarter Panel Replacement.....	3
AT	2632 ASE Electrical Systems.....	2
AT	2001 Career Experience	1
Any Oklahoma State Regents for Higher Education approved general education communications or English course.*		3
Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.		3
		15

2nd Semester

Subjects		Credit Hrs.
AT	2713 GM BSEP MIG Welding and Cutting.....	3
AT	2642 ASE Heating and Air Conditioning Systems.....	2
AT	2733 GM BSEP Paint and Equipment Application	3
AT	2001 Career Experience	1
Three credit hours of general education electives		3
		12

Sophomore Summer

Subjects		Credit Hrs.
AT	2101 ASE Certification	1
Four credit hours of faculty approved automotive electives.....		4
		5

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

[#]A cooperative agreement has been established with Francis Tuttle.
 * To be chosen from ENGL 1213, ENGL 1233, COM 1123, or COM 2213

Automotive Technology[#]

Non-Structural Repair



Associate in Applied Science — Technical and Occupational²
(Minimum of 63 credits) This associate degree program is designed to provide students with the skills needed in the auto collision repair industry. Both basic and advanced techniques will be taught. At the conclusion of the degree program, the students will be eligible for careers in civil service or privately owned repair facilities. Students will also be eligible for careers in the insurance industry. This program is part of cooperative agreements with Francis Tuttle and Metro Tech Technology Centers. All major courses are taught at Francis Tuttle and Metro Tech Technology Centers.

Curriculum Listing

MAJOR COURSES (42 credit hours)

AT 1513; AT 1523; AT 1533; AT 1553; AT 1632; AT 1642; Five hours of AT 2001; AT 2101; AT 2563; AT 2573; AT 2583; AT 2593; AT 2632; AT 2642; Major Course Electives: Four credit hours

GENERAL EDUCATION COURSES (18 credit hours)

English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education three credit hour English or communications course*; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Computer Science: CS 1103; General Education Electives: Three credit hours

SUPPORT COURSES (3 credit hours)

Mathematics: Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
CS	1103 Introduction to Computers and Applications.....	3
AT	1553 Automotive Collision Program Basics	3
AT	2001 Career Experience	1
AT	1513 Introduction to Body Repair and Refinishing.....	3
AT	1632 A.S.E. Suspension and Steering.....	2
		12

2nd Semester

Subjects		Credit Hrs.
AT	1523 Automotive Refinishing Systems and Preparation	3
AT	1533 Non-Structural Trim and Panel Alignment	3
AT	2001 Career Experience	1
AT	1642 A.S.E. Brakes.....	2
ENGL	1113 English Composition I	3
POLSC	1113 American Federal Government.....	3
		15

Freshman Summer

Subjects		Credit Hrs.
AT	2001 Career Experience	1
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History from Civil War.....	3
		4

Sophomore Year 1st Semester

Subjects		Credit Hrs.
AT	2563 Minor Body Repair	3
AT	2573 Door and Quarter Panel Replacement.....	3
AT	2632 A.S.E. Electrical Systems.....	2
AT	2001 Career Experience	1
	Any Oklahoma State Regents for Higher Education approved general education English or communications course.*	3
	Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.	3
		15

2nd Semester

Subjects		Credit Hrs.
AT	2583 Automotive Glass Replacement.....	3
AT	2593 MIG Welding and Cutting	3
AT	2642 A.S.E. Heating and Air Conditioning Systems.....	2
AT	2001 Career Experience	1
	Three credit hours of general education electives	3
		12

Sophomore Summer

Subjects		Credit Hrs.
AT	2101 ASE Certification	1
	Four credit hours faculty approved automotive electives	4
		5

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

[#]A cooperative agreement has been established with Francis Tuttle and Metro Tech Technology Centers

* To be chosen from ENGL 1213, ENGL 1233, COM 1123, or COM 2213

** Students must file all financial aid through the technology center while attending there.

Automotive Technology[#]

Painting and Refinishing



Associate in Applied Science — Technical and Occupational²
(Minimum of 63 credits) This associate degree program is designed to provide students with the skills needed in the auto collision repair industry. Both basic and advanced techniques will be taught. At the conclusion of the degree program, the students will be eligible for careers in civil service or privately owned repair facilities. Students will also be eligible for careers in the insurance industry. This program is part of cooperative agreements with Francis Tuttle and Metro Tech Technology Centers. All major courses are taught at Francis Tuttle and Metro Tech Technology Center.

Curriculum Listing

MAJOR COURSES (42 credit hours)

AT 1513; AT 1523; AT 1533; AT 1543; AT 1553; AT 1632; AT 1642;
 Five hours of AT 2001; AT 2101; AT 2513; AT 2523; AT 2533; AT 2632;
 AT 2642 Major Course Electives: Four credit hours

GENERAL EDUCATION COURSES (18 credit hours)

English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education three credit hour English or communications course*; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Computer Science: CS 1103; General Education Electives: Three credit hours

SUPPORT COURSES (3 credit hours)

Mathematics: Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
AT	1513 Introduction to Body Repair and Refinishing.....	3
AT	1553 Automotive/Collision Program Basics	3
CS	1103 Introduction to Computers and Applications.....	3
AT	2001 Career Experience	1
AT	1632 A.S.E. Suspension/Steering	2
		12

2nd Semester

Subjects		Credit Hrs.
AT	1523 Automotive Refinishing Systems and Preparation	3
AT	1533 Non-Structural Trim and Panel Alignment	3
AT	2001 Career Experience	1
AT	1642 A.S.E. Brakes.....	2
POLSC	1113 American Federal Government	3
ENGL	1113 English Composition I	3
		15

Freshman Summer

Subjects		Credit Hrs.
AT	2001 Career Experience	1
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
		4

Sophomore Year 1st Semester

Subjects		Credit Hrs.
AT	1543 Surface Preparation	3
AT	2513 Equipment and Application.....	3
AT	2001 Career Experience	1
AT	2632 A.S.E. Electrical Systems.....	2
	Any Oklahoma State Regents for Higher Education approved general education English or communications course.*	3
	Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.	3
		15

2nd Semester

Subjects		Credit Hrs.
AT	2523 Tinting and Blending	3
AT	2533 Troubleshooting and Detailing.....	3
AT	2001 Career Experience	1
AT	2642 A.S.E. Heating and Air	2
	Three credit hours of general education electives	3
		12

Sophomore Summer

Subjects		Credit Hrs.
AT	2101 A.S.E. Certification	1
	Four credit hours of faculty approved automotive electives	4
		5

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

[#]A cooperative agreement has been established with Francis Tuttle and Metro Tech Technology Centers.

* To be chosen from ENGL 1213, ENGL 1233, COM 1123, or COM 2213

** Students must file all financial aid through the technology center while attending there.

Aviation Maintenance Technology[#]



Associate in Applied Science —Technical and Occupational²
(Minimum of 60 Credits) The Aviation Maintenance Technology program is a cooperative program conducted jointly by Oklahoma City Community College and Metro Tech Technology Center. Federal Aviation Administration certified airframe and powerplant technical occupational courses are offered exclusively at the Metro Tech Aviation Career Center campus. Required general education and support courses are offered at the Oklahoma City Community College campus.

Aviation maintenance technicians service, repair and overhaul various aircraft components and systems including electrical and hydraulic systems, airframes, engines and propellers on commercial and private aircraft.

Curriculum Listing

MAJOR COURSES (27 credit hours)

AMT 1113; AMT 1123; AMT 1212; AMT 1312; AMT 1323; AMT 2112; AMT 2122; AMT 2213; AMT 2222; AMT 2312; AMT 2323

GENERAL EDUCATION COURSES (18 credit hours)

English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education three credit hours English or communications course*; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Computer Science: CS 1103; General Education Electives: Three credit hours

SUPPORT COURSES (15 credit hours)

Mathematics: Three credit hour of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.; Support Electives: Twelve credit hours of faculty approved support electives

Suggested Course Sequence

Freshman Year 1st Semester

Subjects	Credit Hrs.
ENGL 1113 English Composition I	3
HIST 1483 U.S. History to the Civil War OR	
HIST 1493 U.S. History since the Civil War	3
AMT 1113 Fundamentals of Aviation Maintenance	3
CS 1103 Introduction to Computers and Applications.....	3
AMT 1312 Aircraft Structures I	2
	14

2nd Semester

Subjects	Credit Hrs.
Any Oklahoma State Regents for Higher Education approved general education communications or English course.*	3
AMT 1123 Technical Mechanics and Regulations	3
POLSC 1113 American Federal Government	3
AMT 1323 Aircraft Structures II	3
AMT 1212 Basic Aircraft Electronics.....	2
	14

Sophomore Year 1st Semester

Subjects	Credit Hrs.
AMT 2112 Airframe Systems I	2
AMT 2213 Reciprocating Engines I	3
AMT 2312 Jet Turbine Powerplant I	2
Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.	3
Five credit hours of faculty approved support electives	5
	15

2nd Semester

Subjects	Credit Hrs.
AMT 2122 Airframe Systems II	2
AMT 2222 Reciprocating Engines II	2
AMT 2323 Jet Turbine Powerplant II	3
Three credit hours of general education electives	3
Seven credit hours of faculty approved support electives ..	7
	17

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

[#]A cooperative agreement has been established with Metro Tech Technology Center. Major courses available only at Metro Tech Aviation Career Center.

* To be chosen from ENGL 1213, ENGL 1233, COM 1123, or COM 2213

** Students must file all financial aid through the technology center while attending there.

Aviation Maintenance Technology[#]

General Emphasis



Associate in Science — Diversified Studies — University-Parallel¹ (Minimum of 68 Credits) The Aviation Maintenance Technology program is a cooperative program conducted jointly by Oklahoma City Community College and Metro Tech Technology Center. Federal Aviation Administration certified airframe and powerplant courses are offered exclusively at the Metro Tech Aviation Career Center campus. Required general education and support courses are offered at the Oklahoma City Community College campus.

Aviation maintenance technicians service, repair and overhaul various aircraft components and systems including electrical and hydraulic systems, airframes, engines and propellers on commercial and private aircraft. The curriculum stresses aviation maintenance principles, critical thinking and communication skills, in addition to mathematics, science and technological skills. This degree is a part of the Oklahoma City Aviation/Aerospace Education Alliance providing opportunities for high school and adult students.

Curriculum Listing

MAJOR COURSES (27 credit hours)

AMT 1113; AMT 1123; AMT 1212; AMT 1312; AMT 1323; AMT 2112; AMT 2122; AMT 2213; AMT 2222; AMT 2312; AMT 2323

GENERAL EDUCATION COURSES (41 credit hours)

English: ENGL 1113 – Computer-Assisted; ENGL 1213

History: HIST 1483 or HIST 1493

Political Science: POLSC 1113

Mathematics: MATH 1513

Humanities: six credit hours

Physics: PHYS 1114

Biology: BIO 1114

Economics: ECON 2113

Psychology: PSY 1113

Geography: GEOG 2603

Business: BUS 2023

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
AMT	1113 Fundamentals of Aviation Maintenance	3
ENGL	1113 English Composition I, Computer-Assisted	3
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
BIO	1114 General Biology	4
MATH	1513 College Algebra	3
		16

2nd Semester

Subjects		Credit Hrs.
AMT	1212 Basic Aircraft Electronics	2
AMT	1123 Technical Mechanics and Regulations	3
	Humanities	3
PHYS	1114 College Physics	4
PSY	1113 Introduction to Psychology	3
ENGL	1213 English Composition II	3
		18

Sophomore Year 1st Semester

Subjects		Credit Hrs.
AMT	1312 Aircraft Structure I	2
AMT	2112 Airframe Systems I	2
AMT	2213 Reciprocating Engines I	3
AMT	2312 Jet Turbine Powerplant I	2
BUS	2023 Business Statistics	3
POLSC	1113 American Federal Government	3
	Humanities	3
		18

2nd Semester

Subjects		Credit Hrs.
AMT	1323 Aircraft Structure II	3
AMT	2122 Airframe Systems II	2
AMT	2222 Reciprocating Engines II	2
AMT	2323 Jet Turbine Powerplant II	3
ECON	2113 Principles of Macroeconomics	3
GEOG	2603 World Regional Geography	3
		16

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

[#]A cooperative agreement has been established with Metro Tech Technology Center. Major courses are available only at Metro Tech Aviation Career Center.

*Students must file all financial aid through the technology center while attending there.

Bioinformatics

Bioinformatics Technician



Associate in Applied Science² (Minimum of 65 Credits)

Bioinformatics involves analyzing the vast amount of raw genomic and proteomic data generated in the last decade through the Human Genome Project and other work. Bioinformatics professionals create databases and software applications that house this information and allow scientists to access and use the material. Biologists, biochemists, pharmaceutical researchers, and Bio-engineering researchers/corporations will use bioinformatics data bases in the course of their research and product development.

This program will provide students with the background in biology, biotechnology, mathematics, and information technology that they will need to help create/maintain bioinformatics databases and manipulate the data contained therein.

Curriculum Listing

MAJOR COURSES (29 credit hours); Biotechnology: BIOT 2816; BIOT 2914; Bioinformatics: BINFO 1011; BINFO 2013; BINFO 2113; BINFO 2213; Computer Science: CS 2163; CS 2173; CS 2183

GENERAL EDUCATION COURSES (20 credit hours)

English: ENGL 1113; ENGL 1233 or ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113

Biology: 2343; Chemistry: CHEM 1115

SUPPORT COURSES (16 credit hours)

Biology: BIO 2125; Computer Science: CS 1143; CS 1333; Mathematics: MATH 2013; Biotechnology: BIOT 1022

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
HIST	1483 American History to the Civil War OR	
HIST	1493 American History from Civil War to Present	3
BIO	2343 Genetics and Man	3
CHEM	1115 General Chemistry I	5
BINFO	1011 Introduction to Bioinformatics	1
		15

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II OR	
ENGL	1233 Report Writing	3
CS	1143 Beginning Programming	3
BIO	2125 Microbiology	5
BIOT	1022 Media and Solution Preparation	2
MATH	2013 Introduction to Statistics	3
		16

Sophomore Year 1st Semester

Subjects		Credit Hrs.
BIOT	2816 Biotechnology Laboratory I	6
CS	1333 Database Management Applications	3
BIOFO	2013 Bioinformatics Tools and Data Bases	3
CS	2163 JAVA	3
		16

2nd Semester

Subjects		Credit Hrs.
CS	2173 Oracle	3
BIOT	2914 Biotechnology Laboratory II	4
CS	2183 LINUX	3
BIOFO	2113 Bioinformatics Programming in PERL	3
POLSC	1113 American Federal Government	3
		16

Summer Semester

Subjects		Credit Hrs.
BIOFO	2213 Bioinformatics Practicum	3
		3

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

Biology

Science with Biology Concentration



Associate in Science—University-Parallel¹ (Minimum of 60 Credits) 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 bachelor's degree, career opportunities become available in areas such as ecology, education, pollution control, medical technology, medicine, research, forestry, wildlife management, dentistry and pharmacology.

Curriculum Listing

MAJOR COURSES (12-14 credit hours); Biological Science:
*12 to 14 credit hours Biology

GENERAL EDUCATION COURSES (37 credit hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493
Political Science: POLSC 1113; Chemistry: CHEM 1115; Physics:
PHYS 1114; Humanities: Six credit hours; Social Science: Three
credit hours; Mathematics: MATH 1513; General Education Elective:
Four credit hours

SUPPORT COURSES (9-11 credit hours)

Chemistry: CHEM 1215; **Electives: Four to six credit hours

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
HIST	1483 American History to the Civil War OR	
HIST	1493 American History from Civil War to Present	3
CHEM	1115 General Chemistry I	5
MATH	1513 College Algebra	3
		14

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II	3
POLSC	1113 American Federal Government	3
CHEM	1215 General Chemistry II	5
*BIO	2215 General Zoology OR	
*BIO	2114 General Botany	4-5
		15-16

Sophomore Year 1st Semester

Subjects		Credit Hrs.
PHYS	1114 College Physics I	4
	Humanities	3
*BIO	2215 General Zoology OR	
*BIO	2114 General Botany OR	
*BIO	2125 Microbiology	4-5
	General Education Elective	4
		15-16

2nd Semester

Subjects		Credit Hrs.
*BIO	2224 Invertebrate Zoology OR	
*BIO	2234 Human Physiology OR	
*BIO	2324 Comparative Vertebrate Anatomy	4
	**Support Course Elective	4-6
	Humanities	3
	Social Science	3
		14-16

¹Biological Science: 12-14 credit hours selected from BIO 1203; BIO 2000; BIO 2114; BIO 2125; BIO 2215; BIO 2224; BIO 2234; BIO 2404; or BIO 2324.

**Support Electives: 4-6 credit hours selected from PHYS 1034/GEOL 1115; PHYS 1064; PHYS 1214; CHEM 2115; CHEM 2125; CS 1103 or above, any MATH above MATH 1513; any 5-credit hour GRMN, any 5-credit hour FREN, any 5-credit hour SPAN

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

Biotechnology



Associate in Applied Science Technical and Occupational²
(Minimum of 65 Credits) This program is designed to train students to be skilled biotechnology technicians. Students will be educated in the fundamentals of biology and chemistry with special emphasis on molecular biology and its utilization in separation techniques, gene splicing, recombinant DNA, fermentation and cell development and production processes used in many areas of human health, plant and animal agriculture, pharmaceuticals, food processing, cosmetic and household products, environmental technology, and bioremediation.

Curriculum Listing

MAJOR COURSES (32 credit hours); Biology: BIO 2125; BIO 2234; BIO 2343; Biotechnology: BIOT 1011; BIOT 1022; BIOT 2352; BIOT 2816; BIOT 2914; BIOT 2922; BIOT 2993

GENERAL EDUCATION COURSES (23 credit hours)

Chemistry: CHEM 1115; Communications: ENGL 1113 and one of the following: ENGL 1213; COM 1123; COM 2213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 2013 and MATH 1513

SUPPORT COURSES (10 credit hours)

Chemistry: CHEM 1215; CHEM 2115

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
MATH	1513 College Algebra	3
CHEM	1115 General Chemistry I	5
BIO	2343 Genetics and Man	3
BIOT	1011 Survey of Biotechnology	1
		15

2nd Semester

Subjects		Credit Hrs.
MATH	2013 Introduction to Statistics	3
ENGL	1213 English Composition II OR	
COM	1123 Interpersonal Communications OR	
COM	2213 Public Address	3
CHEM	1215 General Chemistry II	5
BIO	2125 Microbiology	5
BIOT	1022 Media and Solution Preparation	2
		18

Sophomore Year 1st Semester

Subjects		Credit Hrs.
POLSC	1113 American Federal Government	3
CHEM	2115 Organic Chemistry I	5
BIOT	2816 Biotechnology Lab I	6
		14

2nd Semester

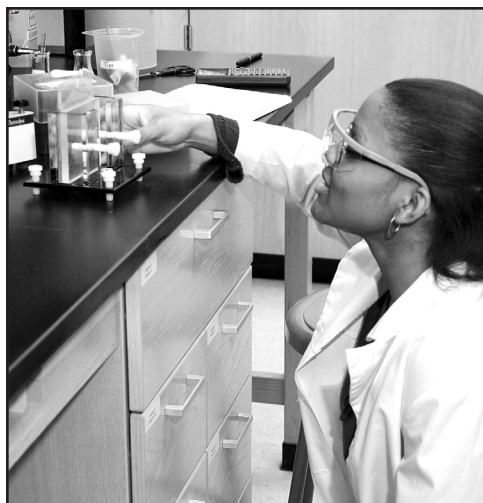
Subjects		Credit Hrs.
BIO	2234 Human Physiology	4
HIST	1483 American History to the Civil War OR	
HIST	1493 American History from Civil War to Present	3
BIOT	2352 Immunology	2
BIOT	2914 Biotechnology Lab II	4
BIOT	2922 Cell Culture Methods	2
		15

Summer Semester

Subjects		Credit Hrs.
BIOT	2993 Biotechnology Internship	3
		3

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

Biotechnology



Certificate of Mastery (Minimum of 20 Credits) 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.

The Certificate of Mastery is designed to train students to be skilled biotechnology technicians. Students will be educated in the fundamentals of biology and chemistry with special emphasis on molecular biology and its utilization in separation techniques, gene splicing, recombinant DNA, fermentation and cell development and production processes used in many areas of human health, plant and animal agriculture, pharmaceuticals, food processing, cosmetic and household products, environmental technology, and bioremediation.

Curriculum Listing

MAJOR COURSES (20 credit hours)

Biotechnology: BIOT 1011; BIOT 1022; BIOT 2352; BIOT 2816; BIOT 2914; BIOT 2922; BIOT 2993

Suggested Course Sequence

Freshman Year

Spring or Summer Semester

Subjects		Credit Hrs.
BIOT 1011	Survey of Biotechnology	1
BIOT 1022	Media and Solution Preparation	2
		3

Fall Semester

Subjects		Credit Hrs.
BIOT 2816	Biotechnology Lab I.....	6
		6

Sophomore Year

Spring Semester

Subjects		Credit Hrs.
BIOT 2914	Biotechnology Lab II.....	4
BIOT 2922	Cell Culture Methods.....	2
BIOT 2352	Immunology.....	2
		8

Summer Semester

Subjects		Credit Hrs.
BIOT 2993	Biotechnology Internship.....	3
		3

Broadcasting

Journalism and Broadcasting/Broadcasting Emphasis



Associate in Arts — University-Parallel¹ (Minimum of 60 credits) Broadcasting students get practical experience in the behind-the-scenes operations of America's electronic media. Courses cover basic communications, as well as topics such as news writing, photography, journalism, advertising and production techniques. People interested in broadcasting should be self-confident, assertive, creative and inquisitive. Associate degrees in Journalism and Broadcasting prepare students to transfer to four-year institution. Career opportunities may be found as a reporter, writer, teacher, photographer, broadcast commentator, camera operator or studio technician. Areas of emphasis are also available in journalism, speech and public relations.

Curriculum Listing

MAJOR COURSES (12 Credit Hours)

Journalism and Broadcasting: JB 1103; JB 1133; JB 2643; Major Elective: JB 1013 or JB 2003 or JB 2303 or JB 2113 or JB 2413 or JB 2633

GENERAL EDUCATION COURSES (37-38 Credit Hours)

English: ENGL 1113; ENGL 1213; Communications: COM 1123 or COM 2213; Economics: ECON 2113; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113; Humanities: Six credit hours Humanities Electives; *Science: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science-one of the science courses must include a lab component.

SUPPORT COURSES (6 Credit Hours)

GCOM 1143 or GCOM 2773; TA 1133 or TA 2233

ELECTIVES (4-5 Credit Hours)

Electives: Four to five credit hours of electives.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
PSY	1113 Introduction to Psychology OR	
SOC	1113 Introduction to Sociology.....	3
MATH	1503 Contemporary Mathematics OR	
MATH	1513 College Algebra OR	
MATH	2013 Introduction to Statistics	3
JB	1103 Audio Production	3
	Elective.....	3
		15

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II	3
ECON	2113 Principles of Macroeconomics	3
POLSC	1113 American Federal Government.....	3
JB	1133 News Writing I	3
	Any Biological Science*	3-4
		15-16

Sophomore Year 1st Semester

Subjects		Credit Hrs.
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
JB	2643 Video Production	3
	Humanities Elective.....	3
TA	1133 Voice and Speech Improvement OR	
TA	2233 Acting for the Camera	3
COM	1123 Interpersonal Communications OR	
COM	2213 Public Address	3
		15

2nd Semester

Subjects		Credit Hrs.
JB	Major Elective.....	3
GCOM	1143 Black and White Photography I OR	
GCOM	2273 Image Editing: Photoshop I	3
	Any Physical Science*	3-4
	Humanities Elective.....	3
	Elective.....	2
		14-15

^{*}See page 63 for General Education Requirements

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

^{*}At least one science course must include a laboratory component.

Business



Associate in Science—University-Parallel¹ (Minimum of 61 Credits) Students enrolled in the Business Program develop vital skills in preparation for becoming members of the business community. Students study economics, accounting, statistics, and computer science, in addition to general education. A degree in business prepares students to transfer to a baccalaureate degree program. There they can pursue a bachelor's degree with a major in a specialized area such as accounting, economics, finance, international business, management, or marketing.

Curriculum Listing

MAJOR COURSES (18 credit hours)

Business: BUS 2023; Accounting: ACCT 2113; ACCT 2123;
Computer Science: CS 1103; Economics: ECON 2113; ECON 2123

GENERAL EDUCATION COURSES (37-38 credit hours)

English: ENGL 1113; ENGL 1213; Communications: COM 2213;
History: HIST 1483 or HIST 1493; Political Science: POLSC 1113;
*Science: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science—one of the science courses must include a lab component.; Humanities: Six credit hours of Humanities; Mathematics: MATH 1513; MATH 1743;
Approved General Education Elective: Three credit hours

SUPPORT COURSES (6 credit hours)

Approved Support Elective: Six credit hours

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
CS	1103 Introduction to Computers/Applications	3
POLSC	1113 American Federal Government	3
	Biological Science	3-4
	Humanities	3
		15-16

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II	3
	*Approved General Education Elective	3
	*Approved Support Elective	3
MATH	1513 College Algebra	3
	Humanities	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
ACCT	2113 Accounting I/Financial	3
ECON	2113 Principles of Macroeconomics	3
MATH	1743 Calculus for Business, Life and Social Sciences	3
COM	2213 Public Address	3
	*Approved Support Elective	3
		15

2nd Semester

Subjects		Credit Hrs.
ACCT	2123 Accounting II/Managerial	3
ECON	2123 Principles of Microeconomics	3
BUS	2023 Business Statistics	3
HIST	1483 American History to the Civil War OR	
HIST	1493 American History from Civil War to Present	3
	Physical Science	3-4
		15-16

¹See page 63 for General Education Requirements

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

*Elective courses to be approved by a faculty advisor consistent with the student's receiving institution. Students pursuing a degree in international business should consider taking a foreign language course.

Business

Accounting Office Assistant



Certificate of Mastery (Minimum of 30 credits) This certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned may apply toward an Associate in Applied Science degree.

The Accounting Office Assistant Certificate of Mastery provides training for the individual who enjoys working in a "one-person" office. Students will acquire basic skills in accounting, word processing, spreadsheet applications, database applications, and business communication needed to obtain a position in a "one-person" office.

Curriculum Listing

MAJOR COURSES (27 credit hours)

ACCT 2113; ACCT 2123; ACCT 2213; AOT 1713; AOT 2143; AOT 2473; CS 1333; BUS 2033; Faculty Approved Major Elective; Elective: Three credit hours

GENERAL EDUCATION COURSES (3 credit hours)

English: ENGL 1113

Suggested Course Sequence

Freshman Year 1st Semester

Subjects			Credit Hrs.
ACCT	2113	Accounting I/Financial	3
AOT	1713	Beginning Word Processing Applications	3
ENGL	1113	English Composition I	3
			9

2nd Semester

Subjects			Credit Hrs.
ACCT	2123	Accounting II/Managerial	3
CS	1333	Database Management Applications	3
			6

Sophomore Year 1st Semester

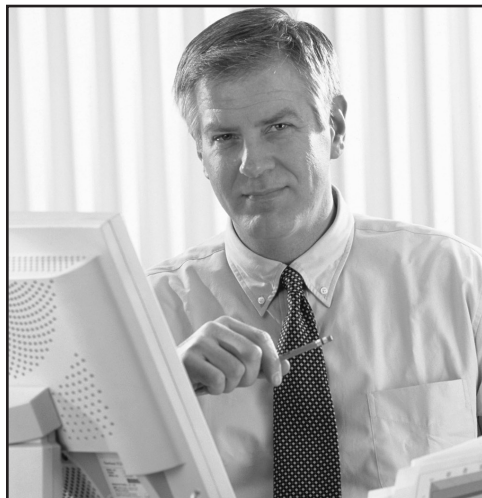
Subjects			Credit Hrs.
ACCT	2213	Computerized Accounting	3
AOT	2473	Office/Accounting Spreadsheet Applications	3
		Faculty Approved Major Elective	3
			9

2nd Semester

Subjects			Credit Hrs.
AOT	2143	Administrative Office Systems	3
BUS	2033	Business Communication	3
			6

Business

Accounting Option



Associate in Applied Science—Technical and Occupational²
(Minimum of 60 credits) This associate degree program is designed to meet the needs of an individual who wants to enter the job market following completion of the program. Although some of the credit hours may apply toward a baccalaureate degree, this degree is intended as a terminal degree, not a transfer degree. If the individual intends to transfer to a baccalaureate degree program in accounting, the university-parallel degree, Associate in Science in Business, at Oklahoma City Community College should be pursued.

Individuals with ability to maintain and interpret accurate financial information are important to any business. The Accounting Program focuses on time-tested, traditional accounting techniques and an understanding of the accounting theory on which they are based, as well as computerized methods. Upon completion of the program, students are prepared to begin careers as accounting paraprofessionals. Job opportunities include, but are not limited to, junior accountant, cost accounting technician, general accounting technician, audit aide, and payroll specialist.

Curriculum Listing

MAJOR COURSES (30 credit hours)

(C)ACCT 2123; (C)ACCT 2213; (C)ACCT 2303; (C)ACCT 2603; (C)ACCT 2703; (C)FIN 2023; (C)BUS 2043; (C)AOT 2473; (C) BUS 1013 or CS 1103; (C) Faculty Approved Major Elective: Three credit hours

GENERAL EDUCATION COURSES (18 credit hours)

English: ENGL 1113 and ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Economics: ECON 2113; Faculty Approved General Education Elective: Three credit hours

SUPPORT COURSES (12 credit hours)

Accounting: ACCT 2113; Business: BUS 1323; BUS 2033; BUS 2073

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ACCT	2113 Accounting I/Financial	3
(C) BUS	1013 Introduction to Business OR	
(C) CS	1103 Introduction to Computers/Applications	3
ENGL	1113 English Composition I	3
BUS	1323 Mathematics for Business Careers	3
	Faculty Approved General Education Elective	3
		15

2nd Semester

Subjects		Credit Hrs.
(C) ACCT	2123 Accounting II/Managerial.....	3
ENGL	1213 English Composition II OR	
ENGL	1233 Report Writing OR	
COM	1123 Interpersonal Communications OR	
COM	2213 Public Address	3
(C) FIN	2023 Introduction to Business Finance	3
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
(C) AOT	2473 Office/Accounting Spreadsheet Applications	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
(C) ACCT	2213 Computerized Accounting	3
(C) ACCT	2603 Intermediate Accounting I.....	3
	(C) Faculty Approved Major Elective'	3
POLSC	1113 American Federal Government	3
ECON	2113 Principles of Macroeconomics	3
		15

2nd Semester

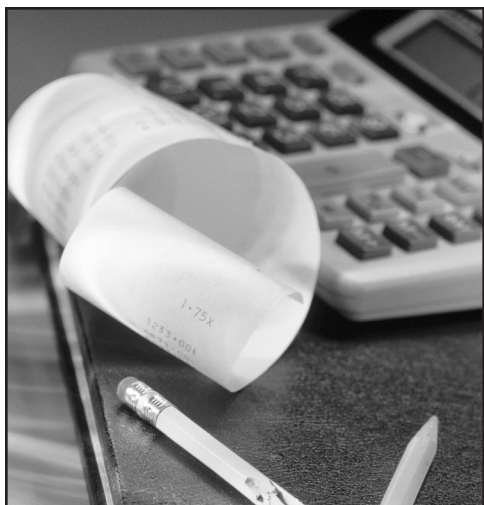
Subjects		Credit Hrs.
(C) ACCT	2303 Cost Accounting	3
(C) ACCT	2703 Intermediate Accounting II.....	3
(C) BUS	2043 Business Ethics.....	3
BUS	2033 Business Communication.....	3
BUS	2073 Legal Environment of Business.....	3
		15

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

(C) These courses require a minimum of a "C" grade.

Business

Accounting Technician



Certificate of Mastery (Minimum of 30 credits) This certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned will apply toward the Accounting Option of the Associate in Applied Science Degree in Business.

The Accounting Technician Certificate of Mastery will prepare students for an entry-level position in accounting. It may also be beneficial for individuals currently working in the accounting field who require more accounting hours for job advancement.

Curriculum Listing

MAJOR COURSES (30 credit hours)

(C) ACCT 2113; (C) ACCT 2123; (C) ACCT 2213; (C) ACCT 2303; (C) ACCT 2603; (C) ACCT 2703; (C) AOT 2473; (C) Faculty Approved Major Electives: Nine credit hours

Suggested Course Sequence

Freshman Year 1st Semester

Subjects	Credit Hrs.
(C) ACCT 2113 Accounting I/Financial	3
(C) AOT 2473 Office/Accounting Spreadsheet Applications	3
	6

2nd Semester

Subjects	Credit Hrs.
(C) ACCT 2123 Accounting II/Managerial	3
(C) Faculty Approved Major Elective	3
	6

Sophomore Year 1st Semester

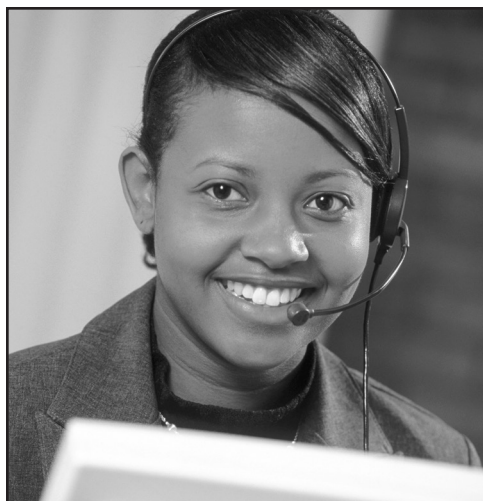
Subjects	Credit Hrs.
(C) ACCT 2213 Computerized Accounting	3
(C) ACCT 2603 Intermediate Accounting I	3
(C) Faculty Approved Major Elective	3
	9

2nd Semester

Subjects	Credit Hrs.
(C) ACCT 2303 Cost Accounting	3
(C) ACCT 2703 Intermediate Accounting II	3
(C) Faculty Approved Major Elective	3
	9

Business[#]

Administrative Office Technology- Administrative Office Specialist Option



Associate in Applied Science—Technical and Occupational²
(Minimum of 60 Credits) This 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 college or university.

Modern office operations demand technical skills far above simple typing and answering the telephone. The Administrative Office Technology Program at Oklahoma City Community College provides the education needed to become a valued member of a business office team. The College offers an associate degree featuring two areas of specialization: Administrative Office Specialist option and Legal Secretary option. Career opportunities are available as a receptionist, administrative assistant, executive secretary, and as a secretary for government, engineering, manufacturing, and business concerns.

Curriculum Listing

MAJOR COURSES (30 credit hours)

Administrative Office Technology/Administrative Office Specialist Option: (C) AOT 1713; (C) AOT 2143; (C) AOT 2313; (C) AOT 2443; (C) AOT 2453; (C) AOT 2463; (C) AOT 2473; (C) AOT 2553; (C) AOT 2660. (C) Three credit hours of Administrative Office Technology electives.

GENERAL EDUCATION COURSES (18 credit hours)

English: ENGL 1113 and one of the following: COM 1123; COM 2213; ENGL 1213; ENGL 1233; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; Economics: ECON 2113; General Education Electives: Three credit hours of Faculty Approved Electives

SUPPORT COURSES (12 credit hours)

Accounting: ACCT 2113; Business: BUS 1323; BUS 2033; BUS 2073

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
POLSC	1113 American Federal Government	3
BUS	1323 Mathematics for Business Careers	3
(C) AOT	1713 Beginning Word Processing Applications	3
(C) AOT	Faculty Approved Elective	3
		15

2nd Semester

Subjects		Credit Hrs.
HIST	1483 U.S. History to Civil War OR	
HIST	1493 U.S. History from Civil War to Present	3
(C) AOT	2313 Intermediate Word Processing Applications	3
(C) AOT	2473 Office/Accounting Spreadsheet Applications	3
	Faculty Approved General Education Elective	3
ENGL	1213 English Composition II OR	
ENGL	1233 Report Writing OR	
COM	1123 Interpersonal Communications OR	
COM	2213 Public Address	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
(C) AOT	2553 Automated Records Management	3
(C) AOT	2443 Administrative Office Procedures	3
(C) AOT	2453 Office Information Processing	3
BUS	2033 Business Communication	3
ACCT	2113 Accounting I/Financial	3
		15

2nd Semester

Subjects		Credit Hrs.
(C) AOT	2143 Administrative Office Systems	3
(C) AOT	2660 Career Education/Internship	3
(C) AOT	2463 Applied Graphics with Desktop Publishing	3
ECON	2113 Principles of Macroeconomics	3
BUS	2073 Legal Environment of Business	3
		15

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

[#]Cooperative agreements have been established with Francis Tuttle, Moore Norman, and Metro Tech Technology Centers.

(C) These courses require a minimum of a "C" grade.

Business[#]

Administrative Office Technology - Legal Secretary Option



Associate in Applied Science—Technical and Occupational²
(Minimum of 60 Credits) Legal office operations demand technical skills far above simple typing and answering the telephone. The Legal Secretary Option at Oklahoma City Community College provides the education needed to become a valued member of a legal office team.

Curriculum Listing

MAJOR COURSES (30 credit hours)

Administrative Office Technology/Legal Secretary Option:
 (C) AOT 1713; (C) AOT 1813; (C) AOT 2013; (C) AOT 2313; (C) AOT 2323;
 (C) AOT 2443; (C) AOT 2453; (C) AOT 2473; (C) AOT 2553; (C) AOT 2660

GENERAL EDUCATION COURSES (18 credit hours)

English: ENGL 1113 and one of the following: COM 1123; COM 2213; ENGL 1213; ENGL 1233; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; Economics: ECON 2113; General Education Electives: Three credit hours of Faculty Approved General Education Elective

SUPPORT COURSES (12 credit hours)

Accounting: ACCT 2113; Business: BUS 1323; BUS 2033; BUS 2073

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
POLSC	1113 American Federal Government	3
BUS	1323 Mathematics for Business Careers	3
(C) AOT	1713 Beginning Word Processing Applications	3
(C) AOT	1813 Legal Office Procedures	3
		15

2nd Semester

Subjects		Credit Hrs.
HIST	1483 U.S. History to Civil War OR	
HIST	1493 U.S. History from Civil War to Present	3
(C) AOT	2313 Intermediate Word Processing Applications	3
(C) AOT	2323 Legal Terminology and Machine Transcription	3
(C) AOT	2473 Office/Accounting Spreadsheet Applications	3
ENGL	1213 English Composition II OR	
ENGL	1233 Report Writing OR	
COM	1123 Interpersonal Communications OR	
COM	2213 Public Address	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
BUS	2033 Business Communication	3
(C) AOT	2553 Automated Records Management	3
(C) AOT	2453 Office Information Processing	3
(C) AOT	2013 Legal Billing	3
ACCT	2113 Accounting I/Financial	3
		15

2nd Semester

Subjects		Credit Hrs.
BUS	2073 Legal Environment of Business	3
(C) AOT	2443 Administrative Office Procedures	3
(C) AOT	2660 Career Education/Internship	3
ECON	2113 Principles of Macroeconomics	3
		Faculty Approved General Education Elective
		15

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

[#]Cooperative agreements have been established with Francis Tuttle, Moore Norman, and Metro Tech Technology Centers.

(C) These courses require a minimum of a "C" grade.

Business

Aviation Management Emphasis



Associate in Science — University-Parallel (Minimum of 60 Credits) This program includes Oklahoma City Community College degree requirements and courses generally completed in the first two years of a baccalaureate degree curriculum. 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 catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs.**

This suggested curriculum includes Oklahoma City Community College degree requirements and courses generally completed during the first two years of a four-year curriculum. The associate degree program can be tailored to meet student's needs depending on the college or university they plan to attend.

Curriculum Listing

MAJOR COURSES (15 credit hours)

AVM 1103; AVM 1113; AVM 2123; AVM 2413; MGMT 2053

GENERAL EDUCATION COURSES (41 credit hours)

Business: BUS 2023; English: *ENGL 1113; ENGL 1213; Economics: ECON 2113; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1513; Humanities Electives: six credit hours; Physical Science: PHYS 1114 (including lab); Biological Science: BIO 1113; Psychology: PSY 1113; Geography: GEOG 2603

SUPPORT COURSES (6 credit hours)

Computer Science: CS 1103; CS 1153

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
*ENGL	1113 English Composition I	3
HIST	1483 American History to the Civil War OR	
HIST	1493 American History from Civil War to Present	3
BIO	1113 General Biology	4
	Humanities Elective	3
PSY	1113 Introduction to Psychology	3
		16

2nd Semester

Subjects		Credit Hrs.
AVM	1103 History of Aviation	3
ENGL	1213 English Composition II	3
CS	1103 Introduction to Computers and Applications	3
MATH	1513 College Algebra	3
	Humanities Elective	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
ECON	2113 Principles of Macroeconomics	3
MGMT	2053 Principles of Management	3
AVM	1113 Intro to Aviation	3
POLSC	1113 American Federal Government	3
PHYS	1114 College Physics I	4
		16

2nd Semester

Subjects		Credit Hrs.
CS	1153 Intro to Computing Technology	3
AVM	2413 Aviation Management	3
AVM	2123 Aviation Law Issues	3
BUS	2023 Business Statistics	3
GEOG	2603 World Regional Geography	3
		15

* Course satisfies the computer proficiency requirement. (Class schedule must specify ENGL 1113 as "Computer-Assisted Writing")

** This program is part of an articulation 2+2 agreement with Southeastern Oklahoma State University leading to a Bachelor of Science in Aviation Management.

Business

Banking and Finance



Certificate of Mastery (Minimum of 33 Credits) The certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned may apply toward an Associate in Applied Science degree.

Students with an aptitude for working with figures and who have good communication skills may want to consider studying banking and finance. A certificate of mastery program introduces students to careers in the banking industry or in finance-related fields. Upon completion of the certificate program, students are ready for entry-level positions with advancement opportunities as loan officers, head tellers, cashiers and operations officers. Oklahoma City Community College also offers a Business/Finance degree with an emphasis in banking that prepares students for entry into the job market.

Curriculum Listing

MAJOR COURSES (18 credit hours)

Banking and Finance: BF 1303; BF 2113; ECON 2303. *Nine credit hours of major electives.

GENERAL EDUCATION COURSES (6 credit hours)

English: ENGL 1113; Economics: ECON 2113

SUPPORT COURSES (9 credit hours)

Accounting: ACCT 2113; Computer Science: CS 1103; Marketing: MKT 2043

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
CS	1103 Introduction to Computers/Applications	3
BF	1303 Introduction to Financial Institutions	3
ECON	2113 Principles of Macroeconomics	3
	*Major Elective	3
		15

2nd Semester

Subjects		Credit Hrs.
ACCT	2113 Accounting I/Financial	3
BF	2113 Law and Banking I.....	3
MKT	2043 Principles of Marketing.....	3
ECON	2303 Money and Banking	3
	*Major Elective	6
		18

**Major electives should be selected from BF, FIN, ACCT, AOT, BUS, CS, ECON, MKT, and other related areas subject to faculty approval.*

Business

Business Management Option



Associate in Applied Science— Technical and Occupational²
(Minimum of 60 Credits) A career in management is a career filled with responsibility and decision-making and is suited to individuals who are well-organized, analytical and decisive. Coursework in the major area is designed to give students the necessary preparation to pursue management careers after graduation. The major area can concentrate on management or marketing, or be tailored to fit individual needs. Students must consult with their faculty advisor when selecting major electives.

Curriculum Listing

MAJOR COURSES (30 credit hours)

(C)ACCT 2123; (C)FIN 2023; (C)MGMT 2013; (C)MGMT 2053; (C)MGMT 2453; (C)MGMT 2953; (C)MKT 2043. (C)Nine credit hours of approved major electives

GENERAL EDUCATION COURSES (18 credit hours)

English: ENGL 1113 and one of the following: COM 1123; COM 2213; ENGL 1213; ENGL 1233; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Economics: ECON 2113; Electives: 3 credit hours Faculty Approved General Education Electives

SUPPORT COURSES (12 credit hours)

Accounting: ACCT 2113; Business: BUS 1323; BUS 2033; BUS 2073

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL 1113	English Composition I	3
ECON 2113	Principles of Macroeconomics	3
(C)MGMT2053	Principles of Management.....	3
BUS 1323	Mathematics for Business Careers	3
	(C)Approved Major Elective	3
		15

2nd Semester

Subjects		Credit Hrs.
BUS 2033	Business Communication.....	3
ACCT 2113	Accounting I/Financial	3
(C)MGMT2013	Small Business Management.....	3
(C)MKT 2043	Principles of Marketing.....	3
	Faculty Approved General Education Elective	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
HIST 1483	American History to the Civil War OR	
HIST 1493	American History from Civil War to Present	3
(C)ACCT 2123	Accounting II/Managerial.....	3
BUS 2073	Legal Environment of Business.....	3
(C)FIN 2023	Introduction to Business Finance	3
	(C)Approved Major Elective	3
		15

2nd Semester

Subjects		Credit Hrs.
POLSC 1113	American Federal Government	3
(C)MGMT2453	Mid-Management Seminar	3
(C)MGMT2953	Supervisory Training	3
ENGL 1213	English Composition II OR	
ENGL 1233	Reporting Writing or	
COM 1123	Interpersonal Communications OR	
COM 2213	Public Address	3
	(C)Approved Major Elective	3
		15

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

*Elective: Major electives must be approved by faculty advisor.
 (C) These courses require a minimum of a "C" grade.

Business

Finance/Banking Option



Associate in Applied Science —Technical and Occupational²(Minimum of 60 credits) Thorough preparation for a career in finance is available to students in the Finance Program. A career in finance is an exciting and challenging career suited for individuals who are organized, analytical, responsible and decisive. Students may select from one of two major areas in the program: Banking emphasis or General emphasis. The Banking emphasis prepares students for career opportunities as management trainees or in customer service or credit departments. Major program courses are taught by industry professionals in each of the major areas. These instructors bring to the classroom a wealth of experience from their respective industries that enhances the student's ability to become a professional in a chosen career field. Oklahoma City Community College also offers a Certificate of Mastery in Banking.

Curriculum Listing

MAJOR COURSES (30 credit hours)

Finance/Banking Emphasis: ^(C)FIN 2023; ^(C)FIN 2033; Banking/Finance: ^(C)BF 1303 ; Economics: ^(C)ECON 2303; Marketing: ^(C)MKT 2043; Computer Science: ^(C)CS 1103 or Faculty Guided Elective; Major Electives: ^(C)*12 credit hours of major electives

GENERAL EDUCATION COURSES (18 credit hours)

English: ENGL 1113 and one of the following: COM 1123; COM 2213; ENGL 1213; ENGL 1233; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Economics: ECON 2113; General Education Electives: Three credit hours

SUPPORT COURSES (12 credit hours)

Accounting: ACCT 2113; Business: BUS 1323, BUS 2033 and BUS 2073 or BF 2113

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
POLSC	1113 American Federal Government	3
^(C) CS	1103 Introduction to Computers/Applications OR Faculty Guided Elective	3
^(C) BF	1303 Introduction to Financial Institutions	3
BUS	1323 Mathematics for Business Careers	3
		15

2nd Semester

Subjects		Credit Hrs.
HIST	1483 American History to the Civil War OR	
HIST	1493 American History from Civil War to Present	3
ENGL	1213 English Composition II OR	
ENGL	1233 Report Writing OR	
COM	1123 Interpersonal Communications OR	
COM	2213 Public Address	3
ACCT	2113 Accounting I/Financial	3
ECON	2113 Principles of Macroeconomics	3
	^(C) *Major Elective	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
^(C) BF	2113 Law and Banking I OR	
^(C) BUS	2073 Legal Environment of Business	3
^(C) FIN	2023 Introduction to Business Finance	3
BUS	2033 Business Communication	3
^(C) MKT	2043 Principles of Marketing	3
	^(C) *Major Elective	3
		15

2nd Semester

Subjects		Credit Hrs.
^(C) FIN	2033 Fundamentals of Investments	3
^(C) ECON	2303 Money and Banking	3
	General Education Elective	3
	^(C) *Major Elective	6
		15

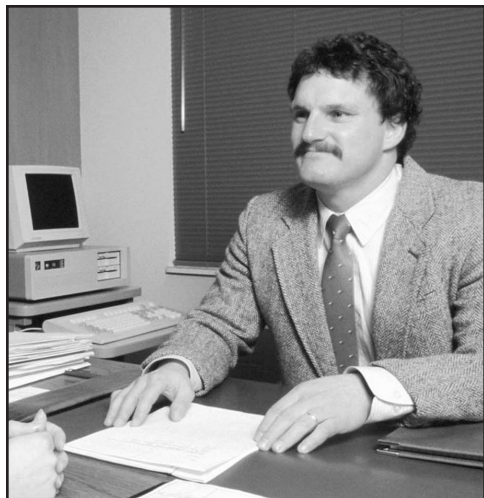
* Major Electives should be chosen from BF, FIN, ACCT, AOT, BUS, ECON, MKT and other related areas subject to faculty approval.

^(C) These courses require a minimum of a "C" grade.

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

Business

Finance/General Option



Associate in Applied Science—Technical and Occupational²
(Minimum of 60 Credits) Thorough preparation for a career in finance is available to students in the Finance Program. A career in finance is an exciting and challenging career suited for individuals who are organized, analytical, responsible and decisive. Students may select from one of two major areas in the program: Banking emphasis or General emphasis. With the General emphasis, the student can select a specific course of study such as insurance or financial services for the major electives. Career opportunities are available through the insurance option as a sales representative, adjuster, manager or financial advisor. Major program courses are taught by industry professionals in each of the major areas. These instructors bring to the classroom a wealth of experience from their respective industries that enhances the students ability to become a professional in a chosen career field.

Curriculum Listing

MAJOR COURSES (30 credit hours)

Finance: (C)FIN 1013; (C)FIN 2023; (C)FIN 2033; Computer Science: (C)CS 1103 or Faculty Guided Elective; Management: (C)MGMT 2013; Marketing: (C)MKT 2163; (C)12 credit hours of major electives.

GENERAL EDUCATION COURSES (18 credit hours)

English: ENGL 1113 and one of the following: COM 1123; COM 2213; ENGL 1213; ENGL 1233 ; History: HIST 1483 or HIST 1493; Economics: ECON 2113; Political Science: POLSC 1113; General Education Electives: Three credit hours

SUPPORT COURSES (12 credit hours)

Accounting: ACCT 2113; Business: BUS 1323, BUS 2033 and BUS 2073

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
POLSC	1113 American Federal Government	3
(C)CS	1103 Introduction to Computers/Applications OR Faculty Guided Elective	3
(C)FIN	1013 Personal Finance	3
BUS	1323 Mathematics for Business Careers	3
		15

2nd Semester

Subjects		Credit Hrs.
HIST	1483 American History to the Civil War OR	
HIST	1493 American History from Civil War to Present	3
ENGL	1213 English Composition II OR	
ENGL	1233 Report Writing OR	
COM	1123 Interpersonal Communications OR	
COM	2213 Public Address	3
ACCT	2113 Accounting I/Financial	3
(C)MKT	2163 Effective Selling	3
	(C)Major Elective	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
(C)FIN	2023 Introduction to Business Finance	3
BUS	2033 Business Communication	3
ECON	2113 Principles of Macroeconomics	3
	General Education Elective	3
	(C)*Major Elective	3
		15

2nd Semester

Subjects		Credit Hrs.
BUS	2073 Legal Environment of Business	3
(C)FIN	2033 Fundamentals of Investments	3
(C)MGMT2013	Small Business Management	3
	(C) *Major Elective	6
		15

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

*Major electives: Major electives should be selected from BF, FIN, INS, and other related areas subject to faculty approval.

(C) These courses require a minimum of a "C" grade.

Business

General Office Support[#]



Certificate of Mastery (Minimum of 18 credits) The certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned may apply toward an Associate in Applied Science degree in Administrative Office Technology.

Program Information: The General Office Support option provides training for the individual who enjoys working in the office environment. Students will acquire the basic skills needed to obtain an entry-level position.

Curriculum Listing

MAJOR COURSES (15 Credit Hours)

General Office Support: ^(c)AOT 1113; ^(c)AOT 1713; ^(c)AOT 2313; ^(c)AOT 2473; ^(c)AOT 2660

SUPPORT COURSES (3 Credit Hours)

Electives: 3 credit hours of faculty guided elective

Suggested Course Sequence

Freshman Year

1st Semester

^(c) AOT	1113	Computer Keyboarding	3
^(c) AOT	1713	Beginning Word Processing Applications	3
^(c) AOT	2660	Career Education/Internship	3
			9

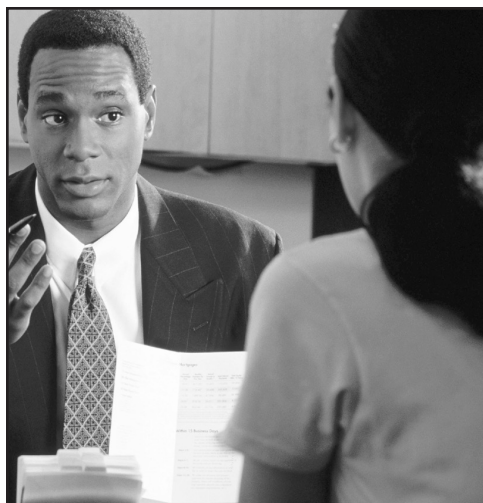
2nd Semester

^(c) AOT	2313	Intermediate Word Processing Applications	3
^(c) AOT	2473	Office/Accounting Spreadsheet Applications	3
		Faculty Guided Elective	3
			9

[#]Cooperative agreements have been established with Francis Tuttle, Moore Norman, and Metro Tech Technology Centers.

(c) These courses require a minimum of a "C" grade.

Business Insurance



Certificate of Mastery (Minimum of 30 Credits) The certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned may apply toward an Associate in Applied Science degree.

Program Information: A Certificate of Mastery in Insurance provides the opportunity for students to study the areas of emphasis that relate directly to jobs in the insurance industry. At Oklahoma City Community College, a Certificate of Mastery can be earned by completing 30 credit hours in coursework such as principles of insurance, personal insurance, commercial insurance and communications. Classes are taught by professors who are both academically and professionally qualified. Students benefit from the instructors' years of experience on the job and in the classroom. With a Certificate of Mastery, students can begin an insurance career through an entry-level position. Often, students can earn certificates as they work toward a degree. Oklahoma City Community College also offers a Business/Finance degree with a general option whereby a student can specialize in insurance coursework that prepares students for immediate entry into the job market.

Curriculum Listing

MAJOR COURSES (15 credit hours); Insurance: INS 1103; INS 1113; INS 1133; INS 1203; Finance: FIN 1013

GENERAL EDUCATION COURSES (6 credit hours)

English: ENGL 1113; Communication: COM 1123

SUPPORT COURSES (9 credit hours)

Business: BUS 2033; BUS 1323; Computer Science: CS 1103

Suggested Course Sequence

Freshman Year 1st Semester

Subjects			Credit Hrs.
ENGL	1113	English Composition I	3
BUS	1323	Mathematics for Business Careers	3
INS	1103	Principles of Insurance	3
			9

2nd Semester

Subjects			Credit Hrs.
INS	1113	Principles of Personal Insurance.....	3
CS	1103	Introduction to Computers and Applications.....	3
COM	1123	Interpersonal Communication	3
			9

Sophomore Year 1st Semester

Subjects			Credit Hrs.
FIN	1013	Personal Finance	3
BUS	2033	Business Communication.....	3
INS	1133	Introduction to Property and Casualty Insurance	3
INS	1203	Principles of Commercial Insurance.....	3
			12

Business

Legal Office Procedures



Certificate of Mastery (Minimum of 30 Credits) The certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned may apply toward an Associate in Applied Science degree in Administrative Office Technology.

Program Information: The Legal Office Procedures option provides training for the individual who enjoys working in the legal professions. Students will acquire the basic skills in English grammar, legal terminology, word processing and machine transcription needed to obtain an entry-level position.

Curriculum Listing

MAJOR COURSES (21 credit hours)

Legal Office Procedures: (C)AOT 1713; (C)AOT 1813; (C)AOT 2013; (C)AOT 2313; (C)AOT 2323; (C)AOT 2443; (C)AOT 2660

GENERAL EDUCATION COURSES (6 credit hours)

English: ENGL 1113; ENGL or COM Faculty Approved Elective

SUPPORT COURSES (3 credit hours)

Business: BUS 2033

Suggested Course Sequence

Freshman Year 1st Semester

Subjects	Credit Hrs.
ENGL 1113 English Composition I	3
ENGL/COM Faculty Approved Elective	3
(C)AOT 1713 Beginning Word Processing Applications	3
(C)AOT 1813 Legal Office Procedures	3
(C)AOT 2013 Legal Billing	3
	15

2nd Semester

Subjects	Credit Hrs.
BUS 2033 Business Communication	3
(C)AOT 2313 Intermediate Word Processing Applications	3
(C)AOT 2323 Legal Terminology and Machine Transcription	3
(C)AOT 2443 Administrative Office Procedures	3
(C)AOT 2660 Career Education/Internship	3
	15

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

(C) These courses require a minimum of a "C" grade.

Business

Management Emphasis



Associate in Science—University Parallel¹ (Minimum of 60 Credits) This program includes Oklahoma City Community College degree requirements and courses generally completed in the first two years of a baccalaureate degree curriculum. 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 should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs.***

Program Information: This suggested curriculum includes Oklahoma City Community College degree requirements and courses generally completed during the first two years of a four-year curriculum. The associate degree program can be tailored to meet student's needs depending on the college or university they plan to attend.

Curriculum Listing

MAJOR COURSES (11 credit hours)

MGMT 2053; **Major electives: eight credit hours

GENERAL EDUCATION COURSES (37 credit hours)

English: *ENGL 1113; ENGL 1213; Economics: ECON 2113; History: HIST 1483 or HIST 1493; Mathematics: MATH 1513; MATH 1743

Political Science: POLSC 1113

Humanities Electives: Six credit hours

*Sciences: Seven credit hours - three to four credit hours of general education Biological Science; three to four credit hours Physical Science—one of the science courses must include a lab component.

General Education elective: three credit hours

SUPPORT COURSES (12 credit hours)

Accounting: ACCT 2113; ACCT 2123

Business: BUS 2023

Economics: ECON 2123

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
*ENGL	1113 English Composition I	3
HIST	1483 American History to the Civil War OR	
HIST	1493 American History from Civil War to Present	3
MATH	1513 College Algebra	3
	Biological Science	3-4
	Humanities Elective	3
		15-16

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II	3
MGMT	2053 Principles of Management	3
MATH	1743 Calculus I, Business, Life Sciences and Social Sciences ...	3
	Physical Science	3-4
	Humanities Elective	3
		15-16

Sophomore Year 1st Semester

Subjects		Credit Hrs.
ACCT	2113 Accounting I/Financial	3
BUS	2023 Business Statistics	3
ECON	2113 Principles of Macroeconomics	3
	General Education Elective	3
	**Major Elective	3
		15

2nd Semester

Subjects		Credit Hrs.
ACCT	2123 Accounting II/Managerial	3
ECON	2123 Principles of Microeconomics	3
POLSC	1113 American Federal Government	3
	**Major Elective	5
		14

*Course satisfies the computer proficiency requirement. (Class Schedule must specify ENGL 1113 as "Computer-Assisted Writing")

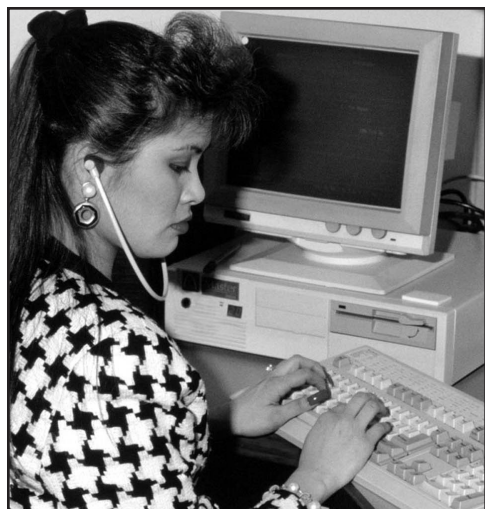
**Electives: MGMT 2000; MGMT 2013; MGMT 2223; MGMT 2323; MGMT 2423; MGMT 2453; MGMT 2523; MGMT 2623; MGMT 2913; MGMT 2953 or other electives approved by faculty advisor to meet transfer institution's requirements.

***This program is part of an articulation 2+2 agreement with The University of Central Oklahoma leading to a Bachelor of Business Administration in Management.

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

Business

Medical Transcriptionist[#]



Certificate of Mastery (Minimum of 36 Credits) The certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned may apply toward an Associate in Applied Science degree in Administrative Office Technology.

Program Information: The Medical Transcriptionist option provides training for the individual who enjoys working in the health professions. Students will acquire the basic skills in English grammar, medical terminology, word processing, and machine transcription needed to obtain an entry-level position.

Curriculum Listing

MAJOR COURSES (21 credit hours)

Medical Transcriptionist: ^(C)AOT 1713; ^(C)AOT 2033; ^(C)AOT 2313; ^(C)AOT 2413; ^(C)AOT 2453; ^(C)AOT 2473; ^(C)AOT 2660

GENERAL EDUCATION COURSES (6 credit hours)

English: ENGL 1113; ENGL or COM 3 credit hours of Approved Faculty Elective.

SUPPORT COURSES (9 credit hours)

AHP 1013; Mathematics: BUS 1323 ; Approved Elective: 3 credit hours; must be approved by faculty advisor.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
BUS 1323	Mathematics for Business Careers	3
ENGL 1113	English Composition I	3
^(C) AOT 1713	Beginning Word Processing Applications.....	3
AHP 1013	Medical Terminology	3
		12

2nd Semester

Subjects		Credit Hrs.
^(C) AOT 2033	Medical Coding	3
^(C) AOT 2313	Intermediate Word Processing Applications.....	3
^(C) AOT 2413	Medical Machine Transcription.....	3
ENGL/COM	Faculty Approved Elective.....	3
		12

Sophomore Year 1st Semester

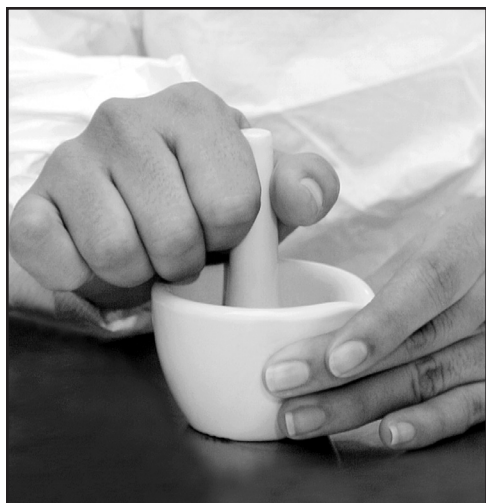
Subjects		Credit Hrs.
^(C) AOT 2453	Office Information Processing	3
^(C) AOT 2473	Office/Accounting Spreadsheet Applications	3
^(C) AOT 2660	Career Education/Internship	3
	Approved Support Elective.....	3
		12

[#] Cooperative Agreements have been established with Francis Tuttle, Moore Norman, and Metro Tech Technology Centers.

^(C) These courses require a minimum of a "C" grade.

Chemistry

Science with Chemistry Concentration



Associate in Science-University-Parallel¹ (Minimum of 60 Credits) Chemistry students probe molecular structure to understand atoms and how they come together to form various substances. Students learn how to determine which elements are present in materials and how to alter their structures through chemical changes. Courses cover topics such as atomic structure, structure and bonding, electrochemistry, thermodynamics, radioactivity, and synthesis. An associate degree in science with a chemistry concentration gives a student the solid academic foundation needed to continue studying at a four-year college or university. After graduation, career opportunities can be found in education, pharmacology, petroleum analysis, research, patent development, substance analysis, geology, medicine, nutrition and other industries.

Curriculum Listing

MAJOR COURSES (15 credit hours)

([©]CHEM 1115; ([©]CHEM 1215; ([©]CHEM 2115

GENERAL EDUCATION COURSES (45 credit hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Physics: PHYS 1114 or PHYS 2014; Biological Science: Four credit hours; Humanities: Six credit hours

Social Sciences: Three credit hours; Mathematics: Six credit hours chosen from MATH 1513; MATH 1613; MATH 1743*; MATH 2103 or MATH 2203; Electives: Ten credit hours chosen from MATH; CHEM; PHYS; or general education BIO**

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL 1113	English Composition I	3
([©] CHEM 1115	General Chemistry I	5
MATH 1513	College Algebra OR	
MATH 1613	Trigonometry OR	
MATH 1743	*Calculus I for Bus/Life/Soc OR	
MATH 2103	Calculus and Analytic Geometry I	3
	Biological Science	4
		15

2nd Semester

Subjects		Credit Hrs.
ENGL 1213	English Composition II	3
MATH 1613	Trigonometry OR	
MATH 1743	*Calculus I for Bus/Life/Soc OR	
MATH 2103	Calculus and Analytic Geometry I OR	
MATH 2203	Calculus and Analytic Geometry II	3
([©] CHEM 1215	General Chemistry II	5
	Humanities	3
		14

Sophomore Year 1st Semester

Subjects		Credit Hrs.
([©] CHEM 2115	Organic Chemistry I	5
PHYS 1114	College Physics I OR	
PHYS 2014	Engineering Physics I	4
POLSC 1113	American Federal Government	3
	Humanities	3
		15

2nd Semester

Subjects		Credit Hrs.
	CHEM; PHYS; MATH; or BIO elective**	10
HIST 1483	American History to Civil War OR	
HIST 1493	American History from Civil War to Present	3
	Social Science	3
		16

[©]Indicates a grade of "C" or higher must be achieved.

*MATH 1743 is appropriate for pre-pharmacy students only.

**CHEM 2125 and either PHYS 1214 or PHYS 2114 are strongly recommended for students pursuing a career in chemistry, medicine, dentistry, or forensic science.

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

Child Development



Associate in Arts–University-Parallel¹ (Minimum of 60 Credits) Students in child development learn how to provide the best possible environment for encouraging young children to reach their full potential. Child development is a good program for people who have a real interest in young children and who are objective, dependable and get along well with others. A preparatory degree in child development prepares students to transfer to a four-year college or university. There they can pursue bachelor's degrees in early childhood education, family relations, home economics or other areas. Oklahoma City Community College also offers one certificate of mastery and a child development degree that prepares students for immediate entry into the job market.

Curriculum Listing

MAJOR COURSES (21 credit hours)

Child Development: CD 1023; CD 1053; CD 1083; CD 1143; CD 2013; CD 2053; CD 2083

GENERAL EDUCATION COURSES (37 credit hours)

English: ENGL 1113; ENGL 1213; COM 2213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; *Natural Sciences: 3 or 4 credit hours of general education biological sciences; three or four credit hours of physical science. One of the science courses must include a lab component; Humanities: Six credit hours; Mathematics: MATH 1513 or MATH 1503 or MATH 2013; Child Development: CD 1013; General Education Electives: *Three credit hours

SUPPORT COURSES:

*Two credit hours of Faculty Advisor Approved Electives

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
CD	1013 Introduction to Child Development	3
CD	1023 Introduction to Early Childhood Education	3
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since Civil War	3
ENGL	1113 English Composition I	3
	Humanities	3
		15

2nd Semester

Subjects		Credit Hrs.
CD	1083 Child Health, Safety and Nutrition	3
CD	1053 Curriculum Activities	3
CD	1143 Child and Family in Society	3
ENGL	1213 English Composition II	3
	Biological Science	3-4
		15-16

Sophomore Year 1st Semester

Subjects		Credit Hrs.
CD	2013 Behavior and Guidance of Young Children	3
CD	2053 Program Planning for Child Care Centers	3
COM	2213 Public Address	3
POLSC	1113 American Federal Government	3
MATH	1513 College Algebra OR	
MATH	1503 Contemporary Mathematics OR	
MATH	2013 Introduction to Statistics	3
		15

2nd Semester

Subjects		Credit Hrs.
	Faculty Advisor Approved Elective	2
CD	2083 Child Development Fieldwork	3
	Physical Science	3-4
	Humanities	3
	General Education Elective	3
		14-16

¹See page 63 for General Education Requirements

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

*Students who plan to transfer to a four-year institution and major in early childhood education should consult a faculty advisor before selecting electives.

Child Development[#]



Associate in Applied Science—Technical and Occupational²
(Minimum of 60 Credits) Objective, dependable people, who get along well with others and have a genuine interest in young children, may find that the Child Development Program is what they are seeking. Child development students learn about educational and environmental principles used to influence children in the best way possible. The program focuses on theories and techniques for helping children reach their full potentials. Students work directly with children in the Oklahoma City Community College Child Development Center and Laboratory School applying concepts learned in the classroom. Oklahoma City Community College also offers a Child Development degree program that prepares people for continuing their education at a four-year college or university or universities and one certificate of mastery.

Curriculum Listing

MAJOR COURSES (30 credit hours)

Child Development: CD 1013; CD 1023; CD 1053; CD 1143; CD 1083; CD 2000; CD 2013; CD 2053; CD 2073; CD 2083

GENERAL EDUCATION COURSES (18 credit hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Psychology: PSY 1113 or SOC 1113; Political Science: POLSC 1113; Humanities: Three credit hours

SUPPORT COURSES (12 credit hours)

Faculty advisor approved electives - 9 hours; Business: BUS 1323

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
CD	1013 Introduction to Child Development	3
CD	1023 Introduction to Early Childhood Education	3
ENGL	1113 English Composition I	3
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since Civil War	3
BUS	1323 Mathematics for Business Careers	3
		15

2nd Semester

Subjects		Credit Hrs.
CD	1083 Child Health, Safety and Nutrition	3
CD	1053 Curriculum Activities	3
CD	1143 Child and Family in Society	3
POLSC	1113 American Federal Government	3
ENGL	1213 English Composition II	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
CD	2013 Behavior and Guidance of Young Children	3
CD	2053 Program Planning for Child Care Centers	3
CD	2073 Supervised Laboratory	3
PSY	1113 Introduction to Psychology OR	
SOC	1113 Introduction to Sociology	3
		Faculty Advisor Approved Elective
		15

2nd Semester

Subjects		Credit Hrs.
CD	2000 Special Topics in Child Development	3
CD	2083 Child Development Fieldwork	3
		Humanities
		Faculty Advisor Approved Elective
		15

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

[#]Cooperative agreements have been established with Francis Tuttle and Moore Norman Technology Centers.

Child Development



Certificate of Mastery (Minimum of 18 Credits) The certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned apply toward the Associate in Applied Science or Associate in Arts degrees.

Students with a genuine interest in young children may want to consider studying child development. This certificate is designed to meet the training requirements for the Child Development Associate (CDA), a national competency-based credential which is the first level of professional preparation in early childhood education. Students who earn a CDA will be able to work in Head Start and accredited child care centers.

Curriculum Listing

MAJOR COURSES (15 credit hours)

Child Development: CD 1013; CD 1023; CD 1053; CD 1083; CD 2013

GENERAL EDUCATION COURSES (3 credit hours)

English: ENGL 1113

Suggested Course Sequence

Freshman Year

1st Semester

Subjects		Credit Hrs.
CD	1013 Introduction to Child Development.....	3
CD	1023 Introduction to Early Childhood Education.....	3
ENGL	1113 English Composition I	3
		9

2nd Semester

Subjects		Credit Hrs.
CD	1053 Curriculum Activities.....	3
CD	1083 Health, Safety and Nutrition	3
CD	2013 The Behavior and Guidance of Young Children.....	3
		9

Computer-Aided Design[#]

Manufacturing/Architectural Emphasis



Associate in Applied Science—Technical and Occupational²
(Minimum of 60 Credits) The focus of the Manufacturing/Architectural Emphasis of the Computer-Aided Design Program is to prepare students to be the best in their profession. The courses within this program will prepare students to use, manage, and structure a CAD system. The scope of study will extend from single stations using basic 2D graphics to large multiple stations, networked systems using the latest in project management, animation, virtual reality, Internet and special effects software. This program is on the cutting edge of this technology and students will be challenged by a technology that is expanding and changing as it is being taught. Courses cover subjects such as Computer-Aided Design, Engineering Principles, 3D modeling, Management and Standards, Programming and Automation and Design Mechanics. These will prepare students to face every aspect of the manufacturing and architectural fields. Students with degrees in computer-aided design have the background needed to pursue career opportunities with architectural firms, engineering firms, graphic designers, interior designers, civil engineers, manufacturers, construction companies, and government agencies. The College also offers an A.A.S. degree in Computer-Aided Design - Multimedia Emphasis and Certificates of Mastery in Computer-Aided Design and Multimedia.

Curriculum Listing

MAJOR COURSES (32 credit hours)

Computer-Aided Design: CAD 1043; CAD 1214; CAD 1253; CAD 1413; CAD 2023; CAD 2113; CAD 2163; CAD 2924; CAD 2540 (6 hrs) or CAD 2540 (3 hrs) & CAD 2703

GENERAL EDUCATION COURSES (22 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); History: HIST 1483 or HIST 1493; Mathematics: MATH 1513; MATH 1613; Political Science: POLSC 1113; Physics: PHYS 1314 or PHYS 1114

SUPPORT COURSES (6 credit hours)

*Electives: Faculty Approved Support Electives—six credit hours

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
CAD	1043 Engineering Principles	3
CAD	1214 Computer-Aided Design	4
MATH	1513 College Algebra	3
ENGL	1113 English Composition I	3
	* Faculty Approved Support Elective	3
		16

2nd Semester

Subjects		Credit Hrs.
CAD	1253 CAD 3D Modeling	3
CAD	1413 CAD Hardware and Software	3
CAD	2540 Applications in CAD	3
MATH	1613 Trigonometry	3
	**Any course that meets Oklahoma State Regents for Higher Education requirements for a general education communications course	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
CAD	2113 CAD Management and Standards	3
CAD	2703 CAD Practicum or	3
CAD	2540 Applications in CAD	3
HIST	1483 U.S. History to the Civil War OR	3
HIST	1493 U.S. History since the Civil War	3
PHYS	1314 Technical Physics OR	4
PHYS	1114 College Physics I	3
POLSC	1113 American Federal Government	3
		16

2nd Semester

Subjects		Credit Hrs.
CAD	2163 CAD Programming and Automation	3
CAD	2023 Design Mechanics	3
CAD	2924 Design Project	4
	* Faculty Approved Support Elective	3
		13

*Approved Support Electives must have a ART, CAD, CS, ENGR, JB, FVP, or GCOM prefix and must be approved by a Program Faculty Advisor. The program faculty advisor must approve other electives.

** Three hours selected from ENGL 1213, ENGL 1233, COM 1123, or COM 2213.

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

Computer-Aided Design#

Manufacturing/Architectural Emphasis



Certificate of Mastery (Minimum of 31 Credits) The certificate program allows an individual to work toward an attainable goal of a Computer-Aided Design Technician. The certificate of mastery is the first year of the Associate in Applied Science in Computer-Aided Design - Manufacturing/Architectural Emphasis.

Students interested in the virtually limitless applications for computers in engineering and architecture design may want to consider earning a certificate of mastery in computer-aided design. A certificate can be earned by completing 31 credit hours of pre-selected coursework. Subjects such as math and engineering graphics are covered, as well as 3D CAD modeling, applications in CAD and other topics that relate directly to work in the field of computer-aided design. This certificate is particularly helpful for people currently working in engineering and architecture disciplines. It shows that the certificate holder has special knowledge in a certain field. It can also be earned as the student works toward an associate degree. The College also offers an associate degree in computer-aided design - Multimedia Emphasis and Manufacturing/Architectural Emphasis. The College also offers a certificate of mastery in multimedia.

Curriculum Listing

MAJOR COURSES (16 credit hours)

Computer-Aided Design: CAD 1043; CAD 1214; CAD 1253; CAD 1413; CAD 2540 or CAD 2703

GENERAL EDUCATION COURSES (9 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); Mathematics: MATH 1513

SUPPORT COURSES (6 credit hours)

*Electives: Faculty Approved Electives—Six credit hours

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
CAD 1043	Engineering Principles	3
CAD 1214	Computer-Aided Design	4
ENGL 1113	English Composition I	3
MATH 1513	College Algebra	3
	*Faculty Approved Support Elective	3
		16

2nd Semester

Subjects		Credit Hrs.
CAD 1253	CAD 3D Modeling	3
CAD 1413	CAD Hardware and Software	3
CAD 2703	CAD Practicum	3
or		
CAD 2540	Applications in CAD	3
	**Any course that meets Oklahoma State Regents for Higher Education requirements for a general education communications course	3
	*Faculty Approved Support Elective	3
		15

*Approved Support Electives must have a ART, CAD, CS, ENGR, JB, FVP, or GCOM prefix and must be approved by a Program Faculty Advisor. The program faculty advisor must approve other electives.

** Three hours selected from ENGL 1213, ENGL 1233, COM 1123, or COM 2213.

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

Computer Science

Computer Information Systems Emphasis



Associate in Science–University-Parallel¹ (Minimum of 61 Credits) This suggested curriculum includes Oklahoma City Community College degree requirements and courses generally completed during the first two years of a four-year curriculum.

Curriculum Listing

MAJOR COURSES (9 credit hours)

Computer Science: ^(C)(1) ^(UCO)CS 1103 or ^(C)^(OU)CS 2113; ^(C)CS 1143; ^(C)CS 2453

GENERAL EDUCATION COURSES (37 credit hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Mathematics: MATH 1513; MATH 1743; Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113; Communications: COM 1123 or COM 2213; *Humanities: Six credit hours; *^(OU) Faculty approved Humanities electives.; **Sciences: Seven credit hours—three to four credit hours of Biological Science chosen from BIO 1113, BIO 1114, BIO 2114, BIO 2125, BIO 2215, BIO 2343, or BIO 2404; three to four credit hours of any Physical Science chosen from ASTR; PHYS; CHEM; or GEOL prefixes—one of the science courses must include a lab component.

SUPPORT COURSES (15 credit hours)

Accounting: ACCT 2113; ACCT 2123; Economics: ECON 2113; ECON 2123; Mathematics: ^(OU)MATH 2123 or ^(UCO)BUS 2023

Suggested Course Sequence

Freshman Year 1st Semester

Subjects	Credit Hrs.
^(C) ^(UCO) CS1103 Introduction to Computers and Applications(1) OR	
^(C) ^(OU) CS 2113 Computer-Based Information Systems	3
ENGL 1113 English Composition I	3
HIST 1483 U.S. History to the Civil War OR	
HIST 1493 U.S. History since the Civil War	3
MATH 1513 College Algebra	3
**Any Physical Science chosen from ASTR; PHYS, CHEM, OR GEOL prefixes	3-4
	15-16

2nd Semester

Subjects	Credit Hrs.
^(C) CS 1143 Beginning Programming	3
POLSC 1113 American Federal Government	3
ENGL 1213 English Composition II	3
MATH 1743 Calculus I for Business, Life Sciences and Social Sciences	3
*Humanities Electives	3
	15

Sophomore Year 1st Semester

Subjects	Credit Hrs.
^(C) CS 2453 Visual Basic	3
ACCT 2113 Accounting I/Financial	3
^(OU) MATH2123 Calculus II for Business, Life Sciences and Social Sciences OR	
^(UCO) BUS 2023 Business Statistics	3
PSY 1113 Introduction to Psychology OR	
SOC 1113 Introduction to Sociology	3
ECON 2113 Principles of Macroeconomics	3
	15

2nd Semester

Subjects	Credit Hrs.
ECON 2123 Principles of Microeconomics	3
ACCT 2123 Accounting II/Managerial	3
*Humanities Elective	3
COM 1123 Interpersonal Communications OR	
COM 2213 Public Address	3
**Any of the following Biological Science courses: BIO 1113, BIO 1114, BIO 2114, BIO 2125, BIO 2215, BIO 2343, or BIO 2404	3-4
	15-16

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

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

*Humanities electives must be faculty approved for students transferring to OU.

** At least one science course must include a laboratory component.

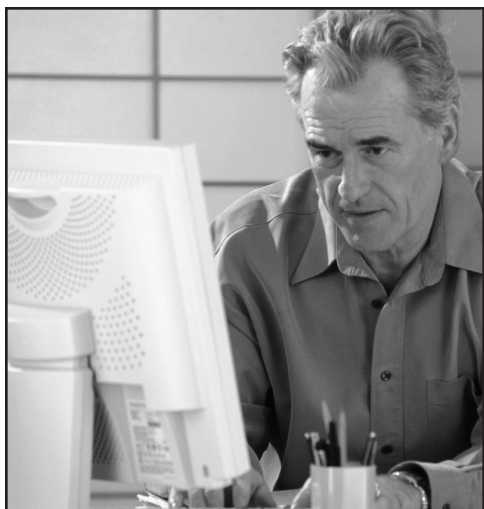
⁽¹⁾Advanced Standing is available

^(OU)University of Oklahoma

^(UCO)University of Central Oklahoma

Computer Science

Computer Programming Emphasis



Associate in Applied Science—Technical and Occupational²
(Minimum of 61 Credits) Because of the increasing use of computers in all fields, computer programmers play an important role in the daily operations of many businesses. Computer science students learn about tools and techniques that are used professionally every day. Included in their studies are computer theory, systems analysis and program design using programming languages such as Java, C++, Visual Basic, Pascal, COBOL and Assembly. Computer programmers must be reliable, systematic and detail-oriented. They should be organized, flexible and have an aptitude for math.

Curriculum Listing

MAJOR COURSES (36 credit hours)

Computer Science: (C)CS 1103; (C)CS 1143; (C)CS 1413; (C)CS 2163; (C)CS 2173; (C)CS 2213; (C)CS 2223; (C)CS 2233; (C)CS 2363; (C)CS 2453; *Six credit hours of Computer Science electives chosen from (C)CS 1333; (C)CS 1353; (C)CS 2123; (C)CS 2173; (C)CS 2273; (C)CS 2413; (C)CS 2463; (C)CS 2513; (C)CS 2553.

GENERAL EDUCATION COURSES (19 credit hours)

English: ENGL 1113; History: HIST 1483 or HIST 1493; Mathematics: MATH 1513; Political Science: POLSC 1113; Sciences: PHYS 1014; Communications: COM 2213

SUPPORT COURSES (6 credit hours)

Business: BUS 1013; Accounting: ACCT 2113

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
(C)CS	1103 Introduction to Computers/Applications	3
(C)CS	1143 Beginning Programming.....	3
MATH	1513 College Algebra.....	3
BUS	1013 Introduction to Business.....	3
ENGL	1113 English Composition I	3
		15

2nd Semester

Subjects		Credit Hrs.
(C)CS	2173 Oracle.....	3
(C)CS	2163 Java.....	3
(C)CS	2213 COBOL.....	3
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
PHYS	1014 Physical Science	4
		16

Sophomore Year 1st Semester

Subjects		Credit Hrs.
(C)CS	1413 Microcomputer Technology	3
(C)CS	2233 Advanced COBOL OR	
(C)CS	2463 Advanced Java OR	
(C)CS	2553 Advanced Visual Basic OR	
(C)CS	2563 C # .NET	3
(C)CS	2363 C++	3
(C)CS	2453 Visual Basic.....	3
COM	2213 Public Address	3
		15

2nd Semester

Subjects		Credit Hrs.
(C)CS	2223 Systems Analysis and Design	3
POLSC	1113 American Federal Government	3
ACCT	2113 Accounting I/Financial	3
	*(C) Computer Science Elective	6
		15

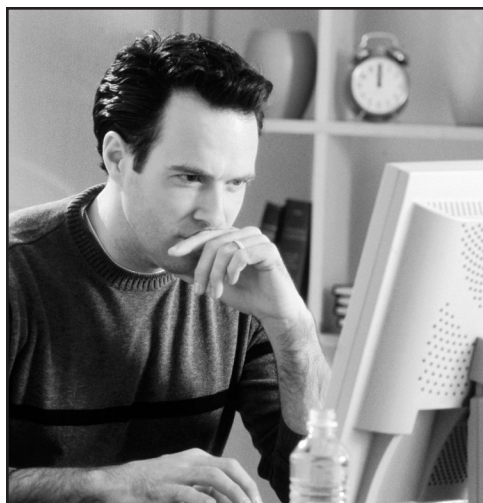
² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

*Electives: Computer Science electives chosen from CS 1333, CS 1353; CS 2123; CS 2413 CS 2463; CS 2513; CS 2553.

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

Computer Science

Computer Science Emphasis—Transferring to the UCO and Colleges with Similar Patterns



Associate in Science—University-Parallel¹ (Minimum of 61 Credits) This suggested curriculum includes Oklahoma City Community College degree requirements and courses generally completed during the first two years of a four-year curriculum.

Curriculum Listing

MAJOR COURSES (18 credit hours)

Computer Science: ©CS 1143; ©CS 2123; ©CS 2163; ©CS 2213; ©CS 2363; ©CS 2453

GENERAL EDUCATION COURSES (43 credit hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493
Mathematics: MATH 1513; MATH 1613; MATH 2103; MATH 2203; P
Political Science: POLSC 1113; Communications: COM 1123 or COM 2213; Social Sciences: PSY 1113 or SOC 1113; *Sciences: Seven credit hours—three to four credit hours of Biological Science chosen from BIO 1113, BIO 1114, BIO 2114, BIO 2125, BIO 2215, BIO 2343, or BIO 2404; three to four hours of any Physical Science chosen from ASTR; PHYS; CHEM; or GEOL prefixes—at least one science course must include a laboratory component; Humanities: Six credit hours of Humanities electives

Suggested Course Sequence

Freshman Year 1st Semester

Subjects	Credit Hrs.
©CS 1143 Beginning Programming.....	3
ENGL 1113 English Composition I	3
POLSC 1113 American Federal Government	3
MATH 1513 College Algebra.....	3
*Any Physical Science chosen from ASTR, PHYS, CHEM, OR GEOL prefixes	3-4
	15-16

2nd Semester

Subjects	Credit Hrs.
©CS 2163 Java.....	3
©CS 2213 COBOL.....	3
ENGL 1213 English Composition II	3
HIST 1483 U.S. History to the Civil War OR	
HIST 1493 U.S. History since the Civil War	3
MATH 1613 Trigonometry	3
	15

Sophomore Year 1st Semester

Subjects	Credit Hrs.
©CS 2123 Assembly.....	3
©CS 2363 C++	3
PSY 1113 Introduction to Psychology OR	
SOC 1113 Introduction to Sociology.....	3
MATH 2103 Calculus and Analytic Geometry I	3
Humanities Elective.....	3
	15

2nd Semester

Subjects	Credit Hrs.
©CS 2453 Visual Basic.....	3
COM 1123 Interpersonal Communications OR	
COM 2213 Public Address	3
MATH 2203 Calculus and Analytic Geometry II	3
*Any of the following Biological Science courses: BIO 1113, BIO 1114, BIO 2114, BIO 2125, BIO 2215, BIO 2343, or BIO 2404.....	3-4
Humanities Elective.....	3
	15-16

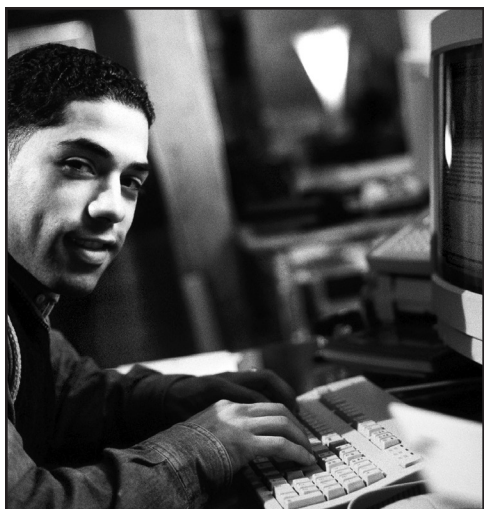
¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

©A grade of "C" or higher must be achieved.

*At least one science course must include a laboratory component

Computer Science

Computer Science Emphasis—Transferring to the OU and Colleges with Similar Patterns



Associate in Science - University-Parallel¹ (Minimum of 60 Credits) This suggested curriculum includes Oklahoma City Community College degree requirements and courses generally completed during the first two years of a four-year curriculum.

Curriculum Listing

MAJOR COURSES (9 credit hours)

Computer Science: ^(C)CS 1143; ^(C)CS 2163; ^(C)CS 2463

GENERAL EDUCATION COURSES (50 credit hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Mathematics: MATH 2103; MATH 2203; MATH 2303; MATH 2403; Political Science: POLSC 1113; Communications: COM 1123 or COM 2213; Social Sciences: PSY 1113 or SOC 1113; Chemistry: CHEM 1115; CHEM 1215; Physics: PHYS 2014; ^(H)Humanities: Six credit hours of faculty approved Humanities electives

ELECTIVES (1 credit hour)

Elective: One credit hour Elective

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
^(C) CS	1143 Beginning Programming.....	3
ENGL	1113 English Composition I	3
POLSC	1113 American Federal Government	3
MATH	2103 Calculus and Analytic Geometry I	3
PSY	1113 Introduction to Psychology OR	
SOC	1113 Introduction to Sociology.....	3
		15

2nd Semester

Subjects		Credit Hrs.
^(C) CS	2163 Java.....	3
ENGL	1213 English Composition II	3
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
MATH	2203 Calculus and Analytic Geometry II	3
COM	1123 Interpersonal Communications OR	
COM	2213 Public Address	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
^(C) CS	2463 Advanced Java.....	3
MATH	2303 Calculus and Analytic Geometry III	3
CHEM	1115 General Chemistry I	5
	Elective.....	1
	^(H) Humanities Elective.....	3
		15

2nd Semester

Subjects		Credit Hrs.
MATH	2403 Calculus and Analytic Geometry IV	3
PHYS	2014 Engineering Physics I.....	4
CHEM	1215 General Chemistry II	5
	^(H) Humanities Elective.....	3
		15

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

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

^(H)Select appropriate to the student's transfer institution.

Computer Science[#]

Microcomputer Specialist Emphasis



Associate in Applied Science—Technical and Occupational²
(Minimum of 60 Credits) Because of the increasing use of microcomputers in all fields, microcomputer specialists play an important support role in the daily operations of many businesses. Students will learn the skills and techniques that are used to support microcomputer hardware and software. Included in their studies are computer theory, hardware maintenance, software installation and support, local area networking and the Internet. The student will also learn communication and documentation skills vital to the professional service and support position. Specialists must be reliable, systematic and detail-oriented. They should be organized and able to communicate on a technical and non-technical level. They should expect to continually learn new skills to keep pace with the rapidly changing industry. The Computer Science Program provides students with the background needed to pursue a career with major retailers, manufacturers, government agencies at all levels, financial institutions, colleges and universities, service organizations and others.

Curriculum Listing

MAJOR COURSES (41 credit hours)

Computer Science: (C)CS 1103⁽¹⁾; (C)CS 1153; (C)CS 1353; (C)CS 1363; (C)CS 1413; (C)CS 2153; (C)CS 2173; (C)CS 2303; (C)CS 2403; (C)CS 2413; (C)CS 2503 *^(C)Eight credit hours of faculty approved Computer Science electives.

GENERAL EDUCATION COURSES (19 credit hours)

English: ENGL 1113; Mathematics: MATH 1503; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Physical Science: PHYS 1014; 3 hours of Communications: **Any Oklahoma State Regents of Higher Education (OSRHE) approved General Education communications course.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
(C)CS	1103 Introduction to Computers/Applications ⁽¹⁾	3
(C)CS	1153 Introduction to Computing Technologies	3
ENGL	1113 English Composition I	3
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
MATH	1503 Contemporary Mathematics	3
		15

2nd Semester

Subjects		Credit Hrs.
(C)CS	1353 Microcomputer Operating Systems ⁽²⁾ ⁽⁴⁾	3
(C)CS	1363 Multimedia	3
(C)CS	1413 Microcomputer Technology ⁽²⁾ ⁽⁴⁾	3
PHYS	1014 Physical Science	4
	** Any OSRHE approved General Education communications course	3
		16

Sophomore Year 1st Semester

Subjects		Credit Hrs.
(C)CS	2173 Oracle	3
(C)CS	2153 Windows Support ⁽⁴⁾	3
(C)CS	2303 Local Area Networking ⁽³⁾ ⁽⁴⁾	3
(C)CS	2413 Web Site Development	3
	* ^(C) Faculty Approved Computer Science Elective	3
		15

2nd Semester

Subjects		Credit Hrs.
(C)CS	2403 Microcomputer Support Services	3
(C)CS	2503 Network Administration ⁽⁴⁾	3
POLSC	1113 American Federal Government	3
	* ^(C) Faculty Approved Computer Science Elective	5
		14

[#]Cooperative agreements have been established with Francis Tuttle and Moore Norman Technology Centers.

^{*}Electives: Eight Credit hours selected by the student and approved by a faculty advisor from any Computer Science courses.

^{**} OSRHE approved General Education communications courses: ENGL 1213; ENGL 1233; COM 1123; COM 2213

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

⁽¹⁾Advanced Standing is available.

⁽²⁾A+ Certification Preparation Course

⁽³⁾Network+ Certification Preparation Course

⁽⁴⁾Preparatory courses for MCP certification through Microsoft that can apply toward MCSA and/or MCSE

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

Computer Science

Microcomputer Technician



Certificate of Mastery—(Minimum of 18 Credits) This certificate program allows an individual to work toward an attainable goal of a Microcomputer Service Technician. For students who desire additional skills, it is the first phase of a 3-tiered program that will lead directly to an Associate in Applied Science: Computer Science - Microcomputer Specialist Emphasis.

The industry demand for technicians qualified to support the installation, upgrade, maintenance, and administration of microcomputers and their operating systems is at an all time high. This program is intended for all students who desire a career in the support of microcomputers. It is a stopping point for students interested in microcomputer service, and satisfies all major prerequisite requirements for continuing into more advanced programs in the department of Computer Science (see Certificate of Mastery: Computer Science - Network Technician, and Associate in Applied Science: Computer Science - Microcomputer Specialist Emphasis).

Curriculum Listing

MAJOR COURSES (18 credit hours)

Computer Science: (C)CS 1103⁽¹⁾; (C)CS 1153; (C)CS 1353^{(2) (3)}; (C)CS 1363; (C)CS 1413^{(2) (3)}; (C)CS 2413

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
(C)CS 1103	Introduction to Computers/Applications ⁽¹⁾	3
(C)CS 1153	Introduction to Computing Technologies	3
		6

2nd Semester

Subjects		Credit Hrs.
(C)CS 1353	Microcomputer Operating Systems ^{(2) (3)}	3
(C)CS 1363	Multimedia	3
(C)CS 1413	Microcomputer Technology ^{(2) (3)}	3
(C)CS 2413	Web Site Development	3
		12

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

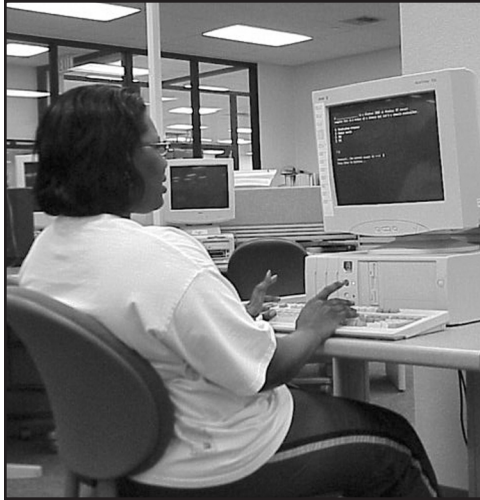
⁽¹⁾Advanced Standing is available.

⁽²⁾A+ Certification Preparation Course

⁽³⁾Preparatory courses for MCP certification through Microsoft that can apply toward MCSA

Computer Science

Network Technician



Certificate of Mastery—(Minimum of 27 Credits) This certificate program allows an individual to work toward an attainable goal of a Microcomputer Network Technician. For students who desire additional skills, it is the 2nd phase of a 3-tiered program that will lead directly to an Associate in Applied Science: Computer Science - Microcomputer Specialist Emphasis.

This program addresses a critical shortage in industry employment by providing students the fundamental knowledge of installing and maintaining computer networks. Students who have completed the requirements for a Certificate of Mastery: Computer Science - Microcomputer Technician, can add network skills to their credentials and prepare themselves for passing the first three required core exams for becoming MCSA certified through Microsoft.

Curriculum Listing

MAJOR COURSES (27 credit hours)

Computer Science: (C)CS 1103⁽¹⁾; (C)CS 1153; (C)CS 1353^{(2) (3)}; (C)CS 1363; (C)CS 1413^{(2) (3)}; (C)CS 2153⁽⁴⁾; (C)CS 2303⁽³⁾; (C)CS 2413; (C)CS 2503⁽⁴⁾

Suggested Course Sequence

Freshman Year 1st Semester

Subjects	Credit Hrs.
(C)CS 1103 Introduction to Computers/Applications ⁽¹⁾	3
(C)CS 1153 Introduction to Computing Technologies	3
	6

2nd Semester

Subjects	Credit Hrs.
(C)CS 1353 Microcomputer Operating Systems ^{(2) (4)}	3
(C)CS 1363 Multimedia	3
(C)CS 1413 Microcomputer Technology ^{(2) (4)}	3
(C)CS 2413 Web Site Development	3
	12

Sophomore Year 1st Semester

Subjects	Credit Hrs.
(C)CS 2153 Windows Support ⁽⁴⁾	3
(C)CS 2303 Local Area Networking ^{(3) (4)}	3
(C)CS 2503 Network Administration ⁽⁴⁾	3
	9

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

⁽¹⁾ Advanced Standing is available.

⁽²⁾ A+ Certification Preparation Course

⁽³⁾ Network+ Certification Preparation Course

⁽⁴⁾ Preparatory courses for MCP certification through Microsoft that can apply toward MCSA and/or MCSE

Computer Science

Web Design and Development



Associate in Applied Science – Technical and Occupational²
(Minimum of 61 Credits) As the Internet becomes a more integral part of our everyday lives, it has also changed the way many organizations conduct business. Computer Science students develop skills related to creating, supporting, and maintaining websites. The program is designed to prepare students for entry-level positions such as web developers, web designers, web editors, or web support personnel. They gain the basic skills needed for working at small companies where they will have varied web-related responsibilities. It also provides them with exposure in specialized skill areas that large companies could further develop. Persons entering this field should be organized, logical, creative, good problem solvers, and possess good communication skills.

Curriculum Listing

MAJOR COURSES (42 credit hours)

Computer Science: ^(C)CS 1103⁽¹⁾; ^(C)CS 1143; ^(C)CS 1333 or ^(C)CS 2173; ^(C)CS 1353; ^(C)CS 1363; ^(C)CS 2143; ^(C)CS 2163 or ^(C)CS 2453; ^(C)CS 2183; ^(C)CS 2413; ^(C)CS 2433; ^(C)CS 2503; ^(C)CS 2513; *^(C)Six credit hours of faculty approved Computer Science electives. (Those wishing to earn the Microcomputer Technician Certificate would take CS 1153: Introduction to Computing Technologies and CS 1413: Microcomputer Technology^{(2) (3)} as their electives.)

GENERAL EDUCATION COURSES (19 credit hours)

English: ENGL 1113; Mathematics: MATH 1503; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Physical Science: PHYS 1014; Communications: **Any Oklahoma State Regents of Higher Education (OSRHE) approved General Education communications course.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects	Credit Hrs.
^(C) CS 1103 Introduction to Computers/Applications ⁽¹⁾	3
ENGL 1113 English Composition I	3
MATH 1503 Contemporary Mathematics	3
POLSC 1113 American Federal Government	3
* ^(C) Faculty Approved Computer Science Elective	3
(CS 1153: Introduction to Computing Technologies for those pursuing the Microcomputer Technician Certificate)	
	15

2nd Semester

Subjects	Credit Hrs.
^(C) CS 1353 Microcomputer Operating Systems ^{(2) (3)}	3
^(C) CS 1363 Multimedia	3
^(C) CS 1143 Beginning Programming	3
^(C) CS 2413 Web Site Development	3
* ^(C) Faculty Approved Computer Science Elective	3
(CS 1413: Microcomputer Technology ^{(2) (3)} for those pursuing the Microcomputer Technician Certificate)	
	15

Sophomore Year 1st Semester

Subjects	Credit Hrs.
^(C) CS 2143 Digital Media Editing	3
^(C) CS 2183 Linux	3
^(C) CS 2163 Java OR	
^(C) CS 2453 Visual Basic	3
^(C) CS 2513 Advanced Web Site Development	3
HIST 1483 U.S. History to the Civil War OR	
HIST 1493 U.S. History since the Civil War	3
	15

2nd Semester

Subjects	Credit Hrs.
^(C) CS 1333 Database Management Applications OR	
^(C) CS 2173 Oracle	3
^(C) CS 2433 Multimedia Authoring	3
^(C) CS 2503 Network Administration ⁽³⁾	3
PHYS 1014 Physical Science	4
** Any OSRHE approved General Education communications course	
	16

*Electives: Six Credit hours selected by the student and approved by a faculty advisor from any Computer Science courses. (Those wishing to earn the Microcomputer Technician Certificate would take CS 1153: Introduction to Computing Technologies and CS 1413: Microcomputer Technology^{(2) (4)} as their electives.)

** OSRHE approved General Education communications courses: ENGL 1213; ENGL 1233; COM 1123; COM 2213

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

⁽¹⁾Advanced Standing is available.

⁽²⁾A+ Certification Preparation Course

⁽³⁾Preparatory courses for MCP certification through Microsoft that can apply toward the MCSA and/or MCSE

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

Cyber/Information Security



Associate in Science–University-Parallel¹ (Minimum of 61 Credits) The curriculum is designed to provide the student with an introduction to the cyber/information security area as well as provide the foundation education needed in programming for a student to move on to a four-year cyber/information security program.

Curriculum Listing

MAJOR COURSES (18 credit hours)

Computer Science: ^(C)CS 1143; ^(C)CS 2163; ^(C)CS 2363; ^(C)CS 2453; ^(C)CS 2463; Information Security ^(C)ISEC 1103

GENERAL EDUCATION COURSES (43 credit hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Mathematics: MATH 1513; MATH 1613; MATH 2103; MATH 2203; Political Science: POLSC 1113; Communications: COM 1123 or COM 2213; Social Sciences: PSY 1113 or SOC 1113; *Sciences: Seven credit hours—three to four credit hours of Biological Science chosen from BIO 1113, BIO 1114, BIO 2114, BIO 2125, BIO 2215, BIO 2343, or BIO 2404; three to four hours of any Physical Science chosen from ASTR; PHYS; CHEM; or GEOL prefixes—at least one science course must include a laboratory component; Humanities: Six credit hours of Humanities electives

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
^(C) CS	1143 Beginning Programming.....	3
ENGL	1113 English Composition I	3
POLSC	1113 American Federal Government	3
MATH	1513 College Algebra.....	3
	*Any Physical Science chosen from ASTR, PHYS, CHEM, or GEOL prefixes.....	3-4
		15-16

2nd Semester

Subjects		Credit Hrs.
^(C) CS	2163 Java.....	3
^(C) ISEC	1103 Introduction to Cyber/Information Security.....	3
ENGL	1213 English Composition II	3
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
MATH	1613 Trigonometry	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
^(C) CS	2463 Advanced Java.....	3
^(C) CS	2453 Visual Basic.....	3
PSY	1113 Introduction to Psychology OR	
SOC	1113 Introduction to Sociology.....	3
MATH	2103 Calculus and Analytic Geometry I	3
	Humanities Elective.....	3
		15

2nd Semester

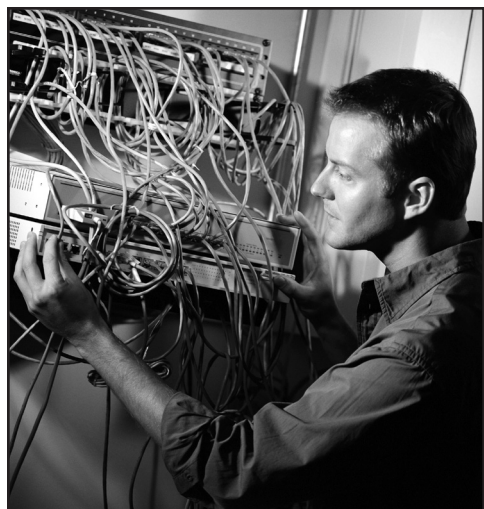
Subjects		Credit Hrs.
^(C) CS	2363 C++	3
COM	1123 Interpersonal Communications OR	
COM	2213 Public Address	3
MATH	2203 Calculus and Analytic Geometry II	3
	*Any of the following Biological Science courses: BIO 1113, BIO 1114, BIO 2114, BIO 2125, BIO 2215, BIO 2343, or BIO 2404	3-4
	Humanities Elective.....	3
		15-16

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

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

*At least one science course must include a laboratory component

Cyber/Information Security



Associate in Applied Science—Technical and Occupational²
(Minimum of 61 Credits) Because of the increasing threats to data and information that is computerized, the need for cyber/information security specialists is at an all time high. Cyber/information security specialists play an important support role in the daily operations of all businesses. Within the AAS program students will complete forty-two credit hours of major coursework. This will include the cyber/information security “core” of fifteen hours, and twenty-seven hours of computer science courses (networking-related, including CompTIA Network + certification preparation). The degree will also require each student to complete CompTIA A+ certification preparation training. In addition to the Network+ and A+ certification, the cyber/information security specific courses will prepare students for the CompTIA Security+ certification exam. Students will be required to take nineteen hours of general education requirements. The Cyber/Information Security Program provides students with the background needed to pursue a career with major retailers, manufacturers, government agencies, financial institutions, colleges and universities, service organizations and others.

Curriculum Listing

MAJOR COURSES (42 credit hours)

Computer Science: ^(C)CS 1103⁽¹⁾; ^(C)CS 1143; ^(C)CS 1153; ^(C)CS 1353⁽²⁾ ⁽³⁾; ^(C)CS 1413⁽²⁾ ⁽³⁾; ^(C)CS 2153⁽³⁾; ^(C)CS 2163; ^(C)CS 2303⁽⁴⁾; ^(C)CS 2503⁽³⁾; Information Security: ^(C)ISEC 2513; ^(C)ISEC 2523; ^(C)ISEC 2543; ^(C)ISEC 2563; ^(C)ISEC 2583

GENERAL EDUCATION COURSES (19 credit hours)

English: ENGL 1113; Mathematics: MATH 1503; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Physical Science: PHYS 1014; Communications: **Any Oklahoma State Regents of Higher Education (OSRHE) approved General Education communications course.

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
^(C) CS 1103	Introduction to Computers/Applications ⁽¹⁾	3
^(C) CS 1153	Introduction to Computing Technologies	3
^(C) ISEC 2513	Principles of Information Assurance	3
ENGL 1113	English Composition I	3
MATH 1503	Contemporary Mathematics	3
		15

2nd Semester

Subjects		Credit Hrs.
^(C) CS 1143	Beginning Programming	3
^(C) CS 1353	Microcomputer Operating Systems ⁽²⁾ ⁽⁴⁾	3
^(C) CS 1413	Microcomputer Technology ⁽²⁾ ⁽⁴⁾	3
^(C) ISEC 2523	Secure Electronic Commerce	3
PHYS 1014	Physical Science	4
		16

Sophomore Year 1st Semester

Subjects		Credit Hrs.
^(C) CS 2153	Windows Support ⁽⁴⁾	3
^(C) CS 2163	Java	3
^(C) CS 2303	Local Area Networking ⁽³⁾ ⁽⁴⁾	3
^(C) ISEC 2543	Network and Operating Systems Security	3
POLSC 1113	American Federal Government	3
		15

2nd Semester

Subjects		Credit Hrs.
^(C) CS 2503	Network Administration ⁽⁴⁾	3
^(C) ISEC 2563	Enterprise Security Management	3
^(C) ISEC 2583	Cyber Forensics	3
HIST 1483	U.S. History to the Civil War OR	
HIST 1493	U.S. History since the Civil War	3
	** Any OSRHE approved General Education communications course	3
		15

** OSRHE approved General Education communications courses: ENGL 1213; ENGL 1233; COM 1123; COM 2213

^(C)A grade of 'C' or higher must be achieved.

⁽¹⁾Advanced Standing is available.

⁽²⁾A+ Certification Preparation Course

⁽³⁾Network+ Certification Preparation Course

⁽⁴⁾Preparatory courses for MCP certification through Microsoft that can apply toward MCSA and/or MCSE

Cyber/Information Security



Certificate of Mastery--(Minimum of 42 Credits) This program is designed for students who wish to acquire skills necessary for employment in the cyber/information security industry. The curriculum is designed to provide education in general security concepts, communications security, infrastructure security, basics of cryptography, and operational/organizational security. It can be used as the first step for an Associate in Applied Science: Cyber/Information Security.

The industry need for cyber/information security training and education is clear. Daily we see news reports regarding the growing cyber threats, like denial of service, viruses/worms, hacking, electronic fraud, etc. This program is intended for all students who desire a career in the support of cyber/information security. It is a stopping point for students interested in cyber/information security, and satisfies all major prerequisite requirements for continuing into more advanced programs in the department of Cyber/Information Security (see Associate in Applied Science: Cyber/Information Security).

Curriculum Listing

MAJOR COURSES (42 credit hours)

Computer Science: ^(C)CS 1103⁽¹⁾; ^(C)CS 1143; ^(C)CS 1153;
^(C)CS 1353^{(2) (3)}; ^(C)CS 1413^{(2) (3)}; ^(C)CS 2153⁽³⁾; ^(C)CS 2163;
^(C)CS 2303⁽⁴⁾; ^(C)CS 2503⁽³⁾; Information Security: ^(C)ISEC 2513;
^(C)ISEC 2523; ^(C)ISEC 2543; ^(C)ISEC 2563; ^(C)ISEC 2583

Suggested Course Sequence

Freshman Year 1st Semester

Subjects	Credit Hrs.
^(C) CS 1103 Introduction to Computers/Applications ⁽¹⁾	3
^(C) CS 1143 Beginning Programming.....	3
^(C) CS 1153 Introduction to Computing Technologies	3
^(C) ISEC 2513 Principles of Information Assurance	3
^(C) ISEC 2523 Secure Electronic Commerce	3
	15

2nd Semester

Subjects	Credit Hrs.
^(C) CS 1353 Microcomputer Operating Systems ^{(2) (3)}	3
^(C) CS 1413 Microcomputer Technology ^{(2) (3)}	3
^(C) CS 2163 Java.....	3
^(C) CS 2503 Network Administration ⁽³⁾	3
^(C) ISEC 2543 Network and Operating Systems Security	3
	15

Sophomore Year 1st Semester

Subjects	Credit Hrs.
^(C) CS 2303 Local Area Networking ⁽⁴⁾	3
^(C) CS 2153 Windows Support ⁽³⁾	3
^(C) ISEC 2563 Enterprise Security Management.....	3
^(C) ISEC 2583 Cyber Forensics	3
	12

^(C) A grade of 'C' or higher must be achieved.

⁽¹⁾ Advanced Standing is available.

⁽²⁾ A+ Certification Preparation Course

⁽³⁾ Preparatory courses for MCP certification through Microsoft that can apply toward MCSA

⁽⁴⁾ Network+ Certification Preparation Course

#Database Management



Associate in Applied Science-Technical and Occupational²
(Minimum of 60 credits) This plan of study is part of a cooperative agreement with Francis Tuttle and Moore Norman Technology Centers. Major courses in the degree plan are not available on the main campus of Oklahoma City Community College. Database Administrators are responsible for the accuracy, security and accessibility of data. This degree includes courses in database design, database administration, performance tuning, database networking and backup/recovery using relational database products. Students are prepared for industry certification exams from Oracle. Other topics of study include UNIX for database administrators.

Curriculum Listing

MAJOR COURSES (27 credit hours)

DBM 1101; DBM 1314; DBM 1334; DBM 2313; DBM 2322; DBM 2334; DBM 2353; DBM 2363; DBM 2373

GENERAL EDUCATION COURSES (18 credit hours)

English: ENGL 1113; Communications/English: Any Oklahoma State Regents for Higher Education approved general education communications or English course.*; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives: Six credit hours

SUPPORT COURSES (15 credit hours)

Mathematics: Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.**

Electives: Twelve credit hours

Suggested Course Sequence

Freshman Year

1st Semester

Subjects		Credit Hrs.
DBM 1101	Database Theory.....	1
DBM 1314	Introduction to SQL.....	4
ENGL 1113	English Composition I.....	3
	Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.....	3
	Faculty approved support elective.....	3
		14

2nd Semester

Subjects		Credit Hrs.
DBM 1334	Database Administration.....	4
DBM 2313	Database Back Up and Recovery.....	3
HIST 1483	U.S. History to the Civil War OR	
HIST 1493	U.S. History since the Civil War.....	3
	Communications/English: Any Oklahoma State Regents for Higher Education approved general education communications or English course.*.....	3
	Faculty Approved Support Elective.....	3
		16

Sophomore Year

1st Semester

Subjects		Credit Hrs.
DBM 2322	Database Networking.....	2
DBM 2334	Database Performance Tuning.....	4
DBM 2353	Database Administration with SQL Server.....	3
POLSC 1113	American Federal Government.....	3
	General Education Elective.....	3
		15

Sophomore Year

2nd Semester

Subjects		Credit Hrs.
DBM 2363	UNIX for Database Administrators.....	3
DBM 2373	Database and Application Design Using CASE.....	3
	General Education Elective.....	3
	Faculty Approved Support Electives.....	6
		15

#A cooperative agreement has been established with Francis Tuttle and Moore Norman Technology Centers.

*To be chosen from COM 1123, COM 1323, COM 2213, or Advisor approved COM elective or ENGL 1213 or ENGL 1233

**Can be chosen from APPM 1223, APPM 1233, MATH 1503, MATH 1513 or Advisor approved Mathematics course.

*** Students must file all financial aid through the Technology Center while attending there.

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

Diversified Studies



Associate in Arts or Associate in Science—Diversified Studies—University-Parallel¹ (Minimum of 60 Credits) The Diversified Studies Program provides an alternative for students whose goals or backgrounds are unsupported by other Associate in Arts or Associate in Science programs. Before pursuing a Diversified Studies degree, the student must have a faculty advisor. With prior approval by the student's counselor and/or advisor and the Director of the Multi-Divisional Programs, the Diversified Studies degree program may be modified to meet a student's needs. The Associate of Arts or the Associate of Science degree will be based on specific course work included in the degree plan. The degree plan must be submitted and approved as a contract and is required before a student may apply for graduation. The student is responsible for verifying that the appropriate forms are on file in the Registrar's Office. The Diversified Studies Program serves students with career goals in areas that may require a baccalaureate or professional degree not directly supported by a related associate degree program at OKCCC. Students with previously earned college credit that cannot be applied to existing programs also find the Diversified Studies program a favorable way to earn an associate's degree.

Curriculum Listing

GENERAL EDUCATION COURSES (37 credit hours)

English: ENGL 1113; ENGL 1213; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; *Natural Sciences: Three to four credit hours of general education Biological Science; Three to four credit hours Physical Science one of the science courses must include a lab component.; Humanities: Six credit hours.; Electives: Nine credit hours General Education Electives

SUPPORT COURSES (23 credit hours)

Approved electives—23 credit hours; must be approved by faculty advisor.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
	Biological Science	3-4
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
MATH	1503 Contemporary Mathematics OR	
MATH	1513 College Algebra OR	
MATH	2013 Introduction to Statistics	3
	General Education Elective	3
		15-16

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II	3
POLSC	1113 American Federal Government	3
	Physical Science	3-4
	General Education Elective	3
	Humanities Elective	3
		15-16

Sophomore Year 1st Semester

Subjects		Credit Hrs.
	Humanities Elective	3
	Approved Electives	12
		15

2nd Semester

Subjects		Credit Hrs.
	General Education Electives	3
	Approved Electives	11
		14

^{*}See page 63 for General Education Requirements

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

Electronics[#]

General Emphasis



Associate in Applied Science—Technical and Occupational²
(Minimum of 60 Credits) In addition to the OKCCC campus, this program is part of cooperative agreements with Francis Tuttle, Moore Norman and Metro Tech Technology Centers. Major courses in this degree are offered at OKCCC and at the technology centers. The Electronics Program features a general electronics curriculum that prepares the student for a wide range of careers in the electronics and related industries. The electronics technician may be involved in building and testing prototype equipment, equipment installation, maintenance, calibration, and operation, technical writing, and sales. To meet these needs, the student is provided a foundation in mathematics, science, communications, social studies, and specialized coursework in electronics.

Curriculum Listing

MAJOR COURSES (32 credit hours)

Electronics: ET 1014; ET 1114; ET 1124; ET 1544; ET 2024; ET 2334; ET 2384; ET 2414

GENERAL EDUCATION COURSES (18 credit hours)

English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education English or communications course*:3 credit hours; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; General Education Electives: Six credit hours

SUPPORT COURSES (10 credit hours)

Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.; Support Electives: Seven credit hours of faculty approved support electives

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
ET	1014 DC/AC Fundamentals	4
ET	1544 Electronics Shop Practices	4
Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.		3
		14

2nd Semester

Subjects		Credit Hrs.
ET	1114 Solid State Circuits	4
ET	1124 Digital Logic Fundamentals	4
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. from the Civil War	3
Any Oklahoma State Regents for Higher Education approved general education English or communications course.*		3
Three credit hours of general education electives		3
		17

Sophomore Year 1st Semester

Subjects		Credit Hrs.
Faculty approved major elective		4
ET	2334 Digital Logic Systems	4
Three credit hours of general education electives		3
Three credit hours of faculty approved support courses		3
POLSC	1113 American Federal Government	3
		17

2nd Semester

Subjects		Credit Hrs.
ET	2384 Operational Amplifiers	4
ET	2024 Communications Systems	4
Four credit hours of faculty approved support electives		4
		12

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

[#]Cooperative agreements have been established with Francis Tuttle, Moore Norman and Metro Tech Technology Centers.

* To be chosen from ENGL 1213, ENGL 1233, COM 1123, or COM 2213

** Students must file all financial aid through the technology center while attending there.

Electronics[#]

Instrumentation and Control Emphasis



Associate in Applied Science-Technical and Occupational²
(Minimum of 61 Credits) This program is part of the cooperative agreement with Francis Tuttle Technology Center. Major courses are taught at Francis Tuttle Technology Center. Technicians in these specialties are commonly associated with manufacturing and a wide range of industrial activities. Students are provided a foundation in mathematics, science, communications, social studies, electronics support courses, and major coursework in a chosen specialty.

Curriculum Listing

MAJOR COURSES (30 credit hours)

Electronics: ET 1144; ET 1223; ET 2014; ET 2044; ET 2124; ET 2353; ET 2363; Manufacturing Technology: PRDT 1413; PRDT 1532

GENERAL EDUCATION COURSES (18 credit hours)

English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education English or communications course.; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; General Education Electives: Six credit hours

SUPPORT COURSES (13 credit hours)

Computer Science: CS 1353; Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.; Support Electives: Seven credit hours of faculty approved support electives

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
CS	1353 Microcomputer Operating Systems	3
ET	2353 Instrumentation and Control I	3
ET	1144 Industrial Electronics	4
ET	1223 Digital Electronics	3
		16

2nd Semester

Subjects		Credit Hrs.
ET	2014 Control Devices.....	4
ET	2044 Electromechanical Devices.....	4
ET	2363 Instrumentation and Control II.....	3
Any Oklahoma State Regents for Higher Education approved general education English or communications course.*		3
Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.		3
		17

Sophomore Year 1st Semester

Subjects		Credit Hrs.
ET	2124 Control Systems	4
PRDT	1532 Programmable Controller Programming	2
PRDT	1413 Fluid Power	3
POLSC	1113 American Federal Government	3
Four credit hours of faculty approved support electives.....		4
		16

2nd Semester

Subjects		Credit Hrs.
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History from Civil War.....	3
Six credit hours of general education electives.....		6
Three credit hours of faculty approved support electives.....		3
		12

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

[#]A cooperative agreement has been established with Francis Tuttle Technology Center.

* To be chosen from ENGL 1213, ENGL 1233, COM 1123, or COM 2213

** Students must file all financial aid through the technology center while attending there.

Emergency Medical Sciences



Associate in Applied Science—Technical and Occupational²
(Minimum of 63 credits) Helping those in need, knowledge of emergency health care and situations demanding fast decision-making & critical thinking characterize the work of an Emergency Medical Technician (EMT) Paramedic. ^(C)EMS 1018, BASIC EMT and ^(C)BIO 1314 Anatomy and Physiology are prerequisites to the Emergency Medical Sciences Program. The Emergency Medical Sciences Program focuses on pre-hospital aspects of emergency care. Coursework is taught by experienced paramedics, nurses and physicians in clinical and classroom settings. An immediate job entry degree in Emergency Medical Sciences gives students the in-depth preparation needed to sit for the state licensing exam as a Paramedic. A graduate must be able to work well under pressure and make critical decisions without hesitating. Oklahoma City Community College also offers two EMS certificates of mastery. The program is accredited by the Committee on Accreditation of Education Programs for the EMS Professions (CoAEMSP).

Curriculum Listing

MAJOR COURSES (41 credit hours)

Emergency Medical Sciences: ^{D(C)}EMS 1035; ^(C)EMS 1113; ^{D(C)}EMS 1059; ^(C)EMS 1123; ^{D(C)}EMS 2169; ^{D(C)}EMS 2179; ^(C)EMS 2013

GENERAL EDUCATION COURSES (19 credit hours)

Biological Science: ^(C)BIO 1414; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; Psychology: PSY 1113; English: ENGL 1113; ENGL 1233

SUPPORT COURSES (3 credit hours)

Mathematics: MATH 1513 or APPM 1313

Suggested Course Sequence

Freshman Year 1st Semester

Subjects	Credit Hrs.
^{D(C)} EMS 1035 Paramedic Care I	5
^(C) EMS 1113 ECG Interpretation and Procedures	3
APPM 1313 Math for Health Careers OR	3
MATH 1513 College Algebra	4
^(C) BIO 1414 Human Anatomy and Physiology II	4
	15

2nd Semester

Subjects	Credit Hrs.
^{D(C)} EMS 1059 Paramedic Care II	9
^(C) EMS 1123 Pharmacology	3
ENGL 1113 English Composition I	3
PSY 1103 Human Relations OR	3
PSY 1113 Introduction to Psychology	3
	18

Sophomore Year 1st Semester

Subjects	Credit Hrs.
^{D(C)} EMS 2169 Paramedic Care III	9
POLSC 1113 American Federal Government	3
ENGL 1233 Report Writing	3
	15

2nd Semester

Subjects	Credit Hrs.
^{D(C)} EMS 2179 Paramedic Care IV	9
^(C) EMS 2013 EMS Operations	3
HIST 1483 American History to the Civil War OR	3
HIST 1493 American History from Civil War to Present	3
	15

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

^(C) These courses require a minimum of a "C" grade to qualify as a course prerequisite and to qualify the student for licensure.

^D These courses have a clinical component that requires purchase of medical liability insurance, a physical, a clinical uniform, and an OSBI background investigation.

Emergency Medical Sciences

Basic Emergency Medical Technology



Certificate of Mastery (Minimum of 8 Credits) The certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned may apply toward an Associate in Applied Science degree.

Emergency medical sciences students become qualified to provide pre-hospital emergency health care. There are two levels of certification in the program: EMT Basic and EMT Paramedic. EMT Basic is a prerequisite to the Emergency Medical Services (Paramedic) program. The credit is not counted toward the EMS degree. All coursework is designed to prepare students for careers as ambulance and emergency vehicle personnel, industrial medical technicians or as emergency medical personnel at special events. The program is also helpful for those who serve as volunteers for community emergency services. Oklahoma City Community College also offers an EMS degree that prepares students for immediate entry into the job market.

Curriculum Listing

MAJOR COURSES (8 credit hours)

Emergency Medical Sciences/Basic Emergency Medical Technology:
D(C)EMS 1018

Suggested Course Sequence

Freshman Year 1st Semester

Subjects	Credit Hrs.
D(C)EMS 1018 Basic Emergency Medical Technology.....	8
	8

^(C)This course requires a minimum of a "C" grade to qualify as a course prerequisite and to qualify the student for licensure.
^(D)This course has a clinical component that requires purchase of medical liability insurance, a physical, a clinical uniform, and an OSBI background investigation.

Emergency Medical Sciences

Paramedic Certificate



Certificate of Mastery (Minimum of 48 Credits) The certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned may apply toward an Associate in Applied Science degree.

Emergency medical sciences students become qualified to provide pre-hospital emergency health care. There are two levels of certification in the program: EMT Basic and EMT Paramedic. EMS 1018, Basic EMT and BIO1314, Anatomy and Physiology I are prerequisite to the Emergency Medical Sciences Program. All coursework is designed to prepare students for careers as ambulance and emergency vehicle personnel, industrial medical technicians or as emergency medical personnel at special events. The program is also helpful for those who serve as volunteers for community emergency services. Oklahoma City Community College also offers an EMS degree that prepares students for immediate entry into the job market.

Curriculum Listing

MAJOR COURSES (41 credit hours)

Emergency Medical Sciences/Paramedic Certificate: ^{D(C)}EMS 1035; ^(C)EMS 1113; ^{D(C)}EMS 1059; ^(C)EMS 1123; ^{D(C)}EMS 2169; ^(C)EMS 2013; ^(C)EMS 2179

SUPPORT COURSES (7 credit hours)

Mathematics: MATH 1513 or APPM 1313; Biological Science: ^(C)BIO 1414

Suggested Course Sequence

Freshman Year 1st Semester

Subjects	Credit Hrs.
^{D(C)} EMS 1035 Paramedic Care I	5
^{D(C)} EMS 1113 ECG Interpretation and Procedures	3
APPM 1313 Mathematics for Health Careers OR	
MATH 1513 College Algebra	3
^(C) BIO 1414 Human Anatomy and Physiology II	4
	15

2nd Semester

Subjects	Credit Hrs.
^{D(C)} EMS 1059 Paramedic Care II	9
^(C) EMS 1123 Pharmacology	3
	12

Sophomore Year 1st Semester

Subjects	Credit Hrs.
^{D(C)} EMS 2169 Paramedic Care III	9
	9

2nd Semester

Subjects	Credit Hrs.
^{D(C)} EMS 2179 Paramedic Care IV	9
^(C) EMS 2013 EMS Operations	3
	12

^(C)These courses require a minimum of a "C" grade to qualify as a course prerequisite and to qualify the student for licensure.

^DThese courses have a clinical component that requires purchase of medical liability insurance, a physical, a clinical uniform, and an OBSI background investigation.

Engineering Pre-Engineering



Associate in Science—University-Parallel¹ (Minimum of 62 Credits) Pre-engineering students learn about fundamental engineering principles and how they are applied to real life problems. At Oklahoma City Community College, the Pre-Engineering Program is designed especially for students who want to complete a bachelor's or advanced degree in any of the various branches of engineering. Courses cover subjects such as Engineering Graphics and Design, Rigid Body Mechanics (Statics and Dynamics), Strength of Materials, Thermodynamics, Electrical Science, Fluid Mechanics and FORTRAN Programming. Students in pre-engineering are often interested in physics, mathematics, technology, computers and electronics. Degrees in pre-engineering prepare students to continue studies at a four-year college or university. Once students graduate, they find career opportunities with industry or government in any of more than 30 branches of engineering.

Curriculum Listing

MAJOR COURSES (12-credit hours)

Engineering: ^(C)ENGR 1113; ^(C)ENGR 2133 and two more courses selected from ^(C)ENGR 1213; ^(C)ENGR 2103; ^(C)ENGR 2143; ^(C)ENGR 2313; ^(C)ENGR 2333; ^(C)ENGR 2343; ^(C)ENGR 2613

GENERAL EDUCATION COURSES (40 credit hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Chemistry: CHEM 1115; Physics: PHYS 2014; PHYS 2114; Mathematics: MATH 2103, MATH 2203; *Faculty Advisor approved Humanities: Six credit hours; *Faculty Advisor approved Social Sciences: Three credit hours

SUPPORT COURSES (10-11 credit hours)

Mathematics: MATH 2303; MATH 2403; 4-5 credit hours of Faculty Advisor approved Support Elective.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL 1113	English Composition I	3
MATH 2103	Calculus and Analytic Geometry I	3
MATH 2203	Calculus and Analytic Geometry II	3
CHEM 1115	General Chemistry I	5
^(C) ENGR 1113	Introduction to Engineering/FORTRAN	3
		17

2nd Semester

Subjects		Credit Hrs.
ENGL 1213	English Composition II	3
PHYS 2014	Engineering Physics I.....	4
MATH 2303	Calculus and Analytic Geometry III	3
	**Approved Engineering Elective	3
		13

Sophomore Year 1st Semester

Subjects		Credit Hrs.
MATH 2403	Calculus and Analytic Geometry IV	3
HIST 1483	U.S. History to the Civil War OR	
HIST 1493	U.S. History since the Civil War	3
PHYS 2114	Engineering Physics II.....	4
^(C) ENGR 2133	Rigid Body Mechanics.....	3
	* Faculty Advisor approved Humanities	3
		16

2nd Semester

Subjects		Credit Hrs.
POLSC 1113	American Federal Government	3
	**Approved Engineering Elective	3
	Faculty Advisor approved Support Elective	3-5
	* Faculty Advisor approved Humanities	3
	* Faculty Advisor approved Social Science	3
		15-17

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

*Should select the course appropriate to the student's transfer institution.

**Approved Engineering Elective selected from: ^(C)ENGR 1213; ^(C)ENGR 2103; ^(C)ENGR 2143; ^(C)ENGR 2313; ^(C)ENGR 2333; ^(C)ENGR 2343; ^(C)ENGR 2613

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

Film and Video Production Technician*



Associate in Arts¹ (Minimum of 61 Credits) 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.

Curriculum Listing

MAJOR COURSES (21 credit hours)

(c)Film and Video Production: FVP 1103; FVP 1123; FVP 1133; FVP 2233; FVP 2243; FVP 2253; FVP 2323

GENERAL EDUCATION COURSES (37 credit hours)

English: ENGL 1113; ENGL 1213; Political Science: POLSC 1113
Physical Science: PHYS 1014 (with lab); Biological Science: BIO 1113; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; *Humanities: 6 credit hours chosen from the following courses: HUM 1113; HUM 2233; HUM 2243; HUM 2253; HUM 2263; HUM 2273; ART 1013; ART 1023; ART 1053; TA 1103; *General Education Electives: 9 credit hours chosen from the following courses: PSY 1113; SOC 1113; SOC 2213; ECON 2113 or ECON 2123; any General Education Foreign Language course

*SUPPORT COURSES (3 credit hours)

3 credit hours chosen from the following courses: FVP 1000; FVP 2000; FVP 2153; FVP 2343; FVP 2353; FVP 2453; FVP 2423; FVP 2613; FVP 2713; CS 1103 or GCOM 1133; JB 2643; ART 1213; TA 1223; TA 2113; or any OCSC course

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL 1113	English Composition I	3
POLSC 1113	American Federal Government	3
MATH 1513	College Algebra OR	
MATH 1503	Contemporary Mathematics OR	
MATH 2013	Introduction to Statistics	3
	*General Education Elective	3
(c)FVP 1103	Film Technology and Equipment Overview	3
		15

Freshman Year 2nd Semester

Subjects		Credit Hrs.
ENGL 1213	English Composition II	3
PHYS 1014	Physical Science w/Lab	4
HIST 1483	U.S. History to the Civil War OR	
HIST 1493	U.S. History Since the Civil War	3
(c)FVP 1123	Film Production and Business I	3
(c)FVP 1133	Film Production Design	3
		16

Sophomore Year 1st Semester

Subjects		Credit Hrs.
BIO 1113	General Biology	3
(c)FVP 2243	Film Lighting	3
(c)FVP 2323	Film Editing and Digital Effects I	3
(c)FVP 2253	Film Sound	3
	*General Education Elective	3
		15

Sophomore Year 2nd Semester

Subjects		Credit Hrs.
(c)FVP 2233	Camera Techniques I	3
	*General Education Elective	3
	**Humanities Electives	6
	***Approved Support Course	3
		15

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

(c) A grade of "C" or higher must be achieved in Major Courses.
*Pending Regents Approval

Film and Video Production Technician



Associate in Applied Science — Technical and Occupational²
(Minimum of 60 Credits) 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.

Curriculum Listing

MAJOR COURSES (30 credit hours)

^(c) Film and Video Production: FVP 1103; FVP 1123; FVP 1133, FVP 2123; FVP 2233; FVP 2243; FVP 2253; FVP 2323; FVP 2453; FVP 2713

GENERAL EDUCATION COURSES (18-19 credit hours)

English: ENGL 1113; ENGL 1203 or ENGL 1213 or ENGL 1233 or COM 2213; Political Science: POLSC 1113; Physical Science: PHYS 1013 or PHYS 1014; History: HIST 1493 or HIST 1483; *Humanities: Three credit hours of Advisor approved Humanities elective: HUM 1113; HUM 2233; HUM 2243; HUM 2253; HUM 2263; HUM 2273; ART 1013; ART 1023; ART 1053; TA 1103

*SUPPORT COURSES (11-12 credit hours)

BUS 1323; 8-9 hours chosen with Advisor Approval from the following courses: *FVP 1003; FVP 2003; FVP 2153; FVP 2343; FVP 2353; FVP 2613; OCSC courses; FVP 2423; CS 1103 or GCOM 1133; TA 1223; TA 2113; ART 1213; JB 2643

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
POLSC	1113 American Federal Government	3
PHYS	1013 Physical Science OR	
PHYS	1014 Physical Science (with lab)	3-4
FVP	1103 Film Technology and Equipment Overview	3
BUS	1323 Mathematics for Business Careers	3
		15-16

2nd Semester

Subjects		Credit Hrs.
ENGL	1203 Business English OR	
ENGL	1213 English Composition II OR	
ENGL	1233 Report Writing OR	
COM	2213 Public Address	3
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
FVP	1123 Film Production and Business I	3
FVP	1133 Film Production Design	3
FVP	2243 Film Lighting	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
FVP	2123 Film Production and Business II	3
FVP	2323 Film Editing and Digital Effects I	3
FVP	2233 Camera Techniques I	3
FVP	2253 Film Sound	3
*Approved Support Course		3
		15

2nd Semester

Subjects		Credit Hrs.
*Humanities Elective		3
FVP	2453 Film Sound Editing	3
FVP	2713 Capstone Project (Summer enrollment possible)	3
*Approved Support Courses		5-6
		14-15

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

*Humanities electives and support courses must be chosen with an Academic Advisor.

^(c) A grade of "C" or higher must be achieved in Major Courses.

Film and Video Production Technician



Certificate of Mastery (Minimum of 30 Credits) 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.

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.

Curriculum Listing

MAJOR COURSES (30 credit hours)

^(c) Film and Video Production: FVP 1103; FVP 1123; FVP 1133, FVP 2123; FVP 2233; FVP 2243; FVP 2253; FVP 2323; FVP 2253; FVP 2613; FVP 2713

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
FVP	1103 Film Technology and Equipment Overview.....	3
FVP	1123 Film Production and Business I.....	3
FVP	1133 Film Production Design.....	3
FVP	2323 Film Editing and Digital Effects I.....	3
		12

2nd Semester

Subjects		Credit Hrs.
FVP	2123 Film Production and Business II.....	3
FVP	2233 Camera Techniques I.....	3
FVP	2243 Film Lighting I.....	3
FVP	2613 Film or Video Internship.....	3
FVP	2253 Film Sound.....	3
		15

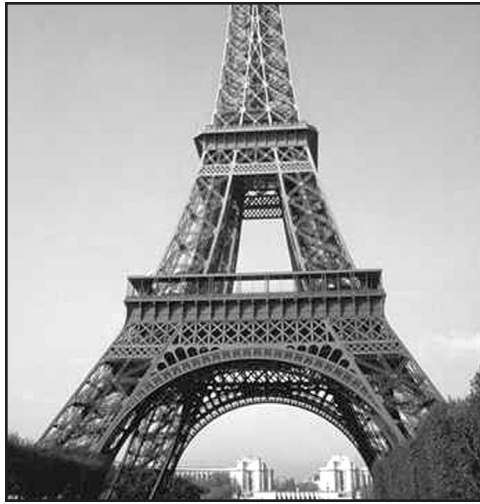
Summer

Subjects		Credit Hrs.
FVP	2713 Capstone Project.....	3
		3

^(c) Humanities electives and support courses must be chosen with an Academic Advisor.
^(c) A grade of "C" or higher must be achieved in Major Courses.

French

Modern Languages—French Emphasis



Associate in Arts—University-Parallel¹ (Minimum of 60 credits) 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.

Curriculum Listing

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 Humanities Electives; *Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science—one of the science courses must include a lab component.; Literature: Any ENGL course 2123 or higher; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Electives: Six credit hours General Education Electives

SUPPORT COURSES (7 Credit Hours)

Electives: Choose seven credit hours of electives from FREN, GRMN, SPAN, COM, ENGL, HUM, WL categories.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
FREN	1115 Elementary French I	5
ENGL	1113 English Composition I	3
	Biological Science	3-4
	Support Elective	3
		14-15

2nd Semester

Subjects		Credit Hrs.
FREN	1225 Elementary French II	5
ENGL	1213 English Composition II	3
MATH	1503 Contemporary Mathematics OR	
MATH	1513 College Algebra OR	
MATH	2013 Introduction to Statistics	3
	General Education Elective	3
		14

Sophomore Year 1st Semester

Subjects		Credit Hrs.
FREN	2113 Intermediate French I	3
POLSC	1113 American Federal Government	3
	Humanities Elective	3
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
ENGL	2123 (or higher) Literature Elective	3
		15

2nd Semester

Subjects		Credit Hrs.
FREN	2223 Intermediate French II	3
	Physical Science	3-4
	Humanities Elective	3
	General Education Elective	3
	Support Elective	4
		16-17

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

Graphic Communications[#]

Print Media Emphasis



Associate in Applied Science—Technical and Occupational²
(Minimum of 60 credits) Graphic Communications: General Emphasis students receive hands-on training in design theory, illustration, and state-of-the-art production methods in electronic publishing, computer drawing and digital imaging. Primary focus is on the print media. This associate degree prepares graduates to work as designers, print media production artists, Web page creators, multimedia presentation producers, illustrators, or digital photography manipulators. Graduates work for advertising agencies, individual companies, printing companies, service bureaus, multimedia agencies, newspapers, magazines, television stations, screen printers, graphic design businesses, photo labs, or as independent graphic artists.

Curriculum Listing

MAJOR COURSES (33 Credit Hours)

GCOM 1053; GCOM 1043; GCOM 1173 or GCOM 1183; GCOM 1223; GCOM 2053; GCOM 2043; GCOM 2323; GCOM 2353; GCOM 2773; GCOM 2783; GCOM 2803

GENERAL EDUCATION COURSES (18 Credit Hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Humanities: Any humanities course (3 credit hours); Elective: General Education elective (3 credit hours)

SUPPORT COURSES (9 Credit Hours)

APPM 1223, BUS 1323, or any 1000 level Math course; *6 credit hours Faculty Advisor approved elective courses selected from any GCOM, ART, CAD, JB, FVP, or MU prefix.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects	Credit Hrs.
GCOM 1053 ^(C) Electronic Publishing: InDesign I.....	3
GCOM 1223 ^(C) Advertising Layout.....	3
POLSC 1113 American Federal Government.....	3
ENGL 1113 English Composition I.....	3
General Education Elective.....	3
	15

2nd Semester

Subjects	Credit Hrs.
ENGL 1213 English Composition II.....	3
GCOM 1173 ^(C) Computer Drawing: FreeHand OR	
GCOM 1183 ^(C) Computer Drawing: Illustrator.....	3
GCOM 2773 ^(C) Image Editing: Photoshop I.....	3
GCOM 2053 ^(C) Electronic Publishing: InDesign II.....	3
Humanities Elective.....	3
	15

Sophomore Year 1st Semester

Subjects	Credit Hrs.
APPM 1223 Math for Technical Careers I OR	
BUS 1323 Math for Business Careers OR	
MATH Any 1000 level Math Course.....	3
GCOM 1043 ^(C) Electronic Publishing: QuarkXPress I.....	3
GCOM 2323 ^(C) Publication Design.....	3
GCOM 2783 Image editing: Photoshop II.....	3
*Approved Support Elective.....	3
	15

2nd Semester

Subjects	Credit Hrs.
GCOM 2043 ^(C) Electronic Publishing: QuarkXPress II.....	3
GCOM 2353 ^(B) Applied Graphic Art.....	3
GCOM 2803 ^(B) Portfolio Preparation and Presentation.....	3
HIST 1483 U.S. History to the Civil War OR	
HIST 1493 U.S. History since the Civil War.....	3
*Approved Support Elective.....	3
	15

[#]Cooperative agreements have been established with Francis Tuttle, Moore Norman, and Metro Tech Technology Centers.

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

^(B)A grade of "B" or higher must be achieved.

*Approved Support Electives must be approved by Faculty Advisor and must be from the following prefixes: GCOM, ART, CAD, JB, FVP, or MU.

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

History



Associate in Arts—University-Parallel¹ (Minimum of 63 credits) Studying history brings insight on how various civilizations and cultures evolved and how they affect our own traditions. Learning about what occurred in the past and why it occurred also helps people understand events that may occur in the future. The History Program may be a good option for students who are well-organized and analytical. Because history deals with people and what they did, students may also find it helpful to have an interest in social sciences such as sociology and political science. Students completing the History Program earn an associate degree and become prepared to transfer to a four-year college or university. With a background in history, a variety of rewarding careers in teaching, writing, researching, museum management, tourism, government or business is available.

Curriculum Listing

MAJOR COURSES (15 Credit Hours)

HIST 1613 or HIST 1623; HIST 2303, Approved HIST Electives (9 credits); HIST 2353 or HIST 2363 or HIST 2333 or HIST 2343 (6 credits)

GENERAL EDUCATION COURSES (40 Credit Hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483; HIST 1493; GEOG 2603; Humanities: Six credit hours Humanities Electives; Mathematics: MATH 1503; or MATH 1513; or MATH 2013; Political Science: POLSC 1113; *Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science—one of the science courses must include a lab component.; Social Sciences: Six credit hours Social Science Elective

APPROVED SUPPORT ELECTIVES: (5 Credit Hours)

Electives: 5 credit hours Approved Electives chosen from ECON 2113; ECON 2123; HIST 2333; HIST 2343; HIST 2353; HIST 2363; SOC 1113; SOC 2143; SOC 2213; POLSC 2303; POLSC 2603; SPAN 1010; SPAN 1120; SPAN 1013; SPAN 1115; SPAN 1023; SPAN 1225; FREN 1115; FREN 1225; CS 1103; ART 1013; ART 1023

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
HIST	1483 U.S. History to the Civil War	3
ENGL	1113 English Composition I	3
POLSC	1113 American Federal Government	3
MATH	1503 Contemporary Math OR	3
MATH	1513 College Algebra OR	
MATH	2013 Introduction to Statistics	3
BIO	**** Biology*	3-4
		15-16

2nd Semester

Subjects		Credit Hrs.
HIST	1493 U.S. History since the Civil War	3
HIST	1613 Early Western Civilization OR	3
HIST	1623 Modern Western Civilization	
ENGL	1213 English Composition II	3
PHYS	Physical Science**	3-4
HIST	Approved Elective	3
		15-16

Sophomore Year 1st Semester

Subjects		Credit Hrs.
HIST	****History Elective	3
HIST	2353 World History: Latin America OR	
HIST	2363 World History: Sub-Saharan Africa OR	
HIST	2333 World History: Asia OR	
HIST	2343 World History: Middle East	3
HUM	****Humanities Elective	3
GEOG	2603 World Regional Geography	3
	Approved Elective	5
		17

2nd Semester

Subjects		Credit Hrs.
HIST	****History Elective	3
HIST	2353 World History: Latin America OR	
HIST	2363 World History: Sub-Saharan Africa OR	
HIST	2333 World History: Asia OR	
HIST	2303 Historical Research, Methods, and Writing	3
SOC	****Social Sciences Elective	3
HUM	****Humanities Elective	3
		15

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

Humanities

General Humanities Emphasis



Associate in Arts - University-Parallel¹ (Minimum of 60 credits) Students who study general humanities learn about the ideals and interests of mankind. They probe the cultural history of western civilization and discuss significant developments from classical, medieval and modern times. Associate degrees in Humanities give students the academic background needed to continue their education at a four-year college or university. Once they graduate, students can pursue career opportunities in teaching, writing, visual arts, the ministry, law, theatre and film. Emphases in literature and philosophy are also available.

Curriculum Listing

MAJOR COURSES (15 Credit Hours)

General Humanities Emphasis: PHIL 1013; HUM 1113; ART 1013 or ART 1023; One of the following six credit hour sequences: ENGL 2773 and ENGL 2883; or ENGL 2543 and ENGL 2653; or ENGL 2423 and ENGL 2433

GENERAL EDUCATION COURSES (39 Credit Hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1503 (recommended) or MATH 1513 or MATH 2013; *Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science-one of the science courses must include a lab component; Social Sciences: PSY 1113 or SOC 1113; Humanities: HUM 2213; HUM 2223 Electives: Any 8 credit hours of faculty advisor approved General Education Electives

SUPPORT COURSES (6 Credit Hours)

Electives: Six credit hours support electives chosen from HUM, ENGL (2123 or above), or PHIL prefixes.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
HUM	1113 Music Appreciation	3
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
MATH	1503 Contemporary Mathematics (recommended) OR	
MATH	1513 College Algebra OR	
MATH	2013 Introduction to Statistics	3
	Approved General Education Elective	3
		15

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II	3
HUM	2213 Humanities-Classical/Medieval	3
POLSC	1113 American Federal Government	3
PSY	1113 Introduction to Psychology OR	
SOC	1113 Introduction to Sociology	3
	Approved General Education Elective	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
HUM	2223 Humanities-Modern	3
PHIL	1013 Introduction to Philosophy	3
ENGL	Literature Elective (part one of 6-hour survey)	3
	Physical Science	3-4
	Approved General Education Elective	2
		14-15

2nd Semester

Subjects		Credit Hrs.
ART	1013 Art History Survey I	3
ART	1023 Art History Survey II	3
ENGL	Literature Elective (part two of 6-hour survey)	3
	Approved Support Electives	6
	Biological Science	3-4
		15-16

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

International Studies



Associate in Arts—University-Parallel¹ (Minimum of 63 Credits) The Associate in Arts in International Studies degree is an academic program designed for students wishing to transfer to a senior institution with the goal of obtaining a baccalaureate degree in International Studies or who wish to pursue another degree in global specialization such as international relations, law, business, etc. The program's curricular pattern will emphasize a multidisciplinary approach while allowing for specialization in a student's chosen academic discipline.

Curriculum Listing

MAJOR COURSES (15 credit hours)

International Studies: ISTU 1013; ISTU 2033.; Nine credit hours of faculty approved major courses.

GENERAL EDUCATION COURSES (37 credit hours)

English: ENGL 1113; ENGL 1213; FREN 1115 or GRMN 1115 or SPAN 1115; Mathematics: MATH 1503; or MATH 1513 or MATH 2013 ; Political Science: POLSC 1113; POLSC 2303 ; Science: BIO 2404; GEOL 1064 or GEOL 1114; History: HIST 1483 or HIST 1493; Humanities: GEOG 2603 and HUM 2133

SUPPORT COURSES (11 credit hours)

History: HIST 2223; HIST 2343; HIST 2353 or HIST 2363; English: FREN 1225 or GRMN 1225 or SPAN 1225; FREN 2113 or GRMN 2113 or SPAN 2113

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
POLSC	1113 American Federal Government	3
GEOL	1064 Earth Science OR	
GEOL	1114 General Geology	4
	Faculty Approved Elementary Language I	5
		15

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II	3
MATH	1503 Contemporary Math OR	
MATH	1513 College Algebra OR	
MATH	2213 Introduction to Statistics	3
HIST	1483 American History to the Civil War OR	
HIST	1493 American History from Civil War to Present	3
	Faculty Approved Major Course	3
	Faculty Approved Elementary Language II	5
		17

Sophomore Year 1st Semester

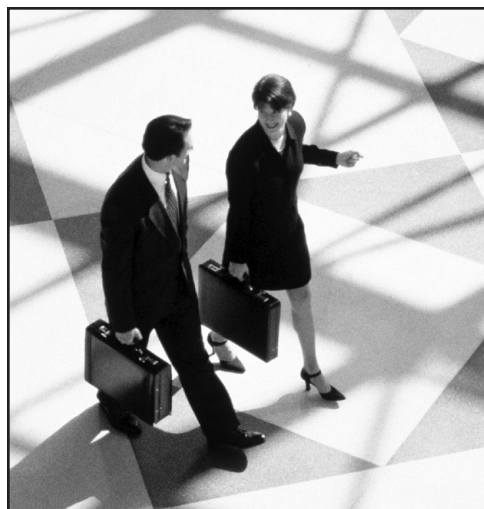
Subjects		Credit Hrs.
POLSC	2303 Introduction to International Relation	3
	Faculty Approved Intermediate Language	3
ISTU	1013 Introduction to International Studies	3
	Faculty Approved Major	6
		15

2nd Semester

Subjects		Credit Hrs.
GEOL	2603 World Regional Geography	3
BIO	2404 Ecology & Environmental Issues	4
SOC	2213 Cultural Anthropology OR	
HUM	2133 Comparative Religion	3
HIST	2333 World History: Asia OR	
HIST	2343 World History: Middle East OR	
HIST	2353 World History: Latin America OR	
HIST	2363 World History: Sub-Saharan Africa	3
ISTU	2033 International Studies Capstone	3
		16

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

International Studies



Certificate of Mastery (Minimum of 31 Credits) The certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned may apply toward an Associate in Applied Science degree.

The Certificate of Mastery in International Studies is designed for students who may have already earned a degree in another area of specialization or who may wish to obtain certification of training in an area with a global orientation, such as foreign languages. A certificate of mastery program prepare students for careers in any organization involved in International operations. The program's curricular patterns will emphasize a multidisciplinary approach while allowing for specialization in a student's chosen academic discipline. Oklahoma City Community College also offers an International Studies degree which allows students to major in any area of studies. The degree program is tailored to those students wanting to transfer their credits for completion of a Baccalaureate degree.

Curriculum Listing

MAJOR COURSES (15 credit hours)

International Studies: ISTU 1013. ; *Twelve credit hours of faculty approved major courses in their area of emphasis.

GENERAL EDUCATION COURSES (5 credit hours)

FREN 1115, GRMN 1115, SPAN 1115, or SPAN 1010 and SPAN 1120

SUPPORT COURSES (11 credit hours)

Geography: GEOG 2603; Political Science: POLSC 2303; Five credit hours faculty approved Elementary Language II

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ISTU 1103	Introduction to International Studies.....	3
	Faculty approved Elementary Language I OR	
	Conversational Spanish I and II	5
	Faculty Approved major courses	6
		14

2nd Semester

Subjects		Credit Hrs.
POLSC 2303	Introduction to International Relations.....	3
GEOG 2603	World Regional Geography	3
	Faculty approved Elementary Language II	5
	Faculty approved major courses	6
		17

Journalism

Journalism and Broadcasting—Journalism Emphasis



Associate in Arts — University-Parallel¹ (Minimum of 60 credits) 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.

Curriculum Listing

MAJOR COURSES (12 Credit Hours)

Journalism and Broadcasting: JB 1133; JB 2303; Electives: Six credit hours Major Electives*

GENERAL EDUCATION COURSES (37-38 Credit Hours)

English: ENGL 1113; ENGL 1213; Communications: COM 1123 or COM 2213; Economics: ECON 2113; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113; Humanities: Six credit hours Humanities Electives; *Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science-one of the science courses must include a lab component.

SUPPORT COURSE (3 Credit Hours)

Any GCOM course

ELECTIVES (7-8 Credit Hours)

Electives: Seven to eight credit hours Electives

*See page 63 for General Education Requirements

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
PSY	1113 Introduction to Psychology OR	
SOC	1113 Introduction to Sociology	3
MATH	1503 Contemporary Mathematics OR	
MATH	1513 College Algebra OR	
MATH	2013 Introduction to Statistics	3
	Any Physical Science course*	3-4
	Elective	3
		15-16

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II	3
POLSC	1113 American Federal Government	3
JB	1133 News Writing I	3
ECON	2113 Principles of Macroeconomics	3
	Biological Science*	3-4
		15-16

Sophomore Year 1st Semester

Subjects		Credit Hrs.
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
COM	1123 Interpersonal Communications OR	
COM	2213 Public Address	3
	*Major Elective	3
	Humanities Elective	3
	Elective	3
		15

2nd Semester

Subjects		Credit Hrs.
JB	2303 Magazine Feature Writing	3
	Any GCOM course	3
	Humanities Elective	3
	*Major Elective	3
	Elective	1-2
		13-14

*Major Electives: JB 1013; JB 1103; JB 2113; JB 2303; JB 2413; JB 2633; JB 2643

*At least one science course must include a lab component.

Liberal Studies



Associate in Arts — University-Parallel¹ (Minimum of 61 credits) The Liberal Studies program provides students with a broad exposure to various academic disciplines during their first two years of post-secondary education. It offers students considerable latitude in curriculum choices but restricts selections to university-parallel transfer courses offered by Oklahoma City Community College. The Liberal Studies degree incorporates essential training in written, oral and numerical communications while helping students develop an appreciation of the arts and sciences. Skills developed in the program will support whatever career students may pursue.

Curriculum Listing

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; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; *Sciences: Three to four credit hours of general education Biological Science chosen with Advisor approval; three to four credit hours Physical Science chosen from ASTR, CHEM, GEOL or PHYS prefixes—one of the science courses must include a laboratory component.; Humanities: Six credit hours Humanities; Social Sciences: Three credit hours Social Science Elective; General Education: Any six credit hours of Advisor approved General Education Electives

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

Suggested Course Sequence

Freshman Year First Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
HIST	1483 American History to the Civil War OR	
HIST	1493 American History from Civil War to Present	3
MATH	1503 Contemporary Mathematics OR	
MATH	1513 College Algebra OR	
MATH	2013 Introduction to Statistics	3
BIO	**Biological Science chosen with advisor approval	3-4
	General Education Elective	3
		15-16

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II	3
POLSC	1113 American Federal Government	3
	**Any Physical Science chosen from ASTR, CHEM, GEOL	
	OR PHYS Prefixes	3-4
	Humanities Elective	3
	General Education Elective	3
		15-16

Sophomore Year First Semester

Subjects		Credit Hrs.
	Humanities Elective	3
	Social Science Elective	3
	Major Courses	9
		15

2nd Semester

Subjects		Credit Hrs.
	Major Courses	15
		15

**One of the science courses must have a laboratory component.

*Major Course Requirements:

- Must earn a "C" or better in each course for graduation.
- Courses must be 1000 level or higher.
- Select courses with the approval of Academic Advisor.
- Must be University-Parallel Courses: those on the Oklahoma State Regents Course Equivalency Matrix will transfer to 4 year institutions.
- No course numbers with the same prefix may be duplicated without approval of the appropriate Division Dean.
- At least one three-hour course must be taken from a minimum of four different course disciplines—12 credit hours.
- Select 12 additional credit hours from University-Parallel courses in the programs listed above.

Literature

Humanities-Literature Emphasis



Associate in Arts — University-Parallel¹ (Minimum of 60 credits) By studying literature, students gain a solid background in liberal arts. Literature students learn about English, American and World literature. The study of literature brings students insight into cultural values and significant experiences that shape the world. Associate degrees in Humanities give students the academic background needed to continue their education at a four-year college or university. Once they graduate, students can pursue career opportunities in teaching, writing, visual arts, the ministry, law, theatre and film. Emphases in general humanities and philosophy are also available.

Curriculum Listing

MAJOR COURSES (15 Credit Hours)

One of the following six-credit-hour sequences: ENGL 2773 and ENGL 2883; or ENGL 2543 and ENGL 2653; or ENGL 2423 and ENGL 2433; 9 credit hours Literature electives

GENERAL EDUCATION COURSES (39 Credit Hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1503 (recommended) or MATH 1513 or MATH 2013; *Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science - one of the science courses must have a lab component; Social Sciences: PSY 1113 or SOC 1113; Humanities: HUM 2213; HUM 2223; Electives: Any 8 credit hours faculty advisor approved General Education Electives

SUPPORT COURSES (6 Credit Hours)

Electives: 6 credit hours of electives from HUM, ENGL (2123 or above), or PHIL

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
PSY	1113 Introduction to Psychology OR	
SOC	1113 Introduction to Sociology	3
MATH	1503 Contemporary Mathematics (recommended) OR	
MATH	1513 College Algebra OR	
MATH	2013 Introduction to Statistics	3
	Approved General Education Elective	3
		15

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II	3
POLSC	1113 American Federal Government	3
HUM	2213 Humanities-Classical/Medieval	3
ENGL	Approved Literature Elective	3
	Approved General Education Elective	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
ENGL	First course in chosen Literature sequence	3
HUM	2223 Humanities-Modern	3
ENGL	Approved Literature Elective	3
	Approved General Education Elective	2
	Physical Science	3-4
		14-15

2nd Semester

Subjects		Credit Hrs.
ENGL	Second course in chosen Literature sequence	3
ENGL	Approved Literature Elective	3
	Approved Support Electives	6
	Biological Science	3-4
		15-16

^{*}See page 63 for General Education Requirements

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

Manufacturing Technology[#]

Computer Numerical Control Emphasis



Associate in Applied Science — Technical and Occupational²
(Minimum of 60 credits) This program is part of the cooperative agreements with Francis Tuttle and Moore Norman Technology Centers. Major courses in this degree are not available on the main campus of Oklahoma City Community College. All major courses are taught at Francis Tuttle and Moore Norman Technology Centers. The Manufacturing Technology Program is designed to allow students to develop the skills and abilities needed to work at the technician level in any manufacturing operation nationwide. In addition to hands-on experiences, the student will gain a general knowledge of manufacturing in areas such as job analysis, standard procedures, quality control, and high technology. The Computer Numerical Control (CNC) emphasis prepares students for careers in machine operations such as setup and programming, production operations, routing, tool making and job planning.

Curriculum Listing

MAJOR COURSES (28 credit hours)

MET 1112; MET 1143; MET 1153; MET 2103; MET 2423; PRDT 2013; PRDT 2112; PRDT 2213; PRDT 2553; PRDT 2663

GENERAL EDUCATION COURSES (18 credit hours)

English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education three credit hour English or communications course.*; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives: Six credit hours

SUPPORT COURSES (14 credit hours)

Computer Science: CS 1353; Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.; Support Electives: Eight credit hours of faculty approved support electives

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
MET	1112 Precision Measurement	2
CS	1353 Microcomputer Operating Systems	3
ENGL	1113 English Composition I	3
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History from the Civil War	3
MET	1143 Computer Numerical Control Operation	3
		14

2nd Semester

Subjects		Credit Hrs.
MET	1153 Computer Numerical Control Setup	3
PRDT	2112 Introduction to Quality Control	2
Any Oklahoma State Regents for Higher Education approved general education English or communications course.*		3
Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.		3
Four credit hours of faculty approved support electives.		4
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
PRDT	2013 Geometric Tolerancing Techniques	3
MET	2423 Computer Numerical Control Programming	3
MET	2103 Metallurgy	3
POLSC	1113 American Federal Government	3
Three credit hours of general education electives		3
		15

2nd Semester

Subjects		Credit Hrs.
PRDT	2213 Advanced Quality Control	3
PRDT	2553 Computer-Aided Machining	3
PRDT	2663 Industrial Safety	3
Three credit hours of general education electives		3
Four credit hours of faculty approved support electives.		4
		16

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

[#]Cooperative agreements have been established with Francis Tuttle and Moore Norman Technology Centers.

*Students must file all financial aid through the technology center while attending there.

Manufacturing Technology[#]

Robotics/Computer Integrated Manufacturing



Associate in Applied Science — Technical and Occupational²
(Minimum of 61 Credits) This program is part of cooperative agreements with Francis Tuttle and Moore Norman Technology Centers. Major courses in this degree are not available on the main campus of Oklahoma City Community College. All major courses are taught at Francis Tuttle or Moore Norman Technology Center. The Manufacturing Technology Program is designed to allow students to develop the skills and abilities needed to work at the technician level in any manufacturing operation nationwide. In addition to hands-on experiences, the student will gain a general knowledge of manufacturing in areas such as job analysis, standard procedures, quality control, and high technology. In the Robotics/Computer Integrated Manufacturing emphasis, students will become skilled in installing, servicing, troubleshooting and maintaining automated cells, robots and CIM systems.

Curriculum Listing

MAJOR COURSES (29 credit hours)

Electronics: ET 1144; ET 1223; ET 2044; ; Manufacturing Technology: PRDT 1233; PRDT 1413; PRDT 1532; PRDT 1544; PRDT 2532; PRDT 2544

GENERAL EDUCATION COURSES (18 credit hours)

English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education English or communications course.*; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives: Six credit hours of general education electives

SUPPORT COURSES (14 credit hours)

Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.; **Support Electives: Eleven credit hours of faculty approved support electives

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ET	1144 Industrial Electronics	4
ET	1223 Digital Electronics.....	3
ENGL	1113 English Composition	3
PRDT	1233 Mechanical Systems	3
Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.		3
		16

2nd Semester

Subjects		Credit Hrs.
ET	2044 Electromechanical Devices	4
PRDT	1532 Programmable Controller Programming	2
PRDT	1413 Fluid Power	3
POLSC	1113 American Federal Government	3
Any Oklahoma State Regents for Higher Education approved general education English or communications course.*		3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
PRDT	2544 Computer Integrated Manufacturing	4
PRDT	1544 Programmable Controller Interfacing	4
HIST	1483 U.S. History to the Civil War OR	3
HIST	1493 U.S. History from the Civil War.....	3
Three credit hours of faculty approved support electives.....		3
		14

2nd Semester

Subjects		Credit Hrs.
PRDT	2532 Robotics	2
Six credit hours of general education electives		6
Eight credit hours of faculty approved support electives.....		8
		16

[#] Cooperative agreements have been established with Francis Tuttle and Moore Norman Technology Centers.

* To be chosen from ENGL 1213, ENGL 1233, COM 1123, or COM 2213

** Support electives should be chosen from courses with the following prefixes: ET; CS; MET; PRDT; PHYS or MATH

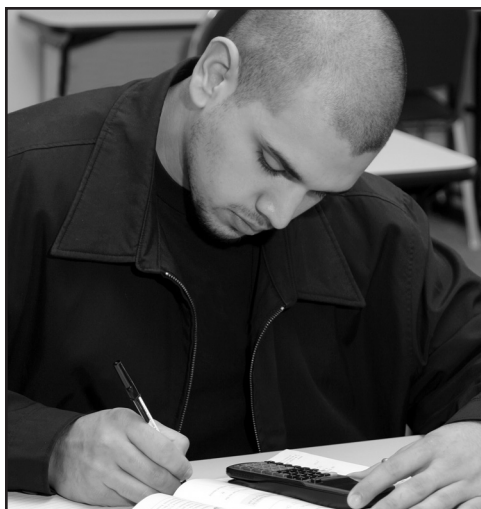
** Students must file all financial aid through the technology center while attending there.

** Students must file all financial aid and through the technology center while attending there.

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

Mathematics

General Emphasis



Associate in Science—University-Parallel¹ (Minimum of 60 Credits) 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 algebra, analytical geometry, trigonometry and calculus. 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.

Curriculum Listing

MAJOR COURSES (12 credit hours)

Mathematics: (C)MATH 2103; (C)MATH 2203; (C)MATH 2303; (C)MATH 2403

GENERAL EDUCATION COURSES (37 credit hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Sciences: Seven or eight credit hours which include: PHYS 1114 or PHYS 2014; BIO 1114 or any 2000 level general education BIO course.; Humanities: Six credit hours (PHIL 1603 recommended); Electives: General Education Electives 12 credit hours

SUPPORT COURSES (11 credit hours)

Selected from the following approved support courses with at least one course at the 2000 level: MATH 1503; MATH 1513; MATH 1613; MATH 2013; MATH 2023; MATH 2413; CS 1143; CS 2163; CS 2333; CS 2363; any 2000 level BIO; CHEM 1115; CHEM 1215; any 2000 level CHEM; ECON 2113; ECON 2123; any ENGR; GEOL 1114; PHYS 1034; PHYS 1214; PHYS 1504; any 2000 level PHYS.

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects	Credit Hrs.
(C)MATH2103 Calculus and Analytic Geometry I	3
(C)MATH2203 Calculus and Analytic Geometry II	3
ENGL 1113 English Composition I	3
HIST 1483 U.S. History to the Civil War OR	
HIST 1493 U.S. History since the Civil War	3
BIO 1114 General Biology OR	
BIO 2000 Level	3-4
	15-16

2nd Semester

Subjects	Credit Hrs.
(C)MATH2303 Calculus and Analytic Geometry III	3
ENGL 1213 English Composition II	3
POLSC 1113 American Federal Government	3
PHYS 1114 College Physics I OR	
PHYS 2014 Engineering Physics I	4
General Education Elective	3
	16

Sophomore Year 1st Semester

Subjects	Credit Hrs.
(C)MATH2403 Calculus and Analytic Geometry IV	3
Humanities (PHIL 1603 recommended)	3
Support Course	6
General Education Elective	3
	15

2nd Semester

Subjects	Credit Hrs.
Support Course	5
General Education Elective	6
Humanities	3
	14

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

Medical Assistant[#]



Associate in Applied Science — Technical and Occupational²
(Minimum of 63 credits) Medical Assistants perform highly technical administrative and clinical tasks to promote efficient operations of the medical office and other health care settings. They may work in the following environments: Physician's Offices, Medical Offices, Hospitals, Insurance Companies, Billing Companies, Medical Receptionists, and Medical Records. In addition to admission to the College, admission to the Medical Assistant Program is required. The application process for the program must be completed at Francis Tuttle, Metro Tech or Moore Norman Technology Centers. Students must be admitted to the Medical Assistant Program before enrollment in major courses. Special procedures also exist in the Medical Assistant program regarding transfer of credit from other schools and readmission of students previously in the program. The Medical Assistant Program is accredited by the American Association of Medical Assistants and Council on Accreditation of Health Education Programs.

Curriculum Listing

MAJOR COURSES (36 credit hours)

BIO 1224; AHP 1013; AOT 2033; MA 1021; MA 1033; MA 1133; MA 1233; MA 2212; MA 2234; MA 2243; MA 2251; MA 2516

GENERAL EDUCATION COURSES (18 credit hours)

Political Science: POLSC 1113; English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education three credit hour English or communications course.*; History: HIST 1483 or HIST 1493; Psychology: PSY 1113; General Education Electives: Three credit hours

SUPPORT COURSES (9 credit hours)

Computer Keyboarding: AOT 1113; Beginning Word Processing Applications: AOT 1713; Mathematics: Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
AHP	1013 Medical Terminology	3
AOT	1113 Computer Keyboarding	3
MA	1133 Clinical Procedures I	3
BIO	1224 Technical Human Anatomy and Physiology	4
ENGL	1113 English Composition I	3
		16

2nd Semester

Subjects		Credit Hrs.
AOT	1713 Beginning Word Processing Applications	3
MA	1021 Medical Law and Ethics	1
MA	1033 Medical Insurance	3
MA	1233 Clinical Procedures II	3
Any Oklahoma State Regents for Higher Education approved general education communications course.*		3
Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.		3
		16

Sophomore Year 1st Semester

Subjects		Credit Hrs.
AOT	2033 Medical Coding	3
MA	2212 Medical Assistant Pharmacology	2
MA	2243 Medical Informatics	3
MA	2234 Administrative Medical Office Procedures	4
MA	2251 Medical Assistant Simulation	1
POLSC	1113 American Federal Government	3
		16

2nd Semester

Subjects		Credit Hrs.
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History from the Civil War	3
PSY	1113 Introduction to Psychology	3
MA	2516 Medical Assistant Externship	6
Three credit hours of general education electives		3
		15

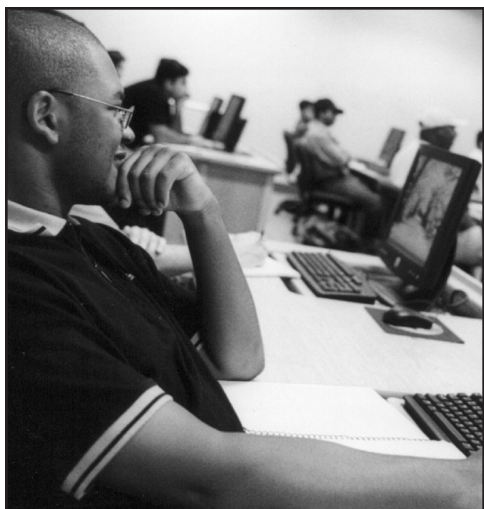
² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

[#] Cooperative agreements have been established with Francis Tuttle, Moore Norman and Metro Tech Technology Centers. Some of the major courses are available only at Francis Tuttle, Metro Tech or Moore Norman Technology Centers

* Students must file all financial aid through the technology center while attending there.

Multimedia

Computer-Aided Design—Multimedia Emphasis



Associate in Applied Science—Technical and Occupational²
(Minimum of 60 Credits) Computer Graphics have now grown to include all manner of computer created objects. A review of the work place will find an increasing number of professionals using the computer to find, assemble, create and present graphics, text and sounds in either paper, electronic or video formats. The professions are varied and could include such fields as TV weather maps, zoning commission graphics, forensic reconstruction, crime scene reenactments, video gaming, cartooning, Internet graphics, photo touchup, restoration, environmental impact studies and many others. Courses cover subjects such as Computer-Aided Design, Multimedia, 3D Rendering and Design Visualization, 3D Animation and Special Effects, Digital Media Editing, Website Development, Multimedia Authoring and Design Project. These studies will prepare students to face every aspect of the multimedia field. The multimedia students must be able to do more than create graphics. This student will be able to connect with the world and use any and all technology available now and in the near future. This program will grow and mature as this field expands to take advantage of each new multimedia technology. The College also offers an A.A.S. degree in Computer-Aided Design—Manufacturing/Architectural Emphasis and Certificates of Mastery in Computer-Aided Design and Multimedia.

Curriculum Listing

MAJOR COURSES (32 credit hours)

Computer-Aided Design: CAD 1214; CAD 1513; CAD 2533; CAD 2633; CAD 2924 ; Computer Science: CS 1103⁽¹⁾; CS 1363; CS 2143; CS 2413; CS 2433

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); History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Physical Science: PHYS 1013; Electives: Three credit hours General Education Electives

SUPPORT COURSES (10 credit hours)

Art: ART 1213; Mathematics: BUS 1323 or APPM 1223; *Electives: Faculty Approved Support Electives—four credit hours

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
CAD	1214 Computer-Aided Design	4
CS	1103 ⁽¹⁾ Introduction to Computers and Applications	3
ART	1213 Design and Color	3
ENGL	1113 English Composition I	3
BUS	1323 Mathematics for Business Careers OR	
APPM	1223 Mathematics for Technical Careers I	3
		16

2nd Semester

Subjects		Credit Hrs.
CAD	1513 Digital Imaging	3
CAD	2533 3D Rendering and Design Visualization	3
CS	1363 Multimedia	3
**Any course that meets Oklahoma State Regents for Higher Education requirements for a general education communications course		3
General Education Elective		3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
CAD	2633 3D Animation and Special Effects	3
CS	2143 Digital Media Editing	3
CS	2413 Web Site Development	3
PHYS	1013 Physical Science	3
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
		15

2nd Semester

Subjects		Credit Hrs.
POLSC	1113 American Federal Government	3
CS	2433 Multimedia Authoring	3
CAD	2924 Design Project	4
*Faculty Approved Support Elective		4
		14

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

*Approved Support Electives must have an ART, CAD, CS, JB, FVP, GCOM or MU prefix and must be approved by a Program Faculty Advisor. The program faculty advisor must approve other electives.

** Three hours selected from ENGL 1213, ENGL 1233, COM 1123, or COM 2213.

⁽¹⁾ Advanced Standing is available

Multimedia

Computer-Aided Design—Multimedia Emphasis



Certificate of Mastery (Minimum of 31 Credits) The certificate program allows an individual attain the entry-level skills and knowledge of the Multimedia field. The certificate of mastery is the first year of the Associate degree in Computer-Aided Design - Multimedia Emphasis.

Computer Graphics have now grown to include all manner of Computer created objects. A review of the work place will find an increasing number of professionals using the computer to find, assemble, create and present graphics, text and sounds in either paper, electronic or video formats. The professions are varied and could include such fields as TV weather maps, zoning commission graphics, museum display planning, forensic reconstruction, crime scene reenactments, video gaming, cartooning, Internet graphics, personal and professional photo touchup, restoration, environmental impact studies and many others. This certificate will make the entry into these areas possible. The College also offers A.A.S degrees in Computer-Aided Design - Manufacturing/Architectural Emphasis and Multimedia Emphasis. The College also offers a Certificate of Mastery in Computer-Aided Design.

Curriculum Listing

MAJOR COURSES (16 credit hours)

Computer-Aided Design: CAD 1214; CAD 1513; CAD 2533;
Computer Science: CS 1103⁽¹⁾; CS 1363

GENERAL EDUCATION COURSES (3 credit hours)

English: ENGL 1113

SUPPORT COURSES (12 credit hours)

Art: ART 1213; Mathematics: BUS 1323 or APPM 1223; *Electives:
Faculty Approved Support Electives—six credit hours

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
CAD	1214 Computer-Aided Design.....	4
CS	1103 ⁽¹⁾ Introduction to Computers and Applications.....	3
ART	1213 Design and Color.....	3
ENGL	1113 English Composition I.....	3
BUS	1323 Mathematics for Business Careers OR	
APPM	1223 Mathematics for Technical Careers I.....	3
		16

2nd Semester

Subjects		Credit Hrs.
CAD	1513 Digital Imaging.....	3
CAD	2533 3D Rendering and Design Visualization.....	3
CS	1363 Multimedia.....	3
*Faculty Approved Support Elective.....		6
		15

**Approved Support Electives must have a ART, CAD, CS, JB, FVP, GCOM or MU prefix and must be approved by a Program Faculty Advisor. The program faculty advisor must approve other electives.*

⁽¹⁾Advanced Standing is available

Multimedia

Graphic Communications—Multimedia Emphasis



Associate in Applied Science —Technical and Occupational²
(Minimum of 60 Credits) Graphic Communications: Multimedia Emphasis students receive hands-on training in design theory and state-of-the-art production methods in computer drawing, digital imaging, animation, electronic publishing, digital video, sound, presentation production, and multimedia authoring.

This associate degree prepares graduates to work as multimedia designers, multimedia presentation producers, Web page creators, or digital photography manipulators.

Graduates work for multimedia agencies, advertising agencies, individual companies, television stations, graphic design businesses, photo labs, or as independent graphic artists.

Curriculum Listing

MAJOR COURSES (36 Credit Hours)

GCOM 1133; GCOM 1353; GCOM 1173 or GCOM 1183; GCOM 2583; GCOM 2593; GCOM 2773; GCOM 2783; GCOM 2793; GCOM 2813; GCOM 2833; GCOM 2843; GCOM 2853

GENERAL EDUCATION COURSES (18 Credit Hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives (3 credit hours); Humanities: Any humanities course (3 credit hours)

*SUPPORT COURSES (6 credit hours)

APPM 1223, BUS 1323, or Any 1000 level Mathematics Course; *3 credit hours Faculty Advisor Approved elective courses selected from any GCOM, CAD, ART, FVP, JB or MU prefix.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL 1113	English Composition I	3
GCOM 2773	(C)Image Editing Photoshop I	3
GCOM 1133	(C)Introduction to Macintosh	3
GCOM 1353	(C)Introduction to Multimedia Design	3
	General Education Elective	3
		15

2nd Semester

Subjects		Credit Hrs.
ENGL 1213	English Composition II	3
APPM 1223	Math for Technical Careers I OR	
BUS 1323	Math for Business Careers OR	
MATH	Any 1000 level MATH course	3
GCOM 2793	(C)Web Page Design I	3
GCOM 1173	(C)Computer Drawing: FreeHand OR	
GCOM 1183	(C)Computer Drawing: Illustrator	3
	*Approved Support Elective	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
GCOM 2783	(C)Image Editing: Photoshop II	3
GCOM 2813	(C)Web Page Animation I	3
GCOM 2583	(C)Digital Video and Sound Editing I	3
POLSC 1113	American Federal Government	3
GCOM 2833	Web Page Design II	3
		15

2nd Semester

Subjects		Credit Hrs.
GCOM 2843	(C)Web Page Animation II	3
GCOM 2853	(B)Multimedia Portfolio Production	3
GCOM 2593	Digital Video and Sound Editing II	3
HIST 1483	U.S. History to the Civil War OR	
HIST 1493	U.S. History since the Civil War	3
	Humanities elective	3
		15

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

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

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

*Approved Support Electives must be approved by Faculty Advisor and must be selected from the following prefixes: GCOM, CAD, ART, FVP, JB or MU.

Music



Associate in Arts — University-Parallel¹ (Minimum of 61 credits) 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.

Curriculum Listing

MAJOR COURSES (24 Credit Hours)

Music: MU 1124; MU 1141 or MU 1151; MU 1131 (Minimum four credit hours); MU 1224; MU 1241 or MU 1251; MU 2141; MU 2241; MU 2314; MU 2414

GENERAL EDUCATION COURSES (37 Credit Hours)

English: ENGL 1113; ENGL 1213; Political Science: POLSC 1113
History: HIST 1483 or HIST 1493; *Sciences: Three to four credit hours Physical Science; three to four credit hours of general education Biological Science—one of the science courses must include a lab component; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Humanities: HUM 1113; three credit hours Humanities Electives; Music: MU 2123; MU 2223; Electives: Three credit hours General Education Electives

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
MU	1124 Music Theory I.....	4
MU	1131 Concert Choir	1
MU	1141 Individual Instruction OR	
MU	1151 Group Instruction.....	1
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
MATH	1503 Contemporary Mathematics OR	
MATH	1513 College Algebra OR	
MATH	2013 Introduction to Statistics	3
		15

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II	3
MU	1224 Music Theory II.....	4
MU	1131 Concert Choir	1
MU	1241 Individual Instruction OR	
MU	1251 Group Instruction.....	1
HUM	1113 Music Appreciation	3
POLSC	1113 American Federal Government	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
MU	2314 Music Theory III.....	4
MU	1131 Concert Choir	1
MU	2141 Individual Instruction	1
MU	2123 Music Literature I.....	3
	Humanities Elective.....	3
	Biological Science	3-4
		15-16

2nd Semester

Subjects		Credit Hrs.
MU	2414 Music Theory IV	4
MU	2223 Music Literature II.....	3
MU	1131 Concert Choir	1
MU	2241 Individual Instruction	1
	Physical Science	3-4
	General Education Elective.....	3
		15-16

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

#Network Technology



Associate in Applied Science—Technical and Occupational² (Minimum of 60 credits) This plan of study is part of a cooperative agreement with Francis Tuttle and Moore Norman Technology Centers. Major courses in this degree plan are offered at Francis Tuttle and Moore Norman Technology Centers. The plan of study will give the student the opportunity to learn an array of equipment, systems, hardware and software. The courses of study will provide knowledge of the latest technical networking trends in the commercial and business market place. Upon completion of this plan of study students may be prepared, depending on individual choices to take many of the following certification examinations: C-Tech Network Cabling Specialist, CompTIA Linux+, CompTIA A+, Network +, Novell NetWare, CNA, Microsoft MCP, MCSA, MCSE, BICSI's Level I and Level II Installers and Cisco Systems CCNA.

Curriculum Listing

MAJOR COURSES (31 credit hours)

CS 1353; NT 1114; NT 1144; NT 1164; NT 1184; NT 2114; 8 credit hours of faculty approved major electives

GENERAL EDUCATION COURSES (18 credit hours)

English: ENGL 1113; Communications/English: *Any Oklahoma State Regents for Higher Education approved general education communications or English course.; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives: Six credit hours

SUPPORT COURSES (11 credit hours)

Mathematics: APPM 1223

Support Electives: Eight credit hours of faculty approved electives

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
NT	1114	Microcomputer Installation and Service 4
CS	1353	Microcomputer Operating Systems 3
APPM	1223	Mathematics for Technical Careers I 3
		Faculty approved support elective 4
		14

2nd Semester

Subjects		Credit Hrs.
NT	1144	Introduction to Networking 4
NT	1164	MS Windows Professional Installation and Support 4
NT	1184	Linux Installation and Administration 4
ENGL	1113	English Composition 3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
NT	2114	MS Windows Server Installation and Support 4
		*Any Oklahoma State Regents for Higher Education approved general education communications or English course. 3
		Faculty approved major electives 8
		15

2nd Semester

Subjects		Credit Hrs.
POLSC	1113	American Federal Government 3
HIST	1483	U.S. History to Civil War OR
HIST	1493	U.S. History since the Civil War 3
		Six credit hours general education electives 6
		Faculty Approved Support Electives 4
		16

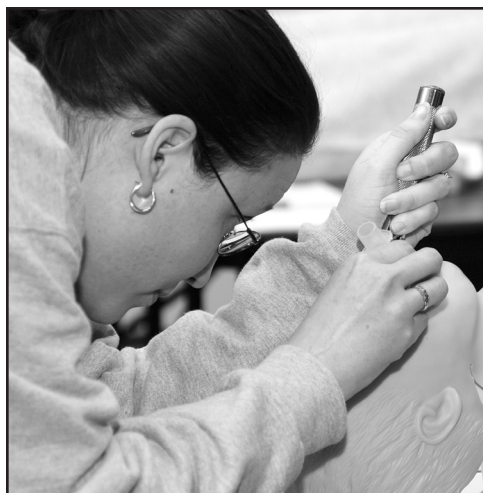
² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

#A cooperative agreement has been established with Francis Tuttle and Moore Norman Technology Centers

* To be chosen from ENGL 1213, ENGL 1233, COM 1123 or COM 2213.

** Students must file all financial aid through the technology center while attending there.

Nursing⁺⁺



Associate in Applied Science-Technical and Occupational² (Minimum of 72 credits) The minimum time period to complete the Nursing Program requirements is five semesters. Students must be accepted into the Nursing Program before they may enroll in major courses. A career in nursing offers challenges, self-satisfaction, and the opportunity to be a member of the interdisciplinary team providing care in various health care settings. NUR 1221: Overview of Nursing, an introductory course, is offered each semester for anyone interested in nursing as a career. The Associate Degree Nursing Program follows a logical and sequential curriculum to provide the educational experiences necessary for entry into nursing practice as a registered nurse. The Nursing Program is approved by the Oklahoma Board of Nursing and is accredited by the National League for Nursing Accrediting Commission, 61 Broadway-33rd Floor, New York, NY 10006, 800-669-1656, Ext. 153. Program graduates are eligible to apply for the National Council Licensure Examination for registered nurses. Applicants for licensure in Oklahoma with one or more felony convictions cannot apply for licensure for at least 5 years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received. Please check with the Nursing Program for additional information. Applications for the Nursing Program, information on the application procedure, and the minimum requirements may be obtained from the Office of Admissions and Records during application periods for fall or spring admission. Advanced standing information is available from the School of Nursing for LPNs, Oklahoma licensed paramedics and transfer students with nursing course credits. Please note that each major nursing course requires the student to travel to various clinical sites. It is the responsibility of each student to provide his/her own transportation to these sites.

Curriculum Listing⁺

MAJOR COURSE (36 credit hours)

++Nursing: *NUR 1519; *NUR 1529; NUR 2539; NUR 2549

GENERAL EDUCATION COURSES (18 credit hours)

Psychology: PSY 1113; PSY 2403; English: ENGL 1113; ENGL 1213; History: HIST 1483 or 1493; Political Science: POLSC 1113

SUPPORT COURSES (18 credit hours)

***Mathematics: APPM 1313; Biological Science: BIO 1314; BIO 1414; BIO 1514; Nutrition: BIO 1023

Suggested Course Sequence

Freshman Year 1st Semester

Summer

Subjects		Credit Hours
***APPM 1313	Math for Health Careers (prerequisite for Nursing Process I)	3
BIO 1314	Human Anatomy and Physiology I	4
		7

2nd Semester

Fall

**NUR 1519	Nursing Process I	9
BIO 1023	Introductory Nutrition	3
BIO 1414	Human Anatomy and Physiology II	4
		16

3rd Semester

Spring

***NUR 1529	Nursing Process II	9
PSY 1113	Introduction to Psychology	3
ENGL 1113	English Composition I	3
BIO 1514	Microbiology of Infectious Disease	4
		19

Sophomore Year 1st Semester

Fall

**NUR 2539	Nursing Process III	9
PSY 2403	Developmental Psychology	3
ENGL 1213	English Composition II	3
		15

2nd Semester

Spring

**NUR 2549	Nursing Process IV	9
*POLSC 1113	American Federal Government	3
*HIST 1483	American History to the Civil War OR	
*HIST 1493	American History from Civil War to Present	3
		15

*Or successful completion of: A) Transfer requirements: see Nursing Program

**Or successful completion of: A) Transfer requirement: see Nursing Program

***Must be completed prior to the beginning NUR 1519

+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).

++ All Nursing major courses have pre- and co-requisite courses which are listed with Course Descriptions in this Catalog. These courses also have clinical components which require purchase of medical liability insurance, a clinical uniform, and an OSBI criminal background investigation.

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

Nursing Program

Nursing Career Ladder Pathway



***Associate in Applied Science-Technical and Occupational² (Minimum of 72 credits):** This Associate Degree program is designed to meet the needs of the currently licensed LPN or Oklahoma licensed paramedic who seeks licensure as a registered nurse. College credits earned may apply toward a bachelor's degree should the individual decide to continue studies at a four year college or university. Once all prerequisites have been completed the minimum time period to complete the Nursing Career Ladder Pathway is eleven months. Students must be formally accepted into the Nursing Program's Career Ladder Pathway before they can enroll in NUR 1532 Nursing Transition II and subsequent major courses.

The Nursing Career Ladder Pathway recognizes the previous educational experiences of licensed practical nurses and Oklahoma licensed paramedics by providing Advanced Standing credit opportunities. Once Advanced Standing credit requirements are met, the program follows a logical and sequential curriculum to prepare students for entry into practice as a registered nurse. The program is approved by the Oklahoma Board of Nursing and is accredited by the National League for Nursing Accrediting Committee, 61 Broadway-33rd Floor, New York, NY 10006, 800-699-1656, extension 153. Program graduates are eligible to apply for the National Council Licensure Examination for registered nurses. Applicants for licensure in Oklahoma with one or more felony convictions cannot apply for licensure for at least 5 years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received. Please check with the Nursing Program for additional information. Applications for the Nursing Career Ladder Pathway, information regarding the application procedure, and the minimum requirements may be obtained from the Office of Admissions and Records. Deadline for admission to the Nursing Career Ladder Track occurs during the spring admission period. Nursing Transition I, the first course in the Pathway, has open admissions for those who meet prerequisite licensure and course requirements. Admission into the Pathway is required before enrollment in Nursing Transition II, which is taught in July of the summer semester. From the point of entry into Nursing Transition II, the program lasts approximately eleven months with completion in May of the following year. Please note that nursing courses require the student to travel to various clinical sites. It is the responsibility of the student to provide his/her own means of transportation to these sites. Advanced Standing credit is awarded to those students who have completed the program, providing the required credit hours needed to earn the Associate of Applied Science Degree. The total fee for Advanced Standing credits at this time is \$70.00 (\$5.00/credit hour). Note that additional tuition and fees are required for all other courses in the program's curriculum.

Curriculum Listing+

MAJOR COURSES (22 credit hours)

++Nursing: **NUR 1512; *NUR 1532; NUR 2539; NUR 2549;
Advanced Standing: NUR 1519 and NUR 1529

GENERAL EDUCATION COURSES (18 credit hours)

*** English: ENGL 1113; ****English: ENGL 1213; **** History:
HIST 1483 or HIST 1493; **** Political Science: POLSC 1113;
*** Psychology: PSY 1113, **** PSY 2403

SUPPORT COURSES (18 credit hours)

Biological Science: ** BIO 1314;*** BIO 1414; *** Biological Science:
BIO 1514; ** Mathematics: APPM 1313; ** Nutrition: BIO 1023

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

Suggested Course Sequence

Freshman Year 1st Semester

Courses required prior to beginning the summer Transition course:

Subjects	Credit Hours
**APPM 1313 Math for Health Careers	3
**BIO 1314 Human Anatomy and Physiology I	4
**BIO 1023 Introductory Nutrition	3
***ENGL 1113 English Composition I	3
***PSY 1113 Introduction to Psychology	3
	16

2nd Semester

Courses required prior to beginning the Fall semester of

Nursing Process III/Nursing Career Ladder Pathway:

Subjects	Credit Hours
***BIO 1414 Human Anatomy and Physiology II	4
***NUR 1512 Nursing Transition I	2
	6

Freshman Summer

Subjects	Credit Hours
++*NUR 1532 Nursing Transition II	2
NUR 1519 Advanced Standing	7
NUR 1529 Advanced Standing	7
	16

Sophomore Year 1st Semester

Subjects	Credit Hours
++*NUR 2539 Nursing Process III	9
PSY 2403 Developmental Psychology	3
ENGL 1213 English Composition II	3
BIO 1514 Microbiology	4
	19

2nd Semester

Subjects	Credit Hours
++*NUR 2549 Nursing Process IV	9
*POLSC 1113 American Federal Government	3
*HIST 1483 American History to the Civil War OR	
HIST 1493 American History from Civil War to Present	3
	15

*Acceptance into program requires minimum score of 74% on NLN Acceleration Challenge Exam I and the NUR 1529 finals for LPNs who graduated from non-NLN accredited schools and licensed paramedics OR graduation from NLN accredited school of Practical Nursing for LPNs.

**Must be completed prior to or while enrolled in NUR 1512.

***Must be completed prior to NUR 1532 (note exception of ENGL 1113, PSY 1113, and BIO 1414. Any of these may be taken with NUR 1532 but must be completed before NUR 2539).

+ A grade of "C" must be achieved in all courses required for this degree with the exception of POLS 1113 and HIST 1483 or HIST 1493 (a grade of "D" is minimum).

++ All nursing courses have pre- and corequisites which are listed with Course Descriptions in this Catalog. These courses also have clinical components that require purchase of medical liability insurance, a clinical uniform, and an OSBI criminal background investigation.

Occupational Therapy Assistant⁺⁺



Associate in Applied Science—Technical and Occupational²
(Minimum of 62 Credits) The minimum time period to complete the Occupational Therapy Assistant Program is four semesters. Students must be accepted into the Occupational Therapy Assistant Program before they may enroll in Occupational Therapy Assistant courses. Patience and the ability to work with people are two requirements for students interested in a career as an Occupational Therapy Assistant (OTA). OTAs help people who have physical, developmental or emotional limitations learn or re-learn self-care, work, and leisure skills. In addition to traditional classroom instruction, the OTA Program also provides hands-on experiences in a variety of clinical settings and in two practicums. 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 sit for a 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). Oklahoma requires state licensure based on successful completion of the national exam. AOTA, 4720 Montgomery Lane, Bethesda, MD 20814-3425; (301) 652-2682. NBCOT, 800 S. Frederick Avenue, Suite 200, Gaithersburg, MD, 20877-4150, (301) 990-7979. ACOTE at AOTA, 4720 Montgomery Lane, Bethesda, Md. 20824-1220; (301) 652-2682.

Curriculum Listing

MAJOR COURSES (34 credit hours)

⁺⁺Occupational Therapy Assistant Program: OTA 1123; OTA 1113; OTA 1214; OTA 1233; OTA 1242; OTA 1253; OTA 2123; OTA 2143; OTA 2152; OTA 2162; OTA 2253; OTA 2263

GENERAL EDUCATION COURSES (18 credit hours)

English: ENGL 1113; Psychology: PSY 1113; History: HIST 1493; Sociology: SOC 1113; Political Science: POLSC 1113; English: ENGL 1233

SUPPORT COURSES (10 credit hours)

Biology: BIO 1314; Psychology: PSY 2403; Mathematics: BUS 1323

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects	Credit Hrs.
ENGL 1113 English Composition I	3
BIO 1314 Human Anatomy and Physiology I	4
PSY 1113 Introduction to Psychology	3
+++ ^(C) OTA 1123 Introduction to Occupational Therapy	3
+++ ^(C) OTA 1113 Activities and Skills	3
	16

2nd Semester

Subjects	Credit Hrs.
+++ ^(C) OTA 1233 Development for Occupational Therapy	3
+++ ^(C) OTA 1214 Treatment Principles	4
^(C) OTA 1242 Occupational Therapy Process	2
+++ ^(C) OTA 1253 Developmental Social Recreation	3
ENGL 1233 Report Writing	3
PSY 2403 Developmental Psychology	3
	18

Sophomore Year 1st Semester

Subjects	Credit Hrs.
+++ ^(C) OTA 2123 Neurological Conditions and Treatment	3
+++ ^(C) OTA 2152 Psychosocial Conditions and Treatment	2
+++ ^(C) OTA 2162 Orthopedic Conditions and Treatment	2
^(C) OTA 2143 Program Support	3
BUS 1323 Mathematics for Business Careers	3
HIST 1493 American History from Civil War to Present	3
	16

2nd Semester

Subjects	Credit Hrs.
SOC 1113 Introduction to Sociology	3
+++ ^(C) OTA 2253 Fieldwork II A	3
+++ ^(C) OTA 2263 Fieldwork II B	3
POLSC 1113 American Federal Government	3
	12

⁺⁺Special Admissions Procedures Required

^(C)This course requires a minimum of a "C" grade.

It is required that all OTA students complete Level II Fieldwork within 18 months following completion of academic preparation.

+++ These courses have a clinical component that requires purchase of medical liability insurance, a clinical uniform (if applicable), a physical (with completed health packet), and an OSBI background investigation (including sex offender information).

Orthotic and Prosthetic Technician^{#++}



Associate in Applied Science — Technical and Occupational²
(Minimum of 64 credits) Students pursuing this associate degree complete general education courses at Oklahoma City Community College. All major and support courses are completed at Francis Tuttle Technology Center as part of the cooperative agreement.

Orthotic and prosthetic technicians manufacture appropriate devices according to the specific needs of patients with limb loss, fracture, and other orthopedic injuries and diseases. Providing orthotic and prosthetic care involves the application of clinical and technical processes to meet patient goals of function and mobility. This program provides students with a comprehensive education in both disciplines of orthotics (designing, fitting and manufacturing of orthopedic braces) and prosthetics (designing, fitting and manufacturing of artificial limbs). The application process for the program must be completed at Francis Tuttle Technology Center. The program is accredited by the Council on Accreditation of Allied Health Programs (CAAHEP) and the National Commission of Orthotics and Prosthetics Education (NCOPE). Accreditation will give graduates eligibility to take the national registry examinations for technicians by the American Board for Certification.

Curriculum Listing

MAJOR COURSES (39 credit hours)

ORPR 1112; ORPR 1135; ORPR 1154; ORPR 1222; ORPR 1245; ORPR 2115; ORPR 2233; ORPR 2255; ORPR 2313; ORPR 2335

GENERAL EDUCATION COURSES (18 credit hours)

English: ENGL 1113 Comp-Assisted; Any Oklahoma State Regents for Higher Education approved general ed. 3 credit hour English or communications course.*; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Psychology: PSY 1113; General Education Electives: Three credit hours

SUPPORT COURSES (7 credit hours)

Biological Sciences: BIO 1224; Mathematics: Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ORPR	1112 Orthotic and Prosthetic Equipment and Materials.....	2
ORPR	1135 Lower Limb Orthotics	5
	Three credit hours of faculty approved mathematics that meet OKCCC's mathematics proficiency requirements.	3
BIO	1224 Technical Human Anatomy & Physiology	4
		14

2nd Semester

Subjects		Credit Hrs.
ORPR	1154 Spinal Orthotics.....	4
ORPR	1222 Upper Limb Orthotics	2
ENGL	1113 English Composition I(Computer-Assisted)	3
PSY	1113 Introduction to Psychology	3
		12

Freshman Year Summer

Subjects		Credit Hrs.
ORPR	1245 Clinical Orthotics***	5
		5

Sophomore Year 1st Semester

Subjects		Credit Hrs.
ORPR	2115 Transtibial Prosthetics	5
ORPR	2233 Transradial & Transhumeral Prosthetics	3
	Any Oklahoma State Regents for Higher Education approved general education English or communications course.*	3
	Three credit hours of general education electives	3
		14

2nd Semester

Subjects		Credit Hrs.
ORPR	2255 Transfemoral Prosthetics	5
ORPR	2313 Advanced Transtibial Prosthetics	3
POLSC	1113 American Federal Government	3
HIST	1483 U.S. History to the Civil War OR	3
HIST	1493 U.S. History from the Civil War	3
		14

Sophomore Year Summer

Subjects		Credit Hrs.
ORPR	2335 Clinical Prosthetics***	5
		5

[#]A cooperative agreement has been established with Francis Tuttle. Major courses are available only at Francis Tuttle Technology Center.

⁺⁺Special Admissions Procedures Required

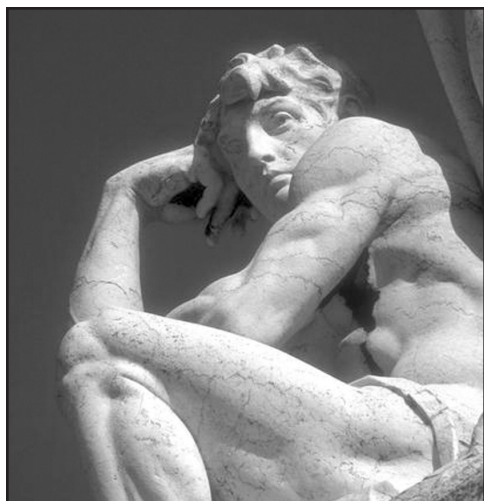
* To be chosen from ENGL 1213, ENGL 1233, COM 1123, or COM 2213

** Students must file all financial aid through the technology center while attending there.

*** Students will be required travel to various clinical and administrative sites. It is the responsibility of the student to provide his/her own means of transportation to these sites.

Philosophy

Humanities-Philosophy Emphasis



Associate in Arts—University-Parallel¹ (Minimum of 60 credits) Philosophy is perhaps best described as reasoned discourse. Students who study philosophy begin their participation in an ongoing conversation that began over three thousand years ago about the nature of the universe and the possible meanings of human existence. Associate degrees in humanities give students the academic background needed to continue their education at a four-year college or university. In addition, emphases on critical thought, on close reading of classic and modern texts, and on analytical writing make the associate degree in philosophy ideal preparation for many baccalaureate degrees in the liberal arts. Philosophy graduates often go on to complete graduate degrees and ultimately, to careers in teaching, writing, law, and many other areas in both the private and public sectors.

Curriculum Listing

MAJOR COURSES (12 Credit Hours)

Philosophy: PHIL 1013; PHIL 1213; PHIL 1603; PHIL three hours elective

GENERAL EDUCATION COURSES (39 Credit Hours)

Communications: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1503 (recommended) or higher; *Science: A three- or four-hour physical science course; *A three- or four-hour general education biological science course; NOTE: One of the science courses must include a laboratory component.; Humanities: Six hours of Non-PHIL humanities courses; Social Science: PSY 1113 or SOC 1113; General Education Elective: (8 credit hours) To be chosen only in consultation with a Faculty Advisor

SUPPORT COURSES (9 Credit Hours)

Faculty Advisor Approved Support Electives

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
MATH	1503 Contemporary Mathematics OR higher	3
	Physical Science	3-4
PSY	1113 Introduction to Psychology OR	
SOC	1113 Introduction to Sociology	3
POLSC	1113 American Federal Government	3
		15-16

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II	3
PHIL	1013 Introduction to Philosophy	3
PHIL	1603 Introduction to Logic	3
	Biological Science	3-4
	Non-PHIL Humanities	3
		15-16

Sophomore Year 1st Semester

Subjects		Credit Hrs.
PHIL	1213 Introduction to Ethics	3
PHIL	Philosophy Elective	3
	Approved General Education Electives	5
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
		14

2nd Semester

Subjects		Credit Hrs.
	A Non-PHIL Humanities course	3
	Approved General Education Elective	3
	Faculty Advisor Approved Support Electives	9
		15

^{*}See page 63 for General Education Requirements

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

Photography

Graphic Communications — Photography/Digital Imaging



Associate in Applied Science — Technical and Occupational²
(Minimum of 60 Credits) The student will learn the technology and techniques professionals use in photography and electronic imaging. Students work with traditional and electronic cameras, traditional darkrooms, computers, software and scanners used to produce and manipulate photographs and digital photographic images. A degree in Photography/Digital Imaging Emphasis will prepare students to enter the job market immediately after graduating. Career opportunities may be available as a photographer, prepress technician, photo lab technician or related graphic communications positions in advertising or public relations.

Curriculum Listing

MAJOR COURSES (33 Credit Hours)

GCOM 1053 or GCOM 1043; GCOM 1133; GCOM 1143; GCOM 1153; GCOM 2143; GCOM 2243; GCOM 2353; GCOM 2583; GCOM 2773; GCOM 2783; GCOM 2803

GENERAL EDUCATION COURSES (18 Credit Hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Humanities: Any Humanities course (3 credit hours); General Education Elective: (3 credit hours)

SUPPORT COURSES (9 credit hours)

APPM 1223, BUS 1323, or Any 1000 Mathematics Course; *6 credit hours Faculty Advisor approved elective courses selected from any GCOM, ART, CAD, JB, FVP, or MU prefix.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects	Credit Hrs.
GCOM 1043 ^(C) Electronic Publishing: QuarkXPress I OR	
GCOM 1053 ^(C) Electronic Publishing: InDesign I	3
GCOM 1133 ^(C) Introduction to Macintosh	3
GCOM 1143 ^(C) Black and White Photography I	3
GCOM 2773 ^(C) Image Editing: Photoshop I	3
ENGL 1113 English Composition I	3
	15

2nd Semester

Subjects	Credit Hrs.
GCOM 2243 ^(C) Black and White Photography II	3
GCOM 2783 ^(C) Image Editing: Photoshop II	3
*Approved Support Elective	3
APPM 1223 Math for Technical Careers I OR	
BUS 1323 Math for Business Careers OR	
MATH Any 1000 level MATH course	3
ENGL 1213 English Composition II	3
	15

Sophomore Year 1st Semester

Subjects	Credit Hrs.
GCOM 1153 ^(C) Digital Photography	3
GCOM 2143 ^(C) Photo Lighting	3
GCOM 2583 ^(C) Digital Video & Sound Editing I	3
POLSC 1113 American Federal Government	3
Humanities Elective	3
	15

2nd Semester

Subjects	Credit Hrs.
GCOM 2353 ^(B) Applied Graphic Art	3
GCOM 2803 ^(B) Portfolio Preparation and Presentation	3
*Approved Support Elective	3
HIST 1483 U.S. History to the Civil War OR	
HIST 1493 U.S. History since the Civil War	3
General Education Elective	3
	15

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

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

^(B) A grade of "B" or higher must be achieved.

*Approved Support Electives must be approved by Faculty Advisor and must be from the following prefixes: GCOM, ART, CAD, JB, FVP, or MU.

Physics

Science with Physics Concentration



Associate in Science—University-Parallel¹ (Minimum of 60 Credits) 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.

Curriculum Listing

MAJOR COURSES (14 credit hours)

Physics: ^(B)PHYS 2014; ^(B)PHYS 2114; Mathematics: MATH 2103, 2203

GENERAL EDUCATION COURSES (37-39 credit hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Chemistry: CHEM 1115; *Biological Science: Three to four credit hours of general education; Humanities: Six credit hours; Social Science: Three credit hours; Mathematics: MATH 2303; MATH 2403; General Education Elective: 2-3

SUPPORT COURSES (8 credit hours)

Chemistry: CHEM 1215; Computer Science: ENGR 1113

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
MATH	2103	Calculus and Analytic Geometry I (8 wk)3
MATH	2203	Calculus and Analytic Geometry II (8wk)3
CHEM	1115	General Chemistry I5
ENGL	1113	English Composition I3
		Humanities3
		17

2nd Semester

Subjects		Credit Hrs.
MATH	2303	Calculus and Analytic Geometry III3
CHEM	1215	General Chemistry II5
ENGL	1213	English Composition II3
HIST	1483	U.S. History to the Civil War OR
HIST	1493	U.S. History since the Civil War3
		14

Sophomore Year 1st Semester

Subjects		Credit Hrs.
MATH	2403	Calculus and Analytic Geometry IV3
^(B) PHYS	2014	Engineering Physics I4
POLSC	1113	American Federal Government3
		Humanities3
		General Education Elective2-3
		15-16

2nd Semester

Subjects		Credit Hrs.
^(B) PHYS	2114	Engineering Physics II4
ENGR	1113	Introduction to Engineering3
		Biological Science3-4
		Social Science3
		13-14

*See page 63 for General Education Requirements

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

^(B) A grade of "B" or higher must be achieved.

Physical Therapist Assistant⁺⁺



Associate in Applied Science – Technical and Occupational²
(Minimum of 69 Credits) Physical Therapist Assistants (PTAs) work under the direction of a licensed physical therapist. Duties include assisting the physical therapist in implementing treatment programs according to their plan of care. PTAs teach and monitor exercise and activities of daily living, conduct treatments using special equipment, administer modalities and regularly report to the physical therapist on the patient's responses and progress. Clinical experiences are in physical therapy departments and clinics. Graduates are qualified to sit for the licensure examination and eligible to meet the requirements of the Oklahoma Board of Medical Licensure and Supervision. Completion of the Associates degree in PTA is required to sit for licensure examination. The program is accredited by the Commission on Accreditation of Physical Therapy Education which can be found at <http://www.apta.org>.

Curriculum Listing

MAJOR COURSES (38 credit hours)

++Physical Therapist Assistant: PTA 1013; PTA 1023; PTA 1112; PTA 1202; PTA 1213; PTA 1224; PTA 1312; PTA 2014; PTA 2024; PTA 2034; PTA 2113; PTA 2134

GENERAL EDUCATION COURSES (18 credit hours)

English: ENGL 1113; ENGL 1213 or 1233; History: HIST 1483 or HIST 1493; Psychology: PSY 1113; PSY 2403; Political Science: POLSC 1113

SUPPORT COURSES (13 credit hours)

Biological Science: BIO 1314; BIO 1414; BIO 2102; Mathematics: APPM 1313 or MATH 1503 or MATH 1513 or MATH 2013

Suggested Course Sequence

Freshman Year Summer

Subjects	Credit Hrs.
(C)BIO 1314 Human Anatomy and Physics	4
	4

Freshman Year 1st Semester

Subjects	Credit Hrs.
(C)PTA 1013 Introduction to Physical Therapy	3
(C)PTA 1023 Dynamic Human Motion	3
(C)PTA 1112 Pathology for Physical Rehab	2
BIO 1414 Human Anatomy and Physics	4
ENGL 1113 English Composition I	3
	15

2nd Semester

Subjects	Credit Hrs.
(C)PTA 1213 Pain Management and Massage	3
(C)PTA 1224 Therapeutic Exercise I	4
(C)PTA 1202 Development, Conditions, and Treatment Across the Lifespan.....	2
(C)BIO 2102 Clinical Anatomy.....	2
HIST 1483 American History to the Civil War OR	
HIST 1493 American History from Civil War to Present	3
	14

Sophomore Year Summer

Subjects	Credit Hrs.
(C)PTA 1312 Initial Practicum.....	2

Sophomore Year 1st Semester

Subjects	Credit Hrs.
(C)PTA 2014 Electrotherapy and Modalities	4
(C)PTA 2024 Therapeutic Exercise II	4
(C)PTA 2113 PTA Systems/Problems.....	3
PSY 1113 Introduction to Psychology	3
ENGL 1233 Report Writing OR	
ENGL 1213 Comp and Literature	3
	17

2nd Semester

Subjects	Credit Hrs.
(C)PTA 2034 Practicum I (first 8 weeks)	4
(C)PTA 2134 Practicum II (second 8 weeks)	4
PSY 2403 Developmental Psychology	3
*APPM 1313 Math for Health Careers	3
POLSC 1113 American Federal Government	3
	17

⁺⁺Special Admissions Procedures Required

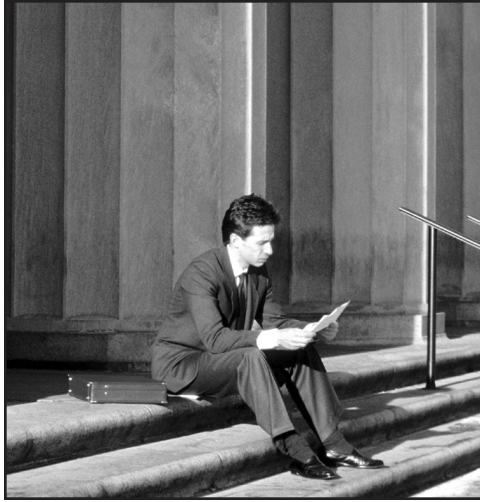
All major, general education and support courses must be completed prior to enrolling in the final practicum.

(C)This course requires a minimum of a "C" grade.

*(APPM 1313) Math for Health Careers is recommended but (MATH 1503) Contemporary Math, (Math 1513) College Algebra, or (MATH 2013) Introduction to Statistics will also be accepted.

² This associate degree program is designed to prepare students to enter the job market following completion and after meeting all requirements for licensure. See page 13 for "Special Admissions Procedures". The minimum time required to complete this degree is five semesters once the student has been accepted into the Physical Therapist Program.

Political Science/Pre-Law



Associate in Arts–University-Parallel¹ (Minimum of 60 credits) People who like to deal with complex social and political issues may want to consider studying political science.; Political science students learn about government on the local, state, national and international levels. They develop an understanding for how government affects individuals in a society and how other factors affect the government.; After graduating, students have a working knowledge of the political nature of our world. They are prepared to continue their education at a four-year college or university.; With a background in political science, people find career opportunities with government agencies, special interest groups, international corporations, the media, the diplomatic corps, and in law and education.

Curriculum Listing

MAJOR COURSES (12 Credit Hours)

Political Science: POLSC 2613; nine credit hours Political Science Electives

GENERAL EDUCATION COURSES (37 Credit Hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483; HIST 1493; Political Science: POLSC 1113; *Science: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science. One of the science courses must include a lab component.; Humanities: Six credit hours Humanities; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Geography: GEOG 2603; Economics: ECON 2113

SUPPORT COURSES (11 Credit Hours)

*Elective: 11 credit hours Approved Elective

¹See page 63 for General Education Requirements

Suggested Course Sequence

Freshman Year 1st Semester

Subjects			Credit Hrs.
ENGL	1113	English Composition I	3
HIST	1483	U.S. History to the Civil War	3
POLSC	1113	American Federal Government	3
		Biological Science	3-4
GEOG	2603	World Regional Geography	3
			15-16

2nd Semester

Subjects			Credit Hrs.
ENGL	1213	English Composition II	3
HIST	1493	U.S. History since Civil War	3
POLSC	2613	Introduction to Political Science	3
MATH	1513	College Algebra OR	
MATH	1503	Contemporary Mathematics OR	
MATH	2013	Introduction to Statistics	3
		Humanities Elective.....	3
			15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
	Humanities Elective.....	3
	Political Science Elective	6
	Physical Science	3-4
ECON 2113	Principles of Macroeconomics	3
		15-16

2nd Semester

Subjects	Credit Hrs.
Political Science Elective	3
*Approved Elective	11
	14

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

*Approved Electives: Any course in the following areas: Accounting; Banking and Finance; Business; Computer Science; Journalism and Broadcasting; Economics; History; Psychology; Sociology

Pre-Baccalaureate Nursing

Science with Biology Concentration Program



Associate in Science — University-Parallel¹ (Minimum of 60 Credits) The Pre-Baccalaureate Nursing curriculum pattern is a variation of the Biology emphasis in Science. This curriculum prepares the student who is pursuing a transfer program in nursing. It has the flexibility to allow students to transfer to a four-year college or university under a variety of life or biological sciences degree plans.

Curriculum Listing

MAJOR COURSES (14 credit hours)

Biology: BIO 2125; BIO 2215; BIO 2234

GENERAL EDUCATION COURSES (38 credit hours)*

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Science: CHEM 1115; Humanities: Six credit hours; Social Sciences: Six credit hours; **Mathematics: MATH 1513 or MATH 2013; Electives: Six credit hours of General Education Electives

SUPPORT COURSES (8 credit hours)***

Chemistry: CHEM 1215 or five hours of foreign language or BIO 2255; Biology: BIO 1023

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
HIST	1483 American History to the Civil War OR	
HIST	1493 American History from Civil War to Present	3
CHEM	1115 General Chemistry I	5
MATH	2013 Introduction to Statistics	3
		14

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II	3
POLSC	1113 American Federal Government	3
	Humanities	3
BIO	2215 General Zoology	5
		14

Sophomore Year 1st Semester

Subjects		Credit Hrs.
BIO	2125 Microbiology	5
BIO	1023 Introduction to Nutrition	3
	Humanities	3
	Support Elective	3
	Social Science	3
		17

2nd Semester

Subjects		Credit Hrs.
BIO	2234 Human Physiology	4
	Support Elective	5
	Social Science	3
	General Education Elective	3
		15

Note: A Human Anatomy course may be required for a baccalaureate nursing degree. Consult receiving institutions.

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

***MATH 2013 is required for many nursing programs and may be substituted for MATH 1513.*

****For nursing CS 1103 or any other 3 CH CS, AHP 1013; and any 5-credit hour GRMN, FREN, or SPAN are recommended and may be substituted for any of the support courses.*

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

Pre-Dentistry

Science with Chemistry Concentration Program



Associate in Science—University-Parallel¹ (64 Credits)

The Pre-Medicine/Pre-Dentistry curriculum pattern is a variation of the Chemistry emphasis in Science. This curriculum prepares the student who is pursuing a career in medicine or dentistry. It has the flexibility to allow students to transfer to four-year institutions under a variety of life science or physical science degree plans.

Curriculum Listing

MAJOR COURSES (15 credit hours)

(C)CHEM 1115; (C)CHEM 1215; (C)CHEM 2115

GENERAL EDUCATION COURSES (40 credit hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Physics: PHYS 1114; PHYS 1214; Biological Science: BIO 2215; Humanities: Six credit hours; Social Sciences: PSY 1113; Mathematics: MATH 1513; MATH 1613

SUPPORT COURSES (9 credit hours)

Biological Science: BIO 2234 or BIO 2324; Chemistry: CHEM 2125

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
(C)CHEM	1115 General Chemistry I	5
MATH	1513 College Algebra	3
BIO	2215 General Zoology	5
		16

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II	3
MATH	1613 Trigonometry	3
(C)CHEM	1215 General Chemistry II	5
POLSC	1113 American Federal Government	3
	Humanities	3
		17

Sophomore Year 1st Semester

Subjects		Credit Hrs.
(C)CHEM	2115 Organic Chemistry I	5
PHYS	1114 College Physics I	4
PSY	1113 Intro to Psychology	3
BIO	2324 Comparative Vertebrate Anatomy OR	
BIO	2234 Human Physiology	4
		16

2nd Semester

Subjects		Credit Hrs.
CHEM	2125 Organic Chemistry II	5
HIST	1483 American History to Civil War OR	
HIST	1493 American History from Civil War to Present	3
PHYS	1214 College Physics II	4
	Humanities	3
		15

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

(C)Indicates a grade of "C" or higher must be achieved.

Pre-Education

Early Childhood, Elementary, and Special Education



Associate in Science—University-Parallel¹ (Minimum of 60 credits) In August 1997, the Oklahoma State Regents for Higher Education approved a Pre-Education Degree program for Oklahoma City Community College students planning to transfer to a four-year state university or college in Oklahoma. This program is required for all students whose initial enrollment occurred after September 1, 1997. Students enrolled prior to September 1997 may choose to complete a degree in either Diversified Studies or the Pre-education program. It is recommended that students meet with advisors prior to making this decision.

Designed to strengthen the academic background of students entering the teaching profession, the Pre-education program requires students to enroll in 12 credit hours in each of four core areas: English, science, math, and social studies. This requirement is sometimes called the "4x12 plan." Because of limited space, only two universities are listed in the Suggested Course Sequence in this catalog. Students who choose to attend any of the remaining state universities or colleges that offer a baccalaureate degree in education will receive degree sheets from their advisors.

Curriculum Listing- (The University of Oklahoma)

GENERAL EDUCATION COURSES (60 credit hours)

English: ENGL 1113; ENGL 1213; Mathematics: MATH 1503; MATH 1513; 6 credit hours advisor approved Mathematics elective; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Natural Sciences: 12 credit hours; 4 credit hours advisor approved of general education Biological Science; 4 credit hours advisor approved Physical Science; one of the following courses: BIO 2125; BIO 2224; BIO 2234; BIO 2255; BIO 2324; BIO 2404; PHYS 1114, PHYS 2014 or PHYS 2114.; Humanities: ENGL 1213; GEOG 2603; HUM 1113; Communications: COM 2213; *Behavioral Sciences: SOC 1113
Electives: Nine credit hours advisor approved general education electives. Student must demonstrate computer proficiency or enroll in a computer course to receive a degree at Oklahoma City Community College. Education majors must demonstrate listening and speaking skills in a foreign language at the novice-high level. This requirement may be met in a variety of ways. See your advisor.

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
	Advisor Approved Physical Science	4
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
MATH	1513 College Algebra	3
		13

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II	3
HUM	1113 Music Appreciation	3
BIO	Advisor Approved Biological Science	4
SOC	1113 Introduction to Sociology	3
MATH	1503 Contemporary Mathematics	3
		16

Sophomore Year 1st Semester

Subjects		Credit Hrs.
COM	2213 Public Address	3
ENGL	2123 Introduction to Literature	3
MATH	Advisor Approved Mathematics Elective	3
	Advisor Approved Electives	6
		15

2nd Semester

Subjects		Credit Hrs.
MATH	Advisor Approved Mathematics Elective	3
	Advisor Approved Science Elective	4
GEOG	2603 World Regional Geography	3
	Advisor Approved Elective	3
POLSC	1113 American Federal Government	3
		16

*Special Education majors must take PSY 1113 and PSY 2403 rather than SOC 1113.
*Early Childhood Education majors must take PHIL 1013 rather than GEOG 2603

Pre-Education

Early Childhood, Elementary, and Special Education



Associate in Science—University-Parallel¹ (Minimum of 60 credits) In August 1997, the Oklahoma State Regents for Higher Education approved a Pre-Education Degree program for Oklahoma City Community College students planning to transfer to a four-year state university or college in Oklahoma. This program is required for all students whose initial enrollment occurred after September 1, 1997. Students enrolled prior to September 1997 may choose to complete a degree in either Diversified Studies or the Pre-education program. It is recommended that students meet with advisors prior to making this decision.

Designed to strengthen the academic background of students entering the teaching profession, the Pre-education program requires students to enroll in 12 credit hours in each of four core areas: English, science, math, and social studies. This requirement is sometimes called the "4x12 plan." Because of limited space, only two universities are listed in the Suggested Course Sequence in this catalog.

Curriculum Listing - (University of Central Oklahoma)

GENERAL EDUCATION COURSES (60 credit hours)

English: ENGL 1113; ENGL 1213; Mathematics: MATH 1513; MATH 2013; MATH 2023; 3 hrs. Advisor Approved MATH Elective. History: HIST 1483; HIST 1493; Political Science: POLSC 1113; Natural Sciences: Four credit hours of general education Biological Science; four credit hours advisor approved science elective; Physical Science; PHYS 1604; Humanities: Six credit hours.; Communications: COM 2213; Behavioral Sciences: PSY 1113 or SOC 1113; Geography: GEOG 2603; Literature: Advisor approved 3 credit hour elective chosen from ENGL 2123 or higher; Electives: Six credit hours advisor approved general education electives. Student must demonstrate computer proficiency or enroll in a computer course to receive a degree at Oklahoma City Community College. Education majors must demonstrate listening and speaking skills in a foreign language at the novice-high level. This requirement may be met in a variety of ways. See your advisor.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
PHYS	1064 Earth Science	4
HIST	1483 U.S. History to the Civil War	3
MATH	1513 College Algebra	3
		13

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II	3
HIST	1493 U.S. History since the Civil War	3
BIO	1114 General Biology	4
PSY	1113 Introduction to Psychology OR	
SOC	1113 Introduction to Sociology	3
Advisor Approved MATH Elective		3
		16

Sophomore Year 1st Semester

Subjects		Credit Hrs.
COM	2213 Public Address	3
Humanities Elective		3
ENGL	Advisor Approved Literature Elective	3
MATH	2013 Introduction to Statistics	3
Advisor Approved Elective		3
		15

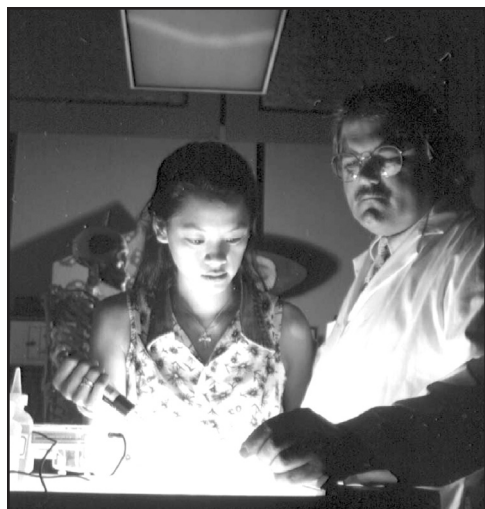
2nd Semester

Subjects		Credit Hrs.
MATH	2023 Foundations of Geometry and Measurements	3
Advisor Approved Science Elective		4
GEOG	2603 World Regional Geography	3
Humanities Elective		3
POLSC	1113 American Federal Government	3
		16

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

Pre-Medicine

Science with Chemistry Concentration Program



Associate in Science — University-Parallel¹ (64 Credits)

The Pre-Medicine/Pre-Dentistry curriculum pattern is a variation of the Chemistry emphasis in Science. This curriculum prepares the student who is pursuing a career in medicine or dentistry. It has the flexibility to allow students to transfer to a four-year college or university under a variety of life science or physical science degree plans.

Curriculum Listing

MAJOR COURSES (15 credit hours)

©CHEM 1115; ©CHEM 1215; ©CHEM 2115

GENERAL EDUCATION COURSES (40 credit hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Physics: PHYS 1114; PHYS 1214; Biological Science: BIO 2215; Humanities: Six credit hours; Social Sciences: PSY 1113 or SOC 1113; Mathematics: MATH 1513; MATH 1613

SUPPORT COURSES (9 credit hours)

Biological Science: BIO 2324; Chemistry: CHEM 2125

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL 1113	English Composition I	3
©CHEM1115	General Chemistry I	5
MATH 1513	College Algebra	3
BIO 2215	General Zoology	5
		16

2nd Semester

Subjects		Credit Hrs.
ENGL 1213	English Composition II	3
MATH 1613	Trigonometry	3
©CHEM1215	General Chemistry II	5
POLSC 1113	American Federal Government	3
	Humanities	3
		17

Sophomore Year 1st Semester

Subjects		Credit Hrs.
©CHEM2115	Organic Chemistry I	5
PHYS 1114	College Physics I	4
PSY 1113	Intro to Psychology OR	
SOC 1113	Intro to Sociology	3
BIO 2324	Comparative Vertebrate Anatomy	4
		16

2nd Semester

Subjects		Credit Hrs.
CHEM 2125	Organic Chemistry II	5
HIST 1483	American History to Civil War OR	
HIST 1493	American History from Civil War to Present	3
PHYS 1214	College Physics II	4
	Humanities	3
		15

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

©Indicates a grade of "C" or higher must be achieved.

Pre-Pharmacy

Science with Chemistry Concentration Program



Associate in Science-University-Parallel¹ (64 Credits) The Pre-Pharmacy curriculum pattern is a variation of the Chemistry emphasis in Science. This curriculum prepares the student who is pursuing a career in pharmacy.

Curriculum Listing

MAJOR COURSES (15 credit hours)

(C)CHEM 1115; (C)CHEM 1215; (C)CHEM 2115

GENERAL EDUCATION COURSES (39 credit hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Physics: PHYS 1114; Biological Science: BIO 2215; Humanities: Six credit hours; Social Sciences: PSY 1113; Economics: ECON 2113 or ECON 2123; Mathematics: MATH 1513; MATH 1743

SUPPORT COURSES (10 credit hours)

Biological Science: BIO 2125*; Chemistry: CHEM 2125

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
(C)CHEM	1115 General Chemistry I	5
MATH	1513 College Algebra	3
BIO	2215 General Zoology	5
		16

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II	3
MATH	1743 Calculus I for Bus/Life/Soc	3
(C)CHEM	1215 General Chemistry II	5
PSY	1113 Intro to Psychology	3
	Humanities	3
		17

Sophomore Year 1st Semester

Subjects		Credit Hrs.
(C)CHEM	2115 Organic Chemistry I	5
PHYS	1114 College Physics I	4
POLSC	1113 American Federal Government	3
BIO	2125 Microbiology*	5
		17

2nd Semester

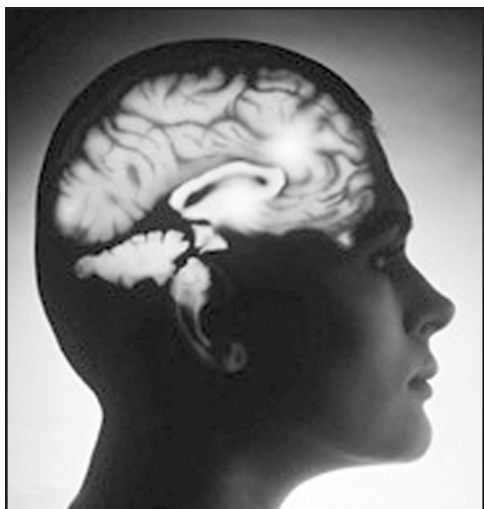
Subjects		Credit Hrs.
CHEM	2125 Organic Chemistry II	5
HIST	1483 American History to Civil War OR	
HIST	1493 American History from Civil War to Present	3
ECON	2113 Principles of Macroeconomics OR	
ECON	2123 Principles of Microeconomics	3
	Humanities	3
		14

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

(C)Indicates a grade of "C" or higher must be achieved.

*Admission to the College of Pharmacy at OUHSC also requires a physiology course such as BIO 2234.

Psychology



Associate in Arts–University-Parallel¹ (Minimum of 60 Credits) Psychology is the broad-based study of the complexities of human behavior dealing with how organizations, families and individuals behave and why they behave as they do. Psychology students probe into how the human brain organizes and interprets information and how that interpretation affects the senses, perceptions and general well-being of a person. By completing the Psychology Program students earn an associate degree and prepare for transferring to a four-year college or university. People suited for a career in psychology are interested in human behavior. Career opportunities are available in counseling, education, private practice, research, personnel or sales.

Curriculum Listing

MAJOR COURSES (15 credit hours)

Psychology: PSY 1113; *twelve credit hours of psychology electives, which must include PSY 2403 and two of the following: PSY 2123; PSY 2193; or PSY 2743.

GENERAL EDUCATION COURSES (37 credit hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; *Sciences: General education Biological Science; and Physical Science (at least one must have a lab); Humanities: Six credit hours of humanities electives.; Mathematics: MATH 1513 or MATH 1503 or MATH 2013; Social Sciences: SOC 1113; three credit hours of social science electives.; General Education Electives: Three credit hours of electives.

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.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
PSY	1113 Introduction to Psychology	3
ENGL	1113 English Composition I	3
HIST	1483 U.S.History to the Civil War OR	
HIST	1493 U.S. History since Civil War	3
	Biological Science	3-4
MATH	1513 College Algebra OR	
MATH	1503 Contemporary Mathematics OR	
MATH	2013 Introduction to Statistics	3
		15-16

2nd Semester

Subjects		Credit Hrs.
	*Psychology Elective	3
ENGL	1213 English Composition II	3
POLSC	1113 American Federal Government	3
	Physical Science Elective	3-4
	General Education Elective	3
		15-16

Sophomore Year 1st Semester

Subjects		Credit Hrs.
	*Psychology Elective	3
SOC	1113 Introduction to Sociology	3
	Humanities Elective	3
	Approved Elective	6
		15

2nd Semester

Subjects		Credit Hrs.
	*Psychology Elective	3
	Social Science Elective	3
	Humanities Elective	3
	Approved Elective	5
		14

*See page 63 for General Education Requirements

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

Public Relations

Journalism and Broadcasting—Public Relations Emphasis



Associate in Arts—University-Parallel¹ (Minimum of 60 credits) 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, Journalism and Speech.

Curriculum Listing

MAJOR COURSES (12 Credit Hours)

Journalism and Broadcasting: JB 1103; JB 1133; JB 2413; JB 2643

GENERAL EDUCATION COURSES (40-41 Credit Hours)

English: ENGL 1113; ENGL 1213; Communications: COM 1123; COM 2213; Economics: ECON 2113; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113; Humanities: Six credit hours Humanities Electives; *Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science—one of the science courses must include a lab component.

SUPPORT COURSES (3 Credit Hours)

GCOM 1143 or GCOM 2773

ELECTIVES (4-5 Credit Hours)

Electives: Four to five credit hours Free Electives

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
PSY	1113 Introduction to Psychology OR	
SOC	1113 Introduction to Sociology	3
MATH	1503 Contemporary Mathematics OR	
MATH	1513 College Algebra OR	
MATH	2013 Introduction to Statistics	3
COM	1123 Interpersonal Communications	3
JB	1103 Audio Production	3
		15

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II	3
ECON	2113 Principles of Macroeconomics	3
POLSC	1113 American Federal Government	3
JB	1133 News Writing I	3
COM	2213 Public Address	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
JB	2413 Principles of Public Relations	3
GCOM	1143 Black and White Photography I OR	
GCOM	2773 Image Editing: Photoshop I	3
		Humanities Elective.....3
		Any Biological Science*
		15-16

2nd Semester

Subjects		Credit Hrs.
JB	2643 Video Production	3
		Humanities Elective.....3
		Any Physical Science*
		Electives.....4-5
		14-15

^{*}See page 63 for General Education Requirements

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

^{*}At least one science course must include a laboratory component.

Real Estate



Certificate of Mastery (Minimum of 18 Credits) The certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned may apply toward an Associate in Applied Science degree.

Special knowledge is needed to buy and sell real estate effectively. People rely on professionals in the real estate field to assist them with real estate transactions. A certificate of mastery program introduces students to careers in real estate and provides the knowledge necessary to become one of those professionals. The real estate certificate provides study opportunities in appraising property, financing, sales and marketing. Students are prepared to enter a career as a real estate agent. Oklahoma City Community College also offers a finance degree with an emphasis in banking that prepares students for entry into the job market.

Curriculum Listing

MAJOR COURSES (12 credit hours)

Real Estate: REL 1113; REL 1213; REL 2313; Finance: FIN 1013

GENERAL EDUCATION COURSES (3 credit hours)

English: ENGL 1113

SUPPORT COURSES (3 credit hours)

Business: BUS 2033

Suggested Course Sequence

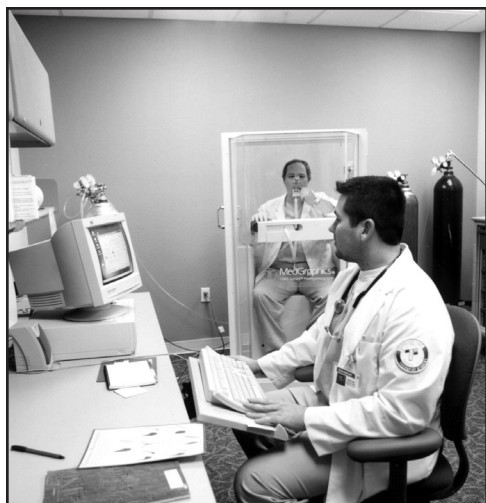
Freshman Year 1st Semester

Subjects			Credit Hrs.
ENGL	1113	English Composition I	3
REL	1113	Real Estate Principles	3
FIN	1013	Personal Finance	3
			<u>9</u>

2nd Semester

Subjects			Credit Hrs.
REL	1213	Real Estate Practices	3
REL	2313	Real Estate Law	3
BUS	2033	Business Communication	3
			<u>9</u>

Respiratory Care Therapist^{#++}



Associate in Applied Science—Technical and Occupational²
(Minimum of 67 credits) This associate degree program is designed to meet the needs of an individual who wants to enter the job market following completion of the program. Students pursuing this associate degree complete general education and support courses at Oklahoma City Community College. All major courses are completed at Francis Tuttle Technology Center as part of the cooperative agreement.

Respiratory Care Therapists work under the supervision of a physician to deliver direct patient care in hospitals, nursing homes, skilled nursing facilities, laboratories, doctors' offices and homes. Therapies are directed toward the diagnosis and treatment of respiratory and cardiac diseases and often involve the use of sophisticated equipment. In addition to admission to the College, admission to the Associate of Applied Science in Respiratory Care degree program is required. The application process for the program must be completed at Francis Tuttle Technology Center. Students must be admitted to the Respiratory Care program before enrollment in major courses. Performance of respiratory care in Oklahoma requires state licensure. Eligibility for licensure as a Registered Respiratory Therapist is determined by the State Board of Medical Examiners.

Curriculum Listing

MAJOR COURSES (42 credit hours)

RC 1021; RC 1033; RC 1041; RC 1114; RC 1124; RC 1142; RC 1223; RC 1244; RC 1253; RC 1312; RC 1312; RC 1214; RC 2212; RC 2312; RC 2412; RC 2512; RC 2613

GENERAL EDUCATION COURSES (18 credit hours)

Political Science: POLSC 1113; English: ENGL 1113 Computer-Assisted; Any Oklahoma State Regents for Higher Education approved general education three credit hour English or communications course.*; Psychology: PSY 1113; History: HIST 1483 or HIST 1493; General Education Electives: three credit hours

SUPPORT COURSES (7 credit hours)

Biological Sciences: BIO 1314 or BIO 1224; Mathematics: MATH 1513 or APPM 1223

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
RC	1021 Medical Ethics	1
RC	1114 Respiratory Therapy Procedures I and Lab	4
BIO	1314 Human Anatomy and Physiology I OR	
BIO	1224 Technical Human Anatomy and Physiology	4
MATH	1513 College Algebra OR	
APPM	1223 Mathematics for Technical Careers I	3
RC	1033 Respiratory Care Sciences	3
RC	1041 Introduction to Clinical Application	1
		16

2nd Semester

Subjects		Credit Hrs.
RC	1124 Respiratory Therapy Procedures II and Lab	4
RC	1244 Clinical Application of Basic Respiratory Therapeutics	4
RC	1142 Respiratory Pharmacology	2
RC	1312 Cardiopulmonary Anatomy, Physiology and Pathology	2
ENGL	1113 English Composition (Computer Assisted)	3
		15

Summer

Subjects		Credit Hrs.
RC	2212 Pulmonary Function Testing and Bronchoscopy	2
RC	1253 Clinical Application of Advanced Respiratory Therapeutics	3
		5

Sophomore Year 1st Semester

Subjects			Credit Hrs.
RC	2124	Critical Care Respiratory Therapy	4
RC	2312	Clinical Experience I.....	2
RC	1223	Pediatric and Neonatal Respiratory Care.....	3
HIST	1483	U.S. History to the Civil War or	
HIST	1493	U.S. History from the Civil War	3
		Three credit hours of general education electives	3
			15

2nd Semester

Subjects		Credit Hrs.
RC	2512 Respiratory Therapy Seminar	2
RC	2412 Clinical Experience II.....	2
RC	2613 Advanced Respiratory Care/Patient Management	3
PSY	1113 Introduction to Psychology	3
POLSC	1113 American Federal Government	3
Any Oklahoma State Regents for Higher Education approved general education English or communications course.*		3
		16

A cooperative agreement has been established with Francis Tuttle Technology Center. Major courses available only at Francis Tuttle Technology Center.

++Special Admissions Procedures Required.

* To be chosen from ENGL 1213, ENGL 1233, COM 1123, or COM 2213

** Students must file all financial aid through the technology center while attending there.

Sociology



Associate in Arts–University-Parallel¹ (Minimum of 61 Credits) An interest in people is critical for students who want to study sociology because sociology is the study of people and how they behave in social environments. Sociology students discover why people need the company of other human beings. They also learn why some groups get along with everyone while others do not get along at all. Topics such as social problems, crime, delinquency, marriage, cultural anthropology-the study of different cultures, and family relationships are examined in sociology courses. A degree in sociology prepares students to continue their education at a four-year college or university and to pursue careers in social program development, research, education, human services, human resources, counseling, city planning and social services.

Curriculum Listing

MAJOR COURSES (15 credit hours)

Sociology: SOC 1113; SOC 2023; SOC 2903. Six credit hours of Sociology electives, (i.e. any other SOC category courses)

GENERAL EDUCATION COURSES (37 credit hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Psychology: PSY 1113; Sciences: Three or four credit hours of general education biological sciences; three or four credit hours of physical science-one of the science courses must include a lab component; Humanities: Six credit hours of Humanities courses.; General Education Electives: Six credit hours

SUPPORT COURSES (9 credit hours)

All courses within the following categories: CD, ENGL, CS, ECON, GER, HIST, HUM, PHIL, POLSC, PSY, SOC. Any foreign language or credited sign language course. Additional courses may be substituted with approval of advisor.

^{*}See page 63 for General Education Requirements

See page 60 for transfer policy information.

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
SOC	1113 Introduction to Sociology	3
ENGL	1113 English Composition I	3
HIST	1483 U.S. to the Civil War OR	
HIST	1493 U.S. History since Civil War	3
	*Biological Science.....	3-4
PSY	1113 Introduction to Psychology	3
		15-16

2nd Semester

Subjects		Credit Hrs.
SOC	2023 Social Problems	3
ENGL	1213 English Composition II	3
POLSC	1113 American Federal Government	3
MATH	1503 Contemporary Mathematics OR	
MATH	1513 College Algebra OR	
MATH	2013 Introduction to Statistics	3
	Sociology Elective.....	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
	Sociology Elective	3
	*Physical Science.....	3-4
	Humanities Elective.....	3
	Support Course Electives.....	6
		15-16

2nd Semester

Subjects		Credit Hrs.
SOC	2903 Sociology Seminar	3
	Humanities Elective.....	3
	General Education Electives.....	6
	Support Course Elective	3
		15

^{*}At least one science course must include a laboratory component

Spanish

Modern Languages-Spanish Emphasis



Associate in Arts-University-Parallel¹ (Minimum of 60 credits) Students who study Spanish will learn one of the most widely-spoken languages in the world. In addition to learning to understand, speak, read, and write Spanish, students will gain understanding of the cultures of the Hispanic peoples of the world, including the millions who reside in the United States. An associate degree in Modern Languages gives the student the background needed to transfer to a four-year college or university. After graduating, language students may find career opportunities in teaching, travel, broadcasting, translating, law enforcement, international business or social service. Another area of emphasis available is French.

Curriculum Listing

MAJOR COURSES (16 Credit Hours)

Spanish: SPAN 1115; SPAN 1225; SPAN 2113; SPAN 2223

GENERAL EDUCATION COURSES (37 Credit Hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Humanities: Six credit hours Humanities Electives; *Sciences: Three to four credit hours Biological Science; three to four credit hours Physical Science-one of the science courses must include a lab component.; Literature: Any ENGL course 2123 or higher; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Electives: Six credit hours General Education Electives

SUPPORT COURSES (7 Credit Hours)

Electives: Choose seven credit hours of electives from SPAN, GRMN, FREN, COM, ENGL, HUM, WL categories.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
SPAN	1115 Elementary Spanish I	5
ENGL	1113 English Composition I	3
	Biological Science	3-4
	Support Elective	3
		14-15

2nd Semester

Subjects		Credit Hrs.
SPAN	1225 Elementary Spanish II	5
ENGL	1213 English Composition II	3
MATH	1503 Contemporary Mathematics OR	
MATH	1513 College Algebra OR	
MATH	2013 Introduction to Statistics	3
	General Education Elective	3
		14

Sophomore Year 1st Semester

Subjects		Credit Hrs.
SPAN	2113 Intermediate Spanish I	3
POLSC	1113 American Federal Government	3
	Humanities Elective	3
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
ENGL	2123 (or higher) Literature Elective	3
		15

2nd Semester

Subjects		Credit Hrs.
SPAN	2223 Intermediate Spanish II	3
	Physical Science	3-4
	Humanities Elective	3
	General Education Elective	3
	Support Elective	4
		16-17

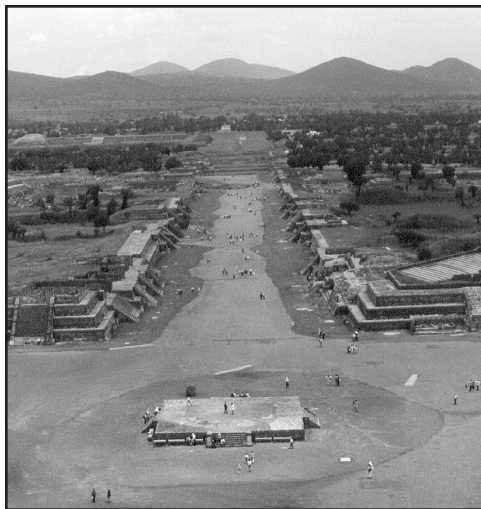
^{*}See page 63 for General Education Requirements

See page 60 for transfer policy information.

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

Spanish

+Modern Languages: Spanish Emphasis



Certificate of Mastery: Conversational Track (Minimum of 21 credits) The Certificate of Mastery program is designed for students who wish to develop a working proficiency in Spanish for a variety of goals, including personal development, career opportunities, and travel. Those who earn this certificate will be able to communicate, orally and in writing, with native speakers of Spanish, and will demonstrate the cultural competence necessary to function within the diverse cultures of the Hispanic world. In order to provide options for different student goals, we offer two curricular tracks for the Certificate of Mastery. Students who choose the Conversational Track will focus on oral language skills and development of cultural competence. This track will require an International Study course, which will provide authentic language and cultural experiences. This Certificate of Mastery gives the student the background in Spanish to find a career in teaching, travel, broadcasting, translating, law enforcement, international business or social service. All courses in the Certificate of Mastery can be applied toward the Associate in Arts Degree in Modern Languages: Spanish Emphasis. Students who plan to pursue a degree after completing the certificate should work with their faculty advisor.

Curriculum Listing: Conversational Track

MAJOR COURSES (21 credit hours)

SPAN 1013, 1123, 1225, 2013 or 2113, 2051, 2223, 2063

Suggested Course Sequence

Freshman Year 1st Semester

Subjects	Credit Hrs.
(C)SPAN 1013 Conversational Spanish I	3
(C)SPAN 1123 Conversational Spanish II	3
	6

2nd Semester

Subjects	Credit Hrs.
(C)SPAN 1225 Elementary Spanish II	5
	5

Sophomore Year 1st Semester

Subjects	Credit Hrs.
(C)SPAN 2013 Conversational Spanish III OR	
(C)SPAN 2113 Intermediate Spanish I	3
(C)SPAN 2051 Spanish Immersion II	1
	4

2nd Semester

Subjects	Credit Hrs.
(C)SPAN 2223 Intermediate Spanish II	3
(C)SPAN 2063 International Study II	3
	6

+Pending Approval

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

Spanish

+Modern Languages: Spanish Emphasis



Certificate of Mastery: Traditional Track (Minimum of 21 credits) The Certificate of Mastery program is designed for students who wish to develop a working proficiency in Spanish for a variety of goals, including personal development, career opportunities, and travel. Those who earn this certificate will be able to communicate, orally and in writing, with native speakers of Spanish, and will demonstrate the cultural competence necessary to function within the diverse cultures of the Hispanic world. In order to provide options for different student goals, we offer two curricular tracks for the Certificate of Mastery. Students who choose the Traditional Track will focus on the development of oral and written skills, with a strong emphasis on the structure of the language. The requirement of two credits of Spanish Immersion will provide practical language experience in a local setting. This Certificate of Mastery gives the student the background in Spanish to find a career in teaching, travel, broadcasting, translating, law enforcement, international business or social service. All courses in the Certificate of Mastery can be applied toward the Associate in Arts Degree in Modern Languages: Spanish Emphasis. Students who plan to pursue a degree after completing the certificate should work with their faculty advisor.

Curriculum Listing:

Traditional Track

MAJOR COURSES (21 credit hours)
SPAN 1115, 1123, 1225, 2013 or 2113, 1151, 2223, 2051

Suggested Course Sequence

Freshman Year 1st Semester

Subjects	Credit Hrs.
(C)SPAN 1115 Elementary Spanish I	5
	5

2nd Semester

Subjects	Credit Hrs.
(C)SPAN 1225 Elementary Spanish II	5
(C)SPAN 1123 Conversational Spanish II	3
	8

Sophomore Year 1st Semester

Subjects	Credit Hrs.
(C)SPAN 2013 Conversational Spanish III OR	
(C)SPAN 2113 Intermediate Spanish I	3
(C)SPAN 1151 Spanish Immersion I	1
	4

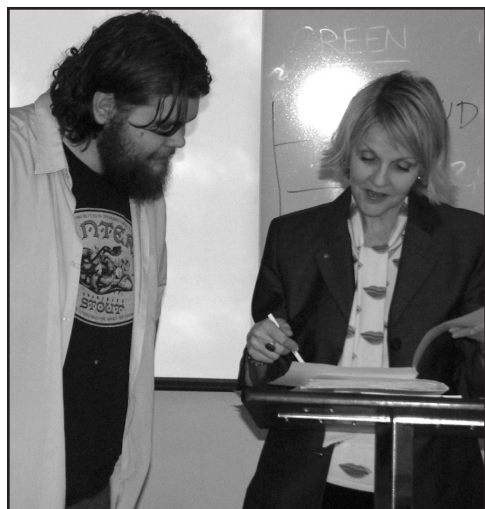
2nd Semester

Subjects	Credit Hrs.
(C)SPAN 2223 Intermediate Spanish II	3
(C)SPAN 2051 Spanish Immersion II	1
	4

+Pending Approval
(C) A grade of C or higher must be achieved.

Speech

Journalism and Broadcasting—Speech Emphasis



Associate in Arts—University-Parallel¹ (Minimum of 60 credits) Speech students develop commanding formal and informal communication skills. Students develop techniques for gathering information and making dynamic presentations. Public address, interpersonal communications and oral interpretation are the major courses designed to develop the student's total understanding of audiences, speaking skills and presentations. Associate degrees in Broadcasting and Journalism prepare students to transfer to a four-year college or university. After graduating, students may find career opportunities in teaching, public service, broadcasting, business management, or the ministry. Areas of emphasis are also available in broadcasting, journalism and public relations.

Curriculum Listing

MAJOR COURSES (12 Credit Hours)

Communications: COM 1123; COM 2213; TA 1133; TA 2233

GENERAL EDUCATION COURSES (37-38 Credit Hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113; Theatre Arts: TA 1103; Humanities: Six credit hours Humanities Electives; *Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science.; Electives: Three credit hours Advisor Approved General Education Electives

SUPPORT COURSES (3 Credit Hours)

TA 2103 or JB 2413

ELECTIVES (7-8 Credit Hours)

Electives: Seven to eight credit hours of Free Electives

¹See page 63 for General Education Requirements

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
PSY	1113 Introduction to Psychology OR	
SOC	1113 Introduction to Sociology	3
MATH	1503 Contemporary Math OR	
MATH	1513 College Algebra OR	
MATH	2013 Introduction to Statistics	3
TA	1133 Voice and Speech Improvement	3
	Humanities elective	3
		15

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II	3
COM	1123 Interpersonal Communications	3
POLSC	1113 American Federal Government	3
TA	1103 Introduction to Theatre	3
	Any Biological Science*	3-4
		15-16

Sophomore Year 1st Semester

Subjects		Credit Hrs.
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
TA	2233 Acting for the Camera	3
	Elective	3
	Humanities Elective	3
	Any Physical Science*	3-4
		15

2nd Semester

Subjects		Credit Hrs.
COM	2213 Public Address	3
	Approved Support Elective	3
	Electives	4-5
	General Education Elective	3
		13-14

*At least one science course must have a lab component.

Surgical Technology^{#++}



Associate in Applied Science — Technical and Occupational²
(Minimum of 63 credits) The application process for the program must be completed at Metro Tech or Moore Norman Technology Centers. An applicant who provides documentation of certification as a Surgical Technician may be eligible for advanced standing credit. Students must be admitted to the program before enrollment in major courses. Students pursuing this associate degree would complete general education and support courses at Oklahoma City Community College. All major courses are taught at Metro Tech or Moore Norman Technology Centers.

Surgical Technologists are integral members of the surgical team who work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel delivering patient care before, during, and after surgery. The Metro Tech and Moore Norman Technology Centers' Certified Surgical Technician Programs are fully accredited by the Commission on Accreditation of Allied Health Education Programs. The graduate is eligible to apply for the national certifying examination in Surgical Technology administered by the Association of Surgical Technologists.

Curriculum Listing

MAJOR COURSES (33 Credit Hours)

#(C)ST 1114; (C)ST 1126; (C)ST 2214; (C)ST 2226; (C)ST 2314; (C)ST 2336; AHP 1013

GENERAL EDUCATION COURSES (23 Credit Hours)

English: ENGL 1113- (Comp Assist); Any Oklahoma State Regents for Higher Education approved GenEd 3 credit hour English or communications course*; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Psychology: PSY 1113; Biological Science: BIO 1314; BIO 1414

SUPPORT COURSES (7 Credit Hours)

Biological Sciences: BIO 1514; Mathematics: APPM 1313

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
(C)ST	1114 Surgical Techniques I	4
(C)ST	1126 Surgical Techniques Practicum I	6
BIO	1314 Human Anatomy and Physiology I	4
ENGL	1113 English Composition I - Computer Assisted	3
		17

2nd Semester

Subjects		Credit Hrs.
(C)ST	2214 Surgical Techniques II	4
(C)ST	2226 Surgical Techniques Practicum II	6
AHP	1013 Medical Terminology	3
BIO	1414 Human Anatomy and Physiology II	4
		17

Summer

Subjects		Credit Hrs.
(C)ST	2314 Surgical Techniques III	4
(C)ST	2336 Surgical Techniques Practicum III	6
		10

Sophomore Year 1st Semester

Subjects		Credit Hrs.
BIO	1514 Microbiology of Infectious Disease	4
APPM	1313 Mathematics for Health Careers	3
POLSC	1113 American Federal Government	3
	Any Oklahoma State Regents for Higher Education approved general education English or communications course.*	3
		13

2nd Semester

Subjects		Credit Hrs.
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History from Civil War	3
PSY	1113 Introduction to Psychology	3
		6

#Cooperative agreements have been established with Metro Tech and Moore Norman Technology Centers. Major courses are available only at Metro Tech and Moore Norman Technology Centers.

++Special Admissions Procedures Required

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

* To be chosen from ENGL 1213, ENGL 1233, COM 1123, or COM 2213

** Students must file all financial aid through the technology center while attending there.

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

Technology



Associate in Science—University-Parallel¹ (Minimum of 61 Credits) Students enrolled in the Technology Program develop vital skills in preparation for becoming members of the business community. Students study economics, accounting, statistics, and computer science, in addition to general education. A degree in technology prepares students to transfer to a baccalaureate degree program. There they can pursue a bachelor's degree with a major in a specialized technology area.

Curriculum Listing

MAJOR COURSES (18 credit hours)

Technology: TECH 1013; TECH 1113; TECH 2013; TECH 2023; TECH 2773; TECH 2783

GENERAL EDUCATION COURSES (37-38 credit hours)

Communications: COM 1123; or COM 1323 or COM 2213 ; Economics: ECON 2113 ; English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503; or MATH 1513 or MATH 2013 ; Political Science: POLSC 1113 ; *Science: Three to four credit hours of general education Biological Science; three to four credit hours from *Physical Science—one of the science courses must include a lab component (any PHYS; CHEM; GEOL; or ASTR course); 6 credit hours: Humanities Elective

SUPPORT COURSES (6 credit hours)

Advisor Approved Support Electives

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
POLSC	1113 American Federal Government	3
TECH	1013 Introduction to Technology	3
MATH	1503 Contemporary Mathematics OR	
MATH	1513 College Algebra OR	
MATH	2013 Introduction to Statistics	3
	*Physical Science.....	3-4
		15-16

2nd Semester

Subjects		Credit Hrs.
ENGL	1213 English Composition II	3
COM	1123 Interpersonal Communications OR	
COM	1323 Oral Interpretation OR	
COM	2213 Public Address	3
TECH	1113 Beginning Technology Applications	3
	*Any Biological Science	3-4
	Humanities Elective.....	3
		15-16

Sophomore Year 1st Semester

Subjects		Credit Hrs.
ECON	2113 Principles of Macroeconomics	3
TECH	2013 Intermediate Technology Applications	3
TECH	2773 Technology Field Internship I	3
	Approved General Education Elective	3
	Advisor Approved Support Elective	3
		15

2nd Semester

Subjects		Credit Hrs.
HIST	1483 American History to the Civil War OR	
HIST	1493 American History since Civil War to Present.....	3
TECH	2023 Advanced Technology Applications	3
TECH	2783 Technology Field Internship II	3
	Humanities Elective.....	3
	Advisor Approved Support Elective	3
		15

See page 60 for transfer policy information

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

*One Science course must include a laboratory component. Physical Science (Any PHYS, CHEM, GEOL, or ASTR course.)

Technology#



Associate in Applied Science—Technical /and Occupational² (Minimum of 60 Credits) This associate degree program is specialized to meet business, government, and industry specifications in a particular industry. The plans of study are designed with direct input from business and industry partners. Businesses that have participated in the development of current programs are: Advanced Academics, Inc., Advancia Corporation, Altech Services, AML 500-Office of Information Services, Atkins Benham, Inc., BTG Incorporated, CACI-ASG, Cisco, Commander Aircraft, Communitel, Cox Communications, Dobson Communications, Inc., EDS, Endex of Oklahoma, Inc., Executrain, Francis Tuttle Technology Center, iBeam, LazerNet Services, Modern Technology Systems, Inc., Moore Norman Technology Center, OG&E, Pace/Butler Corporation, Resourceware, Inc., Southwestern Bell, Synergy Datacom Supply, The Hertz Corporation, The Michael Group, and ThinkSpark, Inc. Current specialized approved programs are as follows: 1.) *OG&E – Industrial Engineering Technology with emphasis in Engineering Design and Analysis, Instrument Systems and Automation, and Maintenance. 2.) Information Systems Industry leading to certifications in MCP (Microsoft Certified Professional), MCSE (Microsoft Certified Systems Engineer) and SCSA (SUN Certified System Administrator). 3.) Internet Technologies Industry leading to certification in Certified Internet Webmaster. Coursework in the major area is designed to give students the necessary preparation to pursue industry specific technology careers after graduation. *The OG&E program is offered through an alliance of educational partners so that students may take courses at Oklahoma City Community College, Francis Tuttle Technology Center, Oklahoma State University (Oklahoma City), or Rose State College. Students must consult with their faculty advisor when selecting technology courses and electives.

Curriculum Listing

MAJOR COURSES (30 credit hours)

Special topics in Technology: TECH 1000 and TECH 2000; Completion of ACE credit; approved Business/Industry/Government training curriculum; prescribed technical or advisor approved courses.

GENERAL EDUCATION COURSES (18 credit hours)

Communications: COM 1123; or COM 1323 or COM 2213 or advisor approved COM elective or ENGL 1213; English: ENGL 1113; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; 3 Credit Hours of Approved General Education Electives

SUPPORT COURSES (12 credit hours)

Approved Support Electives; Approved Math Elective

*See page 63 for General Education Requirements

² This technical/occupational program is designed to prepare students to enter the job force following completion. See page 60 for information on Technical/Occupational Programs.

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
ENGL	1113 English Composition I	3
POLSC	1113 American Federal Government	3
	Advisor Approved Support Elective	3
TECH	1000 Special Topics in Technology Completion of ACE credit, approved Business/Industry/Government training curriculum, prescribed technical OR advisor approved courses.....	6
		15

2nd Semester

Subjects		Credit Hrs.
COM	1123 Interpersonal Communication OR	
COM	1323 Oral Interpretation OR	
COM	2213 Public Address OR	
COM	Advisor Approved Communications Elective OR	
ENGL	1213 English Composition II	3
	Advisor Approved Mathematics Elective	3
TECH	1000 Special Topics: Completion of ACE credit, approved Business/Industry/Government training curriculum, prescribed technical OR advisor approved courses.....	9
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
HIST	1483 American History to the Civil War OR	
HIST	1493 American History since Civil War to Present.....	3
TECH	2000 Advanced Special Topics in Technology: Completion of ACE credit, approved Business/Industry/Government training curriculum, prescribed technical OR advisor approved courses.....	6
	Advisor Approved General Education Elective.....	3
	Advisor Approved Support Elective	3
		15

2nd Semester

Subjects		Credit Hrs.
TECH	2000 Advanced Special Topics in Technology: Completion of ACE credit, approved Business/Industry/Government training curriculum, prescribed technical OR advisor approved courses.....	9
	Advisor Approved Support Elective	3
	Approved General Education Elective	3
		15

Cooperative agreements have been established through Francis Tuttle and Moore Norman Technology Centers.

Technology



Certificate of Mastery (Minimum of 18 Credits) The certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned may apply toward an Associate in Science or Applied Science degree.

A Certificate of Mastery in Technology provides the opportunity for students to study the areas of emphasis that relate directly to jobs in specific Technology services and industry fields. At Oklahoma City Community College, a Certificate of Mastery can be earned by completing 18 credit hours in coursework such as beginning applications, intermediate applications, and advanced applications of industry specific fields. Classes are taught by professors who are both academically and professionally qualified. Students benefit from the instructors' years of experience on the job and in the classroom. With a Certificate of Mastery, students can begin a career through entry-level positions. Often, students can earn certificates as they work toward a degree. Oklahoma City Community College also offers a Technology degree with a general option whereby a student can specialize in specific technology services that transfers to a baccalaureate program or that prepares students for immediate entry into the job market.

Curriculum Listing

MAJOR COURSES (12 credit hours)

Technology : TECH 1103; TECH 1113; TECH 2773; TECH 2783

SUPPORT COURSES (6 credit hours)

Advisor Approved Support Electives

Suggested Course Sequence

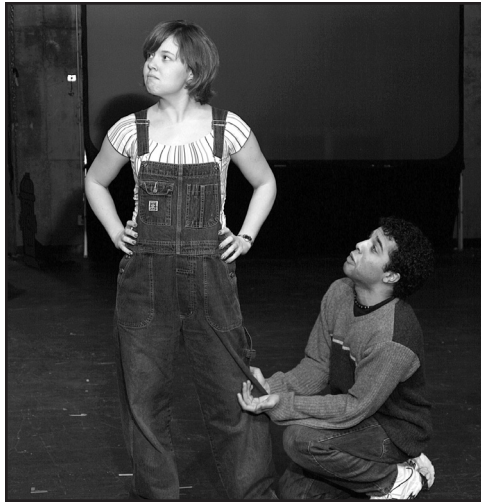
Freshman Year 1st Semester

Subjects		Credit Hrs.
TECH 1013	Introduction to Technology	3
TECH 2773	Technology Field Internship I	3
	Advisor Approved Support Elective	3
		9

2nd Semester

Subjects		Credit Hrs.
TECH 1113	Beginning Technology Applications	3
TECH 2783	Technology Field Internship II	3
	Advisor Approved Support Elective	3
		9

Theatre Arts



Associate in Arts—University-Parallel¹ (Minimum of 60 credits) The Theatre Arts 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 arts 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.

Curriculum Listing

MAJOR COURSES (18 Credit Hours)

Theatre Arts: TA 1103; TA 1133; TA 1223; TA 1513; TA 2203; TA 2233

GENERAL EDUCATION COURSES (37 Credit Hours)

English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Psychology: PSY 1103 or Communications: COM 1123; *Sciences: Three to four credit hours Biological Science; three to four credit hours Physical Science—one of the science courses must include a lab component; Humanities: Six credit hours Humanities Electives; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Philosophy: PHIL 1013; General Education Elective: Three credit hours

SUPPORT COURSES (4-5 Credit Hours)

*Electives: Four to five credit hours Approved Electives

Suggested Course Sequence

Freshman Year 1st Semester

Subjects		Credit Hrs.
TA	1103 Introduction to Theatre	3
TA	1513 Acting I	3
ENGL	1113 English Composition I	3
HIST	1483 U.S. History to the Civil War OR	
HIST	1493 U.S. History since the Civil War	3
PSY	1103 Human Relations OR	
COM	1123 Interpersonal Communications	3
		15

2nd Semester

Subjects		Credit Hrs.
TA	2203 Acting II	3
PHIL	1013 Introduction to Philosophy	3
ENGL	1213 English Composition II	3
POLSC	1113 American Federal Government	3
MATH	1503 Contemporary Mathematics OR	
MATH	1513 College Algebra OR	
MATH	2013 Introduction to Statistics	3
		15

Sophomore Year 1st Semester

Subjects		Credit Hrs.
TA	1223 Make-up for the Stage	3
TA	2233 Acting for the Camera	3
	Physical Science	3-4
	Humanities Elective	3
	*Support Elective	1-2
		13-15

2nd Semester

Subjects		Credit Hrs.
TA	1133 Voice and Speech Improvement	3
	Biological Science	3-4
	*Support Elective	3
	Humanities Elective	3
	General Education Elective	3
		15

See page 60 for transfer policy information

¹This program is designed for students planning to continue their education at a four-year college or university. See page 58 for information and requirements for University Parallel/Transfer Programs.

*Support Elective: TA 1000; TA 1121; TA 2113; TA 2123; HUM 2233; HUM 2243; HUM 2253



Course Descriptions

ACCOUNTING

ACCT 2000 SPECIAL TOPICS

Prerequisite: ACCT 2113 and Permission of Instructor

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

Prerequisite: (R) (W) (M)

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

Prerequisite: ACCT 2113

3 CREDITS. A continuation of ACCT 2113. Students will demonstrate an understanding of managerial accounting concepts by properly classifying basic cost elements, allocating these costs to the manufacturing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

*ACCT 2213 COMPUTERIZED ACCOUNTING

Prerequisite: ACCT 2113

3 CREDITS. This course is designed for students who are seeking an Associate in Applied Science in Business-Accounting Option, the Certificate of Mastery-Accounting Technician, or the Certificate of Mastery-Accounting Office Assistant. It is also a required or elective course in some technical programs at Oklahoma City Community College. It generally will not transfer to four-year public colleges or universities. Students will demonstrate the use of the computer to complete accounting problems relating to general ledger entries, voucher systems, fixed assets, payroll, partnerships and corporations, financial statement analysis, and departmentalized accounting. (This course is generally offered in the fall semester only.)

ACCT 2233 GOVERNMENT AND NON-PROFIT ACCOUNTING

Prerequisite: ACCT 2123

3 CREDITS. This course is offered as an elective in the Certificate of Mastery-Accounting Technician and Certificate of Mastery-Accounting Office Assistant programs. The course is also available to those students who work for a governmental agency or other non-profit institution desiring to upgrade their job skills. This course is generally not transferable to four-year colleges or universities. The student will learn the nature and relationship of the various funds normally found in most governmental entities as well as the financial activities involving budgets, encumbrances, revenues, expenditures, and other fiduciary responsibilities common to non-profit institutions such as colleges, hospitals, foundations, public enterprises, and virtually all governmental agencies. (This course is generally offered every other spring semester.)

ACCT 2303 COST ACCOUNTING

Prerequisite: ACCT 2123

3 CREDITS. This course is designed for students who are seeking an Associate in Applied Science in Business-Accounting Option or the Certificate of Mastery-Accounting Technician. It generally will not transfer to four-year public colleges or universities. Students will demonstrate their understanding of concepts of cost accounting by (1) properly classifying basic cost elements, (2) applying the cost principles and procedures involved in job order and process costing, (3) demonstrating the use of a standard cost system to include the computation of variances, and (4) using cost analysis in management decision making. (This course is generally offered in the spring semester only.)

ACCT 2403 INCOME TAX ACCOUNTING

Prerequisite: ACCT 2113

3 CREDITS. This course is designed for students seeking an Associate in Applied Science in Business-Accounting Option or the Certificate of Mastery-Accounting Technician. 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, (3) computing the tax liability, and (4) performing tax research using a comprehensive tax library. (This course is generally offered in the fall semester only.)

ACCT 2603 INTERMEDIATE ACCOUNTING I

Prerequisite: ACCT 2123

3 CREDITS. This course is designed for students who are seeking an Associate in Applied Science in Business-Accounting Option or the Certificate of Mastery-Accounting Technician. It generally will not transfer to four-year public colleges or universities. Students will demonstrate their understanding of concepts of advanced principles of accounting relating to the accounting process, assets, and the time value of money. (This course is generally offered in the fall semester only.)

ACCT 2703 INTERMEDIATE ACCOUNTING II

Prerequisite: ACCT 2603

3 CREDITS. This course is designed for students who are seeking an Associate in Applied Science in Business-Accounting Option or the Certificate of Mastery-Accounting Technician. It generally will not transfer to four-year public colleges or universities. Students will demonstrate their understanding of generally accepted accounting principles related to liabilities, stockholders' equity, correction of errors, cash flow reporting and financial statement analysis. (This course is generally offered in the spring semester only.)

*Course satisfies the computer proficiency requirement.

ADMINISTRATIVE OFFICE TECHNOLOGY

AOT 1000 SPECIAL TOPICS

Prerequisite: (R)

VARIABLE 1-4 CREDITS. This is a study of a variety of topics in which the student will be exposed to such topics as preparing for a career in the secretarial area, assessing the job market, etc. The course may be repeated with a change of topic.

*AOT 1113 COMPUTER KEYBOARDING

Prerequisite: (R) (W)

3 CREDITS. The student will master the keyboard by touch and begin development of acceptable speed and accuracy levels on the alphabetic and alphanumeric keyboard and the ten-key number pad. Formatting of basic documents is also included.

AOT 1123 SHORTHAND I

Prerequisite: (R)

3 CREDITS. The student will master the correct theory and principles of Gregg shorthand, read at specified speeds, and write correct shorthand outlines.

AOT 1223 SHORTHAND II

Prerequisite: (R), AOT 1123 or Permission of Instructor

3 CREDITS. The student will review the theory of Gregg Shorthand, take dictation for three minutes at specified speeds and will transcribe shorthand notes accurately using the microcomputer.

*AOT 1713 BEGINNING WORD PROCESSING APPLICATIONS

Prerequisite: (R) (W)

3 CREDITS. Students will use microcomputer word processing software to create, modify, store, retrieve, and print documents. Word processing features include create, edit, print, format, spell-check, thesaurus, file management, styles, merge and sort, tables, and graphics. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software.

AOT 1813 LEGAL OFFICE PROCEDURES

3 CREDITS. This is an introductory course which provides the student with an overview of the legal secretarial profession and the various aspects of the law office. Emphasis is placed on developing the skills and aptitudes for a professional legal secretary, court structure, ethics, writing and research (This course is generally offered fall only.)

AOT 2000 SPECIAL TOPICS

Prerequisite: (R)

VARIABLE 1-4 CREDITS. The student will demonstrate competencies in selected topics in the secretarial field. Each course will focus on a specific area related to special equipment, procedures, and functions. May be repeated with a change of topic.

AOT 2013 LEGAL BILLING

Prerequisite: (R) (W), Permission of Instructor

3 CREDITS. Students will use the microcomputer to produce billing documents with emphasis on legal vocabulary, proofreading, editing, transcription, and decision making skills. Appropriate industry standard software programs will be used. Lecture/Lab. (This course is generally offered fall only.)

***AOT 2033 MEDICAL CODING**

Prerequisite: (R) (W), AHP 1013

3 CREDITS. The student will be able to correctly enter internal classification of disease (ICD-9-CM) codes on a claim form, identify current procedural terminology (CPT), and explain their application to a medical office. The student will also identify various insurance plans, learn the rules and regulations of Medicare filing, translate written documentation into a numerical language, and describe legal issues concerning medical records.

AOT 2143 ADMINISTRATIVE OFFICE SYSTEMS

Prerequisite: (R) (W)

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. (This course is generally offered spring only.)

***AOT 2313 INTERMEDIATE WORD PROCESSING APPLICATIONS**

Prerequisite: (R) (W), AOT 1713 or Permission of Instructor

3 CREDITS. Students will extend basic word processing knowledge and skill to include proficiency in producing office correspondence. Emphasis will be on formatting, proofreading, using advanced features of word processing software, and increasing production speed.

***AOT 2323 LEGAL TERMINOLOGY AND MACHINE TRANSCRIPTION**

Prerequisite: (R) (W), AOT 1113, AOT 1713 or Permission of Instructor

3 CREDITS. The student will correctly spell, transcribe, and define terms commonly used in the legal field.

***AOT 2413 MEDICAL MACHINE TRANSCRIPTION**

Prerequisite: (R) (W), AHP 1013, AOT 1113 and AOT 1713 or Permission of Instructor

3 CREDITS. The student will correctly transcribe medical documents including admissions and physicals, operative reports, pathology reports, discharge summaries, radiology reports, and requests for consultation reports. The student will be able to describe the knowledge, skills, and abilities required of a medical transcriptionist.

AOT 2443 ADMINISTRATIVE OFFICE PROCEDURES

Co-prerequisite: (R) (W), AOT 2313 or Permission of Instructor

3 CREDITS. The student will study ethics, traits, duties, attitudes and responsibilities of a professional secretary. Students will use the microcomputer to produce mailable documents, travel itineraries, minutes of meetings, and various other office documents with emphasis on vocabulary, proofreading, editing, and decision making skills. Lecture/Lab. (This course is generally offered fall only.)

***AOT 2453 OFFICE INFORMATION PROCESSING**

Prerequisite: (R) (W), AOT 2313 or Permission of Instructor

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

***AOT 2463 APPLIED GRAPHICS WITH DESKTOP PUBLISHING**

Prerequisite: (R) (W), AOT 2313 or Permission of Instructor

3 CREDITS. This course is an introduction to the use of computer-generated pictures, charts, and graphs. Students will complete a variety of documents such as flyers, brochures, newsletters, and business cards using industry standard desktop publishing software, graphics, and effective design conventions. This course will assist students in producing documents that communicate effectively through good design and application of basic concepts of desktop publishing. (This course is generally offered spring only.)

***AOT 2473 OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS**

Prerequisite: (R) (W)

3 CREDITS. This course is designed for Administrative Office Technology and Accounting majors. The student will develop ten-key by touch skills. Students will format spreadsheets using effective design principles, enter common spreadsheet formulas and functions, sort data, and use graphic/chart features to solve business problems. Appropriate industry standard spreadsheet software programs will be used.

***AOT 2553 AUTOMATED RECORDS MANAGEMENT**

Prerequisite: (R) (W), AOT 1713 and AOT 2473

3 CREDITS. Utilizing simulated office records, the student will use correct records-management techniques in the creation, storage and disposition of materials in a variety of business situations. The course will involve the study and practice of various filing methods integrating the use of the computer to control and manage a file system. (This course is generally offered fall only.)

AOT 2660 CAREER EDUCATION/INTERNSHIP

Prerequisite: (R) (W), Permission of Instructor

VARIABLE 1-3 CREDITS. This course will assist students in earning academic credit in a planned process that integrates academic preparation with supervised work experience. Students will work in an approved office environment with cooperating employers for a specified period of time and will attend arranged lectures relating to a variety of business-related topics. The course may be repeated to a maximum of 6 credit hours with the consent of the instructor.

*Course satisfies the computer proficiency requirement.

ALLIED HEALTH**AHP 1000 SPECIAL TOPICS**

Prerequisite: (R)

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

Prerequisite: (R)

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

AHP 2000 SPECIAL TOPICS

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.

AHP 2132 CARE AND PREVENTION OF ATHLETIC INJURIES

2 CREDITS. This course is designed to provide the teacher, coach, athletic trainer or student with a basic introduction to the prevention, recognition, and treatment of common athletic injuries. The student will be able to assess potential for injury and methods of prevention, identify injuries and correct treatment for this level of training, and complete appropriate documentation.

APPLIED MATHEMATICS**APPM 1223 MATHEMATICS FOR TECHNICAL CAREERS I**

Prerequisite: (R), MATH 0033 or adequate Math Placement Test Score, either within the last year.

3 CREDITS. The student will apply principles of basic algebra, equations, functions and graphs, factoring, and fractions in the solutions of technical problems. This course is intended only for certain majors leading to an Associate in Applied Science (Technical-Occupational) degree.

APPM 1233 MATHEMATICS FOR TECHNICAL CAREERS II*Prerequisite: (R), MATH 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. This course is intended only for certain majors leading to an Associate in Applied Science (Technical-Occupational) degree.

APPM 1313 MATHEMATICS FOR HEALTH CAREERSPrerequisite: (R), MATH 0033 or adequate Math Placement Test Score, either within the last year.*

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 is intended only for certain majors leading to an Associate in Applied Science (Technical-Occupational) degree.

*Course satisfies the computer proficiency requirement.

ART**ART 1000 SPECIAL TOPICS IN VISUAL ART***Prerequisite: (R)*

VARIABLE 1-6 CREDITS. The student will produce examples of the specific topic in art with which the course content is concerned. A specific topic beyond the topics offered in other art courses will be designated for each offering. Examples of topics include Basic Watercolor, Calligraphy, and Weaving. This course may be repeated with a change in subject matter.

ART 1013 ART HISTORY SURVEY I*Prerequisite: (R)*

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

ART 1023 ART HISTORY SURVEY II*Prerequisite: (R)*

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

ART 1043 BLACK AND WHITE PHOTOGRAPHY I*Prerequisite: (R)*

3 CREDITS. The student will demonstrate basic 35mm camera operations as well as black and white film processing and printing. The student will demonstrate knowledge of basic principles of photography, use of various lenses, filters and exposure manipulation in photo development and printing.

ART 1053 ART APPRECIATION*Prerequisite: (R) (W)*

3 CREDITS. After studying art pieces representative of a variety of art forms from different time periods and cultures, the student will identify and describe each of these forms. Students will analyze art and make aesthetic judgments in writing about how the piece reflects human values and cultural traditions.

ART 1123 DRAWING I

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 1173 COMPUTER DRAWING: FREEHANDPrerequisite: (R)*

3 CREDITS. Students will demonstrate knowledge of vector illustration techniques using Macromedia FreeHand software. Students will also create and edit graphic objects and type, select various menu commands, and use keyboard shortcuts.

ART 1183 COMPUTER DRAWING: ILLUSTRATORPrerequisite: (R)*

3 CREDITS. Students will demonstrate knowledge of vector illustration techniques using Adobe Illustrator software. Students will also create and edit graphic objects and type, select various menu commands, and use keyboard shortcuts.

†ART 1190 MOSAICS*Prerequisite: (R)*

VARIABLE 1-3 CREDITS. The student will demonstrate understanding of basic design and proficiency in techniques for creating exterior 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 exterior mosaics. Course may be repeated for up to three credit hours.

ART 1203 FIGURE DRAWING*Prerequisite: ART 1123 or Permission of Instructor*

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

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*Prerequisite: 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*Prerequisite: 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 MULTIMEDIAPrerequisite: (R) (W) (M), CS 1103 or Evaluation by Instructor*

3 CREDITS. Students will use selected application software to develop presentation graphics. This will include the creation, importation, modification, and sequencing of still and motion graphics. Digital audio will be created, edited and synchronized to the presentations.

†ART 2013 PAINTING I

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 2043 BLACK AND WHITE PHOTOGRAPHY II*Prerequisite: (R), ART 1043, or GCOM 1143, or Instructor-Approved Portfolio*

3 CREDITS. The student will demonstrate advanced composition techniques for portrait, architectural, still life, scenic, night and small object photography subjects. Proficiency will be demonstrated by development of a one-person exhibit or portfolio.

†ART 2133 SERIGRAPHY I (SILK SCREEN-PRINTING)

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

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

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

Prerequisite: (R), ART 1190 or Permission of Instructor

VARIABLE 1-3 CREDITS. The student will demonstrate understanding of advanced mosaic design and proficiency in techniques for creating exterior mosaics. The advanced student will assist the instructor with firing tile, rendering drawings (enlarging cartoons), and assisting with exterior mosaics projects. Course may be repeated for up to three credit hours.

†ART 2233 SERIGRAPHY II (ADVANCED SILK SCREENPRINTING)

Prerequisite: ART 2133 or Permission of Instructor

3 CREDITS. Serigraphy II involves advanced studies in utilizing screenprinting techniques. Students will produce a body of work that emphasizes the exploration of color, design, and personal creativity.

†ART 2263 CERAMICS II

Prerequisite: ART 2143 or Permission of Instructor

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 also mix and test various pottery glazes and fire pottery in a kiln.

ART 2373 GRAPHIC ARTS ILLUSTRATION

Prerequisite: (R), ART 1123 or Permission of Instructor

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**

Prerequisite: (R) (M)

3 CREDITS. The student aspiring to become an artist, designer or other professional using 3D computer graphics will be able to create, generate or integrate 3D computer graphics. The student will demonstrate a fundamental understanding of how the computer can be used to create 3D computer renderings. These renderings could be related to either technical design, fine art or applied art. Emphasis will be on using application software (primarily 3D modeling and rendering programs) in the development of modeling logos, 3D scenes, textures, lighting, atmosphere effects, and basic animation.

***ART 2573 DIGITAL PAINTING**

3 CREDITS. The student will be introduced to the art media and form of digital imaging. Students will use raster and vector based drawing, painting, and image-editing software applications to create expressive images. Participants will use digital drawing tables, scan their sketches and photographs into a variety of computer programs and manipulate them digitally to create works of art. They will blend colors using digital and traditional color theory.

***ART 2583 DIGITAL VIDEO & SOUND EDITING I**

Prerequisite: (R), GCOM 1033, or GCOM 1133, or Permission of Instructor

3 CREDITS. The student will demonstrate knowledge of the technical aspects of QuickTime and digital video. The student will be able to edit dialog, using narration and voice-overs, edit for visual continuity, apply various video capture techniques, use transitions, match images and words, produce montages and work with audio.

***ART 2593 DIGITAL VIDEO & SOUND EDITING II**

Prerequisite: (R), GCOM 2583

3 CREDITS. The student will demonstrate the ability to efficiently produce audio and visual effects for video, multimedia, and the web. The student will learn how to creatively composite motion graphics and video in a 2D and 3D environment. Using Adobe AfterEffects, the student will be able to effectively enhance basic video/sound skills.

***ART 2633 3D ANIMATION AND SPECIAL EFFECTS**

Prerequisite: (R) (M), ART 2533 or Permission of Instructor

3 CREDITS. The student will be able to use professional techniques to create photo realistic renderings, advanced physical based and character animations, interactive Media and Web development, 3D gaming and 3D virtual environments. This course will enhance the abilities of artists, designers and other professionals using 3D computer created, generated, or integrated graphics. Emphasis will be on the development of professional techniques in the area of 3D computer graphics. This course is the second course in the field of 3D computer graphics for technical design, fine art or applied art professionals.

ART 2643 VIDEO PRODUCTION

Prerequisite: (R) (W)

3 CREDITS. The student will use video production techniques to produce, edit and direct program materials of broadcast quality. Extensive laboratory work is required.

ART 2700 INTERNSHIP

Prerequisite: All required major courses, ART 1013, ART 1023, and Evaluation by Instructor

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

Prerequisite: All required major courses, ART 1013, ART 1023, and Evaluation by Instructor

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.

†As part of the coursework, you may have the potential of being, to some degree, exposed to hazardous material. If you are pregnant, wear contact lenses or have other specific health concerns, you should consult your personal physician for advisement concerning your enrollment in the course.

*Course satisfies the computer proficiency requirement.

NOTE: Please see course listings under Computer-Aided Design, Graphic Communications, and Journalism and Broadcasting, for additional courses of interest to Art students.

ASTRONOMY

ASTR 1504 GENERAL ASTRONOMY

Prerequisite: (R) (W) (M)

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. [GenEd Requirement](#)

ASTR 1514 GENERAL ASTRONOMY WITH LAB

Prerequisite: (R) (W) (M)

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. [GenEd Requirement](#)

AUTOMOTIVE TECHNOLOGY

AT 1000 SPECIAL TOPICS

VARIABLE 1-3 CREDITS. The student will demonstrate specified competencies in subjects not included in other automotive courses, but which benefit students wanting additional training in the field or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

AT 1204 A.S.E. ENGINE PERFORMANCE*Prerequisite: (R) (W) (M)*

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

AT 1214 A.S.E. ENGINE REPAIR*Prerequisite: (R) (W) (M)*

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

AT 1224 A.S.E. SUSPENSION AND STEERING*Prerequisite: (R) (W) (M)*

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

AT 1244 A.S.E. BRAKES*Prerequisite: (R) (W) (M)*

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

AT 1304 GM ENGINE REPAIR*Prerequisite: (R) (W) (M), Special admission procedures required*

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

AT 1314 GM ELECTRICAL SYSTEMS*Prerequisite: (R) (W) (M), Special admission procedures required*

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

AT 1324 GM ENGINE PERFORMANCE*Prerequisite: (R) (W) (M), Special admission procedures required*

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

AT 1334 GM BRAKES*Prerequisite: (R) (W) (M), Special admission procedures required*

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

AT 1422 GM NEW PRODUCTS I*Prerequisite: (R) (W) (M), Special admission procedures required*

2 CREDITS. The student will discuss and demonstrate specific competencies in subject not included in other ASEP automotive courses, which subjects will benefit students needing additional General Motors product service training in new technology and specialized areas. A specific topic is announced for each offering.

AT 1513 INTRODUCTION TO BODY REPAIR AND REFINISHING

3 CREDITS. This course covers safety practices, personal protection, and equipment operation during collision repair. The course will also cover compliance with Environmental Protection Agency policies, state and local regulations, and the Right-to-Know Act.

AT 1523 AUTOMOTIVE REFINISHING SYSTEMS AND PREPARATION*Prerequisite: AT 1513 or Permission of Instructor*

3 CREDITS. This course is designed to cover finish systems, both type and color. Students will identify refinishing systems and prepare surfaces for refinishing. Students will demonstrate knowledge and skill in applications of primer-surface, seam sealers, chip resistant coating, and maskings.

AT 1533 NON-STRUCTURAL TRIM AND PANEL ALIGNMENT*Prerequisite: AT 1513 or Permission of Instructor*

3 CREDITS. This course covers the basics of non-structural trim and body alignment. Students will demonstrate knowledge and skill in the use of panel alignment tools, fastener applications, panel alignment methods for bolt panels, and repair procedures.

AT 1543 SURFACE PREPARATION*Prerequisite: AT 1513 or Permission of Instructor*

3 CREDITS. This course covers the development of a refinishing process plan and the implementation of this plan. Students will demonstrate knowledge and skill in the removal of paint finish, cleaning surfaces, applying metal treatment, applying primer, block sanding, primer surfacing, and preparing adjacent panels for blend.

AT 1553 AUTOMOTIVE/COLLISION PROGRAM BASICS

3 CREDITS. This course covers the basic knowledge of collision repair. Students will receive an overview of the collision repair facility, basic safety aspects of the program, and student expectations for success in the collision repair program. Related topics will include general lab safety, tool usage, quality customer service and teamwork as they relate to the collision repair process. Applications of math skills such as standard and metric measuring, ratios, and proportions will also be taught. Students will also be required to participate in an industry work-site learning opportunity during the Automotive Collision Program Basics course.

AT 1612 A.S.E. ENGINE PERFORMANCE*Prerequisite: (R) (W) (M), Permission of Instructor*

2 CREDITS. This is an individual-paced (IP) course. The student will discuss and demonstrate general engine diagnostic procedures. Additionally, the student will demonstrate specific competencies in the diagnosis and repair of ignition systems, fuel, air induction systems, and exhaust systems, emission control systems and engine electric systems.

AT 1622 A.S.E. ENGINE REPAIR*Prerequisite: (R) (W) (M), Permission of Instructor*

2 CREDITS. This is an individual-paced (IP) course. The student will discuss and demonstrate competencies in general engine diagnosis and in cylinder head, valve train, engine block diagnosis and repair, as well as lubrication, cooling, fuel, exhaust, ignition, battery and starting system diagnostic and repair procedures.

AT 1632 A.S.E. SUSPENSION AND STEERING*Prerequisite: (R) (W) (M), Permission of Instructor*

2 CREDITS. This is an individual-paced (IP) course. This course is an application of basic competencies in steering systems, suspension systems and wheel alignment diagnosis, adjustment and repair. The student will further discuss and demonstrate an understanding of wheel and tire diagnosis and repair.

AT 1642 A.S.E. BRAKES*Prerequisite: (R) (W) (M), Permission of Instructor*

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

AT 1652 A.S.E. AUTOMOTIVE ELECTIVES I*Prerequisite: (R) (W) (M), Permission of Instructor*

2 CREDITS. This is an individual-paced (IP) course. The student will discuss and demonstrate specific competencies in subjects not included in another ATIP automotive courses, which will benefit those needing additional automotive training in new technology and specialized areas. A specific topic is announced for each offering.

AT 1713 GM BSEP AUTOMOTIVE COLLISION PROGRAM BASICS*Prerequisite: (R) (W) (M), Permission of Instructor*

3 CREDITS. This course covers the basic knowledge of collision repair on current General Motors vehicles. Students will receive an overview of the collision repair facility, basic safety aspects of the program, and student expectations for success in the collision repair program. Related topics will include general lab safety, tool usage, quality customer service and teamwork as they relate to the collision repair process. Applications of math skills such as standard and metric measuring, ratios, and proportions will also be taught. Students will also be required to participate in an industry work-site learning opportunity during the Collision Repair Basics course at a General Motors dealership.

AT 1723 GM BSEP INTRODUCTION TO BODY REPAIR AND REFINISHING*Prerequisite: (R) (W) (M), Permission of Instructor*

3 CREDITS. This course covers safety practices, personal protection, and equipment operation during collision repair on current General Motors vehicles. The course will also cover compliance with Environmental Protection Agency policies, state and local regulations, and the Right to Know Act.

AT 1733 GM BSEP NON-STRUCTURAL TRIM AND PANEL ALIGNMENT*Prerequisite: (R) (W) (M), Permission of Instructor*

3 CREDITS. This course covers the basics of non-structural trim and body alignment of current General Motors vehicles. Students will demonstrate knowledge and skill in the use of panel alignment tools, fastener applications, panel alignment methods for bolt panels, and repair procedures for General Motors vehicles.

AT 1763 GM BSEP AUTOMOTIVE REFINISHING SYSTEMS AND PREPARATION*Prerequisite: (R) (W) (M), Permission of Instructor*

3 CREDITS. This course is designed to cover finish systems, both type and color for current General Motors vehicles. Students will demonstrate knowledge and skill in applications of primer-surface, seam sealers, chip resistant coating, and masking on General Motors vehicles.

AT 2001 CAREER EXPERIENCE*Prerequisite: (R) (W) (M)*

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

AT 2101 A.S.E. CERTIFICATION*Prerequisite: (R)*

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

AT 2204 A.S.E. MANUAL DRIVE TRAINS*Prerequisite: (R) (W) (M)*

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

AT 2214 A.S.E. AUTOMATIC TRANSMISSIONS/TRANSAXLES*Prerequisite: (R) (W) (M)*

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

AT 2224 A.S.E. ELECTRICAL SYSTEMS*Prerequisite: (R) (W) (M)*

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

AT 2234 A.S.E. HEATING AND AIR CONDITIONING SYSTEMS*Prerequisite: (R) (W) (M)*

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

AT 2304 GM SUSPENSION AND STEERING*Prerequisite: (R) (W) (M), Special admission procedures required*

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

AT 2314 GM MANUAL DRIVE TRAINS*Prerequisite: (R) (W) (M), Special admission procedures required*

4 CREDITS. This course is an application of specific competencies in clutch, standard transmission and transaxle, drive (half) shaft and universal joint, rear axle and four- and/or all-wheel drive component diagnosis and repair procedures on current General Motors vehicles.

AT 2324 GM AUTOMATIC TRANSMISSIONS AND TRANSAXLES*Prerequisite: (R) (W) (M), Special admission procedures required*

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

AT 2334 GM HEATING AND AIR CONDITIONING SYSTEMS*Prerequisite: (R) (W) (M), Special admission procedures required*

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

AT 2422 GM NEW PRODUCTS II*Prerequisite: (R) (W) (M), Special admission procedures required*

2 CREDITS. The student will discuss and demonstrate specific competencies in subjects not included in other ASEP automotive courses, which subjects will benefit students needing additional General Motors product service training in new technology and specialized areas. A specific topic is announced for each offering.

AT 2513 EQUIPMENT AND APPLICATION*Prerequisite: AT 1553 or Permission of Instructor*

3 CREDITS. This course covers the preparation for refinishing and topcoat. Students will demonstrate knowledge and skill in body refinishing, preparing and mixing topcoats, using air supply equipment, using spray guns, and applying various types of topcoats.

AT 2523 TINTING AND BLENDING*Prerequisite: AT 1553 or Permission of Instructor*

3 CREDITS. This course covers the basics and characteristics of color. The students will demonstrate knowledge and skill in the plotting of solid, pearl, and metallic color, and color matching. Students will demonstrate knowledge and skill in blending processes for single state, base coat/clear coat, and tri-coat finishes.

AT 2533 TROUBLESHOOTING AND DETAILING*Prerequisite: AT 1553 or Permission of Instructor*

3 CREDITS. This course covers the identification of paint film defects and their causes and cures. Also covered are finish detailing as it relates to refinishing, decals and strip taping. Students will demonstrate knowledge and skill in these areas.

AT 2563 MINOR BODY REPAIR*Prerequisite: AT 1553 or Permission of Instructor*

3 CREDITS. This course covers metal-straightening processes and the selection and application of body surface and specialty fillers. Students will demonstrate knowledge and skill in the proper utilization of tools and equipment and applying the processes of straightening, body surfacing and the application of specialty fillers.

AT 2573 DOOR AND QUARTER PANEL REPLACEMENT*Prerequisite: AT 1553 or Permission of Instructor*

3 CREDITS. This course covers the removal and replacement of weld-on panels. Students will demonstrate knowledge and skill in the repair or replacement of weld-on panels.

AT 2583 AUTOMOTIVE GLASS REPLACEMENT*Prerequisite: AT 1553 or Permission of Instructor*

3 CREDITS. This course covers the removal and installation of moveable and fixed glass using the tools and processes necessary. Students will demonstrate knowledge and skill in the replacement of glass.

AT 2593 MIG WELDING AND CUTTING*Prerequisite: AT 1553 or Permission of Instructor*

3 CREDITS. This course covers safety practices and processes in different types of welds associated with automotive sheet metal welding. Students will demonstrate knowledge and skill in applying different types of welds.

AT 2612 A.S.E. MANUAL DRIVE TRAINS*Prerequisite: (R) (W) (M), Permission of Instructor*

2 CREDITS. This is an individual-paced (IP) course. This course is an application of specific competencies in clutch, standard transmission and transaxle, drive (half) shaft and universal joint, rear axle and four- and/or all-wheel drive component diagnosis and repair procedures.

AT 2622 A.S.E. AUTOMATIC TRANSMISSIONS/TRANSAXLES*Prerequisite: (R) (W) (M), Permission of Instructor*

2 CREDITS. This is an individual-paced (IP) course. The student will apply specific competencies in general transmission and transaxle diagnosis. Additionally, the student will demonstrate competencies in transmission/transaxle maintenance and adjustments.

AT 2632 A.S.E. ELECTRICAL SYSTEMS*Prerequisite: (R) (W) (M), Permission of Instructor*

2 CREDITS. This is an individual-paced (IP) course. The student will apply competencies in battery, starting, charging, lighting, drive information, horn, wiper washer, and accessory systems. Additionally, the student will demonstrate principles of electricity, magnetism, voltage and current regulation and basic circuitry as applied in automotive electrical systems to aid in general diagnosis of automotive electrical problems.

AT 2642 A.S.E. HEATING AND AIR CONDITIONING SYSTEMS*Prerequisite: (R) (W) (M), Permission of Instructor*

2 CREDITS. This is an individual-paced (IP) course. The student will apply competencies in air conditioning system diagnosis and repair as well as diagnosis and repair of refrigeration system components, heating and engine cooling systems and control units.

AT 2652 A.S.E. AUTOMOTIVE ELECTIVES II*Prerequisite: (R) (W) (M), Permission of Instructor*

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.

AT 2713 GM BSEP MIG WELDING AND CUTTING*Prerequisite: (R) (W) (M), Permission of Instructor*

3 CREDITS. This course covers safety practices and processes in different types of welds associated with automotive sheet metal welding. Students will demonstrate knowledge and skill in applying different types of welds on General Motors vehicles.

AT 2733 GM BSEP PAINT EQUIPMENT AND APPLICATIONS*Prerequisite: (R) (W) (M), Permission of Instructor*

3 CREDITS. This course covers the preparation for refinishing and topcoat of current General Motors vehicles. Students will demonstrate knowledge and skill in body refinishing, preparing and mixing topcoats, using air supply equipment, using spray guns and applying various types of topcoats to General Motors vehicles.

AT 2753 GM BSEP MINOR BODY REPAIR*Prerequisite: (R) (W) (M), Permission of Instructor*

3 CREDITS. This course covers metal-straightening processes and the selection and application of body surface and specialty fillers. Students will demonstrate knowledge and skill in the proper utilization of tools and equipment and apply the processes of straightening, body surfacing and the application of specialty fillers on current General Motors vehicles.

AT 2783 GM BSEP DOOR AND QUARTER PANEL REPLACEMENT*Prerequisite: (R) (W) (M), Permission of Instructor*

3 CREDITS. This course covers the removal and replacement of weld-on panels of current General Motor vehicles. Students will demonstrate knowledge and skill in the repair or replacement of weld-on panels.

AVIATION MAINTENANCE**AMT 1113 FUNDAMENTALS OF AVIATION MAINTENANCE***Prerequisite: (R)*

3 CREDITS. The student will identify shop and hangar safety hazards and methods of preventing human injury and equipment damage. The student will identify basic aircraft parts, controls, and instruments; will extract information from blueprints, schematics and charts; and will describe modern aircraft structural materials, materials processing and testing.

AMT 1123 TECHNICAL MECHANICS AND REGULATIONS*Prerequisite: (R)*

3 CREDITS. The student will relate Federal Aviation Regulations to the construction and maintenance practices of modern aircraft, interpret and follow maintenance publications and demonstrate proper record keeping practices for aircraft maintenance. The student will also demonstrate proper group handling operations; weighing, weight and balance and loading procedures; and the proper selection, use and care of mechanics hand and power tools and measurement devices while performing maintenance operations.

AMT 1125 AIRFRAME ELECTRICAL SYSTEMS*Prerequisite: (R) (W) (M) AT 1212 Basic Aviation Electronics*

5 CREDITS. The student will develop a high degree of proficiency in troubleshooting complex aircraft electrical systems. The student will install electrical system components and check these systems for proper operation. The student will be introduced to modern electric control devices such as logic circuit components and digital electronics.

AMT 1135 POWERPLANT ELECTRICAL SYSTEM*Prerequisite: (R) (W) (M) AT 1212 Basic Aviation Electronics*

5 CREDITS. The student will practice installation procedures of powerplant electrical components. The student will check for proper operation of powerplant electrical charging/starting systems and components such as generators, alternators and starters. The student will service these systems and learn to perform repairs to system components.

AMT 1212 BASIC AIRCRAFT ELECTRONICS*Prerequisite: (R)*

2 CREDITS. The student will use basic electricity laws and formulas to calculate and measure voltage, current, power and resistance in AC and DC electrical systems. The student will compute and observe the effects of inductance, capacitance and impedance in AC systems; construct basic electrical circuits and perform circuit analysis using electrical diagrams and measuring instruments; and will perform basic troubleshooting and aircraft battery service operations.

AMT 1312 AIRCRAFT STRUCTURES I*Prerequisite: (R) (W) (M)*

2 CREDITS. The student will apply knowledge of types of aircraft structure which produce lifting forces and provide powerplant support including truss and stressed skin wing construction in solving flight problems. The student will demonstrate the proper inspection, materials selection, repair and testing of wood and laminated non-metallic structures, sheet metal structures and fabric and fiberglass aircraft coverings in accordance with FAA standards.

AMT 1323 AIRCRAFT STRUCTURES II*Prerequisite: (R)*

3 CREDITS. The student will assemble, adjust and inspect rigging and verify control response for fixed wing and rotary wing flight control systems; inspect and determine the conditions of the airframe, its systems and components; and demonstrate proper soldering, welding and metal joining procedures to make structural repairs according to FAA specifications. In addition, the student will inspect, and correct deficiencies in meeting requirements for registration makings, proportions, use of color and ornamentation.

AMT 2112 AIRFRAME SYSTEMS I*Prerequisite: (R) (W) (M)*

2 CREDITS. The student will apply principles of operation of aircraft hydraulic and pneumatic systems in properly inspecting, servicing, and repairing landing gear and aircraft brake systems. In addition, the student will demonstrate proper inspection, service trouble-shooting and repair operations on cabin atmosphere control and instrument systems.

AMT 2122 AIRFRAME SYSTEMS II*Prerequisite: (R)*

2 CREDITS. The student will apply principles of operation and limitations associated with communication and navigation systems, position and warning systems, fuel systems, ice control and rain systems, and fire protection systems to properly inspect, service, troubleshoot and repair the systems in accordance with manufacturer's specifications and FAA regulations.

AMT 2213 RECIPROCATING ENGINES I*Prerequisite: (R) (W) (M)*

3 CREDITS. The student will relate the historical development of the reciprocating engine to the theory and operations of modern radial and horizontally opposed aircraft engines. The student will clean, disassemble, inspect, repair, reassemble and test aircraft reciprocating engines and associated induction, cooling, exhaust and lubricating systems in accordance with manufacturer's maintenance manuals, Federal Aviation Regulations (FARs) and advisory circulars.

AMT 2222 RECIPROCATING ENGINES II*Prerequisite: (R)*

2 CREDITS. The student will demonstrate proper procedures for power plant inspection, troubleshooting and maintenance including engine removal, installation, rigging and the performance of 100-hour inspections. In addition, the student will demonstrate proper procedures for the inspection, servicing and repair of fuel metering and ignition systems and will inspect, balance and maintain fixed and variable pitch propellers in accordance with FAA and manufacturer's standards.

AMT 2312 JET TURBINE POWERPLANT I*Prerequisite: (R)*

2 CREDITS. The student will relate the theory and operation of the turbine engines to the design, construction and maintenance of modern gas turbine engines including turbo jet, turbo fan, turbo prop and turbo shaft engines. The student will perform proper cleaning, disassembly, inspection, repair and reassembly procedures on gas turbine engines and associated inlet, stator vane, bleed air, anti-ice, cooling, exhaust and lubricating systems in accordance with manufacturer's manuals and Federal Aviation Regulations (FARs) and advisory circulars.

AMT 2323 JET TURBINE POWERPLANT II*Prerequisite: (R) (W) (M)*

3 CREDITS. The student will demonstrate proper procedures for determining turbine engine conformity and performing air-worthiness inspections, troubleshooting, maintenance and repair operations including removal, installations, rigging and 100-hour inspections. The student will also use instruments and other methods to inspect, troubleshoot service and repair

turbine powerplant related systems such as fuel and metering, ignition, instrument, fire protection and turbine propeller systems in accordance with FAA and manufacturer's standards.

AVIATION MANAGEMENT**AVM 1103 HISTORY OF AVIATION***Prerequisite: (R) (W) (M)*

3 CREDITS. This course presents the History of aviation from its earliest beginnings to the latest trends in the industry. Using information associated with these time periods, the student will outline and describe major trends in the development of the aviation industry.

AVM 1113 INTRODUCTION OF AVIATION*Prerequisite: (R), (W), (M)*

3 CREDITS. The student will be introduced to an overview of the Department of Aviation Technology and its curricula as well as an overview of the aviation industry and associated careers, aviation safety practices and human factors. An overview of aviation regulations and the regulatory process is included.

AVM 2123 AVIATION LAW ISSUES*Prerequisite or Corequisite if needed.*

3 CREDITS. Students will describe the development and application of aviation law, from enactment of laws through judicial decisions applying those laws. Responsibilities and liabilities of public and private air carriers. Local, federal and international laws forming the present legal structure and possible future.

AVM 2413 AVIATION MANAGEMENT*Prerequisite or Corequisite if needed.*

3 CREDITS. This course covers the complex organizations, operation, and management of aviation organizations including airports and air service organizations. Students will describe the major functions of the federal air traffic control process, fixed-based operations, airport management including facilities, organization, personnel, and the socioeconomic effect of airports and the airline industry on the communities they serve.

BANKING AND FINANCE**BF 1000 SPECIAL TOPICS***Prerequisite: (R) (W) (M)*

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*Prerequisite: (R) (W) (M)*

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.

BF 1333 CONSUMER LENDING*Prerequisite: (R) (W) (M)*

3 CREDITS. The student will apply credit evaluation collection policies and procedures, and financial statement analysis to direct and indirect installment lending and installment credit department operations. (This course is generally offered fall only.)

BF 1413 DEPOSIT OPERATIONS*Prerequisite: (R) (W) (M)*

3 CREDITS. After a study of government banking regulations and environmental factors that affect bank deposit operations, the student will explain the regulatory constraints as they pertain to deposit-taking operations and deposited-funds management.

BF 2000 SPECIAL TOPICS*Prerequisite: (R)*

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.

BF 2113 LAW AND BANKING I*Prerequisite: (R) (W)*

3 CREDITS. The student will apply various principles of the legal system to financial transactions that include consumer protection, documents of title, business organization, and the sale of both personal and real property. (This course is generally offered fall only.)

BF 2123 ANALYZING FINANCIAL STATEMENTS*Prerequisite: (R) (W) (M), ACCT 2113 or Permission of Instructor*

3 CREDITS. The student will demonstrate the use of the tools and techniques necessary for the evaluation of the financial condition and operating performance of business in the areas of short-term liquidity and solvency, funds flow analysis, long-term financial strengths and asset utilization. (This course is generally offered spring only.)

BF 2213 LAW AND BANKING II*Prerequisite: (R) (W), BF 2113*

3 CREDITS. The student will apply statutes, court decisions, and administrative regulations to make decisions about secured transactions, letters of credit, and check collection processes. (This course is generally offered spring only.)

BF 2383 BANK MANAGEMENT*Prerequisite: (R) (W) (M)*

3 CREDITS. The student, through study and role play, will demonstrate the ability to apply the principles of planning, structure, and control to the interrelationship of various bank departments as they apply to bank management. (This course is generally offered fall only.)

BF 2483 INTRODUCTION TO COMMERCIAL LENDING*Prerequisite: (R) (W) (M)*

3 CREDITS. The student will demonstrate a mastery of the procedures of the lending process, the application of regulations to commercial lending and portfolio management as it relates to the commercial lending function.

(This course is generally offered spring only.)

BIOINFORMATICS**BINFO 1011 INTRODUCTION TO BIOINFORMATICS***Prerequisite: (R), (W), (M)*

1 CREDIT. Students are introduced to the field of bioinformatics. They will explore the field of bioinformatics in a comprehensive overview, which includes ethics, as well as current trends in bioinformatics careers and applications.

BINFO 2013 BIOINFORMATICS TOOLS AND DATABASES*Prerequisite: (R), (W), (M), BINFO 1011 Introduction to Bioinformatics, MATH 2013 Introduction to Statistics*

3 CREDIT. Students are introduced to internet databases and methods in bioinformatics. They will learn to use genomic and protein databases, and appropriate software tools to align and compare sequences and to model protein structures. Students focus on the practical use of bioinformatics tools and databases to explore the genome and proteome in applied problem spaces.

BINFO 2113 BIOINFORMATICS PROGRAMMING IN PERL*Prerequisite: (R), (W), (M), BINFO 2013 Bioinformatics and Databases*

3 CREDIT. Students are introduced to the PERL programming language. They use PERL along with web server concepts to create web sites with database interactivity.

BINFO 2213 BIOINFORMATICS PRACTICUM*Prerequisite: (R), (W), (M), BINFO 2013 Bioinformatics and Databases, BINFO 2113 Bioinformatics Programming in PERL*

3 CREDIT. Students gain practical experience in the field of bioinformatics through an internship at an affiliated business or university research center, or a capstone experience at OKCCC. Students will use all techniques learned in BINFO 1011, 2013, and 2113 in a work setting.

BIOLOGICAL SCIENCE**BIO 0123 CONCEPTS IN SCIENCE (BIOLOGY EMPHASIS)***Prerequisite: (R), 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*Prerequisite: Any BIO non-laboratory course except BIO 1023, and BIO 1203*

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*Prerequisite: (R) (W) (M)*

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. NOTE: If the student intends or attempts to transfer these credits to another institution, then the student is responsible for contacting the transfer institution and verifying that the institution will accept this course prior to enrolling in BIO 1023.

BIO 1113 GENERAL BIOLOGY*Prerequisite: (R) (W) (M)*

3 CREDITS. Through the investigation of the chemical basis of life, the examination of basic structural characteristics of cells, tissues, organs, systems and the study of living organisms, the student will be able to recognize, discuss and correctly apply fundamental biological principles influencing his or her personal relationship with other living things. GenEd Requirement

BIO 1114 GENERAL BIOLOGY*Prerequisite: (R) (W) (M)*

4 CREDITS. Through the investigation of the chemical basis of life, the examination of basic structural characteristics of cells, tissues, organs, systems and the study of living organisms, the student will be able to recognize, discuss and correctly apply fundamental biological principles influencing his or her personal relationship with other living things. Laboratory work is an integral and required part of the course. GenEd Requirement

BIO 1203 HISTORY OF LIFE ON EARTH*Prerequisite: (R) (W) (M)*

3 CREDITS. 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. GenEd Requirement

BIO 1224 TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY*Prerequisite: (R) (W)*

4 CREDITS. Using a variety of instructional methodologies such lecture, laboratory, and multimedia, the student will conduct a systematic study of the structure and function of the cells, tissues and organ-systems identifying the basic anatomical structures and physiological processes that occur in the human body.

BIO 1314 HUMAN ANATOMY AND PHYSIOLOGY I*Prerequisite: (R) (W) (M), 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 may require dissection is an integral and required part of the course.

BIO 1414 HUMAN ANATOMY AND PHYSIOLOGY II*Prerequisite: (R) (W) (M), BIO 1314*

4 CREDITS. With Human Anatomy & Physiology I as a foundation, the student will advance his or her study of the structure and function of the human body and will identify and describe more detailed anatomical structures and more comprehensive physiological processes that occur in health through a systematic survey of the major body systems. Laboratory work which may require dissection is an integral and required part of the course.

(P)BIO 1514 MICROBIOLOGY OF INFECTIOUS DISEASE*Prerequisite: (R) (W) (M), 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*Prerequisite: (R) (W) (M)*

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*Prerequisite: (R) (W) (M)*

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.

(P)BIO 2114 GENERAL BOTANY*Prerequisite: (R) (W) (M)*

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. **GenEd Requirement**

(P)BIO 2125 MICROBIOLOGY*Prerequisite: (R) (W) (M), Four credits of college biological science and any college-level chemistry course*

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

BIO 2203 CELL BIOLOGY*Prerequisite: (R) (W) (M), Four credit hours of General Biology or higher biology course, and any college level chemistry course.*

3 CREDITS. Students will be 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.

(P)BIO 2215 GENERAL ZOOLOGY*Prerequisite: (R) (W) (M)*

5 CREDITS. From a systematic investigation of major animal groups, the student will be able to discuss and correctly apply structural, physiological, behavioral, taxonomic, evolutionary and ecological characteristics which exist within and define the realm of various groups of animals and discuss their relationship to the quality of life and health enjoyed by man. Laboratory work which may require dissection is an integral and required part of the course. **GenEd Requirement**

(P)BIO 2224 INVERTEBRATE ZOOLOGY*Prerequisite: (R) (W) (M), BIO 2215 or Equivalent*

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.

(P)BIO 2234 HUMAN PHYSIOLOGY*Prerequisite: (R) (W) (M), One biology and one chemistry course each with a laboratory included*

4 CREDITS. The student will 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 may require dissection is an integral and required part of the course.

(P)BIO 2255 HUMAN ANATOMY*Prerequisite: (R) (W) (M), BIO 2215 with a C or better, sophomore standing, and permission of Instructor*

5 CREDITS. The course involves the study of 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.

(P)BIO 2324 COMPARATIVE VERTEBRATE ANATOMY*Prerequisite: (R), 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 may require dissection is an integral and required part of the course.

BIO 2343 GENETICS AND MAN*Prerequisite: (R) (W) (M)*

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. **GenEd Requirement**

BIO 2403 ECOLOGY AND ENVIRONMENTAL ISSUES*Prerequisite: (R) (W) (M), 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*Prerequisite: (R) (W) (M), 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. **GenEd Requirement**

*Course satisfies the computer proficiency requirement.

(P)As part of the coursework, you may have the potential of being, to some degree, exposed to bloodborne pathogens. When applicable during the coursework, the use of Universal Precautions and the wearing of personal protective devices will be required to decrease the potential of exposure to bloodborne pathogens.

For more information concerning bloodborne pathogens, Universal Precautions, and the College's Bloodborne Pathogens Exposure Control Plan, please refer to the section in the College Catalog concerning bloodborne pathogens. Students with specific health concerns should consult their personal physicians for advisement concerning enrollment in the course.

BIOTECHNOLOGY**BIOT 1011 SURVEY OF BIOTECHNOLOGY***Prerequisite: (R) (W) (M)*

1 CREDIT. The student will explore the field of biotechnology in a comprehensive overview. Course topics will include ethics, current trends in biotechnology careers and research through demonstrations, seminars, and field-trips.

BIOT 1022 MEDIA AND SOLUTION PREPARATION

Prerequisite: (W) (M), College biology, CHEM 1115

Corequisite: BIO 2125

2 CREDITS. The student will prepare media and solutions, use calculations required for solution preparation, and use equipment for solution preparation such as the analytical balance, pH meter, and autoclave.

BIOT 2352 IMMUNOLOGY

Prerequisite: (W) (M), BIO 2125

2 CREDITS. The student will discuss the nonspecific and specific immune systems of the human organism. Course topics will include antigen-antibody interaction, cell-mediated immunity, interferon, natural killer cells, and complement.

***BIOT 2816 BIOTECHNOLOGY LABORATORY I**

Prerequisite: (W), MATH 2013 or MATH 1513, BIOT 1022

Corequisite: BIO 2343

6 CREDITS. Students become familiar with recombinant DNA techniques and gene expression. Students work with genomic and plasmid DNA, create a genomic library, transfer, select for, identify, characterize, amplify, and purify genes. Experience with electrophoresis, polymerase chain reaction, Southern hybridization, and bioinformatics will be included.

***BIOT 2914 BIOTECHNOLOGY LABORATORY II**

Prerequisite: (W) (M), BIOT 2816

Corequisite: BIOT 2352

4 CREDITS. This continuation of BIOT 2816 will include protein purification and immunochemistry. Students will partially purify enzymes and then assay the resulting purified product. Immunology will be examined, including ELISA and Western blot methods.

BIOT 2922 CELL CULTURE METHODS

Prerequisite: (W) (M), BIO 2125 & Permission of Instructor.

2 CREDITS. The student will learn to successfully maintain mammalian culture cells in a healthy uncontaminated state for an extended period of time. The course will include making cell culture media, monitoring cell growth, freezing cells, and bringing up frozen cells.

BIOT 2993 BIOTECHNOLOGY INTERNSHIP

Prerequisite: (W) (M), BIOT 2914, BIOT 2922 & Permission of Instructor.

3 CREDITS. Students receive 320 hours of practical experience at one of the affiliated corporations or a university research facility. The techniques learned in BIOT 2816, BIOT 2914 and BIOT 2922 will be applied in an actual research setting to give the student more experience while learning practical applications for laboratory procedures.

*Course satisfies the computer proficiency requirement.

BUSINESS

BUS 1000 SPECIAL TOPICS

Prerequisite: (R)

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

Prerequisite: (R)

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

Prerequisite: (R), MATH 0033 within the last year or adequate Math Placement Test Score

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. This course is intended only for certain majors leading to an Associate in Applied Science (Technical-Occupational) degree.

BUS 2000 COOPERATIVE EDUCATION

Prerequisite: (R)

VARIABLE 1-3 CREDITS. The student will participate in a work situation related to his or her career and/or immediate job entry program.

BUS 2023 BUSINESS STATISTICS

Prerequisite: (R), MATH 0123 or equivalent or adequate Math Placement Test Score

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

***BUS 2033 BUSINESS COMMUNICATION**

Prerequisite: (R) (W), ENGL 1113 or Permission of Instructor

3 CREDITS. Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

BUS 2043 BUSINESS ETHICS

Prerequisite: (R)

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 BUSINESS

Prerequisite: (R) (W), ENGL 1113 and POLSC 1113

3 CREDITS. Students will study the American Legal System, ethical issues in business decision making, and the major sources of law in the United States, with special emphasis on the law of contracts and employment. Other topics include administrative law, forms of business organizations and the international and e-commerce legal environment.

*Course satisfies the computer proficiency requirement.

CHEMISTRY

†CHEM 0123 FUNDAMENTAL CHEMICAL PRINCIPLES

Prerequisite: (R), Assessment required prior to enrollment or Permission of Instructor

3 CREDITS. This course is designed to satisfy the entrance deficiencies of students who did not take an appropriate physical science course in high school, and to prepare students to enter and succeed in General Chemistry I. Students will demonstrate a knowledge of basic chemical concepts and mathematical principles of chemistry. Laboratory work is an integral part of the course.

CHEM 1103 CHEMISTRY AROUND US

Prerequisite: (R) (W) (M)

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. GenEd Requirement

†CHEM 1144 TECHNICAL CHEMISTRY

Prerequisite: (R) (W), MATH 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 1115 GENERAL CHEMISTRY I

Prerequisite: (R) (W), MATH 1513 or both MATH 0123 and High School Chemistry or CHEM 0123 or CHEM 1123

5 CREDITS. Upon completion of this course, the student will be able to apply the principles and theories of chemistry to interpret fundamental

chemical phenomena and predict the results of chemical reactions. The student will demonstrate a basic knowledge of the periodicity of the elements, structure and bonding, the nature of solutions, states of matter and acid base phenomena. Laboratory experience is an integral part of the course. **GenEd Requirement**

CHEM 1123 PRINCIPLES OF CHEMISTRY

Prerequisite: (R) (W) (M)

3 CREDITS. A course designed for students having no previous instruction in chemistry or for whom the formal study of chemistry will terminate with this experience. Upon completion of this course, the student will relate selected chemical principles to blood, metabolism, toxins, fluids, electrolytes, radiation therapy, and other related topics. **GenEd Requirement**

†CHEM 1131 PRINCIPLES OF LABORATORY CHEMISTRY

Prerequisite or Corequisite: (R) (W), CHEM 1123

1 CREDIT. The student will apply basic chemical theory in a laboratory setting and will complete laboratory data sheets and write laboratory reports in a standard scientific format. **GenEd Requirement**

†CHEM 1215 GENERAL CHEMISTRY II

Prerequisite: (R) (W), CHEM 1115, MATH 1513 or Permission of Instructor

5 CREDITS. This is a continuation of Chemistry 1115. The student will demonstrate a knowledge of kinetics, thermodynamics, electrochemistry, radioactivity and nuclear chemistry, and some basic elements of organic and biochemistry. Laboratory experience is an integral part of the course. **GenEd Requirement**

†CHEM 2115 ORGANIC CHEMISTRY I

Prerequisite: (R) (W), CHEM 1215

5 CREDITS. The student will demonstrate mastery of fundamental concepts of structure, stereochemistry, functional groups and reactions of aliphatic and aromatic compounds along with reaction mechanisms and structural theory. In the laboratory, the student will apply basic organic chemistry laboratory techniques including the synthesis and analysis of selected compounds and demonstrate the use of instrumentation including infrared spectroscopy and gas-liquid chromatography.

†CHEM 2125 ORGANIC CHEMISTRY II

Prerequisite: (R) (W), CHEM 2115

5 CREDITS. The student will demonstrate mastery of concepts of structure and reactions of the principal functional groups of organic compounds including reaction mechanisms and structural theory not included in the first course. In the laboratory, the student will conduct selected experiments which illustrate the properties of organic compounds and illustrate techniques used in the synthesis, characterization, and identification of unknown compounds.

†CHEM 2990 CHEMICAL RESEARCH INTERNSHIP

Prerequisite: CHEM 1115 and Permission of Internship Coordinator.

1 to 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.

†As part of the coursework, you may have the potential of being, to some degree, exposed to hazardous material. If you are pregnant, wear contact lenses or have other specific health concerns, you should consult your personal physician for advisement concerning your enrollment in the course.

CHILD DEVELOPMENT

CD 1013 INTRODUCTION TO CHILD DEVELOPMENT

Prerequisite: (R) (W)

3 CREDITS. The student will identify patterns of the physical, intellectual and emotional/social development of children from birth through adolescence. The student will recognize the major theories of human development as they apply to children from birth through adolescence.

CD 1023 INTRODUCTION TO EARLY CHILDHOOD EDUCATION

Prerequisite: (R)

3 CREDITS. The student will analyze and experience the realities and scope of the early childhood profession. The student will also examine legal and ethical responsibilities, and practice making decisions based on guidelines for legal and ethical practices. The student will evaluate early childhood practices as developmentally appropriate or inappropriate.

CD 1053 CURRICULUM ACTIVITIES

Prerequisite: (R) (W), CD 1013, CD 1023

3 CREDITS. This course is designed for students preparing to teach children under six years of age. Students will demonstrate knowledge of learning needs of young children in the areas of art, music, play, math, language, science, and social studies. Students will demonstrate skills in planning and presenting activities for children in these areas. This course is half theory and half laboratory. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements.

CD 1083 CHILD HEALTH, SAFETY AND NUTRITION

Prerequisite: (R) (W) (M), CD 1013, CD 1023

3 CREDITS. This course is designed for students preparing to teach children under six years of age. Students will demonstrate knowledge of nutritional needs of young children as well as requirements for a healthy and safe environment. Students will demonstrate skills in providing a healthy and safe environment and in planning and executing health, safety and nutrition activities. This course is composed of two credit hours of theory and one credit hour of laboratory. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements.

CD 1113 BASIC CHILD CARE I

Prerequisite: (R)

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

Prerequisite: (R)

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

Prerequisite: (R) (W)

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 1143 CHILD AND FAMILY IN SOCIETY

Prerequisite: (R)

3 CREDITS. This course is designed for students preparing for careers with children or families, and for students who want to understand how children develop within the context of the family and society. Students will demonstrate their knowledge of how the family, schools, and society can work together for the optimum development of children, with emphasis on American sub-cultures.

CD 1153 ADVANCED CHILD CARE II

Prerequisite: (R) (W)

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 2000 SPECIAL TOPICS IN CHILD DEVELOPMENT*Prerequisite: (R) (W) (M), Permission of Instructor*

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 2013 THE BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN*Prerequisite: (R) (W), CD 1013 or PSY 1113*

3 CREDITS. This course is designed for students preparing to teach children under six years of age and for students who want to increase their effectiveness in interacting with children in any setting, including the family. Students will demonstrate their knowledge of the critical issues in the development of personality, with emphasis on the years before six. Students will also demonstrate mastery of specific techniques for children such as designing the environment, building self-esteem and social skills, and implementing positive guidance. Students observe children in the campus Child Development Center and Laboratory School.

CD 2053 PROGRAM PLANNING FOR CHILD CARE CENTERS*Prerequisite: (R) (W), CD 1053, CD 1083, CD 2013, ENGL 1113*

3 CREDITS. This course is designed for students preparing to teach children under six years of age. Students will demonstrate the ability to plan daily, weekly, and yearly curriculum for toddlers and preschool children in group settings. Students will also demonstrate a knowledge of the teacher's relationship and ethical responsibility to children's families.

CD 2073 SUPERVISED LABORATORY*Prerequisite: (R) (W), CD 1053, CD 2013, CD 1083*

3 CREDITS. This course is designed for students who plan to teach children 2-5 years. Students will work with the campus Child Development Center and Laboratory School staff a minimum of 96 hours. Students will provide for children's health and safety, guide their behavior, plan and execute activities in all curriculum areas, and communicate with children's families. Pre-laboratory requirements must be met.

CD 2083 CHILD DEVELOPMENT FIELDWORK*Prerequisite: (R), CD 1053, CD 1083, CD 2013, ENGL 1113*

3 CREDITS. This course is designed for students preparing to teach children under six years of age. Students will demonstrate skill in guiding young children and providing for their health and safety in a group setting. Students will also demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. A total of eighty hours is required. Students will complete this course in Instructor approved on and off campus child care facilities and must meet pre-fieldwork requirements.

COMMUNICATIONS**COM 1000 SPECIAL TOPICS***Prerequisite: (R) (W)*

VARIABLE 1-3 CREDITS. The student will demonstrate competencies in subjects not covered in other communications courses. Each course will cover a specific topic and may be repeated with a change in content.

COM 1103 EFFECTIVE READING*Prerequisite: (R) or Permission of Instructor*

3 CREDITS. The student will improve reading rate while maintaining or improving comprehension. The student will study conventional patterns of written material in order to improve comprehension and retention. Individual contracts allow students to focus on specific aspects of reading: speed, comprehension skills, vocabulary, study reading, or reasoning/thinking skills.

COM 1123 INTERPERSONAL COMMUNICATIONS*Prerequisite: (R) (W)*

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*Prerequisite: (R) (W)*

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 PUBLIC ADDRESS*Prerequisite: (R)*

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-AIDED DESIGN**CAD 1000 SPECIAL TOPICS***Prerequisite: (R) (W) (M)*

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.

CAD 1043 ENGINEERING PRINCIPLES*Prerequisite: (R) (W)*

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.

CAD 1214 COMPUTER-AIDED DESIGN (CAD)Prerequisite: (R) (M)*

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.

CAD 1253 CAD 3D MODELINGPrerequisite: (R) (W) (M), CAD 1214 and CAD 1043*

3 CREDITS. The student will use computer-aided design software to create 3 dimensional graphics. The student will demonstrate the ability to define 3D workspaces, viewing positions and use various 3D drawing tools to create 3D objects as surfaced and solid models. The student will also develop rendered bitmap images and use them in professional drawings. Emphasis will be placed on the creation of 3D models from 2D data and 2D detail drawings from 3D data.

CAD 1413 CAD HARDWARE AND SOFTWAREPrerequisite: (R) (W) (M)*

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.

CAD 1513 DIGITAL IMAGINGPrerequisite: CS 1103 or CAD 1413 or Evaluation by Instructor*

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.

CAD 2000 SPECIAL TOPICS*Prerequisite: (R) (W) (M)*

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.

CAD 2013 GEOMETRIC DIMENSIONING AND TOLERANCING*Prerequisite: (R) (M), CAD 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.

CAD 2023 DESIGN MECHANICS*Prerequisite: (R) (W) (M), 15 credit hours of CAD, PHYS 1114 or PHYS 1314, MATH 1613*

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.

CAD 2113 CAD MANAGEMENT AND STANDARDSPrerequisite: (R) (W) (M), CAD 1253 and CAD 1413 or Permission of Instructor*

3 CREDITS. The student will 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.

CAD 2163 CAD PROGRAMMING & AUTOMATIONPrerequisite: (R) (W) (M), CAD 1253, CAD 1413*

3 CREDITS. The student will use embedded programming languages such as AutoLISP and Visual Basic to automate the drafting and design process. Emphasis will be placed on the development of parametric drawing programs. The student will demonstrate or her ability to understand computer-aided design automation by writing computer programs that can be used in the computer-aided design industry.

CAD 2533 3D RENDERING AND DESIGN VISUALIZATIONPrerequisite: (R) (W)*

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.

CAD 2540 APPLICATIONS IN CADPrerequisite: (R) (W) (M), CAD 1214 and CAD 1043*

VARIABLE 1-8 CREDITS. 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 drawing and presenting their work to a group of their peers. This course may be repeated with a different content.

CAD 2633 3D ANIMATION AND SPECIAL EFFECTSPrerequisite: CAD 2533 or Permission of Instructor*

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 is the second objectives prescribed by the instructor and the participating employer. Work objectives will be consistent with meaningful career learning experiences.

CAD 2703 CAD PRACTICUM*Prerequisite: (R) (W) (M), 12 hours of CAD courses and Evaluation by Instructor*

3 CREDITS. The CAD 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.

CAD 2924 DESIGN PROJECTPrerequisite: (R) (W) (M), 15 Hours in a Computer-Aided Design Emphasis and Permission of Instructor*

4 CREDITS. As the capstone course of the Computer-Aided Design 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 their peers, 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.

*Course satisfies the computer proficiency requirement.

COMPUTER SCIENCE**CS 1000 SPECIAL TOPICS***Prerequisite: (R) (M)*

VARIABLE 1-4 CREDITS. The student will demonstrate specified competencies in subjects not included in other computer science courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

CS 1103 INTRODUCTION TO COMPUTERS AND APPLICATIONSPrerequisite: (R)*

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 microcomputer operating system, an office suite, productivity tools, as well as the Internet at an introductory level.

CS 1143 BEGINNING PROGRAMMINGPrerequisite: (R) (W) (M)*

3 CREDITS. Designed for Computer Science majors, this course affords students a basic understanding of computer programming. Students will utilize accepted programming concepts and perform number system conversions and arithmetic. In addition, they will design and code structured modular programs using design tools such as hierarchy charts, flowcharts, and pseudocode.

CS 1153 INTRODUCTION TO COMPUTING TECHNOLOGIESPrerequisite: (R) (M)*

3 CREDITS. Students will learn fundamental concepts of hardware and software prior to learning tools of support technicians. Topics will include the computer architecture, the instruction execution cycle, I/O and storage. In addition, students will learn basics of digital electronics, how to perform mathematical operations and conversions on multiple numbering systems, develop fundamental problem-solving skills for troubleshooting, and investigate career opportunities within the information technology industry.

CS 1333 DATABASE MANAGEMENT APPLICATIONSPrerequisite: (R)*

3 CREDITS. The student will use a selected database management program to create and edit database files. The student will also search, organize, and build reports, forms, and templates with the database files.

CS 1343 SPREADSHEET APPLICATIONSPrerequisite: (R) (M)*

3 CREDITS. Using selected spreadsheet software on a microcomputer, the student will apply the basic theoretical and practical concepts of an electronic

spreadsheet as used in business applications. Study will include the design and creation of worksheets, templates, graphs, macros, and other options as they apply to the software being used.

***CS 1353 MICROCOMPUTER OPERATING SYSTEMS**

Prerequisite: (R) (W) (M), CS 1103 and (CS 1143 OR CS 1153) or Evaluation by Instructor

3 CREDITS. This is a support-oriented course providing students with information and hands-on classroom experience in dealing with operating system issues inherent to PC hardware and software installation, upgrade configuration, maintenance, and troubleshooting in a user-based computing environment. Course topics will include: the boot process, configuring and customizing the computer, managing hardware, displaying a user interface, interpreting commands and requests, providing services to software applications, allocating and managing memory, managing files, optimizing system performance, and providing troubleshooting tools.

***CS 1363 MULTIMEDIA**

Prerequisite: (R) (W) (M), CS 1103 or Evaluation by Instructor

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.

***CS 1413 MICROCOMPUTER TECHNOLOGY**

Prerequisite: (R) (W) (M), CS 1103 and (CS 1143 OR CS 1153) or Evaluation by Instructor

3 CREDITS. Students will be introduced to hardware concepts through hands-on experience with the fundamentals of current microcomputer technologies including installation, configuration, upgrades, diagnosis, and troubleshooting, system optimization, and repair. Additional topics will include preventive maintenance as well as safety.

CS 2000 SPECIAL TOPICS

Prerequisite: (R) (W) (M)

VARIABLE 1-6 CREDITS. The student will demonstrate competencies with subjects not covered in other computer science courses. Each course will cover a specific topic and may be repeated with a change in content.

***CS 2113 COMPUTER-BASED INFORMATION SYSTEMS**

Prerequisite: (R) (W) (M)

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, designing a personal web page, and an essay paper on computer ethics. Students must demonstrate their ability to use a personal computer for word processing, spreadsheet, database, and presentation applications prior to enrollment.

***CS 2123 ASSEMBLY**

Prerequisite: (R) (W) (M), CS 1143 or Evaluation by Instructor

3 CREDITS. The student will demonstrate an understanding of the structure and operation of assemblers. Student will use IBM mainframe assembly language to solve programming problems involving Input/Output definitions, Loops, Decimal and fixed point arithmetic, register operations, control structures and report editing.

***CS 2143 DIGITAL MEDIA EDITING**

Prerequisite: (R) (M), CS 1363 or Evaluation by Instructor

3 CREDITS. Students will develop both technical skills and creative techniques in a project-based learning environment. Many aspects of digital editing will be applied including digitizing audio and video, the composition of computer-generated graphics and animation, multiple audio layers, title overlay, and special effects.

***CS 2153 WINDOWS SUPPORT**

Prerequisite: (R), CS 1353 or Evaluation by Instructor

3 CREDITS. Students will learn to set up and use the Windows operating system. Topics include planning, installation, maintenance, troubleshooting, and operation. Attention will be paid to supporting users in a business environment: installing printers and other hardware, networking using Windows, customizing the user interface, stand alone and network security, role of the Registry, and professional certification.

***CS 2163 JAVA**

Prerequisite: (R) (W) (M), CS 1143 or Evaluation by Instructor

3 CREDITS. Student will develop object-oriented Java applications and applets, which demonstrate comprehension of fundamental programming structures, object-oriented programming, graphics, event handling, interface components, programming for the Internet, data structures, and exception handling.

***CS 2173 ORACLE**

Prerequisite: (R) (W) (M), CS 1143 or Evaluation by Instructor

3 CREDITS. Student will develop relational database applications using Oracle's database and application development utilities. Topics covered include client/server concepts, relational concepts, sound database design and development techniques, integrated database applications, SQL, PL/SQL programming, and creation of tables, queries, forms, reports, and graphs.

***CS 2183 LINUX**

Prerequisite: (R) CS 1143 or Evaluation by Instructor

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.

***CS 2213 COBOL**

Prerequisite: (R) (W) (M), CS 1143 or Evaluation by Instructor

3 CREDITS. The student will use the COBOL language to solve typical business computer problems involving Input/Output definitions, program loops, control structures, one-dimensional arrays, the SEARCH verb, and use of Sequential and Indexed file organizations.

***CS 2223 SYSTEMS ANALYSIS AND DESIGN**

Prerequisite: (R) (W) (M), ENGL 1113 and a 2000 level programming language or Evaluation by Instructor

3 CREDITS. Students will investigate and participate in the analysis and design of information systems through application of the Systems Development Life Cycle. Topics include the role of the analyst, review of common business systems, preparation of data-gathering instruments, database design and normalization and module design. Computer Aided Software Engineering (CASE) tools such as data dictionary, data flow diagramming, data modeling, and structure charts will also be covered.

***CS 2233 ADVANCED COBOL**

Prerequisite: (R) (W) (M), CS 2213 or Evaluation by Instructor

3 CREDITS. Given advanced business problems and data files, the student will solve problems by documenting, writing, compiling, and executing the programs using COBOL. All programs will incorporate advanced programming techniques such as: file organization, updating sequential and random files, two-dimensional arrays, and class editing criteria of fields for information accuracy.

***CS 2303 LOCAL AREA NETWORKING**

Prerequisite: (R), CS 1413 or Evaluation by Instructor

3 CREDITS. Students will learn the fundamental technologies of Local Area Network and will be able to identify the components of a LAN and determine the type of network design most appropriate for a given site. The student will identify the different media used in network communications, distinguish between them, and determine how to use them to connect servers and workstations in a network. The student will also differentiate between the different networking standards, protocols and access methods, then determine which would be most appropriate for a given LAN.

***CS 2363 C++**

Prerequisite: (R) (W) (M), CS 2163 or Evaluation by Instructor

3 CREDITS. Students will use C++ to write programs that demonstrate comprehension of basic control structures, input/output, functions, arrays, searches, sorts, files and pointers. Students will develop object-oriented skills writing C++ programs that use data abstraction, encapsulation, inheritance, and polymorphism.

***CS 2403 MICROCOMPUTER SUPPORT SERVICES**

Prerequisite: (R), ENGL 1113 and completion of 9 hours of Computer Science or Evaluation by Instructor

3 CREDITS. Students will demonstrate their understanding of planning, implementing, and maintaining a support center for both internal and external users of computer hardware and software. The main topics will include: the Help Desk, design of hardware and software specifications, performing a needs assessment, design of evaluation instruments, creation of both technical and non-technical documentation, working with customers in a support role, and ethical standards for the computing professional.

***CS 2413 WEB SITE DEVELOPMENT**

Prerequisite: (R) (W), CS 1103 or Evaluation by Instructor

3 CREDITS. Students will develop the skills needed to create a Web site for personal or professional use. Design considerations will include navigation techniques, audience needs, browser/platform concerns, and connection speeds. A combination of current scripting/programming languages and Web page authoring software will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a Web site; creating and manipulating graphics; and incorporating style sheets, JavaScript, Java Applets, or database access. Each student will create, publish, and manage a Web site.

***CS 2433 MULTIMEDIA AUTHORIZING**

Prerequisite: (R) (M), CS 1363 or Evaluation by Instructor

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 multimedia applications for use in presentations, education and marketing.

***CS 2453 VISUAL BASIC**

Prerequisite: (R) (M), CS 1143 or Evaluation by Instructor

3 CREDITS. The students will use Visual Basic to create event-driven programs. Objects/controls are covered including their properties, methods, and events. Additional topics include data arrays, control arrays, mouse methods and events, procedures, functions, variables, menus, files, simple data access, and various programming techniques as they apply to Visual Basic.

***CS 2463 ADVANCED JAVA**

Prerequisite: (R) (W) (M), CS 2163 or Evaluation by Instructor

3 CREDITS. Student will develop Java applications and applets, which demonstrate comprehension of advanced programming structures and practices, object-oriented programming, fundamental data structures (arrays, linked lists, stacks and queues), SWING, Java Beans, database programming (JDBC), and distributed computing (Sockets/RMI).

***CS 2503 NETWORK ADMINISTRATION**

Prerequisite: (R) (W) (M), CS 1353 or Evaluation by Instructor

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.

***CS 2513 ADVANCED WEB SITE DEVELOPMENT**

Prerequisite: (R) (W), CS 1143 and CS 2413 or Evaluation by Instructor

3 CREDITS. Students will create interactive and dynamic web applications using both client-side and server-side scripts. Current technologies and authoring tools will be used to process data from the user and build applications that interact with databases.

***CS 2553 ADVANCED VISUAL BASIC**

Prerequisite: (R) (W) (M), CS 2453 or Evaluation by Instructor

3 CREDITS. Students will expand their knowledge of Visual Basic as used in business applications both for Windows and for the Web. Included will be topics such as advanced controls, MDI programming, collections, object-oriented programming, multi-tier applications, data access, ADO.Net, ASP.Net, and report writing.

CS 2610 INTERNSHIP*

Prerequisite: (R) (W) (M), Completion of 15 hours of Computer Science and Evaluation by Instructor

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.

*Course satisfies the computer proficiency requirement.

**Course available only through special arrangement with Computer Science Faculty Advisor.

CYBER/INFORMATION SECURITY***ISEC 1103 INTRODUCTION TO CYBER INFORMATION SECURITY**

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.

***ISEC 2513 PRINCIPLES OF INFORMATION ASSURANCE**

Prerequisite: Evaluation by Instructor

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.

***ISEC 2523 SECURE ELECTRONIC COMMERCE**

Prerequisite: Evaluation by Instructor

Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and case studies of secure electronic commerce as well as an introduction to security architectures for secure electronic commerce. These include digital signatures, certificates, and public key infrastructure (PKI). Legal and national policy secure electronic commerce issues are included.

***ISEC 2543 NETWORK AND OPERATING SYSTEMS SECURITY**

Prerequisite: Evaluation by Instructor

Students will participate in a comprehensive study of current and developing communications systems and networks. These include host-based and network-based intrusion detection, anomaly and misuse detection, and network security appliances including firewalls and access control devices. Topics are covered with all networks in mind, including the Internet, PSTN, ATM, Frame Relay Networks, etc.

***ISEC 2563 ENTERPRISE SECURITY MANAGEMENT**

Prerequisite: Evaluation by Instructor

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.

***ISEC 2583 CYBER FORENSICS**

Prerequisite: Evaluation by Instructor

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.

DATABASE MANAGEMENT**DBM 1000 SPECIAL TOPICS**

Prerequisite: (R) (W) (M), Evaluation by Instructor

VARIABLE 1-4 CREDITS. The student will demonstrate specified competencies in subjects not included in other Database Management courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

DBM 1101 DATABASE THEORY

Prerequisite: (R) (W) (M), Students must have a third party certification in one of the following: CompTIA's

A+, CompTIA's Net+, CompTIA's iNet+, Microsoft MCP, Oracle OCP or have completed 18 credit hours of

faculty-approved computer science course work before beginning the Database Management program of study, or Evaluation by Instructor

1 CREDIT. The student will develop an understanding of the concepts of the relational database model. In addition, the student will gain knowledge of database management systems through an introduction to Query-by-Example, Structured Query Language (SQL), database design, services of database management systems, and database administration tasks.

DBM 1314 INTRODUCTION TO SQL

Prerequisite: (R) (W) (M), DBM 1101 Database Theory or Evaluation by Instructor

4 CREDITS. The student will demonstrate specific competencies in creating database structures and storing, retrieving, and manipulating data in a relational database using SQL. The student will create blocks of SQL application code. The student will demonstrate through hands-on activities an understanding of the SQL composite and scalar data types and error processing.

DBM 1334 DATABASE ADMINISTRATION

Prerequisite: (R) (W) (M), DBM 1314 Introduction to SQL or Evaluation by Instructor

4 CREDITS. The student will demonstrate specific competencies in managing an instance, creating a database, managing database objects, managing users, controlling access privileges, exporting/importing data, and auditing database activities. The student will demonstrate an understanding of instance architecture, database structure, and multinational language support.

DBM 2000 SPECIAL TOPICS

Prerequisite: (R) (W) (M), Evaluation by Instructor

VARIABLE 1-4 CREDITS. The student will demonstrate specified competencies in subjects not included in other Database Management courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

DBM 2313 DATABASE BACK UP AND RECOVERY

Prerequisite: (R) (W) (M), DBM 1334 Database Administration or Evaluation by Instructor

3 CREDITS. The student will demonstrate specific competencies in performing backup and recovery operations as well as exporting and importing data. The student will demonstrate an understanding of backup and recovery considerations, database structures, and backup/recovery processes.

DBM 2322 DATABASE NETWORKING

Prerequisite: (R) (W) (M), DBM 2313 Database Back Up and Recovery or Evaluation by Instructor

2 CREDITS. The student will demonstrate specific competencies in configuring the network connection between the client system and the database server using a variety of strategies. The student will demonstrate an understanding of networking architecture, networking products and tools, and application deployment strategies.

DBM 2334 DATABASE PERFORMANCE TUNING

Prerequisite: (R) (W) (M), DBM 2322 Database Networking or Evaluation by Instructor

4 CREDITS. The student will demonstrate specific competencies in SQL statement tuning, tuning memory and storage structures, and analyzing performance. The student will demonstrate an understanding of business requirements related to tuning and tuning considerations for different applications.

DBM 2353 DATABASE ADMINISTRATION WITH SQL SERVER

Prerequisite: (R) (W) (M), DBM 2334 Database Performance Tuning or Evaluation by Instructor

3 CREDITS. The student will demonstrate specific competencies in installing Microsoft SQL Server, creating an operational database, performing backup/recovery operations, managing users, managing access privileges, managing resources, database tuning, and importing and exporting data.

DBM 2363 UNIX FOR DATABASE ADMINISTRATORS

Prerequisite: (R) (W) (M), DBM 1334 Database Administration or Evaluation by Instructor

3 CREDITS. The student will demonstrate specific competencies in using basic UNIX operating system commands to: navigate file systems, manage files and directories, edit files using the VI text editor, and manage users and groups. The student will demonstrate an understanding of the different command shells (Bourne, Korn, C, and Bash) and the organization of typical UNIX file systems.

DBM 2373 DATABASE AND APPLICATION DESIGN USING CASE

Prerequisite: (R) (W) (M), DBM 1334 Database Administration or Evaluation by Instructor

3 CREDITS. The student will demonstrate specific competencies in creating application and database structures using CASE (Computer Aided Software Engineering) tools. The student will demonstrate an understanding of modeling business requirements, modeling data requirements, transforming models into designs, and using data presentation standards.

DEVELOPMENTAL STUDIES

(For course descriptions, the list is located under Learning Skills and Mathematics.)

ECONOMICS**ECON 1013 CONSUMER ECONOMICS**

Prerequisite: (R) (M)

3 CREDITS. Upon completion of this course, the student will be able to relate the principles of economics to the everyday problems facing the individual as a consumer. He/she will demonstrate the ability to determine the effect of inflation and government policy on family financial planning.

ECON 1113 ECONOMIC DEVELOPMENT OF THE UNITED STATES

Prerequisite: (R) (W) (M)

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 2113 PRINCIPLES OF MACROECONOMICS

Prerequisite: (R) (M) (W)

3 CREDITS. The student will apply macroeconomic theories in analyzing the concepts of supply and demand, national income, production, and the economic role of government.

ECON 2123 PRINCIPLES OF MICROECONOMICS

Prerequisite: (R) (M) (W)

3 CREDITS. The student will apply microeconomic theories in analyzing concepts by which business maximizes profit, consumers maximize satisfaction, government allocates goods and services, and international trade affects the domestic economy.

ECON 2303 MONEY AND BANKING

Prerequisite: (R) (M), ECON 2113 or Permission of Instructor

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.

ELECTRONICS**ET 1000 SPECIAL TOPICS**

Prerequisite: (R) (W) (M)

VARIABLE 1-4 CREDITS. The student will demonstrate specified competencies in subjects not included in other electronics courses, but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

ET 1014 D.C. / A.C. FUNDAMENTALS*Prerequisite: (R) (W) (M)*

4 CREDITS. The student will demonstrate a knowledge of principles by solving problems relating to both DC and AC in subjects such as resistive circuits, reactance, impedance, AC circuits and resonance. Laboratory applications are an integral part of this course.

ET 1114 SOLID STATE CIRCUITS*Prerequisite: (R) (W) (M), ET 1014 or Equivalent*

4 CREDITS. The student will discuss, demonstrate and solve problems relating to various solid state devices and associated circuits such as diodes, transistors, F.E.T.s, power supplies, filters, regulators, and amplifiers. Laboratory applications are an integral part of this course.

ET 1124 DIGITAL LOGIC FUNDAMENTALSPrerequisite: (R) (W) (M), ET 1014 or Equivalent*

4 CREDITS. The student will demonstrate digital logic fundamentals by applying digital devices in a laboratory setting and by solving problems related to circuit theory, number systems, and Boolean algebra. Specific devices included are basic gates, combination logic, flip-flops and MSI devices.

ET 1133 COMPUTER AND NETWORKING CONNECTIONS*Prerequisite: (R)*

3 CREDITS. This course will introduce the student to cable testing and certification and wireless communications. The student will make, test, and install computer and networking cables and supported hardware.

ET 1144 INDUSTRIAL ELECTRONICS*Prerequisite: (R)(W)(M)*

4 CREDITS. The student will demonstrate knowledge of basic industrial electronic principles and devices by solving problems and constructing lab experiments in subjects such as resistive circuits, Ohms law and power, series and parallel circuits, DC and AC circuits, solid state circuits and devices, and operational amplifiers. Common electronics test equipment will be used in the laboratory experiments to explore different electronic circuits and devices.

ET 1223 DIGITAL ELECTRONICS*Prerequisite: (R)(W)(M)*

3 CREDITS. This course is an introductory digital electronics course. The student will analyze, construct, test and interface fundamental digital circuits including logic gates, combinational logic circuits, Flip-flops, counters, encoders and decoders, shift registers arithmetic circuits, digital to analog conversions, and analog to digital conversions. The student will also demonstrate a knowledge of numbering systems and integrated circuit specifications.

ET 1544 ELECTRONICS SHOP PRACTICES*Corequisite: (R) (W) (M), ET 1014*

4 CREDITS. The student will use hand tools to construct, solder and desolder electrical circuitry. In addition, the student will use electronic measuring instruments such as oscilloscopes, multimeters, and function generators to measure and record voltages, currents, frequencies, resistances and other circuit values.

ET 1604 INTRODUCTION TO ELECTRONICSCorequisite: (R) (W) (M)*

4 CREDITS. The student will demonstrate the application of Ohm's Law, power, and the impedance formula and analyze basic solid state circuits. In addition, the student will construct and test voltage dividers and reactive circuits, as well as diode and transistor circuits, using various electronics test equipment.

ET 2000 SPECIAL TOPICS*Prerequisite: (R) (W) (M)*

VARIABLE 1-6 CREDITS. The student will demonstrate competencies with subjects not covered in other program courses. Each course will cover a specific topic and may be repeated with a change in content.

ET 2014 CONTROL DEVICES*Prerequisite: (R) (W) (M), ET 1144*

4 CREDITS. The student will discuss and demonstrate the characteristics of industrial control devices in the classroom and laboratory. Discussion will include the theory and operation of silicon controlled rectifiers, unijunction transistors, thyristors, operational amplifiers, thermocouples, servomechanisms, and photoelectric devices.

ET 2024 COMMUNICATIONS SYSTEMS*Prerequisite: (R) (W) (M), ET 1144*

4 CREDITS. The student will analyze electronic circuits associated with amplitude modulation, frequency modulation, transmission lines, antennas and fiber optics. Practical exercises will be performed in the electronics laboratory.

ET 2032 INDUSTRIAL ELECTRICITY*Prerequisite: (R) (W) (M)*

2 CREDITS. The student will learn and apply the fundamentals of industrial electricity such as motor phasing, conductor sizing, three-phase power, conduit bending, and the use of ladder diagrams and test equipment to meet acceptable codes and standards.

ET 2044 ELECTROMECHANICAL DEVICES*Prerequisite: (R) (W) (M), ET 1144*

4 CREDITS. The student will demonstrate problem maintenance and troubleshooting procedures on various types of electrical motors and electromechanical systems.

ET 2124 CONTROL SYSTEMS*Prerequisite: (R) (W) (M)*

4 CREDITS. The student will discuss and demonstrate the characteristics of an industrial control system consisting of transmitters, controllers, control valves, and transducers. Pneumatics and electronics components are emphasized in this course.

ET 2133 LANS FOR TECHNICIANSPrerequisite: (R), ET 1702*

3 CREDITS. The student will prepare a microcomputer to be installed, setup, and configured as a Local Area Network (LAN) server. The student will learn to support and administer the system.

ET 2143 WANS FOR TECHNICIANSPrerequisite: (R), ET 1803*

3 CREDITS. This course will introduce the student to installing and configuring a server on a Wide Area Network (WAN) to work with the Internet or an Intranet system. The student will learn the basics of TCP/IP configuration, dynamic host configuration, managing domains, Remote Access Service, and integrating other servers.

ET 2153 REMOTE NETWORK SERVICES*Prerequisite: (R), ET 2133 or Permission of Instructor*

3 CREDITS. The student will learn to install and configure LAN and WAN interfaces such as Gateways, Modem Servers, Fax Servers, Mail Servers, ISDN (Integrated Services Digital Network) Connections, and OSU.DSU Connections.

ET 2214 MICROPROCESSOR INSTRUMENTATION*Prerequisite: (R) (W) (M), ET 1144*

4 CREDITS. The student will demonstrate knowledge of microprocessor based microcontroller applications including input/output interfacing techniques, digital to analog conversions, analog to digital conversions, and basic sensor signal conditioning as related to the instrumentation industry.

ET 2244 DATA COMMUNICATIONS*Prerequisite: (R) (W) (M), ET 1124*

4 CREDITS. The student will describe digital data networks, buses, interfaces, data communications and data terminal equipment. Laboratory applications are an integral part of this course.

ET 2320 CAREER EXPERIENCE*Prerequisite: (R), Twelve (12) credit hours of electronics and Permission of Instructor*

VARIABLE 1-3 CREDITS. The student will demonstrate the ability to work effectively, in a commercial setting, toward satisfying objectives prescribed by the instructor and the participating employer. Work objectives will be consistent with meaningful career learning experiences.

ET 2334 DIGITAL LOGIC SYSTEMS*Prerequisite: (R) (W) (M), ET 1124*

4 CREDITS. The student will apply digital fundamentals to the design of logic systems such as counters, arithmetic circuits, memory circuits, analog/digital

converters, digital/analog converters, and microprocessors. The student will construct and verify proper operation of actual logic circuits.

ET 2353 INSTRUMENTATION AND CONTROL I

Prerequisite: (R) (W) (M)

3 CREDITS. The student will discuss terminology and demonstrate system operations by proper measurement and control techniques of flow, pressure, temperature and level control within the system.

ET 2363 INSTRUMENTATION AND CONTROL II

Prerequisite: (R) (W) (M), ET 2353

3 CREDITS. The student will discuss and demonstrate pneumatic logic components within a pneumatic system and integrate each component into a control loop.

ET 2384 OPERATIONAL AMPLIFIERS

Prerequisite: (R) (W) (M), *Evaluation by Instructor*

4 CREDITS. The student will apply basic electronic principles to solve problems concerning operational amplifier specifications and applications in inverting and non-inverting amplifiers, summing circuits, differential amplifiers, integrators, differentiators, and other waveshaping circuits. This course also covers various types of power supply regulators and active filters. The student will construct and test circuits in the lab to meet specified operational parameters.

***ET 2414 MICROCOMPUTER SYSTEMS**

Prerequisite: (R) (W) (M), ET 2334

4 CREDITS. The student will use microprocessors and support devices to evaluate microcontrollers and support devices to evaluate microcontroller applications related to the electronics industry. Microcontroller drive capabilities related to input/output interfacing, programming, motion control, A/D and D/A conversions, and embedded controller applications will be analyzed and tested.

***ET 2463 ADVANCED MICROCOMPUTER SYSTEMS**

Prerequisite: (R), CS 1353, ET 2434

3 CREDITS. The student will apply advanced concepts of installing, servicing and operating microcomputer systems, adhering to the latest national certification standards.

ET 2632 ELECTRONICS PROJECT

Prerequisite: (R), *Permission of Instructor*

2 CREDITS. The student will demonstrate the knowledge and skills necessary to plan, construct, test, and document an electronics hardware and/or software project which meets accepted industry standards as set forth in manufacturer's data sheets.

ET 2642 NETWORK ANALYSIS

Prerequisite: (R) (W) (M), *Permission of Instructor*

2 CREDITS. The student will analyze and solve electrical network problems utilizing Norton's, Thevenin's, Kirchoff's and superposition theorems, and will construct and test appropriate circuits in the electronics laboratory.

ET 2663 MICROCONTROLLER SYSTEMS

Prerequisite: (R) (W) (M), ET 1144 or *Permission of Instructor*

3 CREDITS. The student will use microcontrollers to interface with devices such as switches, light emitting diodes, motors, analog to digital devices and temperature transducers. In addition, programming will be an integral part of the curriculum. Laboratory exercises will allow the student to build, program and test a microcontroller system.

*Course satisfies the computer proficiency requirement.

EMERGENCY MEDICAL SCIENCES

EMS 1000 SPECIAL TOPICS

Prerequisite: (R) (W)

VARIABLE 1-4 CREDITS. The student will demonstrate specified competencies in subject areas not covered in other emergency medical technology courses, but which are beneficial in providing better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

EMS 1018 BASIC EMERGENCY MEDICAL TECHNOLOGY

Prerequisite: (R) (W), (Bloodborne pathogen training and healthcare provider CPR)

8 CREDITS. The student will be able to do the following: describe the role of the Emergency Medical Technician in an emergency medical services system, perform patient assessment on patients with traumatic injuries and patients with medical emergencies, manage a multi-casualty incident including triage, correctly manage traumatic injuries to the body and its systems, as well as medical emergencies of varying types and causes, perform lifting and moving techniques and light extrication. Additionally, the student will describe current EMS law as it applies to the EMT and perform intravenous therapy maintenance. A field and hospital practicum are an integral part of the course, for which liability insurance, a student uniform, and a physical, including certain immunizations, are required.

EMS 1035 PARAMEDIC CARE I

Corequisite: (R) (M), EMS 1018 or equivalent, BIO 1314

5 CREDITS. The student will accurately describe the EMS Systems, roles & responsibilities, of the Paramedic within the system; summarize and interpret legal responsibilities according to federal, state and local laws and regulations; wellness, illness/injury prevention, ethics, therapeutic communications, lifespan development, history taking, techniques of physical examination, patient assessment, clinical decision making, communications, & documentation; evaluate their attitudes toward ethics, death and dying, professional interpersonal relationships, and crisis intervention; and complete orientation to advanced training practicum rotations. The student will define medical terms using roots, prefixes, and suffixes. A field and hospital clinical practicum are an integral part of the course. Liability insurance, a student uniform, and a current physical are required prior to clinical rotations.

EMS 1059 PARAMEDIC CARE II

Prerequisite: (R) (M), EMS 1018 or equivalent, BIO 1314; EMS 1035 or *Permission of Instructor*

9 CREDITS. The student will accurately describe airway management/ventilation, venous access, trauma systems, mechanism of injury, hemorrhage & shock, soft tissue trauma, burns, head & facial trauma, spinal trauma, thoracic trauma, abdominal trauma, musculoskeletal trauma, & environmental conditions. The student will integrate fluid therapy and advanced airway care into correct management of the patient with respiratory disorders; and/or trauma to soft tissues, the central nervous system, and the musculoskeletal system. A field and hospital clinical practicum are an integral part of the course. Liability insurance, a student uniform, and a current physical are required prior to clinical rotations.

EMS 1113 ECG INTERPRETATION AND PROCEDURES

Prerequisite: BIO 1314

3 CREDIT. This course introduces the student to the basics of dysrhythmia interpretation, performance and interpretation of twelve lead ECG to allow the Paramedic to treat the patient with acute myocardial infarction, as well as reviews the anatomy and physiology of the cardiovascular system. This course includes both lecture and laboratory time in which the student may receive hands-on rhythm interpretation practice via use of oscilloscope and paper rhythm strips. The course is designed for paramedic students, graduate nurses, CCU monitor techs, or other healthcare providers with an interest or a need in improving or developing rhythm interpretation skills.

EMS 1123 PHARMACOLOGY

Prerequisite: (M), APPM 1313 or MATH 1513

3 CREDITS. The student will summarize and correctly interpret the legal standards of drug therapy; identify and correctly interpret actions of emergency drugs; accurately calculate doses, dosage rates, and admixtures; choose correct drugs, doses and routes of administration for emergency patients based on indications, contraindications, standing orders, verbal orders and accepted pre-hospital care protocols; and demonstrate correct aseptic techniques in preparation and administration of drugs. Rec: BIO 1314

EMS 2013 EMS OPERATIONS

Prerequisite: (W), EMS 1018 or equivalent

3 CREDITS. The student will summarize and interpret legal responsibilities of safe ambulance operations in Oklahoma; evaluate psychological and physical factors affecting safe emergency vehicle operations. The student will discuss medical incident command, hazardous materials incidents, crime scene awareness, rescue awareness & operations. The student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, and preparation for transport; and recognize situations posing threats to patients, EMT's or bystanders and describe correct management of these situations.

EMS 2169 PARAMEDIC CARE III

Prerequisite or Corequisite: (W) (M), EMS 1059, APPM 1313 OR 1513, EMS 1113, EMS 1123 BIO 1414 or *Permission of Instructor*

9 CREDITS. The student will summarize and correctly interpret federal and state communications regulations; correctly interpret electrocardiograms; and integrate fluid therapy, advanced airway care, drug therapy and EKG interpretation in the correct prehospital management of adult and geriatric patients experiencing pulmonary, cardiovascular, endocrinology, allergies & anaphylaxis, environmental, genitourinary, acute abdominal, hemorrhagic, substance abuse, and poisoning emergencies. A field and hospital clinical practicum are an integral part of the course. Liability insurance, a student uniform, and a current physical are required prior to clinical rotations.

EMS 2179 PARAMEDIC CARE IV

Prerequisite: (W) (M), *Prerequisite or Corequisite:* (W) (M), EMS 1059, APPM 1313 OR 1513, EMS 1113, EMS 1123 BIO 1414; EMS 2169 or *Permission by Instructor*.

9 CREDITS. The student will analyze basic and advanced emergency management of adult and geriatric, abuse & assault, special challenges, acute intervention for chronic care patients, infectious & communicable diseases, toxicology, hematology, trauma and medical patients, and apply emergency management principles for neonatology, pediatric, obstetrical and gynecological patients, and patients experiencing behavioral & psychiatric disorders. The student will also present selected emergency patient case histories from clinical rotations, analyze systematic medical care, evaluate the medical care using accepted pre-hospital protocols, and conduct a research project. A field and hospital clinical practicum, as well as an internship, are integral parts of the course. Liability insurance, a student uniform and a current physical are required prior to clinical rotations.

ENGINEERING***ENGR 1113 INTRODUCTION TO ENGINEERING/FORTRAN**

Prerequisite: (R) (W), MATH 1613

3 CREDITS. The student will demonstrate familiarity with basic methods and techniques of engineering by recording, analyzing and presenting solutions in writing to a variety of engineering problems. The student will utilize (1) the engineering language including terminology and graphing; and (2) computational techniques based on the calculator, the computer, and dimensional analysis.

ENGR 1213 ENGINEERING GRAPHICS & DESIGN

Prerequisite: (R)(W)

3 CREDITS. The student will use computational techniques and computer-aided drawing to create, analyze and graphically represent solutions to architectural and engineering problems, reflecting national, international and professional norms and standards. The student will be able to describe and demonstrate familiarity with the functions and responsibilities of research, manufacturing, construction and quality assurance involved in the solutions of a variety of engineering and architectural problems.

ENGR 2003 ENGINEERING PRACTICE I

Prerequisite: English 1213, English Composition II

3 CREDITS. Students are introduced to basic principles of a successful engineering enterprise including 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**

Corequisite: ENGR 1113, MATH 2103, MATH 2203 or *Permission of Instructor*

3 CREDITS. The student will demonstrate familiarity with visualization and modeling techniques used in product design and development for a variety of engineering problems. The student will utilize (1) the engineering language including terminology, graphics and standards (2) observation, visual perception and spatial visualization (3) computer-aided design systems including solid modeling.

ENGR 2133 RIGID BODY MECHANICS

Prerequisite: (R) (W), PHYS 2014

3 CREDITS. The student will solve problems related to static equilibrium of rigid and deformable bodies and the motion of particles and rigid bodies. Kinetics and kinematics will be studied with the application of algebra, trigonometry, scalar and vector calculus.

ENGR 2143 STRENGTH OF MATERIALS

Prerequisite: (R) (W), ENGR 2133

3 CREDITS. The student will solve problems related to determinate and elementary indeterminate structural analysis, stress and strain in elastic and elasto-plastic materials. Quantitative analysis will incorporate methods of scalar and vector calculus and vector algebra where appropriate.

ENGR 2243 STATICS

Prerequisite: (R), (M) PHYS 2014

3 CREDITS. Students solve problems related to static equilibrium of particles and rigid bodies under the action of forces. Physical concepts of equilibrium and engineering applications are integrated with mathematical subjects of vector calculus, vector algebra and simultaneous algebraic equations.

ENGR 2313 STRUCTURE AND PROPERTIES OF MATERIALS

Prerequisite: (R) (W), 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

Prerequisite: (R) (W), PHYS 2014

3 CREDITS. The student will solve problems related to an understanding of the first and second laws of thermodynamics; ideal gases; mixtures of ideal gases; and power and refrigeration cycles. Quantitative analysis will incorporate methods of algebra and calculus where appropriate.

ENGR 2343 FLUID MECHANICS

Pre or Corequisite: (R) (W), ENGR 2133

3 CREDITS. The student will solve problems related to the statics and dynamics of fluid flow and apply Stokes, Eulers and Bernoulli equations to analyze the characteristics of fluid flow in open and closed pipes. Quantitative analysis will incorporate methods of algebra, trigonometry and calculus where appropriate.

ENGR 2523 DYNAMICS

Prerequisite: (R)(W), ENGR 2243

3 CREDITS. Students solve problems related to accelerated motion of bodies. Kinetics and kinematics along with conservation of energy, momentum, and angular momentum are utilized to analyze the motion of both particles and rigid bodies with the application of algebra, trigonometry, and scalar and vector calculus.

ENGR 2613 ELECTRICAL SCIENCE

Prerequisite: (R)(W), PHYS 2114

3 CREDITS. The student will analyze DC and AC circuits including three-phase circuits. Analysis techniques will include Kirchhoff's laws, Thevenin's Theorem and Norton's Theorem. Quantitative analysis will incorporate methods of algebra, trigonometry and calculus where appropriate.

*Course satisfies the computer proficiency requirement.

ENGLISH**ENGL 1000 SPECIAL TOPICS**

Prerequisite: (R) (W)

VARIABLE 1-3 CREDITS. The student will demonstrate competencies in subjects not covered in other specific courses in English (ENGL). Each course will cover a specific topic and may be repeated with a change in content.

***ENGL 1113 ENGLISH COMPOSITION I**

Prerequisite: (R) (W)

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. **GenEd Requirement**

ENGL 1203 BUSINESS ENGLISH

Prerequisite: (R) (W)

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

Prerequisite: (R) (W), ENGL 1113 English Composition I or Assessment by Instructor

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 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style. **GenEd Requirement**

***ENGL 1233 REPORT WRITING**

Prerequisite: (R) (W), ENGL 1113 English Composition I or Assessment by Instructor

3 CREDITS. The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

ENGL 2000 CREATIVE WRITING

Prerequisite: (R) (W)

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

Prerequisite: (R) (W), ENGL 1213 English Composition II or Assessment by Instructor

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

Prerequisite: (R) (W), ENGL 1113 English Composition I or Assessment by Instructor

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

Prerequisite: (R) (W), ENGL 1213 English Composition II or Assessment by Instructor

3 CREDITS. This course is 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. This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

ENGL 2133 INTRODUCTION TO POETRY

Prerequisite: (R) (W), ENGL 1113 English Composition I or Assessment by Instructor

3 CREDITS. This course is a study of poetry as literary art with emphasis on understanding, recognizing, and appreciating poetic forms and techniques. Students will interpret, analyze, and evaluate poems from a variety of literary periods and cultures.

ENGL 2323 THE SHAKESPEARE PLAYS

Prerequisite: (R), ENGL 1113 English Composition I or Assessment by Instructor

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

Prerequisite: (R), ENGL 1113 English Composition I or Assessment by Instructor

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

Prerequisite: (R), ENGL 1113 English Composition I or Assessment by Instructor

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

Prerequisite: (R), ENGL 1113 English Composition I or Assessment by Instructor

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

Prerequisite: (R), ENGL 1113 English Composition I or Assessment by Instructor

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

Prerequisite: ENGL 1213 English Composition II or assessment by instructor

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. This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

ENGL 2423 WORLD LITERATURE TO 1700

Prerequisite: (R), ENGL 1113 English Composition I or Assessment by Instructor

3 CREDITS. Successful completion of the objectives of this course will enable the student to complete appropriate oral and/or written statements concerning literary, historical, cultural, and philosophical movements in western civilization from the time of the ancient world to the Renaissance.

ENGL 2433 WORLD LITERATURE SINCE 1700

Prerequisite: (R), ENGL 1113 English Composition I or Assessment by Instructor

3 CREDITS. Successful completion of the objectives of this course will enable the student to complete appropriate oral and/or written statements concerning literary, historical, cultural, and philosophical movements in western civilization from the Neoclassical period to the late 20th century.

ENGL 2543 ENGLISH LITERATURE TO 1798

Prerequisite: (R), ENGL 1113 English Composition I or Assessment by Instructor

3 CREDITS. Successful completion of this course will enable the student to construct appropriate oral and/or written statements concerning literary, historical, cultural, and philosophical movements from the Anglo-Saxon era up to approximately 1798.

ENGL 2653 ENGLISH LITERATURE SINCE 1798

Prerequisite: (R), ENGL 1113 English Composition I or Assessment by Instructor

3 CREDITS. Successful completion of the tasks in this survey will enable the student to construct appropriate oral and/or written responses concerning literary, historical, cultural, and philosophical movements from the Romantic Age to the present time.

ENGL 2773 AMERICAN LITERATURE TO 1865

Prerequisites: ENGL 1213 English Composition II or assessment by instructor

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. This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

ENGL 2883 AMERICAN LITERATURE SINCE 1865

Prerequisites: ENGL 1213 English Composition II or assessment by instructor

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. This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

*Course satisfies the computer proficiency requirement (check the Class Schedule for "Computer-Assisted Writing" offering)

ENGLISH AS A SECOND LANGUAGE**ESL 0123 BEGINNING GRAMMAR**

This course is designed for the beginning-level student with little or no previous knowledge of English. Through a gradual progression of reading, writing, speaking, and listening exercises and activities, the student will develop and refine English communication skills. Classroom activities will include role-play of situations students will be likely to encounter outside the classroom. Students will be encouraged to take an active role in the learning process and to apply newly acquired language skills creatively. Students will be encouraged to use the software and audiocassette support materials available for this course in the Communications Lab.

ESL 0213 INTERMEDIATE GRAMMAR

Prerequisite: Appropriate Score on a Skills Assessment Test or Assessment by Instructor

This course is designed for the student who already has a working knowledge of English. The course allows the student to gradually shift from basic structures and conversational topics to more complex structures and academic topics. Through participation in a variety of activities including role-play and problem-solving, the student will demonstrate mastery of the vocabulary, structures, and functions covered. Practice activities are included in each of the four skill areas: listening, speaking, reading, and writing. Students will be encouraged to use the software and audiocassette support materials available for this course in the Communications Lab.

ESL 0313 ADVANCED GRAMMAR I

Prerequisite: Appropriate Score on a Skills Assessment Test or Assessment by Instructor

This course begins a comprehensive and in-depth presentation of English grammar. Grammar aspects covered include the verb tense system, gerunds and infinitives, tag and echo questions, modal verbs, the passive voice, and conditionals. Upon completion of the course, the student will demonstrate mastery of the forms, meanings, and usage levels of these fundamental structures. While focusing on grammar, the course promotes the development of all language skills for effective communication. Students will be encouraged to use the software and audiocassette support materials available for this course in the Communications Lab.

ESL 0323 ADVANCED GRAMMAR II

Prerequisite: Appropriate Score on a Skills Assessment Test or Assessment by Instructor

This course is a continuation of ESL 0313. The course presents sophisticated structures in increasingly challenging contexts. Grammar aspects covered include noun phrases and clauses, adverbs and adverb clauses, adjective clauses, and phrasal verbs. Upon completion of the course, the student will demonstrate mastery of the forms, meanings, and usage levels of these fundamental structures. While focusing on grammar, the course promotes the

development of all language skills for effective communication. Students will be encouraged to use the software and audiocassette support materials available for this course in the Communications Lab.

ESL 0343 TOEFL PREPARATION: READING

This course is designed for the intermediate to advanced-level student who desires to improve his or her score on the Test of English as a Foreign Language (TOEFL). The course will focus on increasing the student's comprehension of the complex passages found in the Reading Comprehension Section of the TOEFL. The student will practice finding information in dense texts, identifying main ideas, drawing logical inferences, and determining the meaning of vocabulary words in context. Although designed with the TOEFL examinee in mind, the drills and exercises in this class can be equally useful to the student who has other goals. Students will be encouraged to use the software available for this course in the Communications Lab.

ESL 0353 TOEFL PREPARATION: LISTENING AND STRUCTURE

3 CREDITS. This course is designed for the intermediate to advanced level student who desires to improve his or her score on the Test of English as a Foreign Language (TOEFL). The student will increase his or her comprehension of the conversational patterns and idioms of spoken English tested in the Listening Comprehension Section of the TOEFL. The student will also improve his or her understanding of the grammatical patterns and structures of formal written English tested in the Structure and Written Expression Section of the TOEFL. Although designed with the TOEFL examinee in mind, the drills and exercises in this class can be equally useful to the student who has other goals. Students will be encouraged to use the software and audiocassette support materials available for this course in the language lab.

ESL 0413 ADVANCED LISTENING

Prerequisite: Appropriate Score on a Skills Assessment Test or Assessment by Instructor

3 CREDITS. This course is designed to develop the student's ability to comprehend and interpret aural information. The student will practice active listening skills and will develop comprehension abilities in a variety of discourse situations including natural conversations, media broadcasts, and classroom lectures. This course is organized around topics in American culture. Students will learn about and discuss the cultural values and traditions which have shaped and continue to shape American society. Students will be encouraged to converse with native speakers. Upon completion of the course, the student will demonstrate increased comprehension of aural information.

ESL 0423 ADVANCED READING

Prerequisite: Appropriate Score on a Skills Assessment Test or Assessment by Instructor

3 CREDITS. This course is designed for the student who wants to improve his/her ability to read English for academic purposes. Through a wide variety of practice activities and exercises, the student will develop and apply new reading skills and strategies. Emphasis will be placed upon developing the types of reading skills and vocabulary needed in an academic environment. Upon completion of the course, the student will demonstrate improvement in reading speed and comprehension.

ESL 0463 ADVANCED SPEAKING

Prerequisite: Appropriate Score on a Skills Assessment Test or Assessment by Instructor

This course is designed to increase the student's ability and confidence as an effective communicator in English. Students will practice the advanced communications skills necessary for success in academic and professional situations. Challenging speaking tasks assigned will include discussion, debate, recitation, public speaking, and the creation of dialogues and skits for in-class performance. Aspects of pronunciation will be covered as needed to improve the student's overall comprehensibility. Upon completion of the course, the student will demonstrate increased oral fluency and accuracy.

ESL 0473 PRONUNCIATION

Prerequisite: Appropriate Score on a Skills Assessment Test or Assessment by Instructor

3 CREDITS. Through a variety of systematic and sequential practice activities, the student will learn to integrate English sounds, stress, rhythm, and intonation into clear, fluent speech. Students will practice and develop skills for a wide variety of speech acts including natural conversation and oral presentation. Upon completion of the course, the student will demonstrate improvement in intelligibility, fluency, and accuracy in articulating English.

ESL 0443 ADVANCED WRITING

Prerequisite: Appropriate Score on a Skills Assessment Test or Assessment by Instructor

3 CREDITS. This course is designed to prepare students to write in English for academic purposes. Through a wide variety of writing practice activities, students will develop the skills necessary for effective paragraph and essay writing. Students will learn how to generate and focus ideas, to support a thesis, and to revise and refine their work. Writing strategies and techniques covered will include brainstorming, free writing, drafting, and editing. Students will be expected to read, discuss, and respond to each other's ideas. The course will introduce rhetorical patterns used in essay writing such as compare/contrast and persuasion.

ESL 0640 SPECIAL TOPICS IN ENGLISH AS A SECOND LANGUAGE

VARIABLE 1-3 CREDITS. The student will demonstrate competencies in specific areas of English as a Second Language study which are not covered in other English as a Second Language courses. The course can be repeated either with a change in course content or by recommendation of the instructor

FILM AND VIDEO PRODUCTION**FVP 1000 SPECIAL TOPICS IN FILM TECHNOLOGY**

Variable 1-3 CREDITS. The student will demonstrate specified competencies in subjects not included in other film and video production courses but which will benefit students wanting additional training. Each course will cover a specific topic and may be repeated with a change in content.

FVP 1103 TECHNOLOGY AND EQUIPMENT OVERVIEW

3 CREDITS. Students will be introduced to equipment used to make movies for film and television. They will demonstrate an understanding of the terms, procedures, and considerations in selecting the most effective equipment for specific scenes. They will demonstrate a basic understanding of how to use cameras, lights, and sound recording devices.

FVP 1123 FILM PRODUCTION AND BUSINESS I

Prerequisite: (R) (W) (M)

3 CREDITS. The students will study the film-making process from concept to completion with special emphasis on the relationship between various job categories and the specific role of the production technician. Students will demonstrate an understanding of script selection, script breakdown and supervision, continuity, site selection, logistics, transportation, the schedule of the project, budget development and management, the casting and staffing processes, and writing production reports.

FVP 1133 PRODUCTION DESIGN

3 CREDITS. The student will demonstrate an understanding of location design, exterior and interior art direction and construction, stage sets, props, signage, costume and set decoration, makeup, and hair dressing.

FVP 2000 SPECIAL TOPICS IN FILM TECHNOLOGY

Prerequisite: 6 hours of Film and Video Production courses or Assessment by Instructor

Variable 1-3 CREDITS. The student will demonstrate specified competencies in subjects not included in other film and video production courses but which will benefit students wanting advanced training. Each course will cover a specific topic and may be repeated with a change in content.

FVP 2123 FILM PRODUCTION AND BUSINESS II

Prerequisite: FVP 1123 Film Production and Business I

3 CREDITS. Building on the skills and knowledge developed in Film Production I, students will further explore the working relationships between key staff members such as the producers, editors, directors, and cinematographers. They will demonstrate a basic understanding of film production technology and terminology. They will also analyze publicity, marketing techniques and materials, distribution plans, contracts, labor relations, business plans, copyright, chain of title, and negotiating with management and representation. As part of this course, students will develop an entire plan for the production of a film which may become their Capstone project. The plan will include the selection of a script, a detailed schedule, budget, and possible contracts for staff and talent.

FVP 2153 SCREENPLAY INTERPRETATION

Prerequisite: (R), FVP 1103 or FVP 1123

3 CREDITS. This course presents an in-depth examination of screenplay mechanics and techniques for the film technician. Students will identify and analyze the scene-to-scene intentions, suggestions and narrative directives of the writer so, as film technicians, they may better contribute to the various aesthetics and physical execution of the production. This is a lectured forum with writing requirements. Various screenings of sample films will be evaluated by students.

FVP 2233 CAMERA TECHNIQUES I

Prerequisites: (M), FVP 1103, FVP 2243

3 CREDITS. Students will become familiar with f-stops, the impact of lighting conditions and specific lighting packages on lenses, emulsions, rigging, depth of field and other camera and set operations and procedures as well as the full range of technical maintenance needed for digital video and film cameras. Students will demonstrate the mastery of camera mechanics and the necessary clerical support duties of the first and second assistant cameraperson craft categories.

FVP 2243 FILM LIGHTING I

Prerequisite: FVP 1103 Technology and Equipment Overview

3 CREDITS. Students will learn the basic electrical considerations needed to create lighting effects. They will create fixed indoor daytime and night lighting effects. They will demonstrate an understanding of the subtle graduation in color and light and how to use them creatively to enhance the story. Students will demonstrate setting up fixed, moving, and changing lighting effects for day-time and night-time scenes.

FVP 2253 FILM SOUND

Prerequisite: FVP 1103 Technology and Equipment Overview

3 CREDITS. Students will demonstrate the use of microphones, microphone placement, sound enhancements, volume, and the recording techniques used on location and in a studio. They will produce a full sound mix, including dialogue, score, source music, sound effects, and a variety of digital technologies.

FVP 2263 AMERICAN CINEMA

Prerequisite: ENGL 1113 or Assessment by Instructor

3 CREDITS. The focus in this course will be on these film topics: history and development, the studio system, economic structure, technical and critical vocabulary, style, the star, genres, themes, and audience. Instructional films and readings will enable the student to understand each of these topics; furthermore, the student will view several classic and contemporary American films to exemplify and clarify cinematic techniques and concepts. The student will become able to think and write critically about film and its role in American culture.

FVP 2323 FILM EDITING AND DIGITAL EFFECTS I

Prerequisite: Assessment by Instructor

3 CREDITS. Students will learn the digital environment of the non-linear AVID editing system, mastering the basics of multiple video and audio tracks, scenes assembly, time line structure and maintenance. Basic transitions such as dissolves, fades, wipes, and others will be introduced. Students will learn the process of commercial digital film editing and become familiar with story line and plot development through basic post-production techniques of picture and sound juxtaposition. Students will also be introduced to the mechanics and methods of digital effects. They will demonstrate a proficiency in the manipulation of single images, resulting in digitally enhanced composite shots and scenes.

FVP 2343 FILM LIGHTING II

Prerequisite: (R), FVP 2243

3 CREDITS. Students will master the theory and technique of successful motion picture lighting methods and equipment usage. They will demonstrate intermediate and advanced knowledge in the applications and procedures in a hands-on and lectured learning environment. Interior, exterior and special need lighting situations common to professional film work will be examined, analyzed and utilized.

FVP 2353 CAMERA TECHNIQUES II

Prerequisite: (R), FVP 2223

3 CREDITS. This course presents advanced camera techniques for students pursuing a professional career in the professional film craft category of

cinematography. Utilizing the digital medium, students will master advanced technical and creative aspects of electronic imaging. Students will master camera mechanics, functionality and limitations of state-of-the-art technologies. This course will have a strong emphasis on the responsibilities of the first assistant cameraperson and camera operator craft categories.

FVP 2423 FILM EDITING AND DIGITAL EFFECTS II

Prerequisite: FVP 2323 and Assessment of Instructor

3 CREDITS. Students will master the visual and aural forces that make the film an expressive means of communication utilizing the digital medium of the intermediate level AVID non-linear editing system. Students will demonstrate proficiency in construction of film sequences, interrelationships of the various film elements, editorial theory and practices that affect the overall aesthetics of recorded storytelling. They will additionally study the arena of digital effects and various non-linear after-market effects palettes.

FVP 2453 FILM SOUND EDITING

Prerequisite: (R), FVP 2253

3 CREDITS. Students will master the aural forces that make film an expressive means of communication utilizing the digital medium of the intermediate ProTools non-linear sound editing system. Students will demonstrate proficiency in construction of sound sequences, interrelationships of the various sound track elements, sound design, foley and editorial theory that affect the overall aural aesthetics of recorded music and effects in film storytelling.

FVP 2613 FILM OR VIDEO INTERNSHIP

Prerequisite: 6 hours of Film and Video Production courses or Assessment by Instructor

Variable 1-3 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.

FVP 2713 CAPSTONE PROJECT

Prerequisite: All required Major FVP courses, computer proficiency, and Assessment by Instructor.

3 CREDITS. In groups, students will produce a short 10 to 20 minute, completely edited, finished film, demonstrating their mastery of the various film craft categories and the entire film making process. In some cases, students may work on a professional production in a capacity which demonstrates the skills they have learned.

FINANCE

FIN 1000 SPECIAL TOPICS

Prerequisite: (R) (W) (M)

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

Prerequisite: (R) (W) (M)

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

Prerequisite: (R) (W) (M), 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

Prerequisite: (R) (W) (M)

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.

FIN 2123 SECURITIES AND INSURANCE LICENSING

Prerequisite: (R) (W) (M), INS 1123

3 CREDITS. The student will demonstrate understanding of the legal, ethical, and theoretical environment of the securities and insurance industry. The student will demonstrate competencies in mutual fund and variable insurance products. This includes an overview of laws set forth in the Uniform Securities Act, covering state licensing and registration requirements.

FIN 2500 FINANCIAL SERVICES INTERNSHIP

Prerequisite: (R) (W) (M), FIN 1013

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. This course may be repeated to a maximum of nine credit hours with the permission of the instructor.

FRENCH

FREN 1000 SPECIAL TOPICS IN FRENCH

Prerequisite: (R) (W)

1-6 CREDITS. The student will demonstrate competencies not covered in other French language courses. Each course will concentrate on a particular aspect of language and culture. Credit is variable, and with different content, may be repeated for up to 6 credits.

FREN 1010 CONVERSATIONAL FRENCH I

Prerequisite: (R) (W)

1-4 CREDITS. The beginning student will develop oral communication skills through intensive practice in French with a focus on listening and speaking activities. The student will be able to function in French on topics of everyday life. Credit is variable and, with different content, may be repeated for up to 4 credits.

FREN 1120 CONVERSATIONAL FRENCH II

Prerequisite: (R), (W), FREN 1010 or FREN 1115 or Evaluation by instructor

1-4 CREDITS. The student will further develop oral communication skills through intensive practice in French with a focus on listening and speaking activities. The student will be able to function in French in a variety of situations. Credit is variable and, with different content, may be repeated for up to 4 credits.

FREN 1115 ELEMENTARY FRENCH I

Prerequisite: (R) (W)

5 CREDITS. The beginning student will acquire fundamental proficiency in understanding, speaking, reading, and writing French. The student will also explore important aspects of French and Francophone culture. Laboratory experience is an integral part of the course.

FREN 1225 ELEMENTARY FRENCH II

Prerequisite: (R) (W), FREN 1115 or Evaluation by Instructor

5 CREDITS. A continuation of FREN 1115. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing French. The student will continue to explore significant aspects of French and Francophone culture. Laboratory experience is an integral part of the course. Satisfactory completion of this course confirms that a student has demonstrated competency in a foreign language at the novice-high level on the ACTFL scale.

FREN 2113 INTERMEDIATE FRENCH I

Prerequisite: (R) (W), FREN 1225 or Evaluation by Instructor

3 CREDITS. The student will demonstrate proficiency in understanding, speaking, reading, and writing French at the intermediate level. The student will read a variety of French texts, using them as a basis for conversation and composition in French and will begin a systematic review of French grammar. The class is taught in French.

FREN 2223 INTERMEDIATE FRENCH II

Prerequisite: (R) (W), FREN 2113 or Evaluation by Instructor

3 CREDITS. A continuation of FREN 2113. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing French at the intermediate level. The student will read short literary texts and use them as a basis for discussions and compositions in French and will complete a systematic review of French grammar. The class is taught in French.

GEOGRAPHY

GEOG 2603 WORLD REGIONAL GEOGRAPHY

Prerequisite: (R)

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

GEOG 1063 EARTH SCIENCE

Prerequisite: (R), (W), (M)

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. **GenEd Requirement**

†GEOG 1064 EARTH SCIENCE

Prerequisite: (R) (W), (M)

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. **GenEd Requirement**

†GEOG 1114 GENERAL GEOLOGY

Prerequisite: (R) (W), (M)

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. **GenEd Requirement**

†As part of the coursework, you may have the potential of being, to some degree, exposed to hazardous material. If you are pregnant, wear contact lenses or have other specific health concerns, you should consult your personal physician for advisement concerning your enrollment in the course.

GERMAN

GRMN 1000 SPECIAL TOPICS

Prerequisite: (R) (W)

VARIABLE 1-3 CREDITS. The student will demonstrate competencies not covered in other German language courses. Each course will concentrate on a specific language skill such as Conversational or Traveller's German. The course may be repeated with a change in subject matter.

GRMN 1010 CONVERSATIONAL GERMAN I

Prerequisite: (R), (W)

1-4 CREDITS. The beginning student will develop oral communication skills through intensive practice in German with a focus on listening and speaking activities. The student will be able to function in German on topics of everyday life. Credit is variable and, with different content, may be repeated for up to 4 credits.

GRMN 1120 CONVERSATIONAL GERMAN II

Prerequisite: (R), (W), GRMN 1010 or GRMN 1115 or Evaluation by Instructor

1-4 CREDITS. The student will further develop oral communication skills through intensive practice in German with a focus on listening and speaking activities. The student will be able to function in German in a variety of situations. Credit is variable and, with different content, may be repeated for up to 4 credits.

GRMN 1115 ELEMENTARY GERMAN I

Prerequisite: (R) (W)

5 CREDITS. The beginning student will acquire fundamental proficiency in the pronunciation, grammar, reading, speaking, and writing of German. The student will also explore certain aspects of German culture. Laboratory experience is an integral part of the course.

GRMN 1225 ELEMENTARY GERMAN II

Prerequisite: (R) (W), GRMN 1115 or Permission of Instructor

5 CREDITS. A continuation of GRMN 1115. The student will demonstrate

increased proficiency in the fundamentals of German grammar, oral communication, as well as in reading and writing skills. The student will continue to explore selected aspects of German culture. Laboratory experience is an integral part of the course.

GRMN 2113 INTERMEDIATE GERMAN I

Prerequisite: (R) (W), GRMN 1225 or Permission of Instructor

3 CREDITS. The student will read a variety of German texts, using them as a basis for conversation and short compositions in German. The readings will be accompanied by a review and enrichment of the student's knowledge of German grammar.

GRMN 2223 INTERMEDIATE GERMAN II

Prerequisite: (R) (W), GRMN 2113 or Permission of Instructor

3 CREDITS. A continuation of GRMN 2113. The student will read more advanced German texts, using them as a basis for discussions and literary compositions in German. Grammar review and enrichment are an ongoing part of the course.

GRAPHIC COMMUNICATIONS

*GCOM 1000 SPECIAL TOPICS IN GRAPHIC COMMUNICATIONS

Prerequisite: (R)

VARIABLE 1-6 CREDITS. Students will develop skills and demonstrate competencies in topics not covered in other Graphic Communication courses. A specific topic is designated for each offering. This course may be repeated with a change in subject matter.

*GCOM 1043 ELECTRONIC PUBLISHING: QUARKXPRESS I

Prerequisite: (R)

3 CREDITS. Students will demonstrate proficiency in the production of various types of printed material. In addition, they will demonstrate skills in specifying typography, importing photos and artwork into documents, the application of design principles, and preparing documents for the commercial printing process.

*GCOM 1053 ELECTRONIC PUBLISHING: INDESIGN I

Prerequisite: (R)

3 CREDITS. Students will demonstrate proficiency in using the Macintosh computer in the production of various types of printed material. In addition, they will demonstrate skills in specifying typography, importing photos and artwork into documents, the application of design principles, and preparing documents for the commercial printing process.

*GCOM 1133 INTRODUCTION TO MACINTOSH

Prerequisite: (R)

3 CREDITS. The student will demonstrate a working knowledge of creating documents and folders and filing them in the current operating system, networking, accessing the internet, and producing basic documents using several graphic arts software programs.

†GCOM 1143 BLACK AND WHITE PHOTOGRAPHY I

Prerequisite: (R)

3 CREDITS. The student will demonstrate basic 35mm camera operations as well as black and white film processing and printing. The student will demonstrate knowledge of basic principles of photography, use of various lenses, filters and exposure manipulation in photo development and printing.

GCOM 1153 DIGITAL PHOTOGRAPHY

Prerequisite: (R)

The student will demonstrate proficiency in using digital cameras and will produce color and black and white images which demonstrate a knowledge of basic principals of composition. Students will also demonstrate the ability to use the software program Adobe Photoshop to enhance, retouch, resize, format and store their digital images for use in printing and on the web.

*GCOM 1173 COMPUTER DRAWING: FREEHAND

Prerequisite: (R)

3 CREDITS. Students will demonstrate knowledge of vector illustration techniques using Macromedia Freehand software. Students will also create and edit graphic objects and type, select various menu commands, and use keyboard shortcuts.

GCOM 1183 COMPUTER DRAWING: ILLUSTRATORPrerequisite: (R)*

3 CREDITS. The student will demonstrate knowledge of vector illustration techniques using Adobe Illustrator software. The student will also create and edit graphic objects and type, select various menu commands, and use keyboard shortcuts.

GCOM 1223 ADVERTISING LAYOUTPrerequisite: (R) GCOM 1033; GCOM 1043 or GCOM 1053*

3 CREDITS. Students will demonstrate, by tests and performance, the ability to make effective advertising layouts which meet industry standards. Students will demonstrate effective use of color, dominant and subordinate elements, typography, and production skills in their designs.

GCOM 1353 INTRODUCTION TO MULTIMEDIA DESIGNPrerequisite: (R)*

3 CREDITS. Students will demonstrate understanding of the principles of design, effective use of typography, and the process of developing a multimedia presentation in the form of thumbnail layouts, scripts, and/or storyboards. They will also produce a computer-generated multimedia presentation. They will also demonstrate a basic knowledge of various multimedia software.

GCOM 2000 INTERNSHIP*Prerequisite: (R), Assessment by the Instructor*

VARIABLE 1-6 CREDITS. The student will work in a real graphic arts environment. The student will be instructed by a qualified graphic artist in a work situation and will produce printable assignments using current technology. This course may be repeated to a maximum of nine credit hours with the permission of the instructor.

GCOM 2043 ELECTRONIC PUBLISHING: QUARKXPRESS IIPrerequisite: (R), GCOM 1043 or Assessment by the Instructor*

3 CREDITS. The student will demonstrate proficiency using advanced functions and commands of electronic desktop publishing. This will include libraries, master pages, color separation, prepress document preparation, working with graphic files, and templates.

GCOM 2053 ELECTRONIC PUBLISHING: INDESIGN IIPrerequisite: (R), GCOM 1053 or Assessment by the Instructor*

3 CREDITS. The student will demonstrate proficiency using advanced functions and commands of electronic desktop publishing. This will include libraries, master pages, color separation, prepress document preparation, working with graphic files, and templates.

GCOM 2143 PHOTO LIGHTING*Prerequisite: (R), GCOM 1143 or Assessment by the Instructor*

3 CREDITS. The student will demonstrate proficiency in photographic lighting through projects which demonstrate basic lighting techniques on people and objects using studio lighting and electronic flash.

†GCOM 2243 BLACK AND WHITE PHOTOGRAPHY II*Prerequisite: (R), GCOM 1143 or Instructor-Approved Portfolio*

3 CREDITS. The student will demonstrate advanced composition techniques for portrait, architectural, still life, scenic, night and small object photography subjects. Proficiency will be demonstrated by development of a one-person exhibit or portfolio.

GCOM 2323 PUBLICATION DESIGNPrerequisite: (R), GCOM 1033 or GCOM 1043 or GCOM 1053 or Assessment by the Instructor*

3 CREDITS. Upon completion of the course the student will demonstrate knowledge of the elements of newsletter and magazine design. The student will produce a four-page newsletter. The student will also produce a magazine cover, table of contents page(s), masthead, and departmental page designs. The work will be performed on a Macintosh computer using a desktop publishing program.

GCOM 2353 APPLIED GRAPHIC ARTPrerequisite: (R), GCOM 1033 or GCOM 1043 and GCOM 1223*

3 CREDITS. The student will apply skills learned in previous classes to produce real projects for the College or community. Students will design and produce a variety of production pieces.

GCOM 2373 GRAPHIC ARTS ILLUSTRATION*Prerequisite: (R), ART 1123 or Assessment by the Instructor*

3 CREDITS. The student will learn about and produce illustrations using a variety of techniques and media. Types of illustrations produced include pencil, ink, markers, scratchboard, colored pencil and mixed media. Work will be accomplished to conform to professional standards in the graphic arts industry.

GCOM 2583 DIGITAL VIDEO & SOUND EDITING IPrerequisite: (R)*

3 CREDITS. The student will demonstrate knowledge of the technical aspects of QuickTime and digital video. The student will be able to edit dialog, using narration and voice-overs, edit for visual continuity, apply various video capture techniques, use transitions, match images and words, produce montages and work with audio.

GCOM 2593 DIGITAL VIDEO & SOUND EDITING IIPrerequisite: (R), GCOM 2583*

3 CREDITS. The student will demonstrate the ability to efficiently produce audio and visual effects for video, multimedia, and the web. The student will learn how to creatively composite motion graphics and video in a 2D and 3D environment. Using Adobe AfterEffects, the student will be able to effectively enhance basic video/sound skills.

GCOM 2773 IMAGE EDITING: PHOTOSHOP IPrerequisite: (R)*

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.

GCOM 2783 IMAGE EDITING: PHOTOSHOP IIPrerequisite: (R), GCOM 2773 or Assessment by Instructor*

3 CREDITS. The student will demonstrate knowledge of more advanced functions of the Photoshop software program. Student proficiency will be demonstrated by successfully completing projects which require skills in advanced techniques in selection, layering, color correction, and image manipulation.

GCOM 2793 WEB PAGE DESIGN IPrerequisite: (R)*

3 CREDITS. The student will demonstrate knowledge of basic screen design principles for Web pages and human interface design principles. The student will also demonstrate skill in the preparation of graphics and media for Web-based delivery, be able to use browsers, HTML, a Web page authoring program, cross-platform authoring, color space, index color palettes, imagemaps, links, patterned backgrounds, import graphics in various file formats, and produce on-screen illustrations and designs.

GCOM 2803 PORTFOLIO PREPARATION AND PRESENTATION*Prerequisite: (R), GCOM 1223, GCOM 1033 or GCOM 1053 and GCOM 2323 or Assessment by the Instructor*

3 CREDITS. The student will prepare a portfolio for professional presentation and evaluation. The portfolio will consist of matted pieces, resume, and notebook which contains samples of projects representing skills using various graphic arts software programs.

GCOM 2813 WEB PAGE ANIMATION I*Prerequisite: (R)*

3 CREDITS. The student will be able to produce vector-based animated and interactive Web sites with frames and keyframes, layers, scenes, morphing, animations that follow a path, animations within a mask, static and animated buttons, sound for buttons and movies, and be able to publish work for web delivery on an HTML page.

GCOM 2833 WEB PAGE DESIGN II*Prerequisite: (R), GCOM 2793, or Assessment by the Instructor*

3 CREDITS. Students will create Web sites, format text, insert images, create tables, links, framesets. They will also be able to use cascading style sheets (CSS) for consistent formatting, use layers to design pages, convert layers to tables, convert tables to layers, create rollovers, and use a timeline to animate objects and text.

GCOM 2843 WEB PAGE ANIMATION II

Prerequisite: (R), GCOM 2813 or *Assessment by the Instructor*

3 CREDITS. The student will demonstrate the ability to create interactive multimedia and web projects using the Flash! software authoring environment. He/She will also demonstrate knowledge of ActionScript, the Flash! programming language, and use it to create and enhance online (web sites) and offline (CD-ROM) projects. In addition, the student will demonstrate a working knowledge of variables, scripted motion, text fields, advanced movie clip options, arrays, and functions.

GCOM 2853 MULTIMEDIA PORTFOLIO PRODUCTION

Prerequisite: (R), GCOM 2813 and GCOM 2583 or *Assessment by the Instructor*

3 CREDITS. The student will demonstrate the ability to design and produce an interactive QuickTime movie presentation using an authoring software. The production will include animation, graphics, text, digital photography, sound and video. The project will become part of the student's portfolio.

*Course satisfies the computer proficiency requirement.

NOTE: Please see course listings under Art for additional courses of interest to Graphic Communications students.

HISTORY**HIST 1000 SPECIAL TOPICS IN HISTORY**

Prerequisite: (R), *Permission of Instructor*

VARIABLE 1-3 CREDITS. The student will demonstrate competencies in subjects not covered in other history courses. Each course will relate to a specific issue and may be repeated with a change in topic.

HIST 1123 SURVEY OF AMERICAN SPORTS HISTORY

3 CREDITS. Students will participate in discussions of American Sports History—which may include the study of baseball, football, basketball, and/or other sport histories and heroes, as well as their memories and myths from the age of folk games to the age of televised sports, with special emphasis on the nineteenth and twentieth centuries. Information sources for class discussions may include appropriate video, print, and/or Internet learning materials.

HIST 1483 U.S. HISTORY TO THE CIVIL WAR

Prerequisite: (R) (W)

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

HIST 1493 U.S. HISTORY SINCE THE CIVIL WAR

Prerequisite: (R) (W)

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

HIST 1613 EARLY WESTERN CIVILIZATION

Prerequisite: (W)

3 Credits: After surveying the beginnings of civilization, students will study the origins of Western Civilization through Greek and Roman culture, medieval Europe and the Renaissance. From the survey, students will be able to identify contributions of early Western Civilization to the emergence of the West, including Modern Europe and the United States.

HIST 1623 MODERN WESTERN CIVILIZATION

Prerequisite: (R) (W)

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 2000 SPECIAL TOPICS IN HISTORY

Prerequisite/Corequisite: Any 1000 level History course or permission of the instructor.

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 2103 OKLAHOMA-LAND OF THE RED MAN

Prerequisite: (R) (W)

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 based on the student's analysis of Oklahomans past.

HIST 2123 AFRICAN-AMERICAN HISTORY

Prerequisite: (R) (W)

3 CREDITS. After analyzing African-American History from 1600 to the present, and surveying topics such as psychological identity, political reform, leadership, living patterns, and protest, the student will be able to identify prejudice in his or her own society, describe the current meaning of African American protest, and identify present day needs of the African American community.

HIST 2133 SURVEY OF WOMEN'S HISTORY

3 CREDITS. Students will study the history of women, in the course that may take an American, European, or international perspective. The public and private spheres of women's lives will be examined through reading and brief writing assignments, worksheets, participation, in class discussions, and book reviews. Students will submit assignments online using Webct. Students will submit assignments using MS Word or MS PowerPoint.

HIST 2153 SURVEY OF AMERICAN FAMILIES AND COMMUNITIES

Prerequisite: HIST 1483 or 1493, or permission of instructor required.

3 CREDITS. Students will survey the history of the American family and community life in the nineteenth and twentieth centuries. Students will focus on slavery, industrialization, the growth of working classes, westward expansion, and changing roles of women in society. This is not a genealogy course, but a social history that relies on a wide range of historical resources.

HIST 2203 THE AMERICAN INDIAN

Prerequisite: (R) (W)

3 CREDITS. After analyzing events in Native American history including artifacts, social organization, recreation, art, religion, ceremonialism, history, prehistory and acculturation, the student will describe Indian cultural differences, identify trends in white-Indian relationships, explain how native cultures have influenced contemporary American culture and assess the major issues of the American Indians, past, present and future.

HIST 2213 GREAT AMERICAN BIOGRAPHIES

Prerequisite: (R) (W)

3 CREDITS. The student will choose to study various great Americans and will describe the contribution of each of these men and women to American society by written and/or oral discussion of their lives.

***HIST 2303 HISTORICAL RESEARCH, METHODS, AND WRITING**

Prerequisite: (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 2333 WORLD HISTORY: ASIA

3 CREDITS: Students will study the 5000-year history and cultural developments of Asia. They will learn about China and the intersection between the history and culture of China with its neighbors, Japan, Korea, Vietnam, India, Myanmar, and Thailand. History, literature, and art will provide the mediums through which these countries and cultures are explored. Students will submit assignments using Webct. Students will submit assignments using MS Word or MS PowerPoint.

HIST 2343 WORLD HISTORY: MIDDLE EAST

3 CREDITS: This course introduces students to the history, peoples, and cultures of the Middle East from 3000 B.C.E. to 2000 C.E. It will focus on the ties between the past and present, continuities and discontinuities. Specifically, the course will locate the roots of three world religions, Judaism, Christianity, and Islam in the Middle East. The domination of Egypt, Romans, and the Ottomans will help to shape the historical overview. This course requires students to use Webct, present with use of PowerPoint software, and to submit all assignments in typed format.

HIST 2353 WORLD HISTORY: LATIN AMERICA

Prerequisite or Corequisite in needed: ENGL 1113 or evaluation by instructor
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.

HIST 2363 WORLD HISTORY: SUB-SAHARAN AFRICA

Prerequisite or Corequisite in needed: ENGL 1113 or evaluation by instructor

Students will survey the history of Sub-Saharan Africa, focusing on early African empires, the advance of colonial empires, colonization, and de-colonization. Course materials include textbooks, novels, and films that related to the histories of the African peoples. This course will emphasize writing, discussion, and presentation skills. Student assignments will be submitted electronically.

* Course satisfies the computer proficiency requirement.

HUMANITIES

The following courses will fulfill Oklahoma City Community College Humanities requirements: Any course with a HUM or PHIL prefix; ART 1013, History of Art: Prehistory to Gothic; ART 1023, History of Art: Early Renaissance to 20th Century; ART 1053, Art Appreciation; any ENGL course 2123 and higher; GEOG 2603, World Regional Geography; HIST 1613, Early Western Civilization; HIST 1623, Modern Western Civilization; HIST 2123, African-American History; HIST 2203, The American Indian; HIST 2213, Great American Biographies; HIST 1003, The Civil War; TA 1103, Introduction to Theatre.

HUM 1113 MUSIC APPRECIATION

Prerequisite: (R) (W)

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

Prerequisite: ENGL 1113 English Composition I or Assessment by Instructor
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

Prerequisite: (R) (W)

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

Prerequisite: ENGL 1113 English Composition I or Assessment by Instructor
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

Prerequisite: ENGL 1113 English Composition I or Assessment by Instructor
3 CREDITS. The student will make oral and written comparisons of selected aspects of the world's major religions both ancient and modern. The student will also accurately describe the cultural context of these religions.

HUM 2143 MYTHOLOGY

Prerequisites: ENGL 1113 English Composition I or assessment by instructor
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. This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

HUM 2153 INTRODUCTION TO EASTERN THOUGHT

Prerequisite: ENGL 1113 English Composition I or Assessment by Instructor
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

Prerequisite: ENGL 1113 English Composition I or Assessment by Instructor
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 2173 BELIEFS AND BELIEVERS

Prerequisite: ENGL 1113 English Composition I or Assessment by Instructor
3 CREDITS. Beliefs and Believers is an exploration into the nature and function of belief structures or "worldviews." These worldviews exist in formal organized entities such as traditional religions or as political and personal ideologies, such as feminism or environmentalism. Representatives from a wide variety of religious and secular perspectives discuss what they believe and why they believe it. The student is exposed to the religious systems of major world religions as well as systems of belief that are outside the scope of what are deemed mainstream religious institutions.

HUM 2213 HUMANITIES-CLASSICAL AND MEDIEVAL

Prerequisite: ENGL 1113 English Composition I or Assessment by Instructor
3 CREDITS. Through a variety of learning experiences in related disciplines, the student will make oral and/or written statements concerning humanistic processes from the early Western civilizations to the time of the European Renaissance.

HUM 2223 HUMANITIES-MODERN

Prerequisite: ENGL 1113 English Composition I or Assessment by Instructor
3 CREDITS. Through a variety of learning experiences in related disciplines, the student will make oral and/or written statements concerning humanistic processes from the Post-Renaissance period to the present.

HUM 2233 EUROPEAN FILM CLASSICS

Prerequisite: ENGL 1113 English Composition I or Assessment by Instructor
3 CREDITS. After viewing examples of film classics from Europe, 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 history of western civilization.

HUM 2243 FILM STUDIES

Prerequisite: ENGL 1113 English Composition I or Assessment by Instructor
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

Prerequisite: ENGL 1113 English Composition I or Assessment by Instructor
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

Prerequisite: ENGL 1113 English Composition I or Assessment by Instructor
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 2353 HISTORY OF SCIENCE

Prerequisite: ENGL 1113 English Composition I or Assessment by Instructor
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

Prerequisite: ENGL 1113 English Composition I or Assessment by Instructor
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

Prerequisite: ENGL 1113 English Composition I or Assessment by Instructor
3 CREDITS. Advocates of Peace deals with a section of East-West culture and politics often overlooked today: the positive and successful influence one individual can have over the masses. In this course, the student will recognize the interdependency of people from totally different geographical and cultural backgrounds using the same ideas of non-violence and non-aggression to combat suppression of and discrimination against any group of people. Two dynamic leaders, Mahatma Gandhi and Dr. Martin Luther King, Jr., have been chosen to exemplify this process. They are as radically different in most respects as one can imagine, and yet, as philosopher politicians, they used the same concepts of non-aggressiveness and non-violence to bring freedom to their peoples.

INSURANCE**INS 1103 PRINCIPLES OF INSURANCE**

Prerequisite: (R) (W) (M)

3 CREDITS. The student will demonstrate understanding of the principles of property and liability insurance to include insurance basics, marketing, underwriting, claims adjusting, insurance company performance, risk management, property exposures, liability exposures, and insurance policy contracts and provisions. The student will apply basic insurance principles using the case study method.

INS 1113 PRINCIPLES OF PERSONAL INSURANCE

Prerequisite: (R) (W) (M)

3 CREDITS. The student will analyze situations and determine the appropriate coverage for homeowners, dwelling and contents, personal liability, inland marine and other personal insurance policies.

INS 1123 INTRODUCTION TO LIFE AND HEALTH INSURANCE

Prerequisite: (R) (W)

3 CREDITS. The student will evaluate and compare insurance products ranging from health insurance, life insurance, and variable investment annuities. The student will demonstrate understanding of the basics of health care benefit designs, such as health maintenance organizations (HMO's), preferred provider programs (PPO's), and traditional plans, and will identify market factors that influence health care costs and benefit designs.

INS 1133 INTRODUCTION TO PROPERTY AND CASUALTY INSURANCE

Prerequisite: (R) (W)

3 CREDITS. The student will demonstrate understanding of the basic terminology for property and casualty insurance including policies, contracts, and regulation. The student will evaluate and compare insurance products used in various fields of insurance such as property, fire, marine, motor vehicle physical damage, casualty, crime and fidelity bonds, and hail crop. The student will interpret appropriate coverages in claims settlement situations.

INS 1203 PRINCIPLES OF COMMERCIAL INSURANCE

Prerequisite: (R) (W) (M)

3 CREDITS. The student will determine the appropriate insurance coverage for property, loss of business income, inland and ocean marine, crime, general liability, workers compensation and other commercial insurance policies.

INS 1213 ETHICS AND ADJUSTING PRACTICES

Prerequisite: (R) (W)

3 CREDITS. The student will apply ethical practices to the processing of property and liability insurance claims.

INS 1243 WORKERS COMPENSATION

Prerequisite: (R) (W) (M)

3 CREDITS. The student will study the history and development of the workers compensation system as it relates to employers' liability insurance. Utilizing injury schedules in given situations, the student will calculate benefits demonstrating an understanding of medical terminology, anatomy, trauma, disability, rehabilitation, and medical treatment. The student will also identify cost control factors such as benefit levels and utilization, rising health care costs, and cost shifting.

INS 1253 PROPERTY INSURANCE ADJUSTING

Prerequisite: (R) (W) (M)

3 CREDITS. The student will solve special problems involving the adjustment of building, merchandise and stock, business interruption, and reporting form losses.

INS 1263 LIABILITY INSURANCE ADJUSTING

Prerequisite: (R) (W) (M)

3 CREDITS. Having reviewed the legal duties and client damages, the student will solve special problems involving legal, medical and workers compensation claims.

INS 2000 SPECIAL TOPICS

Prerequisite: (R) (W) (M)

VARIABLE 1-3 CREDITS. The student will demonstrate competencies in subjects not covered in other insurance courses, but which are beneficial to students wanting a greater understanding of insurance functions. A specific topic is announced for each offering. May be repeated with a change of topic.

INTERNATIONAL STUDIES**ISTU 1013 INTRODUCTION TO INTERNATIONAL STUDIES**

Prerequisite: (R) (W) (M)

3 CREDITS. In this course, students will begin to develop a global perspective and an appreciation for cultural diversity. Students will compare and contrast various regional areas with regard to: geography and ecology, history and religion, government and politics, business and economics, as well as culture and language.

ISTU 2033 INTERNATIONAL STUDIES CAPSTONE*Prerequisite: (R) (W) (M)*

Permission of Instructor (Enrollment is restricted to students in their final semester). Students must have completed the Introduction to International Studies and all major courses before taking the capstone course.

3 CREDITS. This course is designed to provide students majoring in International Studies an opportunity to synthesize previous experiences and apply theoretical knowledge to the real world situations. To ensure students possess sufficient knowledge and understanding of global issues, enrollment is restricted to individuals in the final semester. A Faculty Advisor will work with the students to determine the course format which may include case studies or a portfolio.

JOURNALISM & BROADCASTING**JB 1000 SPECIAL TOPICS***Prerequisite: (R)*

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*Prerequisite: (R) (W)*

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*Prerequisite: (R) (W)*

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 IPrerequisite: (R) (W)*

3 CREDITS. The student will become familiar with and proficient in the use of various news gathering and news writing techniques common to both the print media and the broadcast media. The student will demonstrate mastery by writing acceptable news stories, features, human interest stories and interpretive reports. Typing skills are required.

JB 2000 INTERNSHIP*Prerequisite: (R) (W), Permission of Instructor*

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*Prerequisite: (R) (W)*

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*Prerequisite: (R)*

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 2213 MEDIA TECHNOLOGY*Prerequisite: (R) (W), JB 1143, JB 1103*

3 CREDITS. After a study of theory, planning and producing multimedia programs for instruction, the student will create and execute a multimedia production. Extensive laboratory work is necessary.

JB 2233 NEWSWRITING II*Prerequisite: (R) (W), JB 1133*

3 CREDITS. The student will write complex news stories typical of the beat reporter's work. Students will write police, court, local government, and legislative news stories and one profile feature story.

JB 2303 MAGAZINE FEATURE WRITING*Prerequisite: (R) (W)*

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*Prerequisite: (R) (W)*

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 2633 VHS APPLICATIONS*Prerequisite: (R) (W)*

3 CREDITS. The student will use small format video techniques to produce, edit and direct program material according to professional standards. Extensive laboratory work required.

JB 2643 VIDEO PRODUCTION*Prerequisite: (R) (W)*

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 2710 PHOTO/VIDEO CAPSTONE PROJECT*Prerequisite: (R) (W), Permission of Instructor*

VARIABLE 1-3 CREDITS. After a study of theory, planning and producing multimedia presentations for instruction or public relations, the student will prepare and present a juried exhibition of photography and a multimedia production.

*Course satisfies the computer proficiency requirement.

LEARNING SKILLS**LS 0010 FOUNDATIONS OF COMMUNICATIONS***Prerequisite: Permission of Instructor*

VARIABLE 1-3 CREDITS. This individually-paced course is offered for students who have not yet mastered the foundations of communications. Students will learn to sound out words, analyze structural components of words, determine unknown words from context clues, read basic words on sight, read simple selections, spell some commonly used words and write short sentences.

LS 0023 COLLEGE WRITING IPrerequisite: Assessment required prior to enrollment*

3 CREDITS. The student will increase skills in one or more of the basic skills of written communications focusing on good sentence and paragraph structure. Materials and writing situations will be individually prescribed and will vary according to individual need.

LS 0033 COLLEGE WRITING IIPrerequisite: Assessment required prior to enrollment*

3 CREDITS. The student will increase skills in one or more of the basic skills of written communications with an emphasis on good paragraph and essay structure. Materials and writing situations will be individually prescribed and will vary according to individual need.

LS 0120 FUNDAMENTALS OF ENGLISH*Prerequisite: Permission of Instructor*

VARIABLE 1-3 CREDITS. The student will master basic skills in reading, composition, and literary analysis. The course is designed to remediate deficiencies in these areas. The course may be repeated with a change in topic.

LS 0133 STUDY SKILLS

3 CREDITS. The student will increase skills related to learning in the following areas: time management, personal learning styles, textbook reading, study techniques, listening, note-taking, memory techniques, and test-taking. Creative and critical thinking are emphasized throughout the course. This course is based on the premise that learning is an active process rather than a passive assimilation of information.

LS 0203 COLLEGE READING I

Prerequisite: Assessment required prior to enrollment

3 CREDITS. After instruction in reading skills such as finding the main idea, mapping, and using the context, the student will demonstrate reading skill improvement by reading and reporting on articles and books of his or her own selection. Emphasis is placed on the use of materials related to the student's specific needs and on the student progressing at a rate which is consistent with his or her abilities. Upon the recommendation of the instructor, this course may be repeated to further develop skills.

LS 0213 COLLEGE READING II

Prerequisite: Assessment required prior to enrollment

3 CREDITS. Through group-paced drills, skill-building exercises, individually prescribed activities, and frequent practice, students will improve reading comprehension, speed and vocabulary. The student will improve his or her reading comprehension by one to three grade levels. Upon the recommendation of the instructor, this course may be repeated to further develop skills.

LS 0233 SPELLING/VOCABULARY DEVELOPMENT

3 CREDITS. 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.

LS 0330 GOALS/ASSESSMENT/PREPARATORY SKILLS (G.A.P.S.)

1-3 CREDITS. The G.A.P.S. course is designed for students who are not sure what they want to do, what they are able to do, or what college is all about. After completing the modular objectives, the student will set goals for educational and vocational commitment, interpersonal behavior, financial growth, and health improvement.

*Course satisfies the computer proficiency requirement (check the Class Schedule for "Computer-Assisted Writing" offering)

MANAGEMENT**MGMT 2000 SPECIAL TOPICS**

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

Prerequisite: (R), (W)

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

Prerequisite: (R)

3 CREDITS. Having developed an understanding of the evolution of management, the role of the manager in business and the development of sound management systems, the student will outline and graphically illustrate some of the major management theories and their development. The student will also outline and explain the results of designated research in management.

MGMT 2223 EFFECTIVE PLANNING

Prerequisite: (R), (W), (M), MGMT 2053 or Evaluation by Instructor

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

Prerequisite: (R), (W), (M), MGMT 2053 or Evaluation by Instructor

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

Prerequisite: (R), (W), MGMT 2053 or Evaluation by Instructor

3 CREDITS. This course is designed to introduce students to the process of effective leadership. The student will study various leadership styles and theories and demonstrate acquired knowledge and skills through the use of various techniques, such as role playing, and the analysis of case studies.

MGMT 2453 MID-MANAGEMENT SEMINAR

Prerequisite: (R), Permission of Instructor

3 CREDITS. Projects and discussion are designed to correlate classroom training and work experience.

MGMT 2523 EVALUATION AND CONTROL TECHNIQUES

Prerequisite: (R), (W), MGMT 2053 or Evaluation by Instructor

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

Prerequisite: (R), Must be a second semester student in Business and have Permission of Instructor

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

Prerequisite: (R), (W), BUS 2023 and MGMT 2053 or Evaluation by Instructor

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

Prerequisite: MGMT 2053 or Evaluation by Instructor

3 CREDITS. The student will apply the principles of management to procurement, development, compensation, integration, and maintenance of personnel.

MGMT 2913 MANAGEMENT APPLICATIONS

Prerequisite: (R), 12 credit hours of MGMT Coursework or Permission of Instructor

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

Prerequisite: (R)

3 CREDITS. The student will use role playing and videotaping exercises to demonstrate the ability to deal effectively with simulated situations in communication, listening, behavior analysis, human sensitivity and group behavior as they are encountered in the supervisory position.

MANUFACTURING TECHNOLOGY**MET 1000 SPECIAL TOPICS**

VARIABLE 1-3 CREDITS. The student will demonstrate specified competencies in subjects not included in other metal courses, but which benefit students wanting additional training in the field or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

MET 1013 MACHINE TOOL THEORY

3 CREDITS. Students will systematically study, recognize and discuss machine tool structures and capabilities, safety systems, metal cutting theory, shop calculations, tool geometry, cutting tool materials and standards, cutting fluids and non-traditional processes, and relate the application of these principles to machine shop operations.

MET 1021 ORIENTATION TO MACHINING

1 CREDIT. The student will be provided with and utilize proper safety procedures in labs, the classroom and the workplace. The student will learn and demonstrate machine safety in the areas of hand tools, saws, presses, lathes, grinders and milling. The student will also be provided basic knowledge in mathematics for shop practice implementation. This knowledge will be directly applied to simulated business and industry projects.

MET 1033 SPECIAL TOPICS

Corequisite: MET 1013 or Permission of Instructor

3 CREDITS. Having reviewed advanced operational methods with engine lathes, milling machines, surface grinders, as well as investigating additional electrical discharge machining concepts, the student will apply these methods in the construction of machined parts. Operations will include threading and tapers on the lathe; digital readout systems, dividing head and rotary table work on the milling machine; angles and contours on the surface grinder.

MET 1112 PRECISION MEASUREMENT

2 CREDITS. Through the systematic study of precision measuring tools, such as vernier-calipers, micrometers, dial indicators, optical comparators, electronic and air gauges, the student will recognize, discuss and apply the principles of precision measurement. Laboratory work is an integral part of this course.

***MET 1143 COMPUTER NUMERICAL CONTROL OPERATION**

Prerequisite: Satisfactory Score on Computer Numerical Control Operation Placement Test

3 CREDITS. The student will develop basic set up and programming skills on computer numerical control (CNC) lathes, mills and machining centers. Topics covered include cutting tool set up, fixturing alignment and set up, uploading and downloading of programs, minor program editing, identification and application of various cutting tools and cutting tool configurations.

MET 1153 COMPUTER NUMERICAL CONTROL SETUP

Prerequisite: MET 1143 or Permission of Instructor

3 CREDITS. The student will develop basic set up and programming skills on computer numerical control (CNC) lathes, mills and machining centers. Topics covered include cutting tool set up, fixturing alignment and set up, uploading of programs, minor program editing, identification and application of various cutting tools and cutting tool configurations.

MET 1232 PRINT READING

Prerequisite: (R) (W) MET 1021

2 CREDITS. The student will develop and demonstrate the skills required for visualizing and interpreting industrial prints. The student will apply these skills to machine shop operation. The student will demonstrate knowledge of drawings and prints, visualizing shapes, line usage, title blocks, working drawings contours, sectional views, geometric dimensioning and tolerancing and other appropriate concepts that are required by business and industry.

MET 1424 MILLING OPERATIONS

Corequisite: MET 1112

4 CREDITS. Through the investigation of the theories, tools and techniques involved with milling machine operations, the student will recognize, discuss and apply the principles of precision milling machine work. Laboratory work is an integral part of the course. Topics covered are setup, squaring, boring, drilling, dividing head and rotary table work.

MET 1434 ENGINE LATHE OPERATIONS

Corequisite: MET 1112

4 CREDITS. While analyzing the theory and operation of the engine lathe, the student will describe and apply the principles of turning, as well as the tools and equipment involved. Laboratory activity is an integral part of this course. Topics covered will include setup, nomenclature, turning, facing, boring, screwthreads, tapers, and tool geometry.

MET 1444 PRECISION SURFACE GRINDING

Corequisite: MET 1112

4 CREDITS. Through the systematic examination of precision surface grinding techniques, the student will identify, evaluate, and apply the principles of surface grinder operations. Laboratory work is an integral part of this course. Topics covered are wheel structure and uses, setup, surface finish, accessories and contours.

MET 2103 METALLURGY

3 CREDITS. The student will describe the sources, preparation and properties of various ferrous and non-ferrous metals. He or she will solve problems relating to heat treatment and mechanical deformation of metals and apply the solution in laboratory experiments.

MET 2203 MACHINE TOOLS: PRODUCTION APPLICATIONS

Prerequisite: MET 1033

3 CREDITS. Having developed an understanding of theories and procedures of fixturing and tooling for production applications, the student will apply this knowledge by completing selected projects within established tolerances. The student will use standard, as well as self-designed, fixturing and tooling for production application of the lathe, milling machine and surface grinder.

MET 2213 ELECTRICAL DISCHARGE MACHINING

3 CREDITS. The student will review and apply electrical and electro-chemical machining methods. Laboratory activities, simulations, and problem-solving activities are integral parts of the course.

MET 2223 NUMERICAL CONTROL I

Prerequisite: MET 1424 or Permission of Instructor

3 CREDITS. The student will relate numerical control theory and computer numerical control techniques and practices to various machine tools, including milling, turning, and drilling machines. Simulations, problem-solving activities and laboratory activities are integral parts of the course.

MET 2233 NUMERICAL CONTROL II

Prerequisite: MET 2223

3 CREDITS. Through the analysis and study of advanced computer numerical control techniques and logic, the student will program and operate the computer numerical control milling machine. Topics covered are multiquadrant circular interpolation, cutter compensation, polar coordinate, repetitive programming and canned cycles.

MET 2243 TOOLMAKING BASICS

Prerequisite: MET 1033

3 CREDITS. Through the investigation of toolmaking techniques, special tools, and processes, the student will recognize, discuss and apply the basic principles of precision tool construction and assembly. Laboratory work is an integral part of this course.

MET 2253 JIG AND FIXTURE THEORY

Prerequisite: MET 2243

3 CREDITS. The student, through systematic study of jig and fixture design, application and construction, will identify and describe various types of jigs and fixtures, as well as evaluate their designs.

MET 2273 ADVANCED TOOLMAKING

Prerequisite: MET 1033

3 CREDITS. The student will demonstrate, in supervised laboratory experiences, the ability to construct a punch and die, jig or fixture. The student will be assigned a laboratory project dependent on completed Prerequisite. Evaluation will be based upon completion of the project, with special emphasis on accuracy and the ability of the tool to function properly.

MET 2413 TOOLING THEORY

Prerequisite: MET 1013

3 CREDITS. Through the systematic study of jig, fixture and die design, application and construction, the student will identify and describe various types of jigs, fixtures and dies, as well as evaluate their designs for economic and construction feasibility.

MET 2423 COMPUTER NUMERICAL CONTROL PROGRAMMING*Prerequisite: MET 1153 or Permission of Instructor*

3 CREDITS. The student will recognize and discuss computer numerical control programming principles and apply those principles by writing simple to complex computer numerical control (CNC) programs. Subjects covered include absolute and incremental programming, application of G and M codes, linear and circular interpolation, polar coordinate programming, canned cycles and repetitive programming. The student will apply these principles using program preparation systems including geometry, code processor and simulator software packages.

MET 2433 JIGS AND FIXTURING*Prerequisite: (R) (W) (M)*

3 CREDITS. The student will review and apply jig and fixture methods. Laboratory activities, simulations and problem-solving activities are integral parts of the course.

MET 2443 TOOL AND DIE REPAIR*Prerequisite: (R) (W) (M), MET 2243*

3 CREDITS. The student will demonstrate the ability to analyze production parts identifying tooling problems in pressworking tools, bending, forming, drawing, and forging dies. Additional training in tool and die blueprints, repairing and replacement of die components, assembly and testing, and documentation by the student are all instructional components of this course.

MET 2502 TOOLMAKING PRACTICUM*Prerequisite: (R) (W) (M), MET 2273*

2 CREDITS. The student will demonstrate the ability to design, dimension, build and test a single function tool using advanced toolmaking theory and practices.

PRDT 1000 SPECIAL TOPICS*Prerequisite: (R) (W) (M)*

VARIABLE 1-3 CREDITS. The student will demonstrate specified competencies in subjects not included in other metal courses, but which benefit students wanting additional training in the field or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

PRDT 1213 INDUSTRIAL COMMUNICATIONS*Prerequisite: (R) (W) (M)*

3 CREDITS. The student will describe typical methods used by industry for internal communications in such areas as quality control reporting and communications between production and engineering. A broad spectrum of methods from blueprints to CAD systems will be investigated.

PRDT 1223 INTRODUCTION TO COMPUTER-AIDED MANUFACTURINGPrerequisite: (R) (W) (M)*

3 CREDITS. The student will discuss the systems, sub-systems and the computer integration of systems in modern manufacturing. Topics include production control systems, artificial intelligence applications, robotics, applications, computer-aided engineering, and manufacturing systems. The student will relate these systems to current events in modern manufacturing enterprises and describe their impact on management method and profit.

PRDT 1413 FLUID POWER*Prerequisite: (R) (W) (M), Permission of Instructor*

3 CREDITS. This course is an introduction to using pressurized hydraulic components in power delivery and positioning systems. Students will use hydraulic pumps and motors and make hydraulic connections, measurements, and calculations.

PRDT 1532 PROGRAMMABLE CONTROLLER PROGRAMMING*Prerequisite: (R) (W) (M), Permission of Instructor*

2 CREDITS. Following a study of the theory and operational characteristics of programmable control systems used in industry, the student will demonstrate the operation of a programmable controller by writing a program to control on-delay and off-delay timers, test the program for correct operation and apply troubleshooting techniques as necessary. Laboratory experience with equipment similar to that used in industry is an integral part of the course.

PRDT 1544 PROGRAMMABLE CONTROLLER INTERFACING*Prerequisite: (R) (W) (M), PRDT 1532*

2 CREDITS. The student will write a program for a programmable controller, implementing a multiple input/output system to control the operation of an external electromechanical device. The student will interface photosensitive devices as detectors in the system and will run the program to verify proper operation.

PRDT 2013 GEOMETRIC TOLERANCING TECHNIQUES*Prerequisite: (R) (W) (M)*

3 CREDITS. The student will be introduced to the concepts of geometric tolerancing. Geometric tolerancing terms and symbols will be recognized and understood. The student will interpret and apply these to special projects that will reflect various work-based opportunities.

PRDT 2112 INTRODUCTION TO QUALITY CONTROL*Prerequisite: (R) (W) (M), MET 1112 or any 1000 level Math class or Permission of Instructor*

2 CREDITS. The student will prepare and apply control procedures and devices, including coordinate measuring machines, which are typically used in manufacturing. The student will develop sampling and acceptance plans, control charts and various other statistical process control functions.

PRDT 2122 ADVANCED PROGRAMMABLE LOGIC CONTROLLERS*Prerequisite: (R) (W) (M), PRDT 1542*

2 CREDITS. The student will perform on-line programming, editing and troubleshooting techniques for factory-level programmable controllers. Networks and data highways will be utilized in the course.

PRDT 2213 ADVANCED QUALITY CONTROL*Prerequisite: (R) (W) (M), PRDT 2112*

3 CREDITS. The student will prepare and apply control procedures and devices, including coordinate measuring machines and profile projects, which are typically used in manufacturing complex shapes.

PRDT 2222 STATISTICAL PROCESS CONTROLPrerequisite: (R) (W) (M), PRDT 2112*

2 CREDITS. The student will develop sampling and acceptance plans, control charts and various other statistical process control functions using manual and computer assist calculations.

PRDT 2333 POWER RF AND VACUUM INTERFACING*Prerequisite: (R) (W) (M), ET 1604, ET 2044*

3 CREDITS. The student will study RF energy and its applications in manufacturing, vacuum technology, and vacuum systems. Topics include plasma physics, gas laws and properties; RF applications, safety, generators, transmission and interference; as well as operation and application of vacuum pumps, gauges, valves and system leak detection. Includes lab. This course may be designed to be industry specific.

PRDT 2523 MOTION CONTROL*Prerequisite: (R) (W) (M), PRDT 1413*

3 CREDITS. The student will differentiate between conventional hydraulic and servo hydraulic systems used to control and monitor motion in automated manufacturing systems. The student will select proper servo and feedback components to perform specified tasks, set-up and adjust servo systems to manufacturer's specifications and test servo systems to ensure compliance with operational parameters.

PRDT 2532 ROBOTICS*Prerequisite: (R) (W) (M), PRDT 1542*

2 CREDITS. The student will develop programs to control servo and non-servo robots as well as continuous path servo robots, to interface robots into an automated system, and to maintain the operation of multi-task robotic systems within operating parameters.

PRDT 2544 COMPUTER INTEGRATED MANUFACTURING*Prerequisite: (R) (W) (M), Permission of Instructor*

4 CREDITS. This is the concluding course in the Computer Integrated Manufacturing option. The student will set up a batch processing line which converts raw material into a finished product, utilizing the concepts learned in earlier courses and provide programming, interfacing and troubleshooting of an automated system.

PRDT 2553 COMPUTER-AIDED MACHINING*Prerequisite: (R) (W) (M), MET 2423*

3 CREDITS. The student will review principles of computer-aided machining (CAM) and apply these principles in the development of computer numerical control (CNC) programs for machine tools, using an integrated software system. Topics include development of job plans, using computer-aided drafting (CAD) databases, application and modification of post processors, and simulation of programmed operations.

PRDT 2563 PRODUCTION MANAGEMENT*Prerequisite: (R) (W) (M)*

3 CREDITS. After surveying American industrial growth, industrial organization and management controls, the student will correctly utilize production control, inventory control, quality control and work measurement techniques in the solving of production problems.

PRDT 2603 SENSORS AND POSITION DEVICES*Prerequisite: (R) (W) (M), ET 2044*

3 CREDITS. The student will demonstrate knowledge of the uses and applications of sensors and positioning devices used in automation and control systems. The student will use sensors and positioning devices to perform specified tasks. Upon completing this course, the student will be able to select and install appropriate sensors and troubleshoot sensors and positioners.

PRDT 2623 TROUBLESHOOTING CNC/IMC SYSTEMS*Prerequisite: (R) (W) (M), PRDT 2613*

3 CREDITS. The student will demonstrate knowledge of installing, setting up and maintaining various types of intelligent motion controllers. Motion control theory will be demonstrated by troubleshooting these systems. Additionally, special industrial applications and a project will be completed by the student.

PRDT 2633 APPLICATIONS OF ASRS/CIM SYSTEMS*Prerequisite: (R) (W) (M), PRDT 2122*

3 CREDITS. This course is designed to teach the student how to set up a batch process line which converts raw material into a finished product. Utilizing CIM concepts, the student will demonstrate program interfacing and troubleshooting of ASRS/CIM systems.

PRDT 2663 INDUSTRIAL SAFETY*Prerequisite: (R) (W) (M)*

3 CREDITS. The student will recognize an industrial environment that could be injurious to personnel, systems and processes. Areas to be included are industrial accidents, accident investigations, safety inspection, hazardous materials, preventive measures and associated costs. The student will also demonstrate familiarity with federal, state and local health and safety regulations by discussing their impact on industry.

PRDT 2702 AUTOMATED SYSTEMS INTEGRATION PRACTICUM*Prerequisite: (R) (W) (M), PRDT 2633*

2 CREDITS. The student will write a project plan for implementing an advanced manufacturing subsystem and analyzing input requirements. After approval of the plan, the project will be assembled and tested.

PRDT 2713 AUTOMATED MANUFACTURING PRACTICUM*Prerequisite: (R) (W) (M), PRDT 2553, MET 2423*

3 CREDITS. The student, in consultation with a mentor selected from industry with the instructor's approval, will design a manufacturing start-up project. After writing a start-up plan, the student will demonstrate the utilization of advanced procedures.

*Course satisfies the computer proficiency requirement.

MARKETING**MKT 2043 PRINCIPLES OF MARKETING***Prerequisite: (R)*

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*Prerequisite: (R)*

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*Prerequisite: (R) (W)*

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*Prerequisite: (R)*

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 2353 MARKETING FOR SERVICES AND NON-PROFIT ORGANIZATIONS*Prerequisite: (R)*

3 CREDITS. Using the case study method, the student will determine a framework for the marketing of profit and non-profit services. In determining this framework, the student will consider such issues as the determination of distinctive product aspects, organization of the marketing effort, and position of the organization in the marketplace.

MKT 2453 INTERNATIONAL MARKETING*Prerequisite: (R)*

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*Prerequisite: (R), 12 credit hours of MKT coursework or Permission of Instructor*

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 0033 BASIC MATHEMATICS**

3 CREDITS. The student will perform computational skills in addition, subtraction, multiplication, and division with whole numbers, fractions, decimals and percent and use those skills to solve applied problems. The student will also solve measurement problems in both the English and metric systems and introductory algebra problems using signed numbers and variables.

MATH 0113 ELEMENTARY ALGEBRA*Prerequisite: MATH 0033 or adequate Math Placement Test Score, either within the last year*

3 CREDITS. The student will perform basic operations with signed numbers, polynomials, and exponential expressions; factor polynomials; solve linear and quadratic equations; graph linear equations and inequalities; and solve applied problems.

MATH 0123 INTERMEDIATE ALGEBRA*Prerequisite: MATH 0113 or adequate Math Placement Test Score, either within the last year*

3 CREDITS. The student will perform fundamental algebraic operations with rational expressions, radicals, complex numbers, and functions; solve quadratic equations, rational equations, and systems of linear equations; graph functions; and solve applied problems.

MATH 1000 SPECIAL TOPICS

VARIABLE 1-4 CREDITS. The student will demonstrate specified competencies in subjects not covered in other courses, but which are beneficial in providing a better understanding of the related program. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

***MATH 1503 CONTEMPORARY MATHEMATICS**

Prerequisite: (R), MATH 0123 or adequate Math Placement Test Score, either within the last year

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. **GenEd Requirement**

MATH 1513 COLLEGE ALGEBRA

Prerequisite: (R), MATH 0123 or adequate Math Placement Test Score, either within the last year

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

MATH 1533 PRE-CALCULUS AND ANALYTIC GEOMETRY

Prerequisite: (R), (W), MATH 0123, or adequate Math Placement Test Score, either within the last year.

3 CREDITS. This course is intended to serve students for whom MATH 2103, 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

Pre or Corequisite: (R), MATH 1513 or 1533 or adequate Math Placement Test Score

3 CREDITS. The student will evaluate trigonometric functions and their inverses, graph trigonometric functions, prove trigonometric identities, solve trigonometric equations, solve problems involving triangles and indirect measurement, use trigonometric forms of complex numbers, and identify and graph polar curves.

MATH 1743 CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL SCIENCES

Prerequisite: (R), MATH 1513 or adequate Math Placement Test Score

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

Prerequisite: (R), MATH 0123 or equivalent or adequate Math Placement Test Score

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

MATH 2023 FOUNDATIONS OF GEOMETRY AND MEASUREMENTS

Prerequisite: (R), MATH 0123 or adequate Math Placement Test Score, either within the last year.

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 2103 CALCULUS AND ANALYTIC GEOMETRY I

Prerequisite: (W), MATH 1533 and MATH 1613 or adequate Math Placement Test Score

3 CREDITS. The student will solve applied problems using algebraic and transcendental functions, differentiate algebraic and transcendental functions, and solve problems by using differentiation.

MATH 2123 CALCULUS II FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES

Prerequisite: (R), 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 2203 CALCULUS AND ANALYTIC GEOMETRY II

Prerequisite: (W), MATH 2103 or equivalent within the last year

3 CREDITS. The student will perform the operations of dot product and cross product on vectors, solve applied problems using dot product and cross product of vectors, find definite and indefinite integrals, approximate definite integrals, use integration techniques to find definite and indefinite integrals, and solve applied problems using integration.

***MATH 2225 CALCULUS AND ANALYTIC GEOMETRY I**

Prerequisite: (R) (W), MATH 1513 and MATH 1613 or adequate Math Placement Test Score

5 CREDITS. The student will compute, interpret, and apply the basic concepts of limits, differentiation, and integration to algebraic and transcendental functions; solve applied problems including rates of change, optimization, area, and total change in a function; solve elementary differential equations; and perform basic operations on vectors.

***MATH 2235 CALCULUS AND ANALYTIC GEOMETRY II**

Prerequisite: (R) (W), MATH 2225 or five credit hours of calculus and analytic geometry within the last year

5 CREDITS. The student will use integration and estimation techniques to evaluate or estimate definite integrals; solve applied problems including volume, work, fluid force, and density; solve first-order differential equations by slope fields, Euler's method, and separation of variables; use differential equations to solve applied problems in growth and decay; use Taylor polynomials and Taylor series to represent and analyze functions; and use contour diagrams, partial derivatives, gradients, and differentials to analyze functions in three dimensions.

***MATH 2243 CALCULUS AND ANALYTIC GEOMETRY III**

Prerequisite: (R) (W), MATH 2235 within the last year or Evaluation by Instructor

3 CREDITS. The student will compute, interpret, and apply multiple integrals; analyze vector-valued functions including motion, line integrals, divergence and curl; and verify the Divergence Theorem and Stokes' Theorem.

MATH 2303 CALCULUS AND ANALYTIC GEOMETRY III

Prerequisite: (W), MATH 2203 or equivalent within the last year

3 CREDITS. The student will test infinite series for convergence, approximate functions by using series, solve elementary first-order differential equations, use differential equations to solve applied problems, differentiate functions of several variables, and solve applied problems using derivatives of functions of several variables.

MATH 2403 CALCULUS AND ANALYTIC GEOMETRY IV

Prerequisite: (W), MATH 2303 or equivalent within the last year

3 CREDITS. The student will compute, interpret, and apply multiple integrals in Cartesian, polar, cylindrical, and spherical coordinates; use vector-valued functions to analyze motion; parameterize curves and surfaces in 3-space; analyze vector fields and determine flowlines; compute line integrals by parameterization, the Fundamental Theorem of Line Integrals, and Green's Theorem; determine if a vector field is conservative; calculate flux intervals; and apply the Divergence Theorem and Stoke's Theorem.

MATH 2413 INTRODUCTION TO ORDINARY DIFFERENTIAL EQUATIONS

Pre or Corequisite: (R), MATH 2403

3 CREDITS. This course will cover methods of solution of ordinary differential equations with applications. Topics will include first order equations, linear equations of higher order, series solutions, Laplace transforms, applications and numerical methods.

MEDICAL ASSISTANT**MA 1000 SPECIAL TOPICS**

Prerequisite: (R) (W) (M)

VARIABLE 1-4 CREDITS. The student will demonstrate specified competencies in subject areas not covered in other medical assistant courses, but that are beneficial in providing a better understanding of the field. A specific topic would be covered for each offering. Enrollment may be repeated with a change of topic.

MA 1021 MEDICAL LAW AND ETHICS*Prerequisite: (R) (W)*

1 CREDIT. This course covers information necessary to understand the legal and ethical standards of the medical assistant practice. Students will demonstrate a knowledge of ethical issues, contracts, health care worker liability, medical litigation, drug regulations, discrimination issues, OSHA rules, bioethical issues, medical records, acceptable fees, and laws that may affect the health care professional. Emphasis is placed upon the settings that employ medical assistants.

MA 1033 MEDICAL INSURANCE*Prerequisite: (R) (W)*

3 CREDITS. This course covers information necessary to understand medical insurance form preparation as it is used in a medical clinical office. Students will demonstrate an understanding of the legal issues of insurance claims, procedural & diagnostic coding, delinquent claims, problem solving, managed care systems, proper form preparation and several major types of medical forms.

MA 1113 PSYCHOLOGY FOR THE HEALTH PROFESSIONAL*Prerequisite: (R) (W)*

3 CREDITS. This course is an introduction to the major areas of psychology as it relates to the health care professional. The student will demonstrate an understanding of the basic principles of psychology such as interpersonal behavior, patient behavior, learning, emotional stability, personality, perception, memory, coping styles, abnormal patterns of behavior, and treatment. Emphasis is placed on the behavioral patterns of an effective health care provider.

MA 1133 CLINICAL PROCEDURES I*Prerequisite: (R) (M)(W)**Corequisite: AHP 1013 and BIO 1224*

3 CREDITS. The student will receive an overview of the medical assistant career. An emphasis will be placed on professionalism, history of the profession, human relations, OSHA guidelines, medical asepsis, vital signs, emergency procedures, law, ethics, communications and documentation.

MA 1233 CLINICAL PROCEDURES II*Prerequisite: (R) (W) (M); MA 1133*

3 CREDITS. The student will demonstrate an understanding of such skills as maintaining the examination area, performing clinical lab tests, venipuncture, microhematocrit, twelve lead electrocardiograph (ECG), drug calculation and medication administration. An emphasis is placed on the patient's physical examination and treatment procedures that are performed in a medical office setting.

MA 2212 PHARMACOLOGY FOR MEDICAL ASSISTANTS*Prerequisite: (R) (W) (M) Evaluation by Instructor*

2 CREDITS. The student will identify sources, schedules and classes of drugs. The student will identify and interpret actions of drugs commonly used in a physician's office, accurately calculate drug dosages, and identify appropriate administration routes. The student will learn to follow the written, verbal or standing physician's orders and properly prepare and administer medications using aseptic techniques as required.

MA 2234 ADMINISTRATION AND MEDICAL OFFICE PROCEDURES*Prerequisite: (R) (W) (M) AOT 1713*

3 CREDIT. This course is designed to study the ethics, attitudes and responsibilities for the administrative tasks that occur in a medical office setting. Emphasis is placed on developing the skills and aptitudes for a professional medical assistant career in the administrative area.

MA 2243 MEDICAL INFORMATICS*Prerequisite: (R) (W) (M) MA 2233*

3 CREDIT. The student will gain an understanding of the automated medical office by using a computerized medical office package. Included in this software package is billing, charge slips, scheduling, insurance form preparation and patient data storage. The student will demonstrate familiarity with methods and techniques used in literary research for medical professionals. The student will further be exposed to the basic concepts of e-mail, search engines, web page creation and internet research.

MA 2251 MEDICAL ASSISTANT SIMULATION*Prerequisite: (R) (W) (M)**Corequisite: MA 1133; MA 1233; and MA 2233*

1 CREDIT. This course is designed to build upon previous knowledge from medical assistant courses. The student will apply critical thinking skills for medical assistants to include the processes of planning, managing and delivering care to patients. During this course, the student will schedule, prepare and assist in the care of a group of virtual patients' health care needs. An emphasis will be placed on communication skills in relation to patients and their families. Further, the student will manage a simulated clinic including the patient charts, inventories, billing, scheduling, insurance form preparation, coding, and other administrative and clinical duties. A variety of teaching methods, learning activities, computer research, and practical simulations are utilized.

MA 2516 MEDICAL ASSISTANT EXTERNSHIP*Prerequisite: (R) (W) (M), Completion of 33 credit hours in the major and permission of instructor*

6 CREDITS. This course is designed to apply the knowledge and skills acquired in previous medical assistant courses to the clinical site. Externship assignments are scheduled to provide students with adjunct faculty and supervised experience in performing the skills and competencies of a medical assistant in a physician's office. Students will accept accountability and responsibility for their own behavior while in the learning environment, and will practice within the ethical and legal framework of the profession of a medical assistant.

MUSIC**MU 1000 SPECIAL TOPICS***Prerequisite: (R) (W) (M)*

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 IPrerequisite: (R) (W) (M)*

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*Prerequisite: (R) (W) (M)*

1 CREDIT. The student will participate in the vocal rehearsals and performances of the college chorus. A wide variety of choral literature will be studied and performed, including works for a cappella chorus. No audition is required; however, each student must possess a desire to improve individual vocal skills and must be able to accurately match pitches. The course may be repeated.

MU 1141 INDIVIDUAL INSTRUCTION-ORGAN*Prerequisite: (R) (W), Permission of Instructor*

1 CREDIT. The student will receive individual instruction in beginning organ technique. 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 1141 INDIVIDUAL INSTRUCTION-PIANO*Prerequisite: (R) (W), Permission of Instructor*

1 CREDIT. The student will receive individual instruction in keyboard skills. Topics of study include reading of pitch and rhythmic notation, proper position, posture and technique, and the performance of repertoire appropriate to the student's level of advancement. Performance on a departmental and/or studio recital is expected. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is two credit hours.

MU 1141 INDIVIDUAL INSTRUCTION-STANDARD GUITAR*Prerequisite: (R)*

1 CREDIT. The student will receive individual instruction in beginning standard guitar techniques. Study will include music reading, strumming and picking styles, and performance of appropriate repertoire and technical studies.

Performance in a studio or departmental recital is expected. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is two credit hours.

MU 1141 INDIVIDUAL INSTRUCTION-VOICE

Prerequisite: (R) (W), *Permission of Instructor*

1 CREDIT. The student will receive individual instruction in beginning vocal techniques. Course content will include the mechanics of proper breathing, vocal production, performance techniques, pronunciation, and diction. The foregoing skills will be demonstrated through the performance of selected English songs. Repertoire may be expanded to include a selection in Italian. Performance in a studio or departmental recital is expected. The course may be repeated. Maximum credit at this level for a music major toward the associate degree is two credit hours.

MU 1141 INDIVIDUAL INSTRUCTION-STRINGS

Prerequisite: (R) (W), *Permission of Instructor*

1 CREDIT. The student will receive individual instruction in beginning string techniques. Performance in at least one studio recital is expected. Topics of study will include music reading, proper posture, hand position and bowing, and performance of selected repertoire. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is two credit hours.

MU 1141 INDIVIDUAL INSTRUCTION-WOODWINDS

Prerequisite: (R) (W), *Permission of Instructor*

1 CREDIT. The student will receive individual instruction in beginning woodwind techniques. Topics of study will include music reading, embouchure, fingerings, and tone production. Performance in a studio or departmental recital is expected. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is two credit hours.

MU 1151 GROUP INSTRUCTION-CLASSICAL GUITAR

Prerequisite: (R) (W)

1 CREDIT. After receiving group instruction, the student will perform repertoire which includes pieces by Sor, Aguado, Carcassi and others. The course may be repeated until the student's skills are proficient enough to enter MU 1241. Maximum credit at this level for a music major toward an associate degree is two credit hours. The student is required to have a nylon string classical style guitar.

MU 1151 GROUP INSTRUCTION-PIANO

Prerequisite: (R) (W)

1 CREDIT. The student will learn the basics of piano playing in a relaxed group setting. Topics will include such areas as music reading of pitch and rhythmic notation, proper position, posture, and technique, and the performance of musical selections appropriate to the students' levels of advancement. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is two credit hours.

MU 1151 GROUP INSTRUCTION-STANDARD GUITAR

Prerequisite: (R) (W)

1 CREDIT. After receiving group instruction in standard guitar techniques, the student will demonstrate the fundamentals of reading, harmony, and plectrum (pick) techniques. The student will play melody and accompaniment parts to pieces from popular repertoire including folk, country, gospel, rock, jazz and studio styles. The course may be repeated until the student's skills are at a level to enter MU 1241. The student is required to have a standard, steel string, acoustical guitar.

MU 1151 GROUP INSTRUCTION-VOICE

Prerequisite: (R) (W)

1 CREDIT. The student will learn the basics of singing in a relaxed group setting. Topics covered will include mechanics of proper breathing, vocal production, performance techniques, pronunciation and diction. Repertoire will include selected songs in English and may be expanded to include a selection in Italian. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is two credit hours.

MU 1224 MUSIC THEORY II

Prerequisite: (R) (W) (M), MU 1124 or *Permission of Instructor*

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-ORGAN

Prerequisite: (R) (W), *Permission of Instructor*

1 CREDIT. This course is a continuation of MU 1141 Individual Instruction-Organ. Technical skills already begun will be reinforced through repertoire which includes pre-Bach and early Bach literature. Hymn playing will continue to be emphasized. Performance in a studio or departmental recital is expected. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is two credit hours.

MU 1241 INDIVIDUAL INSTRUCTION-CLASSICAL GUITAR

Prerequisite: (R) (W)

1 CREDIT. After receiving individual instruction at the intermediate to advanced level, the student will demonstrate skill in traditional classical guitar repertoire. A jury examination is required for a grade of A or B. Maximum credit at this level for a music major toward an associate degree is two credit hours. Course may be repeated. The student is required to have a nylon string classical type guitar.

MU 1241 INDIVIDUAL INSTRUCTION-STANDARD GUITAR

Prerequisite: (R) (W) or *Permission of Instructor*

1 CREDIT. After receiving individual instruction in standard guitar techniques, the student will demonstrate ability to play in popular styles including folk, country, gospel, rock, jazz and studio styles. A jury examination may be required at the discretion of the Instructor. The course may be repeated. The student is required to have a standard, steel string, acoustical guitar.

MU 1241 INDIVIDUAL INSTRUCTION-VOICE

Prerequisite: (R) (W), *Permission of Instructor*

1 CREDIT. This course is a continuation of MU 1141 Individual Instruction-Voice. The vocal techniques begun in MU 1141 will be reinforced and refined through the practice of appropriate technical exercises and the performance of English and Italian song repertoire. Performance in at least one departmental recital is expected. Jury examination will be required. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is two credit hours.

MU 1241 INDIVIDUAL INSTRUCTION-PIANO

Prerequisite: (R) (W), *Permission of Instructor*

1 CREDIT. This course is a continuation of MU 1141 Individual Instruction-Piano. The technical skills begun in MU 1141 will be reinforced and refined. Objectives will be geared toward the study of challenging repertoire which demonstrates the skills and techniques studied. Performance in a departmental and/or studio recital is expected. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is two credit hours.

MU 1241 INDIVIDUAL INSTRUCTION-STRINGS

Prerequisite: (R) (W), *Permission of Instructor*

1 CREDIT. This course is a continuation of MU 1141 Individual Instruction-Strings. The technical skills begun in MU 1141 will be reinforced and refined. Repertoire will be performed which demonstrates the skills and techniques studied. Performance in a studio or departmental recital is expected. The course may be repeated. Maximum credit at this level for a music major toward and associate degree is to credit hours.

MU 1241 INDIVIDUAL INSTRUCTION-WOODWINDS

Prerequisite: (R) (W), *Permission of Instructor*

1 CREDIT. This course is a continuation of MU 1141 Individual Instruction-Woodwinds. The technical skills and repertoire begun in MU 1141 will be reinforced and refined. Performance in a studio or departmental recital is expected. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is two credit hours.

MU 1251 GROUP INSTRUCTION-PIANO

Prerequisite: (R), (W) MU 1151, *Group Instruction-Piano* or *Permission of Instructor*

1 CREDIT. This course is a continuation of MU 1151 Group Instruction-Piano. The keyboard skills begun in MU 1151 will be refined and reinforced through the increased performance of solo and ensemble repertoire. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is two credit hours.

MU 1331 CHAMBER SINGERS*Prerequisite: (R) (W), Permission of Instructor*

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*Prerequisite: Permission of Instructor*

1 CREDIT. This class will be a performing music ensemble. A wide variety of choral literature will be studied and performed including works for a cappella choir. Students will participate in all rehearsals and performances. No audition will be required; however, each student must possess a desire to improve individual vocal skills and must be able to accurately match pitches. This course may be repeated.

MU 2123 MUSIC LITERATURE I*Prerequisite: (R) (W) (M), MU 1224 or Permission of Instructor*

3 CREDITS. This course explores selected musical works representative of the monophonic through the Baroque eras. The primary focus will be the identification and analysis of stylistic features within a historical perspective. Music listening will be a substantial component of the course.

MU 2141 INDIVIDUAL INSTRUCTION-PIANO*Prerequisite: (R) (W), Permission of Instructor*

1 CREDIT. This course is a continuation of MU 1241 Individual Instruction-Piano. The technical skills begun in MU 1241 will be reinforced and refined. Objectives will be geared toward the study of challenging repertoire which demonstrates the skills and techniques studied. Performance in a departmental and/or studio recital is expected. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is two credit hours.

MU 2141 INDIVIDUAL INSTRUCTION-STRINGS*Prerequisite: (R) (W), Permission of Instructor*

1 CREDIT. This course is a continuation of MU 1241 Individual Instruction-Strings. The student will receive individual instruction in string techniques. The technical and performance skills already begun will be reinforced through the study of more advanced repertoire. Performance in a studio or departmental recital is expected. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is two credit hours.

MU 2141 INDIVIDUAL INSTRUCTION-VOICE*Prerequisite: (R) (W), Permission of Instructor*

1 CREDIT. This course is a continuation of MU 1241 Individual Instruction-Voice. The student will receive individual instruction in advanced vocal techniques. The technical and performance skills studied in MU 1241 will be continued and reinforced through the inclusion of song literature in German as well as English and Italian. Performance in at least one departmental and/or studio recital is expected. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is two credit hours.

MU 2141 INDIVIDUAL INSTRUCTION-WOODWINDS*Prerequisite: (R) (W), Permission of Instructor*

1 CREDIT. This course is a continuation of MU 1241 Individual Instruction-Woodwinds. The technical skills and repertoire begun in MU 1241 will be reinforced and refined. Performance in a studio or departmental recital is expected. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is two credit hours.

MU 2223 MUSIC LITERATURE II*Prerequisite: (R) (W) (M), MU 2123 or Permission of Instructor*

3 CREDITS. This course is a continuation of MU 2123 Music Literature I. The student will explore selected musical works representative of the Classic through the contemporary eras. The primary focus will be the identification and analysis of stylistic features within a historical perspective. Music listening will be a substantial component of the course.

MU 2241 INDIVIDUAL INSTRUCTION-PIANO*Prerequisite: (R) (W), Permission of Instructor*

1 CREDIT. This course is a continuation of MU 2141 Individual Instruction-Piano. The technical skills begun in MU 2141 will be reinforced and refined. Objectives will be geared toward the study of challenging repertoire which demonstrates the skills and techniques studied. Performance in a departmental and/or studio

recital is expected. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is two credit hours.

MU 2241 INDIVIDUAL INSTRUCTION-STRINGS*Prerequisite: (R) (W), Permission of Instructor*

1 CREDIT. This course is a continuation of MU 2141 Individual Instruction-Strings. The student will receive individual instruction in intermediate string techniques. The technical and performance skills of MU 2141 will be reinforced through the study of more advanced repertoire. Performance in a studio or departmental recital is expected. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is two credit hours.

MU 2241 INDIVIDUAL INSTRUCTION-VOICE*Prerequisite: (R) (W), Permission of Instructor*

1 CREDIT. This course is a continuation of MU 2141 Individual Instruction-Voice. The student will receive individual instruction in advanced vocal techniques. Continued emphasis will be given to the development of repertoire and technique. In addition to English, Italian, and German art songs or arias, the repertoire may be expanded to include a selection in French. Performance in at least one departmental and/or studio recital is expected. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is two credit hours.

MU 2241 INDIVIDUAL INSTRUCTION-WOODWINDS*Prerequisite: (R) (W), Permission of Instructor*

1 CREDIT. This course is a continuation of MU 2141 Individual Instruction-Woodwinds. Previous technical skills will be reinforced and refined through the study and performance of challenging repertoire which demonstrates the skills being learned. Performance in a studio or departmental recital is expected. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is two credit hours.

MU 2242 INDIVIDUAL INSTRUCTION-PIANO*Prerequisite: (R) (W), Permission of Instructor*

2 CREDITS. The student will receive individual instruction in more advanced keyboard technique and performance. This section is intended for the more advanced student who may or may not be preparing for a degree recital. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is four credit hours.

MU 2242 INDIVIDUAL INSTRUCTION-VOICE*Prerequisite: (R) (W), Permission of Instructor*

2 CREDITS. The student will receive individual instruction in more advanced vocal technique and performance. This section is intended for the more advanced student who may or may not be preparing for a degree recital. The course may be repeated. Maximum credit at this level for a music major toward an associate degree is four credit hours.

MU 2314 MUSIC THEORY III*Prerequisite: (R) (W) (M), MU 1224 or Permission of Instructor*

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*Prerequisite: (R)*

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*Prerequisite: (R) (W) (M), MU 2314 or Permission of Instructor*

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.

*Course satisfies the computer proficiency requirement.

NETWORK TECHNOLOGY

NT 1000 SPECIAL TOPICS

Prerequisite: (R) (W) (M), *Evaluation by Instructor*

VARIABLE 1-4 CREDITS. The student will demonstrate specified competencies in subjects not included in other Network Technology courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

NT 1114 MICROCOMPUTER INSTALLATION AND SERVICE

Prerequisite: (R) (W) (M), CS 1353 *Microcomputer Operating Systems or Evaluation by Instructor*

4 CREDITS. The student will use effective diagnostic, analytical and mechanical skills to demonstrate installation and service of microcomputer systems troubleshooting; system diagnostics; advanced peripheral installation and testing; software installation; and survey of state-of-the art processors and operating systems.

NT 1124 COMPUTER NETWORK CONNECTIONS: COPPER

Prerequisite: (R) (W) (M), *Evaluation by Instructor*

4 CREDITS. Students will learn the concepts and skills necessary to become entry-level cable technicians. Students will complete activities that demonstrate learning theory and types of copper cable, terminating UTP, STP, F-Type, BNC, UDC and wall jacks and identifying and troubleshooting cable standards and cable connection faults.

NT 1134 CONFIGURING AND TROUBLESHOOTING DESKTOP APPLICATIONS

Prerequisite: (R) (W) (M), *Evaluation by Instructor*

4 CREDITS. The Student will be able to install, configure and troubleshoot office desktop user application issues found in standard and widely used operating systems in today's work place. Students will learn the importance of how to properly and effectively communicate with end-users about problems, then isolate the problems and then propose and document solutions. Students will be able to create e-mail and newsgroups accounts as well as configure desktop environments to support the various Windows applications.

NT 1144 INTRODUCTION TO NETWORKING

Prerequisite: (R) (W) (M), NT 1114 *Microcomputer Installation and Service or Evaluation by Instructor*

4 CREDITS. Students will gain an understanding of networking technology for local area networks (LAN's) and the characteristics of networking practices. The students will also learn a wide range of networking technologies including the knowledge needed to configure and install various clients, such as Microsoft, Novell and Unix/Linux.

NT 1154 INTERNETWORK THEORY & DESIGN

Prerequisite: (R) (W) (M), NT 1144 *Introduction to Networking or Evaluation by Instructor*

4 CREDITS. Students will study basic network topologies and protocols. They will study the use of LANs and WANs, Open Systems Interconnection (OSI) model, Ethernet, and Internet Protocol (IP) addressing. Students will demonstrate competencies through designing and documentation of basic networks, structured cabling and network-to-network communications.

NT 1164 MS WINDOWS PROFESSIONAL INSTALLATION AND SUPPORT

Prerequisite: (R) (W) (M), NT 1144 *Introduction to Networking or Evaluation by Instructor*

4 CREDITS. Students will install and configure a Windows operating system, create and manage users and groups; configure file systems and security; configure local network printing; share resources with other network users; troubleshoot and tune their Windows workstation's performance.

NT 1184 LINUX INSTALLATION AND ADMINISTRATION

Prerequisite: (R) (W) (M), NT 1144 *Introduction to Networking or Evaluation by Instructor*

4 CREDITS. The student will demonstrate specific competencies through "hands-on" activities using the Linux operating system. Students will examine hardware and software requirements; install a Linux based operating system and software package; configure system settings, network services, and access rights. In addition, the student will manage users, file systems, services, and

devices; monitor and maintain processes, network interfaces, system logs, security, and troubleshoot generic and specific hardware.

NT 1194 NOVELL NETWORK INSTALLATION AND ADMINISTRATION

Prerequisite: (R) (W) (M), NT 1144 *Introduction to Networking or Evaluation by Instructor*

4 CREDITS. The student will demonstrate specific competencies through "hands-on" activities which prepares students to administer a fileserver, install and configure client software; implement and manage network access security and file system security; create manager user groups; create login scripts, manage network printing services, use fileserver commands, create alias and application objects.

NT 1224 MS OFFICE INSTALLATION AND SUPPORT

Prerequisite: (R) (W) (M), *Evaluation by Instructor*

4 CREDITS. The student will learn the concepts in the basic and intermediate features of a standard office suite of software, including word processing, spreadsheet, database, and presentation applications. The student will also get experience in the installation of components related to an office software suite.

NT 1233 NETWORK ROUTING SYSTEMS

Prerequisite: (R) (W) (M), NT 1154 *Internetwork Theory and Design*

3 CREDITS. Students will demonstrate competencies through activities that include the router command line, basic router configurations, interior routing protocols such as RIP and IGRP, routed versus routing protocols, and various software used to configure a router such as Telnet, Terminal Emulation, and TFTP.

NT 2000 SPECIAL TOPICS

Prerequisite: (R) (W) (M), or *Evaluation by Instructor*

1-4 CREDITS. The student will demonstrate specified competencies in subjects not included in other Network Technology courses but which benefit students wanting additional training in or comprehension of the field. Each course will cover a specific topic and may be repeated with a change in content.

NT 2114 MS WINDOWS SERVER INSTALLATION AND SUPPORT

Prerequisite: (R) (W) (M), NT 1164 *MS Windows Professional Installation and Support or Evaluation by Instructor*

4 CREDITS. Students will install and configure the operating system, create and manage users and groups, configure file systems and security, manage access to files and folders, administer the distributed file system, configure local and network printing, administer terminal services, manage web services and network connections, and troubleshoot and tune their server's performance.

NT 2124 NETWORK SWITCHING SYSTEMS

Prerequisite: (R) (W) (M), NT 1233 *Network Routing Systems or Evaluation by Instructor*

4 CREDITS. Students will demonstrate competencies through activities that include advanced router configuration, LAN switching theory, VLAN's, advanced LAN and WAN switch design, and the Novell IPX protocol.

NT 2144 NETWORK SERVICES

Prerequisite: (R) (W) (M), NT 2114 *MS Windows Server Installation and Support or Evaluation by Instructor*

4 CREDITS. The student will develop competencies through "hands-on" experience that provides a foundation to the network services available in a windows network environment. Each student will install, manage, monitor, configure and troubleshoot DNS, DHCP, remote access, network protocols, IP routing, WINS, Network Address Translation, and services in a network environment.

NT 2154 DIRECTORY SERVICES

Prerequisite: (R) (W) (M), NT 2114 *MS Windows Server Installation and Support or Evaluation by Instructor*

4 CREDITS. The student will demonstrate competencies through "hands-on" activities that provide a foundation to windows based active directory services available in a windows network environment. Each student will install, configure and troubleshoot active directory components, DNS for active directory, active directory security solutions and group policy.

NT 2164 WAN SYSTEMS AND DESIGN

Prerequisite: (R) (W) (M), NT 2124 Network Switching Systems or Evaluation by Instructor

4 CREDITS. Students will demonstrate competencies through activities that include WAN devices, encapsulation formats, PPP components, session establishment, and authentication, ISDN uses, services, and configuration, Frame relay technology and configuration.

NT 2324 NETWORK PLANNING AND DESIGN

Prerequisite: (R) (W) (M), NT 2114 MS Windows Server Installation and Support or Evaluation by Instructor

4 CREDITS. Students will develop an understanding of the knowledge and skills necessary to design windows based directory services infrastructure in an enterprise network. The student will demonstrate competencies in identifying the information technology needs of an organization, and then designing an active directory structure that meets those needs.

NT 2344 PROXY SERVER INSTALLATION AND ADMINISTRATION

Prerequisite: (R) (W) (M), NT 2114 MS Windows Server Installation and Support or Evaluation by Instructor

4 CREDITS. The student will learn extensible firewall protection, response time and efficiency. In addition, students will develop competencies in web caching, fault-tolerance and load balancing and implementing Proxy Server with existing networks, including IPX networks and supporting Internet protocols and services.

NT 2374 COMPUTER NETWORK CONNECTIONS: FIBER

Prerequisite: (R) (W) (M), NT 1124 Computer Network Connections: Copper or Evaluation by Instructor

4 CREDITS. Students will demonstrate competencies through activities that include identifying fiber optic tools and supplies, understanding the characteristics of light waves, cable construction, terminating ST connectors to light guided building cable and multimode fiber optic cable, and testing for quality connections.

NT 2394 NETWORK ADMINISTRATION

Prerequisite: (R) (W) (M), Evaluation by Instructor

4 CREDITS. The student will be provided with "hands-on" laboratory experience in which they will demonstrate an understanding of a windows networking environment. Students will configure TCP/IP properties, monitor network activity, manage local, Active Directory, and IP security policies, install and configure the DHCP service, create and manage DNS zones, install and configure the RRAS service, create remote access policies, and configure and troubleshoot IP routing.

NURSING (SPECIAL ADMISSIONS PROCEDURES REQUIRED)

Each of the nursing courses emphasizes the student's responsibilities for learning. A variety of teaching methods and learning activities are made available by faculty. Practical experiences in various health care settings are included in each course.

Please note that additional fees are required for advanced standing hours. These will be due before graduation. See Nursing Program for additional details.

NUR 1000 SPECIAL TOPICS

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*

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.

*Does not meet program curricular requirements

NUR 1512 NURSING TRANSITION I

Prerequisites or Corequisites: APPM 1313, BIO 1023, BIO 1314

a. Meet basic requirements for admission to the Nursing Career Ladder Pathway.

b. LPN or Oklahoma licensed paramedic with a minimum score or 74% on entry exams (if required)

2 CREDITS. Students will incorporate the philosophy and organizing framework of the nursing program at Oklahoma City Community College. Concepts in theory will address the nursing process, therapeutic communication, culture, and principles of teaching and learning in providing health care to clients. The course also provides a review of basic human needs and nursing skills. The introduction of critical thinking concepts is integral to the course for interactive, individualized learning, with the use of problem solving in case studies and care plans. The student will be introduced to the computer lab and the computer learning system.

NUR 1532 NURSING TRANSITION II

Prerequisites: APPM 1313, BIO 1023, BIO 1314, NUR 1512

a. Admission to the Nursing Program Career Ladder Pathway.

b. A passing score of 74% on the NLN Acceleration Challenge Exam I test and NUR 1529 final if required.

Corequisites: BIO 1414, PSY 1113, ENGL 1313

2 CREDITS. Nursing Transition II is designed for the student to apply nursing theory with application of the nursing process and critical thinking skills to plan and deliver care to perioperative clients, childbearing women, and newborn children. Reproduction, contraception, as well as newborn and postpartum assessment will be addressed in campus lab, followed by three weeks in a related clinical setting. The student will work with members of the health care team, utilizing previously learned needs of clients. The student will accept accountability and responsibility for his/her own behavior while in the learning environment, practicing within the legal and ethical framework of the nursing profession.

NUR 1519 NURSING PROCESS I

Prerequisites: (R) (W) (M),

a. Admission to the Nursing Program

b. APPM 1313

Corequisites: BIO 1023, BIO 1314

9 CREDITS. This initial course is designed to introduce the student to the theory and application of the nursing process and critical thinking skills, planning and delivery of nursing care in a long-term setting to meet the client's basic health care needs. The student will begin to utilize basic skills in providing and managing care for the client. Identification of the roles of the associate degree nurse as a member of the health care team, as well as recognition of the limitations of practice based on beginning knowledge and skills, will be integral parts of the course. The student will accept accountability and responsibility for his/her own behavior while in the learning environment and will practice within the ethical and legal framework of the profession of nursing

NUR 1529 NURSING PROCESS II

Prerequisites: (R) (W) (M), NURS 1519, APPM 1313, BIO 1023, BIO 1314

Corequisites: BIO 1414, PSY 1113, ENGL 1113

9 CREDITS. This course is designed for the student to develop knowledge of nursing theory and apply the nursing process and critical thinking skills to plan and deliver care to childbearing families and clients with common health care needs. The course is divided into two components. One component focuses on the childbearing family. The other component focuses on clients with common medical-surgical needs. In both correlated clinical experiences, the student will work with members of the health care team, utilizing previously learned knowledge and skills in relating to, caring for and meeting learning needs of clients. The student will accept accountability and responsibility for his/her own behavior while in the learning environment, and practice within the ethical and legal framework of the nursing profession.

NUR 2539 NURSING PROCESS III/NURSING CAREER LADDER PATHWAY SECTION

Nursing Process III - Prerequisites: (R) (W) (M), NURS 1519, NUR 1529, APPM 1313, BIO 1023, BIO 1314, BIO 1414, PSY 1113, ENGL 1113

Corequisites: ENGL 1213, PSY 2403, BIO 1514

Nursing Career Ladder Pathway Section - Prerequisites: (R) (W) (M); NUR 1512, NUR 1532, APPM 1313, BIO 1314, BIO 1414, PSY 1113, ENGL 1113
Corequisites: ENGL 1213, PSY 2403, BIO 1514

9 CREDITS. This course is designed for the student to utilize previous skills and knowledge in the application of the process and critical thinking skills to plan, manage, and deliver care to clients with complex health care needs across the life span. The course is divided into two components. One component focuses on clients with medical-surgical health care needs. The other component focuses on clients with psychiatric/mental health care needs. Correlated clinical experiences include both adult and pediatric rotations. Students will use advanced communication skills when relating to clients, families, and health care team members. The course is designed to assist the student to apply principles of teaching/learning necessary to meet the health information needs of assigned clients. The course is designed to assist the student to develop skills related to the role of Manager of Care, and includes concepts related to prioritization and delegation of nursing care. Students in this course are expected to demonstrate accountability and responsibility for his/her own behavior and are expected to practice within the ethical and legal framework of the nursing profession.

NUR 2549 NURSING PROCESS IV/NURSING CAREER LADDER PATHWAY SECTION

Nursing Process IV - Prerequisites: (R) (W) (M), NUR 1519, 1529, 2539, APPM 1313, BIO 1314, BIO 1414, BIO 1514, PSY 1113, PSY 2403, ENGL 1113, ENGL 1213

Corequisites: POLSC 1113, HIST 1483 or HIST 1493

Nursing Career Ladder Pathway Section - Prerequisite: (R) (W) (M), NUR 1512, NUR 1532, NURS 2539, APPM 1313, BIO 1314, BIO 1414, BIO 1514, PSY 1113, PSY 2403, ENGL 1113, ENGL 1213

Corequisites: POLSC 1113, HIST 1483 or HIST 1493

9 CREDITS. This course is designed for the student to build upon the knowledge and skills acquired in the previous three nursing courses. The student will independently use the nursing process and critical thinking skills to provide care and meet the complex needs of a variety of clients at different stages on the health-illness continuum throughout the life span. Client care will be provided in a variety of settings including critical care. The student will use a collaborative approach involving the client, family, significant others, and members of the health care team in meeting the client's needs. The student will manage care for a group of clients who have health care needs. The student will demonstrate accountability for nursing actions and self-development. The student will display the ability to function in an independent, self-directed manner within the ethical and legal framework of the nursing profession.

OCCUPATIONAL THERAPY ASSISTANT

OTA 1000 SPECIAL TOPICS

Prerequisite: (R)

VARIABLE 1-4 CREDITS. 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 1113 ACTIVITIES AND SKILLS

Pre or Corequisite: (R) (W) (M) OTA 1123

3 CREDITS. After demonstrating basic skills in techniques and procedures of selected crafts and activity analysis, the student will identify the performance components involved in activities and skills; select appropriate activities and skills for health maintenance and/or remediation; instruct an individual in those activities and skills presented in the course; and instruct an individual in the proper use of tools and equipment required in activities and skills.

OTA 1123 INTRODUCTION TO OCCUPATIONAL THERAPY

Prerequisite: (R) (W)

Corequisite: OTA 1113

3 CREDITS. Through study, discussion and field observation/participation, students will (1) investigate their career choice in occupational therapy; (2) describe man's need for self-care, productivity and leisure; (3) demonstrate basic understanding of medical terminology; (4) describe basic influences contributing to health; and (5) describe the history and philosophy of occupational therapy with major emphasis on contemporary roles and functions.

OTA 1214 TREATMENT PRINCIPLES

Prerequisite: (R) (W) (M) OTA 1113; OTA 1123 Pre or Corequisite: BIO 1314
4 CREDITS. The student will demonstrate basic knowledge of occupational therapy treatment techniques in the areas of sensory motor skills, psychosocial skills, cognitive skills, activities of daily living skills and orthotics.

OTA 1233 DEVELOPMENT FOR OCCUPATIONAL THERAPY

Prerequisite: (R) (W); OTA 1113; OTA 1123

3 CREDITS. Based on the complete life cycle, the student will describe development of occupational performance; survival skills, work and leisure and the occupational therapy treatment of deficits in those areas.

OTA 1242 OCCUPATIONAL THERAPY PROCESS

Prerequisite: (R) (W); OTA 1113; OTA 1123

2 CREDITS. The student will demonstrate skills in data gathering, assessment and documentation using verbal and written reports.

OTA 1253 DEVELOPMENTAL SOCIAL RECREATION

Prerequisite: (R) (W); OTA 1113; OTA 1123

3 CREDITS. The student will demonstrate proficiency in using methods and materials for planning, organizing and conducting social activities for groups of various sizes and ages in a variety of social situations.

OTA 1213 NEUROLOGICAL CONDITIONS & TREATMENT

Prerequisite: (R) (W); OTA 1214; OTA 1233; OTA 1242; OTA 1253

3 CREDITS. The student will describe specific neurological conditions identified throughout the life span and relate occupational therapy treatment to those conditions.

OTA 1213 PROGRAM SUPPORT

Prerequisite: (R) (W) (M); OTA 1214; OTA 1233; OTA 1242; OTA 1253

3 CREDITS. The student will demonstrate proficiency in the administrative tasks often delegated to the Certified Occupational Therapy Assistant; understand the use and importance of the OT Code of Ethics, and understand the changes in healthcare as it relates to the OT profession.

OTA 2152 PSYCHOSOCIAL CONDITIONS AND TREATMENT

Prerequisite: (R) (W); OTA 1214; OTA 1233; OTA 1242; OTA 1253

2 CREDITS. The student will describe specific psychosocial conditions identified throughout the life span and relate occupational therapy treatment to those conditions.

OTA 2162 ORTHOPEDIC CONDITIONS AND TREATMENT

Prerequisite: (R) (W); OTA 1214; OTA 1233; OTA 1242; OTA 1253

2 CREDITS. The student will describe specific orthopedic conditions identified throughout the life span and relate occupational therapy treatment to those conditions.

OTA 2253 FIELDWORK II A

Prerequisite: (R) (W) (M) Successful completion of all general education, support and major course requirements. Completion of all OTA courses and Permission of Instructor.

3 CREDITS. The student will successfully complete eight weeks (320 hours) 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

Prerequisite: (R) (W) (M) Successful completion of all general education, support and major course requirements. Completion of all OTA coursework and Permission of Instructor.

3 CREDITS. The student will successfully complete eight weeks (320 hours) in an approved facility offering supervised, Level II fieldwork experiences in the application of learned principles to the delivery of Occupational Therapy services.

NOTE: All major, support and general education courses must be completed prior to enrollment in fieldwork.

NOTE: It is required that all OTA students complete Level II Fieldwork within 18 months following completion of academic preparation.

NOTE: Medical Liability Insurance is required for all OTA courses.

ORTHOTIC/PROSTHETIC TECHNICIAN

ORPR 1112 ORTHOTIC AND PROSTHETIC EQUIPMENT AND MATERIALS

Prerequisite: (R) (W) (M), Evaluation by Instructor

2 CREDITS. The student will identify equipment, tools and materials used to manufacture various orthotic and prosthetic devices. Safety policies and

procedures will be presented, and the student will demonstrate basic skills and techniques in the operation of each machine.

ORPR 1135 LOWER LIMB ORTHOTICS

Prerequisite: (R)(W)(M), *Evaluation by Instructor or ORPR 1112*

5 CREDITS. The student will demonstrate competencies in the development and manufacture of foot-orthoses, ankle-foot orthoses, knee-ankle-foot orthoses and orthotic shoe modifications. Various materials and procedures will be used in the design of each project. Additional topics will include strength and properties of various materials to obtain the desired biomechanical effect in each system. The applied mathematics skills needed to produce these devices will be presented.

ORPR 1154 SPINAL ORTHOTICS

Prerequisite: (R) (W) (M), ORPR 1112, ORPR 1135, or *Evaluation by Instructor*

4 CREDITS. This course is designed to build upon the knowledge and skills acquired in previous orthotics courses. Applications of plastic, metal and leather will be utilized in the design of various spine supports.

ORPR 1222 UPPER LIMB ORTHOTICS

Prerequisite: (R) (W) (M), ORPR 1112, ORPR 1135, or *Evaluation by Instructor*

2 CREDITS. The student will use principles learned in previous courses to design and fabricate upper limb support systems. Metal and plastics will be used in customizing each orthosis. Additional topics will include troubleshooting and repair.

ORPR 1245 CLINICAL ORTHOTICS

Prerequisite: (R) (W) (M), ORPR 1112, ORPR 1135, ORPR 1154, ORPR 1222, or *Evaluation by Instructor*

5 CREDITS. The student will participate in a clinical externship in an approved facility offering supervised experiences in the application of learned principles to the fabrication and delivery of orthotic services.

ORPR 2115 TRANSTIBIAL PROSTHETICS

Prerequisite: (R)(W)(M), ORPR 1112 or *Evaluation by Instructor*

5 CREDITS. The student will be introduced to fabrication processes involved in transtibial prosthetics. The student will learn about wood, titanium and aluminum components, static and dynamic alignment and the use of instruments to transfer alignment. Classroom learning will be reinforced with laboratory experience. Laminating with epoxy, acrylic and polyester resins along with many different reinforcing materials will be used. Applied mathematical skills needed to mix resins correctly will be taught.

ORPR 2233 TRANSRADIAL AND TRANSHUMERAL PROSTHETICS

Prerequisite: (R) (W) (M), ORPR 1112 or *Evaluation by Instructor*

3 CREDITS. This course will introduce the student to transradial and transhumeral prosthetics. Upper limb prosthetics fabrication techniques will be learned. This includes suspension harnesses, cable operating systems, attaching prosthetic elbows, hinges, wrist units and terminal devices. The student will also demonstrate socket duplication methods.

ORPR 2255 TRANSFEMORAL PROSTHETICS

Prerequisite: (R) (W) (M), ORPR 1112, ORPR 2115, or *Evaluation by Instructor*

5 CREDITS. The student will build upon the knowledge and skills acquired in previous prosthetics courses. Socket position, knee components and their relationship to prosthetic feet in static alignment are covered. Socket design and fabrication of the flexible inner socket with various reinforcing materials will be the topics of instruction and application.

ORPR 2313 ADVANCED TRANSTIBIAL PROSTHETICS

Prerequisite: (R) (W) (M), ORPR 1112, ORPR 2115, or *Evaluation by Instructor*

3 CREDITS. The student will use knowledge and principles learned in previous courses to fabricate a transtibial prosthesis with a roll-on suspension component and distal attachment pin. The student will also attach side joints and a thigh corset to a transtibial socket. The joint and corset exercise utilizes an understanding of material strengths, alignment and careful hinge placement to augment anatomical knee stability and minimize distal residual limb pressure.

ORPR 2335 CLINICAL PROSTHETICS

Prerequisite: (R) (W) (M), ORPR 1112, ORPR 2115, ORPR 2233, ORPR 2255, ORPR 2313 or *Evaluation by Instructor*

5 CREDITS. The student will participate in a clinical externship in an approved facility offering supervised clinical experiences in the application of learned principles to the fabrication and delivery of prosthetic services.

ORPR 1000 SPECIAL TOPICS

Prerequisite: (R) (W) (M), *Evaluation by Instructor*

VARIABLE 1-4 CREDITS. The student will demonstrate specified competencies in subject areas not covered in other orthotic or prosthetic courses, but which are beneficial in providing a better understanding of the field. A specific subject will be announced for each offering. Enrollment may be repeated with a change of topic.

ORPR 2000 SPECIAL TOPICS

Prerequisite: (R) (W) (M), *Evaluation by Instructor*

VARIABLE 1-4 CREDITS. The student will demonstrate specified competencies in subject areas not covered in other orthotic or prosthetic courses, but which are beneficial in providing a better understanding of the field. A specific subject will be announced for each offering. Enrollment may be repeated with a change of topic.

PHILOSOPHY

PHIL 1000 SPECIAL TOPICS

Prerequisite: ENGL 1113 *English Composition I* or *Assessment by Instructor*
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

Prerequisite: ENGL 1113 *English Composition I* or *Assessment by Instructor*
3 CREDITS. After a review of the methods and sub-fields of philosophy, students will describe the positions selected philosophers have taken on several basic problems. Students will also describe and defend their own perspectives on these problems.

PHIL 1213 INTRODUCTION TO ETHICS

Prerequisite: ENGL 1113 *English Composition I* or *Assessment by Instructor*
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

Prerequisite: ENGL 1113 *English Composition I* or *Assessment by Instructor*
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

Prerequisite: ENGL 1113 *English Composition I* or *Assessment by Instructor*
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

Prerequisite: ENGL 1113 *English Composition I* or *Assessment by Instructor*
3 CREDITS. The student will make oral and written comparisons of selected aspects of the world's major religions both ancient and modern. The student will also accurately describe the cultural context of these religions.

PHIL 2153 INTRODUCTION TO EASTERN THOUGHT

Prerequisite: ENGL 1113 *English Composition I* or *Assessment by Instructor*
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 2173 BELIEFS AND BELIEVERS

Prerequisite: ENGL 1113 English Composition I or Assessment by Instructor
3 CREDITS. Beliefs and Believers is an exploration into the nature and function of belief structures or "worldviews." These worldviews exist in formal organized entities such as traditional religions or as political and personal ideologies, such as feminism or environmentalism. Representatives from a wide variety of religious and secular perspectives discuss what they believe and why they believe it. The student is exposed to the religious systems of major world religions as well as systems of belief that are outside the scope of what are deemed mainstream religious institutions.

PHIL 2223 PHILOSOPHY OF RELIGION

Prerequisite: ENGL 1113 English Composition I or Assessment by Instructor
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

Prerequisite: ENGL 1113 English Composition I or Assessment by Instructor
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**

Prerequisite: (R) (W)

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

Corequisite: Eligible for ENGL 1113, PTA 1023, and BIO 1414

Prerequisite: (R) (W); BIO 1314

3 CREDITS. The student will describe the health care system in relation to medical ethics, legislation, and quality assurance; discuss the development and current status of physical therapy and delineate the roles of physical therapy personnel; identify requirements for medical communication and documentation; and follow accepted methods for aseptic technique, transfer procedures and body mechanics. Explain how basic human needs are usually satisfied. Define and explain therapeutic helping.

PTA 1023 DYNAMIC HUMAN MOTION

Corequisite: PTA 1013, PTA 1112 and BIO 1414

Prerequisite: (R) (W) (M)

3 CREDITS. The student will recognize the characteristics of normal posture, joint motion, muscle function and nerve transmission in static and dynamic posture; and accurately perform objective tests of muscle strength and joint function.

PTA 1112 PATHOLOGY FOR PHYSICAL REHABILITATION

Corequisite: PTA 1013, PTA 1023 and BIO 1414

Prerequisite: (R) (W) (M)

2 CREDITS. The student will identify underlying circumstances and phases of disease and dysfunction; describe primary and secondary disability patterns related to various deficits; perform and teach 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 1202 DEVELOPMENT, CONDITIONS AND TREATMENT ACROSS THE LIFESPAN

Prerequisite: (R) (W), PTA 1112, PTA 1013 and PTA 1023

Corequisite: PTA 1213, PTA 1224 and BIO 2102

2 CREDITS. The student will review the physiological function of different body systems, their interrelationships and how changes occur over the course of a lifetime; correlate these changes with age-appropriate motor, cognitive, and

social-emotional development across the lifespan; and demonstrate awareness and appropriate therapeutic intervention for specific issues/conditions that impact infants, adolescents, adults and elders.

PTA 1213 PAIN MANAGEMENT AND MASSAGE

Prerequisite: (R) (W) (M), PTA 1013, PTA 1023, PTA 1113

Corequisite: PTA 1202, PTA 1224 and BIO 2102

3 CREDITS. The student will describe contributions made by health care team members in the management of pain; provide emotional support for the patient in pain; describe the various theories of pain; correctly position and drape patients for pain relief and to protect modesty; effectively administer massage and Jobst intermittent pressure; teach relaxation procedures; and administer chest physical therapy techniques.

PTA 1224 THERAPEUTIC EXERCISE I

Prerequisite: (R) (W) (M), PTA 1023, PTA 1013 and PTA 1113

Corequisite: PTA 1202, PTA 1213, BIO 2102

4 CREDITS. The student will analyze the principles of biomechanics and muscle physiology inherent in therapeutic exercise and gait training; identify normal and abnormal postural syndromes and carry out and teach basic exercises primarily for orthopedic conditions.

PTA 1312 INITIAL PRACTICUM

Prerequisite: (R) (W), The student must have completed the following courses with a "C" or better to participate in the Initial Practicum: PTA 1013, PTA 1023, PTA 1112, PTA 1213, PTA 1224, PTA 1202; BIO 2102

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.

PLEASE NOTE: This practicum will be scheduled in accordance with clinical practice availability; however, the student will be responsible for summer enrollment deadlines.

PTA 2014 ELECTROTHERAPY AND MODALITIES

Prerequisite: (R) (W), PTA 1213, PTA 1312

Corequisite: PTA 2024, PTA 2113

4 CREDITS. The student will accurately apply principles and procedures involved in effective administration of selected thermotherapy, hydrotherapy, electrotherapy and light therapy.

PTA 2024 THERAPEUTIC EXERCISE II

Prerequisite: (R) (W) (M), PTA 1224, PTA 1312

Corequisite: PTA 2014, PTA 2113

4 CREDITS. The student will continue to work using biomechanical principles of human motion to expand basic exercises to complex exercise programs with an emphasis on the person with neurologic disease and impairments and specialized patient populations.

PTA 2113 PTA SYSTEMS/PROBLEMS

Prerequisite: (R) (W), PTA 1312

Corequisite: PTA 2014, PTA 2024

3 CREDITS. This course is designed to provide the student the opportunity to explore and further understand systems and challenges that impact the Physical Therapist Assistant. The course explores the role of the Physical Therapist Assistant and how s(he) functions as a member of the health care team; systems and operational issues that affect the practice of a Physical Therapist Assistant; and challenges that the Physical Therapist Assistant and all health care professionals face in day to day clinical practice.

PTA 2034 PRACTICUM I

Prerequisite: (R) (W) (M), PTA 1312, PTA 2014, PTA 2024, PTA 2113

4 CREDITS. The student will function under supervision in the physical therapy clinic as a health care team member to 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 aseptic technique; administer selected modalities to prevent secondary disabilities and manage pain; correctly apply principles of biomechanics and physiology in administering therapeutic exercise and gait training; and clearly report and document significant observations orally and in writing.

PTA 2134 PRACTICUM II

Prerequisite: (R) (W) (M), PTA 2034

4 CREDITS. The student will apply work and treatment skills in the legal and ethical practice of physical therapy as an assistant to the physical therapist.

NOTE: Medical Liability Insurance is required for all PTA courses and must be purchased by the end of the first full week of class.

PTA 2000 SPECIAL TOPICS

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.

PHYSICS**†PHYS 1011 PHYSICAL SCIENCE LABORATORY**

Prerequisite: Any PHYS, CHEM, GEOL or ASTR non-laboratory course

1 CREDIT. This course is designed for students needing laboratory experience to complete their General Education physical sciences requirements. It is not open to science majors or those who have completed a laboratory-based physical science course. Students will measure, record and analyze data; draw relevant conclusions; and make appropriate recommendations about experiments in physics, chemistry, and the earth sciences.

PHYS 1013 PHYSICAL SCIENCE

Prerequisite: (R) (W) (M)

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. **GenEd Requirement**

†PHYS 1014 PHYSICAL SCIENCE

Prerequisite: (R) (W) (M)

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. **GenEd Requirement**

PHYS 1034 GENERAL GEOLOGY

Prerequisite: (R) (W) (M)

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. **GenEd Requirement**

PHYS 1063 EARTH SCIENCE

Prerequisite: (R), (W), (M)

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. **GenEd Requirement**

†PHYS 1064 EARTH SCIENCE

Prerequisite: (R) (W), (M)

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. **GenEd Requirement**

†PHYS 1114 COLLEGE PHYSICS I

Prerequisite: (R) (W), MATH 1513 or higher or APPM 1223, within the last two years or evaluation by instructor.

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. **GenEd Requirement**

†PHYS 1214 COLLEGE PHYSICS II

Prerequisite: (R) (W) (M), 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. **GenEd Requirement**

†PHYS 1314 TECHNICAL PHYSICS

Prerequisite: (R) (W), Algebra II in High School or MATH 0123 or MATH 1223 or the appropriate technicalmath 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

Prerequisite: (R) (W) (M)

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. **GenEd Requirement**

†PHYS 1514 GENERAL ASTRONOMY WITH LAB

Prerequisite: (R) (W) (M)

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. **GenEd Requirement**

†PHYS 2014 ENGINEERING PHYSICS I

Prerequisite: (R) (W), MATH 2203 (or at least 5 hours of calculus) within the last year or evaluation by Instructor; Prerequisite or Corequisite: MATH 2303

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

Prerequisite: (R) (W), PHYS 2014, and at least 8 hours of previous calculus within the last year or evaluation by Instructor, Prerequisite or Corequisite: MATH 2403

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*Prerequisite: PHYS 2114**Prerequisite or Corequisite: MATH 2413*

3 CREDITS Students 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

†As part of the coursework, you may have the potential of being, to some degree, exposed to hazardous material. If you are pregnant, wear contact lenses or have other specific health concerns, you should consult your personal physician for advisement concerning your enrollment in the course.

POLITICAL SCIENCE**POLSC 1000 SPECIAL TOPICS IN POLITICAL SCIENCE***Prerequisite: (R)*

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*Prerequisite: (R)*

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

POLSC 2000 SPECIAL TOPICS IN POLITICAL SCIENCE*Prerequisite: (POLSC 1113 or permission of Instructor)*

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*Prerequisite: (R)*

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*Prerequisite: (R)*

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 2223 INTRODUCTION TO LAW*Prerequisite: (R)*

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*Prerequisite: (R)*

3 CREDITS. An analysis of the structure of international relations and sources of international influence, conflict, and cooperation.

POLSC 2603 INTRODUCTION TO COMPARATIVE POLITICS*Prerequisite: (R)*

3 CREDITS. The student will utilize basic theories and methods of comparative analysis in studying selected nation-states. The student will also examine current world-wide political issues and problems. Topics for analysis will include political development, culture, elites, parties and political change.

POLSC 2613 INTRODUCTION TO POLITICAL SCIENCE*Prerequisite: (R)*

3 CREDITS. An introduction to the discipline of political science and its major subfields.

PSYCHOLOGY**PSY 1000 SPECIAL TOPICS IN PSYCHOLOGY***Prerequisite: (R) (W)*

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*Prerequisite: (R) (W)*

3 CREDITS. After exploring specific behavior skills and communication patterns used in the establishment and maintenance of relationships, the student will be able to describe the process of human relating with emphasis on promoting positive results. Several types of relationships will be considered: friendships, family, marriage and work.

PSY 1113 INTRODUCTION TO PSYCHOLOGY*Prerequisite: (R)*

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*Prerequisite: (R) (W)*

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*Prerequisite: (R)*

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*Prerequisite: (R)*

3 CREDITS. The student will use a life-span perspective to describe development in late life, including psychological traits, interpersonal relationships, social roles, and psychological crises of late life.

PSY 1503 PSYCHOLOGY OF WOMEN*Prerequisite: (R)*

3 CREDITS. The student will discuss issues, theories and research related to female development and the factors influencing that development from social science, historical, and biographical perspectives.

PSY 2000 SPECIAL TOPICS IN PSYCHOLOGY*Prerequisite: (R) (W)*

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 2123 BEHAVIORAL STATISTICS*Prerequisite: PSY 1113 and MATH 0123 or equivalent of adequate Math Placement Test Score*

3 CREDITS. Behavioral Statistics provides an introduction to descriptive and inferential, parametric and non-parametric statistical techniques used in behavioral research including measures of central tendency, variability, correlation, regression analysis, hypothesis testing, t-tests, Chi square, and ANOVA. Students finishing this course will be able to use computers for statistical analyses and will be prepared for advanced laboratory classes.

PSY 2193 PERSONALITY THEORIES*Prerequisite: (R) (W), 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 2233 ETHICS IN HEALTH AND HUMAN SERVICES*Prerequisite: (R)*

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 2243 GROUP AND INDIVIDUAL COUNSELING*Prerequisite: (R) (W), PSY 1103 or Permission of Instructor*

3 CREDITS. After discussing human behavior and some of the techniques of changing attitudes and behaviors, the student will demonstrate individual and group approaches to counseling.

PSY 2403 DEVELOPMENTAL PSYCHOLOGY*Prerequisite: (R) (W), 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*Prerequisite: (R) (W), 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.

REAL ESTATE**REL 1113 REAL ESTATE PRINCIPLES***Prerequisite: (R) (M)*

3 CREDITS. After studying the concepts of real estate ownership and transfer under the private property system, the student will describe the physical and economics characteristics of land; distinguish between real and personal property interpret legal descriptions recognize the various forms of ownership and transfer; and apply the concepts to contract law and the laws of agency in the establishment and termination of fiduciary relationships.

REL 1213 REAL ESTATE PRACTICES*Prerequisite: (R) (M), REL 1113 or Permission of Instructor*

3 CREDITS. The student will continue the study of real estate ownership and become skilled in the professional, technological and valuation of real property market operations to include the valuation of real property, financing real estate, operations of a real estate brokerage, management of real property, and closing a real estate transaction.

REL 2000 SPECIAL TOPICS I*Prerequisite: (R) (M)*

VARIABLE – 1- 4 CREDITS. The student will demonstrate competencies in selected topics in real estate. Each course will be focused on a specific component of the real estate industry. The course may be repeated with a change in topic.

REL 2313 REAL ESTATE LAW*Prerequisite: (R) (W) (M), REL 1113 or Permission of Instructor*

3 CREDITS. The student will develop a practical understand of the law as it applies to ownership or use of real property. Included in a study of Oklahoma Real Estate Law.

REL 2413 REAL ESTATE APPRAISING*Prerequisite: (R) (W) (M), or Permission of Instructor*

3 CREDITS. The student will develop the knowledge and skill required to deal effectively with the principles and methods of appraising real property. Special attention is given to appraising as it may be applied in listing or selling property. Interpretation of appraisal information is emphasized.

REL 2513 REAL PROPERTY MANAGEMENT*Prerequisite: (R) (W) (M), REL 1213 or Permission of Instructor*

3 CREDITS. This course covers the specialized knowledge necessary for the

management of residential property, commercial property and land. Rental and lease agreements rights of lessees, lessor and legal statutes will also be covered.

REL 2813 REAL ESTATE FINANCE*Prerequisite: (R) (W) (M), REL 1213 or Permission of Instructor*

3 CREDITS. The student will learn the economics of finance, sources and cost of funds and appraising for financial purposes. An introduction to investments and rates of return will also be included.

RESPIRATORY CARE THERAPIST**RC 1000 RESPIRATORY CARE SPECIAL TOPICS**

VARIABLE 1-4 CREDITS. The student will demonstrate specified competencies in subject areas not covered in other Respiratory Care courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

RC 1021 MEDICAL ETHICS*Prerequisite: (R), Admission to Respiratory Therapy Program*

1 CREDIT. This course covers information necessary to understand the legal and ethical standards of practice of respiratory care. Students will study ethics, professionalism and stress management. Also covered will be information related to professional credentialing and licensure as well as a basic introduction to the principles of managed care.

RC 1033 RESPIRATORY CARE SCIENCES*Prerequisite: (R) (W) (M) Corequisite: MATH 1513 or APPM 1223*

3 CREDITS. This course is intended to teach the principles of physics, chemistry and microbiology necessary for the understanding and application of respiratory care. Topics include temperature scales and conversion; the nature and behavior of gases; the gas laws; diffusion; solubility and flow of gases and liquids; basic principles of fluid dynamics; basic atomic structure; formation of ions; valence calculation; theory of pH and acid-base balance; classification and identification of micro-organisms; microbial growth and transmission; common infectious respiratory diseases.

RC 1041 INTRODUCTION TO CLINICAL APPLICATION*Prerequisite: (R) Corequisite: RC 1114, RC 1021*

1 CREDIT. This course is an introduction to the hospital environment. Students will be oriented to basic hospital operations in a respiratory care department and observe delivery of respiratory care. Students will also perform basic respiratory procedures and learn to read charts.

RC 1114 RESPIRATORY THERAPY PROCEDURES I AND LAB*Prerequisite: (R) (W) (M) Corequisite: RC 1033; BIO 1314 or BIO 1224; MATH 1513 or MATH 1223 or Permission of Instructor*

4 CREDITS. This is the beginning theory and application course in the study of respiratory care. It is designed to cover the theory and application of basic to intermediate skills. Included in this course are laboratory demonstrations, student practice, peer evaluation and return student demonstration for evaluation. Students will demonstrate minimal proficiency in the laboratory setting on all required procedural skills. Topics include: safety, infection control, basic and advanced patient assessment, data management, communication skills regulators, flow meters, gas blenders, sustained maximal inspiration, breathing exercises, gas therapy administration, chest physical therapy, humidity and aerosol therapy, oxygen analysis, pulse oximetry, blood sampling, blood gas analysis, equipment cleaning, manual resuscitators and electrocardiographs.

RC 1124 RESPIRATORY THERAPY PROCEDURES II AND LAB*Prerequisite: RC 1041; RC 1114*

4 CREDITS. This is the second theory and application course of respiratory care equipment and procedures. It is designed to build upon the knowledge and skills acquired in Respiratory Therapy Procedures I. Students are introduced to additional intermediate and advanced respiratory care topics. Included in this course are laboratory demonstrations, student practice, peer evaluation and return student demonstration for evaluation. Students will demonstrate minimal proficiency in the laboratory setting on all required procedural skills. The following topics are covered: Intermittent positive pressure ventilation, bi-level positive pressure ventilation, artificial airways and airway management, bedside ventilatory assessment, suctioning, classification of ventilators, physiologic effects of ventilation and basic ventilator management. The course includes in-depth study of the currently used mechanical ventilators.

RC 1142 RESPIRATORY PHARMACOLOGY*Prerequisite: RC 1312**Corequisite: MATH 1513 or APPM 1223*

2 CREDITS. This course is designed to study medications used in the treatment of respiratory disorders. General drug groups, including their physiologic actions, uses and hazards, are covered. Dosages, contraindications, precautions, duration and mode of action, elimination, indications for use, potential side effects, and adverse effects are also discussed for the most commonly used respiratory therapy and related drugs in each group.

RC 1223 PEDIATRIC AND NEONATAL RESPIRATORY CARE*Prerequisite: (R) (W) (M), RC 1124; RC 1142; RC 1244; RC 1312; RC 1253; or Permission of Instructor*

3 CREDITS. This course is designed to cover the various aspects of respiratory care which are unique to the neonatal and/or pediatric patient. The course covers development of the fetus, evaluation and stabilization of high-risk newborns, pediatric respiratory therapeutics, pediatric and neonatal resuscitation, the study of pediatric diseases with respiratory implications and appropriate therapeutic interventions. Mechanical ventilation of the newborn, nitric oxide administration, high frequency ventilation and transcutaneous monitoring are also covered. Included in this course are laboratory demonstrations, student practice, peer evaluation and return student demonstration for evaluation. Students will demonstrate minimal proficiency in the laboratory setting on all required procedural skills.

RC 1244 CLINICAL APPLICATION OF BASIC RESPIRATORY THERAPEUTICS*Prerequisite: (R), RC 1041, RC 1114*

4 CREDITS. This course is the actual clinical application of basic respiratory procedures which are taught in the Respiratory Therapy Procedures I course. The student observes and then performs in the clinical affiliate hospitals those skills and procedures which have been satisfactorily performed in the laboratory setting. The student is required to perform a minimal number of specified procedures and prove proficiency in basic skills. The student is also evaluated on initiative, organization, and affective behavior.

RC 1253 CLINICAL APPLICATION OF ADVANCED RESPIRATORY THERAPEUTICS*Prerequisite: (R) (W), RC 1124, RC 1244*

3 CREDITS. This course is the actual clinical application of advanced respiratory procedures which are taught in the Respiratory Therapy Procedures II course. The student observes and then performs in the clinical affiliate hospitals those skills and procedures which have been satisfactorily performed in the laboratory setting. The student is required to perform a minimal number of specified procedures and prove proficiency in basic skills. The student is also evaluated on initiative, organization, and affective behavior.

RC 1312 CARDIOPULMONARY ANATOMY, PHYSIOLOGY AND PATHOLOGY

2 CREDITS. This course is designed as an in-depth study of the anatomy, physiology, and pathology of the cardiopulmonary system. The pathology portion of the course provides study of the etiology, pathophysiology, signs and symptoms, and treatment for specific cardiopulmonary diseases.

RC 1320 RESPIRATORY CARE TRANSITION*Prerequisite: (R) (W) (M) Must hold CRT credential, current RCP license or be a current second year respiratory care student.*

VARIABLE – 1-4 CREDITS. This is an elective course designed to assist the Certified Respiratory Care Technician who has been out of school for an extended period of time, or practicing in a specialty area in making the transition into the Respiratory Care Therapist program. This course may also be used as a remediation course for Respiratory Care Therapist students with significant areas of weakness identified during assessment testing or clinical practice. This course is designed to utilize comprehensive assessment of an individual's current knowledge and skills to develop an individual plan of study for remediation. The student will be provided with a specific plan of objectives and skills to be mastered during the course and the necessary curriculum units.

RC 2124 CRITICAL CARE RESPIRATORY THERAPY*Prerequisite: (R) (W) (M) RC 1124, RC 1142, RC 1253, RC 1312 or Permission of Instructor*

4 CREDITS. This course introduces topics related to the delivery of respiratory care and patient management in the critical care setting. The student will master

advance patient monitoring modalities as well as the more complex ventilation modes. The primary topic is overall evaluation and management of the critically ill patient with use of patient care plans and respiratory care protocols. Included in this course are laboratory demonstrations, student practice, peer evaluation and return student demonstration for evaluation. Students will demonstrate minimal proficiency in the laboratory setting on all required procedural skills. Topics include: developing care plans, cardiovascular monitoring and management, fluid and electrolyte monitoring, pleural drainage, x-ray assessment, advanced ventilatory modes and respiratory emergencies.

RC 2212 PULMONARY FUNCTION TESTING AND BRONCHOSCOPY*Prerequisite (R) (W) (M) RC 1124, RC 1253, RC 1312 or Permission of Instructor*

2 CREDITS. This course is designed for the student to develop knowledge of the advanced diagnostic procedures necessary to perform comprehensive pulmonary function testing in the clinical setting. This includes performance and interpretation of spirometry, lung volumes, diffusion and assisting the physician with performance of bronchoscopy. The student will demonstrate an understanding of these procedures through hands-on lab experiments. The student will also develop a basic understating of the concepts of cardiac and exercise testing as well as a brief overview of polysomnography. The student will be able to relate these testing procedures to the diagnosis of cardiopulmonary disease.

RC 2312 CLINICAL EXPERIENCE I*Prerequisite (R) (W) (M) RC 2212 or Permission of Instructor*

2 CREDITS. The course is the direct clinical application of pulmonary function testing and bronchoscopy assistance taught in RC 2212. Students will attend 8-hour clinical rotations in the hospital pulmonary function laboratory observing and performing comprehensive patient testing. This course will also include additional adult intensive care rotations to promote continued practice and mastery of basic ventilator management skills.

RC 2412 CLINICAL EXPERIENCE II*Prerequisite: (R) (W) (M) RC 2124, RC 1223 or Permission of Instructor*

2 CREDITS. This course provides clinical application in the hospital setting to the topics covered in Critical Care Respiratory Therapy and Pediatric/Neonatal Respiratory Care courses. Students are scheduled for rotations through adult, pediatric and neonatal intensive care units. Students will attend scheduled eight-hour rotations at specific hospital sites in order to complete assigned behavioral and didactic objectives.

RC 2512 RESPIRATORY THERAPY SEMINAR*Prerequisite RC 1124, RC 1244, RC 1142, RC 1312, RC 1253 or Permission of Instructor*

2 CREDITS. This course includes topics related to management and specialty areas in the field of respiratory care. Students will develop an understanding of smoking cessation, home care and discharge planning, quality assurance, hospital department management, patient education and pulmonary rehabilitation.

RC 2613 ADVANCED RESPIRATORY CARE/PATIENT MANAGEMENT*Prerequisite: (R) (W) (M), RC 1223, RC 2124, RC 2213 or Permission of Instructor*

3 CREDITS. This didactic course is designed to advance and refine assessment and critical thinking skills as related to respiratory patient care management. Students will focus on concepts related to total patient management related to specific disease processes. The skills of data collection, evaluation and assessment and clinical interventions will be stressed to emphasize functioning at an analysis cognitive level. Activities will be development of advanced patient care plans and respiratory care procedural protocols, participation in simulated case studies and laboratory simulations. Students will also participate in computer and paper-pencil simulations of the current credentialing examinations.

RUSSIAN**RUSS 1000 SPECIAL TOPICS**

VARIABLE 1-4 CREDITS. The student will demonstrate competencies in specialized Russian language courses, such as Conversational or Traveller's Russian. Course may be repeated with a change in subject matter.

SCIENCE

SCI 1000 SPECIAL TOPICS

VARIABLE 1-4 CREDITS. The student will demonstrate specified competencies in subjects not included in other science 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.

SOCIOLOGY

SOC 1000 SPECIAL TOPICS IN SOCIOLOGY

Prerequisite: (R)

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

Prerequisite: (R)

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

SOC 1203 INTRODUCTION TO THE CRIMINAL PROCESS

Prerequisite: (R)

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

Prerequisite: SOC 1113 or Permission of the Instructor

1-3 CREDITS. The student will demonstrate competencies in subjects not covered in other SOC courses. The course may relate to a specific issue, topic, or area of study within the field of sociology. The course may be repeated with a change in content.

SOC 2013 MARRIAGE AND FAMILY RELATIONSHIPS

Prerequisite: (R) (W)

3 CREDITS. The student will identify the sociological and psychological approaches to problem-solving techniques in marriage and family relations.

SOC 2023 SOCIAL PROBLEMS

Prerequisite: (R) (W), 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

Prerequisite: (R) (W)

3 CREDITS. Using historical and contemporary theory, the student will identify the sociological and psychological dimensions involved in the control and treatment of crime and delinquency.

SOC 2123 SOCIOLOGY OF AGING

Prerequisite: (R)

3 CREDITS. The student will use information from a survey of social processes, theories of aging, and problems affecting the elderly to assess the status of the aged and analyze the impact of demographic trends.

SOC 2143 MINORITIES, ETHNICITY AND CULTURAL DIVERSITY

Prerequisite: (R) (W)

3 CREDITS. This course serves as a sociology major elective, a possible support elective for other programs and a source for expanding understanding of social diversity for interested students. Following a historical perspective on cultural diversity, the course will explore the characteristics of minorities and ethnicity, dysfunctions of racism, and features of the U.S. as a multicultural society.

SOC 2163 DEATH, DYING, AND GRIEF

Prerequisite: (R)

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 2213 CULTURAL ANTHROPOLOGY

Prerequisite: (R) (W)

3 CREDITS. Using learned principles of anthropology, the student will identify those aspects of human culture which are universal and which act as an integrative element in human social behavior.

SOC 2743 INTRODUCTION TO SOCIAL PSYCHOLOGY

Prerequisite: (R)(W), PSY 1113 or SOC 1113 or Permission of Instructor

3 CREDITS. This course will cover topics such as conformity, social influence, social cognition, prosocial behavior, prejudice, group processes, interpersonal attraction and social comparison.

SOC 2903 SOCIOLOGY SEMINAR

Prerequisite: (W) 12 credit hours of Sociology which must include SOC 1113 and SOC 2023

3 CREDITS. This course is designed for sociology majors who are near completion of their degree. Students will complete projects which are based on the program competencies, which require them to demonstrate a sociological perspective, and to integrate knowledge and skills from prior courses.

SPANISH

SPAN 1000 SPECIAL TOPICS IN SPANISH

Prerequisite: (R) (W), Permission of Instructor

VARIABLE 1-6 CREDITS. The student will demonstrate competencies not covered in other Spanish language courses at the 1000-level. Each course will concentrate on a particular aspect of language and culture. The course may be repeated with a change in subject matter.

SPAN 1010 CONVERSATIONAL SPANISH I

Prerequisite: (R) (W)

VARIABLE 1-4 CREDITS. The beginning student will develop oral communication skills through intensive practice in Spanish with a focus on listening and speaking activities. The student will be able to function in Spanish on topics of everyday life. This class is taught completely in Spanish. Credit is variable and, with different content, may be repeated for up to 4 credits.

SPAN 1115 ELEMENTARY SPANISH I

Prerequisite: (R) (W)

5 CREDITS. The beginning student will acquire fundamental proficiency in understanding, speaking, reading, and writing Spanish. The student will also explore important aspects of Spanish and Latin American culture. Laboratory experience is an integral part of the course.

SPAN 1120 CONVERSATIONAL SPANISH II

Prerequisite: (R), SPAN 1010 or 1115 or Evaluation by Instructor

VARIABLE 1-4 CREDITS. A continuation of SPAN 1010. The student will further develop oral communication skills through intensive practice in Spanish with a focus on listening and speaking activities. The student will be able to function in Spanish in a variety of situations. This class is taught completely in Spanish. Satisfactory completion of at least three credit hours of Conversational Spanish II confirms that a student has demonstrated competency in a foreign language at the novice-high level according to the ACTFL scale. Credit is variable and, with different content, may be repeated for up to 4 credits.

SPAN 1150 SPANISH IMMERSION I

Prerequisite: (R), SPAN 1010 or 1115 or Permission of Instructor

VARIABLE 1-3 CREDITS. The Spanish Immersion course provides an intensive language-learning experience for the student who has some background in Spanish. Following an orientation meeting on campus, students spend a period of time (minimum of two days) at an off-campus location hearing and speaking only Spanish. In addition to attending formal classes focusing on selected topics of vocabulary and grammar, students participate in activities such as dancing, games, aerobics, films, nature walks, and shopping in Spanish, enabling them to experience a total immersion.

SPAN 1160 INTERNATIONAL STUDY I

Prerequisite: (R), SPAN 1010 or 1115 or Permission of Instructor
 VARIABLE 3-6 CREDITS. International Study I provides an intensive language and culture experience for the student who has some background in Spanish. Following orientation meetings on campus, students spend a period of time (minimum 9 days) in a Spanish-speaking country. Students will improve listening and speaking skills while developing cultural competence as they experience firsthand the culture of a part of the Hispanic world.

SPAN 1225 ELEMENTARY SPANISH II

Prerequisite: (R), SPAN 1115 or Evaluation by Instructor
 5 CREDITS. A continuation of SPAN 1115. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing Spanish. The student will continue to explore significant aspects of Spanish and Latin American culture. Laboratory experience is an integral part of the course. Satisfactory completion of this course confirms that a student has demonstrated competency in a foreign language at the novice-high level according to the ACTFL scale.

SPAN 2000 SPECIAL TOPICS IN SPANISH

Prerequisite: (R), Two semesters of 1000-level SPAN courses or Evaluation by Instructor
 VARIABLE 1-6 CREDITS. The student will demonstrate competencies not covered in other Spanish language courses at the 2000-level. Each course will concentrate on a particular aspect of language and culture. The course may be repeated with a change in subject matter.

SPAN 2010 CONVERSATIONAL SPANISH III

Prerequisite: (R), SPAN 1120 or 1225 or Evaluation by Instructor
 3 CREDITS. The student will actively participate in conversations on a variety of topics, including vocabulary specific for fields of study or careers. Listening and speaking will be emphasized, but reading and writing will be incorporated to enable the student to function at the intermediate level of proficiency or above, according to the ACTFL scale. This course is taught completely in Spanish. Credit is variable and, with different content, may be repeated for up to four (4) credits.

SPAN 2050 SPANISH IMMERSION II

Prerequisite: (R), SPAN 1120 or 1225 or Permission of Instructor
 VARIABLE 1-3 CREDITS. The Spanish Immersion Course provides an intensive language-learning experience for the student who has a minimum of two semesters (or equivalent) of Spanish. Following an orientation meeting on campus, students spend a period of time (minimum of two days) at an off-campus location hearing and speaking only Spanish. In addition to attending formal classes focusing on selected topics of vocabulary and grammar, students participate in activities such as dancing, games, aerobics, films, nature walks, and shopping in Spanish, enabling them to experience a total immersion. Students will demonstrate an intermediate level of oral proficiency through interactions with instructors and other students as well as formal presentations.

SPAN 2060 INTERNATIONAL STUDY II

Prerequisite: (R), SPAN 1120 or 1225 or Permission of Instructor
 VARIABLE 3-6 CREDITS. International Study II provides an intensive language and culture experience for the student who has a minimum of two semesters of Spanish (or equivalent). Following orientation meetings on campus, students spend a period of time (minimum 9 days) in a Spanish-speaking country. Students will demonstrate an intermediate level of oral proficiency and cultural competence through interactions with instructors and other students as well as formal presentations, while they experience firsthand the culture of a part of the Hispanic world.

SPAN 2113 INTERMEDIATE SPANISH I

Prerequisite: (R), SPAN 1225 or Evaluation by Instructor
 3 CREDITS. The student will demonstrate proficiency in understanding, speaking, reading, and writing Spanish at the intermediate level. The student will read a variety of Spanish texts, using them as a basis for conversation and composition in Spanish and will begin a systematic review of Spanish grammar. The class is taught in Spanish.

SPAN 2223 INTERMEDIATE SPANISH II

Prerequisite: (R), SPAN 2113 or Evaluation by Instructor
 3 CREDITS. A continuation of SPAN 2113. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing Spanish at the intermediate level. The student will read short literary texts and use them as a basis for discussions and compositions in Spanish and will complete a systematic review of Spanish grammar. The class is taught in Spanish.

SURGICAL TECHNOLOGY**ST 1000 SPECIAL TOPICS IN SURGICAL TECHNOLOGY**

Prerequisite: (R)
 VARIABLE 1-3 CREDITS. The student will demonstrate competencies not covered in other surgical technology courses, but which benefit students wanting additional training in the field or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

ST 1114 SURGICAL TECHNIQUES I

Prerequisite: (R) Corequisite: ST 1126
 4 CREDITS. This course is a clinical introduction to the operating room. The student will demonstrate competencies in the use and preparation of supplies and care of the surgical patient.

ST 1126 SURGICAL TECHNIQUES PRACTICUM I

Prerequisite: (R) Corequisite: ST 1114
 6 CREDITS. This course is an introduction to the clinical setting. The student will demonstrate competencies on the application of the fundamentals of surgical techniques and procedures, including aseptic techniques, sterilization and disinfection, instrumentation, sutures and needles, and surgical supplies and equipment.

ST 2214 SURGICAL TECHNIQUES II

Prerequisite: (R) (W), ST 1114 and ST 1126 Corequisite: ST 2226
 4 CREDITS. The student will demonstrate an understanding of the basic concepts of pathophysiology, regional anatomy, and surgical procedures related to general, gynecologic, ophthalmic, ear, nose, and throat, gastrointestinal, and pediatric surgery.

ST 2226 SURGICAL TECHNIQUES PRACTICUM II

Prerequisite: (R) (W), ST 1126 and ST 1114 Corequisite: ST 2214
 6 CREDITS. This course is designed to introduce the students to the hospital in general and the surgical area in particular through practical experience. The student will be able to demonstrate application of basic skills in surgical technology.

ST 2314 SURGICAL TECHNIQUES III

Prerequisite: (R) (W), ST 2226 and ST 2214 Corequisite: ST 2336
 4 CREDITS. The student will demonstrate an understanding of the concepts of pathophysiology, regional anatomy and surgical procedures related to genitourinary, thoracic, vascular, cardiac, neurosurgery, orthopedic, reconstructive, and plastic surgery.

ST 2336 SURGICAL TECHNIQUES PRACTICUM III

Prerequisite: (R) (W), ST 2226 and ST 2214 Corequisite: ST 2314
 6 CREDITS. The student will demonstrate application of lecture and laboratory material to the clinical setting.

TECHNOLOGY**TECH 1000 ADVANCED SPECIAL TOPICS**

Prerequisite: Evaluation by Instructor
 1-4 CREDITS. This course includes advanced technical topics to which students may be exposed. The course may be repeated with a change in content.

TECH 1010 INTRODUCTION TO TECHNOLOGY

1-3 CREDITS. Students will demonstrate an understanding of the foundations of a specific technical area. These foundations will include an overview of the industry and its history. Each course will cover a specific topic and may be repeated with a change in content.

TECH 1113 BEGINNING TECHNOLOGY APPLICATIONS*Prerequisite: TECH 1010*

3 CREDITS. Students will demonstrate proficiency in the knowledge, use and application of basic operations required in a specific technical field.

TECH 2000 SPECIAL TOPICS*Prerequisite: TECH 1113, ENGL 1113*

1-4 CREDITS. This course includes a variety of technical topics to which a student may be exposed. The course may be repeated with a change of topics.

TECH 2013 INTERMEDIATE TECHNOLOGY APPLICATIONS*Prerequisite or Corequisite: TECH 1113, ENGL 1113*

3 CREDITS. Students will demonstrate proficiency in the knowledge, use and application of intermediate operations required in a specific technical area.

TECH 2023 ADVANCED TECHNOLOGY APPLICATIONS*Prerequisite: TECH 2013*

3 CREDITS. Students will demonstrate proficiency in the knowledge, use and application of advanced operations and applications in a specific technical area.

TECH 2773 TECHNOLOGY FIELD INTERNSHIP I*Corequisite: TECH 1013*

3 CREDITS. Students will apply knowledge obtained in previous coursework to produce products or services in a business or industrial setting. Students will be guided through directed observation in an area directly related to the employee's technical specialty. Specific requirements must be approved by the employer and academic advisor prior to starting the internship.

TECH 2783 TECHNOLOGY FIELD INTERNSHIP II*Prerequisite: TECH 2773 Corequisite: TECH 1113*

3 CREDITS. Students will apply advanced knowledge obtained in previous coursework to produce products or services in a business or industrial setting. Students will be guided through directed observation in an area directly related to the employee's technical specialty. Specific requirements must be approved by the employer and academic advisor prior to starting the internship.

THEATRE ARTS**TA 1000 SPECIAL TOPICS***Prerequisite: (R) (W)*

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*Prerequisite: (R) (W)*

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*Prerequisite: (R)*

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*Prerequisite: (R)*

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*Prerequisite: (R)*

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*Prerequisite: (R) (W)*

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*Prerequisite: (R) (W), Permission of Instructor*

3 CREDITS. Through writing and performance activities, the student will demonstrate knowledge relating to the training of the voice, mind and body for stage acting.

TA 2113 INTRODUCTION TO TECHNICAL THEATRE*Prerequisite: (R), TA 1103 or Permission of Instructor*

3 CREDITS. The student will demonstrate an understanding of fundamental techniques and practices in scene construction, painting and the management of scenery and properties for theatrical stage productions.

TA 2123 PRACTICUM IN THEATRE ARTS*Prerequisite: (R), Permission of Instructor*

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*Prerequisite: (R) (W), 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*Prerequisite: (R) (W)*

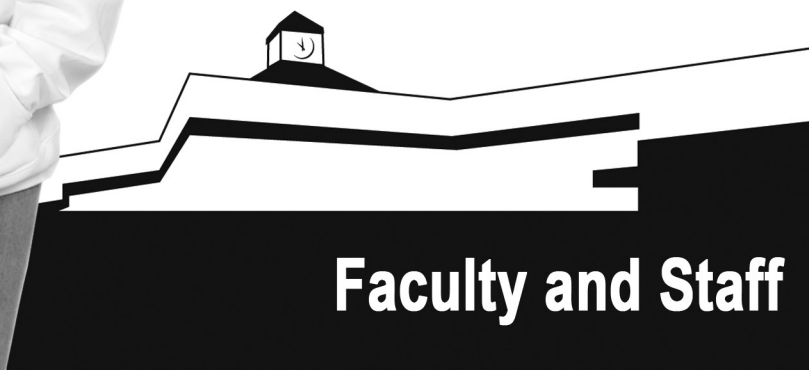
3 CREDITS. The student will develop and demonstrate, through listening, interpretation, and response exercises, a personal technique and methodology of acting in the media of film and video.

World Languages**WL 1000 SPECIAL TOPICS IN WORLD LANGUAGES***Prerequisite: (R) (W)*

1-6 CREDITS. The beginning student will develop listening, speaking, reading, and writing skills in a foreign language (other than French, German, Russian, or Spanish). Credit is variable, and with different content, may be repeated for up to 6 credits.

WL 2000 SPECIAL TOPICS IN WORLD LANGUAGES*Prerequisite: (R) (W), WL 1000 or Evaluation by instructor*

1-6 CREDITS. The student will develop listening, speaking, reading, and writing skills in a foreign language (other than French, German, Russian, or Spanish). Credit is variable, and with different content, may be repeated for up to 6 credits.



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Certificate of Mastery-Network Technician

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Index

A

Academic Advisement and Student Development 13
 Academic Assessment 27
 Academic Forgiveness 40
 Academic Integrity 42
 Academic Standards 47
 Academic Workload 44
 Accounting 175
 Accreditation 9
 ACT Testing 29
 Administrative Office Technology 175
 Admission Appeals Committee 13
 Advanced Standing Credit 49
 Agriculture 69
 Allied Health 176
 Appealing a Grade 44
 Applied Mathematics 176
 Art 70, 177
 Associate in Applied Science Graduate Educational 61
 Astronomy 178
 Attendance and Responsibility for Learning 41
 Auditing a Course 14
 Automotive Technology 71, 72, 73, 74, 75, 178
 Aviation Maintenance Technology 76, 77, 181
 Aviation Management 182

B

Banking and Finance 182
 Biology 79
 Bioinformatics 78, 183
 Biological Science 183
 Biotechnology 80, 81, 184
 Bloodborne Pathogens 34
 Bookstore 35
 Book and Supplies 15
 Broadcasting 82
 Business 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 185

C

Career Transitions Program 32
 Certificates of Mastery 62
 Change of Name, Address or Telephone Number 36
 Chemistry 99, 185
 Child Development 100, 101, 102, 186
 Co-enrollments at Other Colleges 45
 College Ends Statements 9
 College Union 35
 College Values 8
 Communications 187
 Computer-Aided Design 103, 104, 187
 Computer Proficiency Requirement 53
 Computer Science 105, 106, 107, 108, 109, 110, 111, 112, 188
 Course Lengths 43
 Course Re-enrollment 44
 Course Withdrawal 14
 Criteria For Admission 10
 Cyber Information Security 113, 114, 115, 190

D

Database Management 116, 190
 Deaf and Hard of Hearing Services 33
 Degree Check 28
 Degree Requirements 63
 Developmental Studies 191
 Disclosure of Graduation Rates 52
 Distance Education 45
 Diversified Studies 117
 Downtown College Consortium 45
 Drug Education 28

E

Early College Awareness 26
 Economics 191
 Educational Approach 39
 Educational and Career Planning 25
 Educational Program Fees 17
 Educational Rights and Privacy 36
 Electronics 118, 119, 191
 Emergencies on Campus 34
 Emergency Medical Sciences 120, 121, 122, 193
 Employment Services 25
 Engineering 123, 194
 English 194
 English as a Second Language 196
 Enrollment 14
 Entry-Level Assessment 43

F

Faculty and Staff 225
 Fee Payment 15
 Film and Video Production 197
 Film and Video Production Technician 124, 125, 126
 Finance 198
 French 127, 198
 French 198

G

GED Classes and Testing 33
 General Education Program Competencies 52
 General Education Requirements 63
 Geography 199
 Geology 199
 German 199
 Grade Reporting 44
 Grading Systems 39
 Graduation Requirements 50
 Graphic Communications 128, 199

H

Health Services 34
 History 129, 201
 History of the College 8
 Honor Rolls 32
 Humanities 130, 202

I

Insurance 203
International Studies 131, 132, 203

J

Journalism 133
Journalism & Broadcasting 204

K

Keith Leftwich Memorial Library 30

L

Late Enrollment 14
Learning Labs 28
Learning Skills 204
Liberal Studies 134
Literature 135
Location and Facilities 9

M

Management 205
Manufacturing Technology 136, 137, 206
Marketing 208
Mathematics 138, 208
Medical Assistant 139, 209
Message From The President ii
Mission 8
Multimedia 140, 141, 142
Music 143, 210

N

National Center for Employee Development (NCED) 46
Network Technology 144, 213
New Student Orientation 25
Nursing 145, 214
Nursing Program LPN Track 146

O

Occupational Therapy Assistant 147, 215
OKCCC Capitol Hill Center 31
Orthotic/Prosthetic Technician, Course Description 217
Orthotic and Prosthetic Technician 148, 215

P

Philosophy 149, 216
Photography 150
Physical Therapist Assistant 152, 217
Physics 151, 218
Political Science 219
Political Science/Pre-Law 153
Pre-Baccalaureate Nursing 154
Pre-Dentistry 155
Pre-Education 156, 157
Pre-Medicine 158
Pre-Pharmacy 159
Program/Major Selection 27
Prior Learning Assessment 49
Programs of Study 58
Prospective Student Services 18
Psychology 160, 219
Public Relations 161

R

Real Estate 162, 220
Recreation and Community Services 30
Redlands Community College Partnership 47
Refunds (Credit Courses) 15
Release of Academic Information 36
Resident Requirements 14
Respiratory Care Therapist 163, 220
Rose State College Partnership 46
Russian 221

S

Safety and Security 35
Scholarships 24
Science 222
Services for Students with Disabilities 33
Sociology 164, 222
Southeastern Oklahoma State University Partnership 46
Spanish 165, 166, 167, 222
Special Admission Procedures 13
Special Academic Programs 48
Speech 168
Student Activities and Other Services 29
Student Conduct and Discipline 33
Student Consumer Information 27
Student Financial Support Services 20
Student Grievance Procedures 35
Student Outcomes Assessment 43
Student Publications 35
Student Success Seminars 27
Surgical Technology 169, 223

T

Technical/Occupational Programs 60
Technology 170, 171, 172, 223
Technology Center Partnerships 47
Technical/Occupational Programs 60
Test Center 32
Test of English as a Foreign Language (TOEFL) 29
Theatre Arts 173, 224
The Training Center 32
Transfer Information 27
Transfer to Universities Articulation 60

U

U.S. Military Concurrent Enrollment Programs 44
University of Central Oklahoma Partnership 46
University of Oklahoma Partnership 46
University Parallel/Transfer Programs 58

V

Vision 8

W

World Languages 224

Notes...